

# Clearview Regional High School

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August, 2017

Dear Parent/Guardian:

The 2017-18 school year is about to begin and we are looking forward to providing the opportunity for your child to have a productive and enjoyable school year.

Included with this letter is a packet of information to help parents and students gain an understanding about school rules and to make available to you other important information. You may access this information by logging on to the CRHS District Website – [www.clearviewregional.edu](http://www.clearviewregional.edu), click on **High School** and there will be a link for **Summer Mailing**. If you do not have access to a computer, please call the high school main office and ask for a copy to be sent to you or you may stop by the main office or guidance office and copies will be available.

- **Important Information contained in the online packet includes:** Locker/Vehicle Inspections, Parent Drop-Off & Pick-Up Procedures, NHS Requirements, Back-to-School Night Information & Schedules, and The Annual Pest Management & AHERA Notices. Please note that the No Child Left Behind Act (NCLB), and The Family Educational Rights Privacy Act (FERPA) are included online. If you need an application or information on the **Free/Reduced Lunch Program**, you may call Maria Bramante, the Food Service Director, @ 223-2725.
- **The District/Event Calendars and News & Announcements:** The 2017-18 School Calendar is located on the District Homepage. The CRHS Monthly Event Calendar is at the bottom left of the homepage (scheduled dates for school events/activities.) Please take the time to browse through the District's website and the High School homepage: ([www.clearviewregional.edu](http://www.clearviewregional.edu)). Our website contains important information regarding student testing dates, sports schedules, phone numbers, voice mail numbers, school holidays, school activities/dates, medical information, the drug/school policies, student dress code, snow emergency information, cafeteria updates, etc.

**The following forms are available online and are attached with this email: (Please sign and return these forms the first day of school)\***

- **\*Attendance Parent/Guardian Information Form –Please fill in student's name, grade and update changes as needed. If the student's information has remained the same as the previous school year, then it is not necessary to return the form. This form MUST be signed, dated and returned to the student's period one teacher on the first day of school.**
- **\*Parental Objection to Release of Student Information to Military, College/University Recruiters or Employers - (sign and return if applicable).**
- **\*Clearview District Technology Use Agreement - (parents must log-in to PowerSchool and electronically accept in order for students to have access to Clearview's technology).**
- **Letter from CRHS Food Service Director (Maria Bramante)**

**Emergency Card/Self-Medication forms** will be distributed in first period on the first day of school and **MUST** be returned to the first period teacher by **Friday, September 15th**. (The Self-Medication forms may also be accessed online).

**Early Dismissals** – If a student needs to be dismissed prior to the end of the school day, a note signed by the parent/guardian **must be sent in** with the student and given to the teacher at the requested time of dismissal in order to be released from class. This note serves as their pass to the main office. The student should then proceed to the main office and present the parent note to the attendance officer at the time of dismissal. A school official will approve and verify each note for student dismissal. If a senior driver requests to be dismissed early, the note will be verified via phone by a school official. When sending in a note, please submit the reason and the time of departure. Be sure to include the **student's full name and a contact number**. If a student is leaving for an unexcused reason, they will receive 1/9<sup>th</sup> of an attendance point for every period missed.

**Attendance -- Tardiness and Absences** – If your child is going to be absent from school for any reason, **please call our Attendance Office at 223-2769**. The attendance policy is listed below and will also be discussed with students at their class meetings.

### **ATTENDANCE POLICY**

The Clearview Regional Board of Education has a legal and moral obligation to insure that all pupils attend school so they may be taught. Absence from school jeopardizes any pupil from satisfactorily completing the prescribed course of study. Unless pupils are present for all scheduled classes, the Board cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all courses of study are predicated. The curriculum is designed to achieve maximum educational benefits for pupils within the allotted number of school days. Therefore, the Board of Education can neither condone nor permit absences from school, and will not issue credit for courses if required pupil attendance is not attained. **Thus students who are not in compliance with the attendance policy (Over 10 attendance points) will not be permitted to attend or participate in any school functions such as dances (Jr./Sr. Prom), trips (Senior Trip), sports teams (all levels), after school clubs, field trips, and graduation. In addition any student in violation of the attendance policy (Over 10 attendance points) will not be permitted to park their vehicle on school grounds and will have their parking pass revoked. Any student found to be parked on school grounds after their parking pass has been revoked due to violation of the attendance policy will have their vehicle towed at the owner's expense.** The following rules and regulations have been prepared to insure that the intent of this policy is implemented.

### **ABSENCE VERIFICATION**

School attendance is a basic responsibility of the pupil and parent/guardian. A parent/guardian must call his or her student out absent from school for the day. A student going on vacation must notify the office prior to the vacation via parent note or parent phone call. Vacations are not an excused absence. Upon returning to school, a student must turn in a note/verification of the absence to the main office **within 5 days**.

Acceptable reasons for absence:

- (a) Illness (**Doctor's note only – must be received within five days of the absence.**)
- (b) Death in immediate family.
- (c) College visitation (Student must obtain approval through Guidance and the Administration. Absence will be excused upon receipt of documentation from the college. Maximum of 5 visits per school year, additional visits must be approved by Administration).
- (d) Religious Holidays.

### **LATENESS**

A student is considered late to school if he/she does not report to Period 1 by the 7:33 bell. Sign in at the front desk and get a late pass.

Lateness will be calculated as part of the attendance points for the school year. The day will be divided by ninths, as there are nine class periods in a day. For example, if a student is late during first period, they would receive 1/9th of an attendance point.

**Student Parking is available for all eligible Junior and Senior drivers.** Parking applications, rules and regulations are available online at [www.clearviewregional.edu](http://www.clearviewregional.edu). Unregistered drivers driving illegally are subject to disciplinary consequences and the vehicle will be towed from the premises at the owner's expense. **With reasonable suspicion, a vehicle parked on school grounds may be subject to searches by the administration at any time.**

**Morning Traffic and Student Drop Off** - Through traffic is not permitted between the hours of 6:30-7:45 a.m. Vehicles entering from Cedar Road will drop off in front of the main office and depart through the parking lot in front of the school exiting back onto Cedar Road. Students dropped off in the front of the building will enter the school through the doors of the Performing Arts Center. Vehicles entering from Breakneck Road will utilize the parking lot adjacent to the tennis court to loop around and drop off students in front of the Performing Arts Center and will exit back onto Breakneck Road.

**Telephone Calls to Students During School** – Personal calls/messages to students **are not** permitted during instructional periods. **Classes will not be disturbed for messages to students.** In the event of an emergency, the call/message will be directed to an administrator for verification. **Cell phone use by students is only permitted during their lunch period and before/after school.** Unless approved by an administrator/teacher, use of a cell phone during any other times will result in disciplinary consequences.

**Personal/School Items Dropped Off for Students** – Students/parents should be aware that if it is necessary to drop off an item that your child has forgotten, it must be left at our Visitor's Desk in the front main lobby. **The student will not be called** out of class to pick up the item. It is the student's responsibility to check at the Visitor Desk in the main lobby between class periods.

**SAT Test Dates** – Call 1-800-SAT-SCORE or go online at [www.collegeboard.com](http://www.collegeboard.com). If you have any questions, please call the Guidance Office at 223-2710. *We offer SAT Prep courses through Princeton Review. See website for dates/times.*

**Counseling Office** – Students can check PowerSchool periodically during the last two weeks of August to access their schedules online. Any scheduling questions can be directed to the Guidance office at **223-2710**. Please continue to check the Clearview webpage for any updates.

**Bus Passes** – Student bus passes will be mailed to each family on or about the week of August 28th. If you have questions or do not receive a pass, please contact Jessica Dadak in the Transportation Office at **223-2782**. Due to the fact that buses are scheduled at capacity, students will not be permitted to ride another bus to or from school. Also, students can only obtain a bus pass for the late buses if they are required to stay after school for a school activity, meeting or tutoring. The student must obtain the bus pass from the teacher in charge of the activity.

**Gym Uniforms** – Gym uniforms can be purchased online or students can request a form from their PE Teacher.

**Picture Day** – **Picture day for students (grades 9 – 11 only) is Friday, September 15, 2017.** The order forms will be sent home with each student prior to this date or may be picked up in the main office. **Friday, October 20, 2017,** has been scheduled for any student pictures that need to be retaken.

**Lock/Lockers** – On the first day of school, students will be issued a school lock (if applicable). Students are permitted to use **school locks only**. All locks must be returned to the first period teacher at the end of the school year or a fine will be imposed. A lost or stolen lock will be subject to a \$6.00 fine. Students should keep their locks on their lockers and locked at all times. **Gym Locks:** **All students are encouraged to purchase and use their own lock for physical education. The school is not responsible for lost or stolen items as a result of belongings being unsecured. All personal belongings should be kept in a locked locker during gym periods. With reasonable suspicion school lockers are subject to searches by administration at any time.**

**Senior Portraits** – All seniors should have received appointment notices for senior portraits. If your senior did not receive a notice, please call Prestige at 1-800-687-9327 to schedule an appointment. The portraits were scheduled to be taken at the High School during the week of August 21-25, 2017 in the Toscano Theatre Lobby.

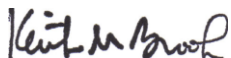
**Back-to-School Night** for the high school has been scheduled for **Thursday, September 14<sup>th</sup> at 7:00 p.m.** Important information regarding Back-to-School Night is on the web page. Please bring your child's schedule with you on Back-To-School Night, as you will be following his/her exact schedule.

**Press Releases** – During the school year, there may come a time when we would have the opportunity to submit a photograph and a brief description to local media outlets of your child's academic achievements and/or school activities for special recognition. If you **do not** wish to have your son or daughter's photograph and/or information publicized, please notify Joanne Daly in the Guidance Office @ 223-2711 and we will honor your wishes.

Our professional staff will have two in-service days on Tuesday and Wednesday, September 5<sup>th</sup> & 6<sup>th</sup>, 2017. **School starts for all students on Thursday, September 7<sup>th</sup>, beginning at 7:33 a.m.** (full day). The administrators at the high school are available to answer your questions or address any concerns.

Please accept our best wishes for a successful school year.

Sincerely,



Keith Brook  
Principal