



**PASSAIC VALLEY
REGIONAL HIGH SCHOOL**

STUDENT HANDBOOK

Revised August 2023

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

Members of The Board of Education

Mrs. Lori Brigati	Woodland Park
Mr. Daniel Casasnovas	Woodland Park
Dr. Charles Cathcart	Little Falls
Mr. Giovanni D'Ambrosio	Totowa
Mr. Raymond Luke Damiano	Little Falls
Mr. Peter D'Angelo	Totowa
Mr. Lou DeLuca	Woodland Park
Mr. Frederick DeMarco	Little Falls
Dr. Vincent Varcadipane	Totowa

Board Attorney

Raymond Reddin, Esq.

Administration

Dr. Bracken Healy	Superintendent
Mr. Colin Monahan	Business Administrator
Ms. Krista Voorhis	Vice Principal
Dr. Adam Christopher	Assistant Principal
Mr. David Settembre	Assistant Principal
Mrs. Tara Torres	Director of School Counseling
Mrs. Kelly O'Brien	Supervisor of Special Services
Mr. Christopher Clementi	Network Systems Administrator
Mr. Joseph Benvenuti	Director of Athletics
Mr. Mario Gaita	Supervisor of Building and Grounds
Mr. William Pantale	Guidance Specialist

PASSAIC VALLEY REGIONAL HIGH SCHOOL

100 EAST MAIN STREET, LITTLE FALLS, NEW JERSEY 07424

Dr. Bracken Healy
Superintendent



Mr. Colin Monahan
Business Administrator

August 2023

Dear Hornets,

I want to take this opportunity to welcome you back for another exciting school year!

Over the past two years we have made tremendous strides in student test scores, facility upgrades, and technology initiatives. This summer, we completed several major projects including renovations to our Library, Gymnasiums and campus. We will also be transitioning to a rotating drop schedule this school year. Besides these important updates, we will continue to introduce new initiatives that will place us at the forefront of educational innovation. We want to ensure that our students have the best experience possible while attending PVRHS.

All we ask from you is this - always give your very best. Effort does not require any talent. There is no reason to be less than the best version of yourself at all times. If our students focus on this one simple request, I know that our school will become one of the finer institutions of learning in New Jersey. It starts with you.

I look forward to seeing you on September 7.

Educationally yours,

A handwritten signature in blue ink that reads 'Br Healy'. The signature is fluid and cursive, with the first name 'Br' and last name 'Healy' clearly legible.

Bracken Healy, Ed.D.
Superintendent

Passaic Valley Regional High School

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.

Rotating Drop Bell Schedules

Regular Day

Block	Time	Day 1	Day 2	Day 3	Day 4
0	7:15 - 7:55	Period 0	Period 0	Period 0	Period 0
1	8:00 - 8:54	Period 1	Period 2	Period 3	Period 4
2	8:58 - 9:54	Period 2	Period 3	Period 4	Period 1
3	9:58 - 10:52	Period 3	Period 4	Period 1	Period 2
4	10:52 - 11:41	COMMON LUNCH			
5	11:45 - 12:39	Period 5	Period 6	Period 7	Period 8
6	12:43 - 1:37	Period 6	Period 7	Period 8	Period 5
7	1:41 - 2:35	Period 7	Period 8	Period 5	Period 6

Early Dismissal

Block	Time	Day 1	Day 2	Day 3	Day 4
0	7:15 - 7:55	Period 0	Period 0	Period 0	Period 0
1	8:00 - 8:40	Period 1	Period 2	Period 3	Period 4
2	8:44 - 9:24	Period 2	Period 3	Period 4	Period 1
3	9:28 - 10:08	Period 3	Period 4	Period 1	Period 2
4	NO LUNCH ON EARLY DISMISSAL DAY				
5	10:12 - 10:52	Period 5	Period 6	Period 7	Period 8
6	10:56 - 11:36	Period 6	Period 7	Period 8	Period 5
7	11:40 - 12:20	Period 7	Period 8	Period 5	Period 6

Delayed Opening

Block	Time	Day 1	Day 2	Day 3	Day 4
0	7:15 - 7:55	NO ZERO PERIOD ON DELAYED OPENING			
1	9:30 - 10:10	Period 1	Period 2	Period 3	Period 4
2	10:14 - 10:54	Period 2	Period 3	Period 4	Period 1
3	10:58 - 11:38	Period 3	Period 4	Period 1	Period 2
4	11:38 - 12:23	COMMON LUNCH			
5	12:27 - 1:07	Period 5	Period 6	Period 7	Period 8
6	1:11 - 1:51	Period 6	Period 7	Period 8	Period 5
7	1:55 - 2:35	Period 7	Period 8	Period 5	Period 6

Every Period

Period	Time
0	7:15 - 7:55
1	8:00 - 8:40
2	8:44 - 9:26
3	9:30 - 10:10
4	10:14 - 10:54
5	10:54 - 11:39
6	11:43 - 12:23
7	12:27 - 1:07
8	1:11 - 1:51
9	1:55 - 2:35

I. ACADEMICS

[Counseling Services](#)

[Scholarships](#)

[Intervention and Referral Services](#)

[Special Education and Child Study Team \(CST\)](#)

[Credit Requirements for Graduation](#)

[Academic Honor Roll Criteria](#)

[Grading](#)

[Grading Scale and Conversion Values:](#)

[Honors credit courses are weighted as follows:](#)

[AP credit courses are weighted as follows:](#)

[Class Rank](#)

[Students at Risk of Failure](#)

[Transfer Policy](#)

[Course Audit Policy](#)

[Incomplete Grades](#)

[Academic and Social/Emotional Supports for Students](#)

[Dissection Policy](#)

[Pass/Fail Grading Policy](#)

[Scheduling Guidelines](#)

[Scheduling Timeline & Add/Drop Policy](#)

[Honor Societies](#)

[National Honor Society](#)

[Passaic Valley Honor Society](#)

[World Language Honor Society](#)

[National Art Honor Society](#)

[Music Honor Society](#)

[Release of Transcript](#)

[School Publications](#)

[Make-up Work](#)

[Plagiarism](#)

[Physical Education Procedures](#)

[Physical Education Restrictions](#)

II. SAFE AND ORDERLY SCHOOL OPERATIONS

[School Tip Line](#)

[School ID Badges - Policies and Sanctions, Loss of ID Badges](#)

[Student Dress Code](#)

[Student Safety](#)

[Early Dismissal](#)

[School Closings and Delayed Openings](#)

[School Bus Behavior and Bus Tickets](#)

[Care of School and Personal Property, Lost and Found](#)

[Outstanding Obligations](#)

[Automobile Search Policy](#)

[Parking Privileges](#)

[Penalties for Illegal Parking](#)

[Part- Time Employment / Working Papers](#)

[Rights and Responsibilities of Adult Students 18 Years of Age or Older](#)

[Visitors](#)

[Communication with Staff and Administration](#)

[Lockers](#)

[Attendance](#)

[Attendance Procedures](#)

[Homeroom Procedures](#)

[School Tardiness/ Tardy to Homeroom](#)

[Tardy to Class](#)

[Class Cuts in Full Year Courses](#)

[Penalties for Cutting Classes Full Year](#)

[Class Cuts Semester/ Quarter Courses](#)

[Behavioral Expectations / District Code of Conduct](#)

[Leaving School Property](#)

[Fighting](#)

[Graffiti/Damage to School Property](#)

[Hazing](#)

[Suspension & Expulsion](#)

[Safety Procedures Concerning Threats](#)

[Disciplinary Actions for Negative Off Campus Conduct](#)

[Harassment, Intimidation, and Bullying](#)

[Gambling](#)

[Solicitation](#)

[Smoking/Tobacco/Electronic Cigarette/Paraphernalia Possession](#)

[Administrative Regulations Regarding Illegal and Forbidden Substances and Goods in Schools](#)

[Bomb Threats / False Fire Alarms](#)

[III. DISCIPLINARY DEFINITIONS AND GUIDELINES](#)

[Social Probation](#)

[Senior Activities](#)

[Student Rights](#)

[Independent Publications](#)

[III. HEALTH AND WELLNESS](#)

[Sexual Harassment](#)

[Suicidal Comments, Threats, or Attempts of Self-injury](#)

[Substance Abuse/ Drug Policy](#)

[Self- Disclosure of Substance Abuse](#)

[IV. ATHLETICS](#)

[Eligibility](#)

[N.J.S.I.A.A. Eligibility Guidelines](#)

[College Athletic Academic Eligibility](#)

[Returning to a Sport/Extracurricular Activity](#)

[V. ACTIVITIES](#)

[Passaic Valley Eligibility for Co-Curricular Participation](#)

[Club Offerings](#)

[Class Organizations](#)

[Activity Points](#)

[Field Trips](#)

[Student Senate](#)

[Student Senate Election Rules and Guidelines](#)

[Expectations for Students in Leadership Positions, Athletics, and Activities](#)

[VI. TECHNOLOGY](#)

[Email Use](#)

[3D Printers](#)

[Student Technology Agreement](#)

[Parent/Guardian Agreement](#)

[Cell Phone Use](#)

[Acceptable Use Policy](#)

[Acceptable Use Policy Disciplinary Procedures](#)

[Network](#)

[Electronic Surveillance](#)

I. ACADEMICS

The faculty and staff of Passaic Valley Regional High School are 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 all lessons and information presented to students have 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 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. Students will be prepared to enter into the world of work through having an internship, work, or community service experience when they leave Passaic Valley and transition into adulthood. We have also restructured our Special Education offerings to ensure that all students receive the most individualized and appropriate educational support and programs.

Counseling Services

The Counseling Department is the heart of the school. Our Counselors are trained and focused on meeting the various needs of our students. School Counselors are available to respond to any questions that may arise about course offerings, post-secondary choices, financial aid, or personal/private situations where students may need help. School Counselors are students' greatest resource throughout their high school career. Students should aim to get to know their Counselor early in their high school career and build relationships that will serve them throughout their time at Passaic Valley.

Scholarships

Each year, eligible seniors 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 and on Google Classroom.

Applications for local scholarship offerings are put out in the Counseling 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 Team is composed of Passaic Valley Staff members who will examine the problem, recommend strategies and interventions for targeted student support and monitor the impact of those interventions on the student's learning outcomes. Contact the school counseling team for more information or assistance.

Special Education and Child Study Team (CST)

Any student with suspected learning issues may be eligible for special education and related services. If and when I&RS interventions are unsuccessful, a student may be referred to the CST for evaluation. The student must present with some type of difficulty that adversely affects his, or her educational performance/outcome. Direct referral to the CST in lieu of I&RS interventions, can take place when it is documented that the referral warrants urgency, or when a parent makes a written request to the CST for an Identification meeting. The CST office may be reached at 973-890-2526.

Credit Requirements for Graduation

- As per the State of NJ, a minimum of 120 total credits are required for graduation. Students should aim to pass at least 30 credits per year in order to stay on track for graduation, as well as to be eligible to participate in student activities and/or athletics.
- There is no certainty that a course failed one year can be rescheduled for 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.
- A student must complete the failed course in order to be eligible for summer school. 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 in its entirety.
- Students who wish to take accelerated course work during the summer should follow the guidelines detailed below (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 School Counseling to review the course and gain approval.
 - Obtain any other necessary approvals and/or transcript.
 - Register and pay for the course.

An Official Transcript from the course provider must be forwarded to Passaic Valley Regional High School upon course completion, and before the opening of school in September.

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 Criteria

Superintendent's Commended List	First Honors	Second Honors
4.25 GPA or higher	3.60 - 4.24 GPA	3.00 - 3.59 GPA

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	-

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 GPA/Rank in Class, use the 4.0 scale. Attempts to use the 100-point scale will lead to mathematical inconsistencies. To earn weight, students 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 Valedictorian(s) and Salutatorian(s) will be determined by that calculation.

Transfer Policy

Students who transfer into Passaic Valley Regional 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 Regional 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 GPA and class rank. However, students who enter Passaic Valley after their freshman year **cannot** be considered as Valedictorian or Salutatorian.

Course Audit Policy

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

Note:

- Students may only audit a class if they have previously failed, or are currently 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 School Counseling before the end of the first quarter. Requests after the first quarter may not be honored.

Incomplete Grades

Receiving an incomplete grade in any class is a serious matter and needs to be addressed in a timely manner. 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 period to prevent the teacher from issuing a grade. Teachers must confer with the Director of School Counseling and the Vice Principal before assigning an incomplete. This grade cannot be given for the fourth quarter or as a final course grade.
- Students will have ten (10) school days to clear up all missed work. If there are unusual circumstances with appropriate documentation, the Director of School Counseling, in consultation with faculty members, can determine the need to extend the deadline.

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

Academic and Social/Emotional Supports for Students

The Teen Center is open during the lunch period for students who may need academic help and/or social/emotional support. Math Tutoring and Academic Support are also available to students in need; please contact a School 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/caregiver review and signature and return it to their teacher.

Pass/Fail Grading Policy

A student may select to schedule a class on a pass/fail basis in consultation with their School Counselor. The following limitations will be in effect:

- The student will not receive a letter/number grade, rather, the student will be awarded credit upon successful completion of the entire course based on teacher recommendation;
- Any course taken on a pass/fail basis will not be included in the calculation of the GPA for ranking purposes;

- 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 for pass/fail grading, provided they have not used their two (2) classes of 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;
- Deadline to request pass/fail is the end of the first marking period.

Scheduling Guidelines

- Students will not be given the opportunity to select their teachers or time periods for courses;
- Students must maintain a yearly course load of a minimum of 30-35 credits in order to remain on track for graduation and athletics/activities eligibility;
- 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. **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	Full schedules released in the portal. Window opens for change requests. Forms available on website and in student portal.
September 1 st through June 2024	No schedule change 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 the September deadline will receive a WP or WF (withdraw/pass or withdraw/fail) depending on course average at time of the drop. Both a WP and WF are calculated into GPA as attempted, but unearned credits (receiving zero points).
January	Teacher portal opens for teachers to make placement recommendations for the following school year. Counselors send out scheduling forms and process overview. All recommendations must be approved by administration.
February-March	Counselors host Individual Course Selection Meetings; requests are viewable through the portal.
April	Window for teachers to revise recommendations. Teachers must discuss with the student and parent/caregiver before submitting the change to guidance. Course requests tallied. Master Schedule for the following school year is developed.
May	Window for course requests closes.

June	Counselors notify students when projected schedules have been released in the portal (this draft schedule only lists courses, not periods and/or teachers.)
------	---

Note: 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 was 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. The National Honor Society 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 NHS. 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 NHS is a privilege and honor, not a right. Membership is granted only to those students selected by the NHS Faculty Committee. The NHS is more than just an honor roll and membership. It is not automatically conveyed simply because a student has achieved a specified level of academic performance.

Membership in the Passaic Valley Regional High School Chapter of the National Honor Society is open to Juniors and Seniors who have attended PVRHS a minimum of one semester and have attained a minimum cumulative grade point average of 3.50. Student Activity Information Forms are distributed to eligible students in October and the NHS Faculty Committee evaluates all completed forms. In addition to the stated grade point average, students will need to demonstrate secondary school related service of a minimum of 15 hours per year. 5 of these 60 cumulative 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 NHS at a formal ceremony.

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.

To further support candidacy, students must demonstrate a minimum of two positions of leadership, with at least one leadership position completed at Passaic Valley. Only these positions in which candidates were directly responsible for directing or motivating others should be included. For example, student government, class or club officer, committee chairperson, team captain, newspaper editor, or community group leader would be acceptable.

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 average of 3.00 or better will be invited to apply for membership during the third quarter of their sophomore, junior or 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 the Passaic Valley Regional High School Community.

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 eligibility criterion 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 to recognize those who have shown outstanding artistic ability.

Membership in this chapter is based upon art scholarship, service, and character. To be eligible for membership selection 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 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 at least an A average grade or equivalent in music for the previous semester, 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, adheres to 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

A student must complete a Transcript Request form for each requested release before an official transcript of courses and grades can be released to a college/university, scholarship program or any other organization.

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 jointly 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 the Journalism Class. The school literary magazine, **Images**, is prepared and published jointly 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. For example, 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 an administrator. ***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 plagiarism does not only concern copying the words of an author or written source without proper documentation verbatim; 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, the student's School Counselor, and parents/caregivers. 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 Code of Conduct for more information on cheating policies.**

Physical Education Procedures

Attire worn for Physical Education by students Grades 9-12 must conform to the requirements that will insure the student's health and safety. Each student is assigned a gym locker in the locker room; students are expected to properly lock their personal belongings and valuables. The Board of Education is not responsible for the loss of a student's personal property as a result of failure to secure their belongings. Students should be aware of this policy and must not share lockers or give out locker combinations.

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; failure to dress in acceptable PE attire will result in a designation of "Unprepared" for that day's class. "Unprepared" designations negatively impact the student's grade and/or marking period credit.
- 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.
- COVID-19 policies may apply for the 2022-2023 school year; detailed information will be shared by teachers and is available for review on our website.

Physical Education Restrictions

Students requiring a medical exemption from active participation in Physical Education must provide valid medical documentation to the School Nurse. All students are required to take Physical Education as part of the regular curriculum. All students will be appropriately accommodated based on their short-term or long-term restrictions.

II. SAFE AND ORDERLY SCHOOL OPERATIONS

Smooth and consistent school operations support the program at Passaic Valley Regional High School. The campus serves over 1500 students and staff daily for academics, athletics, and community events. Therefore, specific regulations are in place to maintain order and safety which is a priority at PVRHS, and the first core belief adopted by our school community. All practices outlined 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, or 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 and/or provide information regarding safety risks. These tips will 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 to report any information or concerns that they feel need to be investigated.***

School ID Badges - Policies and Sanctions, Loss of ID Badges

All staff and students receive school IDs and lanyards. They should be worn or carried on your person while on campus. This is a matter of safety. Students will be required to scan their ID for access to restrooms, offices, and cafeteria lunch payment.

IDs should not be defaced or altered. Students who lost their ID may purchase a new one for \$5 by using the Google Form provided on the website under the student's tab.

Student Dress Code

It is the student's responsibility, as well as the responsibility of their parent or caregiver, to see that they are appropriately dressed for school. Any type of garment that does not contribute to the proper academic and social atmosphere required by the school will be prohibited. Students should wear clothing that is suitable for an educational environment.

In instances where inappropriate attire is worn, students will be asked to make an adjustment to their attire in alignment with this policy. If the student is unable to make their attire school-appropriate, the parent/caregiver will be contacted and asked to bring appropriate clothing to school or to escort their child home to change clothes. When other alternatives are not feasible, students will remain in the office until parent/caregiver contact can be made.

Hats, caps, wave caps, bandanas, and all other types of head coverings are not to be worn inside the school building. Religious and medical exceptions must be recorded in the Main Office or with the School Nurse.

Clothing and/or accessories must not display/advertise that which could be considered by some to be lewd, offensive or insensitive. This includes, but is not limited to references to sex, drugs and alcohol, discriminatory/inflammatory/ prejudicial

statements about race, ethnicity or gender, violence or gang affiliation or sexual orientation, religion, and/or disability. Gang related attire, paraphernalia, beads or colors are not permitted.

Clothing should cover the chest and torso. Skirts, shorts and pants should sit at the waist and be at least as long as the fingertips when a student's arms are fully extended at their sides. Attire should conceal undergarments. Ripped jeans are permitted; however, excessive holes and/or openings in garments may require adjustment and will be addressed on a case by case basis.

Sunglasses cannot be worn in school. No student is permitted to wear dark glasses unless doctor approved for medical reasons. Prescription sunglasses or heavily tinted glasses will be considered as dark glasses. Jewelry with projectiles is not permitted.

Because no dress code can be all-inclusive, the administration reserves the right to make the final decision on all attire.

Student Safety

In order to ensure your child(ren)'s safety, PVRHS nurses may disclose medical information (ie. medical conditions, allergies, medications) from your child's health record to district employees (ie: faculty, staff, coaches, volunteers.) 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 your child has sustained an injury and requires crutches, cane, walker, etc., a doctor's order must accompany the child upon their 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 they need 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 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/caregiver. It must be delivered to the Attendance Office and the parent/guardian will be contacted via phone call 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 form. 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 do not accrue 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 even if a note has been provided. Therefore, we encourage parents /caregivers to make appointments outside of the regular school day.

If a student needs to leave school early and does not bring a note to the Attendance Office in the morning, 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 Closings and Delayed Openings

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

School bus services will be one and a half (1.5) hours later than usual. This assures that the district can get credit for the day and better assures the safety of our three communities in weather conditions that may improve later in the morning.

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

- [PVRHS District Website](#);
- Channels 5, 7, and 12.
- RealTime Student/Parent Link app;
- A district phone message sent to every phone number registered with the school.

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 to request a change in the parent portal.

School Bus Behavior and Bus Tickets

Riding on any school bus provided by the school district is a privilege, not a right, therefore improper behavior and/or failure to behave appropriately on school buses will be addressed with discipline action. Examples of such behavior 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/caregiver. This may happen for a short period of time, can be extended for the school year, or apply for the student's cumulative time at PVRHS. Students must have an ID card to ride a school bus, and students must 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 the student is attending a school planned activity that allows for lunch to be brought to the program. An example of this would be an event in the Library Makerspace during lunch sessions.

Students may not order food delivery to the school building from an outside vendor. Outside food deliveries arriving without permission will be held in the Main Office and may only be picked up after school hours.

The Board of Education is not responsible for the loss of a student's personal property. Personal property includes personal belongings in hall and physical education lockers/locker rooms, cars, and other school areas. Students should be aware of this policy and must not share lockers, or give out locker combinations. Everyone should 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. In accordance with district policy, there are specific areas that are off limits to students on our campus for safety reasons. Such areas include 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 Physical Education property unless engaged in classes or sporting events. The Garden Courtyard is a living classroom. Students need to be under the 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. Privately-owned wooded areas surrounding our school are also off-limits. Students found in these areas, or reported to be seen in these areas, will be subject to suspension for safety reasons and for leaving school grounds.

Graffiti and/or damage to school property by any student, in any way, will be quickly and appropriately disciplined. PVRHS uses whatever funding available to the district to maintain the school building including grounds, facilities and equipment. Parents/caregivers 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 and other school-owned materials before the beginning of final examinations. Failure to do so will cause a block of student's report card grades and delayed 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, with the assistance of law enforcement where applicable. Such a 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.

The process of earning a parking space begins freshman year and is subject to the following criteria:

- 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.

A parking permit may be revoked for the following reasons:

- Eight lates (during Senior year), results in 2 detentions and the possible loss of parking privileges for 2 weeks;
- Sixteen lates during any single year, results in 4 detentions and a 2 week 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 paraphernalia will immediately have their parking privileges revoked.

PVRHS 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.

As per [Board Policy No. 8500](#), The Open Campus Lunch Policy allows junior and senior students the opportunity to leave the school building and campus without adult

supervision during their lunch period if they do not have a regularly scheduled class or science lab.

The program may be stopped at any time if, in the judgment of the Superintendent, it proves inconsistent with the school's primary role of developing good scholars and citizens, or if individual student behaviors reflect poorly on the school's reputation.

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. If a student needs a second decal, the first decal must be handed in to the Assistant Principal of 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 Assistant Principal of Discipline will risk having their permit rescinded. The student who has others in their car at any time 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 Assistant Principal of Discipline's office. Students may lose their privilege if their information is not updated with 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 a student-driver allows any other driver to use their car for any reason. The district will rescind parking privileges 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 physical education 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 in unauthorized areas on school grounds is considered illegal. Students who park illegally 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
 - Parking applications will be accepted by the Assistant Principal for Discipline during the month of September. The due date for applications will be communicated to students by this office.
 - School service and student conduct will be reviewed during the application process. Remaining spaces will be filled through a lottery system. Students on social probation, students who have a history of violations of being late or absent, or students with 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.

- Underclassmen will not be permitted to park on campus.
- Smoking is not permitted in any vehicle parked on campus. This includes electronic smoking devices. PVRHS 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 owner's expense; ticketed

Late/Parking Permit Policy:

Being awarded a PVRHS 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 PVRHS Parking Permits who reach eight (8) total lates for the year will lose their 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. PVRHS 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 flex or before school begins.

Rights and Responsibilities of Adult Students 18 Years of Age or Older

Students 18 years of age or older are considered adults and are entitled to do the following:

- Students may sign their own absence excuses, sign their own permission slips for field trips, athletics and other school events, and may review their school

records. This legal independence comes with a student's total responsibility of their own actions, rather than their parents.

As a point of clarification, students 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 PVRHS community. All district policies and regulations apply to 18 year old students. Students will be held accountable for grades, disciplinary sanctions, attendance, tardiness and proper conduct in a school setting.

Visitors

PVRHS 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 scanned and 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 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, other staff, and Administrators will not be called to the office and may not 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 within 24 hours.

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

All students are assigned hall lockers to store books and coats. A Physical Education 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.**

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 Main 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. The safety of student space is a priority.

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. Students should not bring unnecessary valuables, such as jewelry and large sums of money, to school. The district is not responsible for loss of items in lockers. An

investigation of loss or stolen property will be conducted by the Little Falls Police Department. All lockers are subject to search with appropriate cause or reasonable suspicion.

Locker decorating can only be done under the direction of a teacher, coach, or advisor. Decorations are temporary and 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. All materials used to decorate lockers cannot deface the locker or necessitate 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. Students must remove personal belongings from their locker at the end of the school year.

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 frequently 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 by the Attendance Office from the parent/caregiver at the start of the school day, or the parent/caregiver has marked their child “absent” in the parent portal. Confirmation phone calls verify that a student is not truant, but does not excuse an absence for the day. An automated phone call will go out to every parent/caregiver of “unverified” students during first period. As we may not get to all calls placed on our machine by first period, time is of the essence to notify parents that a child is not present.

Absences should be reserved for illnesses only. 18 absences (9 per semester/5 per quarter) from a specific class could accrue due to 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 may 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, dentist, and other appointments should be scheduled after school hours 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 missed 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 approved 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 up to three college visit days per year during the Junior and Senior years. A note from the university must be presented upon return to school. If a student is required to attend court, they must bring a copy of legal notice upon return. Death in the immediate family is excused with a note from a parent/caregiver. Please be sure to call the Attendance Office or School Counselor with this information to ensure access to appropriate student supports during a difficult time.

Attendance Procedures

4-9 absences:

- Computer generated attendance notification (phone, text, email);
- School discipline provisions will be enforced as appropriate;
- 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 parent/caregiver to meet with Attendance Committee (Administrator, School Counselor, and a Teacher);
- School discipline provisions will be enforced as appropriate;
- Referral to I&RS for supports and interventions;
- Notification to Child Protective Services if appropriate.

15- 18 absences:

- Parents/caregivers notified of impending loss of credit;
- Interventions as detailed above;
- 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/caregiver 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/caregiver and other involved agencies (as

appropriate) of said absences in order to support the student's return to school and regular attendance.

Homeroom Procedures

Homeroom is a time for students to receive important information. Therefore, the following norms will be established in homeroom:

- Students will arrive on time;
- Students will actively listen to the morning announcements;
- Students may quietly use their devices, including laptops and cell phones;
- Homeroom attendance will be taken and submitted in a timely and accurate manner.

School Tardiness (Block 1)

Students are to report to school on time each day. 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.

Chronic tardiness will be addressed 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/caregiver explaining the tardiness. Unauthorized tardies cannot exceed two per semester. Administration reserves the right to limit tardy notes.

Consequences for Tardiness to School (Block 1):

- 6 Tardies - 2 detentions
- 12 Tardies - 2 detentions, loss of driving privileges for 2 weeks (seniors)
- 18 Tardies - 2 detentions, additional loss of driving privileges and/or permanent loss of parking permit

Each additional six tardies beyond 18 subjects the student to Saturday Detention and/or Social Probation.

Students tardy to class are subject to additional discipline and/or consequences.

A cut will be issued if a student is **20 or more minutes late** for any class. Students should be aware that period attendance will be monitored for accuracy and consistency.

Class Cuts in Full Year Courses

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

Penalties for Cutting Classes Full Year

First Cut

- The Assistant Principal of Discipline is notified and meets with the student.
- Student will receive two detentions.

Second Cut

- Teacher notifies the Assistant Principal of Discipline that a second cut has occurred.
- Three detentions will be assigned to the student.

Third Cut

- Teacher notifies the Assistant Principal of Discipline of the third cut. Phone contact is made with the parent from the Discipline Office.
- Students will be assigned Saturday Detention.

Fourth Cut

- Teacher notifies the Assistant Principal of Discipline of the fourth cut. A phone conference is held with the parent.
- Assistant Principal notifies the counseling office. ***Student is withdrawn from the class and a WF (Withdraw-Fail) is noted on the student transcript.*** Documentation is updated.
- The student is assigned a study hall for the remainder of the year. If the course is needed for graduation, the student may be required to attend summer school which will be the responsibility of the parent to register and pay. PVRHS does not offer summer sessions. We will provide information on local districts where students may sign up and attend. The cost of summer school is the responsibility of the family.

Class Cuts Semester/ Quarter Courses

First Cut

- The Assistant Principal of Discipline is notified and meets with the student.
- Students are assigned two detentions.

Second Cut

- Teacher notifies the Assistant Principal of Discipline that a second cut has occurred.
- Three detentions will be assigned to the student.

Third Cut

- Teacher notifies the Assistant Principal of Discipline of the third cut. Phone contact is made with the parent.
- Students will be assigned Saturday Detention.
- School Counselor is informed and assigns the student to a 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.

Behavioral Expectations / District Code of Conduct

The Board of Education of the Passaic Valley Regional High School District, 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, regulations, sanctions and consequences which govern the regular school day to all on- and off-campus and 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 is considered acceptable behavior. 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, and 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 other students. Social media must be used appropriately. At no time should it be used to harass, intimidate, bully, and/or to post threats or derogatory comments. Students who demonstrate these behaviors will be subject to disciplinary action, and may be subject to criminal complaints. Administration will consult with local, municipal, and State Law Enforcement and Social Service Agencies.

Leaving School Property

No student will be permitted to leave school property at any time during the school day, excluding open campus lunch, flex period students and **senior students in satisfactory academic and disciplinary standing that have parent/guardian permission as documented in the RealTime Parent Portal.**

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.**

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 may be incurred. Students who become involved run the risk of consequences in the severest of terms. Threats and/or intimidation of any type will not be tolerated. See disciplinary guidelines for specific penalties.

Graffiti/Damage to School Property

Any student marking, damaging, destroying and/or abusing school property will be quickly and directly disciplined. The Passaic Valley School Community has and continues to invest large sums of financial resources for the betterment of Passaic Valley High School, and it is expected that the school facilities will be respected and maintained by students and staff alike.

Markers and other marking tools 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 believes 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 is defined as 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. [District policies](#) that relate to suspension and expulsion are found on the district website. [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 policies, including HIB policies. All students must serve detentions, suspensions, expulsions and any other disciplinary actions set forth by the Assistant Principal of Discipline.

All out-of-school suspensions require a readmittance conference with a parent or caregiver and the Assistant Principal of Discipline. School Counselors or faculty

members may participate in the discussion. A student returning to school without a parent/caregiver will be marked absent from school. The Assistant Principal of Discipline will contact parents for appointments; however any parent may reach this office at (973) 890-2508. Students who are suspended from school may not participate in any school activity until the suspension is complete.

Students on suspension or expulsion are not to be 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, club meetings and events, and graduation ceremonies.

A student who is suspended should contact their School Counselor/teachers for missed schoolwork.

Safety Procedures Concerning Threats

All threats by pupils against other students and school personnel will be taken seriously and may be subject to school disciplinary actions and/or criminal prosecution.

Passaic Valley Regional High School takes any threat made by a student that may jeopardize the safety and well being of any other student or staff member seriously, 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 to require 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 student 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: [No. 5600 Student Discipline/Code of Conduct](#), [No. 5610 Suspension](#), [No. 5613 Removal of Students for Assault with Weapons Offenses](#), [No. 5620 Expulsion](#), [No. 5512 Harassment, Intimidation, and Bullying](#).

Disciplinary Actions for Negative Off Campus Conduct

Disciplinary action assigned 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 an investigation, the Superintendent or their 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:

- Any use or threat of use of a firearm, knife or other weapon against another person by a student;
- Any fighting off campus as an extension of an on-campus situation or relationship;

- 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;
- 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;
- 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;
- 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;
- 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 is defined as 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 cyberbullying 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 PVRHS. Consequences for this offense are listed on the disciplinary guidelines chart found in this handbook.

Solicitation

Any student that solicits money, is paid money or gifted items as part of a dare, service or transaction between another individual or entity which violates the code of conduct, behavioral expectations or deemed unbecoming conduct for a student as set forth by the administration and Board of Education will have said money or items confiscated by school officials. The money seized will be deposited into a school account; items will be donated to the school.

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/possession of paraphernalia include a mandatory drug screen.**

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

1 st Offense	Completion of Aspire Vaping Prevention Program
2nd Offense or More	Saturday detention

Administrative Regulations Regarding 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, including knives, chinese stars, tear gas canisters, makeshift instruments, etc. If a student involves themselves 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. The following items are banned from PVRHS school and property.

Lighters/matches	Mace/pepper spray
Smoke bombs	Tobacco products/e-cigarettes
Clorox	Spikes and studs
Chains	Laser 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 face consequences of the most severe terms. District, local, and state regulations will be followed, and action will be taken against the perpetrator(s) of this crime.

III. DISCIPLINARY DEFINITIONS AND GUIDELINES

Physical Assault 5 day suspension	A person attempts to cause, threatens to cause or purposely causes bodily injury to another. In an assault, one person is typically the perpetrator, the other is the victim.
Fight, Physical 3-5 day suspension	Confrontation entered into by two or more students by mutual consent in which physical harm is intended.

Scuffle/Roughhouse Saturday Detention or 1 day suspension	Shoving match where students cease activity before harm comes to any participant.
Profanity Detention	Swearing, cursing not directed at a staff member.
Inappropriate Language Directed at Staff Member 2 day suspension	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 a walk-out.
Vandalism/Damage to Property 1-5 day suspension, financial reimbursement, possible police complaint filed.	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)/caregiver.
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 their bus privilege.	Inappropriate behavior as reported by school or bus personnel.
Harassment/Stalking/Bullying/Intimidation Detention to suspension.	To 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 or document.
Criminal Behavior/Illegal Activity not Involving a Weapon (i.e. theft, robbery, selling of smoking paraphernalia) Detention to suspension, police complaint filed. School reserves right to confiscate	See further definition in handbook.

illegally obtained monies/items from perpetrator.	
Insubordination – Disruption – Uncooperative Conduct – Disrespectful Conduct Detention to 3 day suspension.	Defiance of authority; refusal to obey orders.
Possession or Use of Smoke Bombs, Fireworks, etc. 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 placed 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 Student required to adjust; student will remain in the office until the situation is remedied.	See further definition in handbook.
Unauthorized Cell Phone/Electronic Devices – Possession Items confiscated 1 st offense – Returned to student at end of the day. 2 nd offense and beyond – Returned to parent/caregiver or emergency contact. Failure to turn over an 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	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, Possession or Distribution Detention to suspension.	Policy #2361
Suspension at Morris County Vo.Tech.	See further definition in handbook.

Reciprocation of suspension at PVRHS.	
Cafeteria Disruption Detention	Students should be respectful of each other and adults during lunch.
Leaving School Grounds without Permission Suspension	No student will be permitted to leave school property at any time during the school day without appropriate permissions.
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.	Unwelcome sexual advances and/or requests for favors by students, staff and anyone affiliated with the school community.
Weapons Possession 3-10 day suspension, police complaint filed, possible expulsion (in accordance with 18:A)	See further definition in handbook.

Social Probation

The Assistant Principal 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 they satisfy the requirements as outlined by the Assistant Principal of Discipline. **It is the student's responsibility to**

see the Assistant Principal of Discipline for their 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 in order to participate. 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 Regional High School reserves the right to limit access to PVRHS events/activities for non-PVRHS students.

Senior Activities

Students with outstanding fines to Passaic Valley Regional High School may not participate in any Senior Activities, including but not limited to the Passaic Valley Senior Prom, until their obligations are fulfilled.

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.

References: 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.

References: 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 to ensure that we are compliant with policies and regulations to best serve the needs of the entire school community. Information regarding the safe return to school in light of the COVID-19 pandemic is available on our [website](#).

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 practice is inclusive of 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 is 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, and provide current information on specifics of the actual immunizations. Please call for an appointment.

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.

Please review our [Restart and Recovery Plan](#) to learn our protocols for wellness for the 2022-2023 school year.

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 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 Vice 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

Vaping/Suspected Use

The student can return to school once the following steps are completed:

- Obtain a medical examination approving the student's return to school. The student must submit the *Return to School Form* to the Discipline Office stating that the student has been cleared and may return to school. **If the student does not complete the screen before the end of the day they were referred, it will be considered a positive result; assumed positive results follow the same protocol as confirmed positive.** Drug screen results are usually given within 3 – 5 days.

If the drug screen and/or breathalyzer reveal **POSITIVE or DILUTE** results, the student must:

- Remain out of school until appointment is scheduled (must be within 30 days) with a school approved drug/alcohol facility *
- Obtain medical clearance from a doctor to return to school.

* If counseling is recommended by the treatment center that completes the assessment, then the student must follow the recommendations. The student will not be permitted back in school until compliant with program recommendations.

Possession of Controlled Dangerous Substances on Campus

The following must be completed by student/family in order to be deemed eligible for return to school:

- 2 day suspension (subsequent offenses subject to additional discipline.)
- A drug/alcohol screen analysis completed by one of our approved facilities.
- A note from the medical doctor/facility clearing your student to return to school.
- An appointment for a drug/alcohol assessment scheduled within 30 days with a school approved drug/alcohol counseling program.

* If counseling is recommended, it is the parent/guardian responsibility to follow through with the recommendations. The student will not be permitted back in school until compliant with program recommendations.

Positive Result from Drug Screen

The following must be completed by student/family in order to be deemed eligible for return to school:

- An appointment for a drug/alcohol assessment must be scheduled within 30 days with a school approved drug/alcohol counseling program. Once an appointment is made, contact SAC/Administration to provide the date, time, and location of the appointment and confirmation from the facility. Official return to school date to be confirmed by administration on a case-by-case basis once documentation is received.

* If counseling is recommended, it is the parent/guardian responsibility to follow through with the recommendations. The student will not be permitted back in school until compliant with program recommendations.

SMOKING/TOBACCO/ELECTRONIC CIGARETTE/PARAPHERNALIA POSSESSION

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

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

1st Offense Completion of Aspire Vaping Prevention Program

2nd Offense or More Saturday detention

**** All Offenses involving Vaping / Paraphernalia include a mandatory drug screen**

Self- Disclosure of Substance Abuse

If a student seeks the assistance of the Student Assistance Counselor for their 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 that ***“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 and physically. Passaic Valley believes in the importance of teamwork and dedication necessary to be a successful student-athlete and future leader.

The *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.*

We encourage students and spectators to cheer for teams in a positive manner and to never disrespect the 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.
- 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 expected and the NJSIAA mandate will be in effect at all times. 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		
Fall Season	Winter Season	Spring Season
Cross Country	Boys' Basketball	Softball
Girls' Tennis	Girls' Basketball	Baseball
Gymnastics	Indoor Track	Girls' Lacrosse
Football	Boys' Fencing	Boys' Lacrosse
Field Hockey	Girls' Fencing	Track and Field
Girls' Soccer	Wrestling	Boys' Tennis
Boy's Soccer	Ice Hockey	Golf
Girls' Volleyball		Boys' Volleyball
Cheer		

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 by the end of the first semester, and 30 by the end of the school year.

To be eligible for spring activities a student must have earned 15 credits by the end of the first semester (Marking periods 1 and 2.) 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:

Students intending to participate in Division I or II Athletics as a freshman in college must register and be certified by the [NCAA Eligibility Center](#). Visit your School Counselor and discuss with your coach.

Division III Athletics Participation:

Students intending to participate in Division III Athletics should visit their School Counselor and discuss participation with their coach.

Returning to a Sport/Extracurricular Activity

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

If a student has a medical excuse from physical education class, they 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. It is the student/parent's responsibility to ensure that medical documentation has also been provided to the School Nurse and Athletic Trainer.

V. ACTIVITIES

The Core Beliefs of the Passaic Valley Regional High School include ***“a balance of exceptional academics, athletics and activities,”*** contributing to a well balanced school program. Passaic Valley believes in the importance of teamwork and dedication necessary to be a contributing member of our community, and a future leader.

A variety of clubs are offered to students at every grade level. Please refer to the [Student Activity Brochure](#) for a complete list of offerings and their advisors.

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 be a student in good standing. Eligibility reports will be generated by the Student Activities Office regularly, and distributed to coaches and advisors. Ineligible students 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.

Club Offerings

Each year, 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 extracurricular 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 regularly. All clubs hold elections at the end of the school year for the following school year.

Class Organizations

All four classes will have their own organization. Each grade level will have 2 Class Advisors. The Class Advisors organize fundraising and grade-level events, and class meetings. Class elections will be held at the end of the school year for upperclassmen. Freshman class officers will be elected in the Fall. Class advisors are available to answer questions or direct students to appropriate resources.

Activity Points

Activity Points are earned for participating in the following activities. Activity points can be adjusted downward by an advisor to reflect the level of participation in any activity.

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

<u>Girls' Show-5 Points Max*</u>	
President	5
Chief	5
Main Event Committee Head	5
Main Event Participant	5
Committee Heads (Ad Book/Posters/Relays/Novelties)	3
Relay/Novelties Participants	1
Posters Participant	2
Roadies	1

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

<u>Drama 5 Points Max per Season*</u>
--

Cast	5
Stage Manager	5
Set Build	2
Stage Crew/Running Crew/Lighting Crew	3
Variety Show Participant	1

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

<u>Student Government</u>	
Senior Class Officer	4
Junior/Sophomore/Freshman Class Officer	3
Student Senate Officer	4
Student Senate BOE Representative	4
Student Senate Representative	3

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

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

<u>Clubs</u>	
Club Officer	3
Club Members	1
Teen Center	1

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

Field Trips

All field trips 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.

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 each year. 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 behavior and discipline actions.

Student Senate Election Rules and Guidelines

Students who are interested in running for Student Senate positions should obtain election guidelines from the Student Activities Office, or the Student Senate Advisor. The election guidelines will detail the procedures and regulations set forth to assure that our process results in a fair and equitable election process.

Expectations for Students in Leadership Positions, Athletics, and Activities

Students in leadership positions, athletics, and activities 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, athletic, or activities position or privilege because of inappropriate behavior.

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 PVRHS student conduct policies, including but not limited to harassment, intimidation, and bullying, dress code violations, drug or alcohol policies, abusive obscene or profound language, sexually oriented text or media, and threatening, or racially offensive conduct. Furthermore, PVRHS is obligated to cooperate fully with local, state, or federal law enforcement relating to any misuses of or transmission over the PVRHS network and computing system. Students do not have an expectation of privacy while accessing the PVRHS internet system. Administrators have the authority to collect and examine any electronic device if a violation of any technology acceptable use policy is suspected.

Email Use

Every student has an email address, and this official address is to be used while attending PVRHS. 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 Regional 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 Regional 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.

Student Technology Agreement

As a condition of using the PVRHS 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 the Passaic Valley Regional High School district including the Acceptable Use Policy found on the district website. The PVRHS 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/caregiver must read this agreement:

I understand that computer access at PVRHS 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 the supervision of 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 Regional 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 Regional 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. Students may have one earbud in while traversing the halls; one earbud will allow for the student to hear important announcements.

- 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.
- 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 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/caregiver, or emergency contact person, can retrieve the phone and conference with the Assistant Principal of Discipline 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 PVRHS School District has an [Acceptable Use Policy](#) for technology that is Board of Education approved. 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 administration if necessary, 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/caregiver 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 of 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.

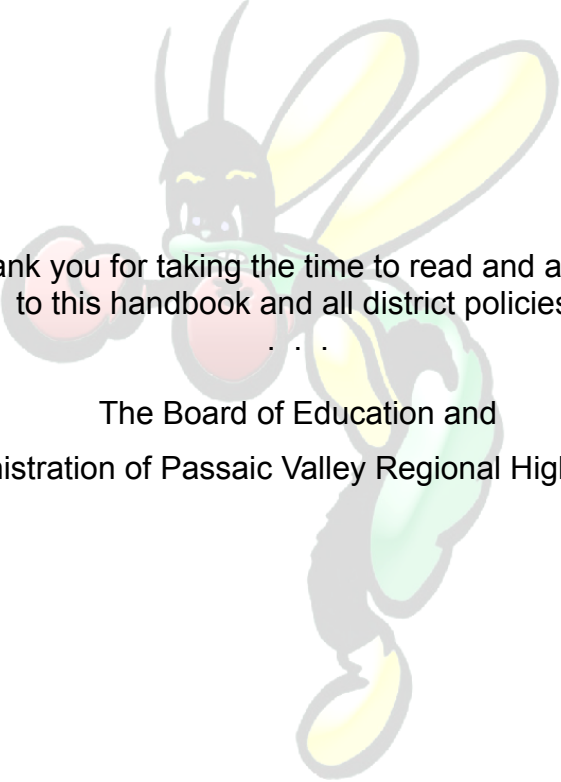
Important Note: Offenses that compromise our network security or impact staff and/or students will be directed to the Assistant Principal of Discipline for further resolution. Penalties may include detention and/or suspension and or loss of privilege to remain on the district network.

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.

The Board of Education and
Administration of Passaic Valley Regional High School