



## **RAMAPO HIGH SCHOOL**

331 George Street

Franklin Lakes, NJ 07417

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Fax (201) 891-9288

[www.rih.org](http://www.rih.org)

## **NOTIFICATIONS**

### **ACKNOWLEDGEMENT OF STUDENT/PARENT HANDBOOK**

This handbook is a reference guide for students and parents at Ramapo High School. As well as general information and school services, it contains important regulations concerning student attendance, student behavior and disciplinary action. I understand that by electronically acknowledging that I have reviewed this Student/Parent Handbook, I am also acknowledging that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined here.

### **STUDENT SEARCHES**

The Ramapo Indian Hills Regional High School District may conduct inspections of student lockers, desks, and other storage facilities on school District property. Administrators, in conjunction with security personnel may conduct cursory "point of entry" inspections of students and their belongings on school grounds and at social events. Students are also subject to a search when reasonable grounds exist.

Additionally, drug-scent dogs may be used to conduct suspicionless inspections on school property including but not limited to lockers, desks, handbags/purses, backpacks, and other portable containers, outer clothing removed from students and vehicles brought on school grounds. Students may be ordered to vacate an area or room and leave behind their outer clothing or other possessions to be examined by scent dogs.

These searches are an effort to enforce the district's zero tolerance policy on drugs and alcohol.

### **CELL PHONES AND SCHOOL DISCIPLINE**

Cell phone confiscation and searches are allowed when necessary to prevent imminent and serious harm, or when there is actual knowledge or corroborated suspicion that evidence of the misconduct is in the device. If the student's misconduct involves phone use, confiscation and search are always valid and no additional justification is needed.

**PLEASE NOTE:** Contents are subject to change as Board of Education policies are revised and/or updated.

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# **RAMAPO ALMA MATER**

## **Alma Mater The Green and White**

All hail our Alma Mater.  
All praise the Green and White.  
Bring fame, oh fearless Raiders,  
As we face the future bright.  
The Green and White we'll cherish  
Through years that come and go.  
Let all our hearts be filled with pride  
For dear old Ramapo.

*Words by Gabriel R. Nakash  
Music by Paul Yoder*

**2018-2019**

**Student Council**

**Executive Board**

Lexi Perez.....President  
Josh D’Avanzo.....Vice President  
CarolineMcCormack.....Secretary  
Sofia Zimmerman.....Treasurer  
Sofia Fisher.....Historian

**Executive Members**

Stephanie Goodrich .....Board of Ed. Rep.  
Michael Ferro.....Board of Ed. Alternate  
Sofia Fisher.....Activities  
Nikki Bailowitz.....Charities  
Natalie Kologrivov.....Publicity

**2018-2019**

**Board of Education**

Jane Castor .....President  
John Butto .....Vice President  
Christine Becker  
E. David Becker  
Thomas Bunting  
Teresa Kilday  
Kenneth Porro  
Sadie Quinlan  
Thomas Rukaj

**Central Administration**

Beverly L. MacKay.....Superintendent  
Frank Ceurvels.....Business Administrator  
Daniel W. Sutherland.....Director of Curriculum and Articulation  
Michael Marano.....District Director of Student Personnel Services

**Ramapo High School**

**Administration**

Travis H. Smith.....Principal  
Claudia Dargento.....Assistant Principal  
L. Michael Mancino .....Assistant Principal

**Director**

Ronald Anello.....Athletics and Student Activities

**Supervisors**

L. Michael Mancino .....Applied Technology  
Nancy Blomquist .....English  
Jennifer Perry .....Guidance  
Michael Kaplan .....Mathematics & Business  
Joseph Del Buono, Jr.....Social Studies and Music  
Lisa Martone .....Science and UP-Engineering  
Michele Thomas .....World Languages and Family & Consumer Science  
Claudia Dargento .....School Nurses  
Denise Colaneri .....Special Education Services

**District Supervisors**

Rich Burton .....Health/Physical Education and Art

**Ramapo Head Teacher**

Leslie Stephen .....Health/Physical Education

**District Head Teachers**

John Fazio .....Applied Technology  
Lauren Gibson.....Art  
Donna Harvey .....Business Education  
Debra Martin .....Family & Consumer Science  
Jacqueline Sarracco .....Music

## STUDENT COUNCIL PRESIDENT WELCOME LETTER

Dear Raiders,

As September arrives and brings us fall weather, Friday night football, and reconnection with friends and faculty that may have subsided over the summer, we all know it is time for a brand-new school year to begin here at Ramapo High School. No matter which grade you are entering, this can be the greatest year in Raider history. Ramapo is comprised of our academic excellence, athletic prowess, artistic strength and musical supremacy, and our traditions will continue to move by leaps and bounds throughout this school year.

To all the new freshmen entering our amazing Raider community, first and foremost... welcome to the greatest four years of your life! High School can seem big and scary, but being at Ramapo will change your perspective of that. We upperclassmen are here to ease your transition into high school, lend you advice, and only want to leave our school in young and intelligent hands. Here at Ramapo, you will learn a lot, laugh a lot, and live a lot. Enjoy your freshmen outreach meetings and make friendships and memories that will last a lifetime. Manage your time correctly, work to your best ability in classes, and keep your GPA up... you will thank me later!

To the sophomores and juniors, you've learned the basic ropes and are comfortable here at Ramapo. Continue to work hard in your academics. Continue to be involved in and take advantage of the extracurricular activities and sports Ramapo has to offer. Devote yourselves to keeping our school environment safe, inclusive, and positive! Live the rest of the time you have here to the fullest, because within a blink of the eye, you will be seniors.

Seniors, finally it is our year! Throughout the past three years, we have waited to be considered the "senior leaders" of Ramapo. At this point, we are a family and need to behave as one. We are the ones who the others look up to. Be a role model, be dedicated to promoting Raider spirit, and be remembered by the underclassmen as the greatest senior class to graduate through Ramapo. We've got one more year to learn, laugh and live here, so let's make it the most memorable.

With all this being said, I hope that I have expressed to everyone at Ramapo what it takes to be a Raider. Be confident, diligent, and supportive in all of your and others' efforts here. Ramapo will continue to be the safe, inclusive, and positive environment it is as long as we all bring out the strongest versions of ourselves and appreciate the time we have.

Let us all come together, "As One," and show off our PO PRIDE!!!

Lexi Perez  
Student Council President





# ATTENDANCE

## ATTENDANCE PROCEDURES

If your child is going to be absent, please call 201-891-1500, PRESS 1 and report the absence on the Attendance recording. You may also send an email notification of the absence to RAMattendance@rih.org

Please include the date(s) and the student's full name (please spell last name) and grade. When a student is reported absent from period 1 and the school has not been notified by the parent of that absence, the parent will receive a call from the school's computer-generated automatic absence reporting system.

After every absence, no matter what the reason, the school will expect the parent to furnish a written absence excuse. This should include:

1. Your name and date(s) of your absence
2. Reason for absence including the nature of any illness
3. The signature, in ink, of your parent or guardian

***The determination to grant an excused absence lies in the sole discretion of the building principal or principal's designee and shall be based upon the criteria set forth by the Ramapo Indian Hills Regional High School District.***

The Ramapo Indian Hills Regional High School Board of Education requires students to attend school regularly in accordance with the laws of the State. Attendance at school may be **EXCUSED** for certain absences as defined by the Board. All absences for reasons other than excused, shall be **UNEXCUSED**.

## PROPER DOCUMENTATION TO EXCUSE AN ABSENCE

Upon submission of proper documentation to the Attendance Office, the following are considered **EXCUSED ABSENCES**:

- Religious observance as documented by the parent and approved by State guidelines pursuant to N.J.S.A. 18A:36-14-16;
- Student illness, physician's note required within three (3) school days (medical note must be from a *non-family member*);
- Examination for a driver's license;
- College Visitation (three for seniors and three for juniors);
- Death in the immediate family;
- Administrative Out-of-School or In-School Suspension;
- Approved school activity (field trip, meeting, cooperative education assignment, scheduled athletic competition).

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level or loss of course credit. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules under the school's Code of Conduct, which may include denial of a student's participation in extracurricular activities and/or athletic competition. Repeated trancies that interfere with the continuity of classroom instruction may result in the suspension or expulsion of any student from that course of study. Truancy shall be any unexplained absence including but not limited to: cutting class(es), leaving campus without permission, or any other absence which is not explained by parents.

## EARLY DISMISSAL REQUESTS

If a student needs to be dismissed from school during the school day, the student must bring a parent note to the Main Office **before period 1** with the student's name, grade level, date, time, reason for dismissal, and a phone number. Students should not leave class to bring notes to the Main Office. **All notes for an early excuse will be confirmed by phone with a parent before the student is released from school.** A route slip will be given to the student to show to their teacher so they may leave the classroom at the designated time. If the student returns the same day, he/she must sign back into school, in the Main Office, before returning to the classroom. Students who are signed out by the nurse and return the same day, must sign back in with the nurse's office.

**Early dismissal from school, unless for administrative reasons, shall be counted as an "absence from class" for each period missed.**

## MAKEUP OPPORTUNITIES AFTER AN ABSENCE

Students absent from school for any reason, whether excused or unexcused, are responsible for the completion of assignments and assessments. Teachers are not required to provide make-up tests for students absent without an approved excuse when a test is given. It is the responsibility of the student to schedule with the teacher a time when tests and quizzes can be made up. Generally, make-up tests will occur after school, unless it can be mutually worked out for them to be given during the school day. Study halls or unassigned times may be used if mutually convenient.

Makeup Guidelines: Students who have been absent for one or two days are expected to make up work/tests ***within two class days*** of returning to school. If the absence is three days or longer, the missed work must be made up ***within five class days*** after the student returns to school unless previous arrangements have been made with the teacher due to extenuating circumstances. Generally, missing assignments will be posted as a zero (0) until the work has been submitted or until the timeframe for completing the work has expired. If work is not made up within the designated time frame, a grade of zero (0) will be maintained. (For just cause, a teacher/administrator may extend the time frame for completion of missing assignments.)

If an end of Marking Period "Incomplete" Status is granted by the teacher, the student has 10 school days after the last date of the marking period to complete academic obligations. Any further extensions must be approved by administration.

## PROCEDURES FOR REQUESTING HOMEWORK

A student must be absent at least **two consecutive days** in order to receive missed homework assignments. Parents should contact the child's guidance counselor to make such requests. Please allow a full 24 hours for homework to be assembled. Work must be picked up in the guidance office; it cannot be mailed or faxed. **For absences of fewer than three days, students are advised to visit the teacher's Schoology page for daily homework assignments.**

## HOME INSTRUCTION POLICY

A student is eligible to receive home instruction from an instructor hired by the Board of Education when a physician has assessed and memorialized in a medical notification that a student will be absent for more than 10 consecutive school days, or 15 cumulative school days. All requests of this nature must come from a physician and are required to be approved by the district's physician. The request must be provided on the Home Instruction Form located in the Guidance Office with the original signature of the physician. Should you believe that your child is in need of home instruction, please contact the student's guidance counselor. In addition, home instruction is offered for core courses only (English, Math, Science, Social Studies and World Language) and cannot be offered in elective subjects. **Students returning from home instruction must first report to the school nurse upon re-entering school with a physician's note designating the return-to-school date.**

## PROCEDURES FOR CLASS ATTENDANCE

### CLASS ATTENDANCE AND LOSS OF CREDIT

A student must adhere to Board of Education Attendance Policy 5200 in order to receive course credit. Awarding of credit shall be dependent upon a student not accruing more than ten (10) unexcused absences for each full year course or a proportionate number of days for courses less than a full year. The limit set on the maximum number of days a student may be absent before being denied course credit should not be perceived as a license to be absent for inappropriate reasons.

Course Credits	Absence Limit
5 to 10 credits (Full – year)	<b>10</b>
3.75 credits (Physical Education)	<b>7</b>
2.5 credits (A/B or semester)	<b>5</b>
1.25 credits (Health)	<b>3</b>

Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement for that course is not fulfilled.

### CLUB/ATHLETIC INVOLVEMENT AND ABSENCES

**Participation in co-curricular activities is a privilege.** Any student who is not in attendance for (4) hours of the school day will be considered absent according to N.J.A.C. 6A:32-8.3. **In order to be eligible to participate in any after school activity:**

- **A student must be in school for half of the school day (i.e. if a student arrives late to school, they must be in school by 10:48 a.m.) on the day of the activity** with a note from a parent/guardian and remain in school for the duration of the school day.
- In the event of a medical appointment, all students must attend school for a minimum of 4 hours and present a doctor's note with a date and time stamp upon arrival.

A student involved in a co-curricular activity who is assigned to an Administrative Detention/Saturday Detention may not participate in any aspect of the activity on that day until their detention has been served. A student who is assigned to in-school suspension for the day may participate in activity on that day at the conclusion of the in-school suspension. A student who is assigned an out-of-school suspension may NOT participate in activities or be on school grounds or a school sponsored event until the conclusion of the suspension.

## TARDINESS

### TARDINESS TO SCHOOL

Students are tardy to school if they arrive to homeroom after the 7:35 a.m. bell has rung.

If lateness is due to a late school bus, it will not be counted as an absence from the class period provided that the school has ample notification.

### TARDINESS TO CLASS

Students are tardy to class if they arrive after the bell indicating the start of the period has rung. Students will receive detention for unexcused tardies to the same class. The consequences for accumulated unexcused tardies to the same class are outlined in the Chart of Discipline, which can be referenced at the end of this handbook.

For class attendance purposes, it must be noted that the following shall apply:

- Tardies of fewer than 13 minutes are counted as lateness and **DO NOT** affect absence totals
- Tardies of more than 13 minutes shall be counted as a full “absence from class”

### WHEN A TARDY AFFECTS ATTENDANCE

See the times noted in the chart below to determine if a tardy will be considered an absence:

Class Period	Class Time Frame	Late after time noted equals an ABSENCE
Period 1	7:35 a.m. - 8:23 a.m.	7:53 a.m.
Period 2	8:27 a.m. - 9:10 a.m.	8:40 a.m.
Period 3	9:14 a.m. - 9:57 a.m.	9:27 a.m.
Period 4	10:01 a.m. - 10:44 a.m.	10:14 a.m.
Period 5	10:48 a.m. - 11:31 a.m.	11:01 a.m.
Period 6	11:35 a.m. - 12:18 a.m.	11:48 a.m.
Period 7	12:22 p.m. - 1:05 p.m.	12:35 p.m.
Period 8	1:09 p.m. - 1:52 p.m.	1:22 p.m.
Period 9	1:56 p.m. - 2:29 p.m.	2:09 p.m.

## ATTENDANCE LETTER NOTIFICATION AND LOSS OF CREDIT

Course Credits	1st Warning Letter Mailed	2nd Warning Letter Mailed	Loss of Credit Mailed
5.0 – 10.0	(6) Unexcused Absences	(9) Unexcused Absences	(11) Unexcused Absences
2.5	(2) Unexcused Absences	(4) Unexcused Absences	(6) Unexcused Absences
3.75 – Phys. Ed.	(4) Unexcused Absences	(6) Unexcused Absences	(8) Unexcused Absences
1.25 – Health	(1) Unexcused Absences	(3) Unexcused Absences	(4) Unexcused Absences

**For Unexcused “Truancy” Absences:** Truancy shall be any unexplained absence including but not limited to: cutting class(es), leaving campus without permission, or any other absence which is not explained by parents

1-4 Unexcused “Truancy” absences:

The administration will contact the parent to develop an action plan.

5-9 Unexcused “Truancy” absences:

The administration will contact the parent to review/revise the action plan.

10+ Unexcused “Truancy” absences:

The cumulative absences will be considered truancy and referred to the court system. Additional disciplinary action may be taken as outlined in the Chart of Discipline, which can be referenced at the end of this handbook

### ATTENDANCE APPEAL PROCEDURE\*

If a student exceeds the allowable number of absences, a student may appeal the non-credit status using the following procedure.

1. **Petition for Appeal** – A written petition must be submitted to the assistant principal by the student, no later than five (5) school days after receiving official notification of a loss of credit status. Failure to do so may forfeit the right to an appeal. The student must regularly attend school and class until his/her appeal is heard and a decision is rendered. A parent meeting will be scheduled with student’s guidance counselor.
2. **Attendance Review Committee** - In keeping with the dictates of the due process procedure, the committee shall review cases brought by student petition. The appeal committee may be comprised of an assistant principal, teachers, school nurse and guidance counselor of the appealing student. Additionally, a case worker will be involved if appropriate.

\*The attendance appeal procedure is set forth in district policy and regulation 5200

## SCHOOL INFORMATION

### CLOSED CAMPUS REGULATION

Ramapo is under a closed campus regulation. Students must have permission from an administrator to leave school grounds. Any student who does not follow this procedure will be subject to penalties listed for leaving school grounds and may have privileges revoked.

### ON CAMPUS STUDENT PARKING

There are designated areas on campus for student parking and students are required to abide by these parameters set forth by the school. Failure to do so will result in consequences, which are noted in the Chart of Discipline enclosed at the end of this handbook. All students' cars parked at the school during school hours are parked at their own risk. Student vehicles must be officially registered with the school to obtain a parking decal. This decal must be adhered to the driver's door window in the lower right hand corner. DO NOT park in the teachers' parking lot, fire zones, visitor's or handicapped designated areas. **Cars parked in any of these areas will be issued consequences as noted in the Chart of Discipline.** Students are reminded that they are to drive slowly and courteously. A speed limit of 10 mph has been established and will be enforced.

**Vehicles not registered with the school will be referred to the local police department for enforcement. \*\*Please note if a summons is issued a mandatory court appearance is required\*\***

# SCHOOL CALENDAR

## RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT STUDENT CALENDAR 2018-2019

SEPTEMBER (15)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER (23)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NOVEMBER (18)				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER (15)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY 2019 (22)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- Sept 3 Labor Day  
4 Professional Day  
5 Professional Day  
6 First Day of Classes  
10 Rosh Hashanah  
19 Yom Kippur
- Nov 8-9 NJEA Convention  
21 Minimum Day for students & staff  
22-23 Thanksgiving Recess
- Dec 21 Minimum Day for students & staff  
24-31 Holiday Recess
- Jan 1 Holiday Recess  
14 Minimum Day for Students/Profes  
Day for staff
- Feb 18-22 Mid-Winter Recess
- Apr 8-12 Spring Recess  
19 Good Friday
- May 27 Memorial Day
- Jun 20 Minimum Day for Students  
21 Minimum Day for Students  
24 Indian Hills & Ramapo Graduation  
24 Last Day of Classes for students  
(Minimum Day for students)  
25 Professional Day  
26 Professional Day  
27 Professional Day  
28 Professional Day  
(Last Day for teachers)

FEBRUARY (15)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

MARCH (21)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

APRIL (16)				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY (22)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE (16)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### Number of Days for Students

Sept	15
Oct	23
Nov	18
Dec	15
Jan	22
Feb	15
Mar	21
Apr	16
May	22
Jun	16
Total	183

### CALENDAR CHANGES:

If emergency full-day closings are greater than three, vacation days will be removed in this order: April 12, 11, 10, 9, & 8. If additional days are needed, they will be added to the end of the school year. The Board reserves the right to make other adjustments to the calendar, if necessary.

KEY	
	- First/Last Day of Classes
	- Minimum Day
	- Professional Day
	- Holiday (School Closed)

Adopted: February 26, 2018

## BELL SCHEDULES

### REGULAR BELL SCHEDULE

<i>Teacher Sign In</i>	7:30	Teacher Sign Out	3:15
<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Period 1 & Homeroom	7:35	8:23	48 minutes
Period 2	8:27	9:10	43 minutes
Period 3	9:14	9:57	43 minutes
Period 4	10:01	10:44	43 minutes
Period 5	10:48	11:31	43 minutes
Period 6	11:35	12:18	43 minutes
Period 7	12:22	1:05	43 minutes
Period 8	1:09	1:52	43 minutes
Period 9	1:56	2:39	43 minutes
Extra Help	2:39	3:15	36 minutes

### MINIMUM BELL SCHEDULE (Early Dismissal)

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Period 1 & Homeroom	7:35	8:23	48 minutes
Period 2	8:27	9:15	48 minutes
Period 3	9:19	10:07	48 minutes
Period 8	10:11	10:59	48 minutes
Period 9	11:03	11:51	48 minutes

### DELAYED OPENING BELL SCHEDULE

<b>Period</b>	<b>Start Time</b>	<b>End Time</b>	<b>Duration</b>
Period 1 & Homeroom	9:05	9:43	43 minutes
Period 2	9:47	10:20	33 minutes
Period 3	10:24	10:57	33 minutes
Period 4	11:01	11:34	33 minutes
Period 5	11:38	12:11	33 minutes
Period 6	12:15	12:48	33 minutes
Period 7	12:52	1:25	33 minutes
Period 8	1:29	2:02	33 minutes
Period 9	2:06	2:39	33 minutes



## **SNOW CLOSING**

When the Ramapo Indian Hills High School District is closed for inclement weather:

1. A "reverse 911" phone message will be made to all homes as early as possible.
2. AM radio station 1010 WINS and television station News 12 New Jersey Cable have agreed to announce that the high schools are closed.
3. There will be a recorded announcement on telephone number 848-7669 (848-SNOW).  
PLEASE NOTE: THIS IS A SPECIAL NUMBER FOR SCHOOL CLOSING INFORMATION ONLY. IT IS NOT THE REGULAR SCHOOL NUMBER.
4. Snow closing information is also given on the Ramapo Indian Hills website [www.rih.org](http://www.rih.org).
5. If school is closed due to inclement weather. ALL after school and evening activities are cancelled.

## **DELAYED OPENINGS**

When school will be on a delayed opening schedule, the following procedures will be in effect:

1. A "reverse 911" phone message will be made to all homes as early as possible (prior to 5:30 a.m.)
2. If weather conditions worsen, and it is decided to close school completely, this second call will be made no later than 7:00 a.m.
3. No fire sirens will be used.
4. Announcements will be made on AM radio station 1010 WINS and News 12 New Jersey Cable Television that the high schools are on a delayed opening schedule. Continue to listen to the radio station or TV stations. If the weather gets worse, a later decision may close schools completely.
5. Also, check the school website: [www.rih.org](http://www.rih.org). Delayed opening/school closing announcements should be posted by approximately 5:30 a.m.
6. There will be a recorded announcement on telephone number 848-7669 (848-SNOW).
7. All **bus routes** will be the same, and each route will **begin** its run 90 minutes (1-1/2 hours) later than the normally scheduled time. Students must be in school by 9:00 a.m.
8. Early in the afternoon, a decision will be made as to whether or not afternoon and evening activities will be held.

## **APTS**

The Parent, Teacher, Student Organization is an organization that serves the Ramapo High School educational community. Parents are encouraged to join the APTS and become involved in the many activities that serve our school and its students. These activities include funding special projects in the school, recognition and scholarships for students, and publications listing clubs, activities, and service opportunities for students. Please check the APTS link on our website.

## **CLUBS AND ACTIVITIES**

Students are encouraged to become involved in the clubs, activities and sports that interest them. Additional information is available on the [www.rih.org](http://www.rih.org) website.

It is the school's procedure that students attending school functions and activities, must adhere to the rules and regulations of those functions and the District's Code of Conduct. The District does not generally permit students who leave such functions or activities to return.

Students must have properly completed and signed Field Trip permission forms in order to participate in any field trips.

## **FLAG SALUTE**

New Jersey law requires all persons to show respect for the flag of the United States of America.

## **BUS TRANSPORTATION**

The Board of Education has provided school bus transportation for Ramapo students who live more than 2.5 miles from school. These buses are for your benefit. Don't abuse them. Proper behavior should be observed at all times. Hazing and smoking on the buses is forbidden. Misconduct on school buses may result in having offenders removed from the bus and/or disciplinary action.

## **EMERGENCY / FIRE DRILLS**

New Jersey school law requires two (2) emergency drills per month for practice in vacating or securing the building in case of emergency. Fire drill instructions are posted in every room. Therefore, when the fire alarm rings, stop work immediately. Form a line following the teacher's direction and do not run. Stop and stand quietly in the place specified until the signal to return is given.

## **STUDENT ID CARD REGULATIONS**

All students are required to carry their photo identification cards (I.D.) at all times. These cards will also serve as pass cards for electronic door entry, bathroom entry, printing access and late sign in. It is vital that you recognize the importance of your I. D. card, and take all necessary steps to safeguard the card at all times. Regulations for I.D. cards are as follows:

1. Each student will be given an I.D. card at the beginning of their Freshman year. This card must be kept for the full four (4) years of high school.
2. Students are responsible for their I.D. cards. A student who has lost his or her card must report to the Main Office and apply for a replacement I.D. card at a fee of \$10. Exact change or a check made payable to Ramapo High School.
- 3.
4. Discipline will result in the following instances; if any student refuses to carry their I.D. card, is found possessing an I.D. card not belonging to them, is found to have loaned their I.D. card to another student, or falsifies or tampers with an I D. card.

## **LOCKERS**

Lockers are issued to students upon entry to school and are for the storage of clothing, textbooks and lunches throughout the student's' time at Ramapo High School. The administration reserves the right to inspect lockers at any time. **Do not share lockers or give your combination to another student.** Report damage to locker immediately to the Main Office.

Trained law enforcement dogs will do random searches of the building and student lockers during the school year. These searches are an effort to enforce the district's zero tolerance policy on drugs and alcohol.

Students should bring a lock to secure valuables in the Physical Education locker rooms during classes and after- school athletics.

## **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**

## **ACADEMIC INFORMATION**

### **ACADEMIC INTEGRITY**

Projects, position papers, tests and quizzes, homework, essays, lab reports and other work assigned in all disciplines are distributed by the teacher to enhance instruction, to evaluate achievement and, in general, to facilitate each student's mastery of the material. The assumption that lies at the base of all academic achievement is that each student does the appropriate research, organization and presentation of the material as part of his or her own learning process.

Therefore, any student who copies another's work, or who does not acknowledge the sources of the information, ideas and/or wording obtained through the research process, is misrepresenting the work as his or her own. This is considered intellectual and academic dishonesty. The technical term is plagiarism. The penalty for copied work or for plagiarized work is a zero grade on the assignment.

Do not use another's work without citing your sources. This includes all material found on and taken from Internet web sites, CD-ROMs or other electronic sources. Be sure to consult your teacher for specific directions and format for citing sources.

Teachers will follow the same procedures as defined in the handbook under "Cheating Statement".

### **HIGH SCHOOL GRADUATION**

The Board of Education shall recognize the successful completion of the secondary school instructional program by the awarding of a state-endorsed diploma certifying that the student has met all state and local requirements for high school graduation. The Board shall certify annually to the County Superintendent that each student who has been awarded a diploma has met the requirements for graduation.

#### **Admission Policy - 5111**

Students found not to be properly domiciled within the District, due either to failure to legally reside therein or failure to meet the criteria of an 'affidavit student' shall, subject to the requirements of law, be immediately excluded from attendance. Persons who improperly cause or allow such circumstances to develop will be prosecuted to the full extent of the law, which currently states that such acts are disorderly persons offenses, subject to fines and/or imprisonment. Demand for current and retroactive tuition payments, computed at 1/180 of the total per pupil cost for each day of ineligible attendance, will be made.

#### **High School Graduation Requirements**

A graduating pupil must have earned a minimum of 135 credits in courses designed to meet the NJ Student Standards including, but not limited to, the following credits:

- 20 credits in language arts literacy aligned to Grade 9 through 12 standards;
- 15 credits in mathematics, including Algebra I and Geometry (or the content equivalent), and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils for college and the 21<sup>st</sup> century;
- 15 credits in social studies, including ten credits in United State History, five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
- A minimum of 17 credits in science including biology, chemistry, and one additional physical science course;
- 5 credits in health, safety, and physical education during each year of enrollment, distributed as 3.75 credits in physical education and 1.25 credits in health;
- 5 credits in visual and performing arts;

- 10 credits in world languages or student demonstration of proficiency as set forth in New Jersey Administrative Code;
- 2.5 credits in financial, economic, business and entrepreneurial literacy;
- Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
- 5 credits in 21<sup>st</sup> century life and careers, or career-technical education; and
- Electives as determined by the high school program sufficient to total a minimum of 135 credits (class of 2016), or 140 credits (class of 2017 and beyond).

All graduating students must also meet the NJ High School Testing Requirements set forth by the NJ Department of Education.

### **Graduation Ceremony**

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the ceremony of graduation when personal conduct so warrants. Such exclusion shall be regarded as a school suspension, and shall be subject to the same procedures and guarantees of due process as suspension.

## **GRADING SYSTEM**

In all undertakings, standards must be used to measure achievement and performance. The grading system serves that purpose. In each of the quarterly marking periods, students will be graded on the following scale:

A	(93-100)
A-	(90-92)
B+	(87-89)
B	(83-86)
B-	(80-82)
C+	(77-79)
C	(73-76)
C-	(70-72)
D+	(67-69)
D	(63-66)
D-	(60-62)
F	(50-59)
X	(0-49)

In addition to these measures of achievement, an evaluation of effort is made.

## **HONOR ROLL**

Ramapo honors its outstanding scholars by publishing an Honor Roll at the end of each eight-week marking period.

### **Superintendent's List**

1. Grades in all subjects excluding Physical Education: All "A's".
2. Grades in Physical Education: none lower than "B".

### **High Honor Roll**

1. Grades in all subjects excluding Physical Education: "A's" and one (1) "B" permitted.
2. Grades in Physical Education: None lower than "C".

## **Regular Honor Roll**

1. Grades in all subjects excluding Physical Education: None lower than a “B” with one “C” accepted.
2. Grades in Physical Education: None lower than “C”.

## **HOMEWORK**

Whether you are given an actual assignment or not, you should spend approximately 30 minutes on homework for every class every night. There will be nights when an assignment will take more than 30 minutes, and others when 15 minutes will be sufficient. From time to time teachers may not give an actual assignment so that you may review or do any long-term assignments such as research reports or book reports.

When you are sick and absent or tardy from your classes, it is your responsibility to make up missed work. Contact a reliable classmate and/or check Schoology for additional class information.

## **FAMILY LIFE CURRICULUM REVIEW**

The Ramapo Indian Hills High School District conducts a Family Life Education Program in compliance with the New Jersey Administrative Code on Family Life Education. It will be taught as part of the Health program offered to students in grades nine, eleven and twelve.

The Family Life Curriculum is in alignment with the New Jersey Core Curriculum Content Standards in Comprehensive Health and Physical Education. Parents and guardians who wish to preview the curriculum and instructional materials can do so by contacting the District Supervisor of Health and Physical Education at 201-337-0100, Ext. 3357 or 201-891-1500, Ext. 2257.

Parents and guardians who wish to have their student excluded from those curriculum elements that the parents consider objectionable should also contact the District Supervisor.

## **SCHEDULE/REQUEST CHANGES**

Any changes to “course requests” must be reviewed with care since registration for each school year begins the preceding January giving ample time for careful thought and planning for course selection on the part of the student, parents and counselor. Changing these requests are allowed from January through March. This March deadline is strictly enforced because any change in a request affects the Master Scheduling process.

The master schedule will be finalized on August 17, 2018. No schedule changes will be made after this date. Schedule changes will resume again during the period of September 11 – 21, 2018. Changes of an educationally sound nature will be considered with the approval of the parent and the subject supervisor, after consultation with the guidance counselor and based upon availability. Please note the following procedure regarding course selection changes: students may not change schedules for convenience or to free a period for work or sports. Students are also encouraged to make any alterations to their preliminary schedules during the month of June by contacting their temporary counselor below.

From September 24, 2018 to October 19, 2018, a student may drop a course, but NOT ADD a course, and the dropped course will not appear on the transcript.

Effective October 22, 2018, all courses in which a student is enrolled must be completed regardless of grades or progress in the course.

## **STUDENT RECORDS**

The Board of Education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of student records. Student records shall include all those mandated by the New Jersey Administrative Code and state or federal statutes, as well as those authorized by the Board of Education to promote the educational welfare of the student. Parents/guardians and adult students shall have access to those records as outlined in board Policy #8330.

Parents/guardians and adult students will be notified annually in writing of their rights in regard to student records. Should the parental right of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the District that the right to review student records should be denied to the person whose rights have been terminated.

Authorized persons and organizations may be provided access to these records at a convenient place and time within the limits stipulated by law, i.e., within ten (10) days of the request, but prior to any review or hearing conducted in accordance with state Board of Education regulations. Parents/guardian or adult students have the right to seek to include in the records any material they think pertinent, or to seek exclusion from the records any material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record.

All school records are maintained in a secure and confidential manner. Certified school personnel will annually review student records to determine their educational relevance. Any deleted information shall be destroyed. Data may not be removed from the record of a disabled student without prior parental notice.

The District shall compile, publicize and make available a "student information directory" which shall be available to educational, occupational and military recruiters as required by law. Parents/guardians or adult students will be notified in writing of their rights in regard to student participation in educational, occupational and military recruitment programs. There is a ten-day (10 day) period in which to submit a written statement to the Superintendent prohibiting the District from including information about the student before allowing access to the directory.

Student records of newly enrolled students shall be requested from the district of previous attendance as soon as possible after enrollment. For students transferring out of the district, mandated student records will be forwarded as soon as possible upon receipt of the request from the Superintendent of the new school district. Disciplinary records shall follow within two weeks to a public school or upon written request by a private school. Mandated student records shall be preserved in perpetuity by the New Jersey school district of last enrollment. These records include name, date of birth, sex, address, phone number, grades, attendance records, classes attended, grade level completed, year completed, name of parent(s) and citizenship status.

## **STUDENT GRIEVANCE POLICY**

Students may recommend changes in school policy and curriculum following the regulations set forth in Policy and Regulation #5710. For more information, please visit the District's Policy Manual on the website.

## **QUARTERLY ASSESSMENTS**

All students will be required to take quarterly assessments in their courses. Quarterly assessments are scheduled for the end of each marking period according to the schedule defined in this handbook. The administration of the quarterly assessments is scheduled for the class period during the regular school day. Each quarterly assessment will count toward 20% of the marking period grade for each respective class. The final grade for the course will be an average of all of the 4 marking period grades. Students who are unable to complete the quarterly assessments during the scheduled time will need to arrange for a makeup with their classroom teacher. If a makeup is not completed, a grade of a 0 will be recorded as an assessment grade and used calculating the final grade for that marking period.

Students should not make any plans or commitments that would conflict with their availability to take the assessments as scheduled. Under extraordinary circumstances, and for compelling reasons, we will consider requests for alternative arrangements to be taken after the regular assessment date. Please make such requests **in writing** to the Principal.

## **Marking Period Dates & Assessment Schedule** **District Start / End: September 6, 2018 - June 24, 2019**

### **Marking Period 1: September 6, 2018 - November 7, 2018 (43 days)**

#### Scheduled Assessments\*

November 5, 2018: AP Quarterly Assessments for **all** other content areas not tested on Nov 6 or Nov 7

November 6, 2018: Math and Business, including quarterly assessments for AP Math courses

November 7, 2018: World Language, Anatomy and Physiology, Marine Systems, Human Anatomy UP, and quarterly assessments for AP World Language and AP Science courses

Quarterly Assessment Make-up Period: Week of November 12, 2018

#### Alternative Assessments / Projects

All alternative assessments are due no later than October 30, 2018.

Subject-Areas:

- Science Core Courses, Forensics, and Horticulture
- Social Studies - Completed in October
- English - Completed during the last 4 weeks of the marking period (prior to 10/30/18).

Study Guides Posted to Schoology: October 29, 2018

No Homework Assigned: Beginning 11/2/18 through 11/7/18

Last Day for Tests / Quizzes: November 2, 2018

Interim Reports Due: 10/05/18, Available to Parents: 10/08/18

Marking Period Grades Due: 11/16/18, Available to Parents / Guardians: 11/19/18\*\*

### **Marking Period 2: November 12, 2018 - January 25, 2019 (46 days)**

#### Scheduled Assessments\*

January 23, 2019: World Language, Science Core Courses, Marine Systems, Forensics, Horticulture, and quarterly assessments for AP World Language and AP Science courses

January 24, 2019: Math and Business, including quarterly assessments for AP Math courses

January 25, 2019: AP Quarterly Assessments for **all** other content areas not tested on Jan 23 or Jan 24

Quarterly Assessment Make-up Period: Week of January 27, 2019

#### Alternative Assessments / Projects

All alternative assessments are due no later than January 18, 2019.

Subject Areas:

- Social Studies - Completed throughout the marking period\*
- English - Completed throughout the marking period
- Anatomy and Physiology, Human Anatomy UP

Study Guides Posted to Schoology: January 16, 2019  
No Homework Assigned: Beginning 1/22/19 through 1/25/19  
Last Day for Tests / Quizzes: January 22, 2019  
Interim Reports Due: 12/14/18 Available to Parents: 12/17/18  
Marking Period Grades Due: 2/1/19, Available to Parents / Guardians: 2/4/19\*\*

**Marking Period 3: January 28, 2019 - April 5, 2019 (45 days)**

*No Quarterly Assessments for AP Courses*

Scheduled Assessments

April 5, 2019: Math

No quarterly assessments for AP Courses in 3rd and 4th marking period

Quarterly Assessment Make-up Period: Week of April 15, 2019

Alternative Assessments / Projects

All alternative assessments / projects are due by Tuesday, April 2nd

Subject Areas:

- World Language - Completed throughout the marking period, in-class
- Science core courses and all science electives - Completed throughout the marking period
- Social Studies - Completed throughout the marking period, mostly in-class
- English - Completed during the last 4 weeks of the marking period (prior to 4/2/19).
- Business

Study guides posted to Schoology: March 29, 2019

No Homework Assigned: Beginning 04/04/18 through 04/05/18

Last Day for Tests / Quizzes: 04/04/19

Interim Reports Due: 03/06/19 Available to Parents / Guardians: 03/07/19

Marking Period Grades Due: 4/23/19 Available to Parents / Guardians: 04/24/19

**Marking Period 4: April 15, 2019 - June 24, 2019 (49 days)**

*No Quarterly Assessments for AP Courses*

Scheduled Assessments\*

June 18, 2019: Math

June 19, 2019: Science Core Courses, Anatomy and Physiology, Forensics, Horticulture, Human Anatomy UP

No quarterly assessments for AP Courses in 3rd and 4th marking period.

Quarterly Assessment Make-up Period: June 20, 21, and June 24, 2019

Alternative Assessments / Projects

All alternative assessments / projects are due by Friday, June 14, 2019

Subject Areas:

- World Language - Completed throughout the marking period, in-class
- Marine Systems - Completed throughout the marking period
- Social Studies - Completed throughout the marking period, mostly in-class
- English - Completed during the last 4 weeks of the marking period (prior to 4/2/19).
- Business

Study guides posted to Schoology: 06/11/19

No Homework Assigned: Beginning: 06/17/19 through 06/19/19

No other Tests / Quizzes: 06/18/19 and 06/19/19



Interim Reports Due: 05/17/19 at 3:00 PM Available to Parents: 05/20/17 at 3:00 PM  
Marking Period Grades Due: 06/25/19 at 12:00 PM Available to Parents / Guardians: 6/26/19 at 12:00 PM

\* *Dates subject to change*

\*\* *Students will take up to two scheduled quarterly assessments per day. Students with more than two quarterly assessments can make arrangements with their classroom teacher for another day or during the scheduled make-up period.*

### **Wellness Weekends / Breaks**

Thanksgiving Weekend: 11/22/18 - 11/25/18  
February Break: 02/16/19 - 02/24/19  
Memorial Day Weekend: 05/25/19 - 05/27/19

### **Other District Testing**

PARCC (District): Week of May 13, 2019  
Make-up PARCC Testing: Scheduled according to each school's schedule prior to May 28, 2019  
AP Exam Testing: May 6 - May 17, 2019  
NJ SLA-Science Testing Window: May 6 - June 7, 2019, Paper-based window: May 6 - May 17, 2019  
DLM Testing Window: April 3 - May 29, 2019  
Access for ELLs 2.0 Testing Window: 2/19/19 - 4/12/19

### **Advanced Placement (AP) Exam Testing**

Testing Window: May 6 – May 17, 2019  
Testing day and time determined by the College Board, depending on subject area / test.  
Graduation Requirement: None. Students in AP English 3 who take the AP English exam (English Language and Composition) are exempt from taking the PARCC ELA Grade 11 Assessment.  
Results Available: July, 2019  
For Schedule Information: <https://apcentral.collegeboard.org/courses/exam-dates-and-fees/2019-exam-dates>  
For Exam Information: <https://apcentral.collegeboard.org/courses>

## **CALCULATORS**

Technology is an integral component of today's math and science lessons, and the role of technology will only increase in the future. **Graphing calculators** can help students make sense of essential mathematical concepts through discovery and the power of visualization. Furthermore, they can analyze data and suggest mathematical models that "fit" the data. Students should be thoroughly comfortable with graphing calculators, since they are permitted to use them on standardized tests, including SAT-I, SAT-II, PARCC, and AP Exams.

Therefore, the mathematics and science departments recommend that each student bring his/her own graphing calculator to class every day. The calculators of choice are currently the *TI-83 Plus* or *TI-84 Plus* from *Texas Instruments*. One or the other is required for Statistics and College Algebra. These are versatile machines, easy to use and will serve the student well through four years of high school and in college math and science courses as well.

## **SCHOOL SERVICES STUDENT PERSONNEL**

The Ramapo High School Counseling program plays a vital role in supporting the academic, social/emotional and post high school planning components of student success. In following a scope and sequence of activities, the Guidance Department ensures each student participates in their own development, both as an individual and as a member of the larger high school community.

Academic Planning: Counselors assist students in developing a course of study appropriate to student's level, interest, and possible career path.

Post High School Planning: Counselors assist students in gaining knowledge about their own interests and skills by making use of assessments (skills and knowledge inventories, personality type/learning style assessors, etc.), use of the technology-based program Naviance, and individual counseling to develop an ongoing plan for life beyond high school.

Social/Emotional Support: Counselors can help students with a wide range of issues including but not limited to decision-making skills, transitions, time management skills, and learning how to manage peer relationships.

Counselors meet with students on both an individual basis and in-group settings throughout the student's high school career. Students may make an appointment with their counselor by completing an appointment request slip in the Guidance Office. Their counselor will schedule them for an appointment and send a student pass to period one classes. Counselors are available to meet with students throughout the day and practice an "open door" policy whenever possible. Emergency situations will be handled on an individual basis.

## **SPECIAL EDUCATION**

The Department of Special Education at Ramapo High School is under the direction of the District Director of Pupil Personnel Services. There is also a building-based department supervisor. The Child Study Team consists of School Psychologists, Learning Disabilities Teacher Consultants and Social Workers. Students are provided with related services therapies through certified contractors. The teaching staff includes certified instructors of students with disabilities who are also certified in the secondary subject area, supplemental instructors who are certified by secondary subject areas, and paraprofessionals. Guidance counselors, school nurses, student assistance counselor, administrators and other professionals assist the Child Study Team as needed.

Students who may be experiencing difficulties of an academic, physical, emotional, intellectual, or social nature can contact their guidance counselor to discuss the nature problem, to such an extent that they believe special services are needed to address these issues.

The Administration, Intervention and Referral committee, 504 committee, student's guidance counselor, teacher or parent, may refer a student to the Child Study Team. New Jersey School Law requires parental approval before any formal evaluation can be conducted by the Child Study Team.

## **INTERVENTION AND REFERRAL SERVICE**

Ramapo High School has an Intervention and Referral Service Committee to which teachers can refer students who are having academic or social difficulties. The committee will support and guide classroom teachers and coordinate, plan and provide intervention and referral services both through the school and available community-based agencies. They will also actively involve parents and guardians in developing and implementing a plan to assist students.

## **LIBRARY MEDIA CENTER**

The Ramapo High School Library Media Center offers every student the most relevant resources for academic research, plus fiction books for class assignments or pleasure reading. The collection includes more than 14,000 print volumes, 40 magazines and daily newspapers, and 75 databases that are accessible in school and from remote locations. These databases include periodicals, academic journals, literary, scientific, and historical materials as well as materials for general reference.

### **ADMISSION TO THE MEDIA CENTER**

Students may come to the Media Center during study halls (with passes), lunch periods, and after school. In addition, academic classes use the Media Center classroom and resources daily throughout the year.

### **BOOK LOANS**

Students use their Ramapo student I.D. cards to borrow books through our Destiny Library Catalog System from the RIH District Library Media Center collection. Books are borrowed for three weeks and can be renewed when necessary.

### **The Library Hours are as follows:**

Monday: 7:30 a.m. to 3:15 p.m.  
Tuesday: 7:30 a.m. to 4:00 p.m.  
Wednesday: 7:30 a.m. to 4:00 p.m.  
Thursday: 7:30 a.m. to 4:00 p.m.  
Friday: 7:30 a.m. to 2:39 p.m.

## **HEALTH SERVICES**

Our health services facility is centered in the nurse's office. Two full-time Certified School Nurses and a well-equipped office and rest room assure any student ample care if he/she should become ill during the school hours. Students must have a signed pass from their teacher before reporting to the nurse. The school nurse is on duty throughout the school day for consultation with students, parents, and staff. For the safety and well-being of students/staff, please keep your child home if they are ill for a 24-hour period, fever free without any over the counter medication and no vomiting for a 24-hour period.

The goal of the Ramapo High School Health Services program is the maintenance of a sound mind and body for students and staff. In pursuit of this goal, several screening tests, examinations, and current immunizations are required.

### **PHYSICAL EXAMS**

Physical examinations are required for all incoming 9<sup>th</sup> grade students and transfer students. Yearly physicals are required for all athletes prior to the start of the season. Vision, hearing, and scoliosis screenings are performed. Pupils must report to the health office at the appointed time for administration of screening tests.

### **IMMUNIZATIONS**

Immunization information and records are required to be up to date in accordance with the N.J. State Health Department Ruling. A form will be sent home to a parent indicating any mandatory immunization(s). A physician must sign this form even if it concerns a past immunization. It should be mailed back to the school nurse's office immediately. Students may be barred from attending school if not in compliance with this ruling.

## **UNABLE TO PARTICIPATE IN P.E.**

Students unable to participate in physical education classes for three weeks or more require a physician's note to the Main Office and are responsible for completing the required make-up written assignment(s). For students, unable to participate in P.E. for up to three days; a parent/guardian note to the Phys. Ed. teacher will suffice. **Students in interscholastic sports, co-curricular activities, or clubs that are physical in nature, or have physical demands, may not participate in their sport while on a gym excuse. In order to return to physical education and sports; a clearance note from the treating physician must be given to the nurse stating that the student may return to normal activities with no restrictions.**

Students who are on crutches must have a physician's order to use them in school.

## **ACCIDENT REPORTS**

Since the accident report is the basis for all insurance claims, all injuries in the classroom, gym, and interscholastic sports, must be reported promptly to the school nurse who will file a report and certify all student claim forms. Insurance coverage, as for athletes, is on an "excess" basis only. Parents must apply to their own insurance carrier first. The school may assist the parent in reporting the injury and obtaining claim forms, but the responsibility for adjustment of any insurance claim lies with the parent.

## **MEDICATIONS**

All medications, either prescription or non-prescription, to be taken on school premises, shall be dispensed by the school nurse. A medication form filled out completely by the doctor with signature and stamp along with parent signature is required for ALL medications, including over-the-counter medications. All medications must be in its original container.

Under no circumstances may a student leave the building unless excused by the office or the nurse, and only after parental permission has been secured.

## **SCOLIOSIS SCREENING**

18A: 4.0-4.3 An act concerning the examination of students for the condition known as scoliosis:

1. Every Board of Education shall provide for the biennial examination of every student between the ages of 10 and 18 for the condition known as scoliosis in accordance with standards jointly established and promulgated by the Departments of Health and Education. Such examination shall be carried out by a school physician, school nurse, physical education instructor or other school personnel properly trained in the screening process for scoliosis. Every Board of Education shall further provide for the notification of the parents or guardian of any student suspected of having scoliosis. Such notification shall include an explanation of scoliosis, the significance of treating it at an early stage, and the public services available, after diagnosis for such treatment. *18A: 4.0-4.3. Scoliosis; test every other year—grades 9 and 11; notice to parents or guardian.*
2. Any student shall be exempt from the examination upon written request by his/her parent or guardian. *18A: 4.0-4.4 Exemption.*
3. No action of any kind in any court of competent jurisdiction shall lie against any physician, school nurse, physical education instructor, or other school personnel by virtue of the provisions of this act. *18A: 4.0-4.5 Immunity from action of any kind due to provisions of act. L. 1978, c.97 § 3, eff. Aug. 14, 1978.*

## ATHLETIC ELIGIBILITY

A student who wishes to participate in athletic competition should be in good physical condition with freedom from injury and/or full recovery from illness. When a student is exempt by a physician's note from participation in Physical Education class due to medical reasons they are also prohibited from playing any athletics during that time. They may only return to both activities (Physical Education and Athletics) with a clearance note by the physician.

Each participant must complete and submit a two-part form provided by the district and available for downloading at the [www.rih.org](http://www.rih.org) website. Part A (Health History Questionnaire) is completed by the parent and must be submitted no more than 60 days before practice begins for each sport. Part B (Physical Evaluation Form) must be completed by the student's personal physician and is valid for a total of 365 days. Both forms will be reviewed by the school medical examiner before participation.

Coaches for individual sports will provide a permission form for participation as well as an emergency card. Both forms must be completed by the parent and returned to the coach.

Approval for athletic participation is based on a student's academic achievement and good school citizenship.

**In order for a student to participate in athletic activities, the student must be in school by 10:48 a.m. on the day of the activity. The student must be in school for half of the school day.**

**First Semester:** To be eligible for athletic competition during the first semester of the 10<sup>th</sup> grade or higher or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% (30) of the 120 credits required by the State of New Jersey for graduation during the immediately preceding academic year.

**Second Semester:** To be eligible for athletic competition during the second semester of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12 ½% (15) of the 120 credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

## NATIONAL HONOR SOCIETY

"For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member."

In the Ramapo Indian Hills Regional High School District, selection to the National Honor Society (NHS) is made by a five-member Faculty Selection Council in the fourth quarter of the junior year and the first/second quarter of the senior year. By NHS rules, only students who have been enrolled in the District for the equivalent of one semester are eligible for membership.

"The Faculty Council of the chapter selects students who demonstrate *outstanding performance* in all four criteria of NHS—scholarship, leadership, service, and character." All juniors with a 3.6 cumulative average at the end of the fifth semester and all seniors with a 3.6 cumulative average at the end of the sixth semester are eligible. All eligible students will be invited to submit an application portfolio of information to be used by the Faculty Selection Committee to support the student's candidacy for membership. To be offered membership in NHS, an eligible student (with the required GPA) must "...demonstrate outstanding performance I all four criteria of scholarship, leadership, service, and character."

Those four criteria are defined as follows:

**Criterion 1 – Scholarship:** for current juniors and seniors, class of 2020 and 2019: 1) eligibility is based on a 3.6 cumulative grade point average, however, academic rigor will be strongly considered in the application process. The cumulative average includes grades through fifth semester for juniors and sixth semester for seniors; 2) once selected, each member must maintain the required cumulative average.

Scholarship, starting with the class of 2021: 1) eligibility is based on a 3.6 cumulative grade point average, however, academic rigor will be strongly considered in the application process. The cumulative average includes grades through fifth semester for juniors and sixth semester for seniors; 2) eligibility is also based upon the applicant being enrolled in at least three Honors level classes or above at the time of their application; 3) once selected, each member must maintain the required cumulative average and maintain a B or better in all honors or above level courses during their junior and/or senior years.

**Criterion 2 – Leadership:** candidate 1) demonstrates and exemplifies leadership in the classroom, in extracurricular activities, and/or on the athletic field, at work, or in community activities; 2) is thoroughly reliable and dependable in any responsibility he/she accepts; 3) successfully holds school offices or positions of responsibility, influencing others for the good of the school community; 4) demonstrates leadership outside elected positions through participation in other activities offered on campus, such as athletic team captains, section leaders in band and chorus, committee chairs or directors in student groups, etc.; 5) exemplifies positive attitudes and inspires positive behavior in others; 6) exercises positive influence on peers in upholding school rules, ideals, and spirit; 7) contributes ideas that improve the civic life of the school; 8) demonstrates initiative in promoting and supporting school activities.

Eligible students must verify leadership roles with letters of documentation from adults in charge of each activity, organization or group.

**Criterion 3 – Character:** The National Honor Society is a member of the Character Counts! Coalition and supports the criteria of the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship. The student of character: 1) promptly meets pledges and responsibilities to teachers, to school, and to others; 2) demonstrates the highest standards of honesty, reliability, morals, and ethics; 3) constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability, and proper behavior both in and out of school); 4) cooperates by complying with school rules and regulations; 5) has no record of infractions of school rules and regulations; 6) upholds principles of morality and ethics; 7) takes criticism willingly and accepts recommendations graciously; 8) regularly shows courtesy, concern, and respect for others; 9) manifests truthfulness in acknowledging obedience to rules, avoiding unwillingness to profit by the mistakes of others; 10) actively helps to rid the school of bad influences or environment.

**Criterion 4 – Service:** “Service is...considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.”\* The student who serves others: 1) volunteers dependable and well organized assistance to others on his/her own time; 2) works well with others and is willing to take on difficult or inconspicuous responsibilities; 3) willingly does committee and staff work and shows initiative; 4) is sacrificing of time for others; 5) is willing to represent the class or the school in inter-class and inter-scholastic competition; 6) mentors persons in the civic, social, or humanitarian community; 7) shows courtesy by assisting visitors, teachers, and students; 8) participates in the work or activity of civic, social service, faith-based, or humanitarian group (scouting, mentoring, volunteer services for the poor, elderly, or disadvantaged); 9) shows evidence of recent, significant volunteerism, in areas including, but not limited to, extracurricular activities in the school environment, as well as service to humanitarian causes, civic service, community service, or faith based service.

The Faculty Council believes that eligible students should endeavor to provide evidence of 50 or more hours of service in a variety of areas for the three years of enrollment in the District.

Eligible students must verify service hours in activities outside of school with letters of documentation from adults in charge of each activity, organization, or group. Letters must identify the number of hours (per week or per event, or per year), the years of service, and the type of service rendered. Letters must be on official stationery and must be signed by the adult in charge.

**NOTE:** Activities (such as babysitting, after-school jobs, summer jobs, camp counseling) *for which a student receives compensation* cannot be considered in the Service category. Activities such as babysitting for relatives, performing household chores, helping neighbors, also cannot be considered in the Service category. Activities such as playing on a summer or town recreation sports team, while part of a student's record of participation in out of school activities, cannot be considered in the Service category.

**NOTE:** A student's service record must reflect significant involvement each year, and especially in the year(s) of selection eligibility. Service must include significant humanitarian and/or civic service activities. Activities identified under the Service Category should include and reflect a balance of contributions to school extracurricular activities, to civic, humanitarian and community service.

Selection to NHS also involves a survey of all teachers who have had contact with candidates in any of the four years of enrollment in the District.

Students who are not selected for membership have the right to appeal the decision of the Faculty Council within ten (10) days of official notification of non-selection. Appeals must be based on a perception of error by the Faculty Council in following the appropriate guidelines in the NHS Handbook. Appeals should not be based on mere disagreement with the Faculty Council's judgment. Appeals, therefore, are primarily a request for the Faculty Council to re-examine its adherence to the appropriate procedures.

Students who wish to appeal must first speak to the NHS advisors, and then write an appeals letter. This letter is brought to the principal and then the Selections Committee. Students or parents who wish to appeal the decision of the Faculty Council (as per the above guidelines) must follow the complaint procedures established by the RIH Board of Education.

Students who are not selected after the fifth semester junior year will be eligible to submit their portfolio for reconsideration in the fall of their senior year, provided they have maintained the required GPA.

Members of NHS provide free tutoring to any student. For more detailed information about NHS, see the advisor or the guidance counselor. \*National Honor Society Handbook 16th Edition 2005.

## WORLD LANGUAGE NATIONAL HONOR SOCIETY

The purpose of the World Language National Honor Society is to recognize high achievement in the study of a foreign language. It is for those who have shown and proven a deep interest in a foreign language. Ramapo High School is proud to offer three National Honor Societies for our students:

- Société Honoraire Française  
Charter #3542
- Societa Onoraria Italica  
Dante Alighieri
- Sociedad Honoraria Hispánica  
Capítulo Antonio Maceo

Qualifications for membership during the senior year:

- The student must have completed three consecutive years of the same language study at the high school level.
- The student must have received final grades of at least two A's and one B for the three years of language study.
- The student must be currently enrolled in the same language during their senior year and must be in honor roll average standing (nothing less than a B) in that language course.

The induction ceremony is held in the fall of the senior year.

Members may enjoy the benefits of their World Language National Honor Society. For example: they may vote, hold office, have the right to wear their society's honor cord/pin/medal at graduation, may be eligible to receive scholarships for study abroad, etc... In addition to these benefits, the students in this prestigious society will give back to the community through a variety of projects. As an example, a peer-tutoring schedule will be organized whereby the students are expected to offer academic assistance to fellow students enrolled in lower level language courses.

A member may be removed from any of the above-mentioned Chapters at the discretion of the Chapter Sponsor, the World Language NHS Advisor, and/or Administration, for failure to maintain an honor roll average, misconduct, insubordination, or any other infraction deemed serious by the Administration.



## STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – [STUDENT DISCIPLINE/CODE OF CONDUCT](#). Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the Chart of Student Discipline beginning on the next page.

### CHART OF DISCIPLINE

Student Infraction	Offense	Action
<b>INSUBORDINATION</b> - Examples of this type of conduct include, but are not limited to:		
<p><b>Tardiness to School and/or Class</b></p> <p>Students are expected to be in first period on time.</p> <ul style="list-style-type: none"> <li>If for any reason you are late to school and arrive after <b>7:35 a.m.</b>, you are to report directly to the <b>Late Sign-In Table</b> for an admit-to-class slip. If you arrive after <b>8:23 a.m.</b>, you are to report directly to the Main Office for an admit-to-class slip.</li> </ul> <p><b>Students who do not sign in by 7:53 a.m. will be marked absent for Period 1.</b></p> <p><i>As in the case of absences, tardiness due to illness is excused only by a physician's note.</i></p> <p>Students are tardy to school if they arrive to period 1 after the 7:35 a.m. bell has rung.</p>	1 to 4	Warnings Issued by Teacher
	5	Teacher Detention
	10	Tardiness issue referred to Administration - (1) Central Detention
	15	Tardiness issue referred to Administration - (2) Central Detentions
	20	Tardiness issue referred to Administration - Saturday Detention
	25+	Tardiness issue referred to Administration - 1-Day In School Suspension and Removal of Privileges
<p><b>Failure to Report to Late Sign-In Table and/or Main Office When Late to School</b></p> <p>If for any reason you are late to school and arrive during first period, you are to report directly to the <b>Late Sign-In Table</b> for an admit-to-class slip. If you arrive after first period, you are to report directly to the Main Office for an admit-to-class slip.</p>	Any offense	<p><i>Depending on Circumstance:</i></p> <p>May accrue an unexcused absence from class if not in class for a minimum of 30 minutes</p> <p>May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action</p>

<p><b>Failure to Identify Self /ID Card Misconduct</b></p> <p>In order to maintain a safe and orderly environment, school personnel must be able to identify students. Therefore, if your name is requested, you must give it. Giving your name is not an admission of guilt but it is necessary to maintain a safe and orderly environment.</p> <p>In addition to: Failure to carry student ID; is found possessing an ID belonging to another student; is found to have loaned their ID to another; or falsifying or tampering with an ID card.</p>	<p>Any offense</p>	<p>Administration's Discretion - Penalties may vary according to the severity and frequency of the offense:</p> <p>Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
<p><b>Failure to Attend Teacher Detention</b></p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent offenses</p>	<p>Teacher's Discretion</p> <p>Issue referred to Administration - Central Detention</p> <p>Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
<p><b>Failure to Attend Saturday Detention</b></p> <p>Saturday Detention will only be rescheduled with prior Administrative Approval</p>	<p>Any offense</p>	<p>(2) Saturday Detentions; if one of these detentions is missed, a 1-Day In-School Suspension will be assigned</p>
<p><b>Chronic Failure to Attend Detention</b></p>	<p>Any offense</p>	<p>Removal of privileges and/or removal from extracurricular activities outside the school day (including but not limited to sports, field trips, Chorus/Band concerts, Dances and Proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.</p>
<p><b>Left Class Without Permission (less than 13 minutes)</b></p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense &amp; Subsequent offenses</p>	<p>Teacher's Discretion</p> <p>Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur</p>
<p><b>Left class without permission (more than 13 minutes)</b></p>	<p>Any offense</p>	<p>Refer to Administration as <b>Cutting Class</b></p>
<p><b>Cutting Class</b></p> <p>Students are expected to be present for every class in their academic program/schedule.</p> <p>If a pupil misses 13 minutes or more from a class without authorization, this will be considered as a cut. Any cutting in excess of two (2) classes on a given day will be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>3<sup>rd</sup> offense</p> <p>4<sup>th</sup> offense</p> <p>5<sup>th</sup> offense</p>	<p>Saturday Detention</p> <p>(2) Saturday Detentions</p> <p>1-Day In-School Suspension</p> <p>2 Days In-School Suspension</p> <p>Loss of Credit for the Course &amp; Removal of Privileges</p>

<p><b>Truancy and/or Leaving School Grounds</b></p> <p>Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.</p> <p>Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent offenses</p>	<p>Saturday Detention &amp; Removal of Privileges may occur</p> <p>1-Day In-School Suspension; Removal of Privileges may occur</p> <p>2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)</p>
<p><b>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 5516)</b></p> <p>Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.</p> <p>The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.</p> <p>No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>3<sup>rd</sup> offense</p>	<p>Students using such devices in violation of this policy and regulation will surrender the device to school authorities and will be referred to the appropriate administrator for discipline as follows:</p> <p>Issue referred to Administration – Central Detention</p> <p>Saturday Detention. Pending administrative discretion, devices will be released to the parent/guardian of the student.</p> <p>1-Day In-School Suspension</p>

<p>aid, ambulance or rescue squad on a case-by-case basis.</p> <p>*Students may use Electronic Devices before the start of school (prior to 7:35am), after school ends (2:39pm), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>		
<p><b>Defying the Authority of a School Administrator</b></p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	<p>Any offense</p>	<p>Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result</p>
<p><b>Dress Code Violation (Policy 5511)</b></p> <p>The Board of Education understands that dress is a reflection of individual taste, and is often part of a person's identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment.</p> <p>At the Ramapo Indian Hills Regional High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> <li>1. For health and safety, footwear must be worn at all times.</li> <li>2. Garments designed to be worn as underwear may not be worn as outerwear.</li> <li>3. Hats, bandanas, visors, and all other head coverings are prohibited in the school</li> </ol>	<p>Any offense</p>	<p><i>Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.</i></p> <p>Administration's Discretion</p>

<p>building (except for religious and medical reasons as approved by the administration).</p> <ol style="list-style-type: none"> <li>4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.</li> <li>5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.</li> <li>6. Skirts, dresses, and shorts should not end higher than mid-thigh.</li> <li>7. Any clothing or patches that have writing or pictures that include the following are not permitted: <ul style="list-style-type: none"> <li>• References to violence and weapons; Racist comments; Anti-religious references; Sexual connotations; References to tobacco, alcohol or drugs</li> </ul> </li> <li>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</li> <li>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</li> </ol> <p>No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.</p>		
<p><b>Eating/Drinking in unauthorized areas (i.e. classroom)</b></p> <p>Students in the Ramapo Indian Hills Regional High School District are prohibited from bringing food, coffee/tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.</p>	<p>Any offense</p> <p>Chronic offenses</p>	<p>Teacher's Discretion</p> <p>Refer to Administration</p>
<p><b>Using an Outside Vendor to Make Deliveries to School</b></p>	<p>1<sup>st</sup> offense</p> <p>Subsequent offenses</p>	<p>Confiscation of delivery – Warning Issued</p> <p>Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>

<b>Not Following Procedures when on Restricted Bathroom/Locker Room &amp; Hallway Status</b>  Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1 <sup>st</sup> offense	Renew length of current restriction
	2 <sup>nd</sup> offense	Restricted status for the remainder of the school year and/or Removal of Privileges

<b>CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY</b> -Examples of this type of conduct include, but are not limited to:		
<b>Minor Disruptive/Inappropriate Behavior</b> Behavior that disrupts the learning/school environment  <b>Major Disruptive/Inappropriate Behavior</b> Behavior that may warrant removal from class  The Ramapo Indian Hills Regional High School District believes students are entitled to an education free from undue disruption. Students who are willfully disrupting the educational program of others will not be tolerated.	Any offense	Teacher's Discretion
<b>Disrespect toward School Personnel</b>	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  Admonishment/Reprimand to Out-of-school Suspension
<b>Disorderly Behavior in Cafeteria</b>  Use of the cafeteria is a privilege and is to be considered as such by all who use it. Each student is responsible for keeping the area clean and neat. Students shall discard all leftovers in the proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.	Any offense	Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions  <b><i>Students will eat lunch in assigned location.</i></b>
<b>Use of Offensive Language (verbal/written/gestures)</b>	Any offense	Refer to Administration - Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension and Counseling
<b>Inappropriate Use of Computer</b>  Unacceptable behavior includes, but is not	Any offense	Penalties may vary according to the severity and frequency of the offense.

<p>limited to, falsifying credentials; using someone else's credentials; tampering with hardware, software, or supplies; plagiarism of work or files; software piracy; pornographic pictures or messages; any form or act of harassment as defined in Policy 2360.</p>		<p>Violations shall be subject to the consequences as indicated in Reg. 2361 and other appropriate discipline which includes but are not limited to:  Supervised computer/network privileges  Suspension/revocation of computer/network privileges  Saturday Detention; In-school Suspension and/or Out-of-School Suspension  Expulsion from school and/or legal action</p>
<p><b>ACADEMIC DISHONESTY</b>-Examples of such conduct include, but are not limited to:</p>		
<p><b>Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.</b>  Examples of Academic Dishonesty include, but are NOT limited to:</p> <ul style="list-style-type: none"> <li>● Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the Internet without citing the source of the material)</li> <li>● Providing answers or receiving answers from another student</li> <li>● Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source</li> <li>● Copying short response or homework exercises</li> <li>● Copying another student's work during a test or quiz</li> <li>● Using unauthorized notes, electronic devices or other aids during a test or quiz</li> <li>● Translating text using an electronic language translation program</li> <li>● Submitting another person's work as one's own</li> </ul> <p>Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person's work by submitting that work with your name on it is academically dishonest; it is cheating. Continued instances of cheating may result in a failing grade for the marking period or for the course.</p>	<p>Any offense</p>	<p>Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral. A copy of the plagiarized work will be placed in the student's file. Refer to counselor.</p> <p>Parent/Student conference with Teacher and Supervisor if warranted.</p>
<p><b>SCHOOL VEHICLE MISCONDUCT &amp; CAMPUS DRIVING MISCONDUCT</b>- Examples of such conduct include, but are not limited to:</p>		
<p><b>Bus Misconduct</b></p>	<p>1<sup>st</sup> offense</p> <p>Subsequent Offenses</p>	<p>Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension</p> <p>Bus suspension (length to be determined-marking period, semester, year)</p> <p><i>Restitution of damages if warranted.</i></p>

<p><b>Driving Dangerously on School Grounds</b></p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Suspension of driving privileges on campus/revocation of parking permit may occur (length to be determined-marking period, semester, year) and disciplinary action</p>
<p><b>Parking a Registered Vehicle in an Unauthorized Space</b></p> <p><b>**Vehicles NOT REGISTERED with the school will be referred to the local police department for enforcement.</b></p> <p><b><u>Please note if a summons is issued a mandatory court appearance is required**</u></b></p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense &amp; Subsequent offenses</p>	<p>Saturday Detention and Suspension of driving privileges on campus/revocation of parking permit may occur.</p> <p>Removal of Privileges and Police notified</p>
<p><b>ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS-</b> Examples of such conduct include, but are not limited to:</p>		
<p><b>Breach of Security Procedures</b></p> <p>For example: Any student causing a breach of security by allowing non-students or visitors into the school building via an exterior doorway will be subject to disciplinary action.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
<p><b>Violation of Harassment, Intimidation, and Bullying (HIB) Policy</b></p> <p>Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and</p>	<p>1<sup>st</sup> offense &amp; Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Mandate in-school counseling. May require psychiatric screen for re-entry to school</i></p>



<p>that:</p> <ul style="list-style-type: none"> <li>• A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;</li> <li>• Has the effect of insulting or demeaning any student or group of students; or</li> <li>• Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</li> </ul>		
<p><b>Gambling</b></p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges; Refer to Counseling</p>
<p><b>Loitering on School Grounds or while Absent/Suspended</b></p>	<p>Any offense</p>	<p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges</p>
<p><b>Verbal, Written, and/or Gestures that Threaten School Personnel</b></p>	<p>Any offense</p>	<p>1 – 10 Days Out-of-School Suspension or more pending a BOE Suspension Hearing</p> <p><i>Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>
<p><b>Theft Personal/School Property</b></p> <p>Deliberately taking another's property constitutes theft, which is a criminal offense. This includes textbooks, library materials that are not signed out and/or cafeteria food where payment is not made. All students are urged to take proper care of their possessions. No student should leave bicycles or mopeds unsecured; lockers unlocked, carry large sums of money, or are otherwise careless with personal property. Students have an obligation to report any theft immediately to the appropriate Assistant Principal. Students are encouraged to report information that may come to them regarding thefts.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Parent Conference with Administration Saturday Detention; In-School Suspension and/or Out-of-School Suspension</p> <p><i>Restitution will be required.</i></p>

<p><b>Use or Possession of Dangerous Controlled Substance/Alcohol</b></p> <p>Students who are apprehended using an illegal drug or substance, as defined by law, shall be suspended for such time as necessary to determine whether the student may safely return to school.</p> <p>The use of any drug, including alcohol, for any reason other than medical is expressly forbidden by the Board of Education. This policy is in effect for any person on school grounds or at any other school event. Student violators face appropriate action as specified in Board Policy.</p>	<p>Any offense</p>	<p><i>Out-of-School Suspension and diagnostic substance screening to determine presence of drugs, alcohol, or steroids. Referral to S.A.C. May require mental health screen for re-entry to school.</i></p> <p>4-Days Out-of-School Suspension / 1-Day In-School Suspension pending positive assessment and/or 5- 10 days SAP (Suspension Alternative Program)</p>
<p><b>Sale &amp; Distribution of Controlled Dangerous Substances</b></p>	<p>Any offense</p>	<p><i>Indefinitely suspended pending an investigation and diagnostic substance screening to determine presence of drugs, alcohol, or steroids. Referral to S.A.C. May require mental health screen for re-entry to school.</i></p> <p>1 – 10 Days or more Out-of-School Suspension pending a BOE Suspension Hearing</p>
<p><b>Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)</b></p> <p>Smoking or use of tobacco products, <b>including electronic cigarettes</b> in school buildings, on school grounds, or on school buses by any student enrolled in the district schools, or any guest of an enrolled student, shall not be permitted. Penalties will be enforced for all violators and apply to all forms of tobacco.</p> <p>*If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police. This will result in legal action, which includes a court appearance and monetary fine.</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent offense</p>	<p><b><i>Any student involved in vaping may be subjected to a diagnostic substance screening.</i></b></p> <p>2 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a marking period.</p> <p>4 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a semester. Mandatory court referral for legal action, which includes a monetary fine</p> <p>4 Days Out-of-School Suspension, 1-Day In-School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Mandatory court referral for legal action, which includes a monetary fine.</p>
<p><b>ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE-</b> Examples of such conduct include, but are not limited to:</p>		
<p><b>Arson</b></p>	<p>Any offense</p>	<p>Out-of-School Suspension pending a BOE Suspension Hearing</p> <p><i>May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i></p>

<p><b>Vandalism</b> Damaging school property</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Saturday Detention; In-school Suspension and/or Out-of-School Suspension</p> <p><i>Restitution of damages.</i></p>
<p><b>Fighting and/or Assault</b></p> <p>The Ramapo Indian Hills Regional High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action.</p> <p><b><i>Fighting:</i></b> Mutual engagement in a physical confrontation that may result in bodily injury to either party</p> <p><b><i>Assault:</i></b> A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>3- Days or up to 10-days Out-of-School Suspension</p> <p><i>May require mental health screen for re-entry to school. Mandate in-school peer conflict and/or anger management counseling.</i></p>
<p><b>Possession of Weapons/Firearms</b> Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.</p>	<p>Any offense</p>	<p>Out-of-School Suspension up to 10-Days and may incur a Longer-term Suspension Pending a BOE Suspension Hearing</p> <p><i>May require mental health screen for re-entry to school.</i></p>

## Special Notification

**"Depending on the severity and nature of the offense, school officials may have to report offenses to the appropriate local or state law enforcement agencies as per the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials."**

### DESCRIPTION OF SCHOOL RESPONSES

School responses to violations of behavioral expectations are listed below:

#### 1. Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

#### 2. Temporary Removal from Classroom

- a. The classroom teacher may request a security escort for any student and direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a referral and disposition form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

#### 3. Meeting with School Administration and Parent

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

#### 4. Deprivation of Privileges

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

1. Moving freely about the school building;
2. Approved late arrival to school and early dismissal from schools;
3. On-campus Parking;
4. Senior/Junior proms;
5. Utilizing bathroom and locker room facilities freely;
6. Spending free time in the cafeteria during lunch;
7. Participation in extra-curricular or inter/interscholastic activities;
8. Attendance at a school-related social or sports activity;
9. Participation in a graduation ceremony;
10. Transportation to and from school on a school bus; or
11. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

## **5. Detention**

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher, the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the student/parent.
- c. A student may be excused from detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
- d. Types of detentions include, but are not limited to:
  1. Teacher's Detention (length of time to be determined by teacher). Detention is served with the teacher.
  2. Central Detention (2:45 PM - 3:45 PM)
  3. Morning Detention

## **6. Lunch Detention**

- a. A student may be required to report directly to an assigned location for his/her entire lunch period. The Building Principal or designee may assign this lunch detention.
- b. A student assigned to lunch detention may be required to bring his/her lunch to school.
- c. A student will not be permitted in the cafeteria while serving a lunch detention.

## **7. Saturday Detention**

- a. A Saturday detention is held in an assigned area at the high school from 8:30 – 10:30 a.m.
- b. A student may be required to report to school on Saturday for a detention. The Building Principal or designee may assign this Saturday detention.
- c. Transportation to Saturday detention will be the responsibility of the student/parent.
- d. A student may be excused from Saturday detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another Saturday.

## **8. In-School Suspension & Intervention Program (ISSIP)**

- a. A student may be removed from his/her regular classes and required to report to the In-school Suspension & Intervention Program.
- b. The purpose of this Program is to provide a level of discipline and intervention to address violations of behavioral expectations, which do not warrant an out-of-school suspension. The intervention development activities, counseling, and discussions with staff members that may include teachers, administrators, guidance counselors, student assistance coordinator, and Child Study Team personnel.
- c. ISSIP will begin promptly for all students; including seniors with late arrival and early dismissal at 7:30 a.m. and conclude at 2:39 p.m.
- d. A student assigned to lunch ISSIP may be required to bring his/her lunch to school.
- e. A student will not be permitted in the cafeteria while on ISSIP.
- f. ISSIP will not be imposed with the due process procedures set forth in Policy and Regulation 5610.

## **9. Grade Adjustment**

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance, may a student's grade be lowered as a direct penalty for misconduct.

## **10. Suspension from School**

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## **11. Expulsion**

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.