

**Ridge High School
268 South Finley Avenue
Basking Ridge, New Jersey 07920
Telephone: (908) 204-2585
Fax: (908) 204-2582**

**Student/Parent Handbook
2017 – 2018**

This handbook has been assembled to provide students with general information about Ridge High School along with often-discussed student policies and procedures.

Table of Contents

Academic Integrity	7	Honor Roll	25
Administration	3	Immunization/NJ State Sanitary Code	25
Affirmative Action	8	Insurance for Students	25
Aspen Student Information System	8	Late Arrival/Early Release (Seniors Only)	25
Athletics		Late to Class	26
Eligibility	8	Late to School	11
Spectator Conduct	11	Library Card	32
Teams	9	Lockers	26
Attendance		Media Center	26
Absence from School	11	Medication	26
Appeals for Denied Credit Due to Absence	13	Message Board	27
Awarding Credit – Attend. Qualifications	13	Messages for Students	28
Chargeable/Non-chargeable Absences	12	Mission Statement	5
Early Dismissals	12	National Honor Society	28
Procedures for Awarding Credit	12	Nuisance Items	28
Tardy to School	11	Nutrition Statement	28
Bell Schedules	13	Option II Program	29
Bias Incidents	14	Out of School Suspension	29
Bullying and Hazing	14	Parking	29
Buses	15	Physical Education Medical Exemptions	30
Cafeteria	16	Random Drug Testing	30
Calendar	4	Report Cards	30
Cards and Dice Policy	17	Saturday Detention	18
Cell Phone Policy	17	Search and Seizure	30
Cheating	7	Sexual Harassment	30
Class Cutting	17	Skateboarding	31
Class Rank	17	Smoking	31
Closings, Emergency School	4	Student Government	31
Co-Curricular Clubs and Activities	18	Student I.D.	32
Code of Ethics	6	Student Records	32
Conflicting School Sponsored Activities	11	Student Support Services	32
Counseling Department	18	Study Halls	32
Crutches	18	Substance Abuse Procedures	32
Detention – Teacher, Main Office, Saturday	18	Summer School	33
Discipline Code	19	Telephones	33
Disabilities, Students with	8	Testing Schedule	33
Dress Code	20	Testing - Standardized	34
Drills – Fire, Evacuation, Bus, Lock-Down	21	Theft	34
E-cigarettes/Vapes	21	Truancy	17
Early Dismissal	12	Tutorial Center	34
Early Graduation Requirements	22	Visitors	35
Experiments Involving Animals	21	Working Papers	35
Extracurricular Attendance	10		
Fliers and Posters	22		
Grading	22		
Hall Passes	22		
Health Services	23		
Home Instruction	23		
Homerooms	23		
Homework During Religious Holidays	23		
Homework During School Recesses	24		
Homework – Summer Assignments	24		

Welcome to Ridge High School

The ultimate purpose of education is to help each student become an effective citizen in a democracy. The development and acceptance of the responsibilities and obligations of good citizenship help you to participate successfully in the world of tomorrow.

The policies and procedures contained in this handbook are the result of a concentrated effort on the part of the administration, faculty, students, and parents. This information has been carefully prepared and presented to help students become part of our school community.

Understanding the information in this handbook will help make your experiences here positive, productive, and enjoyable. Participation in the various curricular and co-curricular activities is strongly encouraged. Your success in this school will be directly proportional to your efforts.

Frequently Used Phone Numbers

Call (908) 204-2585-follow the menu or dial the appropriate extension

Principal

Mr. Drew D. Krause **ext. 101**

Assistant Principals

Dr. Gina Donlevie (Grade 9) **ext. 500**

Ms. Kathleen Dusebout (Grade 11) **ext. 104**

Mr. Scott Thompson (Grade 12) **ext. 640**

Mr. Thomas Thorp (Grade 10) **ext. 102**

Student Assistance Counselors

Mr. Chad Gillikin **ext. 616**

Ms. Toni Anthony **ext. 145**

Counseling Department

ext. 106, 107,108

Media Center

Ms. Mary Jane McNally **ext.123**

Athletic Director

Mr. Rich Shello **ext. 140**

Athletic Hotline **ext. 3**

Medical Office/School Nurse

Ms. Patricia Miller **ext. 115**

Ms. Roseann Troullos **ext. 201**

Attendance Office

Ms. Georgiana Paril **ext. 200**

Resource Officer

Mr. John Neiman **ext. 202**

Registrar

Ms. Michele Vitiello **ext. 105**

2017– 2018 School Calendar

August 30	Freshman Orientation
September 5-6	In Service Days – Staff Report
September 7	Students Report
September 21	Closed – Religious Holiday
October 4	Abbreviated Schedule – In Service Day
November 8	Abbreviated Schedule – In Service Day
November 9-10	Closed – NJEA Convention
November 22	Abbreviated Schedule – Thanksgiving Recess
November 23-24	Closed – Thanksgiving Recess
December 22	Abbreviated Schedule – Winter Recess
December 25-29	Closed – Winter Recess
January 1	Closed – Winter Recess
January 15	Closed – Martin Luther King Jr. Day
January 17	Abbreviated Schedule – In Service Day
February 19-20	Closed – Mid Winter Recess
March 14	Abbreviated Schedule – In Service Day
March 30	Closed – Religious Holiday
April 16-20	Closed – Spring Recess*
May 25	In Service Day – Staff Reports
May 28	Closed – Memorial Day
June 19	Abbreviated Schedule
June 20	Abbreviated Schedule – Last Day for Students
June 20	Ridge High School Graduation
June 21	Last Day for Staff

*** Snow days in excess of three (3) will be made up during this recess period.**

Emergency School Closings

Families who sign up for the Honeywell Instant Alert for Schools on the district website will receive an alert of any school closings via the method of their choice (E-mail or phone call).

Information will also be posted on the following website:

bernardsboe.com

Ridge High School Mission Statement

The mission of Ridge High School is to prepare each student to be a knowledgeable and reputable member of society who functions with self-esteem, discipline, integrity, and compassion. In support of this mission, the faculty and administration are committed to:

- creating an orderly environment for students characterized by high expectations, respect for both academic and artistic excellence, personal achievement, and mutual respect.
- providing a strong academic program in all education areas.
- providing quality instruction in all classes.
- providing remedial assistance for students needing basic skill support.
- assisting each prospective graduate to enter college, advanced training, or the work force.
- maintaining close contact with parents and community.
- creating an environment for faculty characterized by collegiality, collaboration, inquiry, and respect for the knowledge base of the profession.

Ridge High School Code of Ethics

Be Trustworthy

Practice honesty
Uphold and promote originality in your work
Build a good reputation
Honor all commitments

Be Respectful of Yourself and Others

Take care of yourself and practice a healthy lifestyle
Treat others as you wish to be treated
Celebrate our differences
Use good manners and appropriate language

Be Responsible

Fulfill all individual and group obligations
Accept personal responsibility for learning
Exercise self-control
Accept the consequences of your choices

Be Fair

Ignore and discourage rumors and gossip
Recognize the needs of other people
Respect the property of others and of the school
Avoid blaming

Be Caring

Show compassion and demonstrate kindness
Practice humility and forgiveness
Realize that to be different is not to be inferior
Listen to understand

Be a Good Citizen

Cooperate with all members of the school community
Respect your environment and keep it clean
Promote constructive changes
Seek to understand and follow the rules

Academic Integrity Vision and Guidelines

Academic Integrity Vision Statement

One of the goals of Ridge High School is to prepare students for citizenship, college and career. The school places a high priority on academic integrity in order to ensure that Ridge High School students achieve personal success in their learning and ultimately develop into responsible citizens in society.

Goals of Academic Integrity Vision Statement and Policy

- *Maintain a positive learning environment.
- *Improve student learning and achievement.
- *Help students understand the importance of academic integrity.
 - *Enable students to identify what is and is not cheating.
 - *Reduce incidents of deliberate and inadvertent cheating.
- *Create a framework within which teachers can consistently promote academic integrity.

Tiered Guidelines/Applies Across All Curriculum Departments

Level 1: – Violations that usually occur due to lack of knowledge or inexperience and only involve a small fraction of the total course work. **Examples include:** Copying a homework assignment, improper citations, insufficient paraphrasing, unauthorized collaboration

Procedure:

- Teacher will submit a Report of Misconduct (ROM), detailing the facts of the misconduct. ROMs will be submitted via Aspen to the appropriate Assistant Principal.
- Teacher educates student on academic integrity violation.
- Student will resubmit the assignment for full credit.
- Assistant Principal may invoke consequences.
- After processing, the Assistant Principal will notify the Supervisor and Counselor.

Level 2: – Violations that involve major or essential parts of the course work - **Examples include:** Repeated Level I offenses, copying on test/high stakes assignment, facilitating cheating, possession of prohibited materials during tests/exams, deliberate plagiarism, use of unauthorized resources (ex. Google Translator), multiple level 1 offenses

Procedure:

- Teacher will send a Report of Misconduct (ROM) via Aspen to the appropriate Assistant Principal indicating Level 2 offense.
- Assistant Principal will invoke consequences (consequences may include student receives zero, parent conference, Saturday detention).
- Teachers may choose not to write letters of recommendation.
- Incidents will be reported to National Honor Society selection committee.
- After processing, the Assistant Principal will notify Supervisor and Counselor..

Level 3: – The most serious academic violations - **Examples include:** Stealing/disseminating assessments (hard copy or photo via usage of technology) and multiple offenses on high stakes assignments

Procedure:

- Teacher will send a Report of Misconduct (ROM) via Aspen to the appropriate Assistant Principal.
- Assistant Principal will invoke consequences (same as Level 2. Student may be subject to severe disciplinary measures as determined by school administration).
- Teachers may choose not to write letters of recommendation.

- Incidents will be reported to National Honor Society selection committee.
- After processing, the Assistant Principal will notify the Supervisor and Counselor.

Affirmative Action

The Assistant Superintendent is designated as the compliance officer who coordinates and oversees all affirmative action policies dealing with equality in education. In addition, the Assistant Superintendent is in charge of activities related to Title IX of the Education Amendments of 1972; the district's compliance with the Americans with Disabilities Act of 1990; and Federal and State Statutes concerning equality in educational programs. Students, parents, and residents of the district or staff members who have concerns about the affirmative action or any other matter dealing with equality in education should contact Mr. Sean Siet, Assistant Superintendent at (908) 204-2600 ext. 104. A copy of the district's affirmative action plans and self-evaluation of affirmative action achievement is available for review in the Board Office. (see also: Bias Incidents, Sexual Harassment)

Students with Disabilities – In accordance with NJAC 6A:14, the Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages 3 through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate. No handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to, discrimination under any program or activity which receives or benefits from Federal assistance. Parents who suspect that their child may have a disabling condition should call Jean O'Connell, Director of Special Services at (908) 204-2565 ext. 126.

Aspen Student Information System

Parents may access grades, attendance and discipline records for their child through the use of Aspen, a new student information system implemented in the 2017-2018 academic year. Instructions for student and parent access to this system will be distributed via emails from the administration and/or the Friday Folders.

Teachers are required to update grades on the first and third Fridays of each month. Teachers are given a reasonable amount of time to post grades. The amount of time varies with the nature of the assignment/assessment. For example, an essay due a few days prior to a posting date may not appear in Aspen until the following post date. Teachers are advised not to post grades until the entire class is ready for posting to avoid confusion with missing assignments/assessments.

Athletic Eligibility

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey (120), during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

All athletes must complete a prescribed physical and parent permission slip in addition to meeting the state academic requirements.

For the college-bound student athlete: Please see your school counselor for information on the NCAA Clearinghouse.

Athletics/Interscholastic Sports

Fall Sports

Cheerleading	Varsity	Junior Varsity	Freshman
*Competition Cheer	Varsity	Junior Varsity	
Football	Varsity	JV Sophomore	Freshman
Field Hockey	Varsity	Junior Varsity	Freshman
Boys Soccer	Varsity	Junior Varsity	Freshman
Girls Soccer	Varsity	Junior Varsity	Freshman
Boys Cross Country	Varsity		
Girls Cross Country	Varsity		
Girls Tennis	Varsity	Junior Varsity	
Girls Volleyball	Varsity	Junior Varsity	Freshmen
Girls Gymnastics	Varsity	Junior Varsity	

Winter Sports

Boys Basketball	Varsity	Junior Varsity	Freshman
Girls Basketball	Varsity	Junior Varsity	Freshman
Wrestling	Varsity	Junior Varsity	
Boys Swimming	Varsity		
Girls Swimming	Varsity		
Boys Ski Racing	Varsity	Junior Varsity	
Girls Ski Racing	Varsity	Junior Varsity	
Ice Hockey (coed)	Varsity	Junior Varsity	
Boys Winter Track	Varsity		
Girls Winter Track	Varsity		
Boys Fencing	Varsity	Junior Varsity	
Girls Fencing	Varsity	Junior Varsity	
Cheerleading	Varsity	Junior Varsity	

Spring Sports

Baseball	Varsity	Junior Varsity	Freshman
Softball	Varsity	Junior Varsity	Freshman
Boys Track	Varsity	Junior Varsity	
Girls Track	Varsity	Junior Varsity	
Boys Golf	Varsity	Junior Varsity	
Girls Golf	Varsity	Junior Varsity	
Boys Tennis	Varsity	Junior Varsity	
Boys Lacrosse	Varsity	Junior Varsity	Freshman
Girls Lacrosse	Varsity	Junior Varsity	Freshman
Boys Volleyball	Varsity	Junior Varsity	

* Competes during the fall and winter athletic seasons

Extracurricular Attendance

Attendance shall be required of all students enrolled in any extracurricular or athletic activities. **A student must be present for four hours to be counted officially “present” on our daily attendance register in order to participate.** No student whose absence or excuse has been approved by the principal or designated staff member shall be deprived of an award or eligibility to compete for an award due to his/her absences.

The Board shall require from the parent or guardian of each child or from an adult-emancipated student who has been absent from scheduled activity sessions for any reason, a written statement of cause for such absence or tardiness. The Board, through the school administration, reserves the right to verify such statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absence or tardiness.

For mutual guidance of parents, pupils, and school officials, the Board lists the following reasons as acceptable for excused absence or tardiness:

1. Exclusion from school of all persons with uncovered weeping lesions-whether or not the person has been screened for HIV.
2. The pupil's illness;
3. A death or critical illness in the pupil's immediate family;
4. Quarantine;
5. Observation of the pupil's religion on a day approved for that purpose by the State Board of Education;
6. The pupil's required attendance in court;
7. Interviews with a prospective employer or with an admissions officer or an institution of higher education required and restricted by it to a specific date;
8. Examination for a driver's license;
9. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day.

The Board of Education recognizes the importance of visitation to post-secondary institutions of learning and employment interviews. The Board regards these as excused absences when advanced written notice is provided to the assistant principal and coach/advisor at least one week prior to the absence. The Board, through the school administration, reserves the right to reject requests where a pattern of excessive previous requests or unexcused absences exists. The Board, through the administration, also reserves the right to reject requests for student absences on competition and performance days and on critical meeting, rehearsal, and practice days. These critical days are to be limited and announced in writing to the pupils prior to the beginning of the season.

No other reasons for student absence are deemed to be appropriate by the Board of Education. Where extreme extenuating circumstances create the necessity for a student absence due to any other reason, a written request must be submitted at least one week in advance to the school's assistant principal and coach/advisor. This request must delineate the special circumstances, which support the need for an excused absence other than the aforementioned Board-recognized reasons.

The following guidelines are provided for disciplinary action for unexcused absences from scheduled athletic and/or extracurricular sessions:

1. Unexcused absence may result in extra work or in limiting participation for a reasonable period of time. Chronic unexcused absences may result, after counseling, in dismissal from the program
2. Disciplinary action of any kind is forbidden for excused absences. However, a coach/advisor may at any time reward the dedicated participant who is always present. Further, if skill, timing, or strength loss has occurred during the absence period, which would adversely affect the safety or performance of

the participants, a period of extra practice and limited participation may be advisable. Care must be exercised to insure this is not a form of punishment and consistently and reasonably applied to all.

Conflicting School Sponsored Activities:

Coaches, teachers, and activity advisors should work together to assist the student to set priorities. In the case of an ongoing conflict, the student and parent should choose one activity; however, in isolated cases of scheduling conflicts, the coach, teacher and advisors of the conflicting school sponsored activities should decide the matter, keeping in mind the student's best interests. The decision is to be made in a manner that does not place the student in jeopardy with one staff member versus another or in which a punitive situation may occur. Where such compromise is impossible, the matter may be referred to the building principal.

Students who wish to appeal a decision of an extracurricular advisor or coach must explain the appeal first to the advisor or coach. If the decision is not reversed, the student will meet with the assistant principal to appeal the decision.

Athletic Spectator Conduct

- No smoking in the school or outside
- No liquid refreshments in gyms
- No consumption of alcoholic beverages on school premises
- No mechanical noise makers
- No whistling – it interferes with officials
- Cheer your team on in a positive manner
- Display good sportsmanship at all times
- No signs are permitted at Athletic Contests

Attendance Reporting: Attendance - Georgiana Paril (908-204-2585 ext. 200)

Absence from School

- Parent/Guardian must call the Attendance Office before 9:00 a.m. on the morning of the absence (**do not call the Nurse/Health Office.**)
- If there is no answer, please leave a message on the voicemail. Please spell your child's name and indicate grade and the reason for the absence.
- A message may be left anytime prior to the absence.
- If the student has seen a physician for any reason relating to the absence, he/she must bring the note to the Attendance Office following the absence. After processing attendance records, these notes will then be forwarded to the Health Office for their recordkeeping.

Tardy to School

- If a student is late to school, he/she must report to the Attendance Office for a tardy pass prior to reporting to class.
- A tardy will be considered "excused" in the case of a religious observance, medical appointment, or personal illness documented by a parent note/phone call or a physician's note if applicable.
- If a student misses more than 10 minutes of a class, it is considered a chargeable absence.
- If a student is tardy to school unexcused 4 or more times per marking period, he/she will receive disciplinary consequences, including detention.

Early Dismissals

Notes are required for all early dismissals and **will** be phone verified by the Attendance Office.

- In order to process these requests in a timely manner, it is preferable for the parent to leave a message on the voice mail of the Attendance Office prior to the start of the school day confirming the student's name, grade, reason for and time of early dismissal. To avoid confusion, please be sure to spell your child's name. **Parents should indicate on the note that they have left a message in order to avoid unnecessary phone calls from the Attendance Office.**
- If a message is not left for the Attendance Office, the written parent note must contain the phone number(s) where confirmation can be made.
- The student must visit the Attendance Office to acquire the early dismissal pass to show his/her teacher in order to leave the classroom prior to leaving school.
- **Unconfirmed requests will not be honored.**

Students are encouraged to schedule personal and medical appointments after school or on weekends because of the possible withdrawal of course credit due to excessive absences from class.

STUDENTS WHO LEAVE SCHOOL WITHOUT A PASS FROM THE ATTENDANCE OFFICE WILL BE REFERRED TO AN ASSISTANT PRINCIPAL FOR DISCIPLINARY ACTION.

Awarding Credit – Attendance Qualifications 6A:8-5.1(i)

The success of the Bernards Township Educational Program is dependent on regular attendance by its students. Students begin earning credits toward a high school diploma upon entering the ninth grade. They must adhere to the Bernards Township Attendance Policy, which is based on state guidelines. Although every student is expected to be in attendance each day, absences do occur.

Attendance, as it applies to awarding credit for courses, is taken on a period/class/semester basis by the classroom teacher. Absences are regarded as being "chargeable" or "non-chargeable". A "chargeable" absence counts toward the accumulated absences for the awarding of credit. "Non-chargeable" absences do not count toward the accumulated absences for the attendance policy.

Examples of Chargeable Absences are:

- Illness
- Truancy
- Medical appointments
- College visitations
 - For Freshmen and Sophomores – all college visits
 - For Juniors and Seniors – College visits in excess of 3 per year
- More than ten minutes late for a class
- Class cut
- Nurse's office visit

Examples of Non-Chargeable Absences are:

- Participation in an approved school activity such as field trip, meeting, athletic competition
- Suspension from school
- Observance of a religious holiday approved by the State Board of Education with a note from a parent
- For Juniors and Seniors only: 3 college visits per year
- Take Your Child to Work Day as recognized by the State of New Jersey

Emancipated students eighteen years or older may sign statements regarding their absences. Emancipation is defined as living apart from parent or guardian and no longer being claimed as a dependent child.

The attendance procedures for awarding credit are presented below:

Absences of 12 days in a course each semester of the school year (6 days in a PE or Health class per quarter) may result in a loss of credit and the recording of the grade WA (Withdrawn Absent) unless an extension is granted upon appeal. A student so withdrawn will be assigned to a supervised study hall. Permission to select a replacement class will not be allowed until the beginning of a new semester. Parent endorsed absences from school, including family vacations and college visitations taken while school is in session, require written parental permission in advance and are included in the total. Absences for state approved religious holidays also require parental permission in advance, but are not counted in the total along with the other examples of non-chargeable absences previously listed.

Parents will be contacted by email on the 7th absence (3rd absence for a PE or Health quarter class). Should the student be absent 10 days in a course (5 days in a PE or Health class), the grade level administrator will contact the parents by email and may request a conference. Parents will be notified by certified letter and/or email of the loss of credit when the student reaches 12 absences (6 days in a PE or Health class).

Appeals for Denied Credit Due to Absences

Students who are denied credit for a course have the right to appeal the decision to the Attendance Appeals Committee. A request for an appeal must be made in writing to the appropriate grade level Administrator within 10 days of receiving the Denial of Credit Notification. This committee may consist of the Assistant Principal(s), School Nurse, Student Assistance Counselor, School Counselors and Teachers. The function of this committee is to determine if there are any extenuating circumstances for an inordinate number of absences for the student. This committee may reinstate credit for the course(s). The student and his/her parents must be in attendance. Documentation of extenuating circumstances must be produced before the committee convenes.

Bell Schedules

Regular Bell Schedule

Period	
1	7:35 – 8:18
2	8:22 – 9:07
3	9:11 – 9:53
4 (Lunch)	9:57– 10:39
5 (Lunch)	10:43 – 11:24
6 (Lunch)	11:28 – 12:09
7 (Lunch)	12:13– 12:54
8 (Lunch)	12:58 – 1:39
9	1:43 – 2:25

Bell Schedule for Delayed Opening

(Light Snacks Served During Lunch)

Period	
1	10:05 – 10:30
2	10:34 - 11:01
3	11:05 - 11:30
4 (Lunch)	11:34 - 11:59
5 (Lunch)	12:03 - 12:28
6 (Lunch)	12:32 - 12:57
7 (Lunch)	1:01 - 1:26
8 (Lunch)	1:31 - 1:55
9	1:59 - 2:25

Abbreviated Schedule

Period	
1	7:35 -8:00
2	8:04 - 8:29
3	8:33 - 8:57
4	9:01 - 9:25
5	9:29 -9:53
6	9:57 -10:21
7	10:25 -10:49
8	10:53 –11:17
9	11:21 –11:45

Bias Incidents

Students and staff members in Bernards Township Public Schools are expected to treat one another with respect regardless of gender, color, race, religion, national origin or sexual orientation. Inappropriate behaviors such as: touching of a sexual nature, gender based or sexual comments, jokes or name calling of any kind by students or staff are not permitted. For students, this also includes traveling on the way to or from school or on school property.

A student who feels he/she has been the object of a bias incident should contact his/her counselor or any employee of the District as soon as possible.

Parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to, warnings, counseling, detention, suspension and/or contacting District and Local Authorities. (see also: Sexual Harassment)

Bullying and Hazing

The Board of Education believes that harassing, bullying and hazing activities of any type are inconsistent with the educational process and the board prohibits all such harassing, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, or on any school bus.

Any person who believes that he or she has been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving

reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

To review the complete policy and procedures of the Board of Education, please visit the district website at www.bernardsboe.com. To review the specific program at Ridge, please visit the Ridge website at www.bernardsboe.com/RidgeHighSchool and scroll down to the Anti-Bullying links.

The District Anti-Bullying Coordinator is Sean Siet. Mr. Siet's contact information is:

Bernards Township Board of Education
101 Peachtree Road
Basking Ridge, NJ 07920
(908) 204 – 2600 ext. 104
ssiet@bernardsboe.com

Buses

At The Bus Stop Students Are Expected To:

- be punctual (*ten minutes before scheduled time*) and wait quietly
- avoid disturbing private property
- walk facing oncoming traffic or on the sidewalk, if available
- wait on the resident side, do not cross until the bus arrives
- stay off the roadway while waiting for the bus
- wait until the bus has come to a complete stop and the driver has given a signal before crossing the street both boarding or leaving the bus
- walk to the stopped bus in an orderly fashion to board
- walk away from the bus after unloading
- make a conscious effort to be seen by the bus driver as he/she approaches or leaves a designated stop
- if crossing in front of the bus is necessary:
 - walk away from the bus, then take several steps forward to clear the crossing safety gate
 - look to the bus driver for a signal to proceed before crossing
 - before starting to cross the road, stop in line with the left front corner of the bus to allow a clear view of traffic lanes to the rear of the bus
 - look left, right and left again, then look to the driver for his/her direction before continuing to cross the road
 - walk briskly across the road
 - if you should drop something on the roadway while crossing the street, **do not run back for the item. Signal the driver for assistance and follow his/her direction.**

On The Bus:

- The bus driver shall assign seats. Students must take their assigned seats and remain seated until the bus arrives at its destination.
- Seatbelts must be fastened if the bus is so equipped.
- No food or drinks of any kind may be consumed on the bus.
- Students are expected to keep their entire bodies inside the bus at all times.
- Students are expected to refrain from loud talking and other behavior that may distract the driver.
- Students shall not deface the bus in any way and should promptly report any damage to the bus driver.
- Students are expected to keep the bus clean.

- Students shall ride only the bus to which they are assigned. Students shall board the bus and leave the bus only at their assigned stop.
- No smoking, no profanity, no violence, and no lasers.
- Students are expected to be courteous to the bus driver and their fellow passengers.

Disciplinary Measures

- Satisfactory behavior is expected of students who ride buses.
- “The driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. A bus driver may not exclude a pupil from the bus, but if unable to manage a pupil, shall report the unmanageable pupil to the principal of the school he/she attends.” (Title 18A:25-2)
- “A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parent/guardian shall provide for his transportation to and from school during the period of such exclusion.” (Title 18A:25-2)
- Students whose repeated actions have caused safety and welfare concerns on the bus are subject to disciplinary measures. Drivers shall report in writing to the building principal any unsatisfactory behavior on the bus. Depending on the severity of the behavior, the building principal shall take the following steps:
 - conference with the student and warning given
 - written notification to the parents/guardians
 - after school detention
 - suspension of bus privileges
 - out-of-school suspension

Parent Responsibilities

Parents/guardians should:

- help the driver maintain the schedule by making sure your student is at the bus stop 10 minutes prior to the scheduled pick-up time.
- refrain from asking the driver to stop at places other than approved regular stops.
- cooperate with the district in its attempt to limit the number of bus stops, particularly in more densely populated areas.
- assume responsibility for training your student to cooperate with school officials.
- keep in mind that the school cannot assume responsibility for your student until he/she boards the bus. Parents/guardians are responsible for their student’s safety and behavior at the bus stop.
- be aware that if the student walks to school, parents/guardians are responsible for the student until he/she enters school property.
- insist on correct behavior from your student while waiting for and riding on the bus.
- support the school’s safety program by cooperating with school officials in discharging disciplinary measures.

Cafeteria

Students are responsible for cleaning up their places on and around their tables, depositing paper in waste paper baskets, and returning trays to their proper place. Inappropriate behavior in the cafeteria will result in strong disciplinary action. No food or beverage is permitted outside of the cafeteria, unless approved by administration.

Cards and Dice Policy

Playing cards and dice games are not permitted in school at any time. Cards and dice that are seen during the school day at any time will be confiscated and given to the appropriate grade level administrator. If a student is seen with cards and/or dice, he/she will receive the following consequences:

First Offense: Cards and/or dice confiscated and given to appropriate administrator. Administrator will return to student at end of the day.

Second Offense: Same as first offense, cards and/or dice returned only to parent(s) or guardian(s) at conference with appropriate grade level administrator.

Third Offense: Same as second offense; also, a Saturday Detention assigned.

Cell Phone Policy

Students may use their cell phones at any time in common areas such as the cafeteria, hallways, study halls and lobbies. Students may use their cell phones in class with the teacher's permission and for educational purposes only. Otherwise, all phones should be off during instructional time.

First Offense – Student will surrender the entire phone (all components), and the phone will be turned over to the appropriate administrator to be held until the end of the school day, at which time the student may retrieve the phone. A central detention will be assigned and parent will be notified of the event. Failure to surrender the entire phone will result in an insubordination penalty and additional consequences.

Second Offense – Student will surrender the entire phone (and components), and the phone will be turned over to the appropriate administrator. **A parent/guardian will be required to collect the phone from the administrator.** A Saturday detention will be assigned. Failure to surrender the entire phone will result in an insubordination penalty and additional consequences.

Additional Offenses Beyond the Second Offense – Administrative Discretion.

Cheating – See Academic Integrity

Class Cutting and Truancy

- a. On the first occasion each semester, the grade level administrator will contact parents by email, and student will be assigned a first cut and a Saturday detention. On the second occasion each semester, the student will be assigned a second cut, removed from class, given a grade of CUT and assigned to a supervised study hall for the remainder of the semester.
- b. An unauthorized late to class, in excess of ten minutes, is considered a cut for the day.
- c. Under no circumstances are students to assume that the teacher/substitute will not appear for class if the teacher/substitute is not present when class is to begin. After ten minutes, a member of the class should report to the Main Office to inform the administration while the rest of the class remains in the room. Students who leave without following this procedure will receive a cut.

Class Rank

Ridge High School does not rank but provides each student with a weighted GPA in all courses.

Co-Curricular Clubs and Activities

Co-curricular activities are an important part of Ridge High School. Students are encouraged to participate in our clubs and activities to enhance personal skills, as well as contribute to school spirit. Students should pay close attention to daily announcements for opportunities to attend meetings for clubs or activities.

The attendance policy for co-curricular events and activities is the same as the attendance policy for athletics. **A student must be present at school for a minimum of four hours to be counted officially “present” on our daily attendance register.** This policy applies to participation in any RHS co-curricular activity.

Counseling Department

Our Counseling Department has an open door policy and welcomes conferences with students and parents. Individual as well as group conferences are scheduled to encourage discussion and initiative.

Crutches

The use of crutches will not be permitted without written authorization of a medical doctor submitted to the Health Office.

Detentions – Teacher Assigned

Before school or after school detentions may be assigned by any teacher. Detentions are to be served the day following the infractions.

Teachers may assign a student to central detention for being late to class.

Detentions – Main Office

Detentions will be held on Monday, Tuesday, and Thursday in Room 207 from 2:30 to 3:30 p.m., or on Tuesday, Wednesday and Friday from 6:30 to 7:30 a.m. in Room 207. Students who miss an assigned detention will receive a consequence as outlined in the Discipline Code.

Detentions – Saturday

Adverse behavior, which impedes teaching and learning and disturbs the school environment, cannot be tolerated in an institution which desires maximum efforts for learning. If adverse behavior is encountered, discipline procedures are to be invoked. Students who display minor behavioral difficulties will continue to be assigned to before/after school detention. This practice will focus on those students who cause minor class disruptions, loiter in unauthorized sections of the school, show excessive tardiness to class, cause minor disruptions in halls and cafeterias, and for other disciplinary infractions as designated by the assistant principal of the school.

- Saturday detention will run from 9:00 a.m. to 12:00 Noon in the Ridge High School Media Center.
- Students will be given at least three (3) days notice when assigned a Saturday detention. Parents must contact the appropriate grade level administrator of any conflict at least 24 hours in advance.
- The next scheduled Saturday detention will be assigned to the student. A parent may request an alternate date in writing stating the reason for the request. Approval will be at the administration’s discretion.
- A student who fails to attend an assigned Saturday detention will receive a one-day out-of-school suspension (OSS) as a consequence if it is the first offense. All subsequent offenses will result in three days out of school suspension.

- If a student is removed from Saturday detention for failure to comply with the rules of Saturday detention they will receive a one-day OSS. Consequences for a subsequent offense will be at the discretion of the administration.
- Transportation to and from Saturday detention will be the responsibility of the parent or guardian.
- Students must come prepared for three hours of quiet study. No music devices are allowed. No video games of any kind. No magazines or newspapers. Students must remain awake and upright at their seats the entire time. Students will not be allowed to speak to each other. Students will not be excused early.
- In case of inclement weather call 204-2585 and select the Saturday Detention Hotline Option ext. 852.

Discipline Code

The following consequences will be assigned to students for the listed infractions:

- **Missing before/after school detention**
1st offense – 2 detentions
2nd offense and subsequent offenses – Saturday detention
- **Late to school (unexcused)**
4th, 8th, and 12th offenses (per marking period) – detention
16th, 20th, 24th ...offenses (per marking period) – Saturday detention

Seniors who drive to school and demonstrate an excessive pattern of lateness to school, as determined by the grade level administrator, may have their parking privilege revoked, either temporarily or permanently, at the discretion of the grade level administrator.

- **Class Cut (see Class Cut Policy)**
1st offense (per semester) – 1 Saturday detention
2nd offense (per semester) – 1 Saturday detention, Loss of Credit, removal from class
- **Unauthorized presence outside of building (parking lot)**
1st offense – 2 detentions
2nd offense – Saturday detention
3rd and subsequent offenses – 2 Saturday detentions
- **Leaving school grounds**
1st offense – Saturday detention and loss of parking privileges for 2 weeks
2nd offense – 2 Saturday detentions and loss of parking privileges for 2 weeks
3rd and subsequent offenses – Administrative discretion
- **Parking Illegally**
1st offense – A parking ticket may be issued. Underclassmen may have their senior parking privileges revoked for senior year.
2nd offense – A parking ticket may be issued and driving privileges revoked. Car may be towed at owner's expense.
Subsequent offenses – Administrative discretion
- **Profanity**
1st offense – 2 detentions
2nd and subsequent offenses – Saturday detention
- **Profanity directed at or referring to teacher**
1st offense – Detentions/Saturday Detentions/Suspension
2nd offense – Saturday detentions/Suspension
3rd offense and subsequent offenses – Administrative discretion
- **Smoking/Possession of Tobacco Products**

(see Smoking Section)

- **Fighting/Assault**
Up to 10 days out-of-school suspension (OSS) pending investigation
- **Serious Offenses**
Incidents that constitute a threat to the welfare of others are considered serious offenses and may result in Out of School Suspensions (OSS). The number of days is determined by the severity of the action. These offenses include, but are not limited to:
 - Possession, distribution, or use of drugs or alcohol
 - Arson
 - Assault/Fighting
 - Continued and willful disobedience of school rules and regulations
 - Theft
 - Vandalism
 - Flagrant disrespect and/or willful disobedience
 - Possession and/or use of fireworks or explosive devices
 - Gambling
 - Intimidation/Threats
 - Abuse of fire alarms or fire extinguishers
 - Endangering the safety and welfare of others
 - Possession or use of weapons
 - Forgery
 - Insubordination

The Discipline Code is a guideline to be used when determining a consequence for misconduct. The administration may alter those guidelines to address certain situations as necessary for the protection of the students at Ridge High School and in concurrence with school law.

Dress Code

In accordance with the Character Education initiative in Bernards Township, Ridge High School students are expected to dress in a modest manner that is appropriate for school and in accordance with standards of good taste. **DRESS CANNOT BE DISRUPTIVE TO THE SCHOOL ENVIRONMENT.** Beach and casual attire such as short shorts, halter-tops, tube tops, low-cut tops, spaghetti straps, and bare midriffs are examples of inappropriate dress for school. Sleeveless tops, including “muscle shirts” are prohibited for boys. Underwear that is visible (including bra straps) is always inappropriate. Culottes and shorts are acceptable if they are of appropriate length. Mini-skirts, dresses and shorts must not be extreme. Length of dresses, skirts and shorts must be as long as the end of fingertips when arms are resting at side. State law requires that shoes be worn at all times.

Any attire that references alcohol, drugs or gambling in any manner or which contain phrases and/or symbols capable of misinterpretation or multiple interpretations are never permitted to be worn. Students wearing such attire will be asked to leave the school building until they are appropriately attired and will be subject to disciplinary action.

These standards are in effect from the first to the last day of school. These examples of inappropriate clothing are not meant to be all-inclusive, and in all instances, the administration reserves the right to determine proper attire.

A teacher who finds a student’s dress offensive may require that student to adjust his/her attire to the teacher’s satisfaction. Failure to comply will result in an immediate administrative referral.

Dress Code – Consequences

1st offense – change clothes

2nd offense – change clothes and 1 Saturday Detention

3rd offense – 1 day out of school suspension (OSS)

Drills

Fire Drills: Drills are held as safety measures. At the sound of the fire bells, students must leave the building immediately. Exit doors to be used are posted in each room of the school. Students and faculty will return to the classroom they exited until notified to go on to their next class. Students must remain with their classroom teachers until instructed otherwise. State law requires that all public schools have a minimum of one fire drill per month.

Bus Evacuations Drills: For the safety of the students, New Jersey mandates that each school participate in a bus evacuation drill in October and April each school year.

Evacuation Drills: Evacuation drills are used in the event that the building is unsafe for students and staff, and all must evacuate the building. This drill is performed annually.

Lock-Down Drills: Lock-down drills are used in the event that there is a danger inside/outside our school in which it is necessary for all students and staff to be securely locked down safely in each classroom. For the safety of our students and staff, these drills will be performed throughout the school year.

E-cigarettes/Vapes

E-cigarettes and/or Vapes may be used to smoke a variety of substances including controlled dangerous substances (CDS). Therefore, for the safety and well-being of the school and its environment, E-cigarettes and/or Vapes will be considered “drug paraphernalia.” Disciplinary consequences will be assigned for the use and/or possession of E-cigarettes and/or Vapes.

A student found in possession of an E-cigarette and/or a Vape will be sent out immediately for drug testing as per the Suspicion Based Drug Policy and Procedures (Policy 5530) and New Jersey law.

Early Dismissal – See Attendance Reporting**Experiments Involving Animals**

Legislation now permits public school students to choose not to participate in certain experiments involving animals. Public school pupils from kindergarten through grade 12 may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to “opt out” of these activities. Schools are required to notify pupils and their parents or guardians of a pupil’s right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction.

If you wish to have your son or daughter “opt out” of these experiences you must notify the principal of your child/children’s school, in writing, within two weeks from the date of this notification. Please be aware that no exceptions can be made to this date, due to issues with the coordination and purchasing of materials for alternate lessons on a district wide level.

Fliers and Posters

No fliers other than student election information are to be distributed by hand. Administrative approval for displaying fliers or posters is required. In-school organizations may post fliers/posters with the advisor's approval. Do not post fliers/posters on painted surfaces. Fliers should not be posted in excess.

Fliers may be distributed through the use of the "Friday Folder" with approval from the building principal for RHS distribution only and with permission from the superintendent for district-wide distribution. All flyers wishing to be included in the "Friday Folder" must be sent electronically to the appropriate office prior to 10:00 AM on Tuesday. At RHS, materials must be sent to jpavlik@bernardsboe.com and dkrause@bernardsboe.com. Last minute requests may not be approved.

Grading

The RHS grading system with examples can be found in the Program of Studies by visiting https://docs.google.com/document/d/1QN5TdA9mlNIFBI3aidFRQDs9VTRsISE06fU5OHW_2GI/edit

Graduation (Requirements to Graduate Early)

Completion of the minimum credit requirements for graduation in less than four years is possible if planned early in one's high school experience. Completion of the graduation requirements in fewer than the usual number of years is a serious decision and should be made only after careful consideration of the student's immediate and long range goals. **A student must declare this intention prior to the end of sophomore year.** The student's counselor will be asked to help in weighing the advantages and disadvantages of the decision. The final decision for a student's early graduation rests with the principal after a close review of graduation credits.

Procedure:

1. Both student and parent/guardian should meet with the student's school counselor prior to the end of the student's sophomore year to determine the course of studies needed to complete the state and district graduation requirements.
2. Parents/guardians will make a request, in writing, to the principal for approval for their student to graduate early.
3. Principal will meet with the student's school counselor to review the course of study to complete graduation requirements for the state and district graduation requirements.
4. Student will provide a rationale, in writing, to the principal. Principal will meet with student individually to discuss all aspects of early graduation and the provided rationale.
5. Principal will meet with parents individually to discuss all aspects of early graduation.
6. Principal will render decision.

Hall Passes

All students must have a hall pass from their teacher to leave class. Students who wish to go to the Media Center, resource rooms, or counseling office from a study hall must report to the study hall and then sign-out. Students who wish to leave the cafeteria during their lunch periods must procure a pass from a staff member prior to the class period. However, students are permitted to leave the cafeteria without a pass to schedule an appointment with a counselor.

Health Services

A nurse is on duty during school hours to assist students in any emergency. In addition, a school doctor is on call to take care of serious medical needs.

The State Board of Health immunization regulations must be met within 10 days of enrollment. Scoliosis screening will be done annually on every student. A student may be exempt from this examination if requested by a parent or guardian in writing and submitted to the Nurse. If you prefer to have your child examined by your own physician, physical exam forms are available in the Health Office.

No student is admitted to the Health Office AT ANY TIME without a pass from his teacher or the Main Office, except for extreme emergencies. A note from a parent is required for excuses from Physical Education for one to three days; for more than three days, a doctor's note is required.

No student can be excused from school for reasons of illness without permission of the Health Office. For other reasons, permission must be granted through the Attendance Office.

Teachers are given a reasonable amount of time to post grades. The amount of time varies with the nature of the assignment/assessment. For example; an essay due a few days prior to a posting date may not appear on the HAC until the following posting date. Teachers are advised not to post grades until the entire class is ready for posting to avoid confusion with missing assignments/assessments.

Home Instruction

Students are entitled to home instruction in cases where confinement by a physician and absence from school IS EXPECTED TO BE TEN SCHOOL DAYS OR MORE.

In Bernards Township, all home instruction programs are coordinated by a curriculum supervisor with the assistance of the school nurse, school counselors, and child study team staff. Arrangements for home instruction should be initiated by contacting the school nurse and the student's school counselor.

A note from a medical doctor must accompany the parent request stating the following:

- diagnosis
- date of first absence due to the illness
- anticipated length of absence due to illness
- that the patient is not contagious

Homerooms

Every student is assigned a homeroom. Homeroom meets at the discretion of the administration. Unless otherwise directed, students report to their first period class each day.

Homework During Religious Holidays

The Bernards Township Board of Education is aware that during the school year, religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused,

parents or guardians must provide the student's school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

The Board is also aware that tests, academic competitions and deadlines may be scheduled on religious holidays. In these situations, the Board has a policy of providing the student a reasonable accommodation so that the academic activity will not interfere with his/her religious observance. This means that the teacher or the school will reschedule the test date for any student who is out on the actual exam day, due to a religious holiday. For academic competitions, where students are eligible for awards, alternative arrangements will be made to allow the student to take part in the competition. Similarly, when assignment due dates correspond with a religious holiday, teachers will provide an accommodation regarding such deadlines.

Please take special note that when an accommodation is needed, it is the family's responsibility to inform the school that he/she will be observing a religious holiday. A written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.

Homework During School Recesses

Homework will not be assigned during school recess periods except for completion of previously assigned long-term projects which cannot be collected for at least a week after the end of the recess period.

Homework – Summer Assignments

The nature and purpose of summer assignments is to minimize summer learning loss through practice that reinforces skills and instruction from the prior school year and also to prepare for coursework the students will be experiencing upon their return to school in the fall. Students taking high school level courses may be assigned work for the summer that is mandatory and is expected to be completed for the opening of school in the fall.

A. Mandatory summer assignments that students must turn in to be graded when they arrive to school in the fall:

- i. Students will be advised of which of these assignments will be graded and what the grading expectations are in June.
- ii. Summer assignments will be posted online and where possible instructional resources (videos, answer keys etc.) will also be posted online.
- iii. Students will be given the opportunity to be reassessed for full credit for graded summer assignments provided a good faith effort was made on the initial submission.

B. Test/Quizzes given on mandatory summer assignments:

- i. In the event students are given a graded assessment (test/quiz) as a direct by-product of the completion of a mandatory summer assignment upon their immediate return to school in September, they will be given the opportunity to be reassessed for full credit on the test/quiz provided a good faith effort was made on the initial mandatory summer assignment.

Honor Roll

Honor Roll, High Honor Roll, and Principal's Honor Roll will be determined at the end of each marking period.

- Honor Roll – ranking will be achieved with a marking period grade of “B” or better in every subject.
- High Honor Roll – ranking will be achieved with a marking period grade of “B” in one subject and marking period grades of “A” in all other subjects.
- Principal's Honor Roll – ranking will be achieved with a marking period grade of “A” in every subject.

Immunization/New Jersey State Sanitary Code

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with state statute and rules of New Jersey State Department of Health.

The Board will exempt from the requirements of this policy any pupil whose parent objects to immunization, in a signed statement, on the ground that the proposed immunization interferes with the free exercise of the pupil's religious principles and any pupil exempted from immunization on medical grounds in accordance with rules of the New Jersey State Department of Health.

Insurance for Students

The Board of Education provides Student Accident Insurance to all students who participate in co-curricular activities. Optional accident insurance is made available to all other students at the beginning of each school year. A student injured during a school activity or class should immediately contact the teacher in charge. The insurance company will not accept claims unless an accident has been properly reported immediately after it has occurred. The school nurse will fill out the accident report, certify insurance coverage, and give the form to the student to be completed by the student's physician and mailed to the insurance company.

Late Arrival/Early Release (Seniors Only)

Any senior assigned to a **study hall** during period one or period nine may, on application to the assistant principal, be allowed optional attendance during these times for one semester.

Seniors must secure the proper permission forms from the Attendance Office, have them filled out, and obtain signatures from their parent/guardian and their counselor. If approval is granted, late arrival seniors must report to the Attendance Office to sign-in in order to be credited for the day's attendance. Seniors who repeatedly fail to sign-in will lose the privilege of late arrival. Seniors with early dismissal who remain on campus must report to study hall and are subject to regular study hall regulations.

Listed below are the guidelines for this policy:

- Students who do not adhere to this procedure will have the privilege revoked.
- Transportation coming to or returning from school will be the responsibility of the student and his/her parents/guardians.
- No student will be able to take part in this program without the signed consent of his/her parent/guardian. The late arrival/early release will commence 3 days after the Attendance Office receives the signed form.
- Study halls will be provided for those students who do not wish to participate in this program or whose parents/guardians do not sign the necessary forms.
- Students who wish to participate in after-school activities may return to the building for this purpose.
- Students who are assigned detention **MUST** return at the end of the school day to serve detention at that time.

Late to Class

An unexcused late to class in excess of 10 minutes shall be recorded as a chargeable absence for loss of credit purposes and be registered as a cut of class for disciplinary purposes. A series of unexcused lates to class 10 minutes or less in time may qualify for disciplinary consequences based upon the frequency and severity of the unexcused lateness. An unauthorized late to class in excess of ten minutes shall be recorded as a cut in the class. **Students who are tardy to school and go directly to class without signing in at the Attendance Office will receive a cut in all classes missed.**

Late to School – See Attendance Reporting

Lockers

It is required that students use locks for hall and gym lockers. Students are responsible for their personal property. Lost & Found items will be maintained in the Main Office.

If it is necessary to bring a large sum of money or valuables to school, it is strongly advised that students take them to the Main Office for safekeeping during the school day. Students are advised to “check” valuables with their Physical Education teacher for safekeeping during Physical Education class.

The school reserves the right to inspect lockers and other storage facilities used by students at any time.

Media Center

The Media Center offers a range of educational media services to all students and teachers. The collection includes books, magazines, pamphlets, microfilm, records, cassettes, computer software, and on-line databases. The Media Center provides facilities for individual viewing, listening assignments, and computers for completing homework assignments.

Most material may be borrowed for two weeks and renewed if necessary. Equipment, reference books, and items that are periodically in high demand may be borrowed overnight. Each borrower is responsible for returning material on or before the due date. **The Media Center is to be an area of quiet study and research.**

Medication

Administration of Medication

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil’s attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil’s health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

Definitions

For the purposes of this policy, “medication” means any prescription drug or over-the-counter medicine or nutritional supplement, including cough drops.

For the purposes of this policy, “self-administration” means carrying or taking the medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma and other life-threatening illnesses.

For the purposes of this policy, “life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenaline injection to treat a potential anaphylactic reaction.

No medication will be administered to pupils in school except by the school nurse, another registered nurse, or the pupil’s parent/guardian acting on a written order from the pupil’s private physician or the school medical inspector. A written request for the administration of medication at school must be approved by the principal. Medication must be brought to the school nurse in the original container labeled by the pharmacy or physician. Written orders signed by the pupil’s private physician must be provided stating the name of the medication, the purpose of its administration to the specific pupil for whom it is intended, its proper timing and dosage, its possible side effects, and the time when its use will be discontinued. These written orders must be reviewed by the school medical inspector prior to school approval for self-administration of any medication. The school medical inspector may also issue standing orders to the school nurse regarding the administration of medication. Medication no longer required must be promptly removed by the parent/guardian.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 28A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation 5330.

All pupil medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by pupils. In those instances, the medication may be retained by the pupil with the prior knowledge of the school nurse. The school nurse may report to the school medical inspector any pupil who appears to be affected adversely by the administration of medication and may recommend to the principal the pupil’s exclusion pursuant to law. The school nurse shall document each instance of the administration of medication to a pupil.

Pupils self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school district to be in charge of the pupil during school activities. Such individuals shall report such incidents to the school nurse within 24 hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the pupil’s health file.

The privilege of self-administering medication may be revoked when the pupil has failed to comply with school policy and the tenets of the agreement to self-medicate. A termination of the privilege should be made by school officials, including the school district physician and the school nurse, only after consultation with the pupil, the pupil’s parent or guardian, and the pupil’s physician.

N.J.S.A. 18A:6-1.1; 18A:40-12.3; 18A:35-8; 18A:40-6; 18A:40-3.1; 18A:40-7; N.J.S.A. 45:11023; N.J.S.A. 6:29-1.3

Message Board

The outdoor message board is available to any school organization or activity. Messages should be submitted to the Main Office for approval.

Messages for Students

Please communicate with your parents concerning after school plans before you leave for school. The office cannot take messages from parents except in extreme emergencies.

National Honor Society

Students are selected for membership in the National Honor Society based on four criteria: scholarship, character, leadership, and service. At the end of their fifth semester, all members of the junior class who have been students at Ridge High for at least one semester and who have either a cumulative un-weighted grade point average of at least 3.5000 or a cumulative weighted grade point average of at least 3.8350, and who have a disciplinary record reflecting academic and personal integrity, will receive a letter mailed to their homes advising them that they are candidates for the National Honor Society.

They are informed in the letter that they must, if interested in membership, fill out three documented activity forms. Of those three forms, one must describe participation in a Ridge High activity, and one must describe a community related activity taking place outside of school. The third can be either an in-school or out-of-school activity. All three must be different types of activities, for instance only one may be an athletic activity.

Seniors' grades are assessed again during their first marking period as seniors with the same eligibility requirements applying.

After the Faculty Selection Committee determines whether candidates' activities fulfill the minimum requirements and whether faculty-evaluation-score averages are acceptable, students are advised by letter of the committee's decision.

* Students involved in an incident(s) of academic integrity may be declared ineligible for or removed from National Honor Society.

Nuisance Items

Students should not bring any object that may be considered educationally inappropriate or distracting to school. These objects may be confiscated.

Nutrition Statement

The Board of Education recognizes that child and adolescent obesity have reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impact on students' health and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains
- Supporting healthy eating through nutrition education
- Encouraging students to select and consume all components of the school meal, and
- Providing students with the opportunity to engage in daily physical activity.

Option II Program

The purpose of Option II is to create the opportunity whereby a student can prove competency and receive credit for a course of study in lieu of completing the minimum 120 hours seat time required by the state of New Jersey. Visit www.bernardsboe.com/guidance for details.

Out of School Suspension (OSS)

By State Law, students assigned an Out-of-School Suspension must be permitted to make up any academic work. Absences caused as a result of OSS do not count toward the accumulation of loss of credit.

The names of students who are suspended out of school are reported to the Board of Education. Students who are assigned an OSS may be held in the Main Office or Medical Office until parents are notified to pick them up.

No student may return from an OSS until a meeting between parents, student, and the Assistant Principal or Principal has occurred on the day of return. Any student observed on school grounds during the day while serving an OSS will have the suspension extended by one day for each day seen. If an OSS student does not vacate the premises as requested by the staff or administration, the police will be notified.

Students will not be allowed to participate in co-curricular activities or sports on the days they have been suspended from school. If a suspension or other disciplinary action fails to produce change in a student's behavior, the student may be referred to the Board of Education for a hearing.

Parking

Parking spots are for **SENIORS ONLY**. Each parking spot will be shared by two seniors for the 2017-2018 school year. Both students will receive a parking tag for their shared spot. Use of their spot is up to their discretion. Students must show a valid driver's license and vehicle registration. A \$50.00 non-refundable fee will be charged for the tag, and there will be an additional charge of \$15.00 for all lost tags.

- JUNIORS ARE NOT PERMITTED TO PARK ON SCHOOL GROUNDS.
- All parking spots are non-transferable.
- Students may not use the parking lots during the school day without a parking tag.
- Students may not go out to the parking areas during the school day without a pass from the Main Office.
- 2017-2018 seniors with discipline offenses may have their parking privileges revoked at the discretion of the school administrators.
- Students caught parking in a spot, **other than their own**, or who park illegally, may lose parking privileges, either temporarily or permanently, and be ticketed.
- Parking tags must be displayed at all times or parking spot may be forfeited.
- Students who leave campus without permission, park illegally, or drive in a careless manner may, based upon the severity and circumstances of the offense, receive a documented warning, lose parking privileges, either temporarily or permanently, and/or be subject to disciplinary consequences, including suspension..
- Students who park outside designated areas may be ticketed and may have their vehicles towed at their own expense.
- Students who park on the lawn will be ticketed, and may have their cars towed, and will be assessed for landscaping repair.
- **The faculty and visitor parking areas are OFF LIMITS to students.**

- **In order for a parking loss or suspension to be enforceable it may be necessary for the administration to suspend or revoke the parking privileges of the violator and his/her partner. Choose your partner carefully as his/her behavior could impact your privilege.**
- **All vehicles are subject to Ordinance #1864.**

Physical Education Medical Exemptions

The school nurse approves short-term Physical Education excuses. Students must bring a note to the school nurse from their parent or doctor to be excused from Physical Education class due to injury or illness. The student will report to his/her Physical Education teacher for attendance. A doctor's note is required in writing for a PE medical excuse beyond 3 days. The nurse will assign a student to an academic study hall for physical education medical excuses longer than 3 days.

Random Drug Testing

See Board Policy 5530.1 on the Bernards Township Board of Education website.

Report Cards

Report cards are viewable in Aspen four times a year, approximately one week after the close of each marking period. The final report card will include final average grades, credits earned for the school year, total credit accumulation, promotion, retention, and/or graduation. (See Aspen Student Portal)

Saturday Detention (See Detentions – Saturday for guidelines)

Search and Seizure

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline and enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.

A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

Sexual Harassment

Sexual harassment is prohibited. It is defined as, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Any student who believes that he/she is being sexually harassed should inform the Principal or Assistant Principal or any other employee of the district. Parents will be contacted and appropriate actions will be taken. Interventions include but are not limited to, warnings, counseling, detention, suspension and/or contacting District Affirmative Action Officer, Sean Siet at 908-204-2600, ext. 104.

Skateboarding

Skateboarding is not allowed on school grounds.

Smoking**SMOKING AND/OR POSSESSION OF TOBACCO PRODUCTS IS PROHIBITED IN SCHOOL AND ON SCHOOL GROUNDS**

Smoking is prohibited on school property by Board Policy 7434, State Statute, and Local Ordinance 1171. Smoking means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco. No person or group shall use tobacco products on any school district property within the Township of Bernards. This will include smoking, chewing, sniffing, or any such use of a tobacco product in any of its forms.

Penalty for possession and/or use of tobacco products in the building or on school grounds:

First Offense

- 1 Saturday detention and confiscation of the product
- A complaint may be filed with the Municipal Court through the Bernards Township Police consistent with N.J.S.A.2C:33-13, SMOKING IN PUBLIC

Second Offense

- The student is assigned 2 Saturday detentions.
- The Ridge High School Student Assistance Counselor (SAC) and the student’s school counselor will be notified.
- A complaint may be filed with the Municipal Court through the Bernards Township Police consistent with N.J.S.A.2C:33-13, SMOKING IN PUBLIC.

Repeated Offenses of this Policy

- A student who repeatedly violates the smoking policy will be subject to severe disciplinary measures as determined by the school administration.

Student Government for 2017-2018

Student Government Advisor:	Ms. Linda Cuccaro and Ms. Jackie Treanor
President:	R.J. Milligan
Vice President:	Ryan Mullan
Treasurer	Francesca Menard
Secretary	Connor Youngberg

Senior Class Advisors: Ms. Kim Clark/Mr. Tim Howard

Junior Class Advisors: Ms. Chiara Kupiec/Ms. Dawn Piper

Sophomore Class Advisors: Ms. Vivian Scaturro/Ms. Kimberlee Sweet

Freshman Class Advisors: Ms. Emily Lipnick/Ms. Janine Quimby

All class officers will be elected in September of 2017.

Student I.D./Library Card

Watch for announcements in September concerning your student I.D./Library Card.

Student Records

Parents and adult pupils have the right to review the pupil's entire record or any part(s) of it within 10 days of their request to do so. They may have copies made, challenge the contents of the record and insert any comments. Parents and adult pupils must give their written permission before the school discloses student record information to an organization, agency, or person outside of the district, unless the school has been instructed by law or court to do otherwise.

Student Support Services

Student Support Services at Ridge are provided by specially trained professionals. Services include school counselors, student assistance counselors, school nurses, the coordinator for disaffected students, the life skills coordinator for learning disabled students, the school psychologist, the social worker, and the learning disability consultant. Please contact the Counseling Office or the Medical Office if you need assistance.

The Student Assistance Program is a special component of a wide range of counseling services in Bernards Township. This program focuses on short-term counseling and referral services for students in crisis, students affected by personal problems, and student struggling with alcohol and drug-related issues. Supportive counseling is provided with the intent to foster coping skills, problem-solving skills, and self-esteem, so students can make appropriate use of their educational time. For further information, please contact a Student Assistance Counselor.

In accordance with N.J.A.C. 6A:14, The Bernards Township Public School District provides a free, appropriate public education to all students with disabilities ages three through 21 who reside within the school district. Students who may be disabled due to physical, sensory, emotional, communication, cognitive or social difficulties are to be evaluated by the district and educated with their non-disabled peers to the greatest extent appropriate.

If you suspect that your child has a disabling condition or you would like further information, please call the Director of Special Services at (908) 204-2565.

Study Halls

Students assigned to a study hall, including Physical Education exemption study hall, must report daily to the study hall to have their attendance recorded. They may sign out to the Media Center, to attend Tutorial, resource rooms or the Counseling Office.

Students will be released/admitted to the Media Center based on space availability and on a rotating basis.

Students wishing to go to the Counseling Office should secure a pass in advance and present that pass to the study hall teacher after attendance has been recorded. Permission to go to the parking lot/car is granted through the Assistant Principal's Office.

Students who demonstrate an inability to use their study hall time constructively may be returned to Physical Education (PE exempt only) and/or be subjected to disciplinary action.

Substance Abuse Procedures

In accordance with Board Policy and New Jersey State Law, any student suspected of or observed using drugs or alcohol by faculty and/or staff should immediately be reported to the appropriate grade level administrator. Parents

will be contacted immediately. The school nurse will make an assessment of the student's condition and appropriate disciplinary measures will be taken.

Arrangements must be made for an immediate medical examination of the student. The results of the examination and subsequent mandated evaluations will be provided to the parents. These medical evaluations will be at the district's expense. If parents opt to have this examination performed by their primary care physician, the parents will incur this expense. In order for the student to return to school, parents must provide results of the examination from the school provider or primary care physician stating that the student is not under the influence of drugs/alcohol at the time of the examination. Any ordered lab test results must be provided to the school as well.

Any student determined to be under the influence of alcohol or a drug or in the possession of alcohol, a drug, or drug paraphernalia, while on school grounds or at a school-related activity, will be suspended from school for not less than 4 or more than 10 school days for the first offense. The police will be notified.

Repeated offenses of this policy by a student will subject him/her to severe disciplinary measures as determined by the school administration. The student's parents, school counselor, the child study team, and the Bernards Township Police will be notified of the school's actions.

Summer School

Students may attend a certified summer school program in accordance with NJ State Law. Students must receive prior approval from the High School Principal and department supervisor and complete required forms. Contact your school counselor for a full explanation of summer school procedures.

Telephones

A phone for student use is located at the Welcome Desk during school hours.

Testing Schedule

All teachers will adhere to the following schedule when giving a test, quiz, or examination of more than fifteen minutes in duration:

Monday:	English, Science*, Industrial Arts, Fine Arts, Music
Tuesday:	World Languages, Mathematics, Health, Business Education
Wednesday:	Social Studies, English, Fine Arts
Thursday:	Science*, World Languages, Music, Industrial Arts, Health
Friday:	Mathematics, Social Studies, Business Education

* Some sciences, due to lab scheduling, will not test on days listed. In such cases teachers will provide students with an alternate testing schedule.

Testing – Standardized

PSAT – Preliminary Scholastic Assessment Test
PSAT – Saturday, October 14, 2017 *

SAT – Scholastic Assessment Tests

October 7, 2017	March 10, 2018 (SAT I only)
November 4, 2017	May 5, 2018
December 2, 2017	June 2, 2018

Check with your School Counselor about registration deadlines and locations and times for the administration of the PSAT and SAT.

PARCC Testing April 24-26, 2018

Advanced Placement Exams May 7-18, 2018

End of Curriculum Biology Test* May 30-31, 2018

End of Curriculum Biology - Make-up Test* June 6-7, 2018

*Subject to change based on guidance from the NJ Department of Education.

Theft

It is unfortunate, but not everyone is honest. Thefts do occur. Forewarned is forearmed. Never leave purses, books, or valuables unattended. Do not tell anyone your locker combination. Bring only the amount of money needed for that particular day and do not “advertise” the fact that you have money. The school cannot be responsible for the replacement of personal property.

- The best deterrent to theft of personal property is prevention.
- Theft of school property, on loan to you, does not relieve or reduce your responsibility for the stolen property.
- The school is not responsible for stolen property.
- Be alert. Inform the office of any suspicious behavior regarding the possible theft of personal or school property.
- Should a theft occur, a report should be filed with the Student Resource Officer.

Tutorial Center

The Tutorial Center is located in the rear of the cafeteria. Teachers will be available every period Monday – Friday. Students in the cafeteria for lunch or study hall may visit the Tutorial Center without a pass. Students in study halls located outside the cafeteria may ask the supervising study hall teacher to place a call to the Tutorial Center (ext. 239) to determine if there is a teacher who can assist them in their area of need. If it is determined that there is a teacher available to assist, the supervising teacher will send the student via a hall pass to the Tutorial Center.

Tutorial teachers are assigned to the Tutorial Center on availability, and there may not be a teacher who can assist all students in all subject areas each period. For instance, a student studying French may not be able receive tutorial help in this subject due to the fact that there are only two French teacher in the building.

Teachers may also assist students outside of the Tutorial Center during their tutorial period. For instance, a science teacher may need to meet a student in the laboratory to complete a lab experiment.

Visitors

Ridge High School does not allow student visitors.

Working Papers

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacations. Working papers may be obtained in the Counseling Office. You must have secured a job before obtaining working papers. Working papers are issued only for a specific job and are not transferable from job to job without State approval.