



RAMAPO HIGH SCHOOL

331 George Street

Franklin Lakes, New Jersey 07417

(201) 891-1500

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www.rih.org

2016 – 2017 STUDENT/PARENT HANDBOOK

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.

Notification of 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. 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.

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

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RAMAPO-INDIAN HILLS REGIONAL H.S. DISTRICT
Bell Schedules 2016 - 2017

REGULAR BELL SCHEDULE

<i>Teacher Sign In</i>	7:30 a.m.	<i>Teacher Sign Out</i>	3:15 p.m.
Period	Start Time	End Time	Duration
Homeroom	7:35 a.m.	7:40 a.m.	5 minutes
Period 1	7:40 a.m.	8:23 a.m.	43 minutes
Period 2	8:27 a.m.	9:10 a.m.	43 minutes
Period 3	9:14 a.m.	9:57 a.m.	43 minutes
Period 4	10:01 a.m.	10:44 a.m.	43 minutes
Period 5	10:48 a.m.	11:31 a.m.	43 minutes
Period 6	11:35 a.m.	12:18 p.m.	43 minutes
Period 7	12:22 p.m.	1:05 p.m.	43 minutes
Period 8	1:09 p.m.	1:52 p.m.	43 minutes
Period 9	1:56 p.m.	2:39 p.m.	43 minutes
Extra Help	2:39 p.m.	3:15 p.m.	36 minutes

MINIMUM DAY BELL SCHEDULE (Early Dismissal: 11:51 a.m. for students on minimum days)

Period	Start Time	End Time	Duration
Homeroom	7:35 a.m.	7:40 a.m.	5 minutes
Period 1	7:40 a.m.	8:23 a.m.	48 minutes
Period 2	8:27 a.m.	9:15 a.m.	48 minutes
Period 3	9:19 a.m.	10:07 a.m.	48 minutes
Period 8	10:11 a.m.	10:59 a.m.	48 minutes
Period 9	11:03 a.m.	11:51 a.m.	48 minutes

DELAYED OPENING BELL SCHEDULE

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

Marking Period & Quarterly Assessment Dates

District Start / End: September 7, 2016 – June 22, 2017

Marking Period 1 (44 Days): September 7, 2016 – November 9, 2016 (IR 1: October 7, 2016)

Quarterly Assessment Dates:

November 3 – Science / AP Modern European History / AP Music Theory

November 4 – English / World Language

November 7 – Business / History (World Civilizations, U.S. History 1, U.S. History 2)

November 8 – Social Studies Electives / ISB UP Courses (Indian Hills, Only) / Health

November 9 – Math

Study Guides posted to Schoology on October 27, 2016

No Homework / Tests / Quizzes: 11/2/16 through 11/9/16

Makeup Quarterly Assessments: Week of November 14th

All Grades Posted by 11/18/16

Marking Period 2 (47 Days): November 14, 2016 – January 27, 2017 (IR 2: December 16, 2016)

Quarterly Assessment Dates:

Monday, January 23 - English / World Language

Tuesday, January 24 – Business / History (World Civilizations, U.S. History 1, U.S. History 2)

Wednesday, January 25 – Social Studies Electives / ISB UP Courses (Indian Hills, Only) / Health

Thursday, January 26 – Math

Friday, January 27 – Science / AP Modern European History / AP Music Theory

Study Guides posted to Schoology on January 16, 2017

No Homework / Tests / Quizzes: 1/20/17 through 1/27/17

Makeup Quarterly Assessments: Week of January 30th

All Grades Posted by 2/3/17

Marking Period 3 (45 Days): January 30, 2017 – April 7, 2017 (IR 3: March 3, 2017)

Alternative Assessments/Projects:

Content / Skill Based: English, Math, Business, and World Language

Creativity, Collaboration, Critical-Thinking & Problem-Solving Based: Science, History, Social Studies Electives, ISB Courses (Indian Hills, only).

***No Alternative Assessments for AP courses**

All Grades Posted by 4/21/17

Marking Period 4 (48 Days): April 17, 2017 – June 22, 2017 (IR 4: May 17, 2017)

Alternative Assessments/Projects:

Content / Skill Based: Science, History, Social Studies Electives, ISB Courses (Indian Hills, only).

Creativity, Collaboration, Critical-Thinking & Problem-Solving Based: English, Math, Business, and World Language

***No Alternative Assessments for AP courses**

All Grades Posted by 6/23/17 at 12:00 PM

PARCC (District)

English Language Arts / Literacy: March 27, 28, and 29, 2017

Mathematics: April 3 and 4, 2017

Make-up PARCC: March 30 and 31, and April 5, 6, and 7, 2017

AP Exam Testing (District)

May 1 – May 12, 2017

NJ Biology Competency Test (District)

May 31 & June 1, 2017; June 7 & 8, 2016 (Make-Ups)

DLM Testing

April 24 – 28, 2017

2016-2017

Student Council

Executive Board

Sean Costigan.....President
Juliette Frank.....Vice President
Alexis Butler..... Secretary
Lindsey Walden.....Treasurer
Francesca Iacono.....Historian

Executive Members

Evan MooneyBoard of Ed. Rep.
Arman MahtabfarBoard of Ed.
Alternate
Alexa Davis..... Activities
Halle Davis..... Charities
Kirsten Skead..... Publicity

2016-2017

Board of Education

Thomas BuntingPresident
E. David BeckerVice President
Christine Becker
John Butto
Jane Castor
Teresa Kilday
Kenneth Porro
Sadie Quinlan
Lisa Sciancalepore

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 MancinoAssistant Principal

Director

Ronald Anello.....Athletics and
Student Activities

Supervisors

L. Michael MancinoApplied Technology
Nancy BlomquistEnglish
Jennifer PerryGuidance
Michael KaplanMathematics & Business
Joseph Del Buono, Jr.....Social Studies and Music
Lisa MartoneScience and
UP-Engineering
Michele ThomasWorld Languages and
Family & Consumer Science
Claudia DargentoSchool Nurses
Denise ColaneriSpecial Education Services

District Supervisors

Rich BurtonHealth/Physical
Education and Art

Ramapo Head Teacher

Leslie StephenHealth/Physical
Education

District Head Teachers

Jim DrobinskeApplied Technology
Lauren Gibson.....Art
Barbara DuhigBusiness Education
Debra MartinFamily & Consumer Science
Jacqueline SarraccoMusic

SCHOOL SERVICES

Student Personnel Services

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 the 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 during their homeroom. Counselors are available to students throughout the day and practice an "open door" policy whenever possible. Emergency situations will be handled on an individual basis.

Special Education Services

The Special Education Department consists of a district director, a building supervisor, a school psychologist, and a social worker. The teaching staff includes certified teachers of students with disabilities, supplemental teachers who are certified by subject matter, and paraprofessionals who are appropriately credentialed. In addition, the guidance counselors, school physician, school nurses, Student Assistance Counselor, administrators and other professionals assist department staff when necessary.

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

The I&RS committee, or the student's guidance counselor, teacher or parent, may refer a student to the Child Study Team, if appropriate. 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 Services

The Ramapo High School Library Media Center offers every student the most up-to-date print and online database collection.

The print book collection is over 10,000 volumes and includes the most academic and relevant resources. In addition, the Library Media Center affords students over 40 databases, accessible in school and from remote locations. The databases include periodicals, academic journals, literary, scientific, and historical materials as well as materials for general reference.

Media Center Hours

Monday: 7:30 A.M. - 2:40 P.M.

Tuesday - Thursday: 7:30 A.M. – 4:00 P.M.

Friday: 7:30 A.M. - 2:40 P.M.

Admission to the Media Center

Students may come to the Media Center during study hall, senior commons, lunch, and after school. In addition, academic classes also use the Library 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 one month and can be renewed when necessary.

Contact Information

Mrs. M. Ferro, Media Specialist: (201) 891-1500 x2279 mferro@rih.org

Health Services

Our health services facility is centered in the nurse's office. Two full-time certified school nurses, and a well-equipped office with rest room, assure ample care for any student 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. Parents will be notified by the certified school nurse on an "as needed basis", of any necessary health updates during the school day or referrals for follow-up to the child's doctor. Calls are warranted based on the Nurse Practice Guidelines and the clinical judgment of the certified school nurses.

For the safety and wellbeing of students and staff, please keep your child home if he/she is ill. Students should be fever-free, without any OTC (over-the-counter) medication, and no vomiting for a 24-hour period before returning to school.

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 examinations by their pediatrician are required at time of entry for all incoming 9th grade students and transfer students. Yearly physicals by their primary care physician for all athletes are required 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.

Individual instruction is provided for students confined to their homes for more than ten (10) consecutive school days by their physician's order. Parents should contact the student's guidance counselor to make arrangements for instruction. **Students on bedside/home instruction must first report to the school nurse upon re-entering school with a physician's note designating the return-to-school date.**

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.

Students unable to participate in physical education classes for three days or more require a physician's note to the nursing office with an "end" date and/or the next doctor evaluation at which time the doctor will extend the gym excuse or clear the student to return to gym. The school nurse will place the student on a physical education excuse roster. The student is responsible for meeting with their physical education teacher and completing the required make-up written assignment. For students unable to participate in physical education for up to three days, a parent/guardian note to the nursing office 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 or activity while on a physical education excuse. In order to return to physical education, and sports or activities, 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.

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 nurse will send the parent the secondary insurance form for injuries that occur in school. It is the parent's responsibility to submit the insurance claim to the school-contracted insurance company.

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. **No medication will be dispensed by the school nurse without the completed medication form and written consent.** Prescription medication must be labeled, in the original pharmacy bottle, and brought directly to the nurse. OTC medication must be in the original unopened bottle to be accepted by the nurse.

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. If the certified school nurse determines that a student should be sent home for medical reasons, the absence for the remainder of that day will be medically excused. Additional absences for personal illness will not be medically excused unless the student has been seen by his/her physician (physician's note is required within three (3) school days).

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; annual examination; 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.*

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, Physical Education and Art at 201-891-1500, x 2257. Parents and guardians who wish to have their student excluded from those curriculum elements that the parents consider objectionable should also contact the Supervisor.

GENERAL INFORMATION

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 is 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 19, 2016. No schedule changes will be made after this date. However, schedule changes will resume after the second day of classes until September 23, 2016. Students may make schedule changes of an educationally sound nature including dropping and/or adding courses during this drop/add period. This is strictly enforced because any change in a schedule affects both the classes from which this student is withdrawing, as well as those in which he/she is enrolling.

From September 26, 2016 through October 21, 2016, a student may drop a course, but NOT ADD a course, and the dropped course will not appear on the transcript.

Effective October 24, 2016, all courses in which a student is enrolled must be completed regardless of grade or progress in the course.

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

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

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 four (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(s). If a makeup is not completed, a grade of a zero (0) will be recorded as an assessment grade and used in 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.

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. Check with Schoology to stay current with notes and assignments. Consult a reliable classmate while you are sick or the day you return, and see the teacher as well, so that your record will not be incomplete.

Make-up Work

Regardless of the reasons for absenteeism, all tests, quizzes, and assignments must be made up. It is the responsibility of the student to schedule with the teacher a time when the tests 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.

Incomplete academic obligations that have not been addressed within a 10-day school period may cause a failure status.

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 proficiency 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 (0) 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 procedure as defined in the handbook under Cheating Statement.

School Store

The school store, which is located near the upper gym, is open daily. Business Department students operate the store, which sells Ramapo clothing, spirit items and school supplies. Check the store window for store hours.

Buses

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. Do not 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.

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 TWO (2) SATURDAY DETENTIONS AND WILL HAVE THEIR PARKING PRIVILEGES REVOKED.

Student Car Parking

There are two designated areas for Senior student parking with assigned spaces. All students' cars parked at the school during school hours are parked at their own risk and must be registered in the Main Office to obtain a parking decal. This decal must be displayed in the rear window on the driver's side of the car. Students are allowed to park only in their assigned space. Students should be aware that cars parked on campus may be subject to search.

DO NOT park in the teachers' parking lot, fire zones, handicapped designated areas, or on the circle. Cars parked on the circle in the "No Parking" areas and in the teachers' parking lot will be issued a summons by the police and can be subject to towing at the owner's expense. Abuse of the student parking privilege will result in the loss of designated parking spaces for seniors and/or a summons that may result in an appearance in municipal court.

Students are reminded that they are to drive slowly and courteously. A speed limit of 10 mph has been established and will be enforced.

APTS

The Association of Parents, Teachers and Students (APTS) 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 raising funds to grant teachers' requests for materials to enhance classroom instruction, recognizing the academic performance and community service of

our students by providing scholarships, and supporting programs such as the Freshman Transitions, Holiday Festival and Project Graduation. Please check the APTS link on our website: rih.org.

Clubs and Activities

Students are encouraged to become involved in the clubs, activities and sports that interest them. Additional information is available on the rih.org website. **In order for a student to participate in any extracurricular activity, he/she must be in school for half of the school day (i.e. If he/she arrives late to school, he/she must be in school by 11:00 A.M.) on the day of the activity.**

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 physician's note from participation in Physical Education class due to medical reasons, he/she is also prohibited from playing any athletics during that time. They\ student may only return to both activities (Physical Education and athletics) with a clearance note by the physician.

In order for a student to participate in athletic activities, they must be in school for half of the school day (i.e. If they arrive late to school, they must be in school by 11:00 A.M.) on the day of the activity.

Each participant must complete and submit the Pre-participation Physical Evaluation. This form is comprised of four (4) separate pages that both the parent and doctor must fill out. Parents complete pages 1 & 2; doctor completes pages 3 & 4. It is used for the first sport season and/or the 9th grade physical. **This physical is valid for 365 days.**

If a student will be involved with a second or third sports season, he/she must submit a Health History Update Questionnaire. This form is one (1) page and is completed by the parent. **This form must be dated within 90 days of the start of the sports season.**

All forms are available on the school's website: www.rih.org and must 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.

First Semester: To be eligible for athletic competition during the first semester of the 10th 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 9th grade or higher, a pupil must have passed the equivalent of 12½% (15) of the 120 credits required by New Jersey for graduation at the close of the 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 RIHRHSD, 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 out-standing performance in all four criteria of scholarship, leadership, service, and character."*

Those four criteria are defined as follows:

Criterion 1 – Scholarship: 1) eligibility is based on a 3.6 cumulative grade point average. 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.

Criterion 2 – Leadership: candidate 1) demonstrates and exemplifies leadership in the classroom, in extra curricular 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) mentors persons in the civic, social, or humanitarian community; 6) 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); 7) 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 with letters of documentation from adults in charge of each activity, organization, or group. Letters must identify the numbers 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 and/or 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 advisor, 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 students.

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 Honor Society is to recognize high achievement in the study of languages by students in our school and promote continuity and interest in the study of foreign languages.

Chapters: Ramapo High School offers membership to the chapters for *Société Honoraire de Française*, *Società Onoraria Italica* and *Sociedad Honoraria Hispánica*.

Membership: An enrolled senior student (grade 12) who has maintained an A average for at least two out of three years at Ramapo High School is eligible for membership in the World Language National Honor Society. Requirements also include character, cooperation, honesty, service and commitment to others in the criteria for selection into an Honor Society. The student must be enrolled and excelling in the study of the language at the time of initiation.

Members will receive a Certificate of Membership during the induction ceremony, which is held every spring during the month of March. Members may enjoy benefits within their societies. They may vote, hold an office, have the right to wear their society's honor cord and pin at graduation, and can be eligible to receive a scholarship or travel. Members may participate in the awards programs of their society.

All decisions concerning membership are to be handled by the sponsor of the Chapter with the guidance of the WLNHS Advisor in accordance with the Honor Society's guidelines and school policies. A member may be removed from a Chapter at the discretion of the Chapter Sponsor and the WLNHS Advisor for failure to maintain an honor average, misconduct, insubordination or any other serious infraction.

High School Graduation

The Ramapo Indian Hills Regional High School District Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the pupil has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent that each pupil 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 State Standards including, but not limited to, the following credits:

1. 20 credits in language arts literacy aligned to Grade 9 through 12 standards;
2. 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 21st century;
3. 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;
4. A minimum of 17 credits in science including biology, chemistry, and one additional physical science course;
5. 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;
6. 5 credits in visual and performing arts;
7. 10 credits in world languages or student demonstration of proficiency as set forth in New Jersey Administrative Code;

8. 2.5 credits in financial, economic, business and entrepreneurial literacy;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
10. 5 credits in 21st century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of 135 credits.

Credit means the award for the equivalent of a class period of instruction, which meets for a minimum of forty minutes, one time per week during the school year, or as approved through New Jersey Administrative Code.

Graduation credit can be obtained through Option 2, which is available to seniors only. This alternative program needs to be discussed and established with the guidance counselor during junior year.

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.

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.

Flag Salute

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

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 PARCC, SAT-I, SAT-II, and AP Exams.

Therefore, the mathematics and science departments recommend that each student bring his/her own graphing calculator to class every day. The calculator of choice is currently the *TI-84 Plus from Texas Instruments*. 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.

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 fire or other 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. Teachers must take attendance when outside.

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, cafeteria purchases and for late sign-in to school. 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 the freshman year. This card must be kept for the full four (4) years of high school.
2. Students are responsible for their I. D. card. It should not be bent or abused. A student who has lost his or her card must report the loss to the Main Office. The student must also apply for a replacement I.D. card at a fee of \$10. Payment must be by check made out to Ramapo High School.
3. Discipline will result in the following instances: if any student refuses to carry or produce his/her I.D. card; is found possessing an I.D. card not belonging to him/her; is found to have loaned his/her I.D. card to another student; or falsifies or tampers with an I. D. card.

Extracurricular Activities

It is the District's procedure that students attending school functions and activities scheduled outside the school day and/or year, such as dances and proms, are free to leave accompanied by a parent/guardian. The District does not generally permit students who leave such functions or activities to return, for example, in the case of dances.

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

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 any damage to your 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.

Snow Closing

When the Ramapo Indian Hills High Schools are 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.
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, a 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 television station News 12 New Jersey Cable that the high schools are on a delayed opening schedule. Continue to listen to the radio station. If the weather gets worse, a later decision may close schools completely.
5. Also check the school website: 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 (one and one-half 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.

Student Grievance Policy

Students may recommend changes in school policy and curriculum in the following manner.

Policy

1. The student council in each school shall establish a grievance committee that shall evaluate and process student grievances related to school policy. The student council grievances committee shall present both majority and minority points of view to the principal.
2. The principal may refer the grievance to a suitable study group for an advisory opinion.
3. There shall be recourse to the Superintendent of Schools in all student grievances concerning school policy should any matters not be resolved through the principal to the satisfaction of the grievant.
4. There shall be recourse to the Board of Education should any matters not be resolved through the principal or superintendent to the satisfaction of the grievant.
5. The principal, together with three representatives of the Student Council and three representatives of the Teacher-Administration Liaison Committee, will decide the nature of the presentation of grievances (i.e., in writing, by a representative recognized by the grievant, and other reasonable steps) to guarantee orderly consideration of the matters.
6. A decision at each level shall be rendered in 15 school days. In the event a decision is not rendered, the matter may be referred by the grievant to the next higher level.

Curriculum

1. The students in curriculum matters may take the same route previously noted for school policy changes.
2. Students are encouraged to continue to use the less formal route of presentation of matters of concern to teachers or guidance counselors.

3. The principal will take appropriate steps to inform students of their rights under this procedure as outlined thus far, and will express the willingness of the administration and the Board of Education to consider amendments to this procedure.
4. The Board of Education will protect the interest of the teachers and administrators by expecting students or their representatives to initiate their discussions of problems with the teachers, principal, or other parties closest to any matters of contention.
5. The decisions ordinary to administrators and Board for accountability purposes remain to be made by those parties.

STUDENT ATTENDANCE

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.

Students absent from school for any reason, whether excused or unexcused, are responsible for the completion of assignments missed because of their absence. Teachers are not required to provide make-up tests for students absent without an approved excuse when a test is given. Students excused for a religious holiday shall not be deprived of an award, eligibility to compete for an award, or the opportunity to make up a test given on the religious holiday. To have an absence excused for a religious holiday, the student must present a written excuse signed by a parent or person standing in place of a parent.

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 credit toward the high school diploma in accordance with Board policies. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules of the Board, which may include denial of a student's participation in extracurricular activities and/or athletic competition. Repeated truancies that interfere with the continuity of classroom instruction may result in the suspension or expulsion of any student from that course of study.

Students and parents are reminded that absences are totaled on a class-by-class basis. Therefore, it is possible to reach the limit of allowable absences in one or two classes without having been absent all day.

Attendance Regulations

Regular attendance at school is a vital and integral part of the learning process. All students are expected and required to attend school every day unless some compelling reason makes it necessary to be absent.

1. The following, upon proper documentation, are considered excused absences:
 - a. Religious holiday pursuant to N.J.S.A. 18A:36-14-16;
 - b. Student illness, physician's note required within three (3) school days (medical note must be from a *non-family* member);
 - c. Examination for a driver's license;
 - d. College Visitation (three for seniors and three for juniors);
 - e. Death in the family;
 - f. Administrative Suspension;
 - g. Approved school activity (field trip, meeting, cooperative education assignment, scheduled athletic competition).
2. 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)	10
3.75 credits (Physical Education)	7
2.5 credits (A/B or semester)	5
1.25 credits (Health)	3

3. Unexcused absences that do not count toward truancy but shall count toward loss of credit include an absence in which a student provides a note from a parent explaining the absence.

4. Unexcused absences that count toward truancy shall be any unexplained absence including, but not limited to, cutting class(es), leaving campus without permission, or any other absence from school/class which is not explained by parents.
5. For up to four (4) cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent or legal guardian;
 - c. Identify, in consultation with the student's parent or legal guardian, needed action designed to address patterns of unexcused absences, if any, and to have the student return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potentially missing or abused child abuse situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
6. For between five (5) and nine (9) cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent or legal guardian of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause off the unexcused absence, including through contact with the student's parent or legal guardian;
 - c. Evaluate the appropriateness of the action taken above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - 1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - 2) Conduct testing, assessments, or evaluations of the student's academic, behavioral and health needs;
 - 3) Consider an alternate educational placement;
 - 4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - 5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4i.v. and H.4 below;
 - 6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16, if a potentially missing or abused child situation is detected; and
 - 7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
7. For ten (10) or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A.18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4i.v. and H.4 below required by the New Jersey Administrative Office of the Courts;
 - b. Continue to consult with the parent or legal guardian and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies as appropriate; and
 - d. Proceed in accordance with N.J.S. A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statues, as required.
8. When unexcused absences that count toward truancy are determined by school officials to be violation of the compulsory education law and the Board of Education's polices, the parent may be referred to Municipal Court. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court. When there is evidence of a juvenile-family crisis, the student may be referred to Superior Court, Chancery Division, Family Part. A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
9. For students with disabilities, the attendance plan and punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individualized Education Program.
10. For those students who have been withdrawn from a course because their unauthorized and unexcused absences exceed the number allowed, the transcript will indicate withdrawn-passing or withdrawn-failing grade depending on the student's progress at the time of withdrawal.
11. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

- a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
- b. The Principal or designee will respond in writing no later than seven (7) school days after receiving the student's appeal.
- c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Committee to meet informally to hear the student's appeal. The student and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven (7) school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education and the Commissioner of Education in accordance with Policy No. 5710, Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy No. 5710.

Absence Procedures

If you know your student will be absent for the day, a parent should call the school (201-891-1500) before the start of the student's school day and follow the prompt to report the absence on the Attendance recording. Please state the date and the student's full name (please spell last name) and grade. When a student is reported absent from homeroom and the school has not been notified of that absence, you may receive a call from the computer-generated automatic absence reporting system. The school may also call your home to verify the absence and determine the reasons.

After every absence, no matter what the reason, the school will expect you to furnish an absence excuse. This should include: your name, date(s) of absence, reason for absence (including the nature of any illness) and the signature, in ink, of your parent or guardian. Emancipated students may sign their own notes. All notes for excused or unexcused absences should be submitted to the Main Office. The administration reserves the right to ask for verification of all notes.

A note explaining a student's absence for a non-communicable illness for a period of more than five (5) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

For students to participate in athletic or extracurricular activities, **they must be in school for half of the school day (i.e. If they arrive late to school, they must be in school by 11:00 a.m.) on the day of the activity.**

Early Dismissal

If a student needs to be dismissed from school before the end of the day, the student must bring a parent note to the main office before homeroom with the student's name, grade level, date, time and reason for dismissal, parent signature and a phone number. Students are not allowed to 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. **Please Note: Students will not be allowed to call a parent or guardian to be released during the course of the school day.**

A route slip will be given to the student to show to his/her teacher so he/she may leave the classroom at the designated time. The student will have an unexcused absence recorded for the remainder of day. If the student returns to school the same day, he/she must sign back into school, in the main office, before returning to the classroom. Attendance records will be adjusted to regular class attendance.

Students who are ill or injured must be excused by the school nurse before leaving the building. Please Note: Students who are signed out by the nurse and return the same day, must sign back in with the nurse's office for accurate attendance.

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.

Chart of Student Discipline

Student Infraction	Offense	Action
INSUBORDINATION - Examples of this type of conduct include, but are not limited to:		
<p>Tardiness to School and/or Class</p> <p>Students are expected to be in class on time.</p> <ul style="list-style-type: none"> If for any reason you are late to school and arrive after the first period bell, you are to report directly to the Late Sign-In Table for an admit-to-class slip. If you arrive after the second period bell, you are to report directly to the Main Office for an admit-to-class slip. <p>Students who do not sign in by 7:53 A.M. will be marked absent for Period 1.</p> <p><i>As in the case of absences, tardiness due to illness is excused only by a physician's note.</i></p>	1 st offense	Teacher's Discretion
	2 nd offense & Subsequent offenses	Teacher's Discretion
	Excessive offenses	Issue referred to Administration - Central Detention(s), Saturday Detention(s) and/or Removal of Privileges
<p>Failure to Report to Late Sign-In Table and/or Main Office When Late to School</p> <p>If for any reason you are late to school and arrive after the first period bell, you are to report directly to the Late Sign-In Table for an admit-to-class slip. If you arrive after the third period bell, 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>Failure to Identify Self /ID Card Misconduct</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>	Any offense	<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>Failure to Attend Teacher Detention</p>	<p>1st offense</p> <p>2nd 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>Failure to Attend Saturday Detention</p>	Any offense	(2) Saturday Detentions; if one of these detentions is missed, a 1-Day Out-of-School

Saturday Detention will only be rescheduled with prior Administrative Approval		Suspension will be assigned
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extra-curricular 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.
Left Class Without Permission (less than 13 minutes)	1 st offense 2 nd offense & Subsequent offenses	Teacher's Discretion Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur
Left class without permission (more than 13 minutes)	Any offense	Refer to Administration as Cutting Class
Cutting Class Students are expected to be present for every class in their academic program/schedule. 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.	1 st offense 2 nd offense 3 rd offense 4 th offense 5 th offense	Saturday Detention (2) Saturday Detentions 1-Day In-School Suspension 1-Day Out-of-School Suspension Loss of Credit for the Course & Removal of Privileges
Truancy and/or Leaving School Grounds 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. Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up.	1 st offense 2 nd offense Subsequent offenses	1-Day In-School Suspension; Removal of Privileges may occur 2-Days In-School Suspension; Removal of Privileges may occur 2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)
Using a Cell Phone, IPOD or any other Electronic Devices (Policy 5516) 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 or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved. The Administration recognizes the importance of	1 st offense 2 nd offense	<i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i> Issue referred to Administration – Central Detention Saturday Detention

<p>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 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 7:35 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>	3 rd offense	1-Day In-School Suspension
<p>Defying the Authority of a School Administrator</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>	Any offense	Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result
<p>Dress Code Violation (Policy 5511)</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. 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"> 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 	Any offense	<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>choke collars are not permitted.</p> <p>5. Bare midriffs, strapless or backless garments, tube tops, or any other item of clothing that exposes the torso are prohibited.</p> <p>6. Skirts, dresses, and shorts should not end higher than mid-thigh.</p> <p>7. Any clothing or patches that have writing or pictures that include the following are not permitted:</p> <ul style="list-style-type: none"> • References to violence and weapons; • Racist comments; • Anti-religious references; • Sexual connotations; • References to tobacco, alcohol or drugs. <p>8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.</p> <p>9. Clothing should not be worn that interferes with or disrupts the operation of the school.</p> <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>Eating/Drinking in unauthorized areas (i.e. classroom)</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>Using an Outside Vendor to Make Deliveries to School</p>	<p>1st 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>
<p>Not Following Procedures when on <i>Restricted Bathroom/Locker Room & Hallway Status</i></p> <p>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.</p>	<p>1st offense</p> <p>2nd offense</p>	<p>Renew length of current restriction</p> <p>Restricted status for the remainder of the school year and/or Removal of Privileges</p>
<p>CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:</p>		
<p>Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school</p>	<p>Any offense</p>	<p>Teacher's Discretion</p>

environment Major Disruptive/Inappropriate Behavior 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	Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges
Disrespect toward School Personnel	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension
Disorderly Behavior in 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. 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 <i>Students will eat lunch in assigned location.</i>
Use of Offensive Language (verbal/written/gestures)	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
Inappropriate Use of Computer Unacceptable behavior includes, but is not 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.	Any offense	Penalties may vary according to the severity and frequency of the offense. 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
ACADEMIC DISHONESTY -Examples of such conduct include, but are not limited to:		
Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline

<p>Examples of Academic Dishonesty include, but are NOT limited to:</p> <ul style="list-style-type: none"> • 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, electronic devices or other aids during a test or quiz • Translating text using an electronic language translation program • Submitting another person’s work as one’s own <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>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>SCHOOL VEHICLE MISCONDUCT & CAMPUS DRIVING MISCONDUCT- Examples of such conduct include, but are not limited to:</p>		
<p>Bus Misconduct</p>	<p>1st 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>Police may be notified. The school may file a compliant with the Police. Restitution of damages if warranted.</i></p>
<p>Driving Dangerously on School Grounds</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><i>Police notified. The school may file a compliant with the Police.</i></p>
<p>Parking a Vehicle in an Unauthorized Space</p>	<p>1st offense</p>	<p>Suspension of driving privileges on</p>

	2 nd offense & Subsequent offenses	campus/revocation of parking permit (length to be determined-marking period, semester, year) and Saturday Detention Removal of Privileges and Police notified to issue summons
ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS- Examples of such conduct include, but are not limited to:		
Breach of Security Procedures 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.	Any offense	Penalties may vary according to the severity and frequency of the offense Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Violation of Harassment, Intimidation, and Bullying (HIB) Policy 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 that: <ul style="list-style-type: none"> • 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; Has the effect of insulting or demeaning any student or group of students; or • 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. 	1 st offense & Subsequent offenses	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 <i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school</i>
Gambling Card playing, dice throwing or any similar activity is prohibited on school grounds.	Any offense	Penalties may vary according to the severity and frequency of the offense 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
Loitering on School Grounds or while Absent/Suspended	Any offense	Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Verbal, Written, and/or Gestures that Threaten School Personnel	Any offense	1 – 10 Days Out-of-School Suspension or more pending a BOE Suspension Hearing <i>Police notified. The school may file a compliant with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i>
Theft Personal/School Property 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.	Any offense	Penalties may vary according to the severity and frequency of the offense Parent Conference with Administration Saturday Detention; In-School Suspension and/or Out-of-School Suspension <i>Police notified. The school may file a compliant with the Police. Restitution will also be required.</i>
Use or Possession of Dangerous Controlled Substance/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. 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.	Any offense	<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. Police notified. The school may file a compliant with the Police.</i> 4-Days Out-of-School Suspension / 1-Day In-School Suspension pending positive assessment and/or 5- 10 days SAP (Suspension Alternative Program)
Sale & Distribution of Controlled Dangerous Substances	Any offense	<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. Police notified. The school will file a compliant with the Police.</i> 1 – 10 Days or more Out-of-School Suspension pending a BOE Suspension Hearing

<p>Possession or Use of Tobacco Products and/or Possession or Use of Electronic Smoking Devices (Vaping)</p> <p>Smoking or use of tobacco products, including electronic cigarettes 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 compliant with Police. This will result in legal action, which includes a court appearance and monetary fine.</p>	<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offense</p>	<p>Any student involved in vaping may be subjected to a diagnostic substance screening.</p> <p>2 Days Out-of-School Suspension, 1-Day In-School Suspension and restricted bathroom privileges for a marking period. May result in a court referral for legal action, which includes a monetary fine</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>*Activating Fire Alarm or Extinguisher</p>	<p>Any offense</p>	<p>4 Days Out-of-School Suspension 1-day In-School Suspension</p> <p><i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i></p>
<p>ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:</p>		
<p>Arson</p>	<p>Any offense</p>	<p>Out-of-School Suspension pending a BOE Suspension Hearing</p> <p><i>Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i></p>
<p>Vandalism 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>Police notified. The school may file a compliant with Police. Restitution of damages.</i></p>
<p>Fighting and/or Assault</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>Fighting: Mutual engagement in a physical confrontation that may result in bodily injury to either party</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>Police notified. The school may file a compliant with Police. May require mental health screen for re-entry to school. Mandate in-school peer conflict and/or anger management counseling.</i></p>

<p>Assault: A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.</p>		
<p>Possession of Weapons/Firearms 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 <i>Police notified. The school may file a compliant with Police. May require mental health screen for re-entry to school.</i></p>

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/intrascholastic 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 or 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.

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.

Due Process with Regard to Suspension

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.

1. 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 for whom 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.
2. The administrator is not required to permit the presence of counsel or follow any prescribed judicial rules in conducting the hearing.
- a. After the hearing a letter shall be sent to the parents and student, which 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.

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