Rancocas Valley Regional High School
2018/2019

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Emergency Closing: Code No. 664
Website: www.rvrhs.com
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Dear Students:

Welcome to Rancocas Valley Regional High School for the 2018-19 school year. Whether you are a returning student or new to our school, we encourage you to review this student handbook. It contains important information that is critical for both your personal success and that of our District.

Our mission to empower every student with the knowledge and skills to be contributing members of the community through meaningful curricular and extracurricular experiences is guided by our Strategic Plan, Vision 2020. This handbook, along with our student calendar, gives you opportunities to explore the wide range of curricular and extracurricular offerings at RV, in addition to our academics and student support. But don’t stop exploring there – take advantage of these opportunities. Get involved. Learn as much as you can. Do as much as you can. In the end, you’ll leave RV with the knowledge, experience, and confidence to make your mark on the world.

This handbook also includes important policies and procedures that help us maintain a safe and secure campus in support of the Vision 2020 strategy to provide a physical environment that supports learning and provides the tools necessary to engage students.

Keeping RVRHS students and staff safe is among our top District priorities. According to the results of the Comprehensive School Climate Inventory Survey we administered last year, our school ranks high in safety rules and norms. This means that our RVRHS community members – students, parents, and staff – have confidence in our established safety measures.

Our administration constantly works to follow best practices when it comes to safety. We ask that you do your part by reading this handbook and paying close attention to the policies and procedures designed to keep our school safe and secure.

This handbook replaces all prior handbooks and other written material on the same subjects, and it reflects the status of the Board’s policies and the school’s rules as of May 2018. If any of the policies or administrative guidelines referenced here are revised after May 2018, the language in the most current policy or guideline prevails.

If you have any questions that are not answered in the handbook, please speak to your teachers, administrators, or the building Principal.

Parents and guardians also are encouraged to review the handbook to become familiar with the expectations we have for our student body, as well as the range of opportunities available. Our core values are exemplified by students demonstrating Perseverance, Respect, integrity, Diversity, and Excellence – RV P.R.I.D.E. The decisions we make as administrators, teachers, and staff are guided by these values.

I am honored to lead, and privileged to be a part of, this District. As you may know, or will soon find out, this truly is a special place. Each of us plays an important role in sustaining our RV P.R.I.D.E.

Sincerely,
Dr. Christopher Heilig, Superintendent
MISSION STATEMENT
The Rancocas Valley Regional High School District, a forward-thinking learning institution, empowers every student with the knowledge and skills to be a contributing member of the community by providing meaningful curricular and extracurricular experiences.

CORE VALUES
To achieve the mission of the Rancocas Valley Regional High School District, we promise to:
- foster the ability to seek challenges and overcome obstacles  
  Perseverance
- honor the value in each other  
  Respect
- promote moral character to strengthen a unified community  
  Integrity
- value a community with social differences to foster innovation  
  Diversity
- commit to attaining the highest level of personal achievement  
  Excellence

ADMINISTRATION
Initial concerns should be directed to the attention of the teacher, guidance counselor and then administrators.
Superintendent ................................................................................................................... Dr. Christopher Heilig
Business Administrator/Board Secretary ........................................................................ Mrs. Lisa Giovanelli
Director of Curriculum and Instruction ........................................................................ Mr. William Connolly
Director of Special Services ......................................................................................... Mrs. Kelly Scapellato
Director of RVPREP ..................................................................................................... Ms. Vanessa Meekins
Principal .......................................................................................................................... Mr. Joseph Martin
Assistant Principal for Pupil Services ............................................................................... Mr. William Booth
Assistant Principal for Climate and Culture ................................................................... Mr. Anthony Bowker
Assistant Principal for Assessment, Accountability, & Planning ................................. Mr. Ron Wence
Department Supervisors:
Mathematics/Supervisor-IT ......................................................................................... Mr. George Hatzianandreou
Social Studies/Family & Consumer Science/Fine & Performing Arts ...................... Mrs. Jean Marie Seal
Phys Ed & Health/JROTC ............................................................................................... Mr. Michael Lamb
Science/Business/Technology Education .................................................................... Dr. Ron Maniglia
Language Arts/World Language/Media Center ............................................................. Mr. Stephen Joseph
Special Education ........................................................................................................ Dr. Jocelyn Brown
Athletic Director ........................................................................................................... Mr. Michael Lamb

BOARD OF EDUCATION
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Mr. Luis E. Don ............................................................................................................... Lumberton
Mr. Robert A. Munger .................................................................................................... Westampton
Mr. Robert L. Sapp ......................................................................................................... Lumberton
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SOME 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 Call the Business Office.

Q How do I find out what clubs or activities RV offers?
A Student Activities Office or RV Web Page

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 The form is on the RV Web Page.

Q How do I get a new Agenda book?
A Agenda books are on sale in the school store for $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 do I go if I am being bullied or harassed by another student or students?
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 40.

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 2100 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 standardized tests provided by the State of New Jersey.

2. Curriculum - Minimum curricula proficiencies are required for all students in the areas of communication (English), mathematics, social studies, history, science, health, physical education, fine, practical or performing arts and personal finance. 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 emailed 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 approved reasons, he/she will receive an “incomplete” for the marking period. An individualized plan will be developed with work expectations and time frames for completion.

If work critical to the pupil's understanding of the subject is not made up according to the plan, 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.
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
- All A's and B's.................................................................................................................... High Honor Roll

Academic award night is held in the spring for each class. All students who have achieved honor roll status for the first three marking periods are invited to attend. 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 Recognition Night.

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

PLEASE NOTE: A student must be carrying a minimum of 7.5 credits of coursework (3 full blocks, both A & B days) in a marking period to be eligible for Honor Roll status. Audits, Teacher assistants, Community service, Pass/Fail courses, and WP (Withdrawn Passing) will not be considered when calculating Honor Roll status. Study Halls, Early Dismissal and/or Late Arrival may jeopardize the ability of a student to carry 7.5 credits in a marking period.

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 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
Rancocas Valley Regional High School 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.

Freshmen, sophomores, and juniors must meet the eligibility requirements listed below to attend the Homecoming Dance, any Class Prom (Junior and/or Senior prom as a guest or a member of the class, and any school sponsored trip. Seniors must meet the eligibility requirements listed below to earn parking privileges on campus and to participate in the Homecoming Dance, Senior Class Trip, any Class Prom as a guest or member of the class, and any school sponsored trip, including project Graduation:

1. Attendance – No more than 12 unauthorized absences or more than 15 unauthorized tardies prior to the date of the privilege or event. Students on home instruction are not eligible for school events.
2. Discipline – No more than 2 out-of-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.

Students are required to keep track of their status.

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 covering all days absent before or within 2 days of the students return to school.
   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 (267-0830, 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. The following are the penalties for being late to school:

A. 3 lates = Warning
B. 6 lates = 1 detention
C. 9 lates = 2 detentions
D. 12 lates = Saturday Session
E. 15 lates = Saturday Session
F. 18 lates = 2 Saturday sessions
G. 21 lates = ISS
H. 24 lates = 1 day suspension (OSS)
I. 27 lates = Out-of-School Suspension until parent/guardian conference with the Asst. Principal

For every late over 27, the student will serve one hour of 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 Dean of Students.
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 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 to (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.

EARLY DISMISSAL

If a student needs to be picked up early from school, a parent/guardian must be present in order to sign a student out of school. If a parent/guardian is not present or sends someone in their place, written communication in the form of a note, email, or fax must be provided before a student can be released from class. The email address is attendance@rvrhs.com. Emergency contacts are not permitted to pick up a student, with the exception of the nurse’s office, unless we have prior written communication from the parent/guardian.

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.
ACADEMIC DISHONESTY

A. PLAGIARISM/CHEATING
Learning requires that students assume full responsibility for their work. Unless otherwise directed, all assignments must be completed independently. Plagiarism is when a student presents words or ideas of someone else as his/her own. When a student uses ideas and information from a source for any assignment that is submitted for credit, he/she MUST document that source. In addition, any student who submits work products that they have previously submitted to other teachers or institutions is committing an act of academic dishonesty. Any graded assignment (e.g., homework, classwork, tests, quizzes, projects) that the teacher deems to be plagiarized or copied will result in a ZERO (0) for that assignment. Any student who lends his/her work is subject to the same consequences. If the assignment is valued to be more than 10% of the total points for a marking period, a student will be permitted to resubmit that assignment for half-credit – with two days of being notified by the teacher that the assignment is plagiarized. (This is not applicable to tests and quizzes). Incidents of academic dishonesty will be reported to the discipline office. The administration will determine if further discipline of the pupil-above and beyond the academic penalties imposed-is appropriate and will determine the nature of the discipline on a case-by-case basis. Students and parents are advised to consult the Discipline Code and BOE policy #5701.

B. UNAUTHORIZED ACCESS OR USE OF STAFF TECHNOLOGY AND/OR ACADEMIC PROPERTY
Prohibited activities for electronic communications are outlined in the technology policy. Discipline consequences are outlined in the Discipline Code.

TUTORIAL PERIOD GUIDELINES
1. Tutorial period will run from 7:30 – 7:53 AM.
2. 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.)
3. 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. The delivery of “fast food” to school for students is prohibited (e.g. McDonald’s, Burger King, etc.)

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 remain 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. 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 who 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 the business administrator’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 and Principal.

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 officer coverage as deemed necessary.
2. A current RV I.D. card must be presented to be admitted.
3. Students must be in Good Standing to attend a dance. Any dancing deemed inappropriate by staff will result in disciplinary consequences which could result in removal from the dance.
4. The dance is subject to all school regulations. Misconduct will not be tolerated.
5. 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.
6. Students may not leave the dance and return.
7. Students on suspension are not permitted to participate.
8. 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”)
9. Students may be subjected to random alcohol testing.
10. Students may not leave a dance prior to one half hour of ending time unless picked up by a parent.
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. Students may use their cell phones outside the school building prior to homeroom and at dismissal. Failure to give a phone to a staff member will result in suspension.

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
5. Hats, scarves, bandannas, and head coverings 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 in which a student has participated in physical education should not be worn in other areas of the school.
8. Sunglasses or other dark glasses are not to be worn indoors, unless a doctor’s note is filed with the nurse.
9. 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.
10. 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.
11. 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 warning 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 student will be sent to the Discipline Office. Due to the constantly changing variety of apparel styles, the principal or designee 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, main gym or historic auditorium.

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; no whistling, stamping, yelling, etc.
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. If warranted, the administration reserves the right to file a complaint with law enforcement.
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.**

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.**

Students are responsible for books and supplies loaned to them or face the penalty of fines, which, if not satisfied, will result in **loss of student in good standing status** and ineligibility for school activities until the obligations are cleared.
4. All textbooks should be covered.
5. 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.

EVACUATION DRILLS/RELOCATION/LOCKDOWN
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 concerning discipline problems. Any infraction of a school rule may be referred to the Board of Education for action at a board hearing.

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. If detention is not completed, a suspension may result.

**SATURDAY SESSIONS:** Action by discipline office requiring a student to attend school from 8:00-11:00 a.m. on Saturdays. If session is not completed, a suspension may result.

**IN-SCHOOL SUSPENSION:** Action by discipline office removing student from class to a restricted classroom. Failure to attend ISS or inappropriate ISS behavior will result in immediate Out of School suspension

**OUT-OF-SCHOOL SUSPENSION:** Action by discipline office removing student from school. Students must be accompanied by a parent/guardian 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. CD .......... Central Detention – the number after the dash (-) indicates the minimum days of central detention, 2:35-3:35 pm, Mon.-Thurs. or 7:00-7:50 am, Mon. – Fri.
3. PC .......... Parent Conference
4. PN .......... Parent Notification
5. S ............ Suspension from school – the number after the dash (-) indicates the minimum days of suspension. Parent conferences are mandatory before a student is readmitted.
6. SAT ......... Student Assistance Team referral
7. R .......... Restitution or payment of loss; including medical expenses
8. ISS ........ In-School Suspension – the number after the dash (-) indicates the minimum days in-school suspension
9. S-Indef... Indefinite Suspension/referral to the Superintendent
10. P .......... Possible police notification
11. Sat Sess Saturday Session – the number after the dash (-) indicates the minimum number of Saturday Sessions, 8 am – 11 am
12. C .......... Confiscation
13. SH/BH ... Superintendent/Board Hearing; possible expulsion
14. 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.

The following list provides guidelines upon which consequences will be dispensed in an effort to change behavior and help students make better decisions. However, each case must be individually evaluated and the administration has the right to determine the appropriate consequences based on the facts of the offense. Therefore, based on the severity of the offense, the consequences could be the maximum for that particular offense, regardless of the frequency of the offense.

Behavioral guidelines are in effect whenever school jurisdiction is applicable. Student offenses are cumulative throughout the high school career. Any violations of offenses listed as drug/alcohol infractions will result in cumulative discipline. Any violations of offenses listed as violence or threat of violence will result in cumulative discipline. Therefore, any subsequent violations in the drug/alcohol or violence categories will be deemed multiple offenses.
1. **ACADEMIC DISHONESTY:** A student found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. As per Policy 5701.

2. **ALCOHOL/DRUG POSSESSION OR USE:** Controlled substances including steroids, drug paraphernalia, (for entire time at RV) in school or on school grounds and/or buses or at school activity.

   **First Offense:** 4 Day Suspension from School, Parent Conference, Student Assistance Team Referral
   **Second Offense:** 9 Day Suspension, Parent Conference, Principal Review, Possible Police Notification, Possible Superintendent Hearing
   **Subsequent Offenses:** Suspension Pending Superintendent Hearing

3. **ALCOHOL/DRUG POSSESSION WITH INTENT TO DISTRIBUTE**
   **First Offense:** Suspended pending Superintendent’s Hearing / Police Intervention.

4. **ASSAULT - PHYSICAL AGAINST STAFF:**
   **First Offense:** Exclusion pending Superintendent’s Hearing / Expulsion Hearing in compliance with NJSA 18A:37-21 / Police Intervention.

5. **ASSAULT - PHYSICAL AGAINST STUDENT:**
   **First Offense:** Suspension, Police Intervention, Possible Superintendent Hearing
   **Subsequent Offenses:** Suspension, Police Intervention, Pending Superintendent Hearing

6. **ASSAULT - VERBAL:** Obscene or vulgar language, threats directed to a staff member
   **First Offense:** 1-4 Day Suspension from School, Parent Conference, Possible Police Notification
   **Second Offense:** 3 Day Suspension, Parent Conference, Possible Police Notification
   **Third Offense:** 5 Day Suspension, Parent Conference, Student Assistance Team Referral
   **Fourth Offense:** Suspension pending Superintendent Hearing

7. **ASSAULT - VERBAL:** Using and/or harassing, indicating sexual harassment of another student
   **First Offense:** 1 Day Suspension from School, Parent Notification, Possible Police Notification
   **Second Offense:** 1-3 Day Suspension, Parent Conference, Possible Police Notification, Student Assistance Team Referral
   **Third Offense:** 5-9 Day Suspension, Parent Conference, Possible Police Notification, Student Assistance Team Referral
   **Fourth Offense:** Suspension pending Superintendent Hearing, Police Notification

8. **BIAS INCIDENT/CRIME:** Engaging in biased conduct that either directly or indirectly causes intimidation, harassment or physical harm to another member of the school community or disrupts the educational process.
   **First Offense:** 1 Day Suspension, Parent Conference, Possible Police Notification (if warranted)
   **Second Offense:** 3 Day Suspension, Parent Conference, Possible Police Notification (if warranted)
   **Third Offense:** Suspended Indefinitely, Police Notified, Board Hearing
9. **BUS MISCONDUCT:**
   - **First Offense:** Central Detention, Parent Notification
   - **Second Offense:** Saturday Session Detention 8:00 am-11:00 am
   - **Third Offense:** 3-5 Days Bus Suspension
   - **Fourth Offense:** 10 Days Bus Suspension

10. **CAFETERIA MISCONDUCT:**
    - **First Offense:** Central Detention, Parent Notification
    - **Second Offense:** Saturday Session Detention 8:00 am-11:00 am, Parent Notification
    - **Third Offense:** In-School Suspension, Parent Notification
    - **Fourth Offense:** 1 Day Suspension, Parent Notification

11. **CELL PHONE-POSSESSION:** without specific staff instructional authorization
    - **First Offense:** Confiscation, Parent Notification
    - **Second Offense:** Confiscation, 1 Day Central Detention, Parent Notification
    - **Third Offense:** Confiscation, 1 Saturday Session Detention

12. **CUTTING CLASS:**
    - **First Offense:** 1ST Interv., 1 Day Central Detention, Parent Notification(1-2 cuts)(3+ cuts)
    - **Second Offense:** 2nd Interv., 1 Saturday Session per cut, Parent Notification
    - **Third Offense:** 3rd Interv., In School Suspension
    - **Fourth Offense:** 1 Day Suspension, Parent Conference

13. **CUTTING IN SCHOOL SUSPENSION/ISS BEHAVIOR:**
    - **First Offense:** 1 Day Suspension
    - **Second Offense:** 1 Day Suspension
    - **Third Offense:** 1 Day Suspension
    - **Fourth Offense:** 1 Day Suspension

14. **DANGEROUS ITEM-POSSESSION OF:**
    - **First Offense:** 1-4 Day Suspension, Parent Notification, Police clearance by on-call staff
    - **Second Offense:** 1-4 Day Suspension, Parent Notification, Police clearance by on-call staff
    - **Third Offense:** 1-4 Day Suspension, Parent Notification, Police clearance by on-call staff
    - **Fourth Offense:** 1-4 Day Suspension, Parent Notification, Police clearance by on-call staff

15. **DATING VIOLENCE:**
    - **First Offense:** 2 Day Suspension, Parent Conference, Possible Police Notification
    - **Second Offense:** 5 Day Suspension, Parent Conference, Possible Police Notification
    - **Third Offense:** Suspended pending Superintendent Hearing
    - **Fourth Offense:** Suspended pending Superintendent Hearing

16. **DRESS CODE VIOLATION:** Follow Code
    - **First Offense:** Warning
    - **Second Offense:** 1 Day Central Detention, Parent Notification
    - **Third Offense:** Saturday Session Detention, Parent Notification
    - **Fourth Offense:** 1 Day In-School Suspension, Parent Notification, 1 day Suspension, Parent Conference

17. **ELECTRONIC DEVICES/ACCESSORIES-POSSESSION:** without specific staff instructional authorization
    - **First Offense:** Confiscation, Parent Notification
    - **Second Offense:** Confiscation, 1 Day Central Detention, Parent Notification
    - **Third Offense:** Confiscation, 1 Saturday Session Detention,
    - **Fourth Offense:** Confiscation, 1 Day Suspension, Parent Conference
18. ENDANGERING WELFARE OF OTHERS, HAZARDOUS BEHAVIOR: Shall be handled on a case by case basis depending on the severity of the issue.

**First Offense:** Up to 3 day suspension

**Second Offense:** Suspension up to 5 days / student’s status in class may be reviewed.

**Subsequent Offenses:** Suspension up to 10 days / status in class subject to review.

19. EXTORTION:

**First Offense:** 3 Day Suspension, Possible Police Notification

**Second Offense:** Suspension pending Superintendent Hearing Possible Police Notification

20. FAILURE TO SIGN IN:

**First Offense:** 1 Day Detention,

**Second Offense:** 1 Day Suspension

**Third Offense:** 1 Day Suspension

**Fourth Offense:** 1 Day Suspension

21. FALSE ALARM:

**First Offense:** 1-3 Day Suspension, Possible Police Notification

**Second Offense:** 6-9 Day Suspension, Possible Police Notification

**Third Offense:** Superintendent Hearing

22. FIGHTING (CUMULATIVE):

**First Offense:** 3-4 Day Suspension, Parent Conference, Possible Police Notification, Restitution or repayment of loss

**Second Offense:** 5-9 Day Suspension, Parent Conference, Possible Police Notification, Restitution or repayment of loss, Student Assistance Team Referral

**Third Offense:** 9 Day Suspension until Superintendent Hearing

23. GAMBLING:

**First Offense:** 1 Day Detention, Parent Notification, Confiscation

**Second Offense:** 1 Day Saturday Detention, Confiscation

**Third Offense:** 1 Day Suspension, Parent Conference

**Fourth Offense:** 1 day Suspension, Parent Conference

24. GANG RELATED ACTIVITY: ie. Hand Signs, Clothing, Writing, etc:

**First Offense:** 1 Day Saturday Session, Parent Conference

**Second Offense:** 1 Day Suspension, Parent Conference, Possible Police Notification

**Third Offense:** 3 Day Suspension, Parent Conference, Possible Police Notification

25. HALL/LAVATORY WITHOUT PASS:

**First Offense:** 1 Day Detention

**Second Offense:** 2 Day Detention

**Third Offense:** Saturday Detention

26. HARASSMENT/BULLYING/INTIMIDATION/HAZING

**First Offense:** Student/parent conference / Suspension up to 3 days, possible Police Intervention.

**Second Offense:** Up to a 10 day suspension pending Principal review and mandatory counseling/Superintendent’s Hearing / Police Intervention.

**Subsequent Offenses:** Suspension pending Superintendent Hearing / Police Intervention.

27. INAPPROPRIATE BEHAVIOR:

Shall be handled on a case by case basis depending on the severity of the issue.
28. INTIMIDATION: putting others in fear of their safety and/or well-being through words and/or actions:

    First Offense: 1 Day Suspension, Parent Conference, Possible Police Notification
    Second Offense: 3 Day Suspension, Parent Conference, Possible Police Notification
    Third Offense: Suspension pending Superintendent Hearing

29. INSUBORDINATION: or refusing to provide identification or respond to the directions of a staff member:

    First Offense: 1 Day In-school suspension/Suspension, Parent Conference
    Second Offense: 2 Day Suspension, Parent Conference
    Third Offense: Indefinite Suspension, Parent Conference, Student Assistance Team Referral
    Fourth Offense: Suspension pending Superintendent Hearing

30. LATE TO SCHOOL:

<table>
<thead>
<tr>
<th>3 times late -warning</th>
<th>6 times late-one detention</th>
<th>9 times late-2 Detentions</th>
<th>12 times late-Sat. session</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 times late-Sat. session</td>
<td>18 times late-2 Sat. sessions</td>
<td>21 times late-ISS</td>
<td>24 times late-1 Day Suspension</td>
</tr>
<tr>
<td>27 times late-Suspension until parent/guardian conference with AP</td>
<td>For every late over 27, the student will serve one hour of detention the day of the late or he/she will be suspended for one day.</td>
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31. LEAVING SCHOOL GROUNDS:

    First Offense: 1 Saturday Detention, Parent Notification
    Second Offense: 1 Day In-School Suspension, Parent Conference
    Third Offense: 2 Day In-School Suspension, Parent Conference
    Fourth Offense: 1 Day Suspension, Parent Conference

32. MISREPRESENTATION OF AUTHORITY: via forged signatures, altered passes, altered notes, etc.:

    First Offense: 1 Saturday Detention, Parent Notification
    Second Offense: 2 Saturday Sessions, Parent Conference
    Third Offense: 1 Day In-School Suspension, Parent Conference, Student Assistance Team Referral
    Fourth Offense: 1 Day Suspension, Parent Conference

33. MOTOR VEHICLE VIOLATIONS: discourteous or reckless driving on school grounds:

    First Offense: 1 Day Saturday Detention
    Second Offense: 1 Day In-School Suspension
    Third Offense: Forfeit Campus Privileges

34. PARKING IN UNAUTHORIZED SPACE OR WITHOUT PERMIT:

    First Offense: 1 Day Detention, Parent Notification
    Second Offense: 1 Day Saturday Detention, Parent Notification
    Third Offense: Tow of vehicle, 1 Day Suspension, Parent Notification
    Fourth Offense: Tow of vehicle, 1 Day Suspension, Loss Privilege

35. PASS MISUSE:

    First Offense: 1 Day Detention
    Second Offense: 2 Day Detention
    Third Offense: Saturday Detention
36. **RACIAL OR ETHNIC SLURS (INCLUDING BUT NOT LIMITED TO VERBAL OR WRITTEN EXPRESSION)**

**First Offense:** Student/parent conference / Suspension up to 3 days.

**Second Offense:** Up to 10 day suspension pending / Superintendent’s Hearing / Expulsion Hearing / Police Intervention.

**Subsequent Offenses:** Suspension pending Expulsion Hearing / Police Intervention.

37. **SEXUAL HARASSMENT**

**First Offense:** Student/parent conference / Suspension up to 5 days / Police Intervention.

**Second Offense:** Up to 10 day suspension pending Administrative Review / Superintendent’s Hearing / Expulsion Hearing / Police Intervention.

**Subsequent Offenses:** Suspension pending Expulsion Hearing / Police Intervention.

38. **TAKING PROPERTY LESS THAN $10.00:**

**First Offense:**
- 1-2 Day In-School Suspension, Parent Contact, Restitution or repayment, Possible Police Notification

**Second Offense:**
- 3-4 Day In-School Suspension, Parent Contact, Restitution or repayment, Possible Police Notification

**Third Offense:**
- 5 Day Suspension, Parent Contact, Restitution or repayment, Possible Police Notification

39. **TECHNOLOGY-VIOLATION:**

Shall be handled on a case by case basis depending on the severity of the incident.

40. **THREAT-SIMPLE/CRIMINAL**

**First Offense:**
- Student-Parent conference / Suspension and/or suspension pending Principal Review or Superintendent’s Hearing depending on nature of offense, Suspension (no ISS option) / Police Intervention.

**Subsequent Offenses:**
- Up to 10 day suspension pending Principal Review / Superintendent’s Hearing / Expulsion Hearing / Police Intervention.

41. **THEFT:** 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:

**First Offense:**
- 1-3 Day Suspension, Parent Contact, Restitution or repayment, Possible Police Notification

**Second Offense:**
- 3-4 Day Suspension, Parent Conference, Restitution or repayment, Possible Police Notification

**Third Offense:**
- 4-5 Day Suspension, Parent Conference, Restitution or repayment, Possible Police Notification, Student Assistance Team Referral

**Fourth Offense:**
- 9 Day Suspension, Superintendent Hearing

42. **TOBACCO PRODUCT OR VAPE PENS:** use or possession of 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 products:

**First Offense:**
- 6 Detention Days, Parent Notification, Confiscation

**Second Offense:**
- 2 Day In-School Suspension, Confiscation, Parent Notification

**Third Offense:**
- 1 Day Suspension, Parent Conference

**Fourth Offense:**
- 2 Day Suspension, Parent Conference

43. **TRESPASSING:**

**First Offense:**
- 1-3 Day Suspension, Possible Police Notification, Restitution or payment of loss

**Second Offense:**
- 3-4 Day Suspension, Possible Police Notification, Restitution or payment of loss

**Third Offense:**
- Suspension Pending Superintendent Hearing
44. TRUANCY:
First Offense:  Parent Notification
Second Offense: Parent Notification
Third Offense: Student Assistance Team Referral after 9

45. VANDALISM: intent and/or actual defacing, abusing or destroying of property:
First Offense: 1-3 Day Suspension, Parent Conference, Possible Police Notification, Restitution or payment of loss
Second Offense: 1-4 Day Suspension, Parent Conference, Student Assistance Team Referral, Possible Police Notification, Restitution or payment of loss.
Third Offense: 9 Day Suspension, Parent Conference, Possible Police Notification, Restitution or payment of loss
Fourth Offense: Suspension pending Superintendent Hearing, Possible Police Notification, Restitution or payment of loss.

46. WEAPON ASSAULT WITH OR POSSESSION OF: or anything that may be construed or associated with a weapon:
First Offense: Suspension pending Superintendent Hearing, File charges with the Police Exclusion pending Superintendent’s Hearing / Expulsion Hearing /Police Intervention.

The severity of the incident may result in long term suspension up to 45 days.

47. WEAPON POSSESSION (FIREARM): or anything that may be construed or associated with a firearm:
Suspension pending Superintendent Hearing, File charges with Police

48. WRONGFUL ENTRY:
First Offense: 3-4 Day Suspension, Possible Police Notification, Restitution or payment of loss.
Second Offense: Suspension pending Superintendent Hearing

Final implementation of these Behavioral Guidelines shall be subject to the authority of the Superintendent of Education and the Board of Education.

Updated 2/27/2018
NON-DISCRIMINATION/AFFIRMATIVE ACTION PROCEDURE-STUDENT

For the purposes of this procedure, a complaint of nondiscrimination/affirmative action means any complaint that arises out of the acts or policies of the Board or the acts of its employees.

A nondiscrimination/affirmative action complaint should be heard in the following manner:

Nondiscrimination/Affirmative Action Procedure

If a student feels he/she is being discriminated against and if the student cannot resolve the issue himself/herself with the staff member involved, the staff member himself/herself may communicate with the school to attempt to resolve the matter following the steps listed below.

1. A complainant shall discuss his/her complaint with the staff member most closely involved in an attempt to resolve the matter informally.

2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint shall include complainant’s name and in the complaint of a person acting on behalf of a student, the name and address of the complainant, the specific failure to act that the complainant complains of, school employee, if any, responsible for the alleged violation of the Affirmative Action Plan, results of discussions conducted in accordance with #1 and reasons that those results are not satisfactory.

3. The Affirmative Action Officer will investigate the matter informally and respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and response will be forwarded to the superintendent.

4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, response to the complaint and complainant’s reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the affirmative action plan.

5. On his/her timely request (that is, submitted before the expiration of the time within which the superintendent must render a decision), the complainant will be given an informal hearing before the superintendent, at a time and place convenient to both parties, but no later than seven working days after the request for a hearing of the staff member charged with the violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.

6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board of Education.

7. The complainant may appeal the Superintendent’s decision to the Board by filing a written appeal to the board secretary no later than three working days after receipt of the Superintendent’s decision. Appeal should include the original complaint, response to complaint, Superintendent’s decision, transcript or summary of hearing to which all parties have consented and the complainant’s reason for believing the Superintendent’s decision should be changed.

8. A copy of the appeal to the Board must be given to the staff member, if any, charged with the violation of the Affirmative Action Plan.

9. The Board will review all papers submitted and render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.

10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.

11. The complainant will be informed of their right to appeal the board’s decision to:

   a. Commission of Education
      NJ State Department of Education
      PO Box 500
      Trenton, NJ 08625-0500
      Telephone: (877)900-6960 or the
   b. NJ Division on Civil Rights
      Trenton, Regional Office
      Office of the Attorney General
      140 East Front Street-6th floor
      Trenton, NJ 08625-0090
      Telephone: (609)292-4605

Affirmative Action Officers:
William Booth, Assistant Principal, Affirmative Action Officer
BULLYING POLICY
The Board prohibits acts of harassment, intimidation or bullying against any pupil.

I. 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. 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

2. 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, off school grounds, through electronic communications, or elsewhere.

II. Reporting Harassment, Intimidation, or Bullying
The Rancocas Valley Regional High School Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, the school district will not tolerate acts of harassment, intimidation and/or bullying.

If you have knowledge of or are a victim of an alleged act of harassment, intimidation or bullying please contact one of the following staff members at 609-267-0830:

- Anti-Bullying Specialist: Raj Mackara, Chairperson/Coordinator of Culture and Climate, ext. 3238.
- Anti-Bullying Specialist: Leigh Cvetnich, Student Assistance Coordinator, ext. 3232.
- Anti-Bullying Coordinator: Anthony Bowker, Assistant Principal, ext. 3259.

You may obtain a reporting form from the Rancocas Valley Regional High School Website at www.rvrhs.com. The form can then be submitted to one of the individuals above.

AFTER SCHOOL ACTIVITIES
A student must 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.

ALTERNATIVE SCHOOL
RV offers an alternative school program for those students who would benefit from a program other than the traditional school setting. See your counselor for more information.

MEDIA CENTER
The Media Facility is open to students everyday. Hours are from 7:20 a.m. – 3:00 p.m., Monday through Thursday; 7:20 a.m. - 2:30 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 visit the media center by requesting one during tutorial. Summer hours are 9:00 a.m. to 12:00 p.m. Monday through Thursday; however, it is recommended that you phone 267-0830 x3289 for availability.

All media center materials circulate—books, 2 weeks; and magazines; CDs; DVDs, 3 days. The media center subscribes to a wide variety of research databases and Internet access is available on the library computers. 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.
Most RVRHS Library Databases use rancocas as the user name and valley as the password. The few exceptions are listed below:

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>USER NAME</th>
<th>PASSWORD</th>
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</thead>
<tbody>
<tr>
<td>Majority of RVRHS Databases</td>
<td></td>
<td>valley</td>
</tr>
<tr>
<td>Critical Insights Series</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Destiny/Library Catalog</td>
<td>8 digit school ID #</td>
<td>School password</td>
</tr>
<tr>
<td>Ebooks</td>
<td>8 digit school ID #</td>
<td>School password</td>
</tr>
<tr>
<td>Gale Databases/Online Reference Books</td>
<td></td>
<td></td>
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<tr>
<td>Global issues in Context</td>
<td></td>
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<tr>
<td>Opposing Viewpoints</td>
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<tr>
<td>SIRS</td>
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**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, Google drive, and that local network, all students must obtain parental permission. An “Internet User Contract” must be signed electronically by parents and returned to the school before access will be granted.

**LIMITATION OF LIABILITY**

The internet constitutes an unregulated collection of resources that change constantly, so it is not possible to totally predict or control the resources that users may locate. The board cannot guarantee the accuracy of the information or the appropriateness of materials that a user may encounter. Furthermore, the board shall not be responsible for any damage users may incur, including but not limited to, loss of data or interruptions in service. Nor shall the board be responsible for financial obligations arising through the unauthorized use of the system. The technology policies 2360, 2361 and 2363 are on the district website.

Prohibited Activities For Electronic Communications

1. A pupil granted permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member’s specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

2. The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

3. Use of video and camera on electronic devices is strictly prohibited unless authorized by RVRHS faculty member.

4. 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.

5. 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.

6. Users shall not use the school district computer system to engage in illegal activities.
7. 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.

8. Users shall not plagiarize material that is available on the Internet. Plagiarism is presenting another’s ideas/words as one’s own.

9. Users shall not infringe on copyrighted material and shall follow all dictates of copyright law and the applicable policies of this district.

10. Prohibited language applies to public messages, private messages, and material posted on web pages.

11. Users shall not send or receive messages that contain obscene, profane, lewd, vulgar, rude, inflammatory, or threatening language or material. Users receiving prohibited messages shall immediately report the receipt to their immediate supervisor for further instruction.

12. Users shall not use the system to spread messages that can reasonably be interpreted as harassing, discriminatory or defamatory.

13. 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.

14. Use of the Internet for the purpose of financial gain is prohibited.

15. 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.

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 $1475 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 $65 per month through the three years. If payment is not begun until sophomore year, payments are approximately $100 per month over two years. If payments are started the junior year, the fees are about $200 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 2019 – Ms. Hoyer
- Class of 2020 – Ms. Rennie
- Class of 2021 – Ms. A. White

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 e-mailed home: for 9th, 10th, and 11th grades, in the spring of each year. Juniors going to be seniors will receive an e-mail 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 specific deadlines established by the travel agency as well as all required paperwork. Students planning to go on the trip must meet those deadlines.

Students who begin payments and decide at a later date that they do not wish to participate in the trip can expect a full refund up to October of their senior year. Any changes after the October 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.
**EXTRACURRICULAR ACTIVITIES**

Rancocas 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.

<table>
<thead>
<tr>
<th>Club</th>
<th>Advisor(s)</th>
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</thead>
<tbody>
<tr>
<td>Action for Africa</td>
<td>Ms. S. Shelley</td>
</tr>
<tr>
<td>365 Afro</td>
<td>Ms. D. Aromando, Mr. S. Jenkins</td>
</tr>
<tr>
<td>Anime Club</td>
<td>Mrs. D. Holzschuh</td>
</tr>
<tr>
<td>Artists Collective</td>
<td>Mr. J. Furno</td>
</tr>
<tr>
<td>Art Journaling Club</td>
<td>Mrs. K. Maurer</td>
</tr>
<tr>
<td>Asian Student Association</td>
<td>Mrs. J. Mohammed</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td>Mr. James McHugh</td>
</tr>
<tr>
<td>Autism Awareness Club</td>
<td>Mrs. C. Bruchansky, Ms. S. McDonald</td>
</tr>
<tr>
<td>Band (marching, front)</td>
<td>Mr. D. Britton</td>
</tr>
<tr>
<td>Beautiful Bodies</td>
<td>Mrs. K. Papenberg, Ms. K. Svensen</td>
</tr>
<tr>
<td>Big Brothers/Big Sisters</td>
<td>Mrs. L. Aloi</td>
</tr>
<tr>
<td>Book Club</td>
<td>Mrs. D. Venuto, Mrs. D. Vizzacco</td>
</tr>
<tr>
<td>Botany Club</td>
<td>Mr. Jarred Phillips</td>
</tr>
<tr>
<td>Burlington Co. Youth &amp; Govt.</td>
<td>Mr. J. Phillips</td>
</tr>
<tr>
<td>Chamber Choir/Ensembles</td>
<td>Mr. G. Mech</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Ms. L. Maira</td>
</tr>
<tr>
<td>Chess Club</td>
<td>Mr. C. Stone</td>
</tr>
<tr>
<td>Civil Engagement Club</td>
<td>Mrs. S. Sherman</td>
</tr>
<tr>
<td>Color A Smile</td>
<td>Mrs. S. Pulla</td>
</tr>
<tr>
<td>Concert Percussion Ensemble</td>
<td>Mr. D. Britton</td>
</tr>
<tr>
<td>Coupon Club</td>
<td>Mrs. C. Bruchansky, Mrs. R. Healey</td>
</tr>
<tr>
<td>Creative Writing Club</td>
<td>Mrs. A. Morey</td>
</tr>
<tr>
<td>Crochet for Cancer</td>
<td>Mrs. C. Alspach, Mrs. I. Toomey</td>
</tr>
<tr>
<td>Dance Team</td>
<td>Mrs. A. Wagner, Ms. S. Loyer</td>
</tr>
<tr>
<td>Diabetic Warriors</td>
<td>Ms. J. Becker</td>
</tr>
<tr>
<td>Environmental Club</td>
<td>Ms. R. Perkins</td>
</tr>
<tr>
<td>Fact of Faction</td>
<td>Mr. T. Snyder</td>
</tr>
<tr>
<td>Fashion institute of Design &amp; Merchandising Fashion Club</td>
<td>Ms. J. Michael</td>
</tr>
<tr>
<td>Fellowship of Christian Athletes</td>
<td>Mr. D. Haussman, Ms. D. Aromando</td>
</tr>
<tr>
<td>French Club</td>
<td>Mrs. K. Pope, Mrs. B. Heiba</td>
</tr>
<tr>
<td>French Honor Society</td>
<td>Mrs. K. Pope</td>
</tr>
<tr>
<td>Freshman Class</td>
<td>TBD</td>
</tr>
<tr>
<td>Future Business Leaders of America</td>
<td>Mrs. C. Gray, Mr. R. Rowan</td>
</tr>
<tr>
<td>GSA (Gay Straight Alliance)</td>
<td>Mrs. L. Cvetnich, Mr. S. Joseph</td>
</tr>
<tr>
<td>Guitar Club</td>
<td>Mr. P. Schwenger</td>
</tr>
<tr>
<td>History Club</td>
<td>Mrs. J. White</td>
</tr>
<tr>
<td>Holly Spirit (school newspaper)</td>
<td>TBD</td>
</tr>
<tr>
<td>Indoor Guard/Percussion Ensemble</td>
<td>Mr. D. Britton</td>
</tr>
<tr>
<td>Interact (Rotary)</td>
<td>Ms. J. Becker, Mrs. K. Evans</td>
</tr>
<tr>
<td>International Cultures Club</td>
<td>Mrs. N. Beck</td>
</tr>
<tr>
<td>International Thespian Society</td>
<td>Mr. M. Pliskin</td>
</tr>
<tr>
<td>Italian Club</td>
<td>Mrs. T. Nale</td>
</tr>
<tr>
<td>Italian Honor Society</td>
<td>Mrs. T. Nale</td>
</tr>
</tbody>
</table>

Research has shown that students who are involved in extra-curricular activities are more successful during their high school years.
Jazz Ensemble .......................................................................................................................................................... Mr. D. Britton
Junior Class Advisor ...........................................................................................................................................Ms. L. Maira, Mrs. S. Redfield
Key Club .............................................................................................................................................................Ms. B. Williams, Mrs. S. Redfield
Korean Culture Club ............................................................................................................................................ Mrs. N. Thomas
Literary Magazine ............................................................................................................................................... Mrs. A. Morey, Ms. E. Reilly
Lumos (Harry Potter Club) .................................................................................................................................Mrs. C. Chait
Math League .......................................................................................................................................................Mr. TJ Colling
Mock Trial .......................................................................................................................................................... TBDB
Model UN .............................................................................................................................................................Mrs. C Alspaugh
National Art Honor Society ...............................................................................................................................Ms. S. Pulla
National Honor Society ......................................................................................................................................Mrs. J. Welde
NJROTC/Drill Team ........................................................................................................................................ Cmdr. B. DeJong, Chief D. Aupperle
No Hate Breakfast Club ......................................................................................................................................Mrs. A. Littleford, Mrs. A. Reiner
Payton’s Pals ......................................................................................................................................................... Mrs. C. Payton, Ms. L. Chiavuzzo
Peer Leaders ......................................................................................................................................................Ms. E. Bratty, Mr. G. Corcoran, Mr. M. Heiser, & Ms. S. Shelley
Photography Club .................................................................................................................................................. Mr. W. Uetz
Ping Pong ..............................................................................................................................................................Mr. C. Gaskill
Poetry Out Loud ................................................................................................................................................ Mrs. K. Jones, Mrs. J. Stopek
Pottery Club ...........................................................................................................................................................Mr. D. Wright
Project Savings Seas ...........................................................................................................................................Mr. L. Eleuteri
R.A.D.D. (Red Devils Against Distracted Decisions) .......................................................................................Mrs. Hemphill, Ms. Marquess, Ms. Perkins
Reaction for Refugees .........................................................................................................................................Mrs. I. Costa
Red and White Night ............................................................................................................................................Mr. G. Corcoran, Ms. E. Bratty, Mr. M. Heiser and Ms. S. Shelley
Red Oak (yearbook) .......................................................................................................................................... Mrs. C. Pugliese
Relay For Life ......................................................................................................................................................Mr. S. Rose
Robotics Team ......................................................................................................................................................Mrs. B. Bunting, Mr. H. Hans
RPG Club ..............................................................................................................................................................Mr. Gaskill
RV Devil Dash .......................................................................................................................................................Ms. D. Aromando
RV Fitness Program ..........................................................................................................................................Chief Aupperle, Ms. D. Aromando, Mrs. A. Rennie, Ms. B. Marquess
RVTV Media Club ................................................................................................................................................. Mr. J. Sapp, Mr. N. Marmarou
Senior Class Advisors ........................................................................................................................................Mrs. C. Gray, Mrs. A. Hunt
Sign Language Club ...............................................................................................................................................Ms. B. Wig
Ski Club ...................................................................................................................................................................Mr. J. Adamiak, Mrs. A. Littleford
Smash Club (Classic Video Games) ...................................................................................................................Mr. M. Pliskin
Sophomore Class Advisors .................................................................................................................................... Mrs. A. Trump, Chief Aupperle
Spanish Club ..........................................................................................................................................................Mrs. D. Poteat, Ms. I. Costa
Spanish Honor Society .........................................................................................................................................Mrs. N. Beck, Ms. V. Soares
Spring Orchestra ..................................................................................................................................................Mr. D. Britton
Step Team ...............................................................................................................................................................Ms. M. Snow
Student Council ....................................................................................................................................................Mrs. J. Rosenthal, Mrs. J. Gerry, Ms. K. Burke
Students Helping India ..........................................................................................................................................Mrs. C. Gonzalez, Mr. P. Ritter
Team M.E.G.A. .................................................................................................................................................... Mr. K. Higgins, Mrs. S. Redfield & Mrs. A. Reiner
Thespian Society ...................................................................................................................................................Mr. M. Pliskin
Unite Creativity ...................................................................................................................................................... Mr. R. Rowan
Varsity Club ..........................................................................................................................................................Ms. D. Aromando, Ms. L. Hoyer, Mr. J. McHugh,
...........................................................................................................................................................................Mr. A. Cooney, Ms. P. Enos, Ms. B. Marquess, Mr. M. Lamb
*There is a detailed listing of all clubs on the RV web page under Student Activities. Stop by the Student Activities Office if you have any questions or need help finding an advisor.
RV ACADEMIC CARD

The Academic Card is designed to recognize and reward academic excellence, good attendance, and good school citizenship. It provides an incentive for students to improve grades and eliminate disciplinary incidents. The following is the criteria for the Academic Card for the 2018-2019 school year. Academic Cards will be issued each marking period.

ACADEMIC CARD REQUIREMENTS:
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.

Any student questioning their Academic 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 Student Activities Office. Academic Cards may be confiscated for any disciplinary infractions during the marking period.

LUNCH OUT:
Seniors who are in compliance with the lunch out requirements (listed below) are eligible to leave campus during their lunch/student prep blocks (approximately 72 minutes during a regular day). The following procedures must be followed.

1. A parent of guardian must provide written permission by signing the Lunch-Out Form.
2. The student must attend a MANDATORY lunch out meeting prior to beginning lunch out. These meetings are held during tutorial at the beginning of each marking period after the lunch out list is posted.
3. The student prep teacher must sign the Lunch-Out Form.
4. The student must sign and return the Lunch-Out Form to the school.
5. Students must carry their RV ID CARD every day on which the student wishes to leave campus.
6. Students must sign out at the beginning of their lunch/student prep in the downstairs entrance to the “D” building (where it meets, the “C” wing).
7. Students are responsible for reporting to their student prep any day lunch out is cancelled.
8. Students are not permitted to transport other students.

LUNCH OUT REQUIREMENTS
1. All A’s and B’s, with the exception of one C (Honors & AP courses tracked separately).
2. 3 absences (only 1 can be unauthorized/1 late per quarter)
3. No discipline violations
4. No failing grades

ATHLETIC PROGRAM

RV ATHLETIC/ACTIVITY FEE FOR 2018-2019 GUIDELINES

1. A flat fee of $100 per student will be assessed to cover all activities in which the student may participate that has a coach(s)/advisor(s) paid by the Board of Education. Families with more than one child participating will be assessed a maximum of $200. (Parents who know their student will be participating in at least one activity during the year, may cover the full year after August 15, 2018.)
2. Students will not be assessed the fee if they received a free or reduced lunch during the 2017-2018 school year or start receiving during the 2018-2019 school year.
3. The fee is due by the first scrimmage for sports and by the first rehearsal for the play and musical. The due date for all other covered activities is the start date for that activity.
4. Methods of payment are limited to the following: personal check, bank check, or money order
5. The fee is non-refundable unless the student is cut and does not guarantee position, role or playing time. It does not guarantee the participants or his/her family, parent or guardian control over conditions, guidelines or policies regarding the team or activity. Refunds will be issued in June minus any outstanding obligations.
6. Any check that is returned due to insufficient funds will result in the immediate suspension of the participant until the appropriate fee is paid in full plus an additional processing fee of $25.00.

7. Personal checks, money orders, or bank checks are payable to: RVRHS and should be submitted to Jen Rosenthal, Student Activities Office.

8. Payments will be expected starting August 1, 2018.

9. Programs whose sponsored stipends were reinstated by the Board of Education for the 2018/2019 school year, but remain only partially funded are not subject to the activity fee.

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 30 credits during the preceding school year to be eligible for the first semester.

(b) Students in 9th, 10th, 11th and 12th grades must pass 15 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

The Athletic Trainers at RVRHS are licensed by the State of New Jersey as healthcare professionals who optimize care for the safe return to activity and participation by student-athletes and patients. Athletic training encompasses the prevention, treatment, and intervention of emergency, acute and chronic medical conditions involving impairment, functional limitations, and disabilities. The Rancocas Valley Athletic Training staff is here to provide professional and progressive rehabilitation through personalized care that emphasizes athlete education and prevention of future injury. We provide these services through skilled evaluations and recommended treatment options. We work in conjunction with the student’s treating physicians to create programs that assist our athletes in returning to optimal performance levels on and off the athletic field. Our services are provided free of charge to our student-athletes.
Rancocas Valley Regional High School has two Certified Athletic Trainers on staff. One is based on campus year round at RV, and one is based in the Eastampton Athletic Complex during the fall and spring seasons. Each facility is fully equipped with all the modalities needed to treat and rehabilitate athletic injuries. We also have a team physician that assists us during the school year; Dr. John Gray, with Reconstructive Orthopedics.

In the event of an injury suffered by a student-athlete during a practice or competition during the athletic season, it is strongly recommended that the injured student-athlete, or their coach, report the incident to the Athletic Training Staff as soon as possible. There is an athletic trainer available at all home competitions and almost every practice during each athletic season.

Student-athletes at RV have a rare privilege that most high school students do not enjoy; access to the Athletic Training Staff during the school day. The athletic trainers are available during student prep periods throughout the school day to provide assessment, treatment, and rehabilitation of athletic injuries or medical conditions. When reporting to the athletic training room during a prep period, a student should go directly to the AT room first, then once their treatment is completed, they will return to their prep with a pass from the athletic trainers.

In order to provide quality care for our student athletes, we do our best to work alongside doctors and other health care professionals. If an RV student-athlete is seeing or is going to see a physical for an injury, we need a note clearing them for participation. If they do not have a note, they will be unable to practice or compete. It is important that we have this communication to protect our athletes from further injury as well as enhance our rehabilitation capabilities. This also applies to injuries sustained during the athletic season, but outside of school sanctioned competition. In the event of a significant injury that is deemed by the AT Staff to need further evaluation and treatment from a physician, the Athletic Trainer will provide a referral notice and the student-athlete’s parents will be notified.

ATHLETIC TRAINING ROOM PROCEDURES
1. If injured or receiving treatment on a daily basis, student-athletes should report to the athletic training room during their prep period. Any student who reports to the athletic training room late will be subject to disciplinary action.
2. Any student entering the athletic training room must sign-in through the Turnstile function on Genesis. There is a computer located directly next to the entrance for this purpose. When leaving the AT room, all students must sign-out on Turnstile as well. The Athletic Trainer will provide a pass back to class.
3. Any student who has early dismissal should report to the AT room immediately after their dismissal time.
4. Students are not excused from class to see the Athletic Trainer.
5. No eating or drinking in the Athletic Training room.
6. The school dress code policy must be followed while in the AT room. Student-athletes performing rehabilitation or other athletic activity are expected to be in active clothing and sneakers.
7. Any athlete seen by a physician for an injury or medical condition, whether sports related or no, must provide a note from that physician to the athletic trainer regarding the diagnosis, treatment plan, and level of participation.

SPORTS PHYSICAL INFORMATION
1. All RVRHS student-athletes must have a pre-participation physical examination completed before participating in any sport practices or contests. The examination must be done on official New Jersey State forms.
2. Parents, student-athletes, and physicians must fill out physicals completely and accurately.
3. Physicals are due to the athletic training staff no later than 2 weeks before the official start date of the upcoming physical.
4. Sports physicals expire 1 year from the date of the examination.
5. If a physical was done more than 90 days before the start of a season, student-athletes and parents must complete the Health History Update Questionnaire which is available at rvrhs.com under the “Documents” tab. This must be turned in a least 1 week before the start of the season.
6. During the school year, sports physical paperwork may be obtained from the athletic trainer, the school nurse, and in the main office, as well as online at rvrhs.com under the “Documents” tab. During the summer, paperwork can be found at rvrhs.com or main in the main office.
7. All physicals must be reviewed and cleared by the school doctor before a student-athlete may participate in athletics at RVRHS.
ATHLETIC INJURY INSURANCE PROCEDURES
When it is necessary for a student-athlete to seek additional medical care for an injury or condition resulting from participation in RVRHS athletics, the athletic trainer will issue insurance paperwork. All athletes participating in the RVRHS athletic program are covered by an excess plan of insurance. **It is the responsibility of the student-athlete to notify the athletic trainer that medical attention was sought. It is the responsibility of the parents 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 a 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.
5. Must register proposed booster club with Business Office.

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 is on a desk straight 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 eight 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

NEW PROCEDURES FOR DROP/ADD AND LEVEL CHANGES
1. If a student is waived into a course, the course cannot be dropped.
2. For AP and honors classes that require summer work: no level changes or drops after July 6. Because of limited seats in these classes, we are asking students and parents to think carefully about the level of demand and commitment required in these courses. These are the courses to which this deadline applies:
   - English I-Honors
   - English II-Honors
   - English III-Honors
   - AP English Language and Composition
   - Art III-Honors
   - AP English Literature and Composition
   - US History I Honors
   - AP Us History II
   - AP Psychology
   - AP European History
3. For all other courses, drop, add, and level changes should meet the following guidelines:
   Drop: For the first two weeks of every course=>not reflected on transcript
   After the two weeks and until the interim report =>a WF or WP grade will be assigned.
   After the interim report, class cannot be dropped.
   Add: This will remain as in the past: a two day timeframe during which a student may add a new course (depending on seat availability).
   Level changes: Paper work must be completed during the first three weeks of a course (with supervisor approval and depending upon seat availability).

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.

2018-2019 SAT TESTING DATES AT RVRHS (for both SAT I & SAT II) are the following:
October 6, 2018; November 3, 2018; December 1, 2018; March 9, 2019; and May 4, 2019.

2018-2019 PSAT will be given at RVRHS on October 10, 2018. This is a national test administered ONLY on this date for juniors, sophomores and freshmen 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.

The RVRHS Guidance Department hosts an annual College and Career Fair to be held on October 11, 2018 in the RV cafeteria from 7:00 PM–9:00 PM. Over 120 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 beginning May 6 - 16, 2019. Students will sign up and pay for AP exams in the Guidance Department from February 25 – March 25, 2019.

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 October 25, 2018 from 6:30 PM – 8:30 PM in the Old Auditorium for parents and college-bound students. Mr. John Iacovelli, Director of Financial Aid at Stockton University will speak and answer questions.

A Senior Newsletter will be emailed home to seniors informing them of scholarship opportunities and current information. In addition, a Local Scholarship Meeting will be held on February 12, 2019 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 2019.

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 11, 2018. Rowan College at Burlington County also offers certificate programs. See your counselor for details.
WITHDRAWAL FROM SCHOOL

1. If your child 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 of all personal items at the time of withdrawal. **All items left in the lockers become the property of Rancocas Valley Regional High School, 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 it’s employees are to be held harmless. Any medications not picked up at the end of the school year will be thrown out. Tylenol permission can be found on the Genesis Parent Portal.

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.

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 when the school physician is at 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 90 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 insurance, contact the school nurses well before the sport to set up a physical with the school doctors.

13. Students in 9th 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 or Ms. Papenberg, ext 3250. 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, or Mrs. Kristen Keller (Papenberg), ext. 3250, will assist you in seeking help from our team of professional staff (the intervention and Referral Services Team) and community resources.

Students are forbidden to use or possess: (a) tobacco, (b) alcohol, (c) drugs, (d) fire making devices and (e) vape pens. 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 Switchboard .......................................... 800-Runaway

CRISIS
DYFS (Division of Youth and Family Services) ........................................... 877-652-2873
(24 hours) ...................................................................................................... 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 ............................ 877-652-7624
Youth Helpline ............................................................................................ 888-222-2228

GENERAL COUNSELING
Performcare .................................................................................................. 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 .......................................................................................... 800-322-5525
Hispanic Family Center of Southern NJ ..................................................... 365-7393
Life Counseling Services ............................................................................ 800-882-2799
Center for Family Guidance ........................................................................ 609-265-0408

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, attendance purposes 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. Replacements are available in the Media Center.
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. 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 available on the website in the opening day documents in August.
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 who have been selected in the parking lottery only. Student parking is general parking so spots will be filled on a first come basis until filled. All seniors who park on school grounds must register their vehicle with the Student Activities Office. Students must show their student ID and provide a copy of their valid driver's license, registration card and insurance card. There will be a $10.00 parking fee and $5.00 fee for a lost parking permit. 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, ipods, 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. 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.
   f. Study halls and student preps are to remain silent.

6. The following procedure will be followed for study hall students desiring to go to the Library-Media Center.
   a. Students desiring to go to the library from study hall will be required to obtain an agenda pass from one of the library staff members during tutorial.
   b. Students with a pass will report directly to library and sign in and out of turnstile and are expected to stay in the library for the entire block.

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 (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 Student Activities 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. Skateboards, Bicycles, Rollerblades
   a. All bicycles 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. Skateboards and rollerblades must not be ridden on school grounds, (in the buildings or outside the buildings), at any time. Skateboards should not be used at the Folwell School either. When you are on school property carry your skateboard and maintain it in your locker throughout the school day.

4. 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 register with the security personnel. Visitors will be required to provide a valid driver’s license. A pass to your destination may 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
Also, in this section, Parent/Guardian should sign

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.

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). 2. 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 E and Section F -
Non-RV students should have Section F completed by your school.
Home-schoolers – Section F completed by parent.
RV students will have Section E & F completed by your school.
After Sections A,B,C,E & F are completed, please bring your proof of birth along with your working papers back to the Main Office for processing. Anyone that has had previous working papers completed, processed & on file here at RVRHS does not need to have Section “C” & “D” completed. The Issuing Officer at RVRHS can complete this form for you.

PROJECT GRADUATION 2019

Project Graduation provides graduating seniors with a safe, drug and alcohol free celebration on the night of graduation. It is a unique opportunity to enjoy an all-expense paid, midnight event. This event, full of food, fun and dancing, is offered completely free to each RV Graduate who is in good standing. Parents, school staff, business sponsors and community members, join together to raise funds for this memorable event.

You can help us keep our RV graduates safe on the night of graduation!
Join us at our monthly meetings on the 2nd Monday of each month at 7 p.m. in the RVRHS Cafeteria.
For more information, email: rvprojectgraduation@rvrhs.com