

Jacksonville Road & Ridgway Street

Mount Holly, New Jersey 08060

Telephone: 267-0830 Fax: 265-9204

Emergency Closing: Code No. 664

website: www.rvrhs.com

To reach an extension directly

or Voicemail: 267-0387

Handbook Editor: Mr. Raj Mackara

Dear Student:

We are pleased to provide this student handbook. It is a personal organizer where you can record assignments, note important information, and schedule your personal time to take full advantage of the many academic, co-curricular, and social opportunities at Rancocas Valley Regional High School.

The handbook also contains detailed information about the school that is important for you and your parents. It includes the school's discipline code, academic requirements, policies, and procedures that help ensure your safety and success. It is important that you read this information and use it as a reference throughout the year whenever you have questions.

I hope you keep this handbook as a useful companion. I also wish you the best and encourage you to engage in a productive and successful school year.

Sincerely,

Michael D. Moskalski, Ed.D.

MISSION STATEMENT

The mission of Rancocas Valley Regional High School is to build a community of empowered learners who value Perseverance, Respect, Integrity, Diversity, and Excellence.

STATEMENT OF BELIEFS

- WE BELIEVE that learning is a lifelong process.
- WE BELIEVE that the entire school community has the right to a safe, supportive environment in a well-maintained facility.

WE BELIEVE that all students can learn and that, through high expectations and active participation, students will reach a high level of achievement.

- WE BELIEVE that parents/guardians must be active participants in their children's education.
- WE BELIEVE that the Board of Education, administration, staff and parents are collectively responsible for the academic, social, and emotional growth of the students.
- WE BELIEVE that the community plays a significant role in supporting and reinforcing the educational process.

ADMINISTRATION

Initial concerns should be directed to the attention of the teacher, guidance counselor and then administrators.

Superintendent.....Dr. Michael D. Moskalski

Assistant Superintendent for Business Mr. Robert Sapp

Assistant Principal for Building Operations/Special Education..... Mr. William Booth

Assistant Principal for Attendance & Discipline Mrs. Letti Branin

Assistant Principal for Scheduling.....	Mr. Craig Wigley
Supervisor of Curriculum and Instruction.....	Mr. Dana Paykos
Supervising Chairpersons:	
Business and Technology.....	Ms. Kris McGovern
Family/Consumer Science/Fine and Performing Arts.....	Ms. Kris McGovern
Language Art.....	Mary Ellen Panter
Mathematics.....	Mr. Ron Wence
Phys Ed & Health.....	Miss Deb Hauth
Science.....	Mr. Ron Maniglia
Social Studies.....	Mrs. Jean Marie Seal
World Languages.....	Mr. Joe Holland
Athletic Director.....	Mr. Tony Lotierzo
Adult School Director.....	Mrs. Camille Rosenberg
Special Education.....	Mr. Chris Myers
Special Projects Coordinator.....	Mrs. Tanya Jackson

BOARD OF EDUCATION

Mr. William McFarland, President.....	Eastampton
Mr. Michael Cormier, Vice –President.....	Westampton
Mr. Richard A. Alaimo.....	Mount Holly
Mr. Jesse Adams.....	Lumberton
Mrs. Laura Jean Beierschmitt.....	Eastampton
Mrs. Diane Solan.....	Lumberton
Mr. John McArthur.....	Hainesport
Mr. John R. Edwards.....	Mount Holly
Mr. Anthony D'Errico.....	Westampton

SOME OF THE MOST COMMONLY ASKED QUESTIONS

Some of the Most Commonly Asked Questions:

- Q** Where do I go if my locker will not open or is broken?
A Main Office
- Q** I lost my ID card, what do I do?
A Report to the Media Center to pay a \$3.00 replacement fee. They will take your picture.
- Q** I lost my schedule, where do I go?
A Guidance Counselor
- Q** I am having a problem with my bus or transportation where do I go?
A Business Office
- Q** How do I find out what clubs or activities RV offers?
A Student Activities Office
- Q** Where do I go if I lost a book or clothing article?
A Main Office

- Q What do I wear for gym?
- A Sneakers, sweat pants, t-shirts, shorts.
- Q Where do I sign-up for free/reduced lunch?
- A Main Office
- Q How do I get a new Agenda book?
- A See Mr. Mackara, the fee is \$ 4.00.
- Q Where do I go if I get sick during the day?
- A Ask your teacher for a pass to the Nurse's Office.
- Q If I have to leave early from school, where do I go?
- A Go to the Attendance Office before homeroom with a note from a parent/guardian then sign out in the Attendance Office prior to leaving.
- Q Where do I go during tutorial?
- A Cafeteria, library, gym or to your individual classroom teacher for extra help. You cannot be in the hallways without a pass.
- Q Where do I go if I am having a problem with another person or teacher?
- A Discipline Office or Guidance Counselor
- Q Where can I use a computer to type my paper?
- A Library
- Q Is there a place I can use the Internet?
- A Library
- Q Is there a local television station with RV information?
- A Channel 19 and Channel 2
- Q How do I find out if school is closed or if we are having a delayed opening?
- A Channel 19, KYW1060 or RV Web Page.
- Q What is an activity ticket and where do I purchase one?
- A Activity ticket admits you into all home sporting events (except tournaments) and the Homecoming Dance. They can be purchased **only** in September in the Student Activities Office.

ACADEMIC REQUIREMENTS

PROGRAM OF STUDIES

RVRHS is a comprehensive four year high school of approximately 2300 students. A broad curriculum is offered under the single track concept, allowing each student to choose from courses based upon his/her abilities, interests, past achievements, test results, and individual goals, subject to certain state requirements:

1. State Mandated Testing - To graduate, a student must successfully pass the High School Proficiency Assessment (HSPA). This test is administered in Spring of the junior year.
2. Curriculum - Minimum curricula proficiencies are required for all students in the areas of communication (English), computer applications, mathematics, social studies, history, science, health, physical education and fine, practical or performing arts. Failure to meet these minimal proficiencies may result in repeating courses, taking remedial courses, or other suitable programs to make up the deficiency. Students must complete a minimum of 130 credits to graduate.
3. Attendance - All students must comply with the Board of Education policy on school attendance.

GRADING SYSTEM, STUDENT RECORDS, AND REPORT CARDS

1. Records are maintained by the school in strictest confidence, and are not divulged except to authorized personnel and upon parent request.
2. Permanent records include: (1) reported grades, (2) extracurricular activities, (3) attendance, (4) scores on standardized tests, and (5) health records.
3. The school year is divided into fall and spring terms with a report card sent home to parents/guardians every nine weeks. Approximately every six weeks, a progress report will be mailed home indicating the achievement, effort and behavior of a student. An on-line system (Genesis) is also available for parents to monitor their child's progress on a weekly basis.
4. Students and parents are encouraged to discuss the report cards and interim reports. If there are questions, contact your guidance counselor, who will arrange conferences as needed.

HOMEWORK GUIDELINES

RV believes that **ALL** students should be assigned appropriate homework on a regular basis.

The Role/Purpose of homework should be to:

- Practice and reinforce what was presented in class.
- Practice skills.
- Prepare for next day's lesson.
- Work on project based assignments.
- Study/review for quizzes and tests.

Late work:

- Honors/AP classes – no late work accepted
- All other classes – work can be turned in for up to 3 days after due date for no more than 50% credit. Large projects/term papers more than 10% of marking period grade-10% off per day for up to 3 days late.

Individual IEP's or 504 plans shall take precedence over guidelines.

INCOMPLETES

When a pupil does not complete work missed for absence or other reasons, he/she will receive an "incomplete" for the marking period. Pupils will be given up to the following interim report to make up the missed work.

If work critical to the pupil's understanding of the subject is not made up by the end of the next marking period, the grade for that subject area may be an "F."

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the pupil the work he/she has missed and citing the consequences mentioned above.

EXAMS

The Board of Education requires that final examinations/assessments be administered in all courses. Final exams in courses where no mid-term is administered will be used to determine 20% of the student's final grade. If a mid-term exam is administered, the mid-term and final exam will each count as 10% of the student's final grade. A special final exam schedule will be held at the end of each semester to accommodate both written exams and alternative assessments. Seniors who maintain a 93 average or higher up to the completion of the course may elect to be exempted from a final exam. Students will not be excused from final exams for family vacations. **Make-ups for final exams, including the written portion, will be given for authorized absences only.**

Final Exams (tentative): January, 2009, and June, 2010.

HONOR ROLL

Rancocas Valley Regional recognizes outstanding academic achievement by awarding Honor Roll status to students who meet one of the following criteria:

All A's..... Student of Distinction Honor Roll
 All A's and B's..... High Honor Roll
 A's, B's and one C..... Honor Roll (only if student is taking 4 courses)

The Honor Roll is published in local newspapers every semester. In addition, academic awards banquets are held in the spring for each class. Upper class students who have achieved honor roll status for three of the last four marking periods are invited to attend. Ninth grade students are eligible if they have achieved Honor Roll status for two of three marking periods. The students receive a Certificate of Achievement award and an academic varsity letter. Students who have already received the varsity letter are given a gold bar every additional year they are eligible to attend the banquet.

A grade of WF, Incomplete or a missing grade denies a student honor roll status.

PLEASE NOTE: A student must carry a minimum of 3 courses per quarter to be eligible for the honor roll.

NATIONAL HONOR SOCIETY

One of the highest honors at RVRHS is induction into the National Honor Society. Criteria for membership not only includes scholarship but also active participation and support of other school activities and responsibilities. Rating of prospective members is requested from the entire staff, with final selection made by a faculty committee.

The National Honor Society is open to sophomore, junior and senior students who have completed at least one semester at RVRHS. A student must have attained a 3.3 non-weighted Grade Point Average. Those who meet the academic standards are given an opportunity to apply for membership. Verification of participation in extracurricular activities must be secured. In addition, membership is based upon leadership, character and service, with these qualities being rated by staff members' recommendations. Selection will be made during the first semester for eligible juniors and seniors only and during the second semester for eligible sophomores, juniors, and seniors.

A faculty review committee is appointed by the principal to make the final selection of members with NHS advisors serving as ex officio members.

STUDENT IN GOOD STANDING POLICY

RVRHS recognizes that participation in activities is an important part of a student's school experience. There are many academic expectations in addition to social activities that enhance a student's high school career. We support these social events as privileges for students who have demonstrated good attendance, academic achievement, and appropriate behavior throughout the school year. Students must meet the eligibility requirements below to attend any school dance or prom, as a guest or a member of the class, and any school sponsored trip, including Project Graduation.

1. Attendance – No more than **15** unauthorized absences prior to the date of the privilege or event. Students on home instruction are not eligible for school events.
2. Discipline – No more than **3** out-of-school or **3** in-school suspensions or any single offense deemed especially serious by the Superintendent prior to the date of the privilege or event.
3. Fines – All fines must be paid in full prior to the privilege or event. Prom tickets cannot be purchased or parking permits issued unless all fines are paid.

Please note: There are no refunds for monies paid for the Senior Class Trip and Class Proms if a student is not in good standing at the time of the event.

ATTENDANCE POLICY

Rancocas Valley Regional High School believes that attendance (or the lack thereof) affects the quality of a student's education. This policy enforces state statute (NJSA 18A-38.25-26) which

requires students to regularly attend school. Lack of student attendance may be the cause of poor or failing grades. RVRHS' current block scheduling necessitates regular school attendance.

I. ABSENCE POLICY

- A. 6 unauthorized class absences will be allowed for a semester course
- B. 3 unauthorized class absences will be allowed for a quarter course
- C. 0 credit will be given for unauthorized absences beyond the number listed above. (Students will not be able to make up work for the day(s) or class(es).)
- D. Authorized School or Class Absences (notes to Attendance Office)
 1. Physical or mental illness – **Doctor's note required before or within 2 school of the child's return to school covering all days absent.**
 2. Recovery from accident – **Doctor's note required**
 3. Court appearance – **Summons required**
 4. Death in immediate family – **Note from parent or guardian and copy of obituary**
 5. Religious holiday as defined by the State – **Parent note needed before or within 2 days of child's return to school**
 6. School sponsored trips – Teacher and Supervisor approval
 7. Out of school or in school suspension
 8. Students excused administratively or by the school nurse
 9. College Visits – Letter required from college (Juniors and Seniors only)
 10. Such good cause as may be acceptable to the **Review Board** (see Appeal Process)
- E. If a student is absent or late, the parent/guardian must call the Attendance Office (267-0837, ext. 3243/3234) as soon as possible on the day of the absence or lateness. **Phone calls are to notify the school but notes are needed to make absences or lates authorized.**

II. LATE POLICY

Students are expected to report to homeroom no later than 7:57 AM. Homeroom teachers will close their doors at the late bell (7:57) and will not let late students into homeroom without an admit slip from the Attendance Office. Homeroom teachers, not students, must take attendance. One teacher will volunteer to collect the attendance envelopes in each hallway and return them to Data Processing.

The following are the penalties for being late to school:

- A. 4 lates = 1 detention (1 hour) before or after school
- B. 8 lates = 1 Saturday detention (8:00-11:00 AM)
- C. 12 lates = In-School Suspension
- D. 16 lates = Out-of-School Suspension until parent/guardian conference.
- E. 20 lates = Out-of-School Suspension until parent/guardian conference.
- F. 24 lates = Out-of-School Suspension until parent/guardian conference with the Assistant Principal for Attendance. (ext. 3259)
- G. 28 lates = Out-of-School Suspension until parent/guardian conference with the Superintendent. (ext. 3233)

For every late over 28, the student will serve a one hour detention the day of the late or he/she will be suspended for one day.

Students who are late to school but do not get a late pass from the Attendance Office will face the following penalties:

- A. 1st Offense = 1 detention (1 hour) before or after school
- B. 2nd Offense and any thereafter = Out-of-School Suspension

Please note: Lates are cumulative for the year, not by semester. Penalties for lateness will be enforced by the Deans of Discipline.

Late arrival and/or early dismissal are authorized for the following reasons:

1. Medical or dental appointments which cannot be scheduled outside of school hours – **Doctor's note required upon return to school**
2. Physical or mental illness – **Doctor's note required upon return to school**
3. Family emergency – **Note or call required from parent/guardian**
4. Court appearance – **Summons required**
5. Motor Vehicle Driver's Test – **Proof from DMV required**
6. Interview for college entrance or employment – **Letter or written proof required**
7. Such good cause as may be acceptable to the Review Board (see Appeal Process)

Please note: All documentation for late arrival or early dismissal must be submitted to the Attendance Office.

III. APPEAL PROCESS

The appeals form is available on the school's website (www.rvrhs.com) or it can be picked up in the Attendance Office between the hours of 8:00 AM and 3:00 PM. All appeals should be sent to the Assistant Principal for Attendance. Whenever possible, an appeal to authorize an absence that is not covered by the approved list of authorized absences, should be filed prior to the absence from school. If this is not possible, the appeal must be received within 5 days of the student's return to school. **Please note: Family vacations are not approved as authorized absences from school.**

The Attendance Appeals Committee will meet the third Tuesday of every month, with the exception of January and June, at which time they will meet once a week. You will receive a response to your request for an appeal within one week of the date the committee meets. If you do not receive an appeal within this timeframe, please contact the Assistant Principal for Attendance at 609-267-0837, extension 3259.

DOCUMENTATION TO AUTHORIZE AN ABSENCE

It is the student and parent's responsibility to provide the Attendance Office with the required documentation within 2 school days of the student's return to school. Documentation may be hand-delivered or faxed (609-702-0631) to the Attendance Office. **Please do not mail documentation. Any documentation received after this time period will not be accepted and the absence will be unauthorized.** This policy is in place to insure that students are cleared in a timely fashion so they can make up any missed assignments. The student will receive a pass to show his/her teachers upon receipt of the required documentation.

BEHAVIOR

BEHAVIOR GUIDELINES

1. Staff and fellow students are to be treated with respect at all times. RV students are expected to conduct themselves with courtesy.
2. When any staff member instructs a student to report to the office (usually discipline office), that student must report to the office directly and immediately, where the problem will be discussed. Even if a student feels that he/she is not guilty of violating any rules, one must report as directed.
3. Students should not display any conduct which draws negative attention. When students are loud and boisterous, run and shove in the halls, display affections by close physical contact and kissing, general RV rules are violated.
4. Students are considered under the supervision of school personnel from the time they leave to attend school, while at school, and until they reach home after school. Also, unacceptable behavior that may cause disruption in the school may be subject to school discipline even if it occurs after school hours and away from the campus.

HONOR POLICY

A. PLAGIARISM AND CHEATING

Learning requires that students assume full responsibility for their work. Unless otherwise directed, all assignments must be **independently** completed. Plagiarism is when you present words or ideas of someone else as your own. When you use ideas and information from an outside source for any assignment that is submitted for credit, you must document that source. Any graded assignment (e.g. homework, classwork, tests, quizzes, research projects, etc) that the teacher deems to be plagiarized or copied will result in a zero for the assignment. Any student who lends his/her work is subject to the same consequences. A student **will be** permitted to resubmit an assignment (not applicable to tests and quizzes) for half credit if the assignment is valued at more than 10% of the total number of points for the quarter. The assignment must be resubmitted within two days of being notified by the teacher that the assignment is plagiarized.

B. UNAUTHORIZED ACCESS/USE OF STAFF AND/OR SCHOOL PROPERTY

Prohibited activities for electronic communications are outlined in the technology policy. Discipline consequences are outlined in the Discipline Code.

C. TAKING PROPERTY WITHOUT THE PERMISSION OF THE OWNER

Discipline consequences are outlined in the Discipline Code.

TUTORIAL PERIOD GUIDELINES

1. Tutorial period will run from 7:30 – 7:53 AM.
2. Students reporting to school before 7:30 a.m. must report to either a specific teacher in a room, to a club activity, media center or cafeteria.
3. Students arriving after 7:30 a.m. must report to the large gym. No students will be allowed in the hallway without a pass from an administrator or teacher. (Passes to teachers can be given to students the day before or written by teachers in the cafeteria.)
4. **Students with an average below 70 in a course will be assigned a mandatory tutorial that they must attend the week it is assigned. Failure to attend a mandatory tutorial will carry disciplinary consequences.**
5. Students are not allowed in the hallways without a pass. Students in the hallway without a pass will be subject to disciplinary action.

FOOD

Homemade food cannot be brought to school and shared with other students. Students are not permitted to sell candy during school hours.

CAFETERIA/LUNCH

1. The cafeteria is your dining room. Cooperate with each other to maintain a pleasant atmosphere.
2. When not waiting in line, students should be seated. Wait patiently in line. Do not cut into line, or disturb those in line in any way.
3. Know what you want and have your money ready when you reach the counter.
4. All food must be eaten in the cafeteria.
5. Clean up after yourself. Clean the table, dispose of waste paper and garbage in the receptacles provided and take your tray and dishes to the dishwashing station. Clean-up should be prior to the last ten minutes of the lunch period. Students found guilty of leaving trays, food, or debris in the cafeteria will be assigned to central detention and/or clean up duty. Any additional violations will cause additional disciplinary actions.
6. Demonstrate respectable table manners. Throwing objects and liquids will not be tolerated, nor will running or horseplay be allowed. Violation will result in suspension from cafeteria, and/or other action.
7. Students are expected to report to the cafeteria at their assigned period, and may not leave without the approval of the staff member on duty.
8. Any student that loans or sells his/her access code for free/reduced lunch will have their lunch

- privileges revoked.
9. Cafeteria personnel will treat students courteously at all times and expect such treatment in return.
 10. Any suggestion or criticism of the food services may be written on a note and placed in Mr. Sapp's mailbox in the main office.
 11. Students may not leave campus or go to the parking lot without permission during lunch or at any other time during the school day. **Lunch out privileges are only for seniors who have met the requirements for the reward program.**

ATHLETIC AND SPECIAL EVENTS

All RV activities are an extension of the regular school day with regular school policies applying. Rules governing student behavior in school will prevail during all activities, home or away. Booing or disrespect are out of place at any RV activity. The program, the student body, and above all, YOU are judged by your actions. Respect the rights of others at all times. You can contribute greatly to school spirit and community pride.

RVRHS Spectator Code:

1. If you don't play a sport, be one.
2. Show respect for the opponents and their school.
3. Learn the cheers, and cheer with the cheerleaders.
4. Treat the referees as guests of the school.
5. Behave in a manner that is a credit to RV.
6. Be courteous toward other spectators. (Don't change seats, run back and forth, or stand without a reason.)
7. Don't boo.
8. Be modest in victory and gracious in defeat.

DANCES

Dances as well as other special events may be held with the approval of the Student Activities Coordinator.

General guidelines are as follows:

1. Tentative plans and requested date must be submitted to the activities director. Tentative plans include:
 - a. Requested location, date and time
 - b. Theme and decorations
 - c. Entertainment (A contract with a group is required subject to administrative approval)
 - d. Refreshments
 - e. Set-up and facilities needed.
 - f. Publicity and tickets
 - g. Sponsors or chaperones (must have 8 to 10 sponsors)
 - h. Police officers
2. A current RV I.D. card must be presented to be admitted.
3. When students are permitted to bring guests (one guest/one student), they will be held responsible for the behavior of the guest. The guest must be registered in the main office before 2:30 p.m. on the last day preceding the dance. (The sponsoring group will secure the sign-up cards from the office at 2:30 p.m. so that guests may be identified.) The guests must be of high school age and enrolled in high school. The guest must present some form of photo identification and proof of school attendance.
4. **Students must be in Good Standing to attend a dance.**
5. The dance is subject to all school regulations. Misconduct will not be tolerated.
6.
 - a. Students must be dressed appropriately for the occasion.

- b. No form of dancing that mimics a sexual act will be tolerated.
 - c. Inappropriate touching of another person will not be tolerated.
 - d. Any behavior during the dance that is deemed inappropriate by any chaperone will be brought to the attention of the student(s) involved. Immediate disciplinary action will be taken.
7. Students may not leave the dance and return.
 8. Students on suspension are not permitted to participate.
 9. The use of drugs or alcohol before or during a dance is considered a serious offense, and will result in the suspension and denial of other privileges as warranted. (See section on "Drugs and Alcohol")

STUDENT PASSES

Students must use their agenda book as a hall pass. Students are not permitted in the halls and restrooms during classes or homeroom without an agenda book signed by the teacher. The hall pass entitles the student to be in the halls for a reasonable period of time until his/her errand is completed. Any staff member has the authority to ask to see a pass at any time. Students may not share their agenda book or have more than one name on the agenda book pass.

CELL PHONES

Students are never permitted to use their cell phones in the building or during school hours. If a cell phone is seen or heard, it will be confiscated and it will only be returned to a parent/guardian. Student may use their cell phones outside the school building prior to homeroom and at dismissal.

DRESS CODE FOR STUDENTS

Reasonable guidelines concerning dress, and grooming are vital not only to the individual student but also to those with whom he/she shares a class or activity. Clothing should not hinder a serious learning atmosphere.

Students should not wear clothing that can be hazardous to good health in any type of school activity, or that blocks vision and restricts movement.

While the selection of clothing worn at school is the responsibility of the parents and students, the school reserves the right of final decision concerning dress and appearance, especially if a dress style is potentially disruptive or represents a threat to the safety of an individual or community. **The following clothing is prohibited and shall be considered a violation of the dress code:**

1. Clothing and/or accessories containing inappropriate pictures and/or words (examples are references to alcohol, drugs, gangs, weapons, acts of violence or sex including phrases or words with double meaning).
2. No undergarments/pajamas (includes boxer shorts) should be showing nor worn as outer garments. No sleeveless tee shirts.
3. Any clothes that are cut so short or extreme so as to bring attention upon a student as well as wearing any garment, cut or altered in such manner as to distract attention from or impede the education aims of the school, as determined by the principal or his designee.
4. Bare feet or shower shoes (thin, one layer).
5. **Hats, scarves, bandannas, head coverings, wristbands and headbands are not to be worn in school** except where the restriction would cause the school to advance or hinder the particular codes of religious tenets. Head coverings worn to express the individuality of one's religious preference will be allowed upon receipt of a letter from the student's parent or guardian verifying the student's religious affiliation. The school may require students, regardless of religious beliefs, to wear protective headgear during athletic activities and special class and lab situations to foster safety among students.
6. Spandex or Spandex-type materials such as bike shorts, bike slacks, or bike "outfits" are not to be worn to school.

7. Clothing normally worn outdoors such as coats, jackets, windbreakers, warm-up jackets, and gloves may not be worn in the building. This is for health reasons. Sweaters may be worn in the building if a student is cold. (You may want to keep a sweater in your locker for colder times.)
8. Clothing in which a student has participated in physical education should not be worn in other areas of the school.
9. Sunglasses or other dark glasses are not to be worn indoors, unless a doctor's note is filed with the nurse.
10. RV-issued uniforms are not to be worn except on days designated by coaches or advisors.
11. Shorts may be considered a distraction to the class by the classroom teacher. A good guide for the students would be to wear shorts that are not more than five inches above the knee. Bathing suit shorts or gym type shorts are unacceptable attire.
12. Untied shoe laces which are loose and hanging in such a manner as to create a safety hazard; or untied shoe laces which cause the shoe, when worn, to create distracting noise while walking, are not acceptable. Slippers are not permitted.
13. Clothing with holes is not acceptable.
14. No tops with bare shoulders. Tops must have a strap over each shoulder. No tube tops, bare back or bare midriffs, (sundresses are acceptable if not extremely cut), mesh or "fish net" style apparel.
15. Pants are not to be worn below the hips.

Violations will also be subject to disciplinary action.

Specific situations such as labs, shops, etc., may have additional regulations.

Students who do not abide by the dress code may be sent home for suitable attire, and will be assigned a central detention for a first offense. Repeated violators will be subject to more severe disciplinary action.

If a teacher feels a dress code violation has occurred, the teacher should send the student to Discipline (C121) with a note explaining the violation. The teacher will receive a written response from the office concerning the outcome of the incident.

Due to the constantly changing variety of apparel styles, the principal has the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate school attire.

ASSEMBLY

On special occasions during the school year, students are invited to attend programs which are presented either in the Performing Arts Center or main gym.

These programs are designed to educate, entertain, inform and recognize outstanding accomplishments by RV students. Be considerate of the feelings and rights of others in the audience as well as those taking part in the program.

The following procedures must be followed to insure a successful presentation:

1. Walk through halls quietly when going to an assembly.
2. Fill in each seat from the front of the auditorium using either side aisle.
3. Dispose of chewing gum and snacks before entering the assembly area. Remove hats, except approved head coverings due to religious code.
4. Listen attentively and show respect for the speaker, performers(s) and/or presentation.
5. Do not do homework or read during the program. Encourage the person up front by showing appreciation for what he's trying to do. Do not distract other people's attention from the speaker.
6. Applaud appropriately; save whistling, stamping, yelling, for other occasions.
7. When dismissed, leave the assembly area in a quiet and orderly manner.

CARE OF PROPERTY AND FINE FOR LOSS OR DAMAGE

It is the personal responsibility of every person in RV to do his/her share to keep the building,

grounds, and materials safe, clean and attractive.

1. Trash should be deposited in the containers provided.
2. Writing on or defacing walls, desks, chairs, bulletin boards, etc. is prohibited. Damage to property is a disciplinary offense, and the cost must be assumed by the student.
3. Most educational books and materials, and articles such as uniforms, athletic equipment, and music supplies are loaned to a student by the Board of Education. Athletes are provided with a lock to be used on their lockers in the athletic locker rooms. The school is not responsible for loss or theft of any items in a student's locker. **Items such as textbooks, class materials, etc. left in lockers after the last day of school will be subject to a \$25.00 restocking fee. This fee will be added to a student's fine list.**
4. Names should be written in ink in all books which should be covered. Teachers are to initial beside the signature.
5. Private property such as electronic equipment are not permitted in school because of potential disturbance and possibility of loss or damage. The school does not take responsibility for the protection of private property.
6. It is recommended that very little money or other valuables be brought to school.
7. At the end of a course or activity when books and supplies are due, and are damaged or not returned, fines will be charged which must be paid by the student. **Students must have all fines paid to be considered a Student in Good Standing.**
8. Students are responsible for books and supplies loaned to them or face the penalty of fines, which, if not satisfied, will result in the withholding of the schedule for the following year (or the withholding of diplomas for seniors) and ineligibility for school activities until the obligations are cleared.

EVACUATION DRILLS

1. All schools are required by law to conduct two drills per month. The object of the drills is not only to see how quickly the building can be emptied but also how orderly and completely.
2. At the ringing of the fire alarm, the teacher should lead students out of the building according to the directions posted in each room. Be alert for any blocked exits causing rerouting. Go far enough away from the building to avoid interference with the fire department. Always clear the driveways.
3. Students shall leave the building at a rapid walk, but must not run. Pushing is forbidden.
4. Absolute silence is required when leaving the building and while remaining outside. This rule is for the safety of all personnel to hear instructions.
5. A teacher will take attendance of his/her students outside the building; therefore, it is essential that a class remain together as a group.
6. Smoke doors of the building should be opened only in passing but closed at all other times.

DISCIPLINE

The Board of Education determines policy. The administration and staff are responsible to carry out the policy. The State, under Title 18A established the teacher as the authority in the classroom; it specifically directs students to comply with the rules of the school.

It is expected that each student prepare himself or herself mentally and physically for the process of learning as well as: demonstrate respect for people and property; monitor his or her own progress toward class objectives; meet the requirements of each class; and communicate with parents/guardians and school personnel about school related matters. RV's position is based on the fact that our students can be responsible for their actions. The evidence shows that there are limited numbers and occasions when our students are "out-of-bounds". However, when irresponsible behavior is engaged in, several actions may result. A continual attempt is made to involve the student, teacher, and parents in democratic decisions concerning discipline problems. Any infraction of a school rule may be referred to the Board of Education for action.

Specific situations may cause staff members to modify the rules expressed herein with prior

approval of administration. Staff and students will be notified of any such change.

In general, any behavior, even if not specifically listed in the Disciplinary Code, which in the opinion of the staff could cause the disruption of school, injury to a student or staff member, or negatively affect the educational environment of the school, is not acceptable.

The Disciplinary Code applies to all school-sponsored activities whether on or off school grounds. Students must always comply with rules established by the school and are accountable for disobedient conduct both in school and on the way to and from school.

DISCIPLINE ACTION

DETENTION: Action by a staff member to detain a student before or after scheduled classes for violation of the discipline code.

CENTRAL DETENTION: Action by discipline office that detains a student after school from 2:35-3:35 p.m. or before school from 7:00 – 7:50 a.m.

SATURDAY SESSIONS: Action by discipline office requiring a student to attend school from 8:00-11:00 a.m. on Saturdays.

IN-SCHOOL SUSPENSION: Action by discipline office removing student from class to a restricted classroom.

OUT-OF-SCHOOL SUSPENSION: Action by discipline office removing student from school. Student must be accompanied by a parent upon return to school. NO EXCEPTIONS!

DISCIPLINARY CODE

Please read this code in conjunction with the entire Student Handbook with special attention to the discipline, behavior and attendance sections of the publication.

CODE OF DISCIPLINARY ACTIONS

1. AW..... Administrative Warning
2. DO Discipline Office Detention
3. CD Central Detention – the number after the dash (-) indicates the minimum days of central detention, 2:35-3:35 pm or 7:00-7:50 am, Mon., Tues., Wed., Thurs.
4. PC Parent Conference
5. PN Parent Notification
6. S Suspension from school – the number after the dash (-) indicates the minimum days of suspension
7. SAT Student Assistance Team referral
8. R..... Restitution or payment of loss; including medical expenses
9. ISS..... In-School Suspension – the number after the dash (-) indicates the minimum days in-school suspension
10. S-Indef..... Indefinite Suspension/referral to the Superintendent
11. P Possible police notification
12. Sat Sess.. Saturday Session – the number after the dash (-) indicates the minimum number of Saturday Sessions, 8 am – 11 am
13. C..... Confiscation
14. BH Board Hearing; possible expulsion
15. S-CAF..... Suspension of cafeteria privileges. The number after the dash (-) indicates the minimum number of days of suspension of cafeteria privileges.

Please Note: Students who are assigned a central detention or Saturday Session and do not

attend will be considered cut as if they cut a class. The student will still have the central detention and/or Saturday session to serve along with the additional penalties assigned. The following School Conduct Code is designed as a guide for disciplinary consequences.

A. False fire alarm, making a bomb threat, making false emergency services call, setting a fire	Suspension pending a Board hearing, file charges with police			
B. Taking the property of the school or an individual without permission of the owner or applying pressure or threats to do so; possession of stolen property	S-1-3, PC, R, P	S-3, PC, R, P	S-5, PC, R, P, SAT	S-Indef, PC, R, P
C. Gambling or card playing	CD-1, PN, C	Sat Sess-1, PC, SAT, C	S-Indef, PC, C	S-BH, C
D. Use or possession of tobacco products in the school or on school grounds and/or on buses or at school sponsored activities. Use of or possession of lighters or matches or other fire producing articles	CD-12, PN	ISS, PN	SUS, PC	S-Indef, PC
E1. Weapon possession (or anything that may be construed as a weapon) E2. Possession of dangerous item	Suspension pending a Board hearing, file charges with police SUS 1-3, PN,P			
F. Fighting	S-3-5, PC, P, R	S-5, PC, P, R, SAT	S-9, PC, P, R	S-Indef, P, R
G. Possession, use or distribution of alcohol, and/or controlled substances including steroids; possession of drug paraphernalia, (for entire time at RV) in the school or on school grounds and/or on buses or at school sponsored activities	S-5, PC, SAT	S-5, PC	S-BH	
H. Physical Assault 1. Against student 2. Against staff	S-3-5, PC, P, R S-Indef, PC P, SAT, R	S-5, PC, SAT, P, R S-BH, P, R	S-9, P, R S-BH, P, R	S-BH, P, R S-BH, P, R
I. Verbal Assault, obscene or vulgar language, threats directed to a staff member	S 1-5, PC, P	S-3, PC, P	S-Indef, PC, SAT	S-BH, P

J. Verbally abusing and/or harassing, indicating sexual harassment of another student	CD-1, PN, P	S 1-3,PC, P, SAT	S 1-3, PC, P,SAT	S-BH, P
K. Intimidation and/or bullying- putting others in fear for their safety and/or well being through words and/or actions	S-1, PC, P	S-3, PC, P	S-Indef, PC, P, SAT	S-BH, P
L. Motor vehicle violations 1. Discourteous or reckless driving on school grounds	Suspension of campus driving privilege for 3 wks, PN, P	Forfeit on campus driving privilege for yr, P, PN	ISS-1, PC, P	ISS-3, PC, P

L. 2. Parking car in unauthorized space	CD, PN	SAT-1 PN	TOW, SUS PN	TOWING, SUS,loss of privilege
M. Possession of electronic devices without specific staff authorization (walkman, radios, pagers, cell phones, etc.)	C, PN	C, CD-1, PN	C, SAT SESS-1	C, SUS-1, PC
N. Possession of a cell phone	C, PN	C, CD, PN	C, SAT SESS, PN, SAT-1	ISS,C, PN, SUS-1
O. Insubordination or refusing to provide identification or respond to the directions of a staff member	ISS/SUS, PC	SUS-2, PC	S-Indef, PC, SAT	S-BH
	Suspension from activity pending parent conference			
P. Leaving school grounds without authorization; in parking lot without permission	SAT Sess- 1, PN	SAT Sess- 2, PN	ISS-1, PC	S-Indef, PC
Q. Misrepresentation of authority via forged signatures, altered passes, altered notes, etc.	SAT Sess- 1, PN	SAT Sess- 2, PC	ISS-1, PC, SAT	S-Indef, PC
R. General misconduct including: disruption of class or activity spitting, littering, food/drink in building except cafe, running in hall, no RV ID card in possession, loitering	Student, Dean, teacher conference, possible susp. From class or	Possible susp. From class or activity pending PC and/or SAT- 1, PN	Possible susp. From class or activity pending PC and/or ISS , PN,	S-Indef, PC

	activity ,CD			
S. Cutting class	1st interv, CD-1, PN (1-2 cuts), (3/+ cuts), CD-1, SAT Sess-1, PN	2nd interv, SAT Sess-1 per cut, PN	3rd interv, ISS	4th interv, PC: 5 th inter S, PC
T. Vandalism – intent and/or actual defacing, abusing, or destroying of property	SUS 1-3, PC, P, R	S-2, PC, SAT, P, R	S-Indef, PC, P, R	S-BH, P, R
U. Possession of fireworks and/or chemical or nuisance devices	C, ISS-1, PC, P	C, PC, SAT, P, S-1	C, S-Indef, PC, P	S-BH, P, C
V. Use of fireworks and/or chemical or nuisance devices	S-1, PC, P, R	S-Indef, R, P, SAT	S-BH, P, R	S-BH, P, R
W. Violation of dress code	CD-1, PN	SAT Sess- 1, PN	ISS-1, PC	SUS, PC
X. Gang Related Activity (e.g. hand signs, clothing, writing, etc.)	SAT Sess; PC	S-1; PC; P	S-3; PC; P	
Y. Violation of Technology Policy	CD; PN; P (if warranted	SAT Sess; PC; Loss of Computer Use; P (if warranted)	S; PC; Loss of Computer Use; P (if warranted)	
Z. Bias Incident	S-1; PC; P (if warranted)	S-3; PC; P (if warranted)	S-Indef; P; BH	
Cafeteria Misconduct				
1. Throwing objects	Possible S-CAF-5, PC, Possible S- 1, R,	S-Indef, PC, R,	S-Indef, PC, SAT, R,	S-Indef, PC, R,
2. Refusal to cooperate when asked to put tray or debris in proper place, littering	Staff members will request the student to dispose of the refuse. A refusal will be met with a charge of insubordination.			
3. Stealing food	S-1, PC, R, P	S-3, PC, R, P, S-CAF-5	S-Indef, PC, R, P, SAT, S-CAF- Indef	S-Indef, PC, R, P, S- CAF-Indef

4. Cutting in line	Staff member will request the student to return to the end of the line. A refusal will be met with a charge of insubordination.			
5. Lateness to cafeteria	Warning	CD1, PN	S-CAF-1, CD-1, PN	S-CAF-Indef, PC
6. Excessive noise	AW	S-CAF-5, PC	S-CAF-5, PC	S-CAF-Indef, PC

Cutting is defined as not attending an assigned class, study hall, tutorial, student prep, homeroom, detention, Saturday study session, or any other assignment without the PRIOR permission of the teacher to whom the student is assigned. Students sent home by the nurse or administrators do not need prior permission from a teacher. Insubordination and/or Disregard of School Authority means a student not doing what is asked of him/her by a staff member. If there is ever a question about following the directions of a staff member the student should comply and request an appointment with his/her Counselor or Dean to discuss the situation.

BULLYING POLICY

The Board prohibits acts of harassment, intimidation or bullying against any pupil.

I. Policy

- A. It is the policy of the Board of Education to maintain an environment that is free from harassment, intimidation, or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.
- B. It shall be a violation of this policy for a pupil to be harassed by a fellow student, employee or third party through conduct or communications of an intimidating or bullying nature.
- C. The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.
- D. The chief school administrator shall take all the necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function.

II. Definition

The Board of Education establishes that "harassment, intimidation or bullying" means any gesture or written, verbal or physical, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin or ethnicity, or by any other distinguishing characteristic that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or,
2. By any other distinguishing characteristic; and

3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Harassment, intimidation or bullying may occur during academic, educational, extra-curricular, athletic, and other programs of the school, whether they take place in the facilities of the school, on a school bus, at a class or training program sponsored by the school at another location, through electronic communications, or elsewhere.

III. Behavior Expected from Students

The Board of Education expects students to conduct themselves with a proper regard for the rights and welfare of other students and school staff, and will not tolerate the harassment, intimidation, or bullying of any pupil.

IV. Reporting Acts of Harassment, Intimidation, or Bullying

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying, must report the incident to the appropriate school principal, or designee, who will notify the Affirmative Action Office. All other members of the School community are encouraged to report any act that may be a violation of this policy. While submission of a written report is not required, the reporting party is encouraged to submit reports in writing. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report. The board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The administrator shall determine the consequences for a person who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

A school employee who promptly reports an incident of harassment, intimidation or bullying to the appropriate school official designated by the district board of education's policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16(4)c.

SPECIAL PROGRAMS

ADULT SCHOOL AND CONTINUING EDUCATION

RVRHS is used extensively after regular hours for various evening educational programs aimed at promoting the cultural, educational and recreational welfare for the citizens it serves. The **Adult School's Community Education** offerings include over 100 different art, health-related, dance, exercise, language, computer and sports programs. The **Adult High School Diploma Program** begins on September 8, 2009 and **Adult Basic Education/English as a Second Language/G.E.D.** classes begin on September 14, 2008. Fall registration for all evening programs begins on August 24, 2009 and Spring registration begins on January 11, 2010. New to the 2009-2010 school year, the Adult Diploma Program will be offering **Credit Recovery** classes for students who wish to take a course (in all subject areas) and have credits transferred to the day program. Additional information may be obtained by calling the **Adult School Office** at (609-267-0837 Ext. 3224 or by visiting the **Adult School Website** at www.rvrhs.com. (located under the Adult Education link on the left side of the link)

AFTER SCHOOL ACTIVITIES

A student should leave the building and the grounds immediately following the closing bell except under the following conditions:

1. Attendance at school sponsored event.
2. Participation in a school sponsored activity. Students must remain with the activity/event and

are not permitted to walk around the school unsupervised.

No student should be on the premises unless under the supervision of school personnel.

EDUCATIONAL TRIPS

1. Field trips for classes, clubs, or other organizations are recognized as educationally valuable experiences to enrich classroom activities.
2. School regulations apply on trips.

FOREIGN STUDENT EXCHANGE

RV has hosted a number of students from many countries over the past few years through several different exchange programs. Foreign exchange students will receive a Certificate of Attendance at the completion of their academic year. Foreign exchange students who intend to enter for a full school year must be enrolled prior to October 1.

The district will accept only foreign exchange students from programs which are listed by the National Association of Secondary School Principals Approved Listing of Foreign Exchange Programs. Unless otherwise approved by the Board of Education, no more than two students from any approved program will be permitted to attend the high school in any school year. The RV school community has been very gracious in hosting students from foreign countries. Host families do not have to have a child attending RV; they just have to live in one of the RV sending districts.

RV is a partner school with a school in Braunschweig, Germany. Each year a student from Braunschweig attends RV and an RV student has the opportunity to attend school in Germany.

Being a part of an exchange program brings greater understanding and depth of different cultures to the RV students. Students realize how very small the global community actually is and how strength comes from diversity.

SUMMER SCHOOL

The Board provides a Summer Course Completion Program. This 16-day remedial program assists students with completing course requirements and better prepares them for success in the coming school year.

1. Students are permitted to attend the summer course completion program if they receive a final grade between 60-69 in a state mandated course during the school year.
2. Classes are provided without cost to students who attend RVRHS.
3. Students are responsible for transportation to summer classes.
4. A minimum of 40 hours of classroom instruction and supervised study are required for each five (5) credit full-year course completion. A minimum of 20 hours of classroom instruction and supervised study are required for any course less than five (5) credits.
5. Course completion programs are considered an extension of the school year. Grades will replace existing final grades.
6. Private tutoring is available at a cost to parents for those students who are unable to attend the summer program. Contact the Guidance Office for an application.

ALTERNATIVE SCHOOL

RV offers two alternative school programs for those students dissatisfied with the traditional school setting. One program is housed on RV's campus and one is housed on the campus of Burlington County College. See your counselor for more information.

MEDIA CENTER

The Media Facility is open to students everyday. Hours are from 7:15 a.m. - 4:00 p.m., Monday through Thursday; 7:15 a.m. - 3:30 p.m. on Friday. Students can come to the library during student prep, study hall, with a class, with a pass from a teacher, or before and after school. Students can receive a pass to come to the media center by following procedures, which are distributed at the beginning of each school year. Summer hours are 9:00 a.m. to 12:00 p.m. Monday through Friday;

however, it is recommended that you phone 267-0830 x3289 for availability.

All media center materials circulate—books, 2 weeks; magazines; videotapes/DVDs, 3 days; and reference materials, overnight. Students must have their ID cards to check out materials. If a student loses an ID card, the student must pay \$ 3.00 for a replacement.

Internet access is available in the media center. An Acceptable Use Technology Policy outlines appropriate use of the Internet. Misuse by students will result in a loss of access, as well as other disciplinary or legal action.

TECHNOLOGY POLICY

TERMS AND CONDITIONS FOR NETWORK ACCESS

Rancocas Valley Regional High School is pleased to offer its students and staff access to the district's computer networks. To gain access to e-mail, Internet and that local network, all students 18 years of age and under must obtain parental permission. **An "Internet User Contract" must be signed and returned to the school before access will be granted.**

Access to the Internet will allow the exploration of thousands of resources worldwide. Electronic mail (e-mail) will allow the exchange of messages with computer users throughout the world. Parents and students are warned that some materials accessible on the Internet may contain items that are inaccurate, defamatory, illegal, or offensive. While it is our intent to make the Internet available for research and to promote educational objectives, there is the potential of gaining access to other materials as well. We believe that the benefits to staff and students greatly outweigh any potential disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying standards that their children should follow. The Board of Education supports and respects each family's right to decide whether or not to apply for network access.

Prohibited Activities For Electronic Communications

1. Users shall not attempt to gain unauthorized access to the school district computer system, nor shall they go beyond their authorized access. This includes attempting to log in through another individual's account or accessing another's files.
2. Users shall not deliberately "attempt to disrupt the school district's computer system performance or destroy data by spreading computer viruses, worms, "Trojan Horses," trap door program codes or any similar product that can damage computer systems, firewalls, servers or network systems.
3. Users shall not use the school district computer system to engage in illegal activities.
4. Users shall not access material that is profane or obscene, or contains pornographic or vulgar materials, that advocates illegal acts, that advocates violence or hate, or any other uses or materials deemed objectionable in a public school setting. Inadvertent access to such material must be reported immediately to the supervising staff person.
5. Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another's ideas/words as one's own.
6. Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.
7. Prohibited language applies to public messages, private messages, and material posted on web pages.
8. Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, pomographic, inflammatory, or threatening language or material. Users receiving prohibited messages shall immediately report the receipt to their immediate supervisor for further instruction.
9. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.
10. Users shall not use the school district computer system in any way which would disrupt the

use of the system. Users are specifically prohibited from playing games, communicating with chat rooms, watching videos or downloading large files unless those activities are under the direct supervision of a teacher and part of the education activities of the lesson. Users shall not deliberately compromise or alter messages.

11. Use of the Internet for the purpose of financial gain is prohibited.
12. Users are not allowed to change any settings or configurations on any computer which includes, but is not limited to, changing wallpapers, screen savers, printers, deleting files or any other settings. Users are further prohibited from installing programs onto local or network drives or disks.
13. Users are not permitted to bring in any computers, monitors, printers or any other hardware without permission of the Superintendent/Principal.

It is understood that access to the computer networks in the school system is a privilege, not a right. Failure to abide by the rules in this document could result in the revocation of access privileges, disciplinary action, or legal action, as deemed appropriate.

The Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or handicap in employment, educational programs, or activities.

SENIOR CLASS TRIP

The Senior Class generally takes a class trip in early-March of the senior year. In recent years this trip has been to Orlando, Florida. All seniors that meet the “**student in good standing**” policy are eligible to participate in the trip. The cost is in the \$1000 range. It includes a 5-day excursion, air fare, lodging, and a meal each day. Those interested in participating are encouraged to begin monthly payments during the summer of their freshman year. Freshmen generally pay \$55 per month through the three years. If payment is not begun until sophomore year, payments are approximately \$65 per month over two years. If payments are started the junior year, the fees are about \$150 per month for one year. The earlier payments are started, the smaller the amount will be for each month. The cost can be offset by students’ participation in class fundraising activities. The individual class advisors will work with students on these. Money raised can be transferred to the senior trip account during the senior year if students wish.

Payments can be mailed to the school or brought in by students. Payments should be directed to the following individuals:

- **Class of 2010 – Ms. Hoyer**
- **Class of 2011 – Ms. Bratty**
- **Class of 2012 – Mrs. Rennie**

The student’s class year and name should be **clearly** indicated on checks or money orders. **Payments mailed to the school should be addressed to the staff member indicated for the particular class year and have the class year written on the envelope.**

Additional information about the trip is always mailed home: for 9th, 10th, and 11th grades, in the spring of each year. Juniors going to be seniors will receive a mailing at the end of April detailing costs, datelines, and the itinerary. In addition, information can be found on the RV web page under the student section marked Senior Trip. This information will include the **very specific** deadlines established by the travel agency by which specific amounts are due. Students planning to go on the trip **must meet those deadlines.**

Students who begin payment and decide at a later date that they do not wish to participate in the trip can expect a full refund up to **September** of their senior year. Any changes after the **September** payment are subject to cancellation policies specified by the travel agent. Likewise, students who decide later that they wish to go on the trip may do so **provided payment is made by a specified date and space is still available on the airline.**

Any students, especially seniors, wishing information about the trip must pay close attention to the morning news and PA notices, newsletters sent home, and items placed in their homerooms. **Students must be in Good Standing to participate in the Senior Trip.**

SCHOOL AND COMMUNITY COMMITTEE

Parents and community members may join this committee. The committee meets monthly with the Superintendent/Principal and faculty representative. Meetings are devoted to discussions on current issues facing the district. Participants have the opportunity to give input before decisions and plans for the school are finalized.

EXTRACURRICULAR ACTIVITIES

Ranocas Valley provides many non-athletic activities for students. The activities are scheduled during tutorial, student prep, and after school throughout the school year. Research has shown that students who are involved in extra-curricular activities are more successful during their high school years.

The motto of the Student Activities Office is:

Academics + Activities = Success!

One of the largest organized groups is Student Council. The Student Council organizes the annual fall Homecoming, fundraisers, spirit competitions, community service outreach and much more. Freshman elections for student council are held in September. Elections for Student Council and Class Officers/Representatives are held in the spring. Any student can be involved in Student Council, even if they are not in an elected position.

Club

Advisor(s)

Athletic Trainers	Mr. M. Haines, Mrs. J. Corda
Band (marching, front)	Mr. D. Britton
<i>Be The Change</i> Club.....	Ms. L. DeScherer, Ms. J. Kavlick, Ms. K. Rosenthal
Big Brothers & Big Sisters.....	Mrs. L. Ream
Book Club.....	Mrs. D. Venuto
Burlington Co.Youth & Govt.....	Mr. C. Gaskill
Chamber Choir/Ensembles	Ms. D. Vanneman
Cheerleading.....	Ms. M. Haines
Class Activities.....	Seniors - Mr. J. Knopp, Ms. M. Fasolino Juniors - Mrs. J. Rosenthal, Mrs. J. Gerry Sophomores - Ms. J. Kavlick, Mrs. C. Gray Freshman - TBA
Colorblind	Mrs. Beck, Mr. Clark
Concert Percussion Ensemble.....	Mr. Britton
Dance Team.....	Mrs. Wagner
Environmental Awareness Club.....	Ms. K. Evans, Mrs. J. Cramer
Fellowship of Christian Athletes	Mr. Haussman
Film Club	TBA
French Club.....	Ms. K. Hiestand
French Honor Society	TBA
Future Business Leaders of America.....	Mrs. C. Gray
Future Teachers of America (FTA)	Mr. R. Clark, Ms. L. Chiavuzzo, Mrs.I. Costa
Generation Hope.....	Ms. E. Reilly, Mrs. A. Hemphill
GSA (Gay Straight Alliance)	Mrs. L. Cvetnich
Guitar Club	Mr. P. Schwenger
Holly Spirit (school newspaper)	Ms. L. Pinto

Indoor Guard/Percussion Ensemble	Mr. D. Britton
Inklings (Literary Magazine)	Mrs. T. Sweeney
International Cultures Club	Senor Joe
International Thespian Society	Ms. P. Welch
Italian Club	Mrs. T. Nale
Jazz Ensemble	Mr. D. Britton
Key Club	Mrs. B. Bunting
Law Club/Mock Trial Team	Mr. T. Pietrofitta
Math League	Mr. T. J. Colling
Model UN	Ms. L. Chadwick, Mrs. C. Alspach
Movement Unlimited	Mrs. A. Wagner
National Art Honor Society	Ms. A. Cline
National Honor Society	Mrs. C. Alspach
NJROTC/Drill Team	Cmdr. B. DeJong, Chief D. Aupperle
Operation RV	Ms. J. Mohammed
Peer Leaders	Ms. Bratty, Mr. Corcoran
Photography Club	Mr. R. McIntosh
Ping Pong	Mr. C. Gaskill
REBEL	Mrs. L. Cvetnich
Red and White Night	Mr. Corcoran, Ms. Bratty
Red Oak (yearbook)	Ms. C. Pugliese, Mrs. T. Nale
Robotics Team	Mr. H. Hans
RV Challenge (academic cards)	Mrs. S. Symczyk
RV Fitness Team (spring)	Mrs. A. Rennie
RVTV Media Club	Mr. N. Marmarou
S.A.F.E. (Students Applying For Equality)	Ms. J. Kavlick
Science League	Mrs. K. Gangel
Ski Club	Mr. J. Adamiak
S.O.S. (Students of Service)	TBA
Spanish Club	Ms. L. Chiavuzzo, Ms. I. Costa, Ms. Rosario
Spanish Honor Society	Mrs. N. Beck
S.P.E.A.K. (Students Promoting Empathy for Autistic Kids)	Ms. R. Perkins
S.T.A.R.T. (Students Taking Action and Responsibility Today)	Mrs. L. Chadwick, Mrs. C. Alspach
Step Team	Ms. T. Jackson
Strategic Games Club (formerly Chess Club)	Mr. L. Fallon
Student Council	Mrs. S. Symczyk
T.A.V.I.S. (Teens Against Violence In School)	Officer K. McIntosh
Team M.E.G.A.	Ms. D. Hauth, Ms. L. Hoyer
Varsity Club	Ms. D. Aromando, Ms. L. Hoyer
Yeager's Teens	Ms. K. Yeager, Mrs. C. Payton

RV CHALLENGE

RV Challenge is a program designed to recognize and reward academic excellence, good

attendance, and good school citizenship. This program provides incentives for students to improve grades, increase school spirit, and eliminate disciplinary incidents. Academic Cards, pep rallies, People's Choice Awards Night, honor societies in each discipline, lunch out, etc, are just some of the activities to be implemented. The following is the criteria for the Academic Cards for the 2009-2010 school year. Academic Cards will be issued each marking period.

GOLD

1. All A's and only one B (Honors & AP courses tracked separately)
2. 3 authorized absences/no unauthorized absences/1 late per quarter
3. No discipline violations
4. No failing grades
5. Participation in a school-sponsored club, sport, service organization or a similar community-based organization approved by the school.

BLUE

1. All A's and B's (Honors & AP courses tracked separately)
2. 3 authorized absences/no unauthorized absences/1 late per quarter
3. No discipline violations
4. No failing grades
5. Participation in a school sponsored club, sport, service organization or a similar community-based organization approved by the school.

RED

1. All A's and B's, with the exception of one C (Honors & AP courses tracked separately)
2. 2 authorized absences/1 unauthorized absence/1 late per quarter
3. No discipline violations
4. No failing grades
5. Participation in a school-sponsored club, sport, service organization or a similar community-based organization approved by the school.

WHITE

1. Nothing lower than a C (77) (Honors & AP courses tracked separately)
2. No more than 3 absences/2 lates per quarter
3. No more than 2 discipline violations
4. No suspensions

ORANGE

- Any student who has eliminated all failing grades from one quarter to the next.
- No more than 6 occurrences of excused absences

Any student questioning their card status must submit an appeal form to the Appeal Committee by the designated date after each marking period. The appeal forms will be available in the Main Office or Student Activities Office.

ATHLETIC PROGRAM

All students who wish to participate in any extracurricular activity must meet the earned credit requirements.

(a) Students in 10th, 11th, and 12th grades are required to pass 27.5 credits during the preceding school year (includes summer school) to be eligible for the first semester. (b) All students must pass 13.75 credits at the beginning of spring term for participation in extracurricular activities during the second semester.

Letters may be earned in inter scholastic sports by athletes and managers who meet certain criteria such as regular attendance, care of equipment, good sportsmanship, and requirements established by individual sports.

VARSITY AWARDS CRITERIA

Football	An athlete must play in half of the quarters of the season schedule*
Soccer	An athlete must play in half of the halves of the season schedule.
Cross Country	A runner must score in half of the meets or qualify as a member of the team that runs in the state sectional meet.
Field Hockey	An athlete must play in half of the halves of the season schedule.
Tennis	An athlete must play in at least two varsity matches and be with the team for major varsity matches, including the state finals.
Volleyball	An athlete must play in half of the scheduled games.
Wrestling	An athlete must wrestle in half of the matches of the season schedule.
Basketball	An athlete must play in half of the quarters of the season schedule.
Swimming	An athlete must participate in at least half of the scheduled meets at the first or second relay or individual event level. All athletes must participate in all meets for which they have qualified, through the end of the season.
Bowling	An athlete must bowl in half of the scheduled varsity matches.
Indoor Track	An athlete must participate in half of the meets and achieve minimum qualification standards in their specific event.
Baseball	An athlete must play in half of the scheduled games.
Softball	An athlete must play in half of the scheduled games.
Track	An athlete must score an average of one point per meet or score in half of the meets.
Golf	An athlete must play in half of the scheduled matches or score in at least two matches. To score, the athlete must win two matches, if match play is used or be one of the top four players if medal play is used.
Lacrosse	An athlete must play in half of the halves of the season schedule.

*The schedule is defined as all games to the end of the season including tournaments and playoffs but not preseason scrimmages.

ATHLETIC INJURY CARE AND PREVENTION PROGRAM

Mr. Haines and Ms. Corda are the Athletic Trainers at RVRHS. They are the sports medicine specialists responsible for prevention, care, and treatment of athletic injuries. Should an athlete sustain an athletic injury or health condition during the athletic season it should be reported immediately to them. When an injury occurs during practice or competition, the coach will send the athlete to the athletic trainer or will summon the trainer to the field when necessary. They are available for almost all practices and contests.

During the school day they are in the athletic training room during all student preps for treatment, rehabilitation and assessment of any athletic injury or condition. Athletes report to the athletic training room before going to student prep and return to student prep with a pass from the athletic trainer.

When referral to a physician or other health care provider is needed the athletic trainer will notify parents/guardians and instruct the athlete to also inform his/her parents. **When an athlete is under the care of a physician they are required to bring a written note to the athletic trainer from the physician indicating the diagnosis and level of participation recommended. No athlete will be permitted to return to participation until written clearance from the physician is given to the athletic trainer.** This also includes any injury or condition that occurs during the athletic season outside of athletic participation. Communication is very important. Injury recovery time is decreased when an injury or condition is brought to the attention of the athletic trainer sooner rather than later.

We are also very fortunate to have the services of Dr. John Gray, orthopedic specialist, as our team physician and Ashurst Family Practice as our school physicians and as part of our sports medicine team. During the school year as needed, Dr. Gray will see athletes in the athletic training room and the school physicians are in once a month in the nurse's offices for sports physical

examinations and consults.

ATHLETIC TRAINING ROOM PROCEDURES

1. During the school day athletes should see the athletic trainer during their student prep. Athletes should report directly to the athletic training room during student prep. Any athlete reporting to the athletic training room late will be subject to discipline action. The athletic trainer will issue a pass to return or will call the student prep teacher informing them he or she will not be in student prep that day. If athletes do not have a student prep, they should report to the athletic trainer at the beginning of their lunch. Athletes who have early dismissal should report to the athletic trainer immediately after their dismissal time. Athletes that have lunch out should report to Mr. Haines or Mrs. Corda after signing out.
2. After school all treatments and taping will be done first so we can get all athletes to practice and contests on time.
3. Athletes are not excused from class to see the athletic trainer!
4. Any athlete seen by a physician for any injury or condition whether sports related or not must provide a note from that physician clearing the athlete for sports participation.
5. Any athlete who sustains an injury during sports participation must report the injury to the athletic trainer. If the athlete is seen by a physician for the injury, a physician's note must be given to the athletic trainer regarding the diagnosis, treatment and level of participation.

SPORTS PHYSICAL REQUIREMENTS

1. All athletes must have a sport physical completed before participating in any sport practices or contests. The physical must be done on the official NJ State physical form. All of the RVRHS physical packet must be completed and turned into the athletic trainer one week prior to participation. Sports physicals performed by our school doctor are to be used only for RV sponsored sports participation and working papers.
2. Sports physicals expire one (1) year from the date of the physical. If the physical was done more than 60 days before the date of the first practice, a Health History Update form must be completed and signed by the parent. It must be returned to the Nurses' Office at least one week prior to each successive sport. When athletes participate in more than one sport they are required to complete another trainers' Emergency Medical Form and Permission Slip, as well.
3. During the school year, sports physical paperwork may be obtained from the athletic trainer, school nurse, or online at rvrhs.com. During the summer, paperwork may be obtained from the athletic trainer or Main Office. All physicals NOT performed by the school doctor must be reviewed and signed off by the school physician before the athlete may participate in any practice.
4. Sports physicals should be done at your own doctor's office; however, the school doctor will do the physical if needed. The physical must be completed on the official NJ State physical form.

For more information contact Mr. Haines or Ms. Corda, the athletic trainers, at 267-0837, ext 3285.

ATHLETIC INJURY INSURANCE PROCEDURES

When it is necessary for an athlete to seek medical care for an injury resulting from/during athletic participation, insurance paperwork will be issued by the athletic trainer. All athletes participating in the RVRHS athletic program are covered by an excess plan of insurance. **It is the responsibility of the athlete to notify the athletic trainer that medical attention was sought and the parents' responsibility to forward the insurance form to the insurance company.** If the insurance form is not completed within 90 days from the date of injury, coverage may be forfeited.

SALES AND FUNDRAISERS

1. Soliciting to the local community for cash is prohibited.
2. Fundraisers must be pre-approved by the activities director and parents must sign permission slip.
3. Sales during class time is prohibited.
4. Sales should not be conducted in a manner which disrupts the hallways or classrooms.

BOOSTER CLUBS

Booster Clubs such as Band Parents or Cheerleader Boosters, give parents an excellent

opportunity to get involved in an extracurricular activity that their child enjoys. The clubs help open the door to involvement in other activities as well and foster school community spirit. The organizations also provide important moral and financial support for many school activities.

RV's School and Community Committee developed the following guidelines to help assure success for all school booster clubs.

Goals:

- Encourage more parent support for their students
- Build the image of RV within the entire school community
- Be a resource for other parents

Support the specific activity/sport.

Guidelines:

1. Contact coaches and teachers involved in specific activities to discuss forming a booster club.
2. Each group must develop its own bookkeeping system.
3. Although local merchants should support our schools, booster clubs must consider other fundraising alternatives to asking businesses for financial support.
4. Evaluation, management and supervision of all activities and sports remains with school administration.

STUDENT SERVICES

GUIDANCE SERVICES

The Guidance Department is organized to help students with special requirements that cannot be met through regular instructional practices or administrative procedures including the following:

1. Counseling students in regard to their educational and vocational plans.
2. Helping students overcome personal and social problems.
3. Reviewing with students their educational and vocational plans.
4. Providing assistance in scheduling.
5. Arranging parent conferences with teachers.
6. Administering and interpreting standardized tests of scholastic aptitude, achievement, interest and occupational awareness.
7. Providing information on careers, colleges, trade and technical schools, and financial aid for higher education (scholarships and loans).

Students are required to sign in upon entering the Guidance Department. The sign in sheet is on a desk to the right inside the door. Forms currently being used for various activities are also at the sign in desk.

COUNSELOR DUTIES

Students are divided alphabetically across class lines among the nine counselors so that students will have the same counselor for as long as they remain in school. Students are encouraged to visit the Guidance Office or attend guidance sponsored activities with the permission of the assigned teacher. Counselors are available during tutorial, student prep and prior to homeroom to issue passes to students who desire an appointment. If a counselor is out of the office or is unavailable, a student should leave a written message with the guidance secretaries.

GUIDANCE MATERIALS AVAILABLE TO STUDENTS

The Guidance Department offers a wide range of supplemental materials for all students for various post-secondary options. The following internet program is offered:

Family Connection

SCHEDULE CHANGE POLICY

Students will receive their final schedule during the month of June and will be allowed to make adjustments to their schedules until 2 days after graduation. A student may not drop an 18-week course once the first report card is issued and a nine-week course once the first progress report is issued.

There is a two day drop/add period at the beginning of each quarter when students may attempt to add/drop a course. Once the first full week of school begins, a student may not drop or add a class. Courses required for graduation may not be dropped.

Early dismissal and/or late arrival privileges are only extended to seniors who have earned a minimum of **97.5 credits** entering their senior year and are sitting in a senior homeroom. Interested seniors must submit a signed, completed Late Arrival/Early Dismissal form to their counselors by the following dates:

August 2, 2009 for Quarter 1 or Semester 1

October 21, 2009 for Quarter 2

January 13, 2010 for Quarter 3 or Semester 2

March 17, 2010 for Quarter 4

HINTS FOR COLLEGE BOUND STUDENTS

To meet minimum requirements for most colleges, the following courses must be taken in high school: four courses in English, two courses in United States History, one course in World History, two courses in a foreign language, three courses in college preparatory math (Algebra I, Algebra II, and Geometry), and three courses in a science (including at least 2 lab sciences i.e. Chemistry, Biology and/or Physics). Students who plan to major in math or engineering should take four or five courses in math. Science majors and those interested in the medical professions should take at least four courses in science. All college bound students should check with their counselor before their junior year for the total number of academic units required by the colleges and/or universities of their choice. (Most require 16 academic units for admissions).

Student-Athletes who are planning on participating in Division I or II athletics in college should see his/her counselor regarding the NCAA Clearinghouse process. NCAA registration is only available online (no paper forms are available) at www.ncaa.org.

In addition to course requirements, most colleges require students to take either the American College Test (ACT) or the Scholastic Aptitude Test (SAT). Some colleges also require that certain SAT II subject tests be a part of the student's entrance application. Our high school (CEEB) code number is **310-865** (this information is used on all test materials). SAT & ACT testing materials are available in the RV Guidance Office or online at www.collegeboard.com (SAT) and at www.actstudent.org (ACT). Students are responsible for mailing all forms.

2009-2010 SAT TESTING DATES AT RVRHS (for both SAT I & SAT II) are the following:

October 10, 2009; December 5, 2009; January 23, 2010; and May 1, 2010.

2009-2010 PSAT will be given at RVRHS on October 17, 2009. This is a national test administered ONLY on this date for juniors and sophomores and is the qualifying test (juniors only) for the National Merit Scholarship Program, the National Achievement Scholarship Program for Outstanding Black Students and the National Achievement Scholarship Program for Outstanding Hispanic Students. Students will register and pay in the Guidance Department to take this test.

The RVRHS Guidance Department hosts an annual **College and Career Fair** to be held on October 8, 2009 in the RV cafeteria from 7:00 PM–9:00 PM. Over 100 colleges, universities, technical and trades schools and the various branches of the United States military will be in attendance to provide information to students and their parents/guardians.

All students (especially seniors) who need their high school transcripts forwarded to a business, college or an organization, must have a Record Release Form signed by their parents/guardians and returned to the Guidance Department. Students who are 18 years of age may complete their own Record Release Forms.

Students who are enrolled in RV **Advanced Placement (AP)** courses and who are interested in earning college credit before entering college should consider taking the AP tests scheduled for May 3 -11, 2010. Students will sign up and pay for AP exams in the Guidance Department during March 2010 (TBA).

FINANCIAL AID FOR HIGHER EDUCATION

Students needing financial aid should consider the various sources of grants, loans, and scholarships. The Financial Aid Office of the college/university can assist students with specific information. Be reminded the major responsibility for applying for scholarships and loans rests with the student. To be eligible for financial aid most colleges or organizations require that a Free Application for Federal Student Aid Form (**FAFSA**) be completed by both the student and his/her parents. By completing the FAFSA, you will be given a federal government report indicating the dollar amount (Estimated Family Contribution-EFC) you and your parents are expected to contribute to your college education. A **Financial Aid Night** will be held on **January 14, 2010** from 7:00 PM – 9:00 PM in the PAC for parents and college-bound students. Mr. Luis Tavares, Director of Financial Aid at Rowan University will speak and answer questions.

A monthly **Senior Newsletter** will be mailed home to seniors informing them of scholarship opportunities and current information. In addition, a **Local Scholarship Meeting** will be held on **February 23, 2010** for parents and students to learn about available local scholarships. Scholarship information sheets and application forms will be available at the meeting as well as in the Guidance Department after the meeting. Other scholarship recipients will be selected by the RV Scholarship Committee and based on outstanding accomplishments in an area, recommendations and/or need. Local scholarship recipients will be announced at the Senior Award Night in June 2010.

HINTS FOR NON-COLLEGE BOUND STUDENTS

Students not planning on college should consider some of the excellent course offerings in our Business, Fine Arts (music and art), Family and Consumer Science and Technology Departments. A background in any of these areas may result in employment after graduation. All students, however, are encouraged to continue their training and education by taking advantage of trade, technical and business schools which generally require two years or less. These schools will be represented at our College and Career Fair on October 8, 2009. Burlington County College also offers certificate programs. See your counselor for details.

THE HIGH SCHOOL PROFICIENCY ASSESSMENT (HSPA)

HSPA is administered to all 11th grade students in the spring. Students not meeting the state's proficiency levels are required to have supplemental instruction to help them pass this test on the next administration. All students in grades nine and ten will be required to complete the High School Proficiency Pre-Assessments in Language Arts and Mathematics. Depending on their scores on that assessment, students may be required to schedule supplemental and/or remedial courses. The HSPA regular testing will be given March 2, 3, 4, 2010. The end of course Biology test will be administered on May 17, 2010. The end of course Algebra I will be administered on May 24, 2010.

WITHDRAWAL FROM SCHOOL

1. If your student is moving to another district or out of state, please notify the Registrar's office immediately and a withdrawal date should be given at that time.
2. Any student between the ages of 15-18 (unless an emancipated student) must have the signature of the legal parent/guardian on the Official Withdrawal Sheet, or a written letter (notarized) to give approval of the withdrawal.
3. All students will be asked to take a Clearance Sheet around to all of their teachers to obtain a withdrawal grade, clear fines, nurses' clearance, library clearance, and counselor signature. This will be done only with any withdrawal occurring during the school year.
4. All athletic uniforms and equipment should be returned to the student's coach. **All fines MUST be paid before the student leaves RV.**
5. Records needed for registration will be given to the parent(s)/guardian(s) (or student) after all clearance steps have been completed.
6. Students are responsible for cleaning out their locker off all personal items at the time of withdrawal. **All items left in the lockers become the property of Rancocas Valley H.S.,**

after the student has been withdrawn.

HEALTH SERVICES

1. The staff is composed of full time nurses on duty each day and a doctor who is present whenever health examinations are scheduled.
2. The nurses' office should be informed of all health conditions requiring special attention.
3. Over-the-counter as well as prescription medication that must be taken during school hours must be kept in the nurses' office in the original labeled bottle. The RVRHS medication form signed by the student's physician or a doctor's note must be on file in the nurses' office for the student to receive over-the-counter or prescription medication. Medication permission is good for the school year and must be renewed yearly. If you request medication to be given in school – the RVRHS Board of Education and its employees are to be held harmless. Any medications not picked up at the end of the school year will be thrown out.
4. Asthma inhalers and Epi-pens for severe allergic reactions may be carried by the student ONLY if a "Asthma Treatment Plan" or a "Severe Allergy Action Plan" form is filled out and signed by doctor and parent. Forms are available from the nurses. If the carried medication is used, the student MUST immediately report to the nurses' office for evaluation. If an adult delegate is requested for emergency administration of an epi-pen when a nurse is not present, the permission request must be signed.
5. All students who are ill or injured during school hours should see the school nurse. The nurses will try to notify an emergency person if significant problems are found. It is the parents'/guardians' responsibility to provide transportation or permission to walk/drive if the student needs to go home.
6. In the event of a severe injury or illness requiring emergency medical care, the student will be transported as needed to the nearest available hospital for emergency medical care. Every possible attempt will be made to contact a parent to go to the hospital to be with the student.
7. Students wishing to see the nurse must have a pass from the teacher. Please do not come without a pass to the nurses' office, even between classes, unless it is an emergency.
8. Students must sign in at the nurses' office.
9. Doctors notes for PE must be brought to the nurse's office per phys. ed. policy. Students with a history of chronic health problems, such as asthma, heart disease or orthopedic problems which may restrict or prevent them from regular physical education, must have a note from their physician yearly.
10. Parents/guardians should be aware of the importance of obtaining at least one physical from the student's physician during adolescence. If you do not have health insurance for your student, you can apply for "NJ Family Care". This program provides free or low cost insurance for uninsured children and certain low income parents. Call 1-800-701-0710.
11. Physicals for working papers may be obtained through the school.
12. All students participating in school sports must have a physical within the calendar year, documented on the New Jersey State Athletic Pre-Participation Physical Evaluation Form. If the sports physical is more than 60 days prior to the start of the sport, a Health History Update must be completed by the parent/guardian and returned to the school nurses at least one week before the start of practice. See section of "Sports Physical Requirements" in this agenda for details of sports requirements. If you do not have a family doctor to do the physical, contact the school nurses well before the sport to set up a physical with the school doctors.
13. Students in 10th grade are given a vision screening. Students in 11th grade are given a hearing screening. Any problems are reported to the parent.
14. Students are screened in ninth and eleventh grades for scoliosis, a spinal deformity. If you do not wish to have this screening done by the health staff, please notify the nurses, in writing, at the beginning of the school year. All students previously referred for scoliosis are excused, but should be examined by their own physicians on a regular basis.

- 15. If a student's immunizations are incomplete and do not meet NJ requirements, they may be excluded from school. Please update the nurses' office with any new immunizations your doctor gives to you.
- 16. The Board of Education is concerned with the physical and mental well being of students in this district and will cooperate with the state government in the identification and reporting of cases of child abuse in accordance with the law.

PREGNANCY

- 1. The nurses' office must be informed of pregnancy or suspected pregnancy for health and safety reasons. Counseling and educational materials as well as supportive care are available in the nurses' office.
- 2. A pregnant student may remain in school until a doctor determines that continued school attendance might be harmful to her or the expected baby.
- 3. A physical education excuse will be given with receipt of a doctor's note indicating pregnancy.
- 4. When the doctor indicates that home instruction should be provided, a written request signed by the physician should be made to the person in charge of home instruction.
- 5. At the end of pregnancy, and when physically able, a student may return to a regular day school. A physician's note should be brought to the nurse outlining any restrictions on activity.

NOTE: The nurses' office should be informed of any special instructions concerning prenatal care.

STUDENT ASSISTANCE PROGRAM

RV has a program to help students deal with problems and/or situations that can impact their school, family and personal lives. Please contact Mrs. Leigh H. Cvetnich, ext. 3232. Mrs. Cvetnich is located next to guidance, room A126.

DRUGS, ALCOHOL, TOBACCO

It is the policy of RV to take positive action through education, counseling, parental involvement, police and medical referral in dealing with incidents involving drugs. Our Student Assistance Counselor, Mrs. Leigh Cvetnich, ext. 3232, will assist you in seeking help from our team of professional staff (the Student Assistance Team) and community resources.

Students are forbidden to use or possess: (a) tobacco, (b) alcohol, (c) drugs, (d) fire making devices. Any student or person selling or using drugs on campus will face any or all of the following: (a) suspension, (b) charges filed with police, (c) probation, (d) expulsion.

DRUG FREE ZONE

*Our school is under New Jersey protection established in 1987 to prevent drug activity occurring within 1000 feet of the school property. Violations: Any person within this zone who sells, possesses, uses or is under the influence of drugs, will face a **STATE MANDATED PENALTY OF \$500 and loss of driver's license for 6 - 24 months.***

OTHER COMMUNITY SOCIAL SERVICE ORGANIZATIONS

The following partial listing of community guidance and counseling centers which are professionally staffed and able to assist families or individuals with psychological, emotional or physical problems are included for your personal reference and convenience. (These listings and others can be found in the Burlington - Mt. Holly - Mt. Laurel - Moorestown - Willingboro and vicinity Telephone Directory.)

RUNAWAY

- Crossroads Runaway Program, Inc.261-5400
- National Hotline and Runaway Switchboard1-800-Runaway

CRISIS

- DYFS (Division of Youth and Family Services) 1-877-652-2873
- (24 hours)..... 1-877-NJABUSE

SCIP (Screening and Crisis Intervention Program) (DRENK)	
24-hour, Rancocas Hospital 218A Sunset RD. Willingboro NJ 08046	609-261-8000
CONTACT (Telephone Counseling and Crisis Referral).....	609-267-8500
Children's Mobile Response and Stabilization System	1-877-652-7624

GENERAL COUNSELING

Value Options.....	877-652-7624
Family Services Access Center.....	800-963-3377
Drenk Memorial Guidance Center.....	267-1377
Family and Community Services (Catholic Charities).....	386-7331
Drug or Alcohol.....	1-800-322-5525
Hispanic Family Center of Southern NJ	365-7393

SPECIAL SERVICES (CHILD STUDY TEAM)

The Special Services Office, has been established, in part, for young people in need of a more individualized program because of physical, mental, emotional or learning disabilities.

The basic child study team consists of a school psychologist, a learning disabilities teacher consultant, and a school social worker. The school physician also consults and contributes to the basic team. A child study team may also include a psychiatrist experienced in work with children, a neurologist, an ophthalmologist, a physical therapist, an occupational therapist and others as recommended by the IEP team in light of particular referring problems. Other members of the school professional staff (i.e., administrators, counselors, teachers, nurse and the speech therapist) may be asked to participate in child study team evaluations, as requested by the team supervisor.

A student is considered in need of Special Education and Related Services when he/she is impaired physically, emotionally, intellectually, or socially to such extent that without the aid of special facilities, special time schedules and/or special methods of instruction, he/she would not, in the judgment of the child study team, be expected to function educationally in a manner similar to that of adolescents not so impaired.

PROCEDURE FOR REQUESTING CHILD STUDY TEAM SERVICES

Faculty members are urged to discuss concerns about students who are exhibiting learning difficulties with the student, student's parents, counselor, and the teacher's supervisor and/or administration. If the difficulties are not resolved through these procedures, a referral to the Intervention and Referral Services Team is appropriate. Parents are encouraged to make referrals to the Intervention and Referral Services Team as well and can find referral forms in the guidance office. The Intervention and Referral Services Team will gather additional data, in cooperation with the guidance department, and refer the student to an appropriate resource which might include a full child study team evaluation with eventual special education placement.

EIGHTEEN-YEAR-OLD STATUS

Every person 18 years of age, or under the age of 18 that has produced proof of emancipation, shall be considered an adult, but regardless of age or proof of emancipation, students in the public school shall comply with all the established rules.

1. Special privileges are not given to 18-year-olds or emancipated students. All school regulations apply equally to them unless noted otherwise herein.
2. They may represent themselves in circumstances such as reinstatement to school following suspension or withdrawal from school. They may inspect their permanent records and sign permission slips.
3. Parents will continue to be sent all school communications (such as attendance reports, senior

failures, etc.) unless the 18-year-old or emancipated student has designated communications to be directed differently. In such cases, parents or guardians will be notified. **Students wishing to establish themselves as independent students, must complete an Independence Form in the Registrar's Office and prove residency.**

4. Parents or such person designated by the parent on the emergency card will be notified by the nurse in the event of injury or illness even if student is 18-years-old or emancipated unless said student has designated another emergency contact.

HOMEROOM PROCEDURE

A student is assigned by grade level to a homeroom.

1. The homeroom is considered an important part of school identity. It is hoped that the students will utilize the guidance and help of the teacher and classmates.
2. The flag salute and attendance check are completed at the beginning of homeroom, followed by the morning announcements and other school business.

I.D. CARD

What is it?

It is a card on which your photograph and other identifying information may be found.

What is it used for?

1. Identification of all staff and students at RV. Carry it with you whenever you are on school premises, and show it to any authorized personnel who may request it. It is used for admittance to dances and other special functions. It is also required to pick up materials such as your yearbook and graduation tickets. The RV I.D. Card - Don't Leave Home Without It!
2. A library card, necessary to check out books and library materials.
3. Special stickers will be added to it to indicate that you've bought an activity ticket.
4. Discounts and other school-related privileges.

How do you get one?

1. Every student and staff member is issued an RV I.D. Card.
2. Lost I.D. Cards must be reported to the Discipline Office. Replacement cards are available for \$3.00 for replacements. Students must take their receipt to the Media Center to pick up a replacement I.D. Card.
3. New students should go directly to the Media Center to obtain their I.D. Card.
4. If a student transfers or withdraws from the school, he must return his/her I.D. Card before he/she is cleared.
5. If a student is suspended or expelled, he/she must surrender the card for the duration of time until he/she is cleared.
6. Your I.D. is an important document - treat it with respect. Do not lose or damage it.

FREE AND REDUCED LUNCH

Free and reduced-price lunches are available to all students that qualify. Applications are distributed in September to all students to take home for their parent/guardian to complete and return.

STUDENT PARKING

Parking on Campus is permitted for Seniors In Good Standing. All fines must be paid.

There are a limited number of spaces so parking is limited to **SENIORS ONLY**. Student parking is

general parking so spots will be filled on a first come basis until filled on a daily basis.

All seniors who park on school grounds must register their vehicle with the Athletic director. **Students must show their student ID and provide a copy of their valid driver's license, registration card and insurance card.** Students may only park between the white lines in spots **without numbers** which are located by D –Wing, behind the Performing Arts Center and across the street from the new gymnasium. Students will be issued a parking permit **which must be affixed to the lower right corner (passenger side) of the front windshield from the inside.** Seniors who have discipline problems or fines will have their parking privileges revoked. Students in violation of this policy are subject to the following disciplinary actions:

- 1st offense- detention
- 2nd offense – Saturday Session
- 3rd offense - Suspension, towing of vehicle, loss of privileges

STUDENT LOCKERS

HALL LOCKERS

1. Each student is assigned a hall locker to which he/she will be given the combination by their homeroom teacher. Lockers should not be shared among students. There is no school insurance to cover thefts from students or lockers.
2. If the locker combination does not work properly, ask the homeroom teacher to check it. If it still does not open, or trouble develops during the day, report it to the main office.
3. School lockers are the property of the Rancocas Valley Regional High School District. The administration reserves the right to open and search them at any time. Additionally, **all** school lockers may be monitored by dogs trained to search and sniff for illegal substances/prohibited items. This notice provides both the students and parents with the intention and authority of school officials to conduct these searches from time to time on school property.
4. Students are held responsible for good housekeeping of their lockers, with no writing or defacing allowed. Do not kick the door to close the locker.
5. Students may go to lockers between classes.
6. Students are responsible for the contents of their lockers. Any missing item, or tampering with the locker, should be reported to the discipline office immediately. **Overstuffing your locker will cause adjacent lockers to malfunction. Students will be held responsible if the contents of their lockers infringe upon another student being able to access his/her locker.**

PHYSICAL EDUCATION LOCKERS

1. All students are provided lockers for their personal possessions during PE class.
2. Students must bring their own locks for use on their gym lockers or purchase locks from the P.E. Office. All items must be removed from the locker at the end of each block. Any lock left on a locker will be cut off at the student's expense.
3. Any problem with these lockers should be reported to the gym teacher.
4. A locker is school property, and may be opened and inspected by school personnel.

STUDENT INSURANCE

The Board of Education purchases a policy for each student which helps pay doctor and hospital bills.

1. The coverage extends to injuries incurred while students are on their way to and from school or while involved in a school-sponsored activity.
2. Students must promptly notify the nurse or the athletic trainer (for athletic related injuries) of injuries.
3. The forms given to the student by the nurse or trainer must be completed by parents and sent

to the school insurance company.

4. The parents must notify their insurance company also as RV's insurance is an excess policy which helps defray medical costs (within the limit of the policy) after private insurance (if any) pays for medical attention. HMO patients should be treated under their HMO plan (also send the form to RV's company).

STUDY HALLS/STUDENT PREP PERIODS

1. Students not scheduled for a class or other activity will be assigned to a study hall. Students are expected to report to their assigned room and be seated promptly.
2. When students report to their seats, they should be quiet and orderly. **SOME TYPE OF HOMEWORK OR READING MATERIALS SHOULD BE BROUGHT TO STUDY HALL.**
3. Students must report directly to the study halls (at the beginning of the period). If a staff member has requested a student for the period, the student **MUST REPORT FIRST** with a signed note to the study hall teacher for permission to leave.
4. All school rules are to be followed:
 - a. No hats, card playing, walkman, etc.
 - b. Students may not leave without their study hall teacher's permission.
 - c. Lavatory passes will be kept to a minimum.
 - d. Passes will be written in the agenda book, the clip board, or on official passes.
5. The following study hall guidelines will apply to all students:
 - a. Sit in assigned seats. If not, students will be marked cut.
 - b. Quiet talking is allowed after attendance. The atmosphere in the study hall should allow study.
 - c. Students are expected to keep their area neat and clean.
 - d. No student is allowed to go to the cafeteria during classroom study halls.
 - e. Students may not go to the nurse unless requested by the nurse or the study hall teacher feels there is a serious health problem.
6. The following procedure will be followed for study hall students desiring to go to the Library-Media Center.
 - a. All students will first report to their regular study hall assignment where attendance will be taken.
 - b. Students desiring to go to the library from study hall will be required to sign a card issued by a study hall supervisor.
 - c. After attendance has been completed, a study hall supervisor will escort the group to the library.
 - d. No student will be permitted to "sign-in" the library for a study hall directly. This will be treated as a class cut.

TRANSPORTATION TO SCHOOL OR SCHOOL SPONSORED ACTIVITIES

1. Bus Transportation
 - a. Buses used to transport RV students are considered an extension of school premises.
 - b. All rules including but not limited to behavior, speech, dress code, use of drugs and alcohol, and smoking regulations are applicable on regular school buses and buses used for special events.
 - c. For safety purposes all students must be seated; no shouting, yelling or hanging out of windows is permitted.

- d. Bus transportation is provided for students who live beyond a two mile distance from the school and for certain disabled students. Schedules are based on the various routes.
 - e. Because of improper behavior on a bus, a student may lose the privilege, and parents may be required to provide transportation during the time of restriction.
 - f. The bus driver is in charge of the bus and will report misconduct to the discipline office.
2. Use of Automobiles/Parking
- a. All cars parked on the Rancocas Valley High School campus **MUST** be registered. All registered cars will be issued a parking decal that will be displayed on the passenger front corner of the driver side REAR WINDOW (from the inside). Cars that are parked on the school campus that are not registered will be towed at the owner's expense. Disciplinary action will also be taken if the car is driven by a student.
 - b. Cars must be registered in the Athletic Office. **Students must be in Good Standing to register their cars.** Students must show their Driver's License, Registration and Insurance Card in order to register their car.
 - c. All Faculty and Staff will be assigned a parking space with a number. Students will be allowed to park only in spots that are not numbered. There will be no parking on the circle in front of the school. Drivers are to drive with extreme caution at all times observing a 5 mph speed limit while on school property. Such actions as "squealing out" and dragging will cause suspension of permit and discipline action. Students are not to go to cars without permission during the school day. Students who leave school grounds with their cars during the school day without permission will lose their parking permit as well as facing discipline action.
 - d. Violations of the parking policy:
 - 1. **First violation** – Central detention/parent notification
 - 2. **Second violation** - Saturday Session/Parent notification
 - 3. **Third violation** – Towing/ Suspension/ Parent Conference
 - 4. **Fourth violation** – Towing/Suspension/Parent Conference/loss of parking privileges at Rancocas Valley High School Campus
 - e. The school reserves the right to tow your vehicle.
 - f. Cars on school property are subject to being searched by school officials if there is a reasonable (as determined by a school official) suspicion that a school rule or a law is being violated; or that the health and safety of the school community could be compromised. Cars parked on school grounds are subject to searches by trained dogs.
3. Please use the front driveway to drop off or pick up students.
4. Skateboards, Bicycles, Motorcycles, Rollerblades
- a. All bicycles and motorcycles shall be parked only in locations where racks are provided for this purpose. (At the rear of the main building near the bus loading area.)
 - b. Locks should be used at all times.
 - c. Rules and regulations for registering motorcycles will be announced in September.
 - d. Skateboards and rollerblades must not be ridden on school grounds, (in the buildings or outside the buildings), at any time. Skateboards should not be ridden at the Folwell School either. When you are on school property carry your skateboard and maintain it in your locker throughout the school day.
5. Students Walking To and From School
- a. Obey traffic regulations. Do not walk in roadways nor ride skateboard on roadways. This is for your safety.
 - b. Respect the personal property of neighbors by walking on pavement where possible and not crossing lawns.
 - c. Refrain from congregating, littering, vandalism and other anti-social activities.

- d. All students should come directly into school when they arrive.
- e. Students found loitering outside the school building, on school grounds or private property will be disciplined.

VISITORS

All visitors are required to enter the building through the Main entrance only and sign in with the security personnel. A pass to your destination will be provided. Students and staff should report any visitor without a pass to the discipline office immediately.

WORKING PAPERS

PLEASE NOTE: All working papers received after **1:00 P.M.** will be processed the following day.

Summer Hours: Due to vacations it may be necessary to leave your working papers to be completed. Working papers will be completed as timely as possible.

The following is a list of the sections on the working papers and what must be completed in each section.

Section A - Personal Information

Minor should complete this Section

Section B - Employment Information

Employer should complete this Section – they should fill in hours, wages and sign.

Check marks or X's are not accepted for hours.

Also, in this section, Parent/Guardian should sign

Section C - Physician's Certification: 1. May be completed by your own physician or by the school nurse if you have a physical on file in the Nurse's Office (physical done by the school doctor – given within 2 calendar years) . If you do not have a physician, you may request a physical from the school physician. You must see the School nurse for permission/medical history forms for your parents to complete. You will be scheduled when the doctor is here at RV to do sports physicals.

Section D - Proof of Age

Please bring in a copy of your birth certificate, baptismal certificate, military ID card or your passport. Driver's License is not acceptable. Originals will be copied and returned.

Section F and Section G

Non-RV students should have Section F completed by your school.

RV students will have Section F & G completed by your school.

2009-2010 BELL SCHEDULE

72 MINUTE CLASSES

34 MINUTE LUNCH

34 STUDENT PREP

7:30 - 7:53.....	23 minute Tutorial.....	4 minute passing
7:57 - 8:03.....	6 minute Homeroom.....	4 minute passing
8:07 - 9:19.....	72 minute Block 1.....	5 minute passing
9:24 - 10:36.....	72 minute Block 2.....	5 minute passing
10:41 - 11:15.....	34 minute Block 3C.....	4 minute passing

11:19 - 11:53.....	34 minute Block 3D	4 minute passing
10:41 - 11:53.....	72 minute Block 3	5 minute passing
11:58 - 12:32.....	34 minute Block 4C	4 minute passing
12:36 - 1:10.....	34 minute Block 4D	5 minute passing
11:58 - 1:10.....	72 minute Block 4	5 minute passing
1:15 - 2:27.....	72 minute Block 5	

Other schedules may be used from time to time.

SCHEDULE FOR 2-HOUR DELAYED OPENING

9:30 - 9:53.....	23 minute Tutorial.....	4 minute passing
9:57 - 10:03.....	6 minute Homeroom.....	4 minute passing
10:07 - 10:50.....	43 minute Block 1	5 minute passing
10:55 - 11:51.....	56 minute Block3.....	5 minute passing
10:55 - 11:21.....	26 minute Block 3C	4 minute passing
11:25 - 11:51.....	26 minute Block 3D	4 minute passing
11:56 - 12:52.....	56 minute Block 4	5 minute passing
11:56 - 12:22.....	26 minute Block 4C	4 minute passing
12:26 - 12:52.....	26 minute Block 4D	4 minute passing
12:57 - 1:40.....	43 minute Block 2	4 minute passing
1:44 - 2:27.....	43 minute Block 5	