

LENAPE VALLEY REGIONAL HIGH SCHOOL

Home of the Patriots

28 Sparta Road – Stanhope, N.J. 07874

Phone: (973) 347-7600 Fax: (973) 347-2536 Webpage: www.lvhs.org

BOARD OF EDUCATION

2016-2017

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Mr. Thomas Claeys

Principal

Mr. Douglas Reynolds

Assistant Principal for Student Affairs

Mr. Jonathan DeSimone

Assistant Principal for Pupil Personnel Services

Mr. Robert Poggi

Director of Athletics

2016-2017 IMPORTANT SCHOOL DATES

| | | |
|-----------|----------|--|
| August | 29 | Teacher Orientation |
| | 30 | Teacher In-Service |
| | 31 | Teacher In-Service |
| September | 1 | First Day of School |
| | 5 | Labor Day (Closed) |
| October | 10 | Columbus Day, 12:00 pm Dismissal for Students District In-Service |
| | November | 10-11 |
| November | 23 | 12:00 P.M. Dismissal |
| | 24-25 | Thanksgiving Recess, (Closed) |
| | December | 23 |
| December | 26-30 | Holiday Recess, (Closed) |
| | January | 2 |
| January | 3 | School Resumes |
| | 16 | Martin Luther King Day (Closed) |
| February | 17-20 | Winter Recess, (Closed) |
| April | 14-23 | Spring Recess, (Closed) |
| | 24 | School Resumes |
| May | 29 | Memorial Day (Closed) |
| June | 16 | Last Day of School |
| | 17 | Graduation |

*Dates may change due to inclement weather

Property of: _____
Locker number: _____
Address: _____
Phone: _____

ROTATING DROP SCHEDULE

| Day 1 | Day 2 | Day 3 | Day 4 |
|-------|--------|-------|-------|
| | Period | | |
| 1 | 2 | 3 | 4 |
| 2 | 3 | 4 | 1 |
| 3 | 4 | 1 | 2 |
| Lunch | Lunch | Lunch | Lunch |
| 5 | 6 | 7 | 8 |
| 6 | 7 | 8 | 5 |
| 7 | 8 | 5 | 6 |

| | | |
|-------------------|--------------|--------------|
| First Class | 7:45 – 8:41 | (56 minutes) |
| Second Class & HR | 8:44 – 9:42 | (58 minutes) |
| Third Class | 9:45 – 10:46 | (61 minutes) |

| | |
|-----------|---------------|
| Lab Class | 9:45 – 10:58 |
| Lunch | 10:46 – 11:20 |
| Lab Class | 11:14 – 12:27 |

| | | |
|--------------|---------------|--------------|
| Fourth Class | 11:26 – 12:27 | (61 minutes) |
| Fifth Class | 12:30 – 1:26 | (56 minutes) |
| Sixth Class | 1:29 – 2:20 | (51 minutes) |

Activity Bus – 4:00 P.M. Tuesday, Wednesday, Thursday

EARLY DISMISSAL BELL SCHEDULE

| | | |
|--------------|---------------|--------------|
| First Class | 7:45 - 8:25 | (40 minutes) |
| Second Class | 8:28 - 9:08 | (40 minutes) |
| Third Class | 9:11 - 9:51 | (40 minutes) |
| Fourth Class | 9:54 - 10:34 | (40 minutes) |
| Fifth Class | 10:37 - 11:17 | (40 minutes) |
| Sixth Class | 11:20 - 12:00 | (40 minutes) |

DELAYED OPENING SCHEDULE

| | | |
|--------------|---------------|--------------|
| First class | 9:45 – 10:24 | (39 minutes) |
| Second class | 10:27 – 11:06 | (39 minutes) |
| Third class | 11:09 – 11:48 | (39 minutes) |
| Lab | 11:09 – 11:55 | |
| Lunch | 11:48 – 12:18 | |
| Lab | 12:11 – 12:57 | |
| Fourth class | 12:18 – 12:57 | (39 minutes) |
| Fifth class | 1:00 – 1:39 | (39 minutes) |
| Sixth class | 1:42 – 2:20 | (38 minutes) |

Lenape Valley Regional High School Attendance Policy

ABSENCES AND EXCUSES

New Jersey law requires an attendance policy of all pupils enrolled in the public schools. The Lenape Valley Regional Board of Education believes that regular attendance in class, participation in class activities, and interaction between pupil and teacher are a vital and integral part of the learning process.

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The school cannot teach pupils who are not present. Poor attendance limits accomplishments and reinforces a habit which will handicap the individual in future education or employment. Therefore, the Lenape Valley Regional Board of Education requires the regular attendance of all pupils each day the school is in session.

To report an absence, parents should call (973) 347-7600, extension 106.

All absences require a written notification from parents/guardians of minors and from an individual who has declared his/her majority. Such notes shall be received in the Main Office upon return to school following an absence. All such notes shall become a part of the official pupil record. If a student does not bring in a note to verify absence, the student will not be permitted to make-up any work and will receive a grade of zero for any assignments missed.

Pupils shall be provided an opportunity to complete assignments missed if absences are verified.

If a student has a doctor's note, the student should provide a copy of the note to the office within five (5) school days of the absence.

Absences include full day absences and absences from individual classes that result in fifteen minutes or more of the period being missed. All work missed must be made up at the initiative of the pupil. Students should keep track of their attendance in their planners.

A pupil will not be granted credit in a scheduled course after his/her absences exceed the following limits:

- A. Full year course 14 days
- B. Semester (1/2 year) course 7 days

This policy is not intended to remove credit from those students who have a chronic and/or serious medical problem. For these students, we request parents contact the School Nurse early in the year or once the condition is professionally diagnosed, in order that proper arrangements can be made to provide maximum assistance in the education of these students.

An extended or serious illness shall be considered one which requires absence from school of more than five (5) consecutive days. Such absences will not count against the student, provided a statement from a medical doctor is submitted to the school nurse within five (5) days after returning.

Absences due to leaving school by signing out of the nurse's office are not excused unless the school nurse has required the student to leave. Student absence from school due to exclusion by the school nurse will be excused.

A pupil will remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course. However, the report card and permanent record card will also indicate loss of credit. Report cards and progress reports will reflect period absences. Student absences should also be tracked online.

Parents/guardians and/or adult pupils will be notified of absences as follows:

- A. Full year course:
 - upon 6 days
 - upon 12 days
 - upon 15 days, loss of credit
- B. Semester (one-half year) course
 - upon 3 days
 - upon 5 days
 - upon 8 days, loss of credit

Absences that do not count toward loss of credit are (with proper documentation):

1. State recognized religious holidays.
2. Suspension-absence mandated by the school for disciplinary reasons.
3. Administrative removal from class.
4. Death in the family.
5. Administratively approved field trips.
6. A maximum of **THREE** college visits (for **JUNIORS & SENIORS ONLY**)
7. A maximum of **TWO** days for enlistment in Military Services
8. Court dates that are verified through documentation.
9. Drivers Test

CONSECUTIVE ABSENCES

Pupils under the age for compulsory school attendance (16 years) who do not attend school on ten (10) consecutive days and whose parents/guardians fail to notify the school as to the reason for the absence shall have served upon their parents/guardians a formal written notice to cause the pupil to attend school.

Pupils beyond the age of compulsory school attendance who do not attend school for ten (10) consecutive days and fail to notify the school as to the reason for the absence shall have written notice served to parents/guardians of intent to remove the pupil's name from the attendance rolls of the school. Appeal of such notification must be made within three (3) school days of receipt of notification.

APPEAL PROCESS FOR LOSS OF CREDIT

Appeals for exceptions to the loss of credit for excessive absences may be made to the administration.

The appeals process shall consist of the following:

1. Students should submit a letter to the Assistant Principal with rationale for credit reinstatement immediately after they are aware that they exceeded the Lenape Valley Regional High School Attendance Policy. The letter should also include the courses in which the student will lose credit. Only upon receiving a written letter of appeal will an Attendance Appeal be scheduled.
2. The pupil and parents will meet with the administration for the purpose of reviewing his/her attendance record and to present any information relative to the absences.
3. The pupil will be given the opportunity to present any extenuating circumstances.
4. The administration will review all pertinent information and decide whether credit should be granted or not granted.
5. The pupil will be notified as to the outcome of the appeal and may appeal further to the Principal.

TRUANCY

A pupil shall be considered truant at Lenape Valley Regional High School who is absent from school without the knowledge of his/her parents/guardians. The classes missed shall be counted as cuts and disciplinary measures taken accordingly.

It shall be the policy of the Board to consider the effectiveness and appropriateness of the educational program that is offered each pupil who habitually and repeatedly absents himself/herself from such programs and to refer each such pupil to the Child Study Team for review.

1. For a first offense, students will receive three (3) after school detentions and parents will be notified.
2. If a student does not attend detention, he/she will receive in-school restricted study after meeting with the Assistant Principal and will not be eligible to take part in any after school activities until the all detentions and in-school restricted study have been served.
3. Any subsequent act of truancy will result in two (2) in-school suspensions and parent notification.

ARRIVAL TO SCHOOL

During school hours, all students **MUST** enter and leave the building through the main entrance.

LATE TO SCHOOL

Any student who is late to school MUST bring in a note from his/her parent or guardian so that the late to school is verified upon sign-in at the Main Office. A student who does not bring in a note will receive an unexcused late and the student will not be permitted to make up work missed due to tardiness.

Students who arrive late to school must sign in with the Main Office.

TARDINESS TO CLASS

The Lenape Valley Regional School District recognizes that students must arrive to class on time so that the educational process is maximized. **For every time that a student is tardy to class, 1/3 of an unexcused absence will accrue. These will be counted towards the student's cumulative absences. If a student misses more than fifteen minutes of the class, an unexcused absence will occur.**

EARLY DISMISSAL

Any student who is requesting to leave during the school day **MUST bring in a note from his/her parent or guardian to the Main Office by 8:30 a.m.** The note should include the student's name, date, reason for dismissal, whether or not the student will be returning, and a contact phone number for the parent or guardian. Phone calls from parents or guardians **WILL NOT** be accepted without administrative approval. A parent or guardian may also come to the school in person to remove a student from school. **ALL STUDENTS MUST CHECK-OUT AT THE MAIN OFFICE BEFORE LEAVING Lenape Valley Regional High School.**

RETURN TO SCHOOL FOLLOWING ABSENCES

Absence Verification - **All absences require written notification by parents or guardians of minors and by an individual who has declared his/her age of majority. Such notes shall be received in the Main Office upon return to school following an absence.** All such notes shall become a part of the official student record.

Make-Up Work - Pupils are provided an opportunity to complete assignments missed because of their absences, providing that an absence is verified through a submitted note to the Main Office. However, it would be unwise to believe that students can make-up the learning activity of a total class section.

1. The rule of thumb for the time allowed to make-up work missed is equal to the amount of time absent. Responsibility for arrangements to make-up work lies with the pupil. Extended time to make-up work may be granted by the respective teachers.
2. Pupils choosing to cut classes, or are otherwise found to be truant, may not make-up work missed during these infractions.
3. Pupils may complete assignments for time missed because of actions initiated by the authorities of the school, i.e. suspension, exclusions, etc.

Field Trips - Pupils should see all teachers **BEFORE** leaving for a field trip in which classes are missed in order to get assignments that they will be missing. It is the student's responsibility to make-up this work.

LEAVING CAMPUS WITHOUT PERMISSION (this includes unauthorized leaving of the building)

First Offense

1. **Three (3) after-school detentions** will be assigned
2. Parents will be notified
3. The student will receive a zero for all missed assignments or assignments that were due that day

Second Offense

1. **Two (2) in-school suspensions** will be assigned
2. Parents will be notified
3. The student will receive a zero for all missed assignments or assignments that were due that day

CUTTING CLASS

Any class not attended by a pupil who is present in school shall be counted as part of the absences of that pupil. **Students will lose credit if they cut the same class twice at Lenape Valley Regional High School.**

First Cut

1. When a student cuts a class the first time, a conference with the student will take place and parents will be notified.
2. The student will receive a zero for all missed assignments or assignments that were due that day.
3. Disciplinary consequences will be **three (3) after-school-detentions** for the first cut.

Second Cut

1. When a student cuts a class for the second time, a conference with the student will take place and parents will be notified.
2. **The student will lose credit for the class.**
3. The student shall stay in class and grades earned will count toward their GPA.
4. The student may be removed from the class if their presence creates a discipline problem.
5. Disciplinary consequences will be **two (2) in-school suspensions** for the second cut.

FIELD TRIPS

During the year, students and faculty members may take special field trips. While on these trips, students are expected to adhere to the following regulations:

1. Students must present a written permission form signed by their parent/guardian.
2. Appropriate dress (as defined by the trip's sponsor) is to be worn.
3. There is to be no smoking or use of tobacco products (including electronic cigarettes) at any time.
4. Students are expected to display appropriate behavior during performances (no booing, yelling, or whistling).
5. Students must remain with their assigned group and chaperoned throughout the entire trip.
6. No drinking of alcoholic beverages at any time.

ONLINE GRADING/ATTENDANCE

Lenape Valley Regional High School District utilizes an online application for parents and students to check progress in their classes and attendance. Any questions concerning grades should be directed towards the teacher.

VISITORS

Student visitors are welcome if the student is visiting LVRHS for the purpose of investigation, where the student is either planning to enroll or conducting a study through his/her home school. Students are discouraged from bringing friends to school. The permission of an administrator is required along with written permission from the student's parent with an emergency contact number, **THREE SCHOOL DAYS IN ADVANCE** for all visitors who are friends of students. Lenape Valley Regional High School students shall assume full responsibility for the actions of their friends while visiting the school. The guest may only visit Lenape once.

DRESS CODE

A student's manner of dress is a reflection of individual taste - a matter to be determined in large measure by the student and his/her family. At Lenape Valley, students are expected to look neat, clean, and to dress in a manner, which is considered appropriate for school. **Attire that disrupts the educational climate is not acceptable.**

The Administration reserves the right to make the final decision regarding appropriate dress in school as well as at school-sponsored events.

Guidelines

1. Footwear **MUST** be worn at all times.
2. Garments designed to be worn as underwear may not be worn as outerwear.
3. Garments with obscene, insulting, or derogatory slogans are unacceptable.
4. Any clothing that promotes alcohol or substance abuse is not acceptable.
5. Bare midriffs, backless garments, shirts with cutoff sleeves, and see through leggings are unacceptable.
6. Hats or other head coverings, except those worn as part of religious practice, are not to be worn in the school building.
7. Tailored shorts of appropriate length are permitted with the stipulation that they are no shorter than mid-thigh and are not of the beach line or gym variety.
8. Garments short enough to cause a distraction or long enough to be a safety concern (tripping) are not permitted.
10. Due to safety concerns, additional guidelines may be established.

NO GAMBLING OR CARD PLAYING OF ANY NATURE IS PERMITTED

Items will be confiscated. Detention will be issued.

LOCKERS

Each student will be assigned a locker during the first week of school. It is the student's responsibility to see that his/her locker is kept neat and clean at all times. Malfunction, damaged lockers, and any items missing from a locker must be reported to the Office of Student Affairs. Each locker is equipped with a built-in combination lock. Only the student using the locker should have the combination. No additional locking devices can be used on the lockers. Locker inspections will be held during the school year. Lockers are the property of the school and will be searched at any time during the year when it is deemed to be either necessary or appropriate. Canines may be used in detection of illegal substances. Lenape Valley Regional High School is not responsible for items stolen from school lockers. Students will be held responsible for replacing school property (calculators, texts, etc.) stolen from school lockers.

CAFETERIA

The cafeteria will endeavor to provide a balanced meal at a reasonable price for students who wish to avail themselves of the opportunity to purchase a meal. In addition to a hot meal, the cafeteria provides sandwiches, salads, and nutritional snacks. Also, breakfast will be offered for students and staff at 7:20 a.m. each school day.

1. Students are to enter the cafeteria in an orderly manner. Running is prohibited.
2. There is to be no pushing, shoving, or cutting ahead in the lunch line.
3. After completing lunch, students are to clean up their tables or areas and carry their trays up to the receiving window.
4. Students **MUST** remain downstairs during the Lunch unless they have a pass from a faculty member or have lab.
5. No one will be permitted to leave the school grounds for lunch.

ELECTRONIC DEVICES & CELL PHONES

Students are to put away any electronic devices before the first class of the day and should **NOT** have these items in class. Usage of electronic devices (other than cell phones) is only permitted during study hall or lunch. Improper usage will result in confiscation. The item will be released to the student as determined by administration. Repeat offenses will result in in-school restricted study and/or suspension. Videotaping of anything is not permitted.

Students will not be called from class to take calls on the telephone. A parent may leave a message for a student with the Main Office.

Cell phones are to be put away and turned off for the day upon the bell that moves students to the first class of the day.

The use of cell phones is **ONLY** allowed when a student requests and permission is granted by a staff member to make a phone call in an emergency.

Cell phones may ONLY be used during Lunch or during the changing of class.

Should a phone be seen, **staff members are instructed to confiscate the cell phone and bring it to the Main Office.** The first time a cell phone is taken, it may be picked up at the end of the day. Subsequent incidents will require a parent to come to school to pick up the phone and will also include the following disciplinary consequences: Second offense – parent pick-up and cell phone confiscation, Third offense – parent pick-up and 1 lunch detention, Fourth offense – parent pick-up and four lunch detentions, and Fifth offense – parent pick-up and additional days of in-school restricted study. Refusal to hand in a cell phone will result in immediate out of school suspension from school; the parent will be called to pick up his/her child and a re-entry conference will be held upon return to school.

VANDALISM

Any offense causing damage or defacing of school property may result in a long-term suspension, police complaint, expulsion by the Board of Education, and/or restitution for the damages. School privileges, including loss of extra-curricular activities, walking in graduation, going to the prom, and field trips may also occur.

TEXTBOOKS/SCHOOL ISSUED DEVICES AND ITEMS

Students are financially responsible for textbooks and other materials issued to them by the school. All textbooks must be covered as soon as possible to protect them from undue wear and damage. Students will be required to pay for any damage or lost materials at the end of the year.

HARASSMENT, INTIMIDATION, OR BULLYING

The Board of Education expects pupils to treat each other with civility and respect and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The administration shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation, or bullying is prohibited on school property or any school-sponsored function. Disciplinary consequences range from a conference to out of school suspension depending upon the degree of the infraction. Any student who retaliates against a student who comes forward will be subject to severe disciplinary consequences.

The Board of Education's updated policy is available at www.lvhs.org and at the Board of Education. **If an incident occurs, the Principal should be notified in writing of the incident. To report incidences of HIB, please complete the HIB report form found in the Main Office or online at www.lvhs.org.**

DATING VIOLENCE

The Board of Education has determined that a safe and civil environment in school is necessary to learn. Acts or incidents of dating violence whether they are verbal, sexual, physical, or emotional will not be tolerated. The district has the following policy on dating violence:

1. Dating violence education will be incorporated into health education curriculum.
2. Dating violence will not be tolerated.
3. To report an incident of dating violence, please contact the Assistant Principal.
4. Reports of dating violence will be reviewed and parents of involved students will be notified.

FIRE DRILLS

Fire drills will be conducted periodically during the school year. The signal for a fire drill is the ringing of the fire alarm. It is extremely important that fire drills receive serious consideration by the students.

Instructions for exiting rooms are posted in each classroom. Students are expected to leave the building in an orderly manner.

Bus evacuation drills will also be conducted.

IDENTIFICATION CARDS

Each Lenape Valley student will be given a laminated student identification card. This card will have the student's picture on it. The card will be used for one or more of the following purposes:

1. Athletic events (admittance)
2. Media Center services
3. Cultural Events (concerts, plays, etc.)
4. Social Events (dances)
5. Recognition (upon request)
6. Cafeteria Payment
7. Attendance check-in when late to school. After checking in late to school twice without an ID card, a student will be issued a detention.

A student ID card should be carried at all times by the individual student to whom it has been issued. Replacement cards will be provided for a fee of \$5.00.

EQUAL OPPORTUNITY FOR ALL

It is the policy of this District to provide every student equal educational opportunity and to prohibit discrimination because of sex, race, color, creed, religion, ancestry, national origin, parenthood and marital status, or social or economic status in education programs and activities. Any questions concerning the above items, including complaints regarding sexual harassment, should be referred to the district's Affirmative Action Officer, Mr. Thomas Claeys, Jr.

As an advocate of Section 504 of the Rehabilitation Act of 1973, the Lenape Valley Regional District affirms that no otherwise qualified student with a handicap be excluded from participation in any program or activity offered by this district. All educational and vocational programs will be made accessible. Inquiries regarding Section 504 should be made to Mr. Jonathan DeSimone.

STUDENT PARKING

Students who wish to drive to school must first obtain a Driving Permit Application Form in the Main Office and complete and return the permit properly signed by a parent or guardian. In addition to returning the signed Student Driving Permit, proof of liability insurance, driver's license, and registration must be presented to the Main Office before validation of the student permit is granted. These regulations are as follows:

1. All students will park between the lines in the North lot (near weight room).
2. Parking decal will be clearly displayed on the **LEFT SIDE REAR WINDOW** (driver's side) – the number indicates the assigned spot.
3. Parking on school grounds without permission or parking in unauthorized areas is subject to a municipal summons payable to Town Clerk of Stanhope.
4. No student is allowed to be in the parking lot except when arriving at or departing from school. Students found going to their cars without permission during school may have their parking privilege revoked and face disciplinary consequences.
5. The driveway in front of the building is closed to through traffic during school hours.
6. If there is a change in cars, the new car must be registered.
7. Students' vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle. Parking lots and vehicles may be searched and canines may be used in the detection of illegal substances.
8. If the student parking lot is filled, students may park in the lot beyond the faculty lot by the soccer fields. Students are not permitted to park in the faculty lot during school hours.
9. After school hours, students are to follow the signs for driving in the Faculty lot. (Do not make a left-hand turn upon entering the Faculty lot)
10. Students **MUST** enter **ONLY** through the North entrance of the student parking lot and exit **ONLY** through the South entrance of the student parking lot.
11. Students may park only in the space assigned to them.

ALCOHOLIC BEVERAGES AND INTOXICATION

A student who is found with alcoholic beverages on his/her person or who is under the influence of alcohol while at school or at a school sponsored function will be suspended for a period of ten (10) school days, and exclusion from all school sponsored activities for forty-five (45) school days. In addition the student must be seen by a medical doctor. While on suspension, a drug/alcohol evaluation will be completed. A second infraction involving alcohol will result in a suspension until a Board of Education hearing occurs to consider expulsion.

It is against the law for young people under the age of twenty-one (21) to consume alcoholic beverages, and it is also illegal for persons of any age to use any type of non-prescribed, mood-altering substances. The school and parents need to join together to prevent children from attending gatherings where there is illegal consumption. The intent is to send one sound and consistent message.

AFTER SCHOOL ACTIVITIES

In order to participate in any after school activity or school function, students **MUST** be in school by **10:45 or attend 3 full classes for the day.**

USE OF SCHOOL ELEVATOR

An elevator is available for those students whose physical condition makes it impossible to attend classes on the second floor. A written request must be made to the school nurse. Once permission is granted to use the elevator, a key may be obtained from the Main Office. A \$5.00 refundable deposit is required for use of an elevator key.

NATIONAL HONOR SOCIETY

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The purpose of this organization is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students. *Students must have a 3.75 Grade Point Average in order to be eligible for consideration for membership to the National Honor Society.* Further requirements for membership selection are posted on the high school website.

Once students have met these minimum criteria, selection to membership is determined by the Faculty Council, a group of 5 faculty members appointed by the principal. The NHS advisor is a non-voting member of the Faculty Council. The Faculty Council selects students that have demonstrated outstanding scholarship, service, leadership, and character to become members of the NHS.

After students become members, they are reviewed periodically by the Council to insure that they have maintained the high standards of the Society. Failure to maintain these standards will result in either a probation period or dismissal upon review by the council with the involved students.

GUIDANCE SERVICES

The Guidance and Counseling Department shares in the responsibility of insuring that students attain their greatest potential educationally, socially, and vocationally. Counselors meet with students and parents to discuss school adjustment, college and post secondary educational and career planning and personal concerns. Services include:

1. Group and individual counseling
2. Schedule planning and course selection
3. Military information
4. Maintenance of report cards and progress reports
5. Financial aid and scholarship information
6. Parent and teacher conferences
7. Standardized test registration and review of test results
8. Posting of college and career school conferences
9. Referrals to special services and outside agencies
10. Transcript and record keeping maintenance
11. Summer and special program offerings

Students are encouraged to visit the Guidance Office before and after school to make an appointment. Parents are invited and encouraged to make an appointment to meet with their child's counselor and/or teacher(s) by calling 973-347-7600 ext. 200.

GRADING SCALE

The following represents the grading scale at Lenape Valley Regional High School:

| | | | |
|----|----------|----|---------|
| A+ | 100 – 98 | B+ | 87 – 89 |
| A | 94 – 97 | B | 83 – 86 |
| A- | 90 – 93 | B- | 80 – 82 |
| C+ | 77 – 79 | F | 0 – 69 |
| C | 73 – 76 | | |
| C- | 70 – 72 | | |

HONOR ROLL

The following requirements must be achieved in order for a student to be placed on the Honor Roll:

| | |
|-----------------|-------------------|
| Distinguished – | All A's and 1 B |
| High Honors – | All A's and 2 B's |
| Honors – | A's, B's, and 1 C |

GRADUATION REQUIREMENTS

As established by Board of Education policy, students must accrue **140 credits** in order to be candidates for graduation. Board policy requires, further, that students must enroll for **35 credits per year**. In addition, Board policy limits students to a maximum of **41 credits per year**.

Those credits must be distributed among specific areas of study, as listed below:

| | |
|--------------------------------|--|
| English | 20 credits |
| Mathematics | 20 credits |
| Science | 15 credits |
| Modern Language | 5 credits |
| World History | 5 credits |
| U.S. History | 10 credits |
| Social Studies | 5 credits |
| Physical Ed/Health | 20 credits (5 credits for each year of enrollment) |
| Visual and Performing Arts (1) | 5 credits |
| Technological Literacy (2) | 5 credits |
| Visual and Performing Arts (3) | 5 credits |
| Financial Literacy | 2.5 credits |
| Service-Learning (40 hours) | 2.5 credits |

1-Included in the Visual and Performing Arts are courses in music, art, drama, Expressions in Writing Honors, Journalism, Journalism Workshop, and Public Speaking.

2-Included in Computer Literacy are the following courses: Introduction to Computer Design, Advanced Computer Design, Introduction to Digital Photography, Introduction to Graphic and Communication Design, Keyboarding for Speed and Accuracy, Web Page Design on Line, Advanced Web Page Design on Line, E-Commerce, Introduction to CAD, CAD II, CAD III, CAD IV, Introduction to Technology/Engineering, Journalism Workshop, Video Game Design and Development, Video Editing and Multimedia, Introduction to Business, Introduction to Computer Programming, Computer Science I and Advanced Placement Computer Science.

3-Included in Practical Arts are courses in business and information technology, family and consumer science, and industrial technology.

Students also must earn a qualifying score on the PARCC or other qualifying assessemnt.

MEDIA CENTER

The Lenape Valley Regional High School Media Center has been designed and equipped with modern facilities and materials. Students are encouraged to use the library for research, selecting books for leisure reading, and using periodicals. Students who wish to use the Media Center during the Supervised Study Period **MUST obtain a pre-signed pass from the Media Center staff**. This pass should be presented to the study hall teacher after attendance has been taken. The study hall teacher will sign the pass and indicate the time the student leaves the study hall. The student must present the pass to the staff member behind the circulation desk as he/she enters the Media Center. The following are the Media Center regulations: Books and periodicals may be signed out for a four week period.

Books and periodicals may be renewed for another four week period.

Reference books may be signed out for one day only at the discretion of the Media Center Specialist.

Reference books may be renewed for another day.

Books may be reserved on a first-come, first-served basis.

The Media Center is open from 7:35 a.m. until 3:15 p.m., Monday—Thursday.

The Media Center is open from 7:35 until 2:20 p.m. on Friday and before vacation days.

Borrowing privileges will be suspended for overdue library materials.

TRANSPORTATION

All students being transported on school district provided vehicles must be considerate of the safety and well-being of fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility of safely transporting all students on the vehicle.

The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus. Pupils will behave accordingly. For the safety of all riders, students will be required to:

1. Be seated while the bus is in motion.
2. Refrain from calling out to passersby and from the use of profanity or abusive language.
3. Keep the bus clean. No littering.
4. Remain in their seat. No extension of any part of the body out of a window, no jumping over the seats, and no throwing of objects.
5. Obey the law of NO SMOKING.

New Jersey State Law, Chapter 18A:25-2 states: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school he attends."

"A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide transportation to and from school during the period of such exclusion." In keeping with that statute, the procedure for students found exhibiting inappropriate behavior will be as follows:

FIRST OFFENSE - The student will be excluded from the bus for a period of **five (5) school days** and his/her parents shall provide transportation to and from school during that period. Absence from school during the period will be considered truancy.

SECOND OFFENSE - The student will be excluded from the bus for a period of **fifteen (15) school days** and his/her parents shall provide transportation to and from school during that period. Absence from school during the period will be considered truancy. Any further infractions will be subject to an additional **thirty (30) school days** suspension of bus privileges. Suspensions will be carried from year to year.

There are late buses provided for students who wish to participate in extra-curricular activities or remain after school for extra help in their subjects. These buses leave the high school at 4:00 Tuesday, Wednesday and Thursday.

If a student or parent has a bus problem that deals with times, location of bus stop, bus drivers, or complaints, they should contact the high school at 347-7600.

HALL PASSES

Students **MUST** use an engraved teacher hall pass. Students are **NOT** to leave a classroom or study hall without a pass. Students **MUST** sign out before leaving the room and sign in upon return to the classroom.

MEDICATION

A pupil may be permitted to self-administer medication for asthma or other potentially life threatening illnesses. Written consent of parent/guardian and physician is required. School administration of prescription medication requires parent/guardian and physician written consent. School administration of non-prescription medication requires parent/ guardian written consent. Administration of Medication forms may be obtained from the school nurse. Permission is effective for one school year only.

SMOKING/POSSESSION OF TOBACCO AND/OR SMOKING PARAPHERNALIA, INCLUDING ELECTRONIC CIGARETTES

Any staff member who finds a student who is smoking on school premises, at a school sponsored event, or on a school bus or other school transportation vehicle, shall immediately direct the student to cease and desist from smoking. Possession of tobacco and/or smoking paraphernalia or use of tobacco products anywhere on school property is prohibited pursuant to New Jersey Law (P.L. 2001, Ch. 226). Violators may be subject to a fine. The infraction shall be reported promptly to an administrator who shall investigate the report. The **first infraction** of the prohibition on smoking/possession of tobacco and/or smoking paraphernalia by students will result in the assignment of **three (3) after school detentions**.

The administration shall notify parent/guardian of any student on the first infraction. If the infraction occurred on school premises or on any school bus or other school transportation vehicle, the parent/guardian shall be advised in writing that the infraction constituted a violation of state law and could subject the student to financial penalties for subsequent offenses. A copy of the written notification will be sent to the Board of Health Officer.

The **second infraction** of the prohibition on smoking by a student will result in the assignment of a **three (3) day in-school suspension**. Upon being informed of the second infraction, the Assistant Principal will meet with the student. If the administrator determines that the infraction occurred, the administrator will write a letter of complaint to the Board of Health Officer and request that a summons be issued for the violations of N.J.S.A. 26:3D-17. Students should be aware the municipal prosecutor recognizes that N.J.S.A. 26:3D-17, smoking in a public building, is cumulative. Therefore, smoking violations are carried over from year to year.

For the third and any subsequent infraction of the prohibition on smoking by a student, the administrator shall follow the same procedures set forth in Paragraph III, with the exception that, for a third and each subsequent infraction, the student shall receive a two-day out-of-school suspension.

Students will not be permitted to have cigarettes or any products containing tobacco, including but not limited to cigars, pipes, chewing tobacco, electronic cigarettes, and "smokeless tobacco" or snuff, in their possession while attending school. **Possession will also result in three (3) after school detentions.**

DRUGS

Students who are found in possession of drugs and/or controlled dangerous substances or who are charged with using, selling, or being under the influence of drugs and/or controlled dangerous substances while on Board of Education property, or at a school sponsored function, or within a thousand yard radius of school property, shall be reported to the law enforcement authorities. Canines may be used in the detection of illegal substances.

Upon detection, the appropriate school official shall arrange for an immediate drug screening so as to ascertain the degree of drug use. The student must be seen by a medical doctor.

The student will be suspended from school for ten (10) school days and excluded from all school sponsored activities for forty-five (45) school days. While on suspension, a mandated drug/alcohol evaluation will be completed. A second infraction involving drugs will constitute a suspension until a Board of Education hearing occurs to consider expulsion.

RANDOM ALCOHOL AND DRUG TESTING POLICY

Policy 5531 Random Alcohol and drug testing of students states all students who participate in any athletics, co-curricular activities, school clubs, have been granted parking permits for on-campus parking, and students who elect to participate in testing program with parental consent, will be eligible for the random drug testing pool. The Policy as well as other information is found on home page of LVR website. Consequences of first offense: 30 school days exclusion from activity/sport/driving

Consequence of second offense: One calendar year exclusion from activity/sport/driving

Consequence of third offense: Exclusion for remainder of school career at Lenape Valley.

Complete details for all consequences can be found on website.

ATHLETICS and CO-CURRICULAR ACTIVITIES

Lenape Valley provides a comprehensive and varied program of interscholastic athletics. Students are given the opportunity to compete in an organized athletic program with athletes from other high schools.

Parents must realize that participation in athletics involves the potential for injury which is inherent in all sports. It is acknowledged that even with the best coaching, use of the most advanced equipment, and strict observance of rules, injuries are still a possibility. On rare occasions, these injuries can be so severe as to result in total disability, paralysis, or even death. The following sports are offered:

Baseball, Basketball (B/G), Bowling, Cheerleading, Cross Country (B/G), Field Hockey, Football, Golf, Ice Hockey, Lacrosse (B/G), Soccer (B/G), Softball, Swimming (B/G), Tennis (B/G), Track (B/G), and Wrestling.

HONOR POLICY

The Board of Education recognizes that dishonesty, including cheating and plagiarism, are unacceptable; therefore, as the educational institution of the district, the school should strive to encourage honest academic achievement.

It shall be the policy of the school to take positive action on incidents of student dishonesty through education, counseling, and parental involvement, and to direct the Superintendent to formulate an Administrative Regulation to implement this policy.

Definition: For the purpose of this regulation, dishonesty shall include cheating in any form. It shall not be restricted to, but shall include:

The giving and receiving of answers in major and minor testing situations. The intentional plagiarism or submission of non-original term papers, reports, projects, or oral presentations. Copying from another student or allowing one's work to be copied. Giving or receiving information during a test or quiz. Using unauthorized "cheat sheets", study aids, notes, books, or other information during a test or quiz. Theft of a quiz, test, examination, etc. Giving assignments, quizzes, tests, and or examination answers contrary to the directions of the teacher. Handing in work done in collaboration with another student or students contrary to the directions of the teacher, including homework. Failing to comply with previously reviewed classroom expectations and standards.

Responsibility: The Administration

1. Shall promulgate this regulation to all teachers, parents, and students.
2. Shall provide an atmosphere of support for all concerned so that the provisions of this policy will be fairly and consistently enforced.

Responsibility: The Teacher

1. Shall provide a classroom atmosphere conducive to honest academic achievement, and shall review with each class the school standards at the beginning of each school year and/or semester
2. Shall inform students who are apprehended in the act of cheating that they will be given a permanent grade of zero (0) for the test, quiz, paper, or other material for which the cheating occurred.
3. Shall maintain a copy of the paper, quiz, etc. for the remainder of the school year, after which it will be expunged from the student's file.
4. Shall immediately report the incident to the Assistant Principal, the individual student's guidance counselor, and the parents after speaking to the student.

Responsibility: The Assistant Principal

1. Shall discuss the matter with the student. The implications of this offense will be clearly outlined for them.
2. The Assistant Principal will keep a copy of the record of the infraction.
3. The National Honor Society advisor will be notified of Honor Code Violations.

Responsibility: The Faculty Advisor, National Honor Society shall share the Honor Code Violations with the committee and/or the Faculty Council.

To appeal an Honor Code Violation:

1. An appeal in writing should be sent to the Assistant Principal within 10 days of the receipt of the Honor Code Violation Letter.
2. The Assistant Principal will set up an appeal committee, consisting of at least a guidance counselor, two teachers, and the school nurse.
3. The teacher will present information to the committee.
4. The parent and student will present information to the committee.
5. The committee may ask questions.
6. The committee will make a decision after the parents and student have been excused. This decision will be shared with the student and family through the Assistant Principal.
7. The parents may appeal this decision to the Principal by submitting a letter within 10 days of receiving the committee decision.

SCHOOL DANCES AND THE PROM

For occasions where Lenape Valley Regional High School may bring a guest to a school sponsored event such as a dance or the prom, the Lenape Valley Regional High School student assumes responsibility for their guest. In addition, the guest **MUST** be of high school age and under 20 years of age with a signed/completed permission slip.

WORKING PAPERS

Any student under 18 years of age must have working papers in order to obtain employment. The following process should be followed:

1. Secure a Promise of Employment from the Guidance Office and get it completed by the employer.
2. Physician examination to be filled out by the school doctor or family physician.
3. Vacation Employment Certificate
4. Return the completed form and Birth Certificate to the Guidance Office.
5. Birth certificate will be copied and returned.

CLASSROOM BEHAVIOR

The teacher is the direct authority in the classroom. Students are expected to exhibit proper respect for teachers at all times. Any display of behavior that is not in keeping with standards established by the classroom teachers and the administration will not be tolerated. Any time that a student is sent out of class, the teacher is to submit a disciplinary referral and call home that day.

Depending upon behavior, students may be assigned teacher detention, administrative detention, in-school restricted study, or out-of-school suspension. The following consequences will occur with these infractions:

Sent out of class for being disruptive*

First offense: 1 After School Detention

Second offense: 2 After School Detentions

Third offense: 1 day of In School Restrictive Study

Fourth offense: Parent meeting with teacher and Assistant Principal

If disruptive behavior continues, student could be suspended out of school or removed administratively from the class.

DISCIPLINARY CONSEQUENCES

| Student Behavior | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|--|---|
| Misconduct on School Bus | Student excluded from the bus for five (5) school days | Student will be excluded from the bus for fifteen (15) school days | Student will be excluded from the bus for thirty (30) school days |
| Smoking on School Grounds or at a School Sponsored Event * | Three (3) after school detentions. | Three (3) days of in-school restricted study. | Two (2) days of out-of-school suspension |
| Possession of Tobacco and/or Smoking Paraphernalia | Three (3) after school detentions. | | |
| Illegal Substances – possession, use and/or distribution of illegal substances * | Ten (10) day suspension and excluded from school-sponsored activities for forty-five (45) school days. Mandatory drug/alcohol evaluation. | Indefinite suspension until Discipline Hearing. | |

| Student Behavior | 1st Offense | 2nd Offense | 3rd Offense |
|--|---|--|--|
| Disruption in Classroom | One (1) after school detention | Two (2) after school | One (1) in-school Restricted Study Fourth occurrence result in parent-student meeting with Assistant Principal. |
| Defiance: Willfully Disobedient | One (1) day in-school-restricted-study | Three (3) days of in-school restricted study. | Two (2) days out-of-school suspension. |
| Interference with a School Employee Attempting to Discipline Another Student | Three (3) days in-school-restricted study | Second and subsequent offenses will result in out-of-school suspension as determined by administration. | |
| Loitering in School Corridors, Gym, or Campus Areas Unsupervised | Administrative Conference | Three (3) after-school detentions | One (1) day in-school-restricted study |
| Profanity: Habitual use of Profanity, Obscene Language or Indecent Behavior | Three (3) days after-school-detention | One (1) day in-school restricted study | Two (2) days in-school restricted study or out-of-school suspension as determined by administration |
| Assault | Discipline at the discretion of administration. | | |
| Fighting* | Three (3) to ten (10) days out-of-school suspension. Mandatory re-entry conference. | Minimum of five (5) days out-of-school suspension. | |
| Profanity Directed Toward a Staff Member | Two (2) days out-of-school suspension. Mandatory re-entry conference with student and parents | Four (4) days out-of-school suspension. Mandatory re-entry meeting with student and parents. | |
| Violation of Computer Network Rules and Regulations | Loss of computer privileges for one (1) week and two (2) days after school detention | Loss of computer privileges for one (2) weeks and two (1) In-school restricted study | Two (2) days of out-of-school suspension. Parent conference and evaluation of student access to network. |
| Forgery and/or Altering Documents | Three (3) days in-school restricted study | Two (2) days out-of-school suspension. | |
| Vandalism/Damage/Defacing School Property * | May result in long-term suspension, police complaint, expulsion by the Board of Education, and/or restitution for damages. Loss of school privileges/extracurricular activities is also possible. | | |
| Truancy | Three (3) after school detentions. Parent notification. | Six (6) after school detentions. Parent notification. | |
| Leaving Campus without Permission /Cutting Class | Three (3) after school detention for each class missed. Student will receive a zero for all missed of due assignments. | One (1) in-school restricted for each class missed. Student will receive a zero for all missed of due assignments. Two (2) cuts in the same class will result in loss of credit. | |
| Cell Phone Usage | Cell phone confiscation. Student may pick up phone at the end of the school day. | Cell phone confiscation. Parent must pick up phone. | Cell phone confiscation. One (1) after school detention. Parent must pick up phone. |
| Refusal to Surrender Cell Phone | One (1) day out-of-school suspension | Three (3) days out-of-school suspension | |

| Student Behavior | 1st Offense | 2nd Offense | 3rd Offense |
|---|---|-------------------------------|-------------------------------|
| Unauthorized use of Electronic Devices | Device confiscated. Item released to the student as determined by administration. Discipline at the discretion of administration. | | |
| Safety: Endangering the Safety of Others * | Discipline at the discretion of administration. | | |
| False Alarm or Causing Bomb Scare * | Five (5) to Ten (10) days out-of-school suspension and Police notification. Criminal charges may be filed. | | |
| Starting or Causing a Fire (Including the Use of Fireworks) * | Five (5) to Ten (10) days out-of-school suspension and Police notification. Criminal charges may be filed. | | |
| Theft * | Five (5) to Ten (10) days out-of-school suspension and Police notification. Criminal charges may be filed. | | |
| Sexual Harassment or Stalking of any Student or Group of Students * | Five (5) to Ten (10) days out-of-school suspension and Police notification. Criminal charges may be filed. | | |
| Inappropriate conduct during after-school detention or in-school restricted study | Student will be suspended out-of-school at the discretion of the administration and parent/guardian will immediately be notified. | | |

*Offense may result in the filing of a police complaint.

Disciplinary consequences may be altered at the discretion of the administration.

TEACHER DETENTION

Teachers will normally use teacher-assigned detention as a first step in deterring discipline problems rather than referring the student immediately to the administration.

ADMINISTRATIVE AFTER SCHOOL DETENTION

For the purpose of dealing with certain types of discipline problems, an after school detention room will be organized. Pupils may be assigned to after school detention for being disruptive in class or any other inappropriate behavior. A staff member who will maintain strict order will supervise the detention room. Since the after school detention room serves as a disciplinary device, students will not be allowed to talk. The staff member in charge may assign additional detentions to any individual who fails to cooperate in maintaining the proper atmosphere. The school administration sincerely desires that each student will have little opportunity or necessity to be assigned to this disciplinary action. After school detention will take place on Tuesday, Wednesday, and Thursday from 2:30pm – 4:00pm. There will be an activity bus to provide transportation for students serving after school detention that will arrive a 4:00pm.

IN SCHOOL RESTRICTED STUDY

A student who repeatedly violates school rules or fails to complete a detention may be required to spend a determined amount of time in the “In School Restrictive Study Room.” **Students must also surrender their cell phone to the Office of Student Affairs at the beginning of the school day.**

OUT-OF-SCHOOL SUSPENSION

Suspension is recognized as a very severe disciplinary measure and should not be taken lightly by the student. Students may receive an “Out-of-School Suspension” depending on the seriousness of the infraction, number of offenses committed, and/or at the discretion of the administration. During the time of suspension, the student is not permitted to attend classes or participate in any school-related activities. A student will be readmitted only after a parental conference has been held with the administration.

POSTERS AND NOTICES

Posters and notices of any kind must receive approval from an administrator before being posted, and may only be posted in designated locations.

LENAPE VALLEY COMPUTER NETWORK RULES AND REGULATIONS

The Lenape Valley Computer Network has been designed to enhance the learning process. The creativity and flexibility that are inherent in the Network also leave it vulnerable to misuse. In order to provide a safe and secure environment in which students may work, the following rules and regulations have been developed for the protection of students work.

All programs and applications are to be controlled by the Computer Applications Supervisor. No student is to add any additional options or choices.

1. You may customize your desktop by using any Wallpaper or any Screen Saver that is available with Windows 2000. He/she may also create your own Wallpaper or Screen Savers using Paintbrush or other similar programs available on the Network. However, no Wallpaper or Screen Savers are to display any obscene language, pictures, or artwork.
2. The student ID Number is confidential. The Password is confidential and will be created and maintained by the student. The Password will be changed according to a predetermined schedule set by the Computer Applications Supervisor. Neither the student ID Number or Password are to be given to or shared with any other students. The student is responsible for any and all transactions that occur while his/her ID number is logged on to the Network.
3. At no time is any student to attempt to access any data directories, folders, or drives other than his/her own Private Directory. This includes peer-to-peer file sharing programs.
4. At no time will any games be played on the network without permission.
5. No student is to put any external media into any Lenape Valley workstation. If a student wishes to save his/her work in order to take it home, or to bring work from home and place it into his/her Private Directory, the student must see the Computer Applications Supervisor or the Media Center Technology Specialist for any such transfer of data.
6. At no time is any student to be working at or from a DOS prompt. All work, at any workstation on the Lenape Valley Computer Network, is to be done from within the Windows environment.
7. No student will be permitted to work at any workstation without the supervision of a Lenape Valley faculty member.

ATHLETIC AND CO-CURRICULAR ELIGIBILITY

1. A student needs 30 credits from the previous year to be eligible to participate. (This portion remains the same and mirrors state eligibility rules)
2. Student eligibility is determined at the end of each marking period.
3. A student will become ineligible with 3 failing grades on the report card in any quarter. This student will be removed immediately from the activity at that point, which includes practice or try out for an activity.
4. A student earning 2 failing grades on the report card will be placed on "probation".
5. Any incomplete grade not made up within a 10 school day period shall be counted as a failing grade subjecting students to potential ineligibility based upon items 1 and 2 above. It is the student's responsibility to request the teacher submit the grade within this timeline.
6. As per state guidelines, a student must be passing 6 classes in order to be eligible for spring activities. On a daily basis, students **MUST** sign in before 10:45 A.M. in order to be eligible to participate in athletic or co-curricular activities or attend 3 full classes for the day.

NOTICE

This handbook is a general guide for students. The administration and board of education reserve the right to amend or repeal any provisions herein to ensure safety and harmonious day-to-day operations of the school.



Lenape Valley Regional High School identifies as its core mission the intellectual, social, and emotional development of all learners.

We address these through our commitments to:

- *the provision of balanced curricular and co-curricular programs*
- *the fostering of intellectual curiosity and self-esteem of all students*
- *the reinforcement of personal effort and interpersonal respect*
- *the continuous improvement of this high school as an institution of learning.*