

STUDENT BEHAVIOR

Students are expected to comply with all school rules and regulations as well as state law as it applies to the overall operations of our school. Violations of these policies will result in disciplinary action.

NO SMOKING LEGISLATION

Beginning in June 1982, Boards of Education shall comply with the "no smoking" mandates of Bill A-1726. Prohibited is the burning of cigars, cigarettes, pipes, or any other substance containing tobacco.

Smoking is prohibited in classrooms, lecture halls, and auditoriums (except as part of classroom instruction or theatrical production), in any area where prohibited by a municipal ordinance, and in any other area of school buildings or grounds.

An individual who refuses to comply with an order to stop smoking may be fined. The violator will be reported to the local or state Board of Health with detailed information about the violation. The local administrator will also keep a record of the incident, and include names and witnesses to the violation for possible use in prosecution. Student violators will be suspended from school. Offenders will be required to appear in Municipal Court to respond to their violation of the New Jersey Statute.

TOBACCO USAGE

Smoking or use of tobacco products 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.

Penalties for Students

Smoking, as well as use or possession of any tobacco products by any student on school grounds and/or school buses, may

result in a three (3) day suspension from school. Also, a formal complaint will be filed with the Municipal Court, which will require a court appearance that will result in a fine plus court costs. The district reserves the right to request the court for other appropriate relief in furtherance of the prohibition of smoking and/or tobacco usage.

GAMBLING

Card playing, dice throwing or any similar activity is prohibited at school.

CHEATING STATEMENT

Cheating is a serious offense that will result in a "zero" grade for the assignment. Examples of cheating include, BUT ARE NOT LIMITED TO:

- 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)
- Providing answers or receiving answers from another student
- Downloading and printing out essays, research papers or "notes" from Internet websites without citing the source
- Copying short response or homework exercises
- Copying another student's work during a test or quiz
- Using unauthorized notes or electronic devices during a test or quiz
- Translating text using an electronic language translation program; and, in general,
- Submitting another person's work as one's own

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.

Teacher will notify parents, subject supervisor and guidance of the incident. A copy of the plagiarized work will be placed in the student's file.

DRESS AND GROOMING

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.

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:

1. For health and safety, footwear must be worn at all times.
2. Garments designed to be worn as underwear may not be worn as outerwear.
3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).
4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.
5. Bare midriffs, backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.
6. Skirts, dresses, and shorts should not end higher than mid-thigh.

7. Any clothing or patches that have writing or pictures that include the following are not permitted:

- References to violence and weapons
- Racist comments
- Anti-religious references
- Sexual connotations
- References to tobacco, alcohol or drugs

8. Clothing, apparel and/or accessories hat may be construed as gang-related are strictly prohibited.

9. Clothing should not be worn that interferes with or disrupts the operation of the school.

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.

CAFETERIA

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. Return all trays to proper area and discard all leftovers in the proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.

Anyone caught throwing food or other items, or engaging in disruptive behavior, will be referred to one of the school administrators for proper disciplinary action.

FOOD / BEVERAGES

Students in the Ramapo Indian Hills Regional High School District are prohibited from bringing food or containers of water, 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. Outside vendors are not permitted to make deliveries to school.

PUPIL SUBMISSION TO AUTHORITY (STATE LAW)

Pupils in the public schools shall comply with the regulations established in the pursuance of law for the government of such schools, pursue the prescribed course of study, and submit to the authority of the teacher. Continued and willful disobedience, open defiance of the authority of the teacher, or the habitual use of profanity or obscene language shall be good cause for suspension or expulsion of any student from school.

All areas and issues involving student deportment cannot be included in a Handbook. These areas and issues remain within the discretion of the Administration unless otherwise covered by specific District Policy and/or Regulation.

PERSONAL CONFRONTATION

Students at Indian Hills High School are expected to treat each other with respect at all times. Listed below are definitions of specific behaviors that will result in punitive action.

Assault: A person attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another.

Fight: Mutual engagement in a physical confrontation that may result in bodily injury to either party.

Harassment, Intimidation or Bullying (May also be considered Discrimination):

Any gesture or written, verbal or physical act 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that:

- a) A reasonable person should know, under the circumstances, will have the effect of harming a student or damaging the student's property; or
- b) Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any violation of these behaviors may result in an automatic three (3) day Out of School Suspension.

DAMAGING SCHOOL PROPERTY - PARENTAL LIABILITY (STATE LAW)

Any pupil who shall cut, deface, or otherwise injure any schoolhouse, furniture, fences, outbuildings, or other property of the school shall be liable to suspension and punishment, and his/her parents or guardian shall be liable for damages to the amount of injury to be collected by the Board of Education in any court having jurisdiction, together with the costs of the action. Students eighteen years of age or older will be held responsible for the cost of damages as mentioned above.

RADIOS/PAGING DEVICES/CELL PHONES/I-PODS/VIDEO GAMES*

The use of electronic communication and entertainment devices is not permitted at school during the school day. Students will surrender them to school authorities and will be referred to the appropriate administrator for discipline.

Students are not permitted to carry pagers or "beepers" at school. To do so is a violation of N.J. Statute 2C: 33-19.

The use or open display of cellular phones in the building during school hours is prohibited.

The use of the video/picture feature of certain cell phones is strictly prohibited in the school building and on school grounds at all times.

Electronic and entertainment devices include but are not limited to the following:

- Cell Phones
- iPods
- MP3 Players
- Walkmans/CD Players
- Video Game Devices
- Laptop Computers
- Cameras

DRUGS AND ALCOHOL

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. Any student found to possess any illegal drugs or substances will be referred to local authorities.

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 # 5131.6

WEAPONS & DANGEROUS INSTRUMENTS

Any dangerous weapons are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will result in a minimum five-day out-of-school suspension from school as well as

any other punishment deemed appropriate to the circumstance.

TECHNOLOGY

The Ramapo Indian Hills High School District maintains the position that the appropriate use of technology is an individual privilege. Any instance of the unacceptable use of technology detracts from the learning environment as protected by Board Policy #2224 on Affirmative Action.

Acceptable behavior in this area demands respect for copyright laws, licensing of software, individual privacy, and personal property. Unacceptable behavior includes, but is not limited to, 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 #2224.

Any violation in this area will result in student disciplinary action.

DISCRIMINATION

(Legal Notice Posted by the Board of Education)

Title IX Resolution or equal opportunity adopted by the Ramapo Indian Hills Regional High School District Board of Education on July 14, 1975.

“The Ramapo Indian Hills Regional High School District Board of Education affirms its responsibility to ensure all students in the public schools of this district equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill this responsibility the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practice.”

The Title IX Officer (Affirmative Action Officer) for the Ramapo Indian Hills Regional High School District is Mrs. Beverly Mackay, District Curriculum Coordinator.

If you feel that you have been discriminated against, first contact the Principal. If your complaint cannot be resolved at that point, a Discrimination Complaint Form is available in the Main Office. This should be filed with Mrs. Mackay.

HUMAN RELATIONS

(Anti-Racial and Ethnic Discrimination and Prejudice)

The Ramapo Indian Hills Regional High School District subscribes to a culture that promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in race, ethnicity, religious beliefs, gender, age, physical abilities, and other perceived differences. The district recognizes diversity as a resource to be celebrated, never assaulted.

Any instance of intolerance or harassment of an individual because of perceived differences detracts from learning. Acts of intolerance, harassment, individual references to the origin or identity of one individual, represent an infringement upon the rights of all people. Administrators, staff, and students must be aware of and sensitive to the presence, feelings, and needs of minorities. The district will not tolerate acts of discrimination and/or racial or ethnic intimidation by the district staff or by its students. Findings of such discriminating acts will result in disciplinary action.

The following information provides definitions of PREJUDICE and DISCRIMINATION:

1. **Prejudice:** To form opinions in advance, without taking the time and

care to judge one fairly. To prejudice a person in advance because of his/her race, religion, nationality, or sex.

2. **Discrimination:** Displaying in an unfair manner difference in attitude or treatment to a particular person or persons because of his/her differences.

Examples of Prejudice and Discrimination:

- a. Name calling
- b. Subtle references to race
- c. Prejudging races
- d. Graffiti
- e. Teasing
- f. Telling racial or ethnic jokes

If a student hears about, witnesses, or is a victim of any act(s) of prejudice or discrimination he/she should report it to a staff member/administrator with whom the student feels comfortable. The staff member in turn will refer it to the building principal. The principal will direct an investigation and assure the implementation of appropriate consequences for every instance.

GRIEVANCE PROCEDURE CONCERNING COMPLAINTS RELATIVE TO POSSIBLE DISCRIMINATION

Employees or Parents:

1. In the event of possible discrimination, the complainant should notify the principal.
2. Should the matter not be resolved at that point, the complainant should complete a Discrimination Complaint Form.
3. The Discrimination Complaint Form, which will be available in the main office of each high school and in the District Office, should be completed and sent to the District Affirmation Action Officer, whose name and address appears on the form.

4. Upon receipt of the Complaint Form, the Affirmative Action Officer will send an acknowledgment. This will notify the complainant that his/her concerns have been brought to the Affirmative Action Officer's attention, and that the complainant can expect action on his/her concerns.
5. If the complainant does not agree with the Affirmative Action Officer's decision, or if no decision is forthcoming after 20 school days, the complainant can appeal to the Board of Education. A letter explaining the situation should be sent to the Board President, with a copy to the Affirmative Action Officer. The Board of Education may wish to set a date for review of the possible discrimination complaints.

Students:

1. Students will use the Student Grievance Procedure.
2. Should the matter not be resolved at any of the above levels, the complainant has the right to appeal to the N.J. State Department of Education, Office of Equal Opportunity, Trenton, N.J. 08625 or, for employment complaints, to the N.J. Division on Civil Rights, 1100 Raymond Boulevard, Newark, N.J. 07102.
3. Sexual harassment of staff or pupils interferes with the learning process and will not be tolerated in the Ramapo Indian Hills Regional Schools. Any child who has knowledge of or feels victimized by sexual harassment should immediately report his/her allegation to the Affirmative Action Officer or building principal.

Staff or pupils may file a formal grievance related to harassment on any of the grounds addressed in this policy. The Affirmative Action Officer will receive all complaints and carry out a thorough investigation, and will protect the rights of

both the person making the complaint and the alleged harasser.

Consequences:

If it is determined that a violation of district policy has been committed, students will minimally receive a full explanation of the incident, a verbal reprimand, and the requirement of a letter of apology or a verbal apology. Parents will also be notified in each such instance. Additional measures may also be applied at the discretion of the principal.

DISCIPLINARY ACTION

After-school detentions may be assigned by the classroom teacher for tardiness to class or as a disciplinary action. Chronic tardiness to class, cutting class or other discipline infractions may be referred to the Indian Hills School Administration for disciplinary action that may result in assigning a Friday Detention or an Out-of-School Suspension.

With each offense, parents will be notified. Guidance counselor, case manager and SAC may also be involved with incidents. The severity of an offense might warrant a stronger penalty than the guideline indicates. A psychological evaluation may be requested at the suggestion of the administration.

Any senior student who receives a disciplinary referral may lose his/her Senior Parking Lot privilege as well as his/her Commons privilege and be placed in a restricted Study Hall.

CENTRAL DETENTION

Central Detentions are held for one hour immediately after the school day is over. It is generally conducted in a specified classroom but may be held with the Assistant Principal. Students should sign in with Security or the available Assistant Principal when they arrive for detention and are allowed to leave school one hour later.

SATURDAY DETENTION

1. Saturday detention will be held on most Saturdays from 8:30 a.m. to 10:30 a.m. Student will report to detention prior to 8:30 a.m. Tardiness to detention may result in a double penalty.
2. Only referrals from an administrator are sent to Saturday Detention. Detentions may be assigned for some of following reasons:
 - excessive tardiness to school;
 - truancy or cutting classes;
 - discipline cases;
 - failure to report to detention assigned by a teacher;
 - willful disobedience to teacher's authority.
3. Students assigned a Saturday Detention will be required to have reading or written work to do.
4. All school rules apply as administered by the person(s) in charge.
5. Students failing to report to assigned Saturday Detention will be given a double penalty. If one of the next two detentions is missed, an Out-of-School Suspension will be assigned and parent conference set up.
6. Parents will be responsible for providing transportation to and from Saturday Detention.

SUSPENSION POLICIES

Suspensions, whether they are served in school or out of school, are for more **serious infractions of school rules and/or policies.**

In-School Suspension & Intervention Program (ISSIP):

The purpose of this program is to provide a level of discipline and intervention to address certain acts of misconduct, which do not warrant an out-of-school

suspension. The intervention component of this program will encompass a variety of social skill development activities, guidance and counseling, and small group discussions with administrators and the student assistance counselor. Students assigned to the In-School Suspension and Intervention Program will complete all academic work assigned by their teachers. They will spend the day in a supervised room monitored each period by the teaching staff. Students will be expected to observe classroom rules and regulations. In-School Suspension may be used when other measures of disciplinary action have been taken, and the student's behavior has not changed. It may be used in some of the following situations:

- Continued lateness to class
- Excessive cutting of class
- Truancy
- Leaving class, the building or school grounds without permission
- Disrespect/insubordination to a staff member.
- Failure to report to a Saturday Detention
- Disruptive or inappropriate behavior in class, the cafeteria or Saturday detention
- Inappropriate language
- Theft
- Vandalism

Out-of-School Suspension (OSS):

Students who are given an Out-of-School Suspension are not allowed to appear at school or attend any school function during the suspension.

1. Students assigned a suspension of a specific number of days may be given assignments by their teachers and will be expected to do their class work. Teachers who give such assignments will be expected to grade the work and return the same to the students.
2. Before any student is suspended for any purpose, he/she will be advised of his/her rights, entitled to a hearing, be told why he/she is being suspended

- and for how long. The student's parents or guardian will be notified. If either the student or the parent is not satisfied with the disposition of the matter, an appeal may be made. The appeal must be made to a higher level.
3. There will be no automatic "no credit" or "F" grades given during the suspension period. The assignments completed will determine the grade the student will receive while on suspension.
 4. Suspension is served out-of-school.
 5. Students suspended are removed from all classes and school activities.
 6. Students serving suspension are not permitted on school grounds.

DUE PROCESS WITH REGARD TO SUSPENSION PROCEDURES

1. Whenever an incident occurs that may lead to a suspension, the principal or assistant principal shall investigate the nature of the alleged offense. Unless the student is unavailable or unwilling to discuss the incident with the principal, this investigation shall include a discussion with the student so that the student may be given an opportunity to be heard with respect to the alleged offense.
2. If the principal determines that grounds for suspension do exist, he shall proceed in the following manner:
 - a. Immediately remove a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers or school officials, or damages property. Except in cases of disruption where circumstances make it vital that one or several students be removed from the school property immediately, no student shall be released from school during the school day without notifying the

- parent or guardian in person or by phone.
- b. Give written notice to the student and parents of the reason(s) for the removal from school and the proposed suspension. For students not removed from school, only the reasons for the proposed suspension need be given in the notice.
 - c. After the actual removal of the student from school, or the notification of a proposed suspension, the student and his/her parents must be given an opportunity to be present at a hearing before a school administrator who will determine if a suspension should be imposed. Such hearing, which is not a judicial proceeding, must provide at a minimum:
 - 1) statements in support of the charge(s) against the student upon which the hearing is conducted.
 - 2) statements by the student and others in defense of the charge(s) and/or in mitigation or explanation of his/her conduct.

The administrator is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
 - d. After the hearing a letter shall be sent to the parents and student that shall include the administrator's decision. If the decision of the administrator is to suspend, the letter will state the reasons for suspension and the number of days of suspension. A copy of this letter, together with relevant information regarding the suspension, shall be sent to the Superintendent's office.