



PASSAIC VALLEY ★
REGIONAL HIGH SCHOOL ★
Serving Little Falls, Totowa, & Woodland Park

Student Handbook 2020-2021

Revised August 2020

Hail to our alma mater
Hail to the school we love
Carry her name to glory
Raise her banner above
True sons and daughters loyal
Keeping the torch alight
Make her fame immortal
The fame of the green and white

~ C. Swisher '42

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Timothy Platt	Supervisor of Building and Grounds
William Pantale	Guidance Specialist

Office of the Superintendent
Passaic Valley Regional High School District #1

Dr. JoAnn Cardillo, Superintendent
Phone: 973-890-2500
Fax: 973-890-2562
Email: CardilloJ@pvhs.k12.nj.us



Passaic Valley Regional High School
East Main Street
Little Falls, New Jersey 07424

Dear Student, Parent/Guardian,

On behalf of the Board of Education, Administrators, Faculty and Staff of Passaic Valley Regional High School District 1, we welcome you to another school year, it is hard to imagine we are in the **80th year** of serving the multiple generations and new families living in Little Falls, Totowa and Woodland Park. This handbook serves as a resource for you to quickly acclimate to processes and procedures that are aligned to our district **Mission, Vision and Core Beliefs**. We are committed to providing every student equity and access to exceptional teaching and learning experiences preparing them for the wide range of college and career choices they will have after high school. At Passaic Valley we help students to develop personalized learning goals leading them to outcomes that will suit them as individuals and successful young adults. We are expanding our structured learning experiences for our students, and we are strengthening our partnerships with colleges and universities in our area. We are actively seeking and placing students in internships and work experiences in cooperation with our business community and alumni of Passaic Valley who can provide learning experiences for those students who are more career minded rather than college or university bound. **At Passaic Valley there truly is something for everyone.**

Tradition and Hornet Pride exists at PV as strong as it did on the day this school opened in 1940. We offer a wide array of academic programs, athletic opportunities, and activities, and encourage all our students to find their niche and place at PV. Our fine and performing arts programs are outstanding, and students can explore elective options by joining a club and learning more about a subject or topic of interest. District adopted policy #1648 *Restart and Recovery Plan to Open Schools* is connected to our district plan and all practices outlined in the plan will apply to student handbook practices in the 2020-2021 school year.

The safety and wellness of our school community is extensively addressed in this handbook. We have two certified school nurses on our campus daily, they are there for you as well as our school counselors, substance awareness counselors and child study team staff. Programs regarding teen issues are presented for families and students throughout the year and our Teen Center often joins us in partnership with these events. We will let you know through our APP of these events and any news we feel needs to get to you quickly. Please sign up for our APP, follow us on Facebook and Twitter @PVHSSUP. We also encourage you to visit our website for further information and references to district policy and regulations that guide our everyday practices at PV. The Passaic Valley Education Foundation also supports our students and teachers throughout the year and we hope you will support their efforts to raise funds to enhance our programs.

Thanking you in advance for your attention to the information that we have provided to you. We wish you a fruitful school year and look forward to working with you in the best interest of your children and your families.

Best regards,

A handwritten signature in black ink that reads "Dr. JoAnn Cardillo". The signature is written in a cursive style.

Dr. JoAnn Cardillo,
Superintendent

Passaic Valley Regional High School District 1

Vision, Mission, Core Beliefs

Pride and Tradition defines Passaic Valley Regional High School

Vision

All students are prepared to meet the challenges of post-secondary life with grace and confidence

Mission

To assure today's educational programming is relevant to tomorrow's college and career employment expectations

Core Beliefs

1. We believe in a safe orderly school campus.
2. We believe that all stakeholder voices are valuable, constructive criticism is acceptable, and mutual respect is expected of all.
3. We believe that every student in our community deserves to be educated to their full potential.
4. We believe it is important to offer a balance of exceptional academics, athletics and activities at our school.
5. We believe that tri-borough community support and ownership of Passaic Valley is imperative to our success; thus, assuring the future success of the Township of Little Falls, the Borough of Totowa and the Borough of Woodland Park.

Traditional Bell Schedules
(On-Campus Learning)

REGULAR DAY BELL SCHEDULE

Zero Period	7:15-7:58 am
Staff Report	8:00 am
Home Room	8:04-8:14 am
Period 1	8:18-9:01 am
Period 2	9:05-9:48 am
Period 3	9:52-10:35 am
Period 4	10:39-11:22 am
Period 5	11:26-12:09 pm
Period 6	12:13-12:56 pm
Period 7	1:00-1:43 pm
Period 8	1:47-2:30 pm

DELAYED OPENING

Zero Period	CANCELLED
Staff Report	9:00 am
Home Room	9:20-9:28 am
Period 1	9:34-10:08 am
Period 2	10:12-10:46 am
Period 3	10:50-11:24 am
Period 4	11:28-12:02 pm
Period 5	12:06-12:40 pm
Period 6	12:44-1:18 pm
Period 7	1:22-1:56 pm
Period 8	2:00-2:30 pm

EARLY DISMISSAL

Zero Period	7:15-7:58 am
Staff Report	8:00 am
Home Room	8:04-8:11 am
Period 1	8:15-8:44 am
Period 2	8:48-9:17 am
Period 3	9:21-9:50 am
Period 4	9:54-10:23 am
Period 5	10:27-10:56 am
Period 6	11:00-11:29 am
Period 7	11:33-12:02 pm
Period 8	12:06-12:35 pm

**Hybrid Model *Full Day* Modified Bell Schedule
(Monday & Friday)**

Period	Time
Zero Period	7:15am - 7:58am
Teacher Sign In	8:00am
First Period	8:04am - 8:47am
Homeroom	
Students	Sign-in required 8:00 - 8:30am
Faculty	Record attendance in Realtime 8:51 - 9:01am
Second Period	9:05am - 9:48am
Third Period	9:52am - 10:35am
Fourth Period	10:39am - 11:22am
Fifth Period	11:26am - 12:09pm
Sixth Period	12:13pm - 12:56pm
Seventh Period	1:00pm - 1:43pm
Eighth Period	1:47pm - 2:30pm

**Hybrid Model *Half Day* Modified Bell Schedule
(Tuesday, Wednesday, & Thursday)**

Period	Time
Zero Period	7:30am - 8:00am
First Period	8:04am - 8:34am
Homeroom	
In-Person (in the building)	8:38am - 8:48am
Virtual (at home)	Sign-in required 8:00 - 8:30am
Second Period	8:52am - 9:22am
Third Period	9:26am - 9:56am
Fourth Period	10:00am - 10:30am
Fifth Period	10:34am - 11:04am
Sixth Period	11:08am - 11:38am
Seventh Period	11:42am - 12:12pm
Eighth Period	12:16pm - 12:46pm
Grab and Go Lunch	12:46pm - 1:30pm
Teacher Prep/Meetings	1:30pm - 3:05 pm

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I. Academics

The faculty and staff of Passaic Valley is committed to providing a strong academic program that meets the needs of every student in attendance. We consistently review and revise our current coursework to reflect the graduation requirements set forth by the New Jersey Department of Education and we assure that lessons and information that is presented to students has relevance to ***“today’s educational programming and tomorrow’s college and career employment expectations”***. We ***strive “to assure that every student is prepared to meet the challenges of post-secondary life with grace and confidence”***. This is the essence of our district/school Mission and Vision.

Current programs and courses are available for our students who want to be challenged with rigorous AP coursework. We now have programs and structured learning experiences that meet the needs of students who are more career minded and seeking skills that will make them ready for technical programs they can enter directly into the world of work with the experience of having an internship, work or community service experience when they leave Passaic Valley and transition into adulthood. We also have restructured our Special education offerings to assure that students who need the programs and supports of this department are served in their best interests.

Guidance Procedures

Be mindful that the Guidance Department is the heart of the school. Our counselors are trained and focused on meeting the various needs of our students. Any questions that may arise about course offerings, post- secondary choices, financial aid or something that has to do with personal private situations where you may need help do not hesitate to see your guidance counselor. They are your best friend throughout your high school career so get to know them early and build a relationship that will serve you well.

Scholarships

Each year senior students who are eligible can apply for a wide array of scholarship offerings. Students are notified through their school email accounts and Naviance. A Monthly Scholarship Newsletter is also emailed to students and can be found in their Naviance accounts.

Applications for local scholarship offerings are put out in the Guidance Office during the winter months giving students enough time to apply if they meet the criteria and deadlines.

Intervention and Referral Services

Any student who has academic or behavior problems can be referred to I&RS. The I&RS consists of reliable Passaic Valley Staff members who will examine the problem and come up with a way to increase the student’s success at Passaic Valley. Contact your guidance counselor.

Special Education and Child Study Team (CST)

Any student with suspected learning issues, may be eligible for special education services. If the I&RS process is unsuccessful the student can be referred to the CST for evaluation. The student must present

some type of disability that adversely affects educational performance and the student must be in need of special education and related services. Direct referral to the CST instead of I&RS can take place when it is documented that the referral warrants urgency or the parent makes a written request to CST for an eligibility meeting. The CST office can be reached at (973)890-2526.

Credit Requirements

- A. Total credits required: 120 for graduation
- B. Grade level requirements to be considered a:
- **Sophomore:** A student must have completed 35 credits (Conditional status – 30 credits)
 - **Junior:** A student must have completed 70 credits (Conditional status – 65 credits)
 - **Senior:** A student must have completed 100 credits (Conditional status – 95 credits)
- C. There is no certainty that a course failed one year can be rescheduled the following year. Therefore, students who fail a course are strongly encouraged to make up the course in a Passaic Valley approved summer program. Students should contact their school counselor regarding the registration process and course placement.
- D. To be eligible for summer school a student must complete the course. Students who drop a course or who are administratively removed from a course will not be approved for summer school remediation and must repeat the course.
- E. Students who wish to take accelerated course work during the summer should follow these guidelines (must be completed by the second week of June of any school year):
- Secure an application and course description from the school/program.
 - Schedule an appointment with the Director of Student Personnel Services to discuss the course and gain approval.
 - Obtain any other necessary approvals and/or transcript.
 - Register for the course.
- ** After completing the course be sure to have an Official Transcript forwarded to Passaic Valley High School before the opening of school in September.
- F. From year to year, certain courses may not be offered if enrollment is lower than expected. In these cases counselors will help students make alternate course selections.

Academic Honor Roll

Superintendent’s Commended List: Greater than or equal to 4.25

First Honors: 3.6 – 4.24

Second Honors: 3.00 – 3.59

Note: In determining honor roll lists there is no “rounding” of grades, a “C” or better in each class is needed to qualify for all lists.

Grading

Grading Scale and Conversion Values:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D	F*
97-99	93-96	92-90	87-89	83-86	80-82	77-79	73-76	72-70	68-69	65-67	50-64
4.25	4.00	3.75	3.25	3.00	2.75	2.25	2.00	1.75	1.25	1.00	-

As of 2020-21 Honors credit courses are weighted as follows:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D
4.75	4.5	4.25	3.75	3.5	3.25	2.75	2.5	2.25	1.75	1.5

AP credit courses are weighted as follows:

A+	A	A-	B+	B	B-	C+	C	C-	D+	D
5.25	5.00	4.75	4.25	4.00	3.75	3.25	3.00	2.75	2.25	2.00

Note: To calculate the G.P.A./Rank in Class, use the 4.0 scale. Attempts to use the 100 point scale will lead to mathematical inconsistencies. To earn weight student must pass the course.

Class Rank

Class rank will be calculated by the final grade in all subjects in grades 9 through 11. Class rank for Seniors will be calculated at the conclusion of the second marking period (seven semesters) and the Salutatorian(s) and Valedictorian(s) will be determined by that calculation.

Students at Risk of Failing

If, after the second marking period, a student is deemed at risk of failing a course for the year, a failure warning notice will be sent home from the teacher informing the parent/guardian of the student's status. The letter will include steps for remediation and teacher contact information.

Transfer Policy

Students who transfer into Passaic Valley High School will receive credit from their transferring school for classes with a grade of "D" or better. The exception(s) will be those courses which are religious in content. In order to transfer credit the course must be offered at Passaic Valley High School. Transfers are treated on a case-by-case basis.

Grades, after being converted to Passaic Valley's grading scale, will be used to calculate a student's G.P.A and class rank. However, students who enter Passaic Valley after their freshman year **cannot** be considered as Valedictorian or Salutatorian.

Course Audit

Under certain circumstances students may schedule a class in which they will earn no credit. An audit carries with it the responsibility to attend, take tests and complete all of the required work. This option is contingent upon teacher approval, class size, the availability of equipment, etc. Students are limited to one five (5) credit course (not required for graduation) during their stay at PVHS.

Note:

- Students may only Audit a class if they have/or are failing the class and wish to audit in order to schedule the same class for the next school year.
- Students must declare their request to audit in writing and be approved by the Director of Student Personnel Services the class before the end of the first quarter. Requests after the first quarter may not be honored.

Incomplete Grade

Receiving an incomplete grade in any class is a serious matter and needs to be addressed quickly.

Students may only receive an incomplete grade for the following reason:

- An extended documented medical reason which causes the student to miss enough class time during a marking quarter to prevent the teacher from issuing a grade. Teachers must confer with the Director of Student Personnel Services and the Principal before assigning an incomplete. This grade cannot be given for the fourth quarter or as a final grade.
- Students usually will have ten (10) school days to clear up all work missed. If there are unusual circumstances, the Director of Guidance will, in consultation with faculty members, set a deadline.

Note: Students who do not make up all assigned work under the guidelines set will receive a grade of 50 for the quarter.

Support for Students

The Writing Lab and Teen Center are open during all four lunch periods for students who may need academic help and/or support. Math Tutoring and Academic Boot Camps are also available to students who need them; please see your guidance counselor or case manager for more information.

Dissection Policy

Students taking a laboratory science that includes animal dissection as part of their curriculum may choose to do an alternate activity without any grade reduction. Interested students should request a form from their science teacher, bring it home for parent/guardian review and signature and return it to their teacher

Pass/Fail

After consulting with their school counselor, a student may select to schedule a class on a pass/fail basis. The following limitations will be in effect:

- The student will not receive a grade, but upon successful completion of the entire course will be awarded credit (based on teacher recommendation).
- For ranking purposes any course taken on a pass/fail basis will not be in the calculation of the G.P.A.
- Students may select a maximum of two (2) classes or ten (10) credits to be taken pass/fail during their four years at Passaic Valley. Students who return for a fifth year may elect a class pass/fail provided they have not used their two (2) classes or ten (10) credit option during the last four years. Only one course may be taken pass/fail in any academic year.
- Courses required for graduation may not be taken pass/fail.

Scheduling Guidelines

- Students will not be given the opportunity to select teachers, time periods for courses, or lunch period. Time periods for courses and lunches are automatically determined.
- To remain on track for graduation and sports eligibility, students must maintain a yearly course load of a minimum of 30-35 credits.
- Credits will be awarded only for courses that have been completed. Partial credit will not be granted.
- Making course requests requires careful consideration of the many options located in the course guide. It is important to note that the number of course requests will determine whether a course is in fact offered as part of the high school master schedule. Every year, certain courses must be dropped from the master schedule due to lack of enrollment. IT MUST BE NOTED THAT COURSE REQUESTS DO NOT GUARANTEE PLACEMENT IN A PARTICULAR COURSE. Scheduling conflicts may occur when students request courses that have few sections.
- The administration reserves the right to schedule courses required for graduation based upon standardized testing results and need for remediation.

Scheduling Timeline & Add/Drop Policy

August 21, 2020	Full schedules released in the portal
August 22- August 31, 2020	Window for course request changes opens- forms available on website and in student portal
September 1 st through June 2021	No schedule changes requests will be accepted or permitted once September begins unless there is an error in a core subject or a teacher initiates a level change. A student dropping a course after September 1 will receive a WP or WF (withdraw pass or fail) depending on course average at time of the drop. Both a WP and WF count into the GPA as attempted, but earned credits (receiving zero points).
January 2021	Teacher portal opens for teachers to make placement recommendations. Counselors send out scheduling forms and process overview.
February 1st	Deadline for recommendations to be approved by administration

February-March	Counselor Individual Course Selection Meetings- Requests are viewable through the portal
April	Course requests tallied/ Begin building Master
April 20-24, 2021	Window for teachers to revise recommendations. Teachers must discuss with the student and parent before submitting the change to guidance.
May 31, 2021	Window for course request changes closes
Last week of School	Counselors notify students schedules have been released in the portal (just courses received- no periods)

- Seniors who withdraw from a class for any reason after they have submitted a college application will have an updated transcript mailed to the Admission Office reflecting the change.

Honor Societies

NATIONAL HONOR SOCIETY

The National Honor Society, founded in 1921 by the National Association of Secondary School Principals as an organization that recognizes and encourages academic achievement while also developing other characteristics essential to citizens living in a democracy, is the leader among organizations and societies that promote appropriate recognition for high school students in the areas of character, service, leadership and scholarship. Thousands of schools across the nation are chartered by the N.H.S.

Membership in the National Honor Society is both an honor and a responsibility. Active members are expected to maintain the standards of the society by which they were selected. Selection to the N.H.S. is a privilege, not a right. Membership is granted only to those students selected by the N.H.S. Faculty Committee. The N.H.S. is more than just an honor roll and membership is not automatically conveyed simply because a student has achieved a specified level of academic performance.

Membership in the Passaic Valley High School Chapter of the National Honor Society is open to juniors and seniors who have attended PVHS a minimum of one semester, and who have attained a minimum cumulative grade point average of 3.50.

Student Activity Information Forms are distributed to eligible students in September; the N.H.S. Faculty Committee evaluates all completed forms. In addition to the stated grade point average, students will need to demonstrate secondary school related service (a minimum of 10 hours per year), 5 of these 40 hours must be completed at Passaic Valley. Generally speaking, service activities are those which are done for or on behalf of others, (not including family members) for which no compensation (money or otherwise) has been received. Fundraising for associations, sports, and clubs is NOT considered as service. A Personal Statement and two Faculty Recommendations are also part of the process. Students chosen for membership are inducted into the N.H.S. during ceremony in January.

All members of the Passaic Valley High School Chapter of the National Honor Society are to maintain the standards by which they were selected, including a cumulative grade point average of 3.50, and must demonstrate a service activity for each year of active membership. Failure to maintain these standards or

adhere to the Code of Student Conduct may result in the student's dismissal as a member of the National Honor Society.

PASSAIC VALLEY HONOR SOCIETY

Passaic Valley Honor Society students are recognized for their scholastic achievement and their participation in Passaic Valley sponsored co-curricular activities. Students are recognized in this society for their contributions to creating our vibrant Passaic Valley community.

Students who have maintained a cumulative grade point of 3.00 or better will be invited to apply for membership during the third quarter of their sophomore, junior and senior years. Students will then verify through Realtime that they have accumulated 20 activity points (sophomores and juniors) or 25 activity points (seniors) and complete the application. Membership invitations will be awarded to students who meet all of the requirements and have maintained a satisfactory discipline record.

Once admitted into the Passaic Valley Honor Society students will be expected to continue their co-curricular activities and participate in service projects within Passaic Valley.

WORLD LANGUAGE HONOR SOCIETY

Students who are enrolled in a Third or Fourth level of Language Studies are eligible for membership in the World Language Society if they meet the following criteria:

- The student must have attained an overall GPA of 3.5.
- The student must be an active member in the French, Italian, or Spanish Clubs.
- The student must be in good standing at Passaic Valley Regional High School.

The academic criterion to be eligible is defined by students attaining no less than an A- in the previous year's final grade and an A- in the first semester of the current year.

Honor Cords will be available for eligible seniors to purchase before the induction program. They are to be worn during the graduation ceremony.

NATIONAL ART HONOR SOCIETY

The National Art Honor Society program was created specifically for high school students for the purpose of recognizing those students who have shown an outstanding ability in Art.

Membership in this chapter is based upon art scholarship, service and character. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in a fine arts class and must have maintained a minimum art scholarship average of a B.

Students are eligible for induction into the Passaic Valley Chapter of NAHS after completing these requirements as well as attending one meeting per month and participating in the majority of the chapter's activities and NAHS sponsored fundraisers.

Honor cords will be available for purchase to active senior members prior to graduation.

MUSIC HONOR SOCIETY

Tri-M, the only national honor society for student musicians in the country, highlights our school's music program and gives students the opportunity to perform, lead, and serve. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments, and to inspire other students to excel at music and become leaders.

To be eligible, students must be currently enrolled in a school sponsored music ensemble for at least two marking periods, show academic excellence in all subject areas, be a leader in their school/community, and complete different service activities. Students are also chosen based on character; a person who demonstrates respect, responsibility, trustworthiness, fairness, caring, and citizenship. Candidates must have maintained for the previous semester at least an A average grade or equivalent in music, with at least a cumulative B average grade or equivalent in other academic subjects. To be eligible, students must also acquire the allotted number of points as outlined by the chapters bylaws. Active members must attend all sponsored service events, meetings, and maintain the requirements to remain in good standing.

Any student who meets the above criteria, the bylaws written by the Passaic Valley Music Department, and have been approved by the advisors will be fully vested as new members.

Release of Transcript

Before an official transcript of courses and grades can be released to a college/university, scholarship program or any other organization, a Transcript Approval form must be filled out in Guidance Services. This form can be obtained by a parent or student and requires a parent signature if the student is under the age of 18. Once a Transcript Approval is on file, the student may complete a Transcript Request form for each requested release.

School Publications

There are three traditional publications that are developed by students at Passaic Valley and are shared with the community at various times. The school yearbook, the *Valley Green*, is prepared and published by the Editing and Publishing Class and the Yearbook Club. The school newspaper, the *Valley Echo*, is prepared and published by the students enrolled in Journalism Class. The school literary magazine, *Images* is prepared and published by students in the Editing and Publishing Class and Literary Club.

Make up Work

Missed work or make up tests due to absences of one day or extending beyond one day must be completed by the number of equivalent days that the student was absent from class. Students who are absent for two days are required to submit their work two days after their return to school. If additional time is needed, permission must be obtained from the teacher and approved by a supervisor. **It is important to note that the responsibility for making up missed work rests with the student, not the classroom teacher.**

Plagiarism

"Plagiarism consists of presenting the expressed thoughts, ideas, and writings of another person or source as one's own." Students should be aware that plagiarizing does not only concern copying verbatim the words of an author or written source without proper documentation, it also involves paraphrasing the opinions and statements of others without giving due credit to the source(s). Although instances of

plagiarism most often occur in the writing of reports, articles, and research papers, using the ideas or words of another as one's own in speech is similarly dishonest. Teachers will review the issue of plagiarism with their classes at the beginning of the school year.

Plagiarism is considered a form of stealing as well as of cheating; therefore, plagiarism is an act requiring disciplinary action. The penalty for plagiarism is a grade of zero on the particular assignment and the reporting of the incident to school administrators and to the student's Guidance Counselor and parents or guardians. A parental conference with school officials may also be required. Repeated instances of cheating constitute a serious violation of academic integrity, as well as an abrogation of ethical student behavior. Repeat offenders may be subject to a failing grade for the marking period in which the second offense occurs and a no credit for the course for any further transgression.

**** See Student Handbook Addendum regarding cheating policies ****

Physical Education Procedures

It is desirable that the attire worn for Physical Education by students grades 9-12 conform to the requirements that will insure the student's health and safety.

Guidelines are as follows:

- Attire
 - No jewelry – take off and lock up in locker.
 - No zippers, buttons or belts.
 - Must wear sneakers.
 - Report for attendance in proper physical education clothing.
- Promptness to class
 - Students must report to the locker room prior to the bell. Anyone reporting after the bell will be considered late to class.
- Unprepared
 - Any student receiving two failing grades during the course of the school year will also receive a failing grade as the final mark.
- Policies with regard to Covid-19 apply to this area. See Covid Plan (Appendix I) found on our website.

Physical Education Restrictions

All students who feel that they should be excused from active participation in the Physical Education program are to see the School Nurse before school begins. All students are expected to take Physical Education as part of the regular curriculum. Exceptions to this regulation will be honored for those students who present excuses from their family doctor. School policy covering restrictions to Physical Education and forms may be obtained from the School Nurse. Students who are temporarily or permanently restricted may be assigned to an adaptive Physical Education Class.

II. Safe and Orderly School Operations

Smooth consistent school operations support the program at Passaic Valley Regional High School. The campus serves over 1500 students and staff daily for educational purposes, sports and community events, therefore specific regulations are in place to maintain order and safety which is a priority at PVHS and the first core belief adopted by the school community. All the practices outline in this manual are reflective of state law and district policy for safe and orderly school operations.

School Tip line

Passaic Valley Regional High School maintains an *Anonymous Tip Line* that can be found on our website under the student tab. It can be accessed through our PV mobile APP. The purpose of this tip line is to assure that students and parents have a way to anonymously report bullying, information regarding safety risks that could be reported, investigated and dealt with early on. *It should be noted that at any time, anyone, student or parent can call and speak to administration with any information that they feel needs to be investigated.*

School ID Badges/ Policies and Sanctions/Loss of ID Badges

All staff and students receive PV ID's and lanyards. They must be worn around the neck while on campus. This is a matter of safety and is strictly enforced. ID's should not be defaced or altered. Students who neglect to wear their ID will be noted on the attendance sheet by their Homeroom teacher during homeroom. A temporary ID sticker will immediately be issued to these students by the teacher on ID duty to ensure they will be identified properly at the beginning of each day. The teacher that is on I.D. duty will deliver the sheets to the main office. Those students will be assigned a new ID card and will receive one during that same day. The secretaries will then create a roster of the students receiving a new card and enter a fee of \$7 onto the students account. That roster is to be sent to the Attendance Office where replacement cards will be made. The new ID card will then be sent back to the Main Office where the cards will be delivered to the students during that same school day.

The Main Office is to conduct and mail out a monthly statement of fines owed to Passaic Valley Regional High School to the parents/guardians of students. Parents will be required to reconcile student accounts in order to maintain access to their district portal. Students who present a pattern of forgetfulness in the security and safety of IDs will be required to meet with their guidance counselor or case manager. The main office will notify the appropriate office of this need.

Students not wearing their ID badge in the proper manner during the school day are subject to disciplinary action.

Student Dress Code

The Passaic Valley Regional School District understands and accepts that a student's choice of dress is a manifestation of their personal style and individual preferences. Students, parents/guardians should become familiar with the district dress code for daily school activities and functions.

In the 2020-2021 School year students are required to wear a mask at all times. Please be advised that gators and bandanas are not approved for our campus. Standard masks will be provided to students in need.

The following dress code obligation must be met by all students.

- Maintains a safe learning environment in classes that call for supportive clothing or equipment such as protective eyewear and clothing for science /art classes. Phys ed and athletic attire as outlined by the program requirements.
- Allows for students to wear comfortable clothing that expresses their personal choice regardless of race, gender or religious identity.
- Stresses that all clothing must be clean, neat and be in accordance with the **health and safety** of any student. Exposed undergarments or sleepwear is not acceptable dress, every student should dress with propriety and a sense of personal modesty. Appropriate footwear is always required, flip flops are discouraged for safety reasons.
- Prevents students from wearing clothing with offensive images or language, including profanity hate speech and pornography.
- Prevents students from wearing clothing that indicate any affiliation of violence, gang affiliation, or the use of alcohol or drugs.
- Prevents the wearing of hats, jackets, gloves and outerwear during the school day. These must be stored in lockers upon the arrival of school. Head coverings (hats, bandannas, scarves) that must be held by an administrator will be tagged for pick up by a parent. They will be held in the Assistant Principal for Discipline's office.
- Encourages students who are participating in special programming or school events to wear suggested clothing that could include shirts and ties, jackets, dress clothes and appropriate footwear based on the specific occasion or event.

While parents/guardians hold the primary responsibility for students' attire, the district will consistently enforce this dress code for all students. Students who refuse to comply with staff/administration determination and application of the dress code will be considered insubordinate and be subject to appropriate disciplinary action which can include removal from class until the violation is corrected. Repeated disregard of the dress code will lead to possible detentions, suspensions, social probation and /or other disciplinary action as determined by administration.

Student Safety

Kindly be advised that in order to ensure your child's safety, PVHS nurses may disclose to district employees (ie: faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child's health record (ie., medical conditions, allergies, medications). In addition, school personnel will rely on any information you have provided to your child's school nurse for school-sponsored events and field trips.

If you child has sustained an injury and requires crutches, cane, walker, etc. a doctor's order must accompany the child upon his/her return. This order must state that the child has been taught how to safely ambulate the stairs using these devices. A doctor's order must also accompany your child if he/she needs to be transported via wheelchair during the school day.

Please be aware that there may not be a nurse at off-hour school-sponsored events, and that school personnel will call 911, as per Board Policy and Regulation 8441, for any emergencies that may occur.

Early Dismissal

Any student who needs to be dismissed early from school needs a note signed by their parent/guardian. It must be delivered to the Attendance Office, so we can call the parent/guardian to confirm the note and time of dismissal. Before leaving the building, students must report to the Attendance Office to pick up an early dismissal. If a student leaves and returns during the day they must report back to the Attendance Office before going to classes. This will assure that class cuts will not occur based on attendance being taken every class period.

Students leaving school early and not returning to school must hand in a medical note or legal document the following school day. Any periods missed will count as absences regardless if a note has been provided. Therefore, we encourage parents /guardians to make appointments outside the school day.

If a student needs to leave school early and does not bring a note to the attendance office in the am the main office will contact the student using their schedule to locate them. Students who become ill during the school day will only be dismissed through the Health Office. The procedure for students is not to text or call parents until they get to the Health Office and are seen by a school nurse. Any student calling or texting parents to leave school before they have seen a nurse will be subject to disciplinary action.

If it has been determined that a student will be leaving school, they will wait in the Health Office until they are signed out of school. The phone number for the health office is 973-890-2504.

School Closing /Delayed Opening

The following regulations apply to students on the early release program. In the event of inclement weather or unforeseen emergencies, school with either be closed or subject to delayed opening. When a delayed opening is in effect all students all must be in their homeroom by 9:20 am.

School bus services will be 1-1/2 hour later than usual. This assures that the district can get credit for the day and to better assure the safety of our three communities in weather conditions that could improve later in the morning.

School closing /delayed opening information can be obtained from the following sources.

Our district website www.pvhs.k12.nj.us, Cable Channel 77, Channel 7 Channel 12, Channel 5. We urge you to download our PVHS district app which will alert you to any weather closing updates and other important information.

A district phone message will be sent from the Principals office to every updated home / cellphone number. Please be sure you keep your information updated to remain in the information loop. Any changes to your information please call the Guidance Office at 201- 890-2520.

School Bus Behavior / Bus Tickets

Riding on any school bus provided by the school district is a privilege not a right therefore improper behavior on school buses will be addressed and failure to act appropriately will be addressed with discipline action. Examples of this are the use of profanity, destruction of property, smoking/ vaping/ rudeness and general disrespect of authority. This also includes behavior at bus stops while you are waiting to be picked up.

Title ABA: 25:2 states a student may be excluded for disciplinary reasons and the responsibility of students to be transported to school and home will lie with the parent/ guardian. This may happen for a

short period of time or can be extended for the school year or indeed the students time at PVHS. Students must have an ID card to ride a school bus and must also ride the bus they are assigned to. **Parents are encouraged to speak to their child regarding this regulation as the safety of all including the driver is a priority daily.**

Transit bus tickets for all eligible students are available in the main office. Information regarding bus tickets can be discussed with a school counselor.

Care of School and Personal Property/ Lost and Found

Students are responsible for the reasonable maintenance and care of all school property. A student is responsible for the loss or damage of materials and supplies provided to them by the school district. Any student found littering or in possession of food or drinks other than water in the hallways, stairwells, or other areas of the building will be assigned a day's detention for every offense. This policy is in effect during the entire school day. Students who have a snack afterschool while waiting for afterschool activities should be mindful of placing garbage in receptacles around the school and grounds. Lunch is to be eaten in the cafeteria or the Teen Center unless you are attending a school planned activity that allows for lunch to be brought to a program. An example of this would be an event in the Library Makerspace during lunch sessions.

The Board of Education is not responsible for the loss of student's personal property. This would include hall and phys. ed lockers, cars and other school areas. Students should be aware of this policy and must not share lockers or give out locker combinations. Everyone should also be mindful of caring for both school and personal property while in school.

All articles found by any staff member or student should be turned into the main office. Students may regain lost articles by going to the lost and found in the main office.

There are specific areas that are off limits to students on our campus for safety reasons and to stay in accord with district policy. The areas are parking lots and authorized parking areas based on student program needs, the east driveway and terraces on the adjoining property, lawns, sidewalks and steps on the main street side near the Auditorium.

Students are not to be on playing fields and physed property unless engaged in classes or sporting events. The garden courtyard is a living classroom. Students need to be under supervision of a faculty member while working in the courtyard area.

The wooded area (underdeveloped) areas of our school property are strictly off limits to students. Wooded areas that surround our school that is privately owned is also off limits. Students found in both areas or reported to be seen in those areas will be subject to suspension for safety reasons and for leaving school grounds.

During the school day the stores near the school are off limits. Students will be considered leaving school property if they attempt to leave the campus to go to any establishment. Leaving school property will result in suspension.

Graffiti/ Damage to school property by any student in any way will be quickly and directly disciplined. PVHS uses whatever funding available to the district to maintain the school building including grounds, the facility and equipment. Parents/Guardians of students found defacing any school property may be responsible for restitution or the purchase of new equipment for the school. Parking privileges will

automatically be revoked, law enforcement will be notified, and penalties may include court appearances and consequences set forth by outside counsel.

Outstanding Obligations

Students are expected to return school equipment, books, etc. before the beginning of final examinations. Failure to do so will cause a block of student's report card grades and schedule release until fines are paid or materials are returned. Students will not be allowed to participate in any extracurricular activities, including graduation, until all obligations and necessary payments are made for lost or damaged school property.

Automobile Search Policy

Any vehicle entering the Passaic Valley campus is the subject to complete search by administrative school personnel and possible law enforcement assisting them. Such search may be conducted without a warrant for any reasonable purpose. Following notice of intent to search, the vehicle will not be permitted to leave the premises without permission.

Parking Privileges

Student parking at Passaic Valley is only for seniors as there are a limited amount of student spaces. This number may change year to year based on the number of needed staff spaces.

Earning a parking space starts in freshman year.

- A student who has **15 or more absences** in any one year or **14 unexcused lates to school in any one year** leading up to their senior year will *not* be eligible for a senior parking decal. The State of New Jersey does not define absences as excused or unexcused.
- Attendance appeal is *only* relevant for earned course credit. It does not reduce the number of absences and does not apply to parking privileges.
- Any student suspended twice in any school year, or three times total in their tenure at Passaic Valley is not eligible for a parking permit.
- Students who are on Social Probation will not be eligible for parking privileges.

Once a parking permit is issued to a student it may be revoked for the following reasons:

- Eight lates equal loss of privileges for 2 weeks. (Senior year)
- Fourteen lates any single year equals 4 detentions and permanent loss of parking privileges.
- As per district policy, smoking or vaping is not permitted on school grounds or in the school building. As such, students who are found in possession of vaping or smoking materials will immediately have their parking privileges revoked.

PVHS reserves the right to assign parking spaces and to assign shared spaces when necessary.

Students may not transfer use of parking spaces to any student at any time. Students may not leave the campus at anytime during the school day.

Once a senior has been cleared to park on campus they must be aware of the following non-negotiable guidelines. Students who are participating in programs that require them to attend school outside the regularly scheduled day as well as students who participate in parking on campus must do the following.

- Parking permit (decal) must be affixed to the vehicle as directed. These are issued only through the office of the assistant principal of discipline's office. If you need a second decal the first decal must be handed in to the Assistant Principal for Discipline.
- Cars are to be parked immediately upon arrival to school. Students must exit their cars, collect their supplies and materials and enter the building to begin the day. Cars should be locked. Students will not return to their car during the day, Students found in the parking lot or in each other's cars without the knowledge of the AP for Discipline will risk having their permit rescinded. The student who has others in their car at anytime other than before or afterschool will lose their parking privilege.
- Should a license plate need to be changed it should be reported immediately to the AP's office. Be mindful that you can lose your privilege if you do not update information to the district.
- We encourage you, for safety reasons to please be sure your vehicle is in good working order.
- Parking permits will be rescinded immediately if student driver allows any other driver to use their car for any reason. The district will rescind parking privilege of any student who threatens another member of the school community. Once a parking privilege is rescinded it will not be reinstated for any reason.
- Maximum speed limit on campus is 10 miles per hour. Speed limit in the parking lot is 5 miles per hour. Traffic directions from adults must be followed or privilege will be rescinded.
- Pedestrian Regulations must be followed, all phys. ed classes will proceed to and from the fields using the crosswalks. All vehicles must stop for pedestrians using crosswalks. No pedestrians will be permitted east of the crosswalk (in the parking areas).
- Parking about the school is considered illegal, students who do this will receive a summons or be subject to having their car towed. The district is not responsible for the outcomes of ignoring town regulations.
- Students are to park in designated numbered student parking areas only. At no time are students to park in areas reserved for staff members or visitors. Student vehicles are to remain parked until school is dismissed or until approved for early release. There are a fixed number of spaces available for student parking. To qualify for a space, students must do the following
 - a. During the month of September parking applications will be accepted by the Assistant Principal for Discipline. See this office for ending date.
 - b. School service and conduct will be reviewed during this application process. Remaining spaces will be filled through a lottery system. Students on social probation, or who have a history of violations of being late /attendance or disciplinary infractions will not be considered to have earned parking privileges. Students placed on Social Probation or who have been suspended twice each year or 3 times in their high school career will not be considered for a parking permit.
 - c. Underclassmen will not be permitted to park on campus.
- Smoking is not permitted in any vehicle parked on campus. This includes electronic smoking devices. PVHS is a smoke free environment.

Penalties for Illegal Parking

Violations:

- First violation – 3 Days Detention/Ticketed – Possible Towing
- Second violation – 5 Days Detention/Ticketed – Possible Towing
- Third violation – Suspension/Ticketed/Not Eligible for Parking Decal in Senior Year – Possible Towing

- Fourth violation – Suspension/Car Towed at Owners Expense/Ticketed

Late/Parking Permit Policy – Being awarded a PVHS Parking Permit is a privilege. It is something which a student must earn as well as need. A student who has fourteen (14) or more unexcused lates or fifteen (15) unexcused absences any one year will not be eligible for a parking decal. Further, any student who is removed from class for excessive absences is ineligible for a parking decal. Any student suspended twice in any school year or three (3) times total in their tenure at Passaic Valley is not eligible for a parking permit.

Students with PVHS Parking Permits – Any student who reaches eight (8) total lates for the year will lose his/her Parking Permit for two school calendar weeks. Any student that reaches fourteen (14) total lates in a school year will lose their parking permit for the rest of that school year or not be eligible for a parking permit

Students may NOT transfer use of a parking space to any student at any time.

PVHS reserves the right to assign shared parking.

Part- Time Employment / Working Papers

Students may seek part time work during their high school career. During high school a work life balance should be kept for students to successfully graduate. No extensions will be given for incomplete schoolwork or preparation for classwork or homework due to student employment.

State law requires that students under the age of 16 seeking work need to have working papers. This information can be found in the main office afterschool, during lunch or study hall or before school begins.

Rights and Responsibilities of Adult Students 18 yrs. or older

Students 18 years of age are considered adults and are entitled to do the following: Sign your own absence excuses, sign your own permission slips for field trips, athletics and other school events and you may review your school records. This legal independence come with total responsibility of your own actions not your parents.

As a point of clarification, you must still obey the rules and regulations of the school district and any rule or practice set forth for orderly school operations are applicable to you as a registered student of the PVHS community. All district policies and regulations apply to 18-year-old students. You will be held accountable for grades, disciplinary sanctions, attendance, tardiness and proper conduct in a school setting.

Visitors

PV is open to registered students and others having legitimate business to transact on the premises. All visitors must enter the school and report to the main office where they will have their license swiped and they will be directed to where they have an appointment or where they need to conduct business. No one is to walk the building without a visitor pass. Visitors who do not register with the Main Office will be asked to leave the premises, at no time will any class or teacher be disturbed during class either by phone or visitor. Visitors may park in the front of the school in the spaces that are not reserved. Visitors who do

not follow the regulations concerning entering the school through the main office will be charged with trespassing.

Communication with Staff and Administration

Calls to the school are screened by secretaries in the main office. Teachers, Supervisors, the Assistant Principal for academics and the principal will not be called to the office or be available for conversations during the school day. If a secretary cannot answer your question, or, if the concern is of a personal nature a message will be taken and someone will call back in a 24-hour period.

Calls to the Counseling Office, the Health Office, The Substance Awareness Counselor and the Discipline and Business Offices will be put through immediately. If someone cannot speak to you immediately, the message will promptly be returned within a period of 1 school day.

Lockers

Due to Covid-19 restrictions, in the 2020-2021 school year students will not have lockers.

All students are assigned hall lockers to store books and coats. A Phys Ed locker will also be used for clothing and belongings. **Valuables must be locked up. The sharing of lockers is discouraged as the district cannot be responsible for lost or stolen goods.** This is a security issue, and students who choose to disregard this warning may be disappointed at some point due to carelessness and not following this important instruction. If a locker or lock is jammed or malfunctioning please report it immediately to the Supervisor of Buildings and Grounds or seek help from the Principal's office, the school police officer or a school security officer who will work with administration to help you. Do not leave your locker in disrepair as your valuables will be in jeopardy by not being secured. This is common sense practice, and while we do not often need to address theft issues we also want to be sure that safety of student space is a priority for all of us.

If a student is found to be removing something from a locker that is not theirs, that action will be treated as a personal violation and disciplinary action will be taken. Be mindful of not bringing unnecessary valuables to school such as jewelry and large sums of money, again use common sense. The district is not responsible for loss of items in lockers.

Should we find it necessary we will pursue an investigate loss or stolen property by contacting the Little Falls Police Department to do a thorough investigation. All lockers are subject to search should any concerns arise where administration would need to do so.

Locker decorating can only be done under the direction of a teacher/coach / or advisor. Decorations are temporary, and the result must relay a positive message. The interior of a locker is not to be decorated. The district will remove all locker décor that is found to be offensive. Be mindful that all materials used to decorate lockers cannot deface the locker in terms of it's needing any repair. Disciplinary action will be taken if there is any violation of the school locker policy. Having a school locker is a privilege and it must not be taken lightly. At the end of the year students should remove anything from their locker that is personal.

Attendance

Attendance is important to a successful educational experience and is a requirement for students who are enrolled in public schools. Every student must understand that attendance at school is preparation for

future employment where the expectation will be to get to work on time every day and make a daily contribution on the job.

At Passaic Valley Regional High School, a Board of Education approved attendance policy is in place and it is a priority for us to monitor and act should a student not attend school daily. ***Chronic Absence is defined by NJ School Code (N.J.A.C 6A:16-7.69a) and District Policy and Regulation 5200.*** Students are required to be present in school 180 days of the year. The maximum number of days a student can be absent before losing course credit is 18 days for a full year course and 9 days for a semester course. Accrued absences from specific periods are recorded as time out of the classroom and subject to loss of credit as discussed above.

Each day teachers present material and content in class that most times builds on the lessons taught the prior day. Students who do not attend school daily put themselves at risk to fail based solely on absences, as every absence counts toward the 18 days. In all courses the grades and credits earned reflect class participation and the ability to engage with peers and learn from the instructor.

An absent student will be considered truant unless a call has been received from the parent/ guardian to the attendance office at the start of the school day. Phone calls verify that a student is not truant but does not count as an excused absence for the day. We are concerned for the safety of every student, so an automated phone call will go out to every parent/ guardian during first period regardless of whether parents call. This is because we may not get to all calls placed on our machine by first period, and we feel that time is of the essence to notify parents that a child is not present.

It is important to understand that absences are for illnesses only. Keep in mind that 18 absences, (9 per semester and 5 per quarter) from a specific class could occur because of daily absences, tardiness, excused early, and class cutting. Students surpassing the above totals are subject to an academic credit review by the Attendance Appeals Committee and mostly likely will lose credit unless it is determined by the committee to be an extenuating circumstance set forth for review. **Final decisions made by the Attendance Appeals Committee stand.**

All routine doctor and dentist and other appointments should be scheduled afterschool and not during the school day. These are not considered authorized absences and will be counted into the 18-day absence number. Leaving school early will be recorded as absence from scheduled courses.

Unauthorized absences will receive one cut in each academic course to which a student is assigned. Such cuts will be counted as cumulative totals and applied as absences for the full and semester absences described in the above paragraphs. Students who are absent from school may not participate in any extracurricular activity on the day of the absence unless otherwise determined by Administration.

Students who are absent are not authorized to be on school grounds regardless of whether a parent has notified the school of the absence.

Authorized absences as defined by the district are, a school sponsored activity, designated religious holidays as defined by the State Board of Education, and during junior and senior year students may take three college visit days per year. A note from the university must be presented upon return to school. If a student is required to attend court he must bring a copy of legal notice upon return.

Death in the immediate family is excused also requiring a note from a parent/guardian in such as case a call to the attendance or school counselor would be much appreciated so we can support the student in this difficult time.

Attendance Procedures

4-9 absences

- Computer generated attendance notification (phone, text, email)
- If necessary, school discipline provisions will be enforced
- Students who have been absent more than five consecutive days must present a note from an attending physician upon return to school. The days will be counted in the total number of days out of the classroom.

10-14 Absences

- Computer generated notification requiring parents to meet with Attendance Committee, which includes an administrator, a school counselor and a teacher.
- If necessary, the district will notify Child Protective Services
- If necessary, school discipline provisions will be enforced

15- 18 Absences

- Parents will be notified of impending loss of credit
- The student will remain in each class and the teacher will continue to generate grades according to the grading system. At the end of each marking period a list will be generated indicating what students will receive no credit (NC) for the class.

Once a student has reached 8-10 cumulative absences for the year the student and their parent/guardian will meet with the Attendance Appeals Committee to address the pattern of absences and determine an appropriate course of action to support the student in coming to school. The Attendance Appeals Committee will hold its meetings during the third marking period, **unless a student reaches 8-10 absences earlier in the year, in which case a meeting will be scheduled accordingly.** If the student continues to be absent after meeting with the Attendance Appeals Committee, members of the committee will continue to inform the parent/guardian and other involved agencies (if any) of said absences in order to support the student's return to school and regular attendance.

Homeroom Procedures

Homeroom should be a time for students to prepare for the day ahead. Therefore the following norms will be established in homeroom:

- Students will arrive on time for homeroom and be seated by 8:04 a.m.
- Students will put on their I.D.; students who do not have their I.D. will be noted and receive a temporary I.D. from the staff member assigned to their homeroom.
- Students will actively listen to the morning announcements.
- Students are allowed to use their devices, including laptops and cell phones, BUT students are not allowed to listen to their headphones/earbuds.
- Students are allowed to finish eating their breakfast in homeroom and MUST clean up their desk before leaving the room.
- Homeroom attendance will be taken and submitted in a timely and accurate fashion.

School Tardiness/ Tardy to Homeroom

Students are to report to school on time daily. A daily bell schedule is provided in this handbook and students and parents should be familiar with the time school starts and ends on a regular day or delayed opening day. If a student does not make it to school for homeroom at 8:04 a.m. they are to report to the attendance office upon entering the school building, failure to do so will cause a student not to be counted for classes moving forward. Students will also receive a cut and be marked tardy if they do not report to the attendance office and instead go directly to their class. Chronic tardiness will be dealt with sanctions as outlined below. An unauthorized tardy is defined as when a student does not get to school on time without a note from a parent /guardian. Unauthorized tardies cannot exceed two per semester. The Administration reserves the right to limit excess tardy notes.

Consequences for School Tardiness:

- 6 Tardies = 2 detentions
- 10 Tardies = 3 detentions & loss of driving privileges for 2 weeks (seniors)
- 14 Tardies = 4 detentions & permanent loss of driving privileges for all students (any year)
- 18 Tardies = 5 detentions & 1-day suspension

Each additional four lates earns a student five detentions and subjects the student to social probation and possible suspension.

Tardy to Class

PVHS will have zero tolerance for students tardy to class. Students who are on time to school but are tardy to class during the school day will have a conduct reported sent to the Office of Discipline, the responsibility for reporting this lies with the classroom teacher. Excessive tardies will be addressed by the Assistant Principal for Discipline. A cut will be issued if a student is 10 minutes late for any class. **Students arriving after Homeroom must sign in at the Attendance Office.**

Students should be aware that period attendance will be monitored for accuracy and consistency. Staff is required to take both Homeroom (if assigned a Homeroom) and period attendance. Excessive absences and tardies will be reported to the Assistant Principal for Discipline.

Class Cuts Full Year Courses

Students are required to attend all scheduled classes. A cut is defined as an unauthorized absence from an assigned class. Penalties for cutting will be assessed on an individual assigned class basis. An accumulation of cuts in any given class will result in the following actions to be taken by administration.

Penalties for Cutting Classes Full Year

If a student is late to class more than 10 minutes they will receive a cut for the class.

First Cut

- Teacher notifies the parent/guardian and school counselor that a class cut has occurred. The Assistant Principal is notified and meets with the student and the meeting is documented.

Teacher contacts the parent with a return receipt email, phone call or letter in regular mail. The information below should be discussed in the email or discussed in the letter.

- Student is assigned a two-day detention by the Assistant Principal to be completed in the marking period the cut occurs. If detention is not served during this time frame another detention will be added to the consequence. The school counselor will follow up with a conference to assure the student understands the process and that it is their responsibility to go to detention on their own. The meeting will be documented.

Second Cut

- Teacher notifies the Assistant Principal that a second cut has occurred. An email / or phone call is made to the parent from the Discipline Office.
- Conference is requested including parents, student school counselor and teacher. Parents will understand the ramifications of cutting classes and loss of credit.
- 3 detentions will be assigned to the student to be completed within the marking period. If the student does not attend detention in the assigned time another detention will be added to the consequence. The meeting will be documented.

Third Cut

- Teacher notifies the Assistant Principal of the third cut. An email or phone contact is made with the parent from the Discipline Office. Parent is notified of student suspension (1 day).
- Upon return student will serve three detentions within the marking period. If the student does not comply in a timely manner another 1day suspension will be assigned. Parent will be required to conference with school counselor, and administration to again see what can be done. A warning that a fourth cut will result in loss of credit for the class is discussed. The meeting is documented.

Fourth Cut

- Teacher notifies the Assistant Principal of the fourth cut. An email or phone conference is had with the parent.
- Assistant Principal notifies the Director of Student Support Services of the status of the situation. **Student is withdrawn from the class and a WF (Withdrawn Failed) is noted on the student transcript.** Documentation is updated.

Student is assigned a study hall for the remainder of the year. If the course is a core course needed for graduation the student will be required to attend summer school which will be the responsibility of the parent to sign up and pay for. PVHS does not offer summer sessions. We will provide information on local districts where you may sign up and attend. The cost of summer school is the responsibility of the family.

Class Cuts Semester/ Quarter Courses

First Cut

- Teacher notifies the parent /guardian and warns the student regarding the cut.
- Assistant Principal of Discipline meets with the student and documents the meeting.
- Student is assigned to 2 days detention within the marking period. If detention is not served during this time frame another detention will be added to the consequence.

- The school counselor will follow up with a conference to assure the student understands the process and that it is their responsibility to go to detention on their own. The meeting will be documented.

Second Cut

- Teacher informs the Assistant Principal that the second cut has occurred.
- Assistant principal will inform parents by email (return receipt), phone, or registered letter in the mail.
- Student will be suspended for 1 school day. At the student return conference, the school counselor and assistant principal will discuss loss of credit and consequences of student's withdrawing from class described in the above full course section.

Third Cut

- Assistant Principal sends cut form and a registered letter discussing Withdrawal Failing (WF on transcript) status.
- School Counselor is informed and assigns student to study hall class for the remainder of the course. If a student is assigned to a second semester course, he/she will attend that course when it begins.

PVHS Behavioral Expectations / District Code of Conduct

The Board of Education of the Passaic Valley School District I along with the Administration of the school agree that a **safe and orderly school campus is the priority of our core belief system**. This is to assure the wellbeing of all members of the school community, and to provide a learning environment for students and faculty that is conducive to teaching and learning at the highest level of excellence. The Board of Education empowers the Administration to apply the same disciplinary rules and regulations, sanctions and punishments which govern the regular school day to all on and off campus as well as board sanctioned and school sponsored co- curricular activities during the entire calendar year. A careful review of the information in this section will assure that students and families understand what acceptable behavior is and what is not. A clear outline of expectations and consequences will be outlined in this section of the handbook. The rules and regulations guiding decisions made regarding sanctions and discipline are found in NJSA,18A; NJAC Title 6: the Passaic County Regional High School District 1 Policy Manual as well as the rules and regulations promulgated by the National Federation of Interscholastic Sports, The New Jersey State Interscholastic Athletic Association, the Big North Conference and other authorities recognized by the Board of Education.

The Board of Education also empowers the Administration to bar from matriculation or impose appropriate sanctions against any student who participates in an off-campus activity in a 12-month period, which it determines, in its own discretion to be assaultive, dangerous, criminally violent, threatening to the health and safety of the school and its students or disruptive to the discipling of other students. Social media must be used appropriately, at no time should it be used to harass, intimidate, bully, to post threats or derogatory comments. Students who do this will be subject to disciplinary action which may lead to criminal complaints. Administration will consult with local, municipal, state Law Enforcement, and appropriate Social Service Agencies.

Leaving School Property

No student will be permitted to leave school property at any time during the school day. Emergencies are handled as described in this handbook in the Operations, Health and Attendance areas. Students who are 18 and considered adults are still subject to district regulations and cannot leave the campus at any time. **Our cut policies and attendance policies will cause any student to be subject to discipline should they leave the school property without following the proper processes and procedures. These consequences are not forgiven on a year to year basis but will apply to the student for the time they are registered at PVHS.**

1st Offense	1 day out of school suspension. Parent Conference upon return to school to review consequences for further actions if necessary. Parent signs off on document. Meeting with school counselor for further guidance.
2 nd Offense	2 days out of school suspension. Parent Conference upon return to school to review consequences for further actions if necessary, recommend outside counseling. Parent signs off on document. Mandatory 20-minute lunch suspension for 2 weeks upon return to school. Failure to follow lunch detention schedule will place a student on Social Probation and possible further action taken.
3 rd Offense	3 days out of school suspension. Parent Conference upon return to school. Mandatory 20-minute lunch for 3 weeks upon return. Failure to follow lunch detention schedule will place a student on Social Probation and possible further action taken.

Further offenses will subject the student to disciplinary action that will include home instruction. Also, be reminded that students who are ill must first go directly to the health office to be sent home.

Fighting

Fighting of any type will not be tolerated. Serious injury has been suffered as a result of such behavior over the years. Bear in mind that if you do become involved, you run the risk of being dealt with in the severest of terms. Also, be advised that threats and intimidation of any type will not be tolerated. See disciplinary guidelines for specific penalties.

Graffiti / Damage to School Property

Graffiti/Any student marking, damaging, destroying and/or abusing school property will be quickly and directly disciplined. Specifically, The Passaic Valley School Community has and continues to invest large sums of financial resources for the betterment of Passaic Valley High School.

If a student is found in possession of a marker, it will be confiscated and appropriate action will be taken. The only exception will be if a marker, etc. is provided by the school for a specific purpose under appropriate staff supervision.

New Jersey law states that if you deface any surface with graffiti, you may have your motor vehicle and/or motorized bicycle driving privileges postponed, suspended or revoked for one year. The penalty begins on the day the sentence is imposed and ends one year after your 17th birthday. A second graffiti conviction may entail a two year penalty that begins immediately after the first penalty ends. Other penalties, fines or sentences may also be imposed by the court for a graffiti offense.

Hazing

The administration of Passaic Valley High School believe that hazing activities of any type are inconsistent with the educational process and prohibits all such practices at any time (on school premises and at school sponsored events). Hazing means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of any risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Penalties will include suspension or removal from said activities.

Suspension & Expulsion

Behaviors that constitute suspension and expulsion include but are not limited to those that are defined on the *Disciplinary Definitions and Guidelines* found in this handbook. The district policies that relate to suspension and expulsion are found on the district website under the “district” tab. Click policies, and then type the search word *suspension*. Policy No. 5600 discusses student discipline and the District Code of Conduct. Suspension and expulsion are also found in other Board of Education approved district polices including HIB policies. **All students must serve detentions, suspensions, expulsions and any other disciplinary actions set forth by the Assistant Principal of Discipline.**

All suspensions require a readmittance conference with a parent or guardian and the Assistant Principal. School Counselors or faculty members may participate in the discussion. A student returning to school without a parent/guardian will be marked absent from school. The Assistant Principal of Discipline will contact parents for appointments, however any parent may reach this office at the following phone number 973- 890- 2508. Students who are in suspension from school will not participate in any school activity until the suspension is complete.

Students on suspension or expulsion are not to be seen on the school campus. Should this occur a trespassing complaint will be filed, and further disciplinary consequences will be necessary. This includes proms, dances athletic games and events, clubs and graduation ceremonies.

A student who is suspended should contact their school counselor /teachers for missed schoolwork.

Safety Procedures Concerning Threats

Many challenges face our public schools today. In light of the recent violence that has occurred in schools around the country, all threats by pupils against other students and school personnel will be taken seriously and may subject pupil to school disciplinary actions as well as criminal prosecution.

Passaic Valley High School takes seriously any threat made by a student that may jeopardize the safety and well being of any other student or staff member, regardless of the intent. Because school administrators can never be sure whether the accused intends to carry out the threat at some time, threats made against another student or staff member will be thoroughly investigated. These procedures are consistent with, but may exceed, section 4.10 of the Uniform State Memorandum of Agreement between Educators and Law Enforcement Officials.

When a threat has been called to the attention of the school administration, the following procedures will be implemented:

1. As required by the Memorandum of Agreement between Educators and Law Enforcement, section 4.10: The school principal will immediately notify the school liaison officer or shift commander whenever any school employee in the course of his/her employment develops reason to believe that a student has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant body injury to another person under circumstances in which a reasonable person would believe that the student genuinely intends at some point in the future to commit the violent act or to carry out the threat. The school official shall provide to the responding law enforcement agency all known information relevant to the threat, including but not limited to any historical or background information concerning the student's behavior or state of mind. For the purpose of this reporting requirement, the threatened or planned act of violence need not be imminent, and the intended victim of the violent act need not be aware of the threat. Nor shall it be relevant for the purpose of this reporting that the intended victim is not a student or member of the school community, or that the violent act is not intended to be committed on school property or during regular school hours. The parties of this Agreement understand and agree that students who make a credible threat of harm to themselves or others should be taken seriously. Accordingly, the provisions of this paragraph shall be liberally construed with a view toward preventing future acts of violence.
2. The student accused of making the threat will be brought into the principal's office immediately and questioned concerning the accusation. If the threat includes the use of a weapon, the police department will be called and a search will take place immediately as permitted by law. If a weapon is found, the school's discipline policy will be invoked and charges will be filed with the local police department and the Passaic County Prosecutor's Office. In addition, support services will be called upon and other evaluations will be ordered. If no weapon is found, proceed to #3 below.
3. The school administration will question all students and staff members who may have information concerning the alleged threat, including the accused and the accused's parents or legal guardians.
4. In all cases, the school administration reserves the right of requiring a psychiatric evaluation of the accused and may condition the accused's return to school pending the outcome of such an assessment.
5. All members of the Board of Education will be notified of an incident within a reasonable time after the incident occurred.
6. The school's discipline policy may be invoked if the child is found in violation of that policy. The Board of Education is governed by specific policy concerning student discipline and the discovery of a weapon in school. Parents may receive a copy of the following policies upon request: #5600 Student Discipline/Code of Conduct, #5610 Suspension, #5614 Removal of Students for Assault with Weapons Offenses, #5620 Expulsion, #5512 Harassment, Intimidation, and Bullying.

Disciplinary Actions for Negative Off Campus Conduct

Disciplinary action which would be taken for any act occurring on campus may also be taken for acts occurring on a school bus owned, borrowed, rented or leased by the school district, or at any other

school within the district, or at any place at which a school sponsored or school-related function is taking place. Authority shall extend for during the time immediately before and after the event that the student is on such premises and, at the discretion of the district, while the student is going to or coming from such function.

The District reserves the right to discipline for any other activity, whether or not school is in session when such activity occurs and wherever in the world it occurs, if such off-campus activity may be reasonably interpreted to threaten the ability of the district to maintain a safe, orderly and disciplined educational atmosphere.

When it is brought to the attention of the district that a student has engaged in such conduct off-campus, the Superintendent shall conduct an investigation when necessary and may initiate disciplinary action, up to and including suspension or expulsion, in the same fashion as if the action had occurred on campus. In conducting such investigation, the Superintendent or his/her representative may cooperate with law enforcement authorities.

By way of illustration, but not by way of limitation, the following actions shall be subject of disciplinary investigation and action under this section:

1. Any use or threat of use of a firearm, knife or other weapon against another person by a student.
2. Any fighting off campus as an extension of an on-campus situation or relationship.
3. Any assault by a student which results in the victim of the assault requiring medical attention or which otherwise indicates reckless disregard by the student for the personal safety or personal rights of another.
4. Intimidation of or threat of violence against any student, teacher or other person by a student known to the school or known to local law enforcement agencies to be a member of a criminal conspiracy or gang whose activities are not permitted on campus.
5. Any threat against an employee of the District purposely calculated to cause fear or which the person issuing the threat should know might result in fear.
6. Any illegal sale or distribution of controlled substances off campus to any person. The term "controlled substances" shall have the meaning given to that term in the criminal law of this state. Conviction is not required as an element of this paragraph.
7. The commission of any act which, if committed by an adult, would be punished by more than one year in prison upon conviction. School action with regard to such a matter shall be independent of parallel criminal procedures. Conviction or acquittal in the criminal or juvenile courts shall not be determinative of the action available to the school to maintain a safe, orderly and disciplined educational environment.

Harassment, Intimidation, and Bullying

Harassment, Intimidation and Bullying means any gesture, written, verbal or physical act that takes place on school property, at any school sponsored function, on a school bus, or on the internet. Acts of HIB including cyber bullying may also be a student exercising power and control over another student in either isolated incidents or in groups or patterns of harassment and intimidation. Students who exhibit this behavior will be subject to disciplinary action that can include detentions, suspensions and the filing of criminal charges when necessary.

Motivation by any characteristic such as race color, religion, ancestry, national origin sexual orientation, gender identity and expression, or a mental, physical or sensory disability: or by any other distinguishing characteristic. Acts of insult, or demeaning actions to any other student in such a way as to cause

substantial disruption or interference with the orderly operation of the school/district will not be tolerated.

Gambling

Gambling and gambling paraphernalia (cards, dice etc.) are prohibited at PVHS. Consequences for this offense are listed on the disciplinary guidelines chart found in this handbook.

Smoking/Tobacco/ Electronic Cigarette/ Paraphernalia Possession

No person is allowed to smoke or possess tobacco/ electronic cigarettes or paraphernalia in the building or on school grounds.

** ALL Offenses involving Vaping / Paraphernalia include a mandatory drug screen.

Smoking, Vaping, Possession of Tobacco / Electronic Cigarette / Paraphernalia on School Grounds and In Building

1 st Offense	Three (3) days detention
2 nd Offense	Three (3) days suspension & Municipal Complaint filed under State Law NJSA 2C33-13
3 rd Offense	Five (5) days suspension & Municipal Complaint filed
4 th Offense	Ten (10) days suspension/recommendation for expulsion. Municipal Complaint filed

Administrative Regulations Re: Illegal and Forbidden Substances and Goods in Schools

Items or substances that are detrimental to the health and safety of students and staff are not permitted on the school campus or anywhere in the school building. There will be zero tolerance for the following items including illicit drugs and paraphernalia or items considered to be weapons which would include knives, Chinese stars, tear gas canisters, make-shift instruments, etc. If a student involves himself/herself in such practices they will be dealt with in the severest of terms and institutional and police action will be taken against the individual/ individuals. Please be aware that the following items are banned from PVHS school and property.

Lighters / matches	Mace /Pepper Spray
Smoke bombs	Tobacco Products /e cigarettes
Clorox	Spikes and studs
Chains	Lase Pointers

These items will be confiscated and not returned. They may be turned over to local authorities.

Bomb Threats / False Fire Alarms

Any Student activating a false alarm or calling in bomb threats will be dealt with in the severest of terms. District, local, state regulations will be followed, and action will be taken against the perpetrator (s) of what is considered a crime.

Disciplinary Definitions and Guidelines

Physical Assault 5 day suspension to possible expulsion.	A person attempts to cause, threaten to cause or purposely cause bodily injury to another. In an assault, one person is normally the perpetrator, the other is the victim.
Fight Physical 3-5 days to 3-10 days suspension. A complaint may be filed with police.	Confrontation entered into by two or more students by mutual consent in which physical harm is intended.
Scuffle/roughhouse 1-3 days suspension.	Shoving match where students cease activity before harm comes to any participant.
Profanity Detention to 3 day suspension to review.	Swearing, cursing not directed at a staff member.
Inappropriate language directed at staff member 2-5 day suspension to possible expulsion.	Disrespectful language, cursing, etc. directed at a staff member.
Inciting demonstrations 3-5 day suspension.	To urge, stimulate, stir up, or instigate (verbally or physically) others in an action contrary to: school rules, a direct request by a staff member, or an insubordinate deviation from normal school procedure. This would include walk out.
Vandalism/damage to property 1-5 day suspension, financial reimbursement, possible police complaint filled.	Action involving deliberate destruction or damage to school property.
Gambling 2-4 day suspension.	An action involving such items as money, betting slips, etc.
Truancy 1 st offense – 10 days detention; a cut will be recorded for each class missed. 2 nd offense – 10 days detention; a cut will be recorded for each class missed, student placed on Social Probation.	An unexcused absence without the knowledge of a student's parent(s)/guardian.
Smoking on bus 3 day suspension.	A student identified as smoking on the bus by school or bus company personnel.
Bus misconduct Detention to suspension. The student may also lose his/her bus privilege.	An inappropriate as reported by school or bus personnel.
Harassment/Stalking/Bullying/Intimidation Detention to suspension.	Annoy, disturb or torment persistently, physically or verbally.
Forgery/Fraud Detention to suspension. Possible police complaint filed.	Knowingly presenting a fraudulent imitation of a signature, document.
Criminal behavior not involving a weapon (i.e. theft, robbery)	See further definition in handbook.

3 day suspension to expulsion, police complaint filed.	
Insubordination – disruption – uncooperative – disrespectful Detention to 3 day suspension.	Defiance of authority; refusal to obey orders.
Smoke bombs, fireworks, etc./ Possession or use of 3 day suspension to expulsion, police complaint filed.	Items or substances that are detrimental to the health and safety of students and staff are not permitted on the school campus or anywhere in the school building.
Continued willful disobedience/defiance of authority 1 st offense – 2-3 day suspension 2 nd offense – 3-4 day suspension student place on Social Probation. 3 rd offense – 5 day suspension student place on Social Probation.	Failure or refusal to obey rules or someone in authority.
Dress Code Violation Correction of violation or student will be sent home.	See further definition in handbook.
Cell Phone/Electronic Devices – Possession Items will be confiscated 1 st offense – Returned to student at end of the day. 2 nd offense and beyond – Returned to parent/guardian or emergency contact. Failure to turn over item is considered insubordination. Repeated violators are subject to additional disciplinary consequences.	See further definition in handbook.
Racial slurs, bias/gender remarks 3 day suspension to possible expulsion.	Offensive or derogatory remarks involving a person’s race, color or gender.
Pranks causing embarrassment 1-3 days suspension	a mischievous trick played on someone, generally causing the victim to experience embarrassment, perplexity, confusion, or discomfort.
Pornographic material Detention to suspension.	Policy #2361
Suspension at Morris County Vo.Tech. Reciprocation of suspension at PVHS.	See further definition in handbook.
Cafeteria disruption Detention, 20 minute lunch, suspension.	Students should be respectful of each other and adults during lunch.
Leaving School Grounds Suspension	No student will be permitted to leave school property at any time during the school day.
Tardiness to school See Handbook Regulation.	Students are to report to school on time daily.
Class Cuts See Handbook Regulation.	Students are required to attend all scheduled classes. A cut is an unauthorized absence from an assigned class.

Smoking, tobacco possession See Handbook Regulation.	No person is allowed to smoke or possess tobacco/ electronic cigarettes or paraphernalia in the building or on school grounds.
Security Violations (False alarms, etc.) 5 day suspension to expulsion.	See further definition in handbook.
Firearm possession State law – 1 year suspension, police complaint filed, possible expulsion.	See further definition in handbook.
Sexual Harassment Detention to suspension, possible complaint filed with Little Falls Police Department.	Unwelcomed sexual advances and/or requests for favors by students, staff and anyone affiliated with the school community.
Weapons 3-10 day suspension, police complaint filed, possible expulsion (in accordance with 18:A)	See further definition in handbook.

Social Probation

The Assistant Principal in Charge of Discipline reserves the right to place a student on Social Probation if conduct becomes a concern in school, the community and beyond. A student placed on Social Probation is not to attend or be involved in any Passaic Valley extracurricular activities/sports, etc. (home, away or at neutral sites) while on Social Probation.

Violation of this restriction will lead to an extended Social Probation, possible suspension and a loss of other privileges. This excludes the student on Social Probation from participating or attending activities such as, but not inclusive of, practices, games, having a parking permit, recitals, dances, proms, graduation ceremonies and Operation Graduation.

A student will be released from Social Probation when he/she satisfies the requirements as outlined by the Assistant Principal of Discipline. **It is the student’s responsibility to see the Assistant Principal in Charge of Discipline for his/her Social Probation review. Participation in events including, but not limited to; the Junior Cotillion, Senior Prom and Commencement is a privilege and not a right. Students must be removed from Social Probation two weeks before an event. It is the responsibility of the student to monitor and know these dates.**

The Administration reserves the right to place a student on Social Probation at any time. Passaic Valley High School reserves the right to limit access to PVHS events/activities for non-PVHS students.

Senior Activities

Students with financial obligations to Passaic Valley High School are not allowed to participate in any Senior Activities, including but not limited to the Passaic Valley Senior Prom.

Student Rights

Student Rights District Policy 5700

The Board of Education recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to students’ ages and maturity. At the same time, the Board will respect the right of each student to equal treatment and equal

access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

Attendant on the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district.

As students differ in age and maturity, so they differ in the ability to assume both the right and concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the student and the student's need for continuing guidance and control.

A student who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his/her parent(s) or legal guardian(s). The adult student is fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent(s) or legal guardian(s) of each adult student will be informed of the rights of the student and will continue to be informed of the student's progress in school.

N.J.S.A. 9:17B-1

N.J.S.A. 18A:36-20

Independent Publications

Independent Publications District Policy 5721

The Board of Education respects the rights of students to express themselves in written word or picture, or video image or computer generated illustrations, and to distribute printed materials as part of that expression; at the same time, the Board recognizes that the exercise of that right is limited by the rights of other members of the school community.

For the purposes of this policy, "printed materials" include any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, and similar materials but do not include any publication that is sponsored by this Board.

Certain printed materials are not protected by a student's right of free expression because they violate the rights of others. The Board may identify and prohibit the distribution on school premises of printed materials that are grossly prejudicial to an ethnic, national, religious, or racial group or to either gender; libel any person or persons; seek to establish the supremacy of a particular religious denomination, sect, or point of view over any other; advocate the use or advertise the availability of any substance or material that constitutes a direct and substantial danger to the health of students; contain obscenity or material

otherwise deemed to be harmful to impressionable students; incite violence, advocate the use of force, or urge the violation of law or school regulations; advertise goods or services for the benefit of profit-making organization; fail to identify the student responsible for distribution and the agent responsible for reproduction; solicit funds for non school organizations when such solicitations have not been approved by the Board; or promote, favor, or oppose any candidate for election to the Board or the adoption of any bond issue, proposal, or questions submitted at any election.

No printed materials may be distributed on school premises that have not been submitted to the Assistant Principal in charge of Student Activities for review in advance of their distribution. Appeal from the determination of the Assistant Principal in charge of Student Activities may be in accordance with Board policy on student grievance.

The Board requires that the distribution of printed material take place only at the places and during the times established by rule in order not to disrupt the orderly operation of the educational program.

N.J.S.A. 2C:34-3

N.J.S.A. 18A:42-4

III. Health and Wellness

The health and well-being of all students and adults on our school campus is important. The district has increased nursing services, has updated our record keeping and we are current in our health practices. This assures that we are compliant with policies and regulations to best serve the needs of the entire school community. For the 2020-2021 Statement, refer to guidance regarding Covid-19 practices in the return to school document. Students who become ill during the school day are to report to the Health Office immediately. The teacher of record for the class should be notified that the student is in the Health Office as soon as possible so attendance for the student will remain accurate. Students must sign in to the Health Office. Once a student is in the office they need a pass and clearance to return to the classroom if they are better. **Students are not to call parents and attempt to go home without being dismissed from the Health Office.** When a student is ill the school will follow the practices that are in the best interest of the health of the student. Disciplinary action will be taken if Health Office protocols are not followed, this includes 18-year-old students. Contact with parents will be made by the nurses when necessary action needs to be taken. The direct phone number of the Health Office is 973-890-2507.

Immunization of students are necessary under public law. These regulations became effective in 1975. It is important that evidence of immunization be on file in the Health Office. Students may be excluded from school if this evidence is not provided. Exclusions for immunization are only for medical or religious reasons. Exemptions are to be discussed with our school nurses and written requests must be made stating the reason for the exemption. Our school nurses will be happy to discuss the law, policy and regulations with parents. They will have current information on specifics of the actual immunizations. Please call for an appointment. Also, please review our Restart and Recovery Plan to learn our protocols for wellness under our Policy #1648.

The district will provide a list of community-based health and social service provider agencies to our students and their families as needed. The Guidance Office, Health Office, and Child Study Team Office can provide this information as support to our students.

Sexual Harassment

Sexual Harassment is defined as unwelcomed sexual advances and/or requests for favors by students, staff and anyone affiliated with the school community. It is the policy of the Passaic Valley Regional High School to maintain an environment that is free of sexual harassment and focused on teaching and learning. Sexual Harassment includes verbal harassment, defined as derogatory comments, jokes, slurs or remarks /questions of a sexual nature. It also includes physical harassment such as unnecessary or offensive touching and visual harassment such as derogatory or offensive photos, drawings and gestures. Failure to comply with this policy will result in the Affirmative Action Officer being contacted once an allegation is reported. Students are to report any information regarding sexual harassment to the Principal or Director of Student Support Services who will immediately begin the investigative process and contact the Superintendent. Conduct that is determined to be sexual harassment as defined by district policy will not be tolerated and will be grounds for disciplinary action. The district will comply with state statute regarding any mistreatment of minor students and take immediate action to protect victims of alleged sexual abuse.

Suicidal Comments, Threats, or Attempts of Self Injury

If a student makes a comment about suicide or hurting themselves, or if it is reported that a student has made such comments or has self-inflicted marks, the student will immediately be supported by appropriate administration and counseling services. The parent will be called immediately and referred to support services and be required to receive medical attention that may include a psychiatrist, mental health professional, crisis center, and or hospital emergency room. At no time will the student be alone and privacy for the student will not be compromised. The student can only return to school when they are cleared in writing by the appropriate agency and following through on recommendations is important to the student returning to the school environment.

If a student is not recommended to return to school appropriate steps will be taken to support the student's educational program while the family focuses on the health and well-being of the student. A student will not be able to return to school if they are not fully released from medical care.

Substance Abuse/ Drug Policy

Discipline On & Off Campus

Students who are charged by law enforcement regardless of future adjudication for underage drinking or violation of substance abuse will be disciplined according to district policy and the following actions.

Students charged with the distribution of drugs or drug related paraphernalia are subject to mandatory suspension and possible expulsion.

Students who are found in possession or under the influence of CDS or alcohol will be suspended and are subject to criminal charges. In addition, regardless of future adjudication for underage drinking or violation of substance abuse on school campus the same discipline policy as outlined below.

First Offense

- Mandatory immediate drug screening and medical clearance to returned to school done by a physician.
- Removal from all co- curricular activities until negative immediate drug screening has been provided.
- Failure to provide a negative immediate drug screen will result in immediate removal from school and all related activities. In addition, a substance abuse assessment will be required. If counseling is recommended, the student must follow through the appropriate program to remain in school.
- Loss of parking privileges during their high school career.

Second Offense

- Mandatory immediate drug screen and medical clearance to return to school by a physician, as well as substance abuse assessment will be required. In addition to a substance abuse assessment being required if counseling is recommended, the student must follow through with the appropriate program to remain in school.
- Removal from any co-curricular activity during the season of the second offense.
- Failure to provide a negative immediate drug screen will result in immediate removal of school and all related activities.
- Social Probation for 30 days.

Third Offense in a School Year

- Mandatory immediate drug screen and medical clearance to return to school by a physician, as well as a substance abuse assessment will be required. In addition to a substance abuse assessment being required if counseling is recommended, the student must follow through with the appropriate program to remain in school.
- Failure to provide a negative immediate drug screen will result in immediate removal from school and all related activities.
- Social probation for the rest of the school year.

Self- Disclosure of Substance Abuse

If a student seeks the assistance of the Student Assistance Counselor for his/her own drug/or alcohol problem, the information will remain confidential and no disciplinary action will be taken, The Counselor (SAC) will assess the situation and make the necessary recommendations. ***If the student is determined to be a danger to himself/herself or others in the school/community, confidentiality will be breached, and the parent/guardian will be contacted.***

IV. Athletics

Our Core Beliefs indicate we believe ***“it is important to offer a balance of exceptional academics, athletics and activities at our school”***. Athletics provide our students with the opportunity to grow emotionally physically as well as allowing them to understand the importance of teamwork and committing to the needed discipline to be a successful athlete.

An **Athletic Code of Behavior** will be enforced at every athletic event, it is developed using the Spectator Code of Behavior in accordance with the rules and regulations of the New Jersey State Interscholastic Athletic Association (NJSIAA). **Any person failing to comply with the code is subject to immediate removal and may be prohibited from attending further athletic events. Be mindful of the following:**

We encourage you to cheer for your team, in a positive manner and to never disrespect your opponent. Abusive remarks are not tolerated, this includes obscene gestures, profanity, or provocative language toward any fan, official or participant in the event. Noise makers are not permitted in indoor events, and signs and banners must display positive messages that support our athletes and coaches. Spectators will never approach the playing area at any time during any scheduled event.

Good sportsmanship is encouraged and the NJSIAA mandate will be in effect at all time. It reads as follows, “There will be no tolerance for negative statements or actions between players and coaches.

This includes taunting, baiting, berating opponents, “trash talking” or actions which ridicules or causes embarrassment to them. Any verbal, written, or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion, shall not be tolerated and could subject the violator to ejection, in addition to penalties being assessed against your team. If such comments are heard, a penalty will be assessed immediately. Spectators must also help promote good sportsmanship by observing these rules”

Athletics				
Baseball	Fencing -Boys	Golf	Lacrosse -Boys	Soccer-Girls
Basketball-Boys	Fencing-Girls	Gymnastics	Lacrosse- Girls	Tennis
Basketball-Girls	Field Hockey	Ice Hockey	Outdoor Track	Volleyball
Cheerleading	Football	Indoor Track	Soccer-Boys	Wrestling

Eligibility

N.J.S.I.A.A. Eligibility Guidelines

To be eligible for participation in Fall and Winter Sports a student must have earned 30 credits at the end of the previous school year. Beginning with the Class of 2014 a student must earn 15 credits at the end of the first semester and 30 at the end of the school year.

To be eligible for spring activities a student must have earned 15 credits at the end of the first semester (Marking periods 1 and 2 and QBA’s). All Passaic Valley students are subject to these rules. It is the responsibility of the student to check their credit status with their coach, faculty advisor, the activities office, or their school counselor.

College Athletic Academic Eligibility
(NCAA Guide for the College Bound Athlete)

If you intend to participate in Division I or II athletics as a freshman, you must register and be certified by the NCAA Initial -Eligibility Clearinghouse.

For complete information go to [www.Eligibilitycenter](http://www.Eligibilitycenter.com) .com and visit your school counselor.

Division III Non-Scholarship participation

Contact your Division III college and your school counselor regarding policies on financial aid, entrance requirements, and athletic programming.

Returning to a Sport/Extracurricular Activity

If a student sees a doctor, he/she must bring in a note stating the date he/she may return to his/her sport or activity, whether it's the next day or later. If the student does not have this note, he/she will not be able to participate in his/her sport or activity.

If a student has a medical excuse from physical education class, he/she cannot participate on their athletic team or in their school activity during the period of the medical excuse. Limited medical excuses must clearly state what activities the student is cleared to participate in. The medical release for physical education class and athletics must be consistent and not conflict with each other. The school reserves the right to limit or prohibit participation of a student athlete if school officials deem necessary for safety reasons.

Our Restart and Recovery Plan and Policy #1648 conclude all protocols that will be followed in the 2020-2021 school year as they apply to Covid-19 and our athletic programs.

V. Activities

The Core Beliefs of the Passaic Valley Regional High School include *“a balance of exceptional academics, athletics and activities”*. This is to assure we are contributing to well balanced school program. A variety of clubs are offered to students at every grade level.

Current Club Offerings

Academic Team	Culinary Club	Interact Club	Music Honor Society	Math League
Art Club	GSA Club	Italian Club	National Art Honor Society	Science League
Audio Visual Club	Future Business Leaders of America	Passaic Valley Honor Society	Drama Club	Environmental Club
Technology Club	Future Engineers of America	National Honor Society	Peer Mentoring	Spanish Club
Criminal Justice Club	Future Lawyers of America	World Language Honor Society	Physics Club	French Club
Literary Club	Student Senate	Varsity Club	Television Production Club	National History Day

Every year the above clubs recruit students to join and participate in these worthwhile activities. It is strongly recommended that all students learn about our clubs and contribute to Passaic Valley in participation and make new friends. Participating in clubs builds leadership skills. Participation in extra-curricular activities and clubs indicate school involvement to colleges and universities you may apply to. Activity points are also awarded for athletics and activities, some are connected to local and national scholarship offerings. Your school counselor can help you with making these important choices. These are necessary to gain entrance into the school honor societies. Clubs meet regularly throughout the school year. Meetings will be announced as noted in the morning announcements. All clubs hold elections at the end of the school year for the following school year.

Class Organizations

All 4 classes will have their own organization. Class elections will be held at the end of the school year for upperclassmen. Freshman class officers will be elected in the month of October. Class advisors are determined by administration. They will work closely with the Principal throughout the four years you are in high school. Your advisors are there for you to answer any questions you may have about anything you need to know about PV. If they do not have the answers they will know where you should go to speak to someone who can help you. The principal will introduce the class advisors that have been chosen for the freshman class early in the school year.

Activity Points

Activity Points are earned for participating in the following activities. They are:

Athletics	
Varsity Sports	5
JV Sports	3
Freshmen Sports	3
Varsity Cheering	5
JV Cheering	3
Freshmen Cheering	3
Managers/Stats	2
Athletic Training Intern (per season)	5 max

Girls' Show-5 Points Max	
President	5
Chier	5
Main Event Committee Head	5
Main Event Participant	5
Committee Heads (Ad Bood/Posters/Relays/Novelties)	3
Relay/Novelties Participants	1
Posters Participant	2
Roadies	1

Drama 5 Points Max per Season	
Cast	5
Stage Manager	5
Set Build	2
Stage Crew/Running Crew/Lighting Crew	3
Variety Show Participant	1

Student Government	
Senior Class Officer	4
Junior/Sophomore/Freshmen Class Officer	3
Student Senate Officer	4
Student Senate BOE Representative	4
Student Senate Representative	3

Music Department	
Marching Band/Color Guard	5
Jazz Ensemble	2
Vocal Ensemble	2
Choir	2
Hornet Harmonics	2

Audio Visual/TV Production 5 Points Max per season	
PVTV/Audio Visual Club	5 Max

Clubs	
Club Officer	3
Club Members	1
Teen Center	1

Academics and Student Assistance	
Science League Officer	3
Science League Participants	up to 3
Math League Officer	3
Math League Participant	2
Peer Mentor	5
Peer Tutoring	1 per marking period
Writing Mentor	2 per marking period
Valley Echo	up to 3
Peer Participation Program (ABA program)	1

*If a student multi tasks in any of the starred activities, the activity points will be capped at 5.

** Activity points can be adjusted downward by advisor to reflect the level of participation in any activity.

*** Writing Lab Mentors will receive FOUR activity points per semester based on participation.

Class Meetings and Special Programs

At Passaic Valley and we urge you to get involved. Each grade level has 2 faculty advisors that will be available to guide you through the activities specific to your class for the next four years. Advisors help to plan class events that will allow you to network with your classmates that may be new to you. You will be part of planning these events that your class determines should be held. The class meetings are under the Supervision of School Administration. The Principal calls and coordinates class meetings and special program dates throughout the year. Whenever these meetings are held teachers who are involved with the class or grade level during that period will join the meeting to support the conducting of the meeting, program or activity.

Field Trips

Field trips will be allowed between October 1 – May 31 of each year but will not be scheduled during school wide testing dates. No overnight trips will be approved during the week when school is in session.

Field Trips through Activities and Clubs

All field trips that are planned through clubs and activities must take place after school hours. Field trips cannot be planned on Friday's or before a holiday or during school breaks. This does not refer to trips planned by the Teen Center. The process for planning field trips must be completed by the advisor of the club and the trip must be approved by the Board of Education. The district reserves the right to exclude students from trips based on student attendance, negative behaviors and of course for safety reasons.

The following activities are not considered to be field trips: band, choir, and drama performances.

Student Senate

The Student Senate Association exists for students to support a positive school environment and to give a voice to the students in matters of equitable student policies. The Student Senate can be effective as a **voice for students** and must strive to be much more than the opinion of a small minority of students. Class Representatives to the Student Senate Association will meet with the faculty advisor to discuss and understand problems and to support working toward the betterment of the causes that evolve from discussions. At alternate times the Executive Board of the Student Senate Association and the advisor will meet to prepare the agenda for senate meetings and to prepare the background for effective student discussions of senate matters.

School elections for class officers and Student Senate will be held in late May for upperclassmen and in Early Fall for Freshman students. The criteria to be considered as a representative is as follows:

- Have a GPA of at least 2.5 points at the end of the first semester of the current school year.
- Have no instances of Social Probation at any time.
- Be a student in good standing regarding to behavior and discipline actions.

Class/Student Election Rules and Guidelines

Students who are interested in running for class office or student senate positions should see the staff in the student activity office or the advisor to the class or student senate for the detailed procedures and regulations set fourth to assure that our process results in a fair and equitable election process.

Expectations for Students in Leadership Positions

Students in leadership positions are expected to demonstrate **exemplary behavior** both on and off campus. The Passaic Valley Administration reserves the right to remove any student from a leadership position or privilege because of inappropriate behavior.

Passaic Valley Eligibility for Co- Curricular Participation

The Board of Education has mandated that to be eligible for participation in co-curricular activities a student must maintain an average of 2.0 and pass all their courses. Report Cards will be reviewed by the Activities Office at the end of the first and second semester. A list will be distributed to coaches and advisors listing those students who did not meet this requirement. Once notified the student may write

an appeal to their school counselor seeking reinstatement. If granted, an educational plan must be developed to improve that student's performance. If the appeal is denied the student will remain ineligible until the next marking period grades are issued. Reasons for denial include but are not limited to a pattern of poor academic performance, poor attendance, classroom conduct, or chronic unpreparedness.

VI. Technology

Technology plays a significant role *“in educating all of our students to their full potential”* as indicated in our district Core Beliefs. Along with the use of technology comes the responsibility to use the system according to our acceptable use policy. The policy supports our mission and vision and is meant to promote the exchange of information to further education and research pertaining to teaching and learning as well as maintaining the business of the school district operation. The district network is not meant for private, commercial, business political or religious purposes. Objectionable material is defined as any internet activity which would otherwise violate board approved PVHS student conduct policies, including but not to harassment intimidation and bullying, dress code violations, drug or alcohol policies, abusive obscene or profane language, sexually oriented text or media, and threatening, or racially offensive conduct. Furthermore, PVHS is obligated to cooperate fully with local, state, or federal law enforcement relating to any misuses of or transmission over the PVHS network and computing system. Student do not have an expectation of privacy while accessing the PVHS internet system. Administrators have the authority to collect and examine any electronic device if a violation of any technology acceptable use policy is suspected. **Please review Student Handbook Addendum for further information on technology.**

Email Use

Every student has an email address and this official address is to be used while attending PVHS. It is the expectation of the district that students check their district email and use only this address to communicate with anyone in our school community. The district may access a student’s PV email and cloud storage to enforce the district Acceptable Use Policy. PV email accounts are not to be used for commercial (business), political or religious use, or to solicit products or services for social media purposes.

3D Printers

The use of 3D printers is restricted to the students of Passaic Valley High School. Anyone using a 3D printer must be supervised by a teacher and users must limit their time to the length of a normal school day. Passaic Valley reserves the right to limit or deny the use of its 3D printers at its sole discretion.

Before using a 3D printer, students must sign a waiver stating that Passaic Valley is not responsible for loss of information or damage to a user’s property and that they are responsible for any damage caused to the 3D printer during use.

Passaic Valley High School’s 3D Printers may only be used for lawful purposes and those that are deemed safe by the school. Users will not be permitted to use the 3D printers to print anything that is:

- Prohibited by local, state, or federal laws
- Unsafe, harmful, dangerous, or threatening to staff, students, or members of the community
- A violation of another’s intellectual property (i.e., material that is protected by copyright, patent, or trademark)
- Obscene or otherwise inappropriate for the school setting

Permissible Devices allowed on District Network

- Windows Laptops (Recommended Windows 10)
- Mac Laptops
- iPads

iPhones, android devices, and Google Chromebooks are not allowed on the district network. Also, iPods radios, cameras, video recording devices and other audio equipment are not to be brought to school unless it is done for a specific period under the direction of a faculty member for educational purposes. The district is not responsible for loss or theft of personal electronics. If a student brings a device that is not permitted on our network, the item must be turned over to administration and a parent / guardian will be called in for a conference and to pick the item up. Students may be subject to disciplinary action if they do not follow this policy.

Student Technology Agreement

As a condition of using the PVHS network I understand that the use of The Passaic Valley School district Network and access to public networks (i.e., the internet) is a privilege and agree to the following:

I will abide by such rules adopted by Passaic Valley School district including the Acceptable Use Policy found on the district website. The PVHS School District has the right to review any material stored in any system provided by the district. Such material may be edited or removed by the District. All information and services available on the Internet and Passaic Valley network are placed there for informational purposes. It is recommended that you become familiar with policy number 4283 Electronic Communications Between Teaching Staff Members and Students. Policies are found on our website.

Parent / Guardian Agreement

If a student is under the age of 18 a parent/ guardian must read this agreement.

I understand that computer access at PVHS is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, it should also be recognized that it is impossible to restrict access to all controversial materials and the district will not be held responsible for materials acquired inappropriately on the network. Further, I will be responsible for supervision computer use off school campus at any time. I also understand that my child will have access to and use the internet at school, and that such usage is contingent upon the aforementioned code for responsible use. **I have read and understand the Acceptable Use Policy found on our website under the student tab in the BYOD area. I also understand that any violation of the regulations set forth by the district is unethical and may constitute a criminal offense. Should my child commit a violation access privilege may be revoked and disciplinary action will be taken. All security and software regulations put in place by the district will be followed.**

Cell Phone Use

Passaic Valley High School recognizes the prevalent use of cell phones in our society. As an institution whose goal is to prepare students for the world ahead of them, we want to ensure that students understand how to function responsibly, appropriately, and effectively in a digital world. Therefore, Passaic Valley High School has amended its cell phone policy. The use of mobile phones by the student

body is a privilege and may be denied at any time. Students are responsible for their personal devices. School personnel and /or administrators are not responsible for the loss or damage of any cell phone or device brought on school property.

The following regulations will be enforced with regard to mobile phones and portable digital devices:

- The use of mobile phones is permitted before and after school, during homeroom, and during the student's assigned lunch period.
- The use of earphones is permitted in the cafeteria during a student's assigned lunch period. Headphone use outside of the cafeteria will result in confiscation of headphones.
- All devices should always be on silent mode.
- Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher. Students may use communication devices during instructional time only if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.
- Collection and/or distribution of material that is considered obscene, libelous, or harassing are prohibited not only by school policy, but by state and federal law. This includes but is not limited to pictures, videos, texts, social media posts, and emails.
- As per District Policy #5516 "Use of Electronic Communication Recording Devices", taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is always prohibited.
- As per District Policy #5516 "Use of Electronic Communication Recording Devices", students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.
- If students use communication devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty.
- As per District Policy #5512 "Harassment, Intimidation, and Bullying", if students use the communication devices to engage in illegal or unethical behavior such as bullying, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct.
- The administration may, without advance notice, revoke, amend or alter the cell phone/electronic device policy as deemed necessary and appropriate.

Reports of students failing to comply with district cell phone policy will lead to the following disciplinary actions:

1st Offense: Cell phone will be taken and held in the Discipline Office. It will be returned to the student at the end of the school day.

2nd Offense: Cell phone is taken and held in the Discipline Office until a parent/guardian, or emergency contact person, can retrieve the phone and conference with the Assistant Principal regarding the abuse of this policy and what the next steps will be regarding further disciplinary consequences should they be needed.

Students with multiple infractions are subject to further discipline.

Students who refuse to turn over the device are subject to suspension.

**This same Cell Phone Policy will be modeled by Staff members.

Acceptable Use Policy

The PVHS School District has an acceptable use policy for Technology that is Board of Education approved. It can be found on the district website under the “student” tab in the BYOD (Bring your Own Device). Students and parents are encouraged to read the policy and become familiar with what the district requires of students in the teaching and learning environment.

Acceptable Use Policy Disciplinary Procedures

1 st Offense	Students who violate this policy will meet with the appropriate faculty member and if necessary administration and receive a verbal warning regarding appropriate use of computers in a school setting.
2 nd Offense	Students violating this policy will have their computer privileges revoked for thirty (30) days. A letter will be sent to the parent/ guardian of the student indicating the nature of the infraction and the disciplinary action. The student will also meet with the school counselor regarding the importance of following the technology policy. The student may be required to make up class assignments for homework during the time they are not permitted access to our network.
3 rd Offense	Students who violate this policy for a third time will be suspended from school for a three-day period and upon return to school must be accompanied by a parent for a conference. The Assistant Principal for Discipline will follow through with both the suspension and the conference. The systems network administrator will also be in attendance along with the student’s school counselor. Additional disciplinary action may be taken.

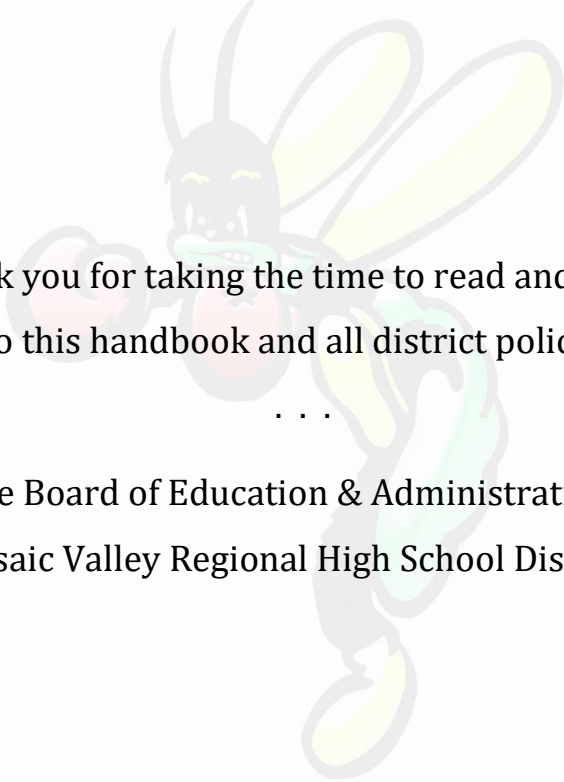
Important Note: Offenses that compromise our network security or impact staff and/or students will be directed to the Assistant Principal of Discipline for further resolution. Penalties may include detention and /or suspension and or loss of privilege to remain on the district network.

Network

PV cannot offer technical assistance on personal devices; however, we will assist students in connecting their personal device to the district network. Students may not use programs that harass district users to infiltrate a computing system and/or alter/hack the software or hardware components that are prohibited. Students are required to adhere to school provisional Internet files in compliance with the network quality of service and federal HIPPA law. All users are prohibited from using the network for all internet use illegal activity. The district will report all such activity to law enforcement. Intentionally disrupting or degrading network performance is prohibited. The use of a proxy, anonymizer or other means to circumvent the network filtering are prohibited.

Electronic Surveillance

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy #7441.



Thank you for taking the time to read and adhere
to this handbook and all district policies.

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The Board of Education & Administration of
Passaic Valley Regional High School District 1.