



## ***RIDGEWOOD HIGH SCHOOL GUIDEBOOK***

**Ridgewood High School  
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***A Tradition of Excellence***

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## **Purpose**

This guidebook has been designed to improve communication between home and school. Students will do better if schools and families work together in the spirit of cooperation.

Ridgewood High School (RHS) is committed to “a tradition of excellence.” A group of people bound together in pursuit of educational excellence must set down in writing the policies, rules, and procedures which will bind them together as a community. This guidebook represents a balance between individual rights and the school’s responsibilities as an educational institution. Other materials that may be of assistance to make this school year a success may be found on the school’s website: [www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us).

It is the hope of the administration, faculty and staff that the student body recognizes and understands the importance of the information contained in this guidebook. It has been prepared to supply the students of RHS with a thorough overview of the school, its policies, and expectations.

## **Motto**

*A Tradition of Excellence*

## **Mission Statement**

The Ridgewood Public Schools, committed to a tradition of excellence and innovation, in partnership with the community, provide a rich and challenging learning environment, enabling students to maximize their unique potentials to become life-long learners and productive, responsible citizens.

## **Philosophy**

RHS strives to maintain an educational and social environment that promotes the academic and personal welfare of its students as members of the school, village and global community. The high school recognizes and accepts its responsibility for educating its students to their fullest potential, so that they are prepared to live healthy and productive lives.

Through a diverse and challenging curriculum, promotion of innovative pedagogical techniques, support of technology, a relationship of cooperation with parents/guardians, and through dedicated knowledgeable personnel, RHS provides an excellent academic program. The school encourages students to be independent thinkers and collaborative learners, to express themselves effectively, and to appreciate their own individuality and uniqueness. RHS empowers young minds to be self-motivated learners, because the most effective way to accumulate knowledge and experience is through personal initiative and effort. All of this is done with the goal of making students active learners and global citizens. RHS recognizes its obligation to its students and society to foster an atmosphere in which students learn social as well as academic skills, an atmosphere in which mutual respect is emphasized among the staff and student body. In the classroom and in the many co-curricular activities that the high school offers, students learn not only to listen to their teachers, coaches, advisors, and peers, but also to share ideas and work together to achieve their goals. Students also learn to be a part of a larger society, a society in which people must respect one another’s cultures and beliefs.

RHS strives to graduate young people who will meet successfully the challenges of the 21<sup>st</sup> Century.

## **Goals**

RHS, in partnership with students and parents/guardians, strives to:

- Provide a setting which encourages active learning
- Include mastery of the content and skills of the various disciplines, research and analysis, critical thinking, problem solving and effective communication
- Encourage students to develop self-discipline and responsibility
- Encourage students to realize their creative, intellectual, social and physical potential by providing a wide range of experiences and activities
- Encourage students to work honestly, develop good character, and interact humanely with others
- Encourage students to develop appreciation and respect for not only the worth and dignity of individuals, including those of different social, cultural, ethnic and religious backgrounds, but also for themselves
- Encourage students to effectively utilize technology to communicate, research, solve problems, and express themselves creatively
- Encourage students to understand their responsibilities of citizenship and be prepared to address the social, economic and environmental issues of the community, the state, the nation and the world
- Encourage students to explore career and vocational options, and acquire the knowledge and skills necessary for the attainment of their goals
- Encourage students to recognize that learning is a life-long process

## **Vision of RHS Graduates**

Effective communicators who:

- Demonstrate active listening skills;
- Express ideas clearly in a variety of personal and public settings;
- Express reasoned opinions supported by evidence;
- Adapt communication for diverse audiences and purposes.

Critical thinkers and problem-solvers who:

- Make connections among ideas, information and experience;
- Solve problems in a timely manner using rational and reproducible reasoning strategies;
- Interpret and synthesize data gathered by a variety of techniques;
- Apply fundamental principles and prior knowledge to make reliable conclusions;
- Generate creative ideas;
- Balance or integrate detail with the big picture.

Self-directed learners who:

- Push the limits of their ability and persist when faced with challenges;
- Establish clear goals and take responsibility for managing their time and prioritizing;
- Strive to learn from others as well as teach others;
- Knows one's current profile of strengths and weaknesses.

Skilled information processors/consumers who:

- Effectively interpret and synthesize information for use in intellectual, professional, and community settings;
- Effectively use a variety of information-gathering techniques and information resources to research and solve problems;
- Validate, interpret, and accurately assess information;
- Recognize interconnections between multiple disciplines;
- Extrapolate information and recognize patterns.

Collaborative workers who:

- Can think long-term and perceive potential outcomes;
- Interact interpersonally and forge working relationships;
- Listen effectively and suspend judgment;
- Monitor their own behavior in a group;
- Effectively communicate within a diverse group working toward a common goal.

People who demonstrate personal wellness by:

- Making choices that reflect balanced priorities;
- Maintaining physical health through exercise, nutrition, relaxation, and sleep;
- Developing emotional and mental health through a deeper understanding of self.

Responsible citizens who:

- Embrace the multiple roles and responsibilities of community membership;
- Understand the interdependence of all people and nations;
- Value diversity;
- Give service to others.

## TABLE OF CONTENTS

### ACADEMICS.....10

- Academic Audits
- Advanced Placement Courses
- Advancement Placement (AP)/Honor (H) Level
- Assessment Policies
- College Preparatory (R) Level/Survey (G) Level
- Course Change Deadlines
- Course Changes
- Criteria for Student Level of Instruction
- Enrollment in Courses
- Examinations
- Final Assessments
- Financial Assistance
- GPA Distribution
- Grade Meanings
- Grade Reporting/Progress Reports
- Homework/Makeup Work
- Honor Roll
- Incompletes
- Minimum Course Requirements
- Minimum Credit Requirements
- National Honor Society
- New Work for Credit
- Online Courses
- Remediating Courses
- Student Class Load
- Student Records
- Transferring Credit

### ATTENDANCE.....19

- Absences from School – Religious Holidays
- Appeals
- Excessive Absence Notification
- Fraudulent Calls
- Loss of Credit
- Parent/Guardian Notifying School of Student Absence
- Partial Day/Period Absences
- Student Absence
- Student Obligations
- Tardiness
- Trips Causing Absence from School
- Unexcused Absence

**CODE OF CONDUCT.....23**

- Academic Integrity Policy
- Academic Integrity Policy Guidelines
- Academic Integrity Policy Consequences
- Academic Study Hall
- Cell Phones
- Cutting Class
- Detention
- Disruptive Behavior
- Disruptive Digital Media/Electronic Communications (Non H.I.B.)
- Driving/Biking/Skateboarding/Other
- Dress Code
- Drugs and Alcohol
- Fighting/Assault/Aggressive Behavior
- Fraudulent Communications
- Harassment, Intimidation, and Bullying (H.I.B.)
- Hazing or Initiation Activities
- Inappropriate Behavior
- Inappropriate Language
- Insubordination/Failure to identify Self
- Loitering
- Open Campus
- Personal Audio/Visual Devices
- Security Doors
- Theft
- Threatening Behavior
- Tobacco, Vaporizers, and Tobacco-Like Products
- Unsafe Behavior
- Use of High School Computers
- Vandalism
- Weapons and Other Prohibited Items
- Other Ridgewood Board of Education Policies and Regulations

**GENERAL INFORMATION.....37**

- Academic Study Hall
- Afternoon Detention
- Bringing Visitors to School
- Busing Regulations
- Calculators
- Chromebooks
- Communicating a Concern
- Driving Instruction (Behind-the-Wheel)
- Early Dismissal Days
- Emergency Messages for Students
- Emergency School Closing/Delayed Opening
- Field Trips Sponsored by RHS

Fire and Safety Drills	
Harassed Victim’s Rights	
Lockers	
Lost and Found	
Morning Public Address (P.A.) Announcements	
Open Campus	
Parking	
Personal Property	
Restricted Areas During Instructional Hours	
RHS App	
Safety & Security	
Safety & Security Drills	
School Property	
Security Doors	
Social Functions	
Students in Building After School Hours	
Study Hall	
Suspension	
Teacher Absences	
Unit Lunch and Cafeteria Information	
Unprepared for Class	
Voter Registration	
Working Papers	
Yearbooks	
<b><u>GUIDANCE DEPARTMENT</u></b> .....	47
College Orientation Programs	
Crisis Intervention Counselor (CIC)	
Transferring Out of School	
<b><u>NAVIANCE/FAMILY VACATION</u></b> .....	48
College Planner	
NAVIANCE eDocs	
<b><u>SPECIAL SERVICES</u></b> .....	49
<b><u>STUDENT HEALTH &amp; WELL BEING</u></b> .....	49
Assessments and Assignments	
Co-Curricular Activities	
Enrichment Mornings	
Homework-free Breaks	
Period 9	
Principal Advisory	
Stress Management	
Summer Blackout	
<b><u>MEDICAL INFORMATION</u></b> .....	51

Adaptive Physical Education	
Health Services	
Illness at School	
Immunizations	
Medication in School	
Physical Education Excuses	
Physical Examinations	
<b><u>CO-CURRICULAR</u></b> .....	53
Activities Fee	
Co-Curricular Code	
Co-Curricular Code Violations	
Student Leaders	
<b><u>CLUBS AND ACTIVITIES</u></b> .....	57
Academic Teams that are Eligible to Receive Varsity Letter	
Clubs & Activities	
Student Government	
<b><u>ATHLETICS</u></b> .....	59
Athletic Academic Eligibility Requirements – NJSIAA	
Athletic Physical Examination	
Athletic Schedule	
Practice Information	
Scholastic Requirements for Athletic Eligibility	
<b><u>INTERVENTION AND REFERRAL SERVICES (I&amp;RS)</u></b> .....	60
<b><u>LEARNING COMMONS</u></b> .....	60
<b><u>APPENDICES</u></b>	
<b>Appendix A: ACADEMIC AND SOCIAL RESOURCES</b> .....	62
<b>Appendix B: SUPPORT NUMBERS &amp; INFORMATION</b> .....	64
<b>Appendix C: TELEPHONE DIRECTORY</b> .....	65
<b>Appendix D: SCHOOL SCHEDULES</b> .....	66

## **ACADEMICS**

### **Academic Audits**

Students may choose to audit a class for the purpose of enrichment or to repeat a course that is a prerequisite to another. The audit agreement is made between the student and teacher once the semester has begun but no later than the end of the third week. Teachers are not required to accept auditors. Acceptance is based on enrollment only and if seats are available. If an audit agreement is made, teachers are not required to evaluate student work or progress. The course audit, when completed, will appear on the permanent record but no credit will be issued and audited courses do not fulfill graduation requirements.

### **Advanced Placement Courses**

AP American Gov't & Politics	AP Latin V
AP Art History	AP Macroeconomics/Microeconomics
AP Biology	AP Music Theory
AP Calculus AB	AP Physics I
AP Chemistry	AP Physics II
AP Computer Science	AP Psychology
AP Computer Science Principles	AP Spanish V
AP English Language and Composition	AP Statistics
AP English 12 Literature and Composition	AP Studio Art I/II
AP Environmental Science	AP Studio Art II
AP European History	AP U.S. History I
AP French V	AP U.S. History II
AP Human Geography	

### **Advanced Placement (AP)/Honors (H) Level**

This level is for an official Advanced Placement course or part of a sequence of courses that led to an official placement program. These courses have the highest level of difficulty for that grade level. These courses require the most in terms of work and assignment, the highest expectation in quality performance, considerable independent work, and high levels of critical and analytical thinking. These are college level courses.

Students scheduled for AP courses are expected to take the AP examinations. Any student enrolled in an AP course who does not sit for the AP examination will have the course appear as an AP course with Honors weighting on the transcript.

A level designed to meet the needs of the gifted, talented, and highly able student with excellent ability, mastery of skills, motivation, and a strong desire to be challenged in the specific subject area. A student should have most of these characteristics, but not necessarily all, in order to be identified as being likely to succeed at the level.

Previous teacher's recommendation is based on the following:

- Excellent performance in writing, interpretive skills, computation skills or any skills necessary for quality performance in the subject
- Excellent ability in conceptualizing complex ideas
- Excellent ability in analyzing data and evaluating it and in making logical inferences and drawing valid conclusions
- Highly responsible in completing and fulfilling course requirements, including standards and assignments
- Consistency of quality performance in course work
- Positive attitude toward rigorous demands and challenge of the level and course
- Genuine interest in the subject area
- Self-motivated
- Self-disciplined and capable of doing independent work

Grades and standardized test data indicating excellent level of ability are:

- Previous performance in subject indicated by grades of "A," or "B," in an AP/Honors course or "A" in a CP course
- Standardized test scores ranging from the 90<sup>th</sup> percentile in skills needed for the specific subject area and scores that indicate competency of skills at least two (2) or more years beyond grade level
- A pattern of data indicating quality grade achievement in previous courses in the subject area and an excellent ability in verbal and non-verbal skills needed for successful achievement

### **Assessment Policies**

In order to help students manage their workload, teachers are not permitted to give any graded test, quiz, or quest during the first period of the day and the first period after lunch. This allows for the rotation to alleviate too many assessments on one particular day.

AP double-lab periods should be used for labs. This will be the non-testing period for science. No test, quiz, or graded assessments, that do not directly pertain to the lab, are to be given/collected during this period.

No homework or graded assignments can be assigned when the class does not meet; homework can only be assessed/checked the day the class physically meets.

In-class graded assignments are permitted on all days but nothing that would require a student to prepare the night before on non-testing days.

### **College Preparatory (R) Level / Survey (G) Level**

College Preparatory (CP) is a broad-based, in-depth course for those students planning education beyond high school and for those planning to enter directly into a career. A level designed to meet the needs of students who desire a strong background of skills and subject matter necessary for success at college, other post-secondary schooling, or in a career.

CP courses demand high levels of cognitive and problem-solving processes. The instructional pace is rigorous and emphasizes curricular breadth, depth and enrichment. CP survey courses provide instruction to enhance skills in reading, writing and research, critical thinking and reasoning.

A student should have most of these characteristics, but not necessarily all, in order to be identified as being likely to succeed at this level. Previous teacher's recommendation based on the following:

- Satisfactory, good, or excellent performance in the course such as writing skills, reading and analytical skills, computation skills, or any skills necessary for successful performance in the subject
- Responsible in completing and fulfilling course requirements
- Consistency of satisfactory, good or excellent performance
- Positive attitude toward course work
- Satisfactory, good, or excellent study habits
- Self-motivated

Grades and standardized test data indicating satisfactory, good or excellent levels of ability in the following areas:

- Previous performance in subject indicated by grades of "A," "B," or "C" in the course
- Standardized test scores indicate the student is at least at grade level competency, or beyond, in skills needed for successful achievement in the course

### **Course Change Deadlines**

Students may drop or change courses only after the teacher, parent/guardian, and counselor have completed the Course Drop form. The Department Supervisor must be consulted and must sign the form. Semester and full year courses dropped after ten (10) full class sessions, regardless of when a student enrolls in RHS, will carry a grade of W/E (withdrawal failing) or W/P (withdrawal passing) on the student's permanent record, unless extenuating circumstances require a review by the Principal. Two (2) important points need to be remembered when dropping or changing courses:

- Students must continue attending the classes they are enrolled in until a drop or change is approved
- Seats may not be available in the replacement course selected in which case the student would have the choice of remaining in the original course. If the dropping of the course places the student below minimum course load, the student will be assigned a study hall

Course change requests may be initiated by a teacher, student, guidance counselor or parent/guardian. A student's performance in present and past courses, plus any relevant test scores and current progress, can be used in deciding on a course change. The student must pick up an Add/Drop form in the Guidance Department and obtain teacher, department chair, parent/guardian and guidance counselor signatures. It is expected that a conversation will happen at each level to make certain that the change is appropriate. Student and parent/guardian must be aware that the

student's schedule may change. The grade will follow the student to the next course. Please note that student initiated changes will be allowed up until the first week of each semester.

### **Course Changes**

As the school year progresses, some students may find themselves in a class that is too challenging or not challenging enough. If the counselor, teacher, and subject supervisor agree that a student is misplaced, a level change will be considered, provided space is available. Please be advised that students must maintain thirty-five (35) credits per school year.

### **Criteria for Student Level of Instruction**

General guidelines to be applied by counselors, subject supervisors, and teachers in recommending students for guiding them into the proper ability level – either Advanced Placement, Honors, College Preparatory, or Survey. A student should possess most of the characteristics listed under each major category of criteria; however, he/she does not necessarily have to have all of the characteristics listed. No one item of criteria should be considered single-handedly from the others and no one item should be considered as a reason to exclude a student from the level. A pattern of characteristics from among teacher recommendation, past grade achievement, and standardized test data should be used to determine the proper grouping for the student. If it is recognized that a student is not properly placed in a level, there is the opportunity to move the student to a level that is more suitable.

### **Enrollment in Courses**

Any course listed in the Course Catalog that does not receive the necessary minimum enrollment may be dropped. Students who registered for any dropped course will be given the opportunity to select an alternate course.

### **Examinations**

Final exams are given on half-day schedules. Students who cut any exam, as well as students who do not make arrangements for make-up exams, will receive a zero (0) on the exam.

For departments that will not be administering an exam, the students are not expected to report to class. Teachers will administer their own make-up exams. Students will be expected to take the missed exam the day they return.

A senior who earns an “A-” average or higher (90-100) in a course, based on all four (4) quarters, may elect exemption from the final examination with teacher permission. First semester courses may not have exemptions.

### **Final Assessments**

Examinations or other assigned culminating projects are usually given for each course at the end of each semester. These final assessment grades are averaged with the second quarter grade and the fourth quarter grade. School days are set aside for the administration of these exams. It is expected that students will take their exams when they are scheduled. Requests for exceptions must be made to the Assistant Principal.

## Financial Assistance

Any student unable to pay any special course costs or purchase required workbooks may apply for financial assistance in the Principal's office.

## GPA Distribution

RHS does not calculate a numerical rank. The high school profile will include a GPA breakdown illustrating College Preparatory GPA rank ranges and a College Preparatory Grade Point Average. In determining the weighted College Preparatory GPA, AP courses and academic courses (Math, Science, Social Studies, World Languages, and English) are used.

Students who have attended RHS fewer than six (6) quarters are not included in the GPA distribution.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Numeric Equiv.	100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0
AP Weight	5.00	4.67	4.33	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	0
H Weight	4.50	4.17	3.83	3.50	3.17	2.83	2.50	2.17	1.83	1.50	1.17	0
CP Weight	4.00	3.67	3.33	3.00	2.67	2.33	2.00	1.67	1.33	1.00	0.67	0

## Grade Meanings

The purpose of grading is to assist students in the process of learning; all grading systems will be subject to continual review and revision to that end. All teachers will hand back graded assignments within two weeks of due date.

Grades acknowledge a student's demonstrated proficiency in the Common Core Curriculum Content Standards and locally established curriculum of learning goals and objectives:

- Active participation in and attention to daily lessons
- Frequent contribution to discussions
- Prompt, thorough, accurate, and neat preparation of assignments
- Thorough preparation and performance on tests and assessments
- Display of an eagerness to learn and an inquisitive approach to lessons
- Attention to the need for proper materials
- Cooperation with the teacher's efforts
- Willingness to work to the student's best ability and do more than the expected

The following grades will be given in each academic subject at the end of each marking period:

- A grade of "A" indicates superior performance. It may be given to a pupil whose achievement is significantly above grade level; whose work achieves a quality and quantity that consistently excels; and who demonstrates a high degree of initiative, application, and purpose
- A grade of "B" indicates above average performance. It should be given to a pupil whose achievement is above grade level; whose work frequently excels; and who generally demonstrates strength in the subject

- A grade of “C” indicates average performance. It should be given to a pupil whose achievement in most areas of the subject is average; whose work is acceptable; and who demonstrates a satisfactory degree of proficiency
- A grade of “D” indicates below average performance. It should be given to a pupil whose achievement in the subject is barely passing; whose work is the minimum acceptable for credit; and who demonstrates only weak proficiencies in the subject
- A grade of “E” indicates failing performance and that no credit can be given for the subject. It should be given to a pupil who has not met the minimum requirements of the course; who has demonstrated an inability or unwillingness to master the basic elements of the course; or who has failed to meet the minimum attendance standards necessary to pass a course of study

Letter grades may be modified by plus or minus signs (except for “A” or “E” grades). Numerical averages will be converted into letter grades based on a scale. Final exam grades will be averaged into the fourth quarter grade. Individual departments will decide on the weighting of each exam not to exceed 20%. The final grade will be the average of all four (4) quarter grades.

### **Grade Reporting/Progress Reports**

Grades are reported mid-marking period and at the end of each quarter. Grades will be available online through Skyward.

### **Homework/Makeup Work**

The Ridgewood Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen or reinforce the student’s knowledge. Teachers use discretion in deciding the number and length of assignments.

It is, however, expected that an average of thirty (30) minutes of homework, per day, will be assigned in each academic class. All homework must be assigned by the end of the class period. The amount of homework assigned will correlate with the level of the course and age level of the students, it is however, important to remember that students are involved in many things and co-curricular activities are important as well. Compromises must be made sometimes to allow our students to be successful in all endeavors.

It must be understood that the term “homework” does not necessarily mean only written work. Homework may consist of assigned or preparatory reading, developing research, and/or preparation for quizzes, exams, class presentations, etc. The determination of the composition, organization, and structure of homework rests with the individual teacher.

It is clear that homework is a basic requirement of any academic or solid subject area. As such, it must be stressed in terms of preparation, review, summary, and/or conclusion. Homework will, therefore, carry a major emphasis in terms of grading. The students should be made aware of that component of the grade as early as possible in the term.

It is expected that homework that is collected be graded with comments and constructive criticism and returned to the students in a timely manner. In no case, should students’ work be collected

and returned without a comment or a grade, and in no case should collected assignments be retained for more than three (3) days.

Homework will be updated and posted regularly on teacher websites concurrent with the work being assigned in class.

Students absent for any reason must make up assignments, class work and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

### **Honor Roll**

At the end of each grading period, a student's quarter grades are used to compute an Honor Roll, a recognition for high achievement. The achievement is communicated to parents/guardians on the quarterly grade report as Honors, High Honors or Highest Honors. Any grade of "E," "I," or "D" disqualifies a student from any Honor Roll. Students must be fully scheduled to qualify for any of the Honor Rolls:

- Highest Honors: Unweighted GPA of 4.00
- High Honors: Unweighted GPA of 3.99 – 3.50
- Honors: Unweighted GPA of 3.49 – 3.00

### **Incompletes**

When a student does not complete work missed for absence or other excused reasons, he/she will receive an "incomplete" for the marking period. Students will be given two weeks following the end of the marking period to make up the missed work.

If work critical to the student's understanding of the subject is not made up, a failing grade for that subject area may be assigned.

If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher. The teacher who has given an incomplete is responsible for reporting to the student the work he/she has missed and citing the consequences mentioned above.

The grade of "I" will only be assigned if coursework is not completed because of extenuating circumstances, i.e., illness, death in family. Incomplete grades will NOT be given to students who choose not to complete the coursework by the end of the quarter.

If the "I" grade is not converted within the expected timeframe, a failing grade will automatically be assigned.

## Minimum Course Requirements

Credits must be earned in the following areas to fulfill RHS graduation requirements.

Course Area	Credits	Credit Years
English/Humanities	20	4
Mathematics/Computer Science	15	3
Business/Technology	2.5	0.5
Science	18 incl. labs	3
Social Studies	10 U.S. History	2
	5 World History	1
World Languages	10	2
Visual/Performing Arts	5	1
Career/Technical Education (Practical Arts)	5	1
Wellness Program	18.75	3.75
PARCC Assessment	TBD	

English 10 and 11 and U.S. History I and II requirements may also be fulfilled with American Studies or American History and Literature with Integrated Study in the Arts (AHLISA).

The New Jersey Department of Education may change graduation requirements. If changes are made, parents/guardians and students will be notified.

## Minimum Credit Requirements

Credit is granted for passing work at the end of each course. Most courses are assigned five (5) credits per year-long course, two and one-half (2.5) credits per semester course, and one and one-quarter (1.25) credits per quarter course. A total of one hundred twenty (120) credits are required for graduation from RHS.

## National Honor Society

RHS is a member of the National Honor Society and we are a recognized chapter. Eligible students will be notified of the application process in spring of their junior year. Eligibility for acceptance into the NHS is based on the following criteria:

- Possess and maintain a 3.90 Grade Point Average on the General GPA Scale or the Academic GPA Scale by end of 2<sup>nd</sup> quarter junior year
- Maintain the school standards of conduct
- Demonstrate leadership, character, and service to the school and community
- Complete fifty (50) hours of service in RHS

Eligible students will be notified of the application process in spring of their junior year. National Honor Society members provide peer tutoring before and after school.

### **New Work for Credit**

New work for credit courses given by an accredited high school can be used for transcript purposes. Only courses given by RHS can be used for calculating a GPA.

College courses or special programs taken during the year cannot be used for credit toward high school graduation. The Department Supervisor must approve credit for those seeking acceleration in the curriculum pattern.

### **Online Courses**

Financial Literacy will be the only course that will be permitted to be taken online for new credit. The program must be approved by the department supervisor.

### **Remediating Courses**

A student earning a grade of “D” or “E,” is entitled to remediate the courses through an approved summer school. Approved summer schools will be accepted for credit and the department supervisor’s approval is mandatory for remedial courses. Both grades will appear on the transcript. (Only RHS summer school grades will be calculated into the GPA. Other approved summer schools will be honored for credit but not GPA weighting.)

### **Student Class Load**

In Grades 9 and 10, the minimum program expected at RHS consists of seven (7) subjects each semester. In Grades 11 and 12, the minimum requirement is six (6) subjects each semester. Exceptions to this policy may be granted with the approval of the Assistant Principal of Guidance, Curriculum & Instruction.

### **Student Records**

The Family Rights and Privacy Act of 1975 permit parents/guardians to access their child’s school records. Copies of the procedures regarding student records are available upon request.

- A student’s school records may be examined upon request by natural parents/guardians or any person designated as a representative by them. Students 14 years or older may examine their records. Younger students must have parental consent.
- Official student records may not be released to other persons or institutions without written permission of the parent/guardian/child, except as otherwise authorized by law.
- Procedures for challenging the contents of student records are included in the policy.

### **Transferring Credit**

Credit earned by RHS students in educational programs outside the High School District is subject to review prior to acceptance. Coursework taken by students at another Bergen County District high school prior to their matriculation as freshmen shall not receive high school credit. Evening high school, foreign study programs and junior college coursework may be accepted as credit toward graduation with the prior approval of the Principal.

The practice for grade transfers for students who enter RHS mid-term directly from another school is as follows:

- The counselor will inform each teacher of the grade earned by the student in the similar course at the previous school
- The teacher will use that grade in conjunction with the grades earned at RHS to determine quarter and semester grades

The practice for grade transfers for students who enter mid-term without having attended school previously that semester is as follows:

- A student who enters school during the first three weeks of the semester without having attended school previously that semester will be required to do make-up work in each of his/her courses

A student who enters after the third week but before the end of the twelfth week without having attended school previously that semester can get credit for courses if:

- Required work for the date of entry is satisfactory passed
- The final examination is passed
- The teacher recommends that full credit be awarded

The teacher will recommend that full credit be awarded if the student is judged to be ready to move onto the next course in the sequence, by having achieved a level of learning similar to other students in the course.

## **ATTENDANCE**

It is the policy of the Ridgewood Board of Education to require regular attendance of students to all assigned classes. Every absence is recorded and promptly reported to parents/guardians. For an absence to be excused, a parent/guardian must call the Attendance Office (201-670-2800) on the day of the absence stating the reason for the absence. It is the student's responsibility to make arrangements with the teacher to make up work that is missed.

An absence will be considered unexcused if the student fails to follow the absence procedure or if the reason is deemed to be unacceptable. If an absence is determined to be a cut, the student will receive no credit for work missed in the class and disciplinary action will follow.

The Superintendent shall establish administrative procedures which ensure that students and parents/guardians understand all attendance requirements. Students and parents/guardians are notified in a timely and systematic manner if a pattern of absences is leading to loss of credit. An appeals procedure is provided to hear appeals by the student and/or parents/guardians in loss of credit cases. Absences are displayed using the Skyward Family Access portal. We also use a phone calling system to relate absence information to parents/guardians. The phone messenger will contact the primary number that is listed in Skyward. Student absences are also listed in Skyward Family Access.

### **Absences from School - Religious Holidays**

Laws governing student absences due to religious holidays provide that:

- No student who is absent from school because of a religious holiday may be deprived of any award or of eligibility or opportunity to compete for any award because of such absence
- If a test or examination is missed because of a religious holiday, the student must be given the right to take an alternate test or examination
- To be entitled to the privileges set forth above, the student must present a written excuse signed by a parent/guardian

### **Appeals**

Students who lose credit in a course due to attendance may appeal if they believe there have been extenuating circumstances for a substantial portion of the absences. The student must continue to attend the class and notify the Grade Advisor of his/her intent to appeal. **No appeal will be heard if this procedure is not followed.**

The Appeals Committee will be comprised of the following: the Assistant Principal, acting as chairperson; two (2) supervisors, appointed by the Assistant Principal and two (2) teachers, appointed by the Assistant Principal (in consultation with staff).

The Committee will examine the pattern of absences, the reasons for the absences, and, when the absence pattern does not indicate abuse of the attendance policy, may grant an exemption. However, just the presence of one or more absences of legitimate nature will not be reason to grant an exemption. The Appeals Committee will consider the following criteria in determining whether an exemption will be granted:

- The number of absences due to illness, particularly absences excused by a physician
- The nature of any personal or family problems that contributed toward absences

**The fact that a student may be earning a passing grade in class is not sufficient grounds to grant an appeal. Also, any absence for which there is no acceptable excuse on file will not be considered legitimate.**

If the Appeals Committee denies an exemption, or if no appeal is initiated, the Grade Advisor will take one of the following actions:

- If the student has passing grades and Supervisor approval, the student will remain in the class, complete the year without credit, and be eligible to attend Summer School to gain remedial credit (60 hours)
- The student will be withdrawn from the class with loss of credit and be eligible to take the subject, if available, as New Work for Credit in Summer School, (120 hours) – this course must be approved by a Department Supervisor prior to attending

A final grade of “E” is recorded for any class from which a student is withdrawn as a result of abuse of the Attendance Policy. Also, that student should expect to be assigned to a quiet study hall for the class period from which they were withdrawn.

If the Appeals Committee denies an exemption, the student or parent/guardian may appeal the decision through the Principal, the Superintendent, and finally, the Board of Education.

Since it is clear that there is a relationship between attendance and academic achievement, failure to meet all attendance obligations will be reflected in the student's participation grade and, therefore, the quarterly grade. It is expected that conscientious student participation, including attendance, will also be reflected in the student's participation grade.

### **Excessive Absence Notification**

Computer generated warning e-mails will be sent when students reach excessive absence limits. It is important to have correct e-mail addresses listed in Skyward and to check-off the option to receive e-mail notifications.

### **Fraudulent Calls**

(See Fraudulent Communications under Code of Conduct)

### **Loss of Credit**

Students are allotted twelve (12) absences for a full-year course and six (6) absences in a semester course. A student who reaches thirteen (13) absences in a full-year course or seven (7) absences in a semester course may lose credit for the course.

Absences for all reasons except religious observance and school sanctioned events will count toward the total of twelve (12). Examples of school sanctioned events are field-trips, academic contests, fine arts performances and sporting events.

Grade Advisor will have the right to waive loss of credit penalties where absences are clearly legitimate. In such cases, the student need not appear before the Attendance Committee.

Waivers will generally not be given by the Grade Advisor where a pattern of absence is noted in a particular class, or where there is the appearance of abuse of the Attendance Policy.

### **Parent/Guardian Notifying School of Student Absence**

The parent/guardian must contact the attendance office by 10:00 A.M. on the day of the absence from any class or classes (201-670-2800 or [rhsattend@ridgewood.k12.nj.us](mailto:rhsattend@ridgewood.k12.nj.us)). Students who do not follow this procedure will receive an unexcused absence (cut) in each class missed and may be assigned an afterschool detention for each class missed.

Students who are missing any class for a medical or dental appointment must provide a note from the medical/dental office to the attendance office on his/her return to school. Students who are ill during the school day must report to the School Nurse. The School Nurse will then contact the parent/guardian.

### **Partial Day/Period Absences**

Once a student reports to school, he or she is expected to be present in all classes for the remainder of the school day. Any subsequent period(s) missed will be considered unexcused unless the absence is due to illness and has been excused by the School Nurse or a medical appointment in which proper documentation has been submitted. Any other period absence or partial-day absence must be approved by the student's Grade Advisor or the Attendance Office prior to the absence.

Students who must leave school during a class period must notify their teacher at the beginning of the period. Students who become ill during the school day must report to the Nurse's office, where appropriate health care and direction will be given. **Any student who elects to go home because of illness without following the above procedure is subject to disciplinary action by the Grade Advisor.**

### **Student Absence**

The following categories are considered to be legitimate reasons for absence from class: Illness, Religious Function, School Sponsored Field Trip, Medical/Dental Appt., Motor Vehicle Appt., Legal Obligation, Death in the Family, Family Illness and others that are approved by the administration.

If it is necessary for a student to accompany parents/guardians on a trip or otherwise be away from home, the student must obtain a "Request for Personal Absence" form, which may be picked up in the Grade Advisor's office and is available on the RHS Website. This form must be submitted to all classroom teachers and returned to the Grade Advisor.

### **Student Obligations**

Upon return to class after an absence of any kind, all students are required to make an appointment with the teacher regarding making up work and/or time in accordance with the following guidelines:

- **Short-term Absence of three (3) days or less:** Students are encouraged to contact their teachers and classmates for assignments and to attempt to complete assignments before returning to class
- **Long-term Absence of four (4) to ten (10) days:** Students should contact their Guidance Counselor and teachers for homework and other assignments
- **Extended absence of eleven (11) days or more:** Students will be required to withdraw from RHS and re-register upon return
- **All Absences:** For every absence, students are required to contact the teacher to determine that satisfactory arrangements have been made for making up work and/or time

### **Tardiness**

Students are always admitted to class regardless of the time they arrive. They should not be sent to the office in cases of individual tardiness. Tardiness that exceeds ten (10) minutes will be treated as an absence; the usual rules regarding absences will then apply.

Tardiness to class is disruptive and, therefore, infringes on the rights of other students. If a student is tardy to a class, the tardy will be recorded. Four (4) instances of tardiness in a class will result in an absence to be recorded in the student's attendance for that class. These absences will accumulate with regular class absences. An afterschool detention may be assigned when a student reaches the fourth tardy in a class.

### **Trips Causing Absence from School**

A student whose family plans an educational trip, a college visitation series, or has a situation arise necessitating absence beyond normal periods of time is expected to submit to his/her teachers, one week in advance, a Request for Personal Absence form signed by the student's parent/guardian.

The form may be picked up in the Grade Advisor's Office and is available on the RHS Website. A request of this type which involves the student missing the end of the school year may result in incomplete grades being reported on the student's record. Special care should be taken in making arrangements if this situation arises.

### **Unexcused Absence**

An absence from class will be recorded as unexcused in any of the following circumstances:

- Parents/guardians have not been aware of such an absence or understand the absence to be unexcused
- An excuse is presented which is not acceptable to the administration

Unexcused absences will be determined by the Grade Advisor and communicated as such to the classroom teacher. When it is determined that an unexcused absence is official, a 3:15-4:15 P.M. detention will be assigned for that day.

### **CODE OF CONDUCT**

Students of RHS are expected to show respect for themselves and others and for school personal property. They are also expected to adhere to high standards of integrity and honesty and to share in the responsibility to see that school rules are followed with fairness and consistency by all.

Part of the education process is to learn to create good and positive relationships with people and to be able to work in a demanding environment. This process of growing into mature young adults is exactly that, a process. It is our goal to use various means to foster our "Vision of a School Culture." RHS also believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. Therefore, we are guided by a progressive discipline philosophy.

Possible consequences include:

- Discussion with student
- Discussion with student and parents/guardians
- After school detention(s)
- Exclusion from Co-Curricular Activities
- Suspension or expulsion in the following cases:
  - Possession and/or use of illegal drugs or alcohol
  - Serious or repeated harassment, intimidation, bullying, dangerous or unsafe behavior, fighting, theft or vandalism
  - Serious offenses of insubordination

RHS' discipline standard requires any action brought to the attention of faculty/staff to be addressed by investigating it, and if necessary by implementing discipline. RHS' philosophy of progressive discipline focuses on teaching a student to behave properly, so the consequence may range from simply talking to a student and recording an incident to suspension. Should a student

repeat the same offense or several small offenses, she/he will receive more severe discipline. Counseling or Child Study Team services may be utilized in order to assist students in adhering to the Student Code of Conduct. Teachers and administrators provide additional group and individual support as appropriate.

In keeping with the notion that student maturation is a process, it is understood that student conduct is almost never black and white. We will engage with due diligence in any investigation we conduct into any offense and strive to arrive at a fair outcome. We do not discriminate based on gender, age, religious orientation, or any other protected class, and our policies and practices are implemented without regard to membership in such groups. We do not make public the disciplinary actions that we impose on a student, even to the family of a victim if there is one. We respect the privacy of all students.

RHS is an institution that encourages the mutual respect of all persons who work or visit in the building. Staff members are requested to be aware of students' rights and feelings and to treat students with appropriate dignity. Students are asked to recognize that the Ridgewood staff has a variety of duties, some of which include the direction of students. Staff members who request a student's name, who question a student's behavior or who direct students to move to another location are fulfilling their responsibilities. In this regard, they must be given cooperation by students both in action and attitude. This applies to all areas of the building, including the campus, sports events and other school-sponsored activities. Field trips, sports events, and other school-sponsored activities are an integral part of the school program. The high school encourages these activities, but in order for them to have an optimal educational and social effect, proper norms of behavior must be followed. Students should recognize their responsibility to their activity advisor and to the school, and know that all school rules and regulations are in effect during these activities.

**This Student Code of Conduct is in effect for all students during the school day, on all Ridgewood Board of Education property at any time, and during any school sponsored activity whether held on school grounds or off school grounds.**

### **Academic Integrity Policy**

RHS prides itself on preparing students to become successful individuals in any area they wish to pursue. To continue Ridgewood's tradition of excellence, it is expected that all students will act honorably and approach their academic career with integrity. Academic integrity is the pursuit of scholarly activity in an honest, truthful, and responsible manner. Violating the policy below, to any extent is wrong and a disservice to one's own educational progress, as well as that of others. Violations include, but are not limited to, plagiarism, cheating and unapproved collaboration. The classroom teacher is the arbiter as to whether or not a violation has occurred. All members of the RHS community should be familiar with the following violations and consequences.

## **Academic Integrity Policy Guidelines**

### **A. Plagiarism**

Plagiarism occurs when individuals attempt to present as their own what has come from another source. Plagiarism takes place whether such theft is accidental or deliberate. It is no defense to claim that one has “forgotten” to document ideas or material taken from another source.

Examples of plagiarism include, but are not limited to:

- Using the ideas of another person, in total or part of, whether or not such ideas are paraphrased, from whatever source including oral, print, broadcast, or computer-mediated communication
- Knowingly failing to use proper citation for information obtained from print sources or the internet, according to citation criteria specified by the instructor or in cases where instructor guidance is not given, by standard manuals of style (e.g., The Chicago Manual of Style, MLA, APA)
- Rewriting borrowed material by simply dropping a word here and there, substituting a few words for others, or moving around words or sentence
- Knowingly presenting borrowed material, whether a phrase, sentence, or whole paragraphs without placing quotation marks around the borrowed material in the approved style
- Presenting an assignment as one’s own that has been partially or wholly prepared by another person or business

### **B. Cheating**

Cheating occurs when individuals use course materials, information or devices (e.g., programmable calculator, cell phone) when such is unauthorized or prohibited.

Examples of cheating include, but are not limited to:

- Communicating information about assessment or assignments verbally or through writing, social media or any forms of technology (ex. texting, Facebook)
- Having or using unauthorized materials, information or an unauthorized device at an examination, test or quiz
- Copying from another student an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Permitting another student to copy from an assignment, paper, lab report, project, homework assignment, assessment or other assignment
- Obtaining and/or using an unauthorized examination, test, or quiz prior to its administration

- Having another person act as proxy to take an examination, test or quiz or to complete an assignment, paper, computer program, or project

### C. Unapproved Collaboration

Certain coursework and assignments such as team projects, papers, and laboratory work may involve collaboration. Unless expressly permitted or prescribed by the faculty member, students shall not engage in collaboration on graded assignments. It is the student's responsibility to ask for clarification from a faculty member to what extent, if at all, collaboration with others is allowed.

### D. Other Violations of Academic Integrity:

Additional violations of academic integrity include, but are not limited to:

- Incidents of falsification. Falsification occurs when individuals make false statements that mislead others

Examples of falsification include, but are not limited to:

- the creation of a false or misleading citation, or the manipulation of data for an academic assignment
- Submission of a paper or project to more than one course during the time in which a student is attending RHS, without the explicit permission from all the instructors involved
- Submission of work previously done in another school, whether modified or not, without permission of the instructor

## **Academic Integrity Policy Consequences**

### 1<sup>st</sup> Offense:

- The teacher will conference with the student
- The student will receive a zero on the assignment
- The student will receive a 3:15 detention
- Parent/guardian will be notified
- Incident will be entered into Skyward as 1<sup>st</sup> reported offense

### 2<sup>nd</sup> Offense:

- The teacher and the guidance counselor will conference with the student
- The student will receive a zero on the assignment
- The student will receive 2 3:15 detentions
- Parent/guardian will be notified
- The student will revisit the AIP training to become better educated on AIP
- Incident will be entered into Skyward as 2<sup>nd</sup> reported offense

### 3<sup>rd</sup> Offense:

- The guidance counselor, grade advisor, and a parent/guardian will conference with the student
- The student will receive a zero on the assignment
- The student will receive a full day in-school suspension
- The student, with the guidance counselor, will revisit the AIP training to become better educated on AIP
- The student may be removed or barred from a position of leadership for the remainder of the school year. Examples include, but are not limited to Captains, class officers, National Honor Society, and Peer Counselors
- Incident will be entered into Skyward as a 3<sup>rd</sup> reported offense

All violations will be cumulative over four years and are kept in the student's discipline record. Subsequent infractions will be subject to further consequences.

\*The Academic Integrity Policy is based on parts of the Standards of Academic Integrity from Fordham University.

### **Academic Study Hall (3:15 P.M. in the Learning Commons)**

Guidelines: A teacher may assign an 'academic study hall' to a student who doesn't complete homework or a long term assignment. An assigned academic study hall takes precedence over everything: athletic contests, doctor's appointments, jobs, etc. Students are dismissed at 3:30 P.M. if the assignment is completed.

Consequences: Failure to attend an academic study hall will result in assignment of a one-hour 3:15 P.M. detention. Failure to serve detentions may result in suspension.

### **Cell Phones**

Guidelines: Students **may not** use school phones except in cases of emergency. Cell phone use is not permitted while a student is in class unless instructed to do so by the teacher, in the Learning Commons, or near classrooms. Cell phones shall be turned off or have alert tone silenced while students are in these areas. Students who use cell phones in restricted areas will be subject to disciplinary action and/or confiscation of their cell phone. Students who are serving suspension must hand over their cell phone for the day of their suspension.

Consequences: Violation of the Cell Phone Guidelines may result in the removal of the cell phone for the remainder of the day. Repeated offenses may result in afterschool detention(s).

### **Cutting Class**

Guidelines: Students must attend scheduled classes on a regular basis in order to keep up with coursework, achieve course objectives, and earn the course credits required for a passing grade. Cutting class means being absent from a scheduled class without permission. This includes instructional periods as well as lunch and activities such as assemblies.

Consequences: Students who skip instructional or non-instructional periods will be subject to disciplinary actions such as a school letter to parents/guardians, detention, and/or suspension.

## **Detention**

Guidelines: An assigned afternoon detention takes precedence over everything: athletic contests, doctor's appointments, jobs, etc.

Consequences: Failure to attend a scheduled afternoon detention will result in assignment of an additional one-hour 3:15 P.M. detention. Failure to serve detentions may result in suspension.

## **Disruptive Behavior**

Guidelines: RHS believes the students are entitled to an education free from undue disruption. Pupils who willfully disrupt the educational program shall be subject to discipline. Every reasonable effort shall be made to determine and remediate the cause or causes of a chronically disruptive pupil's unacceptable conduct.

Consequences: Disruptive students will be referred to the Grade Advisor. Consequences may include and are not limited to afterschool detention(s) and/or suspension.

## **Disruptive Digital Media/Electronic Communications (Non H.I.B.)**

Guidelines: Use of electronic communications (i.e., social media) in order to hurt or disparage other student(s) is inconsistent with RHS' mission, core values and beliefs. Such behavior often disrupts the orderly operation of the school or infringes upon the rights of other students because of the immediacy provided by social media to a large portion of the student population. A student who uses electronic communications in order to hurt or disparage another student(s) and disrupts the orderly operation of the school or infringes upon the rights of other students will receive discipline.

Consequences: The student(s) will be referred to the Grade Advisor. Consequences may include, but are not limited to, afterschool detention(s) and/or suspension. The student may also be assigned to counseling. Students who respond in kind to hurtful expressions via social media may also be subject to discipline.

## **Driving/Biking/Skateboarding/Other**

Guidelines: The use of skateboards, roller blades, self-balancing scooters, etc. is not permitted on RHS property. These items are not to be carried to class. Students must leave these items in their lockers. Self-balancing scooters are banned from RHS property due to the fire danger they pose. Mopeds and bicycles may only be parked in the area designated at the entrance to the courtyard and should be properly locked.

There is **NO STUDENT PARKING ON RHS PROPERTY** for automobiles. Students who do park in unauthorized areas will be subject to municipal fines, towing and/or disciplinary action. **Please note** there will be no courtesy warning for the first offense.

Consequences: Unauthorized cars parked in the Faculty Lot will be ticketed and towed at the owner's expense. Afterschool detention(s) may be assigned.

## **Dress Code**

Guidelines: Students have the right to determine individual patterns of dress and grooming as they deem proper provided that such dress and grooming do not interfere with the health and safety of

themselves or others and do not interfere with the educational process of the school. The building Principal or Principal's designee is authorized to establish reasonable rules concerning student dress and grooming. Such rules shall:

- Encourage students to dress in good taste and present a general appearance which is appropriate
- Prohibit clothing or adornment that disrupts the educational process
- Prohibit dress which constitutes a potential safety or health hazard

Student attire determined to be obscene, indecent, offensive to any race, religion, ethnicity, gender, sexual orientation, depicting illegal items or activity; including guns, alcohol, drugs, drug paraphernalia, etc., shall not be permitted.

Shoes or sandals must be worn at all times on school grounds unless exceptions are made by the building Principal for designated activities or in designated areas. Good judgment when selecting clothing for school is expected. Remember that weekend attire might not be appropriate for classes. Clothing, hairstyles, or other adornment may not interfere with the health and safety of any student and may not disrupt the educational process of the school. At the request of a staff member, items of clothing which are found offensive or questionable or which suggest a double meaning will be removed or replaced by students. Staff members may require students to remove hats during class.

Fashion items that are not in good taste or dress that disrupts the educational process include, but are not limited to, the following:

- Necklines that are too low
- Bare midriffs
- Shorts, skirts, dresses, or shirts that are extremely tight, short, or transparent
- Pants that permit the display of underwear, whether because they are worn low or have a low rise

Consequences:

Student will be asked to change the inappropriate clothing. Student may also be subject to disciplinary actions resulting in a detention or suspension.

### **Drugs and Alcohol**

Guidelines: Possession, use, sale, intent to sell, or distribution of drugs and/or alcohol is prohibited in school buildings, on school grounds, on school buses and during school-sponsored activities. Such offenses are a major infraction of school rules and are unlawful. It is the basic philosophy of this school to take aggressive action to eliminate the use of any and all illegal substances, including alcohol, not only during the school day, but at all school events. These rules apply to all routine field trips, to school events held off school grounds and to all overnight trips.

Consequences: Students should be aware that school authorities will take all reasonable steps to prevent the use of drugs, alcohol or steroids on school property or school-sponsored events and to

apprehend those who possess, use, or distribute drugs, alcohol or steroids. The consequences may also apply to students possessing or distributing a controlled dangerous substance off school premises when such involvement directly affects their involvement or attendance in school.

These steps will include but are not limited to:

- Locker, desk, personal property and clothing searches when there is reasonable suspicion that inspection is warranted
- Required urine screening and/or blood test to determine presence of drugs, alcohol, or steroids when observation of student behavior suggests the possibility of being under the influence.

Possession of drug paraphernalia, not containing any drugs, alcohol or steroids.

1<sup>st</sup> Offense:

- Parents/guardians notified
- Referral to Substance Awareness Counselor for assessment and recommendation of action plan
- Paraphernalia turned in to police with name of individual

2<sup>nd</sup> Offense:

Same as above, as well as imposition of out-of-school suspension up to nine (9) days

Possession of drugs, alcohol, or steroids.

1<sup>st</sup> Offense:

- Police will be notified and appropriate action taken
- Parents/guardians notified
- Referral to Substance Awareness Counselor for assessment and recommended action plan
- Imposition of up to thirty (30) days out-of-school suspension, nine (9) days of which may be imposed without Board of Education action, the remainder of the penalty being served after a hearing before the Board of Education
- Parents/guardians may be requested to agree to have the student subjected to voluntary drug testing for the duration of the student's enrollment in the district. If parents/guardians agree to testing, the additional twenty-one (21) days will not be imposed

2<sup>nd</sup> Offense:

Same as above and an EXCLUSION HEARING before the Board of Education will be scheduled

Under the influence of drugs, alcohol, or steroids.

1<sup>st</sup> Offense:

- Police will be notified
- Parents/guardians notified
- Immediate\* medical examination to verify use and determine extent of use

- Imposition of up to thirty (30) day suspension, nine of which may be imposed without Board of Education action, the remainder may be imposed after a hearing before the Board of Education
- A medical statement substantiating the student's well-being will be required before re-entry
- Parents/guardians may be requested to agree to have student subjected to voluntary random drug testing for the duration of the student's enrollment in the district. If parents/guardians agree to testing, the additional twenty-one (21) days of suspension will not be imposed
- Referral to Substance Awareness Counselor for treatment, after-care, and re-entry plan

2<sup>nd</sup> Offense:

Same as above and an EXCLUSION HEARING before the Board of Education will be scheduled

Please Note: If school officials believe that a student may be under the influence of an intoxicating drug, State Law (NJAC 6:29-9.1) mandates an immediate medical examination. This examination may be performed by a school physician (if available), by a private physician (at no expense to the Board of Education), or at the Emergency Room of the Valley Hospital. The student must present a note, provided by RHS, signed by the examining physician stating that the student is fit to return to school.

Sale, Intent to Sell, Transfer, or Distribute Drugs, Alcohol, or Steroids:

1<sup>st</sup> Offense:

- Police notified
- Parents/guardians notified
- Minimum nine (9) day out-of-school suspension pending EXCLUSION HEARING before the Board of Education

### **Fighting,/Assault/Aggressive Behavior**

Guidelines: A public school can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. A fight is defined as a violent encounter between two or more persons. An assault is when an individual purposely inflicts physical harm upon another. Aggressive behavior, form of physical or verbal behavior leading to self-assertion, is not acceptable in a public school and will not be tolerated.

Consequences: All students involved in a confrontation that involves violence or aggressive behavior will receive disciplinary action which will include suspension.

### **Fraudulent Communications**

Guidelines: It is the responsibility of a student's parent/guardian to communicate with RHS regarding attendance, field trip permissions etc. Students are not to communicate with RHS on their parent's behalf. If a student is unable to have a parent/guardian call the Attendance Office or other school personnel, the student should contact his/her Grade Advisor for guidance.

Consequences: A student that makes a fraudulent communication with RHS staff will receive consequences which will include detention(s) or suspension. When a fraudulent communication is used to excuse an absence, the absence will be considered unexcused.

### **Harassment, Intimidation, and Bullying (H.I.B.)\***

Guidelines: The “Anti-Bullying Bill of Rights Act” defines harassment, intimidation and bullying and specifies procedures when harassment, intimidation or bullying are reported or observed. The Act requires a formal investigation at the school level if and when an incident, as defined by law, is observed or reported. Parents/guardians will be notified if their child is involved in an investigation, and they will be notified of the outcome. We are also required to report the outcome of each investigation to the Board of Education and to record any findings of harassment, intimidation or bullying in student discipline records.

NJSA: 18A:37.14 defines harassment, intimidation or bullying" as 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,201 0, 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:

- a.** 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;
- b.** has the effect of insulting or demeaning any student or group of students; or
- c.** 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.

L.2002, c.83, s.2; amended 2007, c.129, s.1; 2010, c.122, s.11.

\*Ridgewood Board of Education Harassment, Intimidation and Bullying Policy and Regulation (5512, R5512) may be found by selecting the Board Policy Manual link at [www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us).

Consequences: In addition to the procedures outlined in the Ridgewood Board of Education Policy regarding H.I.B., students who commit acts of H.I.B. will be subject to discipline which may include counseling, afterschool detention(s) and/or suspension.

### **Hazing or Initiation Activities**

Guidelines: Hazing and inappropriate initiation activities are inconsistent with RHS’ mission, core values and beliefs. As such, all forms of hazing and inappropriate initiation activities are prohibited.

RHS defines hazing and inappropriate initiation activity to be any act, whether physical, mental, emotional, or psychological, which subjects a student to any situation or expectation that may potentially abuse, mistreat, degrade, humiliate, harass, harm, intimidate a student, denigrate either an individual or another group, or compromise a student’s inherent dignity as a person. The

definition of hazing and inappropriate initiation activity includes such actions directed toward any student, whether or not the student may be joining or affiliating with a student organization. For example, the school considers hazing and inappropriate initiation activity to include a situation in which an older student subjects a younger student to rites of initiation. The fact that a student participates voluntarily in a hazing or inappropriate initiation activity does not alter the school's prohibition of such conduct.

RHS staff members do not believe students are made better by being humiliated or degraded. Our school realizes that school and team unity is developed in our classrooms, hallways, practice areas and athletic fields with a shared commitment to excellence.

Consequences: Upon receipt of either a complaint or report of hazing or inappropriate initiation activity, RHS shall conduct an investigation. Upon completion of the investigation, RHS shall take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action may include consequences for individual student(s) and/or sanctions/suspensions being imposed upon a team, squad, or student organization. Such responsive actions shall be consistent with the requirements and expectations of the school's policies and regulations.

### **Inappropriate Behavior**

Guidelines: Expressions of affection which become a display, whether due to their prolonged nature or degree of intimacy, are inappropriate. Such displays are not permitted in the school, on adjacent school property, or at school-sponsored events.

Consequences: Staff members are directed to request students to stop this inappropriate behavior. Failure to cooperate, or repeated incidents, will cause referral to the Grade Advisor and short-term loss of open campus, or afterschool detention(s) may be assigned.

### **Inappropriate Language**

Guidelines: Expressions that are obscene, offensive, degrading, or insulting will not be tolerated on school grounds and/or at school-related activities.

Consequences: Use of offensive language will result in referral to the student's Grade Advisor and may be assigned afterschool detention(s). Particular problems in this regard may lead to suspension. Offensive language directed at staff members will result in suspension.

### **Insubordination/Failure to Identify Self**

Guidelines: In order to maintain a safe and orderly environment, staff members must be able to identify students. If a staff member requests a student's name it must give it. Giving your name is not an admission of guilt but it is necessary to maintain a safe and orderly environment.

Refusing to comply with a staff member's instructions or showing disrespect for a staff member. Uncooperative behavior, such as delayed compliance toward a staff member's instruction, is also considered insubordination. Given the nature and severity of the incident, the offense may result in detention or suspension.

Consequences: Failure to identify oneself at the request of a faculty member is considered a serious act of insubordination and will result in suspension.

### **Loitering**

Guidelines: The RHS Community respects the neighborhood. Students may not congregate on private property surrounding our school campus (including sidewalks in front of houses).

Consequences: A violation of this will result in the Grade Advisor assigning afterschool detention(s).

### **Open Campus**

Guidelines: Open Campus is a privilege for all students. If parents/guardians do not want their child to have the open campus privilege they must contact their Grade Advisor who will assign the student to a study hall where attendance will be taken. Students who violate the Code of Conduct or Period 9 obligations may also lose the open campus privilege and be assigned study hall and restricted lunch periods. The campus will be considered “closed” for these students.

Consequences:

For the first offense, a student will be assigned a 3:15 P.M. detention and parents/guardians will be contacted by the Grade Advisor.

For a second offense, a student will be assigned two (2) 3:15 P.M. detentions. The student's parents/guardians will be contacted a second time and the Grade Advisor will impose a RESTRICTED LUNCH period, during which the student must remain in one location for the entire UNIT LUNCH period.

### **Personal Audio/Visual Devices**

Guidelines: Students may listen/view to personal audio/visual devices when they are not in classrooms. Larger personal audio devices are not permitted on school grounds.

Consequences: Violation of this guideline may result in the removal of the electronic device for the remainder of the day. Repeated offenses may result in afterschool detention(s).

### **Security Doors**

Guidelines: Student and staff safety is a priority. Beginning this school year, all entrance doors to RHS will be locked during the school day. Students will be issued proximity cards which will allow students to enter at designated entrances. Students are responsible for their issued proximity card. If a student loses his or her card, he/she will be charged \$10.00 for a replacement card. Students are prohibited from tampering with any of the security doors, sharing proximity cards, propping doors open and/or opening doors for other students or persons. Any student that doesn't have his or her proximity card must enter through the main entrance on Ridgewood Avenue.

Consequences: Any student who tampers with the security doors, shares his or her proximity card, props a door open, or opens doors for other students or persons will be referred to the Grade Advisor. Consequences may include and are not limited to afterschool detention(s) and/or suspension.

**Theft**

Guidelines: 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 that is not paid for. 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 be otherwise careless with personal property. Students have an obligation to report any theft immediately to the office of the Grade Advisor. Students are encouraged to report information that may come to them regarding thefts. Gym lockers are provided for reasonable securing of clothing only; no items of value should be left in the gym lockers.

Consequences: Theft will be dealt with in a most serious fashion. Penalties will include suspension and police notification. Restitution will also be required.

**Threatening Behavior**

Guidelines: All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district. Students shall not create disorder or disruptions on school premises; use, threaten, or incite the use of physical force against other pupils or staff members, or visitors to the school.

Consequences: Any threatening behavior will be dealt with in the most serious manner. In addition to disciplinary action(s), any student who displays such behavior could be referred to the police and also medical professionals for an evaluation to determine whether or not the student poses a threat to self or others.

**Tobacco, Vaporizers, and Tobacco-Like Products**

Guidelines: RHS and the adjacent school property are also tobacco-free. This policy includes all forms of tobacco products including the smokeless kind, and applies to all students regardless of age. Because of the known health risks to users and those who may be subjected to the effects of others using tobacco, the penalties for violating this Policy are severe.

Consequences: Possession of Tobacco Products and Tobacco-Like Products on School Grounds and/or use of Tobacco or Tobacco-Like products in line of sight of the school property will result in afterschool detention(s) and repeated offenses will result in suspension. Use of Tobacco Products and Tobacco-Like Products on School Grounds will result in a minimum of three (3) days suspension. A parent must accompany the student to a re-admit conference. The student will be required to schedule a meeting with the Crisis Counselor.

**Unsafe Behavior**

Guidelines: A school must maintain a safe learning environment in order for students to grow and learn socially, emotionally and academically. In addition to common sense, a number of classes have specific safety rules and procedures that are in place to assure student and staff safety.

Consequences: Any student that acts in an unsafe manner will be referred to his or her Grade Advisor and may receive detention or suspension.

### **Use of High School Computers and Chromebooks**

Guidelines: Use of RHS computers and the network is a privilege, not an entitlement. The network, software and hardware are the property of Ridgewood Public Schools. Students must be familiar with the Acceptable Use Policy (Ridgewood B.O.E. R2361) and also the School District Provided Technology Devices to Pupils Policy (Ridgewood B.O.E. R7523.) Files stored on the RHS network are regularly inspected by authorized staff to ensure compliance with the Acceptable Use Policy and laws governing software. Students SHOULD NOT HAVE AN EXPECTATION OF PRIVACY for files and information stored on the RHS network.

Consequences: Students who abuse their network privileges will have their account closed and the use of RHS computers denied with additional penalties if the administration deems them appropriate.

### **Vandalism**

Guidelines: The community of Ridgewood has justifiable pride in its educational institutions. Vandalism, the willful or malicious destruction or defacement of school property, detracts from that environment.

Consequences: Any act of vandalism, including writing on desks or walls, will result in after school detention(s) and become part of a student's disciplinary record. Serious or habitual acts of vandalism will result in suspension and possible prosecution under the law. Students and/or parents/guardians will be held responsible for the costs involved in repairing any act of vandalism.

### **Weapons and Other Prohibited Items**

Guidelines: A school must maintain a safe learning environment in order for students to grow and learn socially, emotionally and academically. Possession, use, sale, intent to sell, or distribution of any type of weapon (knives, incendiary devices [i.e. fireworks or smoke bombs], etc.) is prohibited in school buildings, on school grounds, on school buses and during school-sponsored activities. It is forbidden to bring knives, weapons, controlled dangerous substances (such as tobacco, illegal drugs, and alcohol), and incendiary devices (such as firecrackers and smoke bombs) to school. School authorities are required to report to the police department any incident involving these items.

Consequences: Possession, use, sale, intent to sell, or distribution of any type of weapon will be dealt with in a most serious fashion. Penalties will include suspension of ten (10) days and police notification.

**Other Ridgewood Board of Education Policies and Regulations related to student conduct** (2361, R 2361, 5240, R 5240, 5500, R 5500, 5511, 5513, R 5513, 5514, 5516, 5520, 5530, R 5530, 5533, 5535, 5560, R 5560, 5570, R 5570, 5600, R 5600, 5610, R 5610, 5611, R 5611, 5612, 5615, 5620, 5700, 5701, 5710, 5721, R 5721, 5751, R 5751, 5841, 5850, R 5850, 5851, R 5851) These may be found at the link [www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us)

## **GENERAL INFORMATION**

### **Academic Study Hall 3:15 P.M.**

A teacher may assign an academic study hall to a student who doesn't complete homework or a long term assignment. An assigned academic study hall takes precedence over everything: athletic contests, doctor's appointments, jobs, etc. Students are dismissed at 3:30 P.M. if the assignment is completed.

Failure to attend an academic study hall will result in assignment of a 3:15 P.M. detention. Failure to serve detentions may result in suspension.

### **Afternoon Detention 3:15 P.M.**

A one (1) hour assigned afternoon detention takes precedence over everything: athletic contests, doctor's appointments, jobs, etc.

Failure to attend a scheduled afternoon detention will result in assignment of an additional 3:15 P.M. detention. Failure to serve detentions may result in suspension.

### **Bringing Visitors to School**

Any student who wishes to bring a visitor to school must present a note, signed by a parent/guardian, to their Grade Advisor a day in advance stating that the visitor is an overnight guest in the student's home and requesting permission for the guest to visit the school. Students who live in Ridgewood but attend other schools may not visit RHS unless the visit is arranged through the Guidance Department for the purpose of transferring to RHS. Guests must abide by individual classroom teacher regulations. Long-term guests may visit RHS for one day only. Adult visitors must report directly to the Security Desk at the school entrance or to the Main Office and sign the visitor's book and register their vehicles.

### **Busing Regulations**

Students who live **more than** two and one-half (2.5) miles from school (portal to portal), are entitled to busing, to and from school. Students eligible for transportation will receive passes which must be shown when boarding the school bus. Students without passes will not be permitted to ride. Should a student lose this pass, a duplicate can be obtained from the Main Office.

### **Calculators**

In accordance with the National Teachers of Mathematics Standards, the use of calculators is an integral part of the mathematics program. Students at all grade levels are strongly encouraged to purchase their own TI-Nspire CX calculator. Any student unable to do so will be issued a calculator for use throughout the school year. All school issued calculators must be returned at the end of the school year. Any calculator lost or damaged must be paid for by the student.

### **Chromebooks**

All students will be administered a Chromebook to be used as part of their educational learning experience. While at school, the Chromebooks will have Internet access that is fully monitored by the district's filtering software so only approved sites can be accessed. Also, students will still be subject to the acceptable use policy governing the use of district technology and responsible for the use, care, and safety of this school-issued Chromebook.

Teachers have designed lessons that incorporate the use of this technology into their classes. Teachers reserve the right to have students close or shut down these devices when the use of technology during the lesson is not appropriate. Teachers use these devices in all areas of the curriculum to create a rigorous and relevant learning environment that:

- Engages students and enhances learning
- Builds critical thinking skills
- Encourages collaboration and creativity
- Promotes understanding of global interrelationships and multiple cultural perspectives
- Allows for greater and easier access to information

Before a Chromebook will be distributed, students will be responsible for reading the RHS Chromebook Handbook and take an online digital citizenship training session while at home. There will be a \$30 fee administered to insure the device. More information about the coverage and costs can be found in the RHS Chromebook Handbook.

RHS has made a paradigm shift to incorporate 1:1 technology into the curricula. However, adding technology to the school is not enough. It needs to be seamlessly interwoven into the fabric of the educational culture to support and extend the current curriculum. It is believed that the incorporation of technology and Chromebooks into the daily lessons and assignments will help better prepare students for college and the workplace. While the actual applications will change in the future, the skills and ways of thinking regarding how to use the software is more important for student success. By incorporating 21<sup>st</sup> Century technology and skills into assignments, teachers will enhance the learning experience of RHS students.

### **Communicating a Concern**

Constructive criticism of the school is welcome in order to improve the quality of the educational program and to enable the staff to handle their tasks more effectively. The raising of concerns in a direct face-to-face manner between parties is likely to lead to frank discussion and problem resolution. In order to handle complaints in an expeditious manner, the following procedures should be followed:

- If the complaint involves school personnel, it should first be directed to the staff member involved or to the administrative staff member who has immediate supervisory responsibilities. All efforts will be made to reach a satisfactory resolution of the problem at this level.
- Problems that have not been satisfactorily resolved at the school or unit level should be referred to the Assistant Superintendent of Schools. It is the Assistant Superintendent's responsibility to keep the staff member and citizen informed of his/her disposition of the problem within a reasonable length of time. Problems not resolved by the Assistant Superintendent are referred to the Superintendent.
- If the citizen feels that the issue has not been satisfactorily resolved at the Superintendent's level, the citizen may request a private meeting with the Board of Education. The Board Committee of the Whole will review the matter and take appropriate action. It is the Board of Education's responsibility to keep the staff member and citizen informed of the disposition of the problem within a reasonable period of time.

- Any staff member who is the object of a complaint or criticism is also protected by the established grievance procedure and may initiate proper action under its provisions. When a student or a staff member has a complaint concerning matters covered by Affirmative Action policies, a form should be obtained from the Main Office and completed to include information describing the nature of the grievance and other information as may be appropriate, including time, place, and individuals concerned. The complaint should provide some idea of the relief desired. This form should be submitted to the Chairperson of the Affirmative Action Committee who will prepare a written reply. If the decision of the Affirmative Action Committee is not satisfactory to the complainant, the decision may be appealed to the Principal who will also be required to furnish a written report.

### **Driving Instruction (Behind-the-Wheel)**

Students sixteen (16) years of age or older (including sophomores) may enroll in a six-hour Behind-the-Wheel course. Classroom Driver Education is required of all sophomores and juniors. Behind-the-Wheel instruction is provided by the Ridgewood Community School on a tuition basis. An insurance reduction certificate is issued to students who successfully complete the classroom course and a six-hour Behind-the-Wheel course.

### **Early Dismissal Days**

Early dismissal days follow the 4-day rotation schedule with shortened periods. There is no lunch period or Period 9. The students are dismissed at 12:10 P.M. and for those students that take the bus, pick-up is scheduled at 12:30 P.M.

### **Emergency Messages for Students**

Messages can be delivered to students during the school day **ONLY IN THE EVENT OF AN EMERGENCY**. The Office Staff is not permitted to transmit messages concerning medical appointments, lunches, picking up students at the school, music lessons, etc. All requests to send messages to students should be directed to the student's Grade Advisor.

### **Emergency School Closing/Delayed Opening**

The district uses an all call system that will call students' home with a recorded message advising about school closings or delayed openings. The Emergency Closing message is also available at 201-670-2700 and will remain in effect throughout the day. Please do not call the Police or Fire Departments, or the individual schools for information on the closing of schools, since those telephones will not have a taped message. School personnel do not report when school is closed. Information about an emergency school closing or delayed opening can also be found at the following sources:

#### Television Stations

CBS, NBC, Fox 5, ABC and News 12

#### Websites

[www.ridgewood.k12.nj.us](http://www.ridgewood.k12.nj.us) and [www.News12.com](http://www.News12.com)

#### RHS App

<http://app.ridgewood.k12.nj.us>

### **Field Trips Sponsored by RHS**

No RHS field trip is mandatory. Absences in other classes will not count toward the maximum limit set by the Board of Education. Any student choosing not to participate in a field trip cannot be penalized and will not be marked absent from the class taking the trip. Grade Advisor reserve the right to prevent a student from attending a field trip if their absences are excessive. Students participating in a school-sponsored field trip, whether instructional, athletic, or co-curricular, are to observe all school behavior expectations for the duration of the trip.

Possession or use of drug paraphernalia, drugs, alcohol or steroids, as identified in NJAC 6:29-6.3, is against Board of Education and School Policy. This also applies to staff acting as chaperones or participating in the trip. Any student who is participating in a school-sponsored activity who is in possession of paraphernalia or uses drugs or alcohol will be treated in accordance with the Ridgewood Board of Education policy. Medical care will be secured at no cost to the Board of Education for any student suspected of using an illegal substance or who is exhibiting signs of intoxication. This will include notification of the local police and transportation to the nearest medical facility by ambulance.

On overnight trips, student luggage and lodging rooms are **subject to inspection and search** at any time by staff supervising the trip. Any student who behaves in a manner that is illegal, dangerous, insubordinate or in violation of school or Board of Education Policy will have their participation in the field trip terminated immediately. Parents/guardians will be notified and required to pick up their child without delay. If that is not possible the staff in charge will make arrangements to transport the student home or to any other location specified by the parents/guardians or parents'/guardians' designees, at no expense to the Board of Education.

If it becomes necessary to terminate a student's participation in a field trip, officials of the sponsoring agency will also be notified as quickly as possible. Further participation in field trips sponsored by this organization, or school activity, will be denied for at least the remainder of the year. Depending upon circumstances, all future field trips and school activities may be denied.

All field trips require a two-week advance notification with the limited exception of field trips mandated by outside organizations (i.e., NJSIAA). The proper protocol must be followed; the trip must be approved by the departmental supervisor.

### **Fire and Safety Drills**

State regulations mandate one fire drill and one safety drill per month which are held to accustom students and staff to proper procedure in case of an emergency. Order and absolute silence should be maintained. Students are expected to follow all directions and remain with their classroom teacher. Quiet discussion is permitted once the classes have reached their assigned positions. Failure to behave appropriately during a fire drill will result in referral to the Grade Advisor.

### **Harassed Victim's Rights**

No student deserves to be harassed or harmed in any way. Degrading, insulting, or mean behavior directed by one student toward another student, whether or not that behavior meets the legal criteria for H.I.B., will be addressed by the Grade Advisor. (See H.I.B. policy under Code of Conduct)

RHS is committed to making sure that the behavior stops, that the aggressor(s) understand why the behavior is wrong, and that the victim(s) have an opportunity to process the experience and develop insight and resilience in a safe environment.

The victim has a right to:

- Face his or her aggressor(s) in a meeting with their Grade Advisor
- School counseling
- Be apologized to and may receive a letter of apology from the aggressor(s)

### **Lockers**

Each student will be assigned a locker. Lockers remain the property of RHS. **Lockers may be searched by school officials at any time.** A record of these assignments will be kept and monitored by the Grade Advisors. Students are expected to use only the lockers which they have been assigned. Any student using a locker other than the one assigned will be subject to disciplinary action by the Grade Advisor. RHS will provide a lock for each student. The student is responsible and accountable for the lock. RHS is not responsible for items lost or stolen from lockers. Students are urged not to bring large amounts of money or valuables since the school is not responsible for loss or theft of personal items. Student lockers will be subject to periodic inspection by administrative personnel. Students must use the school issued lock that has been placed on the locker.

**Each student is responsible for reporting any pre-existing damage to his/her locker by the end of the first full week of school. Any “new” damage or graffiti will incur a \$20 fine or more depending on the severity of the damage.**

### **Lost and Found**

Articles of value found by students should be taken to the Main Office. The Grade Advisor may also be of assistance if something is lost. There are lost clothing bins located in the cafeteria.

### **Morning Public Address (P.A.) Announcements**

Any teacher or student wishing a notice to be read on the P.A. must submit a legible copy on the Bulletin Notice Form (located on the counter in the Main Office) by 1:30 P.M. of the day before the notice is to be read. The Bulletin Notice form must be initialed by the Grade Advisor of the student activity.

Placing announcements or posters of any type on painted surfaces of walls is not permitted, particularly in the case of posters or notices using tape for hanging. Items to be posted must first be approved for school use by the student organization advisor and by the Principal’s Office and will be hung on the student bulletin board outside the Main Office or on the Organizations bulletin board by the group advisor.

### **Open Campus**

The ability to budget and use one's time in a meaningful way is a skill students must learn. To help learn that skill, students have the privilege of Open Campus. Students may leave school grounds or use any of the open areas of the campus, such as the Learning Commons, Campus Center, cafeteria, courtyard, and front lawn. This privilege carries with it the responsibility of

being prompt to all classes, meeting Period 9 obligations, and avoiding noise or activities that will disturb classes. Because of the potential for classroom disturbances, musical instruments may not be played on campus. Frisbees and other games are permitted only on the athletic fields. Failure to meet class or Period 9 obligations will result in disciplinary action that could include detentions or suspension. Open Campus will be withdrawn from students whose actions threaten the good order of the school or the comfort or convenience of others.

### **Parking**

There is **no student parking on RHS property for automobiles**. Students who do park in unauthorized areas will be subject to municipal fines, towing and/or disciplinary action. Please note: There will be **no courtesy warning** for the first offense.

Unauthorized cars parked in the faculty lot will be ticketed and towed at the owner's expense and afterschool detention(s) may be assigned.

### **Personal Property**

Each student is responsible for his/her personal property while in school and care needs to be taken to ensure minimum risk of loss. Students are also responsible for textbooks and other materials issued to them. Textbooks and other personal property should not be left unattended. Students are urged not to place money and other valuables in their lockers. Students are urged to place their names in all personal property and clothing brought to school.

### **Restricted Areas During Instructional Hours**

While class is in session, students may not remain in the staff parking lot. Any area may become off limits if noise interferes with instruction. During the course of the school day, Heermance Place is regarded as part of the RHS Campus. As such, rules of behavior are similar to those for any other part of the school grounds.

While classes are in session, students are not to congregate in the hallways or areas of the building where classrooms are located. Under no circumstances are students to engage in behavior that is disturbing to the learning process going on in classrooms.

Students who are uncooperative or who are repeatedly disruptive will be referred to the Grade Advisor and will be subject to afternoon detention(s) and/or loss of Open Campus privileges.

### **RHS App**

Download the RHS App and be up to date with announcements, rotating schedule, and teacher absence list.

### **Safety & Security**

Students, staff, and parents/guardians are hereby notified that the district maintains a security system at RHS. This system consists of cameras, video recording devices, and monitors at strategic locations throughout the facility. The primary purpose is the safety, protection, and well-being of the students and staff. However, students, staff, and parents/guardians are also notified that the school administration reserves the right to use this system to deter and remedy situations in which individuals are involved in activities which are in direct violation of the Discipline Code such as,

but not limited to, vandalism, fighting, assaults, and loitering. The system will also be used to investigate any situation where a member of the school community may have caused or incurred harm or otherwise also acted within the limits of N.J.S.A. 18A:37-13 et seq. The contents of such records will be reviewed by district administration when appropriate within their discretion in order to mitigate any situation that arises and are the sole property of the district. It is important to note that this system is recording 24 hours daily, but is not monitored by an individual at all times.

### **Safety & Security Drills**

Pursuant to state law, all schools are required to conduct one (1) fire drill and one (1) school security drill per month. Security drills allows staff and students to practice procedures in response to specific emergency situations including, but not limited to, non-fire evacuation, lockdown, K-9 police search (drugs/explosives), or active shooter incident.

To fulfill the requirements and to maintain RHS' top priority commitment to ensuring the safety and well-being of all students and staff, RHS periodically requests that the Bergen County Canine Unit conduct a K-9 search drill of the RHS lockers.

The K-9 exercise will occur on a school day randomly selected by the Ridgewood Police Department as one of the required monthly lockdown drill scenarios. Instruction will not be negatively impacted, nor will students come in contact with the canines or police.

The intent of the K-9 search drill is to enhance security protocols, but the exercise will also address concerns regarding possible disruptions to the educational process that may be occurring clandestinely. While it is a drill, any positive findings will be handled directly and appropriately by the RHS administration, in accordance with New Jersey statute, Board of Education policy and police regulations.

### **School Property**

Students are expected to keep the school neat and clean. Pride in the school and the property belonging to it will produce a better school in which to work and live. The physical condition of the campus reflects the character of the student body.

Any school property lost or damaged by a pupil must be paid for by the student. Accidental damage is one thing; but malicious destruction of school property will be dealt with severely. Significant fines may result in a "freeze" of the student's academic record.

With the exception of some paperbacks, students are furnished their textbooks free of charge. These are issued by the subject teachers and must be returned by the end of the year or when students discontinue use. Students should affix their names in ink below the book numbers for easier identification. Care should be taken to keep from damaging or losing books. All lost or damaged books must be paid for. Books may be taken out for summer use subject to payment of deposit fee.

### **Security Doors**

For security purposes RHS installed a swipe card system. All entrance doors to RHS are locked during the school day. Students are issued proximity cards to enter at designated entrances.

Students have access to several doors with readers Monday through Friday from 6:30 A.M. - 3:30 P.M.

Students are responsible for their issued proximity card. Students who lose their card will be charged \$10.00 for a replacement card. Students are prohibited from tampering with any of the security doors, sharing proximity cards, propping doors open and/or opening doors for other students or persons. Any student who does not have his or her proximity card must enter through the main entrance on Ridgewood Avenue. On weekends and holidays, doors are manually unlocked for other times depending on the event schedule. Certain doors will be opened manually for the public from 2:50 P.M.-10:30 P.M. By law, no one is allowed in the building unless there is a custodian on duty.

### **Social Functions**

Attendance at social functions sponsored by RHS is a privilege. The RHS Administration reserves the right to deny anyone access to a school function. These decisions will be based on, but are **not** limited to:

- An individual's past behavior record
- The appropriateness of an individual's age at a high school event
- The status of the individual's enrollment at RHS
- The nature of the event (RHS students only)

### **Students in Building After School Hours**

Students may not remain in the building or on the school grounds after 3:15 P.M. unless supervised by a teacher, club advisor, or person designated by the Principal or Grade Advisor. Questions regarding the scheduling of building use for after-school or evening school-related purposes or activities; i.e., fundraisers, concerts, meetings, should be directed to Mr. Brunner, 201-670-2800 (ext. 20583).

### **Study Hall**

Any parent/guardian who wishes to have their child assigned to a supervised, quiet Study Hall during a period their son or daughter is not assigned to a class should notify the Assistant Principal for Administration and Student Services in writing. Grade Advisor will assign students to Study Hall who abuse Open Campus privileges, the Attendance Policy, or prove themselves otherwise not able to handle the freedoms RHS students have traditionally enjoyed.

Guidance Counselors may assign students to the supervised Study Hall if they believe it is in the student's best academic interest and that such an assignment is warranted.

Assignment to Study Hall will be treated with the same attendance and behavior expectations as an academic class.

### **Suspension**

In-School Suspension (ISS) is used for very serious infractions of school policies and procedures which do not require immediate removal from school. A student who is "suspended" from his/her regular schedule will be assigned to a self-contained classroom monitored by a staff member. Students given ISS will not receive a zero (0) in each class missed nor will they be prevented from

completing tests or other work missed. All make-up work, however, is the responsibility of the suspended student. Students will be provided work by their classroom teacher to complete during the suspension period.

During the term of the suspension, a student may not participate in any school-sponsored activity or interscholastic or intramural sport or function. Students serving ISS will eat lunch in an area designated by the Grade Advisor.

Out-of-School Suspension (OSS) is used for major infractions which are considered extremely serious breaches of the Code of Conduct and for continued misconduct. **A parent/guardian conference with the appropriate Grade Advisor is mandatory before a student is readmitted to his/her regular classes.**

### **Teacher Absences**

Teacher absences will be available on the school RHS App or <http://app.ridgewood.k12.nj.us>. The absence list will specify the specific teacher's classes and where the assignments can be found. Students will be able to complete the assignment as they would during a free period.

Absent teachers can:

- Assign their class work electronically via Google Classroom, Drive, Groups, websites, email, etc. that can be either submitted by the end of the period, day, or next day depending on the parameters set
- Make a paper handout available to their students. This will be coordinated with the Main Office and teachers will email their class indicating a handout is available in the Main Office for students to pick up

Students have the freedom and responsibility, as they have with Unit Lunch or during free periods, to work on the assignment on their own. Students have the choice to go to the Campus Center, Learning Commons, Cafeteria, front lawn, etc., to work on the assignment. Grade 9 students are NOT allowed to leave the RHS campus.

Under certain circumstances, or if a teacher is out for three (3) or more consecutive days, a substitute teacher can be brought in to cover the class. If this is the case, it will be communicated to the students. The teacher absence list will not be available until the morning of the school day, usually by 7:35 A.M. It is the student's responsibility to make sure that they are reading the list correctly. For example, sometimes a teacher is only absent in the morning but is present in the afternoon and this would be indicated on the RHS App. This virtual environment helps prepare students for their future when they take online classes in college and work remotely in their future occupations.

### **Unit Lunch and Cafeteria Information**

The Cafeteria will be open for breakfast between 7:30 A.M. and 10:30 A.M. and lunch will be served from 10:30 A.M. until 1:30 P.M. Unit Lunch (10:55 A.M. to 11:40 A.M.) is the time when most students and staff will eat lunch. All teachers and students are entitled to use this time as their own. No school business is conducted unless it is by mutual agreement. Guidance Counselors and other support services are available to students during this time.

Unit Lunch is the only time that food can be consumed outside of the Cafeteria and Campus Center. Students may eat in the Cafeteria, Campus Center, on campus grounds (during nice weather), Gym I and the corridor adjacent to Gym II. Food may not be consumed in stairwells or in the basement, second, or third floors. At any time of day other than Unit Lunch, food purchased in the Cafeteria must be eaten there. **Food and beverages being consumed in the corridors or classrooms outside of the Unit Lunch time may be confiscated.**

### **Unprepared for Class**

A student will have difficulty learning if he/she is not in class or not prepared for class. Therefore, each student is expected to attend all of his/her classes daily, and to bring the necessary materials as required by each teacher.

If a student is continuously unprepared for class, his/her teacher may choose to assign detention, and/or contact the student's parents/guardians. Additionally, a parent/guardian and teacher conference may be requested with the student's school counselor.

### **Voter Registration**

Students who reach the age of 18 prior to the next election are eligible to register to vote. They are urged to take advantage of this opportunity and to apply for registration in the office of the Assistant Principal.

### **Working Papers**

Current RHS students must obtain working papers in order to be employed in any job regardless of age. RHS graduates must obtain working papers until the age of 18. To obtain working papers, a student may pick up the form in the main office or print from the school website. For additional information, check with the secretaries in the main office.

### **Yearbooks**

Yearbooks are offered for sale early in the fall and arrive in June for distribution. Throughout the year, in addition to school pictures, the yearbook staff photographs various activities to be included in this yearbook. Many times students do not take the time to purchase the yearbook in the fall in hopes of getting an extra copy in June. Most of these students are disappointed and do not receive a yearbook. This hardcover edition is a very special memento of a student's RHS years and it is recommended that a copy is purchased in the Fall.

## **GUIDANCE DEPARTMENT**

The RHS Guidance Office is located across from the Main Office in room 105 and 109. All students and their parents/guardians have access to counseling services to assist them with their problems or concerns related to academic, personal/social, and career development.

School counselors:

- Assist students with academic planning
- Counsel individual students or small groups with their personal concerns
- Consult with the students' family, teachers, educational support staff and community agencies regarding strategies to help students

- Assist students with post-secondary planning

All students are assigned a school counselor. Students may schedule an appointment with their counselor by visiting the Guidance Office and completing an appointment request form or by e-mail through Naviance.

### **College Orientation Programs**

The guidance department will sponsor several college orientation programs for students and parents/guardians during the year such as:

- The College Application Process
- Financial Aid Workshop
- A College Admissions Panel
- Junior College Program
- Senior College Program
- Naviance Program

Families will be notified of the time and place, and it will be placed on the district's website. All are invited to attend.

### **Crisis Intervention Counselor (CIC)**

The CIC is trained in crisis intervention and counseling. All contacts with the CIC are held in strict confidence. The CIC's services may be utilized for, but not be limited to, cases involving child depression, loss in the family or close friend, separation, divorce, drug experimentation and abuse, etc. The CIC's office is located in Room 115.

### **Transferring Out of School**

Student records will not be released until all fines are paid and materials returned. A student transferring out of RHS should follow the following procedures:

- Report to the Guidance Office with a note from the parents/guardians. The student will be given a sign-out sheet, which must be presented to all teachers and the school counselor for their signatures
- A transfer conference must also be completed and signed by the parent/guardian
- All school books, calculators, and any other school property must be returned to the appropriate teachers
- The student must meet all financial obligations, such as library fines and payment for lost books
- When all of the above are completed, the student must report back to guidance for final check out

### **NAVIANCE/FAMILY CONNECTION**

Naviance/Family Connection offers a number of innovative, easy-to-use, web applications for high school students and their parents/guardians to assist with a variety of tasks such as college research,

college planning, college application process, teacher recommendation requests, career planning, and much more.

### **College Planner**

College Planner is a powerful tool to assist students and parents/guardians with the college search and application process. For the past several years, the Guidance Department has used the Counselor Connection, powered by Naviance, to keep track of college admissions data. To make admissions comparisons more accurate, only data from RHS students is employed.

Naviance College Planner will help you:

- Complete and save a comprehensive college search (College link/College Search)
- Keep track of your PSAT, SAT, ACT, and AP test scores (About Me link/Test Scores)
- Develop an activity sheet (About Me link/Resume)
- Check admissions results for RHS students with comparable GPAs and SATs/ACTs (College link)
- Find out when admissions counselors will be visiting RHS and sign up for the meetings (College link/Upcoming College Visits)
- Connect to other useful web sites related to college admissions and financial aid (Home Page/Pages -- Links to other websites)
- Receive important e-mail communications from your guidance counselor regarding the college process.
- E-Mails will go to both your personal e-mail address as established on Naviance AND your INBOX on the NAVIANCE/FAMILY CONNECTION site.
- Keep your counselor informed of your plans and progress through e-mail.

### **Naviance eDocs**

This feature of Naviance allows RHS to send all college application school documents electronically to over 5000 colleges. The forms that will be sent are the Official Transcript, Secondary School Report, Counselor Letter of Recommendation, and RHS School Profile. We also receive an electronic date stamp when the college receives the documents and downloads them.

Students and parents/guardians can access Naviance/Family Connection as follows:

- <http://connection.naviance.com/ridgewood> (or use the link on the left menu bar on the RHS home page)
- Sign in with your registered e-mail and your password
- If you forgot your password, click on the “Forgot your Password” link
- If you do not have a Naviance account, contact your guidance counselor to set one up.

Naviance’s Family Connection is a comprehensive online tool created to assist students and parents/guardians with the following:

- Communications (Freshman Year)
- Career Planning (Sophomore Year)

- College Research (Junior Year)
- College Application Process (Senior Year)

**Naviance is specific to RHS.** For academic and social resources available to students and parents/guardians refer to **Appendix A – Academic and Social Resources**

## **SPECIAL SERVICES**

RHS continues to remain dedicated to addressing the diverse learning needs of all students. As part of the array of services and curricular options listed in this handbook and in order to adhere to state mandates, RHS also provides child study team s, collaborative support, restrictive classroom settings, speech therapy, curricular modifications and adaptations, as well as other supports necessary to assist students identified as having special needs to successfully acquire their high school diploma.

The need for specialized support services is determined by each student’s individual educational needs. Students referred for special services are evaluated by the child study team, with the parents’/guardians’ consent, and a specific plan is developed that outlines the student’s individual goals and objectives and the support service to be applied to assist the student in attaining these goals and objectives.

Access to these services is through the Department of Special Services. Additional information on specialized support services can be obtained through the Director’s office by calling 201-670-2700 (ext. 10505). It is strongly suggested that academic concerns be discussed with the child’s teacher and Principal.

## **STUDENT HEALTH & WELL BEING**

RHS is committed to promoting student wellness. This can be seen with homework-free breaks, activity-free blackout weeks, Enrichment Mornings, teacher extra help sessions, and stress management courses. All of these initiatives help contribute to reducing student stress and increasing student wellness. With these initiatives, it is hoped that families can plan time together and take advantage of these precious years, and that the students use these respites to relax and enjoy their youthful days.

### **Assessments and Assignments**

In an ongoing effort to keep the student workload manageable, and to ensure that students are given ample time to do their best work, RHS has policies in place regarding when assessments and assignments can be given. During the first time slots in the morning and afternoon, there should be no qualitative assessments. Ungraded assessments or “completion” graded assessments are allowed. This is to ensure that a student will not have six graded assessments in one single day. In addition, all assignments must be given by the end of the class period so that students can plan their time accordingly. Many teachers have their own policies and practices aimed at providing support and flexibility. Keeping lines of communication open between students and teachers is encouraged. Students should always feel comfortable talking to their teachers if the workload becomes overwhelming.

### **Co-Curricular Activities**

RHS provides a wide variety of co-curricular activities which allow students to pursue their interests and excel outside of the classroom. These activities help to balance out the day, while also serving as sources of enrichment and enjoyment. Coaches and advisors do their best to strike a balance between student personal, family, academic, and co-curricular time. It is a goal of RHS to provide opportunities in athletics and co-curricular activities at the highest level while respecting each student's need for family time and stress reduction. RHS searches to find the ideal balance between these interests and continues to improve upon this area each year.

During the season, each coach and advisor works to ensure that all practices and rehearsals are kept to less than three (3) hours in duration, do not start prior to 3:30 P.M., and that students arriving late, due to receiving extra help from teachers, are not penalized. Occasionally, under certain circumstances, practices may last a little longer but this will be communicated by the coach. The same is true with band and New Players rehearsals. Some rehearsal times will last a bit longer depending upon an upcoming performance.

### **Enrichment Mornings**

During the school year, RHS begins the school day for students with a one-hour delay. These monthly Enrichment Mornings, affectionately known as "sleep-ins" by the students, are a chance for students to catch up on their school assignments or sleep. The faculty and staff still report at the regular time for professional development sessions. The Learning Commons, Campus Center, and cafeteria are still available for students to complete schoolwork and meet to collaborate on school projects.

### **Homework-free Breaks**

As a school policy, assignments are not given over, or due immediately after, major religious holidays, Thanksgiving, December, February, and April recesses. (Please note, that while assignments are discouraged during April recess exceptions are made based upon the class due to many of the State and AP tests that are administered around this time period.) Ideally, this time should be used by teachers and students alike to decompress and engage in other activities.

### **Period 9**

RHS is dedicated to providing a supportive environment where students are given every opportunity to succeed. Period 9 (2:50 P.M. to 3:15 P.M.) is a part of the school day where all teachers, counselors, and grade advisors are available for help in a designated room throughout the building. Many students take advantage of this one-on-one time with their teachers to ask questions, clarify assignments, receive extra help or have discussions in a more informal setting.

### **Principal Advisory**

A committee of students and faculty members meet with the Assistant Principal on a regular basis to discuss student issues and concerns. Recommendations are then made to the Principal regarding ways to improve student life at RHS.

### **Stress Management**

RHS offers a Core Wellness Curriculum for 11th grade students which includes a Yoga & Stress Management course. Yoga is a mind-body practice that can aid in reducing stress and anxiety. It

can also enhance one's mood and overall sense of well-being. Additionally, practicing yoga may lead to improved balance, flexibility, range of motion and strength.

### **Summer Blackout**

Each year, starting dates for the fall sports schedule and blackout dates, during which RHS will not have activities scheduled, are posted. These dates are based upon the NJSIAA, the governing body for NJ high school athletics, and RHS policies and schedules and change year to year. Typically, RHS plans for two (2) "blackout" periods with no school events scheduled during final exams and the first week of August. Each individual coach will also send a summer schedule letter to the appropriate families and inform them of their start dates.

Each individual sport or activity may also have additional weeks with no commitments built into the summer schedule. Students will not be penalized for missing any pre-season practices or activities prior to the official start date. Family time is extremely important and this fact is recognized by RHS. The coaches are very cognizant of this and try to find the balance between personal time and preparing athletes so they are properly conditioned for their competitions.

## **MEDICAL INFORMATION**

### **Adaptive Physical Education**

Students who have medical or physical conditions that limit their ability to participate in the regular Physical Education course offerings may be assigned to an individualized program upon permission of the family physician and the parent/guardian, and still receive credit for Physical Education. Authorization must be given by the RHS administration.

### **Health Services**

Health information can be found on the RHS website. Click on Our School/Resources/Health Office. Do not assume that if a student has a medical issue the High School staff will be informed. Confidential health issues are not disclosed to the teaching staff. In order to make teachers and coaches aware of any medical concerns your child may have, please inform the Nurse in the Health Office at 201-670-2800 (ext. 20520).

Parents/guardians are encouraged to update their emergency information, including cell phone numbers. This can be done through Skyward or by calling the Guidance office at 201-670-2828 to update information.

### **Illness at School**

To enable the school to contact a parent/guardian in an emergency situation during school hours each student is to have a parent/guardian complete or update the Emergency Information on Skyward annually. Students who become ill in school shall obtain a pass from the teacher and report directly to the nurse. If a student is unable to report to the nurse, the teacher in charge will call the nurse for assistance.

Under no circumstances shall students leave school without permission of the school nurse or administration. Violation of this rule will be considered leaving the school grounds without permission and treated as truancy under the Code of Discipline.

All accidents and/or injuries occurring during school hours or school sponsored activities are to be reported immediately to the school nurse, or the teacher/coach in charge of the activity.

Except in an emergency, a student dismissed from school because of illness by the nurse shall be transported home by a member of his/her family.

### **Immunizations**

All students must adhere to the immunization requirements of the New Jersey State Department of Health, available for review in the school health office.

### **Medication in School**

In compliance with the New Jersey State Department of Education and The Ridgewood Board of Education policy, students who require medication during school hours must provide the following:

- A written statement from the prescribing physician identifying the name, dosage, frequency and purpose of the medication
- A written statement from the parent/guardian giving permission for the administration of the medication
- Prescription medication must be in the original container with the pharmacist's label, the prescription number, child's name, dose to be given, and doctor's name
- Parent/guardian is responsible for the transport of any medication to the school nurse
- Students may be approved to self-administer in certain life-threatening conditions, such as anaphylaxis and asthma. Written permission from physician and parent/guardian must be obtained

These requirements apply to over-the-counter-medications as well as prescription medications.

Acetaminophen, Ibuprofen, and Tums, have been approved by the Ridgewood Public Schools Health and Wellness Advisory Committee and are available in the Health Services Office. Parents/guardians must log onto Skyward and complete the "Over the Counter Medication Authorization" Only the School Nurse may administer these medications. The health office does not provide cough drops, antihistamines, or cold medication.

### **Physical Education Excuses**

Students who wish to be excused from participating in Physical Education due to health reasons must report to their physical education teacher with a signed note from their parent/guardian. A contact number must be on the note. Physical Education classes that have been excused with a parent/guardian note must be made up on the student's own time. Please arrange with the physical education teacher. Medical excuses from a physician to excuse a student from Physical Education because of an injury or illness must be submitted to the Health Office. If a student is unable to participate in Physical Education for more than a few weeks because of a documented medical condition an alternate program may be required to accommodate the injury or illness according to NJ Physical Education Mandates. Students with a chronic condition that submit a medical note will be required to have the treating physician submit an Adaptive Physical Education form so the

state required physical education component is met and a physical education program can be adapted to his/her particular condition.

### **Physical Examinations**

Each student must complete a physical examination upon entry into the school district. This examination must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program. Parents/guardians are also notified of the importance of obtaining subsequent examinations. Physical examinations are requested at least once during each of the student's developmental stages: early childhood (Grade 2); pre-adolescence (Grade 5); and adolescence (Grades 8 and 10). Vision, hearing, blood pressure, height, weight, and scoliosis screenings are conducted as required by state code. A referral will be mailed home to parents/guardians, when indicated.

### **CO-CURRICULAR ACTIVITIES**

RHS is committed to providing students with an excellent academic education and offering experiences that will allow them to pursue their interests through clubs, activities, and athletics. These co-curricular experiences have provided students an opportunity to excel in various areas, which many have then pursued at the college level and beyond. Each coach and advisor works with these students to prepare them to perform at their highest levels. With this in mind, coaches and advisors do their best to strike a balance between student personal, family, academic, and co-curricular time. It is a goal of RHS to provide opportunities in athletics and co-curricular activities at the highest level while respecting each student's need for family time and stress reduction. RHS searches to find the ideal balance between these interests and continues to improve upon this area each year.

During the season, each coach and advisor works to ensure that all practices and rehearsals are kept to less than three (3) hours in duration, do not start prior to 3:30 P.M., and that students arriving late, due to receiving extra help from teachers, are not penalized. Occasionally, under certain circumstances, practices may last a little longer but this will be communicated by the coach. The same is true with band and New Players rehearsals. Some rehearsal times will last a bit longer depending upon an upcoming performance.

Each year, starting dates for the fall sports schedule and blackout dates during which RHS will not have activities scheduled is posted. These dates are based upon the NJSIAA, the governing body for NJ high school athletics, and RHS policies and schedules and change year to year. Typically, RHS plans for two (2) "blackout" periods with no school events scheduled during final exams and the first week of August. Each individual coach will also send a summer schedule letter to the appropriate families of their start dates.

Each individual sport or activity may also have additional weeks with no commitments built into the summer schedule. Students will not be penalized for missing any pre-season practices or activities prior to the official start date. Family time is extremely important and this fact is recognized by RHS. The coaches are very cognizant of this and try to find the balance between personal time and preparing athletes so they are properly conditioned for their competitions.

RHS is a member of the Big North Conference. Ridgewood is classified as a Group IV school by the, a group of high schools containing the largest student populations. With twenty-nine (29) men's and women's interscholastic teams, Ridgewood earns points toward the Annual League All Sports and Sportsmanship Banners. RHS has won the All Sports Banner and the Sportsmanship Banner numerous times. Ridgewood enjoys a fine reputation in the state. The Big North Conference is made up of forty-two (42) schools in Bergen, Passaic and Essex counties.

### **Activities Fee**

An activities fee is a "once-a-year" fee that covers all clubs and activities in which a student chooses to participate. **The Ridgewood School District charges an activities fee of \$150 each year for students in Grades 9 through 12.** This once-a-year fee entitles a student to participate in one (1) or more clubs or activities throughout one (1) school year. Once a student begins an activity, there will be no refund. Students eligible for free or reduced price lunches are exempt. If a parent/guardian qualifies for free or reduced price lunches, an application must be completed and returned to the high school main office.

### **Co-Curricular Code**

The Ridgewood Board of Education, administrators, coaches and activity advisors, in conjunction with parents/guardians and pupils who are selected to represent RHS in athletics or activities expect that members conduct themselves as responsible representatives of their schools. These activities are considered a privilege and not a pupil right so the school may remove the privilege if necessary. Pupils who participate in sports or pupil activities shall be expected to exemplify high standards of behavior. Students whose actions or conduct relate to the safety, security and well-being of students, staff, or school grounds, and whose behavior is determined to materially and substantially interfere with the requirements of appropriate discipline in the operation of the school or its programs, shall be subject to disciplinary consequences outlined in the Co-Curricular Code. All reports of suspected violations will be reported to the Athletic Director and/or the Assistant Principal for Student Services. After an alleged violation of the code has been verified by either school personnel, judicial or law enforcement agencies, the appropriate disciplinary consequences will be imposed by the Athletic Director and/or Assistant Principal.

### **Co-Curricular Code Violations**

The RHS Co-Curricular Code acts to supplement the student code of conduct, not to supplant it.

- This code applies to all co-curricular activities in which a pupil participates. As a result, consequences are assigned to every co-curricular activity. A pupil leadership role will be evaluated upon each offense with the possibility of removal at any time.
- Consequences for multiple violations must be served consecutively. A suspension may be carried over from one sport or activity season into another. If a pupil cannot fulfill a suspension in the current sport or activity, the remaining consequences carry over to the next season/activity.
- A pupil charged with any illegal activity by the police will face immediate consequences as outlined by the Co-Curricular Code. Under N.J.A.C. 6A:16-7.6, "a Board has the authority to impose a consequence on a student for conduct away from school grounds including on a school bus or at a school sponsored function that is consistent with the district Board of Education's code of student conduct."

The Board, however, can only exercise that authority when:

- It is reasonably necessary for the student's physical or emotional safety, security and wellbeing or for reasons relating to the safety, security and well-being of other students, staff or school grounds pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 [N.J.A.C. 6A:167.6(a) 1]
- the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of school [N.J.A.C.6A:16-7.6(a) 2]

### Category I

General offenses not listed in Category II such as, but not limited to, H.I.B. violations, fighting, verbal abuse, hazing, theft, vandalism, unsportsmanlike behavior, use of drugs, alcohol or tobacco/tobacco-like products or conduct which would constitute a misdemeanor under Federal or New Jersey law, while in school, on school property, or as a representative of a RHS sport or activity. Certain offenses, such as H.I.B., that substantially disrupts or interferes with the orderly operation of the school or the rights of other students are covered under this policy even when outside of the school day or during the activity.

### Consequences

Category I consequences pertain to all offenses that occur during school or related activities.

Pupils who violate Category I of the Co-Curricular Code are subject to the following:

- Notification to and/or a conference with the Advisor, Athletic Director, Assistant
  - Principal and Guidance Counselor.
- One or more of the following:
  - Conference with appropriate school personnel
  - Removal from participating in the immediate activity or performance
  - Suspension from participating in the activity or performance. A general guideline is for a student to be removed for two (2) weeks and/or four (4) competitions. Depending on the severity of the infraction this may be increased.
  - Ineligibility for further field trips or contests
  - Personal apology
  - School/community service
  - Referral to school support personnel/group or program or referral to outside agency
  - Behavioral contract
  - Loss of leadership positions in co-curricular program(s)
  - Decrease or deny responsibilities in activity
  - Other consequences deemed suitable for the situation

### Category II

Severe offenses such as, but not limited to hate crimes, hazing that rises to the level of a felony, criminal assault, sexual assault, drug/alcohol dealing or such conduct which would constitute a felony under Federal or New Jersey criminal law.

## Behavioral Requirements

RHS pupils must abstain from committing, participating in, assisting other persons in committing or participating in or being a party to any of the following acts:

- A hate crime. A hate crime is any threat, intimidation, harassment, physical touching, vandalism, property damage, or any act which would constitute a violation of Federal or New Jersey criminal laws, committed by reason of the actual or perceived race, color, creed, religious ancestry, gender, sexual orientation, physical or mental disability or national origin of another individual or group of individuals;
- Hazing of any person or group of persons that rises to the level of a felony;
- Any act committed with the intent to cause significant physical harm to persons or significant damage to property;
- Any act which would constitute a felony under Federal or New Jersey criminal law.

## Consequences

Pupils who violate Category III of the Co-Curricular Code shall, without exception, be subject to all of the following consequences and other consequences deemed appropriate by the principal:

- Upon confirmation of a violation, the pupil athlete/activity participant shall lose eligibility for participation in activities and/or sports for one (1) full calendar year, commencing upon the date of such confirmation;
- The Principal or designee shall notify law enforcement officials, as warranted;
- After the pupil has served the one-year suspension from participation eligibility, the pupil may obtain reinstatement by attending a conference with the Principal or designee and the pupil's parent(s)/ guardian(s). Following such conference, the Principal may, but shall not be obligated to, reinstate such pupil's eligibility.

## Student Leaders

Students who assume leadership positions in school-based organizations are expected to act as role models for their peers. This position is an honor and students selected for this position are expected lead by a positive example.

A leadership position is a privilege and can be revoked if a student violates school policies, engages in behavior that is unbecoming of a leader, or does not fulfill the duties of the position. In addition to any consequences detailed in the Student Code of Conduct or this Co-Curricular Code of Conduct, any behavior that results in a suspension from school or police charges will result in the loss of any leadership position for the duration of the school year. Any behavior that is hurtful or demeaning to other students will likewise result in the loss of any leadership position for the school year.

Examples of leadership positions include:

- Student Congress and Class Officers
- Team Captains

- Peer Counselors
- RHS Ambassadors
- National Honors Society Members
- Maroon Mentors
- Officers of School Clubs and Organizations

## **CLUBS AND ACTIVITIES**

### **Academic Teams Eligible to Receive Varsity Letter**

Members of the following Academic Teams: Debate, Mock Trial, Chemistry, Computer, Biology, Physics, DECA, Quiz Bowl, Mathematic are eligible to receive varsity letters in May if they fulfill the following requirements:

- Evidence of good character and behavior as determined by the coach/advisor.
- 75% attendance at practices and competitive meets
- Evidence of quality performance as determined by the Coach/Advisor for each individual team
- Additional requirements as determined by each individual Coach/Advisor, which will be issued in writing to each team member at the beginning of the school year

The above requirements apply for each academic year and are not cumulative. Selections may be appealed to the Assistant Principal.

### **Clubs and Activities**

RHS offers many clubs and other activities for students. Becoming involved in Student Activities is a great way to take full advantage of all that RHS has to offer. Any student interested in forming a club should contact the Assistant Principal for Student Services. Please see the website for updated club and activities information. **An activities fee is required to participate in most clubs.**

All clubs are open to Grades 9-12, unless otherwise noted. Students are encouraged to involve themselves in as many of these activities that interest them so long as their schedules and commitments permit it.

Adventure Leadership Peer Support	Jazz Band/Big Band	RHS Bike Club
Adventure Opportunity Peer Support	Latin Club	RHS Helping Hands
Asian Festival	Latin Quiz Bowl	RHS Literary Arts Magazine
Biology Academic Team I	Marching Band	RHS-TV Club
Book Club	Marching Band, Color Guard/Twirlers	Ridgewood A Cappella (Maroon Men & AcaBellas)
Brass Ensemble ("Ridgewood Brass")	Maroon and White	Ridgewood Crew
Cambodia Club	Mathematics Academic Team	Ridgewood Emergency Services (TIES)
Chemistry Academic Team I	Mathematics Club	Ridgewood UNICEF
Chinese Club	Mathematics Team	Ridgewood Voices & Carolers Ensembles
Clarinet Ensemble	Meditation Club	Saxophone Ensemble ("Sax Appeal")
Computer Academic Team	Mock Trial Team	Science Competitions

D.E.C.A.	Model Congress	Self-Advocacy Leader's Club
Dance Company	National Art Honor Society	Sharing the Arts
Dance Team	National French Honor Society	Sign Language Club
Debate Team	National Honor Society Chapter	Ski Club
Dr. Who Club	National Spanish Honor Society	Spanish Club
Film Club	National Technical Honors Society	Stem Club
Finance Club	New Beginnings	Stock Market Game
First Tech Challenge (Robotics)	New Players Company	String Ensemble
Flute Ensemble	Peer Counselors Service Organization	Student Broadcast Club
French Club	Percussion Ensemble	Students for Environmental Action (SEA)
Gay Straight Alliance	Physics Academic Team I	Support Our Troops
German Club	Ping Pong	Teen LEADS
Girls Who Code	Pizza Club	Tri-M Music Honor Society
Global Classroom	Political Discussion Club	Twirlers, Winter
Half-the-Sky China Care Club	Project Interact Club	Video Game Club
High Times Newspaper	Quiz Bowl	Winter Color Guard
History Club	Reconnect Christian Club	Women Empowering Women (WEW)
History Club Bowl	Red Cross Club	Woodworking
Independent Film Club	RHS Ambassadors	World Challenge
		Yearbook

### **Student Government**

All eligible students are encouraged to participate in either the student council or class office. In the spring of each year, the student body nominates and elects the officers for the following year. The council is the student congress and carries on all business relating to student government. The officers may be either a junior or senior, however, the president must be a senior. As for class representation, each class elects four (4) officers to lead the class through all class related business.

### **ATHLETICS**

#### **Athletic Academic Eligibility Requirements – NJSIAA**

Any student who wishes to try out for a RHS team must:

- Have had a physical exam by a private physician within one (1) year of the first day of practice
- Be cleared by the School Nurse by presenting a completed Interscholastic Athletics Consent form, a completed Health History Questionnaire and a Participation Physical Exam form. If a student has a current physical on file in the Health Office, a completed supplemental health history must be submitted. All physical forms must be reviewed by the School Physician. In order to ensure eligibility, students must submit paperwork at least one week prior to the start of practice. Physical exams are not offered at the High School. Athletic and health forms are available at the nurses' office or on the school's website.

## **Athletic Physical Examinations**

The New Jersey Department of Education and the New Jersey State Interscholastic Athletic Association (NJSIAA) require the *Annual Athletic Pre-Participation Physical Examination Form* for **ALL** student athletes. **The physical is valid for 365 days from the date the exam was performed.** The forms need to be completed as follows:

- *The Annual Athletic Pre-Participation Physical Examination Form* contains two (2) parts. The parents/guardians complete Part A (Health History) and Part B (Physical Examination) is completed by the examining physician. The examining physician **must** review Part A at the time of the physical exam
- All parts of the physical must be filled out in pen; this includes pulse, blood pressure, height, weight and vision. If you answer yes to any question, there must be an explanation
- A vision test is part of the standard medical care for routine sports physicals. Please remind your doctor/clinic/medical home to do a vision screening. **If the student's doctor/clinic does not conduct a vision screening, the school physician will not clear your child for sports. The school nurse is not permitted to do a vision screening or fill in any missing information on the athletic physical**
- Incomplete forms will not be accepted
- The date of the physical **must** be on the form
- The sport needs to be indicated on the form
- **Athletic physicals must be submitted to and approved by the Nurse's Office**

Participation in athletics is based on the results of your personal physician/clinic medical examination and report, the school physician's clearance is based on that examination. This complies with the requirements of NJAC 6A:16-2.2

Students that plan on participating in another sport/season and have already submitted an *Annual Athletic Pre-Participation Physical Examination Form (Part A and Part B)* for the current year and this physical examination has not expired need only submit the state required *Supplemental Health Update and Athletic Consent Form* prior to try-outs or practices, the update form must be completed and signed by the parent/guardian. Please check with the school nurse with any questions regarding the required forms.

## **Athletic Schedule**

The RHS Athletic Schedule can be found at: [www.ridgewoodathletics.com/](http://www.ridgewoodathletics.com/)

## **Practice Information**

Practices are generally held daily six (6) days a week. Please consult with the individual coach about team practice times. Some squads may be reduced to a workable roster after a sufficient number of practices. All athletic forms can be found on the RHS website.

## **Scholastic Requirements for Athletic Eligibility**

The New Jersey Board of Education has rules regarding graduation requirements. A summary of some of the rules regarding athletic eligibility includes: To be eligible for Fall and Winter Sports, students must have passed thirty (30) credits during the previous school year five (5) courses plus Health and Physical Education). To be eligible for Spring Sports, students must have passed 13.75

credits during the fall semester five (5) courses plus Health and Physical Education).

#### Interscholastic Athletic Offerings

##### Fall:

Cheerleading  
Football  
Men's Cross Country  
Men's Soccer  
Women's Cross Country  
Women's Gymnastics  
Women's Soccer  
Women's Tennis  
Women's Volleyball

##### Winter:

Alpine Ski Team  
Cheerleading  
Co-Ed Bowling  
Co-Ed Swimming  
Co-Ed Winter Track  
Ice Hockey\*  
Men's Basketball  
Women's Basketball  
Wrestling

##### Spring:

Baseball  
Men's Golf  
Men's Lacrosse  
Men's Tennis  
Men's Track and Field  
Ridgewood Crew  
Softball  
Women's Golf  
Women's Lacrosse  
Women's Track and Field

\*Activities fee NOT required

### **INTERVENTION AND REFERRAL SERVICES (I&RS)**

The I&RS team process is a collaborative school effort between district-wide instructional personnel and parents/guardians to intervene when a student has been identified as making minimal academic and/or emotional progress in the general education setting. Students can also be referred for social or disciplinary difficulties. The team collects and evaluates relevant data to determine or identify specific barriers hindering student performance. Once these barriers have been identified, individualized interventions are determined and implemented through an action plan designed to alleviate the concerns. The progress of the identified student will be monitored throughout the remainder of the school year.

### **LEARNING COMMONS**

The Learning Commons is the student and faculty center for schoolwork, research and collaboration. The facility provides print and digital books, newspapers, magazines and academic journals. Computers, eReaders, and printers are also available for student use. It is open daily from 7:15 A.M. to 4:15 P.M.

Students are responsible for all materials borrowed from the Learning Commons. Fiction/non-fiction books may be borrowed for four (4) weeks. Reference materials/encyclopedias may not be removed from the Learning Commons. If any item is lost or damaged, the student is responsible to pay the replacement cost for that item.

Book fines will be charged at a rate of \$.10 per day for each day school is in session after the due date. Overdue and fine notices will be sent periodically. Unpaid fines may result in a temporary loss of library privileges.

The following guidelines are expected of students while they are in the Learning Commons:

- Voices and behavior are to be quiet and respectful at all times so as not to disturb or distract others
- No food or drinks are permitted
- No game playing or inappropriate website material may be displayed or printed. The school Acceptable Use Policy rules must be followed at all times

*Appendix A*

**ACADEMIC AND SOCIAL RESOURCES**

<b>ACADEMIC AND SOCIAL RESOURCES</b>		
<b>PROGRAM</b>	<b>SERVICE</b>	<b>TARGET GROUP</b>
Child Study Team	Individual and group support to students, available through the IEP or Intervention and Referral Services team	All students
Counseling	Full range of counseling services in the personal, academic and college fields	All students and parents/guardians
Crisis Intervention Counselors (CIC)	Trained social workers available for student and family support	All students and parents/guardians
English as a Second Language (ESL) / Transitional Program of Instruction (TPI)	Classroom instruction simultaneously in English language skills and content	All qualified students with limited capabilities in speaking, reading, and writing English and for whom English is a second language
Freshmen F.O.C.U.S. (Friendly Outreach for a Community of Understanding and Success)	Designed to assist 9 <sup>th</sup> graders to ease the transition to a new building and academic setting	All 9 <sup>th</sup> grade students
Health Services	A full time Certified Nurse and Athletic Trainer on staff	All students
Home Instruction	Teaching in academic subjects for students who cannot attend school due to medical reasons	Students must be absent from school for at least ten (10) consecutive days due to illness and have medical certification
Intervention and Referral Services (I&RS)	Faculty assessment team to consider underlying causes of student difficulties	All students exhibiting behaviors for concern
Learning Commons	Books, reference materials, periodicals, newspapers, videos, are available for faculty and student use. The facility is widely utilized by independent student learners, as well as students accompanied by their classroom teachers. Hours are 7:15 A.M. – 4:15 P.M.	All students
Naviance	Provides families with an innovative, easy-to-use, web-based application to assist with a variety of tasks such as current high school course requests, college planning, the college application process, career planning, and much more	All students and their parents/guardians
Peer Counselors	Trained 11 <sup>th</sup> and 12 <sup>th</sup> grade students lead Freshmen Focus Groups	All 9 <sup>th</sup> grade students
Peer Tutoring	National Honor Society members provide peer tutoring before and after school	All students

Period 9	Open period reserved for students to visit academic teachers	All students
Quiet Study Hall	Supervised silent study area	All students
Section 504 Accommodations	Classroom and testing accommodation plan developed to meet individual student needs	Students determined to be eligible through an Intervention Team Review process
Special Education Programs/Academic Assistance/Supplemental Instruction	Specially designed instruction for students with identified disabilities. Small group learning strategies, tutoring, academic monitoring	Students determined to be eligible for services through a designated 504 committee
Standardized Testing Site	Designated PSAT/SAT/ACT test center	All students

*Appendix B*

**SUPPORT NUMBERS & INFO**

<p><b><u>262-4357 (HELP)</u></b> Primary Psychiatric Emergency Screening Services for Bergen County</p> <p><b>Dial 211-</b> 24-hour hotline (sponsored by The United Way) providing resources/referrals for any social service in New Jersey</p> <p><b>New Jersey (NJ) Mental Health Cares</b> 1-877-294-4357 (HELP) 8 A.M.-12 A.M./ 7 days Our staff of behavioral care specialists uses their experience and understanding of the behavioral health system to provide callers information and connect them to the behavioral health and services they need, such as legal, housing, employment, rehabilitation, inpatient and outpatient, self-help and more.</p> <p><b>2nd Floor Youth Hotline</b> 1-888-222-2228 <a href="http://www.2ndfloor.org">www.2ndfloor.org</a></p> <p><b>NJ Self-Help Clearinghouse</b> 1-800-367-6274 (self-help groups in the area)</p> <p><b>Child Abuse-Department of Children and Families (DCF)</b> <a href="http://www.state.nj.us/DCF">http://www.state.nj.us/DCF</a> To report child abuse or neglect, please call: 1-877-NJ ABUSE (652-2873) Bergen County Central Office (Paramus): 201-291-0579/866-224-1859</p> <p><b>Self-Injury Helpline</b> 1-800-DON'T-CUT <a href="http://www.selfinjury.com">www.selfinjury.com</a></p> <p><b>Real Help for Teens' Helpline</b> 1-877-332-7333</p>	<p><b>American Academy of Child and Adolescent Psychiatry</b> (<a href="http://www.aacap.org">www.aacap.org</a>) 1-800-333-7636 Referrals or information, including facts for families, facts on depression, teen suicide, health insurance, etc.</p> <p><b>American Association of Suicidology</b> (<a href="http://www.suicidology.org">www.suicidology.org</a>)</p> <p><b>American Foundation for Suicide Prevention</b> (<a href="http://www.afsp.org">www.afsp.org</a>)</p> <p><b>National Suicide Prevention Lifeline</b> 1-800-273-8255 (TALK)</p> <p><b>Depression and Bipolar Alliance</b> (<a href="http://dballiance.org">dballiance.org</a>) 1-800-826-3632</p> <p><b>National Alliance for the Mentally Ill</b> (<a href="http://www.nami.org">www.nami.org</a>) 1-800-950-6264 (NAMI)</p> <p><b>SAMHSA Substance Abuse Treatment Locator</b> <a href="http://dasis3.samhsa.gov/">http://dasis3.samhsa.gov/</a> Facility locator by state</p> <p><b>Stomp Out Bullying</b> <a href="http://www.stompoutbullying.org">www.stompoutbullying.org</a> LGBT/Suicide Prevention/Mental Health Resources</p> <p><b>Food Pantries by County</b> <a href="http://njahc.org/food-pantries.html">http://njahc.org/food-pantries.html</a></p> <p><b>New Jersey Community Resources</b> <a href="http://www.njcommunityresources.info/commres.html">http://www.njcommunityresources.info/commres.html</a></p> <p><b>NJ Domestic Violence 24-hour Hotline</b> 1-800-572-7233 (SAFE)</p>
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*Appendix C*

**TELEPHONE DIRECTORY**

The following is a list of extension numbers for the school district. These extensions can be used by dialing 201-670-2700 for the Board of Education and 201-670-2800 for RHS.

<b>Board of Education Office</b>		<b>Grade Administrators</b>	
D. Fishbein, Superintendent	10501	B. Pizzuto, Asst.Principal	20503
S. Poelstra, Asst. Superintendent	10502	N. Wrocklage, Secretary	20534
A. Aguilar, Business Administrator	10503	E. O'Brien, Grade Administrator	20568
O. Townes, Human Resources Manager	10504	M. Schaefer, Grade Administrator	20569
		M. Yannone, Grade Administrator	20567
<b>High School Office</b>			
T. Gorman, Principal	20501	<b>Guidance Department</b>	
C. Ortega, Secretary	20530	J. Nyhuis, Asst. Principal	20502
P. Maggi, Secretary	20532	M. Schmitz, Secretary	20533
L. Whyard, Secretary	20531	A. Silverio, Secretary	20535
A. Brunner, Data Coordinator	20583	J. Crocamo, Secretary	20536
		D. Bailey, Guidance Counselor	20561
<b>Athletic/PE Department</b>		P. Burkard, Guidance Counselor	20555
K. Cook, Athletic Director	20510	C. Fabish, Guidance Counselor	20558
M. Chiaramonte, Secretary	20543	J. Eidschun, Guidance Counselor	20557
R. Knott Driver's Education	20648	L. Hellman, Guidance Counselor	20559
		J. Maye, Guidance Counselor	20562
<b>Attendance</b>		L. Moore, Guidance Counselor	20556
L. Ames, Secretary	20544	R. Turano, Guidance Counselor	20560
<b>Child Study Team</b>		<b>Supervisors</b>	
D. Wood, Supervisor of Special Education	10556	M. Ferreri, S.S./World Lang./Business	20504
J. Tringali, Secretary	20537	K. Cook, Athletics	20510
L. Alvarez, Psychologist	20564	D. Kilday, Wellness	20512
K. Mellozzo, Psychologist	20566	C. McCullough, Fine Arts & Music	20509
L. Friedman, Psychologist	20168	G. McDonald, Math & Computer Science	20506
G. Batista, Psychologist	20565	T. Taylor, Science	20756
G. Vasi, Psychologist	20563	S. Nold, English & Media	20748
<b>Crisis Intervention Counselors</b>		<b>Medical Office</b>	
L. De Pinto, Psychologist	20574	M. Morgan, Nurse	20520
K. Feeley, Psychologist	20573	S. Donovan, Aide	20521
S. Gregor, CarePlus	20540		
		<b>Learning Commons</b>	
<b>Site Manager</b>		C. Moss-Keller	20525
D. Smith	20590		

*Appendix D*

**SCHOOL SCHEDULES**

Day Period Order	Day Rotation			
	4	3	2	1
7:45 A.M. - 8:35 A.M.	4	3	2	1
8:40 A.M. - 10:00 A.M.	1	4	3	2
10:05 A.M. - 10:55 A.M.	2	1	4	3
10:55 A.M. - 11:40 A.M.	Lunch			
11:40 A.M. - 12:30 P.M.	8	7	6	5
12:35 P.M. - 1:55 P.M.	5	8	7	6
2:00 P.M. - 2:50 P.M.	6	5	8	7
2:50 P.M. - 3:15 P.M.	9	9	9	9

Daily Bell Schedule	
7:45 A.M.	- 8:35 A.M.
8:40 A.M.	- 10:00 A.M.
10:05 A.M.	- 10:55 A.M.
10:55 A.M.	- 11:40 A.M. - Unit Lunch
11:40 A.M.	- 12:30 P.M.
12:35 P.M.	- 1:55 P.M.
2:00 P.M.	- 2:50 P.M.
2:50 P.M.	- 3:15 P.M. - Period 9

Early Dismissal
7:45 A.M. - 8:25 A.M.
8:30 A.M. - 9:10 A.M.
9:15 A.M. - 9:55 A.M.
10:00 A.M. - 10:40 A.M.
10:45 A.M. - 11:25 A.M.
11:30 A.M. - 12:10 P.M.

Delayed Opening
9:45 A.M. - 10:25 A.M.
10:30 A.M. - 11:10 A.M.
11:15 A.M. - 11:55 A.M.
11:55 A.M. - 12:40 P.M.
12:40 P.M. - 1:20 P.M.
1:25 P.M. - 2:05 P.M.
2:10 P.M. - 2:50 P.M.
2:50 P.M. - 3:15 P.M.

Enrichment Day
8:45 A.M. - 9:35 A.M.
9:40 A.M. - 10:30 A.M.
10:35 A.M. - 11:25 A.M.
11:25 A.M. - 12:10 P.M. Lunch
12:10 P.M. - 1:00 P.M.
1:05 P.M. - 1:55 P.M.
2:00 P.M. - 2:50 P.M.
2:50 P.M. - 3:15 P.M. Pd. 9