

## **VISION AND MISSION STATEMENT**

### **RPS Vision:**

The Ridgefield Public School District strives to be a highly regarded organization, acknowledged for its commitment to the growth and readiness of each and every student in order to ensure success in a challenging global society.

### **RPS Mission:**

The Ridgefield Public School District, a diverse but unified community, provides high caliber education through the promotion of quality academic experiences, authentic civic engagement, and mastery of 21st century skills.

## **WELCOME TO THE STUDENTS**

Welcome to Ridgefield Memorial High School. We are a competitive high school with an outstanding academic program. In addition to academic rigor, we offer you the opportunity to explore your options for self-enrichment through our clubs, activities and athletics.

We challenge you to approach possibilities with an open mind eager to discover personal goals and responsibilities. Take advantage of the counsel afforded you and make your high school career magnificent.

Have a wonderful year!

**RMHS Staff**



### **RMHS BELL SCHEDULE**

HR	8:00 – 8:03	(3 minutes)
Period 1	8:03 – 8:45	(42 minutes)
Period 2	8:48 – 9:30	(42 minutes)
Period 3	9:33 – 10:15	(42 minutes)
Period 4	10:18 – 11:00	(42 minutes)
Period 5	11:03 – 11:45	(42 minutes)
Period 6	11:48 – 12:30	(42 minutes)
Period 7	12:33 – 1:15	(42 minutes)
Period 8	1:18 – 2:00	(42 minutes)
Period 9	2:03 – 2:45	(42 minutes)

### **SINGLE SESSION BELL SCHEDULE**

HR/Period 1	8:00 – 8:26	(26 minutes)
Period 2	8:29 – 8:55	(26 minutes)
Period 3	8:58 – 9:24	(26 minutes)
Period 4	9:27 – 9:53	(26 minutes)
Period 5	9:56 – 10:22	(26 minutes)
Period 6	10:25 – 10:51	(26 minutes)
Period 7	10:54 – 11:20	(26 minutes)
Period 8	11:23 – 11:49	(26 minutes)
Period 9	11:52 – 12:18	(26 minutes)

### **DELAYED OPENING BELL SCHEDULE**

HR	10:00 – 10:04	(4 minutes)
Period 1	10:04 – 10:33	(29 minutes)
Period 2	10:36 – 11:05	(29 minutes)
Period 3	11:08 – 11:37	(29 minutes)
Period 4	11:40 – 12:09	(29 minutes)
Period 5	12:12 – 12:41	(29 minutes)
Period 6	12:44 – 1:13	(29 minutes)
Period 7	1:16 – 1:45	(29 minutes)
Period 8	1:48 – 2:17	(29 minutes)
Period 9	2:20 – 2:49	(29 minutes)

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## **WHO SHOULD I CALL?**

SOURCE – (201) 945-4455

Reporting a student's absence	School Nurse
Problems with attendance	Assistant Principal
Graduation requirements	Guidance Counselor
Student's educational plan	Guidance Counselor
Schedule change	Guidance Counselor
Athletics	Athletic Director
Rules and Regulations	Assistant Principal
Grades	Guidance Counselor
Discipline/Attendance Issues	Assistant Principal
Report Bullying	Anti-Bullying Coordinator

### **EXTENSIONS:**

Ms. Janet Seabold – Principal	201-945-4455
jseabold@ridgefieldschools.com	
Ms. Cathy Juliano – Principal's Secretary	201-775-6433
cjuliano@ridgefieldschools.com	
Mrs. Lauren Larkin – Guidance /Office Secretary	201-775-6437
llarkin@ridgefieldschools.com	
Mr. Jon Duncan – Assistant Principal/Athletic Director	201-775-6443
jduncan@ridgefieldschools.com	
Ms. Vanessa Martyniuk – Vice Principal	201-775-6431
vmartyniuk@ridgefieldschools.com	
Mr. Michael Zunick – Department Chair –STEM	201-775-6452
mzunick@ridgefieldschools.com	
Ms. Anna Georgiou – Department Chair – Humanities	201-775-6446

avenetis@ridgefieldschools.com

Mr. Matthew Tracey – Department Chair – Fine Arts 201-775-6450  
[mtracey@ridgefieldschools.com](mailto:mtracey@ridgefieldschools.com)

Ms. LeeAnn Papadoupalos - Attendance/School Nurse 201-775-6436  
lpapadoupalos@ridgefieldschools.com

Mr. Russ Thompson- Guidance Department 201-775-6439  
rthompson@ridgefieldschools.com

Ms. Irene Voight- Guidance Department 201-775-6440  
ivoight@ridgefieldschools.com

Dr. Laurie Densen – Learning Center 201-775-6447  
ldensen@ridgefieldschools.com

Mr. Joseph Skunca - School Social Worker 201-775-6449  
jskunca@ridgefieldschools.com

Mr. Russ Thompson – Anti Bullying Specialist 201-775-6439  
rthompson@ridgefieldschools.com

## **IMPORTANT DISTRICT POLICIES**



## **Equal Access to Educational Programs**

Ridgefield Schools does not discriminate on the basis of race, color, creed, religion, sex, national origin, or handicap in its educational programs or activities as required by Title IX of the Educational Amendments of 1972 and N.J.A.C. 6:4-1.1.

No pupil or staff member may harass any pupil of this district sexually or in any area covered by the statement in paragraph one of this policy. Such harassment is a denial of equal educational opportunity. Parents or pupils should file a grievance protesting alleged discrimination or harassment immediately with the Anti-Bullying Coordinator.

District Anti-Bullying Coordinator  
Ms. Kara Doviak  
201-775-6845

RMHS Anti-Bullying Specialist  
Mr. Russ Thompson  
201-775-6439

## **Harassment, Intimidation & Bullying (HIB)**

The Ridgefield Board of Education specifically prohibits any and all acts of harassment, intimidation, or bullying within its school district. No one shall engage in name calling, using racial or derogatory slurs, wearing or possessing items depicting or implying racial hatred or prejudice. District employees and students shall not at school, on school property or at school activities wear or have in their possession any written material either printed or in their own handwriting that advocates racial bigotry (Examples: clothing, articles, material, publication or any item that denotes Ku Klux Klan, Aryan National White Supremacy, Black Power, Confederate Flags or articles, Neo-Nazi or any other “hate” group).

Also prohibited are “fighting words” intended to insult or stigmatize an individual or group on the basis of their sex, race, color, physical traits or attributions, religion, sexual orientation, or national or ethnic origin. All school employees, student, victims, or bystanders are required to report alleged violations of this policy to Anti-Bullying Coordinator. The administration is responsible to investigate whether a particular incident constitutes a violation of this policy pursuant to N.J.S.A. 18A: 37-1.

All reported incidents of harassment, intimidation, and bullying will be vigorously investigated as per NJ State law. The Ridgefield school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. Students who engage in any form of reprisals or retaliation against other students shall be disciplined by an administrator or by the principal or his/her designee. Likewise, a student or students found to have falsely accused others, as a means of harassment, intimidation, or bullying will receive disciplinary actions, such as, positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. The policies and procedures regarding harassment, intimidation, and bullying are found in this handbook and available at

www.ridgefieldschools.com. Staff development workshops are conducted in bullying education, prevention, and training curricula with staff members throughout the year.

### **Smoking In School and/or on School Grounds**

N.J.S.A. 26:3D-17 prohibits smoking in educational institutions. N.J.S.A. 26:3D-20 establishes rules, enforcement responsibilities and penalties for violation of these rules.

The person responsible for administration of the school, or any other person having control of such premises or any agent thereof or a police officer or other public servant engaged in executing or enforcing this act may order any person smoking in violation of this act to comply with the provisions of this act. There upon any such person who smokes on such premises in violation of this act is subject to a fine not to exceed \$100.00.

### **Vandalism**

The Ridgefield Board of Education believes that pupils should respect property and take pride in their school.

The Board of Education charges each pupil with the responsibility for the care of school property and the school supplies and equipment entrusted to his/her use. In accordance with the law, pupils who engage in wanton acts of destruction to school property shall be subject to disciplinary measures and their parents/guardians shall be financially liable for such damage.

The Board authorizes the imposition of fines for the loss, damage, or defacement of textbooks and other equipment entrusted to pupil use. Sanctions such as denial of participation in any co-curricular exercises may be appropriate in regards to fine payments.

Parents should be aware that all acts of vandalism are crimes and will be reported to the Ridgefield Police Department as such.

### **Student Safety Policy and Weapons**

The safety of all students is the primary focus of the Board of Education. In development of courses, the safety of participating students shall be a primary consideration. The School Business Administrator/Board Secretary shall oversee the maintenance of all facilities and equipment to provide a safe learning environment. The district curriculum shall include courses in safety as required by State Law. In addition, the district may cooperate with participating local authorities in organized programs to enhance the safety of the school environment.

The possession of weapons is prohibited in the school facility. Pupils possessing weapons will be treated in accordance with rules contained in this handbook. In the case of a weapons possession, the Principal shall immediately notify the Police Department as to the most reasonable method for the confiscation and transfer of weapons to the Police Department. Parents will be notified as soon as feasible in such incidents. All incidents shall be reported to the Superintendent, as soon as possible.

### **Weapons in New Jersey – Legal Statues**

N.J.S.A. 2C:39-1 "Weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; and (3) gravity knives, daggers, dirks, stilettos, and other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, bb guns, cestus or similar leather bands studded with metal filing or razor blades imbedded in wood; and any other weapon or device which projects, releases, or emits tear gas or

any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

### **Levels of Misconduct and Disciplinary Response**

1. When acts of violence occur to a person or property, or pose a direct threat to the safety of others in the school, the principal or his/her designee is authorized under New Jersey State law to immediately remove the pupil from school. A psychological clearance will be required for reinstatement to school in incidents where a direct threat has been posed.
2. The building principal or his/her designee verifies the offense, gathers information from witnesses and staff, and meets with the pupil and the parents.
3. The building principal or his/her designee shall notify the police department when a crime has been committed.
4. A complete and accurate report will be submitted to the Executive County Superintendent of Schools and Ridgefield Superintendent for Board action.
5. The pupil will be placed in an alternative environment pending a due process hearing.

### **Searching Lockers**

Lockers assigned to students are public property and school authorities make reasonable rules governing their use. In addition, the building Principal or designee may inspect lockers or other storage facilities provided for use by students, as long as there exists reasonable grounds for suspecting that the search will reveal evidence that the student has violated either the law, rules of the Board, or health and safety of the students. (P.L. 1985)

## **Controlled Dangerous Substances**

The Board of Education recognizes that the misuse of controlled dangerous substances is a serious problem with legal, social and physical implications for the entire school community.

1. When it shall appear to any teaching staff member, school nurse or other educational personnel in the Ridgefield Public Schools that a pupil may be under the influence of or in possession of a controlled dangerous substance as defined in P.L. 1970, Chapter 226, Section 2 (C.24:21-2) or any chemical or chemical compound which releases vapor or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including but not limited to glue containing a solvent having the property of releasing toxic vapor or fumes, as defined in P.L. 1965, Chapter 41, Section 1 (C2A:170:25.9) taken for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick and injured human beings, such as the school nurse, substance abuse coordinator or other educational personnel shall report the matter as soon as possible to the school nurse or medical inspector, as the case may be and to the principal or, in his absence, to his designee.
2. The Principal, or his/her designee, shall immediately notify the parent or guardian, and the Superintendent of Schools, and arrange for an immediate examination of the pupil by a doctor selected by the parent or guardian or, if such doctor is not immediately available, by the school doctor, if he/she is available.
3. When a doctor or medical inspector is not immediately available, the pupil shall be taken to the emergency room of

the nearest hospital for examination. When possible, the student will be accompanied by a member of the school staff designated by the Principal and a parent or guardian of the pupil. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence.

4. The examining physician shall furnish a written report of said examination within seventy-two (72) hours to the parent or guardian of the pupil and to the Superintendent of Schools. If such diagnosis is positive, the pupil shall be returned to his/her home as soon as possible and appropriate data shall be furnished to the Department of Health pursuant to the "Controlled Dangerous Substances Registry Act of 1970", P.L. 1970, Chapter 227 (C.26:2G17, et seq.)
5. The pupil shall not resume attendance at school until he submits to the Principal a written report certifying that he is physically and mentally able to return forthwith. This report must be prepared and authorized by a medical physician. The physician's report must certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.
6. Any student who tests positive for a controlled/dangerous substance will be suspended from all athletic activities.
7. The following procedures will be followed for any student who qualifies in the above paragraph:

### **Controlled Dangerous Substances – Possession and Distribution of Drugs**

1. Administration/Superintendent contacted
2. SAC/school nurse contacted

3. Police Department contacted (criminal investigation)
4. Out-of-school suspension
5. Mandatory drug test/medical clearance
6. Home Instruction (pending expulsion hearing)
7. Possible expulsion

### **Suspicion of CDS – “Under the Influence”**

1. Administration/Superintendent contacted
2. SAC/school nurse contacted
3. Mandatory drug test/medical clearance
4. If positive, follow below

### **Positive Test Results**

- Out-of-school suspension
- Evaluation by certified/licensed alcohol/drug counselor
- Must comply with drug treatment plan
- Drug Treatment Plan – certified/licensed alcohol/drug counselor must do an evaluation
- Possible Home Instruction

### **Two or More Positive Test Results**

- Administration/Superintendent contacted
- SAC/school nurse contacted
- Out-of-school suspension
- Must comply with drug treatment plan
- Drug Treatment Plan – An evaluation must be done by a certified/licensed counselor.
- Home Instruction (pending expulsion hearing)
- Possible expulsion

If a student is found to be in direct violation of any aspect of the RMHS Controlled Dangerous Substance policy, participation in all extra-curricular activities is immediately suspended, pending



administrative review. This includes all sports, field trips, the prom, and the RMHS graduation ceremony.

### **Pupil Records**

Only authorized persons or agencies shall have access to pupil records:

1. The parents or legal guardians of a pupil under the age of 18, and the pupil who has the written permission of such parents or guardian.
2. The adult student and the student's parents/guardians who have the written permission of such student.

### **Rights of 18-Year-Old Students**

Students who are 18 years old must be treated as adults. They may sign their own warning notices, absence excusals, and their own permission slips for athletics or field trips. Such students may review his/her own school records in the guidance office.

If an 18-year old student wants to sign him/herself out for the day, verbal confirmation must be obtained from the parent/guardian before the student will be allowed to leave the building.

### **Required Health Examinations**

Students entering RMHS must provide proof of a completed physical examination, conducted by a certified physician. This examination must be completed no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.

It is recommended that students obtain a subsequent exam at least once during their adolescent years (grades 9-12). Please note that any student who wishes to participate in the athletic program at RMHS

must have an annual examination. Parents may opt to have the physical exam performed by their family physician.

## **CODE OF CONDUCT**

### **Philosophy of Discipline**

It is the belief of the administration and the staff of Ridgefield Memorial High School that discipline is a significant component of learning within the school. There are two (2) purposes for discipline:

1. To maintain a level of safety and order which are conducive to an effective learning environment.
2. To provide students with clear rules and standards of acceptable behavior found in a democratic society.

Ridgefield Memorial High School will function in such a manner that maintains a consistent and firm disciplinary policy which will be fair, require due process, and reflect upon the particular circumstances of any situation requiring disciplinary action. The objective of any disciplinary action will be to change behavior from a destructive nature to a more self-fulfilling and constructive one for the student.

### **Rules and Regulations**

School rules and regulations appear in the upcoming pages for your review. Please note that any student act that disrupts normal school activity or is a transgression of normal safety standards will be determined to be a violation of the school discipline policy.

In addition, student activities that occur off school grounds that are deemed a disruption to normal school activity or a transgression of normal safety standards will be subject to RMHS disciplinary procedures.

## **Due Process Rights in Suspension and Expulsion**

The Ridgefield Board of Education believes that positive approaches to acceptable behavior are most effective. However, it is sometimes necessary to penalize pupils and to provide immediate consequences for students who violate school regulations. Pupils who indulge in disruptive behavior will receive a variety of direct consequences which include, but are not limited to, the following: After-school Detention, Saturday Detention, In-School Suspension, Out-of-School Suspension, and Expulsion. Disruptive behavior includes, but is not limited to the chart to follow.

Any pupil who commits assault (as defined by N.J.S.A. 2C: 12-1) upon a board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension. The causes for suspension and/or possible expulsion shall be printed annually in the student handbook for both student and parent review.

### **Teacher Detention**

Detentions are assigned to students whose behavior disrupts the performance of the teacher in the classroom, or for noncompliance of school regulations. The teacher will call the parent of any student who does not show up for detention on the assigned date. If the dispute is not resolved at this point, the student will be sent to the Vice Principal for an after-school detention.

### **After School Detention**

Students may be assigned to serve after school detention for a number of reasons. After school detentions will be assigned by the Principal or Vice Principal. After school detentions are no more than

45 minutes and begin immediately after school. Students are to serve their assigned detentions unless prior arrangements are made with the Vice Principal. Any tardy student who signs into school without a school ID card will receive detention.

## **Suspension**

From time to time, it is necessary to suspend students for serious or continued disregard of regulation. The suspension procedure is designed to provide due process for students. The student who is suspended from school may not participate in any school activities while the suspension is in effect. Suspension can range from 1 to 10 days based on the behavior of the student or egregious act.

A parent/guardian meeting with the Vice Principal or designee will be required for student re-admittance into Ridgefield Memorial High School.

## **In-School Suspension (ISS)**

Any student remanded to ISS will be isolated from the student population and placed in the ISS room. All students will be accompanied by the ISS Supervisor for lavatory breaks and to obtain lunch. ISS is from 8:00-2:40 p.m. and any student assigned to ISS must serve the full day regardless of student schedule.

## **Out-of-School Suspension (OSS)**

OSS is reserved for students that commit infractions that are more egregious violations of the RMHS discipline policy.

## **Expulsion**

Students who are guilty of continued serious, willful misconduct, which interferes with the opportunity of other students to carry on their learning activities, may be recommended to the Board of

Education for expulsion. Procedures are imposed in accordance with legal requirements, such as due process and an expulsion hearing before the Board of Education.

### **Saturday Detention**

Saturday Detention is an intermediate disciplinary step that is assigned prior to suspension. It is given when regular after school detention or other interventions have already been tried, or for an incident mandating serious consequences. Saturday Detention will be held the 1st & 3rd Saturday of each month from 9:00 AM – 12 PM. Should inclement weather occur, Saturday Detention would be postponed until the next scheduled date. Parents/Guardians will be contacted prior to the next scheduled Saturday Detention. No food, beverages, or electronic devices are permitted. Students who arrive after 9:00AM or become disruptive throughout the detention period will be removed from school property and will receive an in-school suspension. If a medical emergency prevents a student from attending, medical documentation must be presented to the Vice Principal upon the students return, once medical documentation is verified, the student will be re-assigned to the next scheduled date. Any student not in attendance at Saturday Detention will be issued an ISS.

A student assigned to a Saturday Detention is prohibited from participating in any school related activity on the assigned Saturday Detention date from the hours of 9:00 AM - 12:00 PM. Students who do not attend Saturday Detention will be prohibited from participating in any extra-curricular activities until the Saturday Detention or suspension is served.

### **Class Cuts**

Any student who cuts a class will receive an academic zero for all work not completed in class on that day. Any student who does not report to period 1 but reports to homeroom and the remainder of

their classes will receive a cut for period 1. Students who cut class will be assigned a Saturday detention or ISS.

### Cutting Class – 1st Offense

1. Teacher verification
2. Notification to administration
3. Conference
4. Zero for class grade
5. Saturday detention
6. Parent contact

### Cutting Class – 2nd Offense

1. Teacher verification
2. Notification to administration
3. Conference
4. Zero for class grade
5. Saturday detention and/or In-School Suspension
6. Parent contact

### Cutting Class – 3rd Offense

1. Teacher verification
2. Notification to administration
3. Conference
4. Zero for class grade
5. Out-Of-School Suspension
6. Parent contact

### **Dress Code**

Student dress and grooming shall reflect appropriateness, cleanliness, and safety within the classroom and school activities.

1. Footwear must be worn at all times.

2. The following apparel is prohibited:
  - a. See-through blouses.
  - b. Bare midriff blouses.
  - c. Halters.
  - d. Net shirts and tank tops without tee shirts underneath.
  - e. Strapless tops.
  - f. Sun glasses.
  - g. Pajama Pants.
  - h. Short shorts and skirts (see item #3 below).
  - i. Clothing with cuts, rips, or holes deemed inappropriate.
  - j. Clothing with references to alcohol, tobacco, or drugs.
  - k. Any outfit with straps less than 2" wide.
  - l. Anti-Religious, anti-racial, or obscene dress.
  - m. Clothing with inflammatory statements.
  - n. Hats, headbands, bandanas and skullcaps.
  - o. Outdoor jackets.
  - p. Walkman, Cell Phones, MP3 players, beepers, or iPods.\*
3. The length of appropriate shorts and skirts must be longer than the fully extended hand held at the student's side.
4. A tank top is one with straps less than 2" wide.
5. The school reserves the right to make the decision as to whether or not student dress fits the above categories.

\*Note: Cell phones or technological devices are permitted for educational instruction use as deemed by school policy.

### **Student Rights**

1. Students have the right to a free public education.
2. Students have a right to learn.
3. Students have a right to be safe at school.
4. Students have a right to a clean, pleasant school building.

5. Students have a right to get help from teachers, counselors, and administrators.
6. Students have a right to work on student government committees that communicate concerns of students.
7. Students have a right to be respected by others.
8. Every student has a right to due process. That is to say students have a right to a fair set of rules that are applied in a consistent manner.

### **Student Responsibilities**

1. Students have a responsibility to come to school every day, on time, and prepared to learn.
2. Students have the responsibility not to deny others their right to learn.
3. Students have a responsibility not to act in a way, which threatens, scares, or injures others.
4. Students have a responsibility not to litter or deface school property.
5. Students have a responsibility to ask help in a polite manner and at a time that does not deny others.
6. Students should be responsible and volunteer to get involved in school and bring forward ideas.
7. Students have a responsibility to respect others.
8. Students have a responsibility to be informed of, and adhere to school regulations and to report concerns to the staff/administration.



# GENERAL DISCIPLINARY PRACTICES

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>
Arson	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Assault	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Assault with Weapon	Parent Contact OSS Police Contact Recommendation for Expulsion	Parent Contact OSS Police Contact Recommendation for Expulsion	Parent Contact OSS Police Contact Recommendation for Expulsion
Cheating	Parent Contact Saturday Detention ISS	Parent Contact OSS	Parent Contact OSS
Cutting Class, Leaving Class, or Leaving Assigned Location Without Permission	Parent Contact Saturday Detention	Parent Contact OSS	Parent Contact OSS
Cutting Detention	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Destruction of School, Staff or Student Property	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Extortion	Parent Contact ISS	Parent Contact OSS	Parent Contact OSS
Failure to Wear Seatbelt on School Bus	Parent Contact Detention	Parent Contact Detention	Parent Contact ISS

Falsifying a Fire or Security Alarm	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Fighting	Parent Contact OSS	Parent Contact OSS	Parent Contact OSS
Gambling	Parent Contact Saturday Detention	Parent Contact ISS	Parent Contact OSS
Inappropriate Language	Parent Contact Detention	Parent Contact Saturday Detention	Parent Contact ISS
Inappropriate Dress	Parent Contact	Parent Contact	Parent Contact
Inappropriate Behavior on School Bus	Parent Contact Detention	Parent Contact ISS	Parent Contact OSS
Misuse of Computer Networks or Computers	Parent Contact Saturday Detention ISS	Parent Contact ISS/OSS	Parent Contact OSS
Smoking (As Defined by Board Policy) on School Grounds	Parent Contact Saturday Detention ISS	Parent Contact ISS/OSS	Parent Contact OSS
Substance Abuse	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact

Terroristic Threat	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Theft/Damage	Parent Contact ISS	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Truancy	Parent Contact	Parent Contact	Parent Contact
Use or Possession of an Exploding Device	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Vandalism	Parent Contact ISS/OSS	Parent Contact ISS/OSS	Parent Contact ISS/OSS
Weapon Possession	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Wrongful Entry	Parent Contact Saturday Detention ISS	Parent Contact ISS/OSS	Parent Contact OSS
Misbehavior during extra-curricular activities	Parent Contact Detention/ISS	Parent Contact ISS/OSS	Parent Contact OSS

# ATTENDANCE

## **Attendance**

Regular attendance in school is compulsory under New Jersey State Law. Attendance is required on all days when school is in session per N.J.S.A. 18A:38-25. The Board of Education is compelled by state law to develop policy and procedures that articulate the district's attendance policy. Parents are cautioned to note that compulsory attendance begins immediately following a student's registration in district. To verify an absence a parent must submit documentation to the Vice Principal. However, this does not excuse the absence formally. Only NJDOE-approved reasons with appropriate documentation, can excuse an absence.

As per Ridgefield Board of Education Policy, students must be present for 164 days to be eligible for promotion to the next grade level. As per the State of New Jersey, any student acquiring more than seventeen (17) or more absences for a school year will lose course credit for the current school year and be required to repeat the class.

Students who are absent for three consecutive days or more, must produce medical documentation to the nurse. Documentation must be received upon the student's return back to school.

Medical documentation submitted to the RMHS administration must be timely and current. Pre and/or post-dated doctor's notes will not be honored.

Students are prohibited from all co-curricular activities when they are absent from school or on days when they arrive later than 8:15 AM.

When parents/guardians call in a student's tardy or absence this does not constitute the tardy or absence as excused.

## **Attendance Appeal Process**

Students and/or parents have the right to appeal in writing to the “Appeals Team of Ridgefield Memorial High School.” The team must receive the appeal before the end of each marking period.

## **Pupil Attendance and Course Credit**

Students who are absent for four consecutive days (either excused or unexcused) are placed on the district’s home instruction program. Home instruction is limited for regular students to five hours weekly and must be sustained for a period of two weeks, as requested by a parent with the appropriate medical documentation. Any RMHS student who does not attend his/her home instruction session, risks receiving a failing grade in his/her core academic subjects. In addition, such a student may be subjected to a truancy and/or DYFS investigation.

If a student’s total absentee rate exceeds sixteen days, they are placed on academic probation. At that time a Student Assistance Committee (consisting of teachers and administrators) will review their case and make the appropriate recommendation to the Board of Education.

## **Excused absences that count toward course credit**

- Religious holidays as stipulated by the NJDOE.
- 3 college visits junior year.
- 3 college visits senior year.
- Take your child to work day.

## **Tardiness**

It is the expectation of the high school that all students will arrive on time for class. All high school classes officially begin at 8:00 AM, and are announced by the ringing of the bell.

2 tardies = 1 absence

To ensure the health and safety of every student, the main entrance is locked after 8:00 AM. Students who arrive after that time will scan in with their ID's at the front desk. A student who is tardy will automatically show up in the Genesis attendance system.

Students who arrive at the high school after 8:15 AM will receive an absence for that class period. Students arriving after 8:15 AM must be accompanied by a parent.

### **Response to Student Tardiness to Class**

Examples listed below but not limited to:

1. One time tardy during marking period  
Conference with teacher
2. Two/Three times tardy – Teacher detention  
Parent contact
3. Four times tardy – Central detention (after teacher detention & parent contact)  
Parent contact
4. Five or more times tardy – Saturday detention  
In-School suspension, conference with guidance counselor, parent and administrator
5. Habitually tardy students – Loss of school privileges  
(athletics, community service, chorus, band, etc.)

### **Homeroom**

Homeroom will take place from 8:00 AM – 8:03 AM every day. In the event of a delayed opening, homeroom will take place from 10:00 AM – 10:04 AM. In the event of a single session day, homeroom will take place from 8:00 AM – 8:06 AM. Students must be on time and present for all homeroom exercises. Students who

are late or absent from homeroom will be marked absent for the day by their teacher.

## **Early Excusal**

A student must be present for four (4) hours to constitute a full school day. No student will be permitted to exit the building prior to the end of the school day, unless a parent/guardian is present to sign him/her out.

A parent/guardian's name must be listed on the Emergency Card with their corresponding signature, so that a student may be released to them. A photo ID is required as proof of identification.

A student who is 18 years of age or older may sign him/herself out of school for the day. A parent/guardian must still contact a school administrator prior to the student's departure.

## **Truancy**

Any child between the ages of 6 – 16 who shall repeatedly be absent, or any student found away from school during school hours whose parent is unable to compel him/her to attend school, will be deemed truant and appropriate legal actions will be taken against the parent or guardian by the school district's truancy officer.

## **State Approved Holidays**

Students who are seeking approved absence status may wish to check the cumulative list of state-approved holidays. This list may be referenced at the New Jersey Department of Education website.

## **College Visitations**

Seniors and juniors only will be allowed three (3) excused college visits during school time. These verified visits will not count towards

the attendance policy. Documentation must be submitted to the Vice Principal.

**GENERAL SCHOOL INFORMATION**

**Accidents in School**

All accidents in school must be reported immediately to the nurse’s office. This is very important, as any delay in reporting accidents may affect school insurance purchased by the student. All claims must be submitted within 30 days to qualify. Accident reports must be filled out in full by supervisor, teacher, or coach. Accidents out of school must be reported to the nurse immediately if the student has the twenty-four hour insurance coverage. The Board of Education does not carry insurance to cover injuries that happen in the school building or on school property. Parents are encouraged to provide insurance coverage for their children.

**After School Hours**

Students are prohibited from occupying RMHS before school hours (7:50 AM) or after school hours (2:50 PM), unless under the direct and continual supervision of an employee of the Ridgefield Board of Education.

**Change of Address**

Each student whose address or telephone number is changed during the school year is required to notify the district registrar located in the Ridgefield School District Central Office.

**Distribution of Class Funds**

1. Each graduating class shall be given an opportunity to vote on using any extraneous funds as a financial source for future class reunions.



2. The class must dispose of the residue of its money within ten (10) years from the date of its graduation; otherwise, the money shall revert to the General Fund.
3. The money shall be withdrawn over the signature of the Principal and the manager of school accounts.

## **Student Motivation**

Students are encouraged to contact their guidance counselor to discuss any challenges, whether it be academic, personal, or social in nature. There are several programs at RMHS that will accommodate the diverse needs of a contemporary high school student. In addition, teachers and counselors, as well as the other educational specialists listed below are available to help individual students:

1. The School Nurse
2. Intervention & Referral Services
3. Student Assistance Counselor

Staff and administrative personnel may also initiate counseling for students by referral, which is based on poor attendance, negative behavior, lack of motivation, or poor grades.

## **Textbook Fines**

Students must turn in all textbooks and/or curricular materials issued to them prior to the end of the school year. Fines will be determined by school administration and/or department chairpersons. Grade 12 students who have outstanding fines will not be able to participate in graduation exercises or receive their diploma until the fines are remedied.

# ACADEMIC CONSIDERATIONS

## **Performance Criteria**

Evaluation of student performance in a course may be based upon:

1. Examinations or Quarterly Benchmark Assessments
2. Participation in class discussion and activities
3. Student notebook
4. Quiz and test scores
5. Research paper
6. Reaction/Position papers
7. Homework and reading assignments
8. Creative projects and oral presentations
9. Written assignments
10. Attendance requirements of the school
11. Complete lab assignments

## **Examinations**

Ridgefield Public Schools now administer quarterly benchmark assessments at the conclusion of each marking period.

## **Grading System**

Grades in each subject are determined by student's achievement, interest, application, and sense of responsibility. The marking system is as follows:

A+	97-100	Excellent
A	94-96	Excellent
A-	90-93	Excellent
B+	87-89	Above Average
B	84-86	Above Average
B-	80-83	Above Average
C+	77-79	Average
C	74-76	Average

C-	70-73	Average
D	65-69	Below average but passing
F	Below 65	Failing

The deadline for dropping a class is September 30th. Students who attempt to drop a class after that particular time will receive a withdraw/fail status on their transcript and will have their GPA recalculated to indicate a change in course status.

## **Graduation Requirements**

In order to qualify for a diploma, a pupil must have completed the program of study assigned as appropriate to the pupil's needs and abilities. Students in grades 9 through 12 must have earned 120 credits. Such credits shall include a minimum of:

1. One year of required English for each year of enrollment, for a minimum of four years, totaling 20 credits.
2. Three years of mathematics, totaling 15 credits.
3. Two years of United States history, totaling 10 credits.
4. One year of world history, totaling 5 credits.
5. Three years of laboratory science, totaling 15 credits.
6. One year of physical education and/or health education for each year of enrollment for a minimum of four years, totaling 20 credits.
7. Visual & performing arts, totaling 5 credits.
8. Community service (grade 12), totaling 50 hours.
9. Two years of World Languages, totaling 10 credits.
10. Financial Literacy, totaling 2.5 credits.
11. The remaining credits are to be chosen from the elective course offerings.

Students must successfully complete at least 20 credits per academic year to qualify for promotion to the next grade level.

Any 12th grade student who has not successfully completed academic requirements for graduation will not be permitted to participate in the RMHS graduation exercise. Parents are reminded that students may only complete two academic courses in a summer school session. Students who fail classes due to excessive absences must repeat the class/classes in the following school year.

In order to qualify for a diploma, a student must attain a passing score on a New Jersey state-mandated assessment. Students must be enrolled at RMHS for at least 6 semesters in order to be ranked.

**Guidance Department**

Guidance counselors are available to discuss individual questions and concerns regarding course selection, graduation requirements, post high school planning, and school-related problems. Parents are encouraged to consult with the counselors and take an active role in their child’s education. Appointments may be made by calling (201) 945-4455.

**Honor Roll Status**

High Honor Roll	All grades "A" (A+, A, A-)
First Honors	One grade "B" (B+, B, B-) All other grades "A" (A+, A, A-)
Second Honors	All grades "B" or better (A+, A, A-, B+, B, B-)

## **Honors and Advanced Placement**

Ridgefield Memorial High School endeavors through its Honors and Advanced Placement programs to offer additional opportunities to those students who possess superior academic talents. Honors programs in the disciplines of English, Social Studies, Science, World Languages and Mathematics are offered. Advanced Placement courses are also offered in many subject areas.

Students who qualify for the Honors or Advanced Placement programs are given an enriched curriculum. Using a horizontal model for program enrichment, students are placed in classes with students of similar interests and abilities. Students selected for these classes are expected to produce scholarly material.

The following criteria will be used to identify students who request to take honors and/or AP classes:

1. Teacher recommendation for Honors or AP section
2. Grade point average of “A-” or better in current subject area class
3. Performance on an initial subject area assessment or writing task
4. Demonstration of leadership qualities in current classes
5. Lexile level performance
6. Discipline Record
7. Attendance
8. Score on the Honors or AP rubric (including the above indicators)
9. Pre-requisite classes for AP sections

In order to remain in the Honors/AP classes, pupils must maintain a class grade average of a “B-” or better. A pupil will be transferred into standard level classes after the first marking period or at the end of the academic year for performance below a “B-” average. All AP

students must participate in the College Board examinations at the culmination of the course.

## **Make-Up Work**

When a student is absent from a class or part of a class for any legitimate reason (illness, doctor appointment, counselor appointment, student government meeting, etc.), it is the student's responsibility to make up their academic work. A student is afforded twice the number of days to make-up missed work as the number of days they register absent.

## **Homework**

The administration asks any parent who anticipates that their daughter/son will be experiencing a medical leave, to register homework requests in advance. Likewise, it is reasonable to expect all homework requests to be filled within a 24-48 hour period, after notification.

## **Incompletes**

Students will have two weeks from the end of the marking period to complete missed assignments. Students who do not submit the make-up work will receive a zero for the incomplete work. At the end of the two-week period, the teacher is compelled by district policy to issue a grade. The resulting grade must be noted on the progress report for the following marking period. Students with an incomplete are not eligible for the honor roll until all work is made up and a final grade is awarded.

## **Summer School**

Many courses required for high school graduation are essential and cannot be attempted until the prerequisite course is successfully passed. Therefore, any student who fails a primary academic

course(s) is strongly encouraged to attend summer school. Failure to attend summer school may endanger steady progress toward graduation and may require program changes for the following school year. Parents and students should consult a guidance counselor to determine the best procedure in each case. Please note that students are limited in attending summer school to no more than two academic subjects.

Enrichment Courses:

Students with the approval of their guidance counselor may attend summer school for a new course.

Credit Recovery:

Students with the approval of their guidance counselor may attend summer school only if he/she did not fail for attendance in any marking period or final grade.

# **RMHS FACILITY**

## **Cafeteria Rules**

Every RMHS student is expected to cooperate in our cafeteria so that it will be kept clean and safe for all the students.

1. Food lines must pass single file to facilitate serving quickly.
2. Each student is responsible for returning his/her own tray and disposing of any and all trash in the receptacles provided.
3. Noise should be kept to a minimum.
4. No one is allowed to leave the lunchroom without a pass.
5. Only those students scheduled for a particular lunch period are to enter the cafeteria at that time.
6. Students are not to leave the cafeteria until the end of the lunch period.
7. Students who are scheduled for lunch in the cafeteria must report to the cafeteria, whether they eat or not.
8. All students should do their part in keeping the cafeteria neat and clean.
9. Students may either purchase their lunch from the cafeteria or bring their lunch from home. No student may order lunch from an outside food establishment and have it delivered.
10. Any student who does not cooperate or is unruly in any way will be denied the use of the cafeteria and will be removed to the main office.

## **Food in Classrooms/Lockers**

No food, soda, candy, or snacks are permitted in RMHS classrooms at any time. All foods and drinks must be consumed in the cafeteria. No gum chewing is permitted in the school building. Students are further reminded not to store perishables in their lockers.



## **Hall Traffic**

We ask all RMHS students to please respect the following rules as they navigate our hallways.

1. Keep to the right.
2. Do not run at any time.
3. Avoid any behaviors that cause commotion.
4. Do not loiter.
5. Do not congregate in lavatories or at lockers between classes.

## **Lavatory Privileges**

Students are not permitted to leave a classroom without a hall pass. Only one lavatory permit will be granted at a time, except in extreme emergencies. Students found without hallway passes will receive after school detention. Students who frequent the lavatory will receive an administrative escort.

## **Lockers**

Lockers are considered to be school property, which is assigned to a student for their convenience. Homeroom teachers will distribute a student's locker combination. It is the student's responsibility to maintain the security of his/her own locker combination. Students are strongly advised not to place books or personal possessions in other students' lockers, nor should they leave food in a locker for a protracted period of time. Parents are asked to remind the children not to leave personal property unattended anywhere in the RMHS facility. Students are required to secure their lockers by turning the combination to a "locked" position. RMHS will not be held responsible for personal items not secured in a student locker.

Physical education teachers will provide students with further information regarding the security of sports equipment and sports apparel during the first week of school. The school administration

reserves the legal right to conduct inspection of all lockers in the RMHS facility.

### **Loitering**

Loitering in the corridor or any other part of the RMHS building during or after school is not permitted and will be treated as a disciplinary offense.

### **Lost and Found**

All articles found in the building or on the school grounds should be turned in to the Lost and Found, located in the main office. Lost articles will be held for thirty days and discarded. Anyone who has lost any article should check the Lost and Found in a timely fashion.

### **Motor Vehicles**

Students are requested not to drive automobiles to school, since parking spots at RMHS are at a premium. It is strongly suggested that students with vehicles observe all speed regulations in the immediate school vicinity. Students may not park in the teacher's parking lot. In School Suspension will be issued to students who park in the teacher's lot. The administration will not excuse tardiness related to parking issues.

### **School Visitation**

Because of excessive overcrowding, students are discouraged from inviting guests to RMHS. However, any parent who wishes to accompany a student on a tour of the facility may submit a request in writing to the Principal's office two weeks in advance.

## **Working Papers**

Minors under 18 years of age must obtain working papers to engage in any gainful employment. These working papers may be obtained through the guidance office.

## **SCHOOL PROGRAMS**

### **Assemblies**

Assemblies are for the enjoyment and educational value of the students. Students are given designated seating areas by the administration and are requested to use proper courtesy to participants and others present at the assembly. If a student is removed from an assembly more than one time during the school year, he/she may not be permitted to attend any other school assemblies or co-curricular activities such as school productions.

### **Awards**

Academic Achievement Awards are given each year to the students in Grades 9 through 12 with the highest academic grades.

A Citizenship Award is given to a boy and girl in each of the four grades who has contributed the most to their class and the school. The recipients of this award are selected by the faculty.

A Perfect Attendance Award is given to those students who have a perfect attendance record for the entire school year. Perfect attendance means no absences, tardies, or early outs. Attendance will be taken every day until the last day of school.

### **Community Service**

All students are required to complete fifty (50) hours of approved community service to be eligible for graduation.

## **Field Trips**

The administration reserves the right to review students' attendance on all school-sponsored trips. The administration does so in conjunction with its responsibility for the safety of all students involved. The criteria that will be used by teacher, chaperones and the administration in determining a student's participation on trips is as follows:

- a. Behavior in less structured situations such as the hallways and at social functions
- b. Positive response to directions
- c. Respect for the staff, fellow students, and school property
- d. Positive acceptance of school rules
- e. Using good judgment, especially in less supervised settings
- f. Acceptance of responsibility for his or her own behavior
- g. Trustworthiness

It should be understood that when making the decision according to this criteria, the student's conduct and performance for the entire year would be considered. It should be further noted that all rules and regulations that are in effect during school also apply on field trips.

## **Fire Drills**

Teachers review ingress/egress patterns with their students during the first week of September. Exit patterns for fire drills are posted in every RMHS classroom. When exiting the building, students are advised to move in a prompt, quiet and orderly fashion.

## **Free and Reduced Lunch Program**

Ridgefield High School offers a Free and Reduced Lunch Program funded by the Federal/State Government. Eligibility for these programs will be determined by a subsidizing agency.

## **Health Services**

The nurse's office is located on the second floor of RMHS, Room 224. The school nurse assists all persons who are ill, provides counseling services in health matters, and is available for students in case of personal injuries. The nurse's office is the only place a student should report to in case of illness or injury. Under no circumstances should a student who feels ill, leave the building without seeing the school nurse or self-administer prescriptions or over the counter medication.

Students who fail to comply with health regulations will be excluded from school until required immunizations, physical examinations, vaccinations or other mandated tests are completed and documented.

Students are to obtain a pass from the teacher to visit the nurse during the first 10 minutes of the period. Students who do not present a pass will not be seen by the nurse unless it is an emergency. A student should report any accident to his/her supervising teacher immediately so that a detailed accident report can be submitted to the nurse by the teacher.

Nurse's Office: 201-775-6436.

## **Internet Access**

The use of the computers and computer accounts are a privilege which may be revoked by the school administration at any time for which in the sole discretion of the Administration of the Ridgefield Public Schools constitutes abusive conduct. Such conduct would include, but not be limited to, the altering or damaging of system software or hardware, the placing of unlawful information; computer viruses or harmful programs on or through the computer system in either public or private files or messages. District staff, system administrator and/or administration reserves the right to remove files, limit or deny access and refer students for other disciplinary action.

## **National Honor Society**

The National Honor Society is one of the most prestigious national organizations for high school students. The Ridgefield Chapter of the National Honor Society confers membership on the basis of four criteria: scholarship, leadership in school affairs, an untarnished character and service to the high school, as well as to peers and others in need. The National Honor Society strives to accept into its ranks only those students who excel in all four of the aforementioned criteria.

Students become academically eligible for the Ridgefield Chapter of the National Honor Society by having maintained an established average in their freshman, sophomore, and junior years. Each student who is academically eligible is then rated by the faculty as to his/her character and the quality of service and leadership he/she has shown in the various activities and classes in which he/she had participated. The results of these teacher ratings are then considered by a five-member Faculty Council. Students admitted into the chapter must meet all of the chapter's admission requirements. In addition, as part of the continuing requirement of *membership*, members must maintain the qualifications of their initial selection.

## **School Clubs**

Our club and activity program is organized in September. A list of clubs is posted as a student reference in the guidance department as well as distributed to individual students. This list indicates when and where every club meets and the advisor in charge. Clubs provide students with an opportunity to explore varied interests, be they academic, vocational or career. Participation in school clubs is encouraged by RMHS administration.

Academic Decathlon  
Baseball

National Honor Society  
Newspaper – *The Crown*

Basketball (Boys)	Robotics Club
Basketball (Girls)	Senior Play
Basketball (Freshman Girls)	Soccer (Boys)
Cheerleader	Soccer (Girls)
Class Officers	Softball
Color Guard	Student Council
Cross Country	Tennis (Boys)
Football	Tennis (Girls)
Golf	Track (Boys)
Heroes and Cool Kids	Track (Girls)
Jazz Band	Vocal / Musical
Literary Magazine – <i>Serendipity</i>	Volleyball
Marching Band	Yearbook – <i>Epilogue</i>
Math League	

## **School Publications**

### ***THE CROWN***

*The Crown* disseminates school news, communicates ideas, serves as a forum for school issues, and provides a laboratory for journalism training and experience for the newspaper staff. The school newspaper also provides enjoyable reading for the student body, faculty, and friends. The staff gathers news, writes news stories and features, edits copy, takes photographs, does layouts and supervises printing and circulation of each issue. Students are urged to seek positions on the newspaper staff. All students who are interested in writing are provided with an excellent opportunity to develop and enhance their skills in a very practical and worthwhile activity.

### ***EPILOGUE***

The yearbook of Ridgefield Memorial High School is a senior class project. The literary contents, artwork and much of the photography represent the efforts of senior class students. This is accomplished through the direct efforts of the senior class in soliciting and

procuring advertisements, patrons, and boosters from local businessmen and friends. Copies of *Epilogue* must be ordered through the *Epilogue* advisor during the fall semester.

### **School Rings**

School rings will be offered for sale to sophomores and any upperclassmen who did not purchase their ring previously. The orders are taken in the spring with a deposit. The rings will be delivered in the fall of the next school year.

### **Senior Scholarships**

Scholarship opportunities for Ridgefield Memorial High School students are released from the guidance office in printed form and are announced by the homeroom teachers. These bulletins are also posted on the guidance bulletin boards. Special area scholarships, such as business, music, and art are channeled to the special subject teachers. Sources of scholarships are: local colleges, National Merit, National Honor Society, New Jersey State, civic and business organizations. Students should consult the guidance department for information concerning scholarships.

### **Student Announcements**

All student announcements should be written legibly, signed by a faculty advisor, and placed on the public address table in the main office before 8:00 AM on the day they are to be announced. The Student Council is responsible for reading the morning announcements.

### **Student Council Organization**

The Student Council is the governing body of students of Ridgefield Memorial High School. It consists of a President, Vice-President, Secretary, Treasurer and Board of Education Representative. In



September each homeroom elects a representative and an alternate to the Council. The advisor to the Student Council is selected by the administration. Student Council meetings are held following sessions of the Executive Committee.

### **Student Alternative Programs**

The following options are available to students at Ridgefield Memorial High School. All options are subject to the approval of parents and the school principal. Information and assistance concerning these programs can be obtained through the student's guidance counselor.

1. Satellite School - Vocational/Technical Training
2. Independent Study
3. Course Audit
4. Advanced Placement Examination

### **Student Volunteer Firefighters**

1. All students who are members of the Ridgefield Fire Department must register with the Dean of Students.
2. The students then must inform his/her teachers that they are members of the fire department.
3. The student must request permission to attend fires during each teacher's class before such emergencies arise.
4. The student accepts all responsibilities for work missed while out of class.
5. All student volunteers must sign out at the security/kiosk before leaving the RMHS facility.

### **Student Insurance**

Student accident insurance is available to all students. Coverage is available on a school time basis or on a full time (24 hour) basis. The Board of Education carries an insurance policy to cover students

involved in interscholastic sports. This policy is called an excess policy. Parents must use their own insurance first; the excess policy will pick up bills not covered by parents' insurance. Payments for medical bills, in many cases, may not be covered in full as there are limitations, restrictions and exclusions in this policy.

Except for injuries, which occur in interscholastic sports, the Board of Education does not carry insurance to cover injuries that happen in the school building or on school property. Parents are encouraged to provide insurance coverage for their children.

Any questions pertaining to school insurance should be directed to the school nurse in the health office on the second floor.

## **ATHLETIC PROGRAM**

### **Athletics**

The athletic program at Ridgefield Memorial High School is conducted to contribute:

1. Developing an understanding of good physical health and well-being.
2. Developing a positive attitude toward participation in a range of leisure time activities, including physical, intellectual and creative.
3. Developing self-understanding and self-awareness.
4. Developing standards of personal character and ideals.
5. Developing the ability to form satisfying and responsible relationships with a wide range of other people.

### **Athletic Eligibility**

The rules of the New Jersey State Interscholastic Athletic Association apply to all freshman, junior varsity, and varsity teams representing our high school. As a member of the New Jersey

Inter-scholastic Conference (N.J.I.C.), our school must comply with the conference's constitution and by-laws.

**Academic Credits Required for Athletic Participation**

<u>Grades</u>	<u>First Semester</u>	<u>Second Semester</u>
9 thru 12	*27.5	13.75

\* No credit requirement for incoming students from elementary school (8th grade).

**Athletic Equipment**

The following rules are established regarding the use of equipment.

1. All athletes are responsible for their own equipment and must never misuse or abuse it.
2. All athletes must return their equipment to their coach at the conclusion of the season or monetary value received.
3. Any athlete who decides to quit during a season must turn in his/her equipment to the coach that day.
4. Athletes must turn in damaged equipment or pay for lost items prior to a replacement being issued.
5. No athlete will be allowed to go out for any other activity until his obligation has been met.

**Cancellation of Athletic Events**

If RMHS closes early due to inclement weather or an emergency, all concurrent athletic events and co-curricula activities for that day will also be cancelled for health and safety reasons.

## **Rules for Squad Members**

The Athletic Department has established the following rules so that all athletic programs may be conducted in an organized, efficient and successful manner.

1. A squad member is expected to conduct him/herself in a manner in line with good sportsmanship at all times.
2. A squad member's scholastic record must be in line with his ability and conform to the eligibility rules as established by the New Jersey State Interscholastic Athletic Association.
3. A squad member must refrain from causing a discipline problem within the school and/or community.
4. A squad member must be in school by 10:30 AM to participate in practice or a game that day, except with permission of the administration.

## **Spectator Code of Ethics**

The Spectator Code of Ethics is a vital part of the Ridgefield Memorial High School Athletic Department. It is expected that all school and community members will represent Ridgefield at athletic events in a manner, which will bring respect and dignity to our school.

## **Code of Ethics Guidelines**

1. Spectators are an important part of the game and should, at all times, conform to accepted standards of good sportsmanship and behavior.
2. Spectators should at all times respect officials, coaches, and players as guests in the community and extend all courtesies to them.
3. Enthusiastic and wholesome cheering is encouraged.
4. Booing, stamping of the feet, and disrespectful remarks are prohibited at all times.

5. Bells, whistles, or noisemakers of any kind are acceptable and proper for outdoor athletic events, but not for indoor athletic events.
6. During the free throw in basketball, there must be absolute quiet.
7. Spectators should encourage all people to observe the Conference's Code of Ethics. Those who do not respond should be reported to the proper school authorities immediately.
8. Spectators should observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities, and the parking of cars.
9. New Jersey State Law prohibits alcoholic beverages of any kind on school property; the law further prohibits any person under the influence of alcohol to be on school property.
10. Spectators must respect and obey all school officials, marshalls, and police at all athletic contests.
11. Flagrant or repeated violation of the Code will warrant immediate eviction from the sports arena.
12. Loss of spectator privileges may occur due to noncooperation.

### **Athletic Awards**

Athletes will receive a letter and a certificate upon successful completion of his/her season and the fulfillment of the requirements for lettering in their individual sport. All athletic equipment must be turned in for an athlete to receive his/her letter.