

RIDGEFIELD MEMORIAL HIGH SCHOOL

2022-2023

STUDENT HANDBOOK



Dr. Vicki Nadler, Principal
Ms. Vanessa Martyniuk, Assistant Principal
Mr. Joseph Romeo, Athletic Director/Assistant Principal

RMHS Vision Statement

Ridgefield Memorial High School strives to be a community where students come to participate in innovative educational programs that challenge them to develop the skills which will create opportunities for success in a competitive global society.

RMHS Mission Statement

Ridgefield Memorial High School provides students with rigorous academic programs and diverse opportunities in a community where they are treated as individuals. Students are immersed in an environment that allows them to attain personal and academic goals and establish values which foster thoughtfulness and compassion for others.

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 to you and make your high school career magnificent.

Have a wonderful year!

RMHS Staff

COVID Response

Please realize that the ongoing COVID pandemic will continue to impact many things that we do at RMHS. In compliance with CDC, state, and local health guidelines, staff and students must adhere to all policies and protocols regarding COVID regulations. It is impossible to account for everything and additional impacts may need to be announced on an ongoing basis. Thank you for both your support and understanding.

RIDGEFIELD MEMORIAL SCHOOL DISTRICT 2022-2023 School Calendar

September 1	Staff Orientation Day
September 2	School Closed
September 3	Labor Day (Schools Closed)
September 6	Staff Professional Development Day
September 7	First Day of School – All Students
September 13	Back to School Night
September 26	Single Session for Students & Staff
October 5	Yom Kippur (Schools Closed)
October 10	Columbus Day (Schools Closed)
November 7	Single Session for Students (Parent Conferences)
November 8	Election Day (Schools Closed)
November 9	Single Session for Students (Parent Conferences)
November 10-11	NJEA Convention (Schools Closed)
November 23	Single Session for Students & Staff
November 24-25	Thanksgiving Recess (Schools Closed)
December 23	Single Session for Students & Staff
December 26-30	Winter Recess (Schools Closed)
January 2	New Year's Day Observed (Schools Closed)
January 16	Martin Luther King, (Schools Closed)
February 10	Single Session for Students (Staff PD)
February 20-21	President's Weekend (Schools Closed)
March 17	Single Session for Students (Staff PD)
April 7	Good Friday (Schools Closed)
April 10-14	Spring Recess (Schools Closed)
May 29	Memorial Day (Schools Closed)
June 21-23	Single Session for Students
June 26	Last Day for Teachers

Emergency closing days may be made up during spring recess.

HOMEROOM:

The homeroom period creates an environment for each staff member to mentor/advise a small group of students during their high school years. Homeroom assignments remain consistent throughout a student's four years at RMHS, which helps to personalize the school learning environment. Think of your homeroom teachers as another person to approach when you need assistance or help at RMHS.

BELL SCHEDULE

FULL DAY SCHEDULE		
HR	8:00am - 8:10am	10 mins
Per 1/5	8:14am - 9:39am	85 mins
Per 2/6	9:43am - 11:08am	85 mins
Lunch 1	11:12am - 11:48am	36 mins
Per 3/7	11:51am - 1:16pm	85 mins
Per 3/7	11:12am - 11:56am	44 mins
Lunch 2	11:57am - 12:33pm	36 mins
Per 3/7	12:35pm - 1:16pm	41 mins
Per 3/7	11:12am - 12:37pm	85 mins
Lunch 3	12:40pm - 1:16pm	36 mins
Per 4/8	1:20pm - 2:45pm	85 mins
SINGLE SESSION SCHEDULE		
HR	8:00am - 8:10am	10 mins
Per 1/5	8:14am - 9:12am	58 mins
Per 2/6	9:16am - 10:14am	58 mins
Per 3/7	10:18am - 11:16am	58 mins
Per 4/8	11:20pm - 12:18pm	58 mins
DELAYED OPENING SCHEDULE		
HR	10:00am - 10:08am	8 mins
Per 1/5	10:12am - 11:10am	58 mins
Per 2/6	11:14am - 12:12pm	58 mins
Lunch 1	12:16pm - 12:41pm	25 mins
Per 3/7	12:45pm - 1:43pm	58 mins
Per 3/7	12:13pm - 12:42pm	29 mins
Lunch 2	12:46pm - 1:11pm	25 mins
Per 3/7	1:14pm - 1:43pm	29 mins
Per 3/7	12:16pm - 1:15pm	58 mins
Lunch 3	1:18pm - 1:43pm	25 mins
Per 4/8	1:47pm - 2:45pm	58 mins

A/B Days 2022-2023

September		October		November		December		January		February		March		April		May		June	
9/7	A	10/3	A	11/1	B	12/1	A	1/2	OFF	2/1	B	3/1	B	4/3	A	5/1	A	6/1	A
9/8	B	10/4	B	11/2	A	12/2	B	1/3	B	2/2	A	3/2	A	4/4	B	5/2	B	6/2	B
9/9	A	10/5	OFF	11/3	B	12/5	A	1/4	A	2/3	B	3/3	B	4/5	A	5/3	A	6/5	A
9/12	B	10/6	A	11/4	A	12/6	B	1/5	B	2/6	A	3/6	A	4/6	B	5/4	B	6/6	B
9/13	A	10/7	B	11/7	B	12/7	A	1/6	A	2/7	B	3/7	B	4/7	OFF	5/5	A	6/7	A
9/14	B	10/10	OFF	11/8	OFF	12/8	B	1/9	B	2/8	A	3/8	A	4/10	OFF	5/8	B	6/8	B
9/15	A	10/11	A	11/9	A	12/9	A	1/10	A	2/9	B	3/9	B	4/11	OFF	5/9	A	6/9	A
9/16	B	10/12	B	11/10	OFF	12/12	B	1/11	B	2/10	A	3/10	A	4/12	OFF	5/10	B	6/12	B
9/19	A	10/13	A	11/11	OFF	12/13	A	1/12	A	2/13	B	3/13	B	4/13	OFF	5/11	A	6/13	A
9/20	B	10/14	B	11/14	B	12/14	B	1/13	B	2/14	A	3/14	A	4/14	OFF	5/12	B	6/14	B
9/21	A	10/17	A	11/15	A	12/15	A	1/16	OFF	2/15	B	3/15	B	4/17	A	5/15	A	6/15	A
9/22	B	10/18	B	11/16	B	12/16	B	1/17	A	2/16	A	3/16	A	4/18	B	5/16	B	6/16	B
9/23	A	10/19	A	11/17	A	12/19	A	1/18	B	2/17	B	3/17	B	4/19	A	5/17	A	6/19	FINALS
9/26	B	10/20	B	11/18	B	12/20	B	1/19	A	2/20	OFF	3/20	A	4/20	B	5/18	B	6/20	FINALS
9/27	A	10/21	A	11/21	A	12/21	A	1/20	B	2/21	OFF	3/21	B	4/21	A	5/19	A	6/21	FINALS
9/28	B	10/24	B	11/22	B	12/22	B	1/23	A	2/22	A	3/22	A	4/24	B	5/22	B	6/22	FINALS
9/29	A	10/25	A	11/23	A	12/23	A	1/24	B	2/23	B	3/23	B	4/25	A	5/23	A	6/23	A
9/30	B	10/26	B	11/24	OFF			1/25	A	2/24	A	3/24	A	4/26	B	5/24	B		
		10/27	A	11/25	OFF			1/26	B	2/27	B	3/27	B	4/27	A	5/25	A		
		10/28	B	11/28	B			1/27	A	2/28	A	3/28	A	4/28	B	5/26	B		
		10/31	A	11/29	A			1/30	B			3/29	B			5/29	OFF		
				11/30	B			1/31	A			3/30	A			5/30	A		
												3/31	B			5/31	B		

** In the event of an emergency closing day, the schedule will continue as listed. Days will NOT be shifted.**

WHO SHOULD I CALL?

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

EXTENSIONS:

Dr. Vicki Nadler – Principal	201-945-4455 vnadler@ridgefieldschools.com
Ms. Cathy Juliano – Principal's Secretary	201-775-6433 cjuliano@ridgefieldschools.com
Mrs. Brittany Porrino – School Counseling Office Secretary	201-775-6437 bporrino@ridgefieldschools.com
Ms. Vanessa Martyniuk – Assistant Principal	201-775-6431 vmartyniuk@ridgefieldschools.com
Mr. Joseph Romeo – Athletic Director/Assistant Principal	201-775-6443 jromeo@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
Attendance/School Nurse	201-775-6436
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. Joseph Skunca – Anti Bullying Specialist	201-775-6454 jskunca@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
Ms. Joseph Skunca
201-775-6449

Harassment, Intimidation & Bullying (HIB)

Harassment, Intimidation or Bullying: Students and staff are to be respectful and treat all members of the Ridgefield Community with dignity (Policy 5512). Should a student feel victimized, they should report the incident(s) immediately using a HIB Reporting Form.

Student Assistance Counselor (SAC): The student assistance counselor works closely with the school counselors to identify, refer, and provide support services for students who are experiencing difficulties in school due to a range of underlying health and social emotional issues. These problems can be related to school, peers, family, alcohol dependence and substance abuse. The student assistance counselor also provides information concerning referrals to outside agencies and support services.

Students and their families can reach the student assistance counselor directly in the guidance office or through their high school counselor. An appointment will be arranged where the student and parent/guardian can talk freely and in private. No information from these appointments ever becomes part of a student's permanent record. At RMHS, the SAC is also the School Anti-Bullying Specialist.

Cyber-Bullying: "Cyber-Bullying" is the use of electronic information and communication devices to include but not be limited to e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyberbullying that require a response either at the classroom, school building, school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361 Acceptable Use.

Sexual Harassment: The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions

Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems. The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil, who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call. This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-

appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of pupils. Title IX applies to all public-school districts that receive federal funds and protects pupils in connection with all the academic, educational, co-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

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 regard 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, bully clubs, blackjacks, bludgeons, metal knuckles, 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.

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 face disciplinary consequences.
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

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 the Student Discipline/Code of Conduct (Policy 5600).

If a student is found to be in direct violation of any aspect of the RMHS Controlled Dangerous Substance policy, participation in all co-curricular activities is immediately suspended, pending administrative review. This includes all sports, field trips, the prom, and the RMHS graduation ceremony.

CLOSING OF SCHOOL DUE TO WEATHER OR OTHER EMERGENCY

In the event of inclement weather or another emergency, the superintendent will activate a message via Blackboard Messenger. In addition, there is a link on the district web page.

In the event that school is closed or classes are cancelled for weather-related emergencies, all athletic and co-curricular activities are automatically cancelled.

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.

LEVELS OF DISCIPLINARY ACTION

Please refer to the table at the end of the handbook for a general guideline for disciplinary infractions.

Teacher Conference: Teacher will meet with a student to inform and correct an infraction.

Teacher Detention: A teacher detention will be assigned for any infraction of school rules and regulations within the classroom: i.e., misbehavior, lack of preparation or materials, no homework etc. Teacher detentions may only be rescheduled by the teacher prior to the start of the day. Failure to reschedule a detention as described above will result in a detention cut. Further disciplinary action will be taken for detention cuts. Teacher must call home to inform the parent the reason, date, and location of the detention.

Administrative Conference: Student is called to the office of a supervisor, assistant principal, or principal to discuss the issue/infraction.

Loss of Privilege: Students who violate or abuse school rules may have privileges revoked.

Office/Administrative Detention: Office detentions will be assigned for violations of school policy. Illness is a legitimate reason for missing detention only when an excuse is obtained from the school nurse prior to the assigned detention. Detention assignments take precedence over extra help, student activities and personal obligations unless excused by the administration. Office detentions may only be reassigned by the assistant principal prior to 2:00 p.m. of the assigned detention day. Failure to reschedule a detention as described above will result in a detention cut and further disciplinary action will be taken by administration.

Guidelines: While serving detention, students are expected to adhere to the following:

- Students should be seated in an alternating fashion, as they would be in a test-taking situation.
- Complete silence must be maintained.
- Students are required to bring schoolwork and must be engaged in doing that work.
- Students are to remain in the detention for the entire period (2:45-3:30 pm).
- There is no sleeping, eating, or drinking allowed in the detention room.
- Students must adhere to the dress code policy during detention.
- Personal electronic devices are prohibited. Cell phones must be turned off and put away.
- Students must remain seated at all times.
- No visitors will be permitted.

Saturday detention: will be assigned by the principal or assistant principal for serious infractions or for continuous or willful disregard for school rules/regulations. An assigned Saturday detention may be rescheduled one time for just cause with the permission of the assistant principal. Failure to attend an assigned Saturday detention will result in additional Saturday detentions and/or out of school suspension in addition to serving the original Saturday detention. Similar to school excused absences, proper documentation must be presented prior to a scheduled Saturday detention so that the detention can be rescheduled. In the event an unforeseen emergency occurs the night before or the morning of the scheduled detention, documentation verifying the emergency must be brought to the assistant principal's office on Monday morning.

Guidelines:

- Students must report to the front door of Ridgefield Memorial High School no later than 8:45 a.m.
- Transportation to and from Saturday detention is the responsibility of the parent/guardian.
- Students will not be permitted to enter detention after 9:00 a.m. Doors will be locked.

- Parent/guardian may not leave until the supervising administrator reviews that the student has sufficient and appropriate work and materials.
- Students will be escorted to the cafeteria and are not permitted to go to their lockers. Students must plan ahead the Friday before the scheduled detention.
- Students need to bring sufficient school related work for the three-hour duration as well as pens, pencils, paper, and school issued laptop. The school will not provide an additional laptop for students to complete work. Failure to bring sufficient work or supplies will result in students either being turned away or removed from detention.
- Sleeping, eating, or drinking is prohibited. In the event a student has medical dietary concerns, this must be made known to the assistant principal at the time the detention is assigned.
- Personal electronic devices are prohibited. Cell phones must be turned off and put away.
- Restroom breaks are at 10:00 and 11:00 a.m.
- Students work in silence.
- Failure to comply with the above regulations will result in removal from the detention and further disciplinary actions.

Out of School Suspension: This is for the most severe misconduct or continued willful disregard for school/classroom rules or cutting Saturday detention (Policy 5610).

Referral to Principal: Severe infractions or continued willful disobedience require a meeting with the principal, student, and his/her parents/guardian.

Referral to Ridgefield Township Police: A memorandum of agreement (MOA) exists between the Ridgefield Township Board of Education and law enforcement agencies to keep each party informed of any illegal activity (Policy 9320).

Referral to the Board of Education: Continued severe infractions or continued willful disobedience requires a meeting with the superintendent and members of the Board of Education.

Pupil Rights and/or Pupils with Disabilities: see Policy 5700.

STUDENT ATTENDANCE

Students should strive for perfect attendance. Students need to be prepared for post-secondary institutions and the workplace. Employers expect employees to arrive on time and to be present every day. RMHS students are expected to arrive to school and to each class on time and be present every day. Students who accrue more than sixteen **unexcused** absences from school will not be granted credit for courses (Policy 5200)

The following absences are considered excused absences:

- Disabling illness (verified by a physician note) **
- Recovery from an accident **
- Sent home by school nurse
- Medical visit*; The school has the right to verify the validity of a medical note
- Driver's license exam*
- Required court attendance*
- Death of a family member
- Religious observance NJSA 18A:36-14-6
- College visitations /interviews* (limited to a maximum of three days per year for 11th & 12th graders)

- Employment interviews*
- Good cause acceptable to the principal
- Suspension

*Notes on original official letterhead from physician, court, college, or employer to be submitted for visit, appearance, or exam.

** Physician's clearance needed before returning to school/activity.

Late to School: Students are expected to arrive to school on time for attendance, morning announcements and to receive personalized items such as passes or reminders.

- At the sixth cumulative late arrival to school per marking period, an office detention will be assigned and each lateness thereafter (6-9).
- At the tenth cumulative late arrival to school per marking period, two office detentions will be assigned and each lateness thereafter (10-15).
- At the sixteenth cumulative late arrival to school per marking period, a Saturday detention based on district policy will be assigned and other appropriate actions.

The Following Absences Are Considered Unexcused Absences:

- All absences that do not fall into the excused category.
- Vacation and personal trips
- Individual class cuts
- Late to school
- Early dismissals (see below)
- Two unexcused late arrivals to class of less than ten-minutes equals one unexcused absence
- Misses more than ten-minutes of a class equals one unexcused absence

Late to Class: Students must arrive to class on time.

- At the sixth cumulative late to class, an office detention will be assigned for each lateness (6-9).
- At the tenth cumulative late to class, two office detentions will be assigned for each lateness thereafter (10-15).
- At the sixteenth cumulative late to class, a Saturday detention based on district policy detention will be assigned and other appropriate actions.

Early Dismissal Procedures:

1. A student in grades 9-11 **MUST** have a parent (guardian) sign the student out of school.
2. A student in grade 12 **MUST** report to the nurse's office and the office will contact a parent (guardian) to consent that the student will be leaving the high school.
3. Classes will not be disturbed to call a student who did not submit a request to leave early.

Class Cuts: Students who cut a class will face both academic and disciplinary consequences. Three class cuts to a course will result in loss of credit in the course.

Truancy is a student's deliberate and willful absence from school. Charges will be filed with the police and/or the Division of Child Protection and Permanency.

For unexcused absences of ten (10) or more, the student, between the ages of six (6) and sixteen (16), is truant pursuant to N.J.S.A. 18A 38-27 and the school district shall:

1. Make a mandatory referral to the court program required by New Jersey Administrative Office of the Courts.
2. Make a reasonable attempt to notify the student's parent or guardian of the mandatory referral.

3. Continue to consult with the parent or guardian and the individual agencies to support the student's return to school.
4. Cooperate with law enforcement and other authorities and agencies, as appropriate.

It is important that your child attend school. The need for your child to be in school to complete the state-mandated attendance policy is imperative.

Special Excuse from a Course of Study, Program, or Class: A student or parent/guardian of a student may find it necessary not to participate in an activity or portion of the curriculum because it is morally, conscientiously, or religiously offensive. Students may be excused if they submit a request in writing to the superintendent of schools or designee. If warranted, an alternate study unit will be provided to the student.

Absence During Exams: Make up exams will be provided for those students who have **excused** absences. Unexcused absences from exams will result in a zero for that exam.

Absence from Physical Education Classes: Medical notes from a physician must be submitted to the school nurse on the doctor's original letterhead stating the reason and length of time the student cannot participate in physical education classes. This note must be provided on the first day of the illness or injury. The nurse reviews the information and notifies the physical education supervisor/teacher. Students, unless told otherwise, should continue to report to their scheduled physical education class. Physical education teachers may assign different tasks, assignments, or projects to make up for the lack of participation due to illness or injury.

Attendance for Co-Curricular Activities:

- Students must be in attendance for a *minimum* of four hours on the day of an activity. Athletes arriving to school late without an excuse must sign in before 11:00 am in order to participate in athletic activities.
- Pre-excused absences or special circumstances may be approved by the principal or designee.
- Students who are suspended may not participate in, or attend, school-sponsored athletic events or co-curricular activities.

HEALTH OFFICE

The health office provides several services for RMHS students.

Health/Wellness Records/Screening: Ensures that all students meet the State of New Jersey immunization requirements, as well as, have good hearing/vision. The following screenings are scheduled:

- Physical exam
- Blood pressure
- Scoliosis
- Vision
- Hearing
- Tuberculosis for students entering from out of state.

Medications: When possible, medication should be timed to be taken at home. The New Jersey State Department of Education and district policy and regulation (5330) **prohibits** students from carrying any medications on the bus or into the school. The only exceptions are medications approved for self-administration such as, but not limited to, inhalers and EpiPens.

- Parent/guardian must provide a written request for the administration of medication.
- Parent/guardian signs a self-administration form for those who need to use an inhaler or EpiPen.
 - **No medication, including "over-the-counter" will be dispensed unless the following is provided:**

- An original written order from the prescribing physician including over-the-counter medications such as cough drops, Tylenol, etc. It must include the diagnosis, name of the medication, dosage and time to be given. If an inhaler or EpiPen, a student can carry and self-administer with completion of the appropriate documentation.
- All medications must be in the **ORIGINAL PHARMACY CONTAINER** properly labeled for the student. Ask your pharmacist for the medication to be divided into two bottles completely labeled: one for home and one for school.
- **Parent or guardian must bring the medication to the health office.**
- **Action Plans:** Parents of students who have illnesses such as, but not limited to, asthma, epilepsy, or anaphylaxis that require specific steps to be taken in the event of a seizure, attack, or reaction must provide the school with an emergency action plan. These are completed by your physician and brought to the health office at the start of the school year.
- **Physical Education Exemption/Re-entry** Students who need to be excused or re-enter gym classes should bring their doctor's note to the health office.
- **Student Illness.** Students who feel ill during the school day should inform their teacher who will give them a pass to the nurse. The nurse will inform the parent/guardian that a student needs to leave school. A parent (guardian) will pick up the ill student.

COUNSELING

The mission of the RMHS Counseling department is to provide an integrated and systemic means to address the social, academic, and career needs of all students. RMHS promotes a supportive learning environment where every student is challenged, inspired, and empowered to cultivate the intellectual curiosity, skills, and knowledge needed to become responsible citizens. The guidance program is an integral part of the school's overall educational environment.

Guidelines:

- All students must sign the logbook upon entering guidance.
- In order to meet with a school counselor or a case manager, students should visit guidance before school, after school, or during their lunch period. If the counselor or case manager is not available, the student is advised to complete a request for a conference form. The counselor will prepare a pass with the date and time of the scheduled visit and give it to the student's homeroom teacher the following morning. If you have an emergency or are in a crisis, please inform the secretary who will find an appropriate staff member for you to speak with immediately.
- Should a parent or student wish to contact a member of the Child Study Team, the student or parent should contact the case manager to schedule an appointment.
- Parents, guardians, and students seeking specific information regarding guidance center services should visit the guidance and counseling website.

Senior Final Exam Exemption:

A student is exempt from his/her final exam if, and only if, the answers to **ALL** three questions are yes.

1. Is the student a senior?
2. Does the student have an "A" average in the fourth marking period?
3. Does the student have an overall "A" average for the four marking periods. *Note: Seniors enrolled in the Bergen Community College/Dual Enrollment program might have to complete the final exam in order to receive college credit from BCC/Dual Enrollment. This may also apply to students wishing to receive concurrent credits with other colleges and universities.*

Working Papers: Students seeking employment should pick up the state application form for employment in the main office.

- **Student** needs to complete **Section A: Personal Information**.
- **Employer** needs to complete **Section B: Promise of Employment**.
- **Parent/Guardian Signature** also required in **Section B**.
- **Physician** needs to complete **Section C: Good Health**.
- **Student** signs **Section G: Signature of Minor**

Return form with sections A, B, and C completed, as well as, signature of minor to the main office along with **proof of age**.

Military Release of Information: In accordance with proposed Board of Education policy, a Directory of Student Information consisting of names, addresses and phone numbers of all juniors and seniors will be established each school year. This information will be released upon request to educational, occupational and military recruiters unless the principal receives written instructions from a parent/guardian or an adult student advising us they wish to be excluded from this directory. The basis for this request is the **No Child Left Behind Act of 2001**. This act also allows parents/guardians and secondary students the right to choose not to be included in such a directory. A letter explaining rights of exclusion is included in the information mailed home to the parents of junior and senior students at the start of school.

Marking Period/Exam Schedule

Marking Period	Marking Period Dates	Failure Notices Due	Portal Report Card Opens	Number of Days
1	09/07/2022 to 11/16/2022	10/11/2022	11/23/2022	46
Quarterly 1: November 7, 9, 14, and 15, 2022				
2	11/17/2022 to 02/01/2023	12/21/2022	02/08/2023	46
Quarterly 2: January 26, 27, 30, and 31, 2023				
3	02/02/2023 to 04/18/2023	03/08/2023	04/26/2023	46
4	04/19/2023 to 06/23/2023	05/19/2023	06/23/2023	47
Start Strong (ELA, Math, and Science) September 20, 21, and 22, 2022 NJGPA Testing: (Grade 11: ELA and Math): March 13-17, 2023 NJSLA Testing (ELA, Math, and Science): TBD				
Final Exams: June 19, 20, 21 and 22, 2023				

***Note: Final Exams are early dismissal/half days for all high school students. Attendance at all exams is required and students must stay in class for the entire examination period.**

All absences due to illness must be verified with a doctor's note.

Any absence from school will be unexcused unless verified by a doctor's note or defined as excused by policy 5200 (Attendance). Any unexcused absence will result in a grade of "0" on the final exam.

All makeup final exams will be given on Friday, June 23, 2023, in the media center.

Graduation Requirements: Ridgefield Memorial High School is a comprehensive high school offering a variety of programs in both college preparation and vocational studies. Electives are also available. In order to receive credit for a course, a student must meet all course requirements, including attendance, course assignments, class participation, and successful achievement. Credits may be denied if a student fails to meet any or all of these requirements. **Extra help is extended in all subjects upon request.** Please refer to the RMHS Program of Studies for specific information regarding graduation requirements.

Grading System: Grades are recorded in an alpha-numeric, plus/minus system. Not only does this system give students and parents more accurate feedback on student progress, but it also further delineates the performance of students based on a more rigorous schedule and within a grade category.

All course grading at RMHS is calculated as follows:

Full Year Courses: Each marking period = 20% of course grade
 Quarterly 1 (at the end of the first marking period) = 5% of course grade
 Quarterly 2 (at the end of the second marking period) = 5% of course grade
 Final exam = 10% of final grade

Semester Courses: Each marking period = 40% of course grade
 Final exam = 20% of course grade (can be two quarterlies during marking periods 1 & 2 each for 10% of the course grade)

The numerical equivalents are as follows:

Grades

Grade	Range
A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D	65-69
F	Below 65
W/P	
P	
W/F	
LC	0

W/P–Withdrawn Passing P–Effort Passing W/F–Withdraw Failing LC Loss of Credit

LEVEL CHANGE, ADD/DROP and WITHDRAWAL PROCEDURES

Non-Honors and Non-AP Courses: Providing that space is available, students may change their non-AP/Honors electives until they receive their final schedules. Once final schedules are distributed, students must remain in their courses until the add/drop period; students may add a course or correct scheduling errors only. During the second full week of a course, the add/drop period, students may drop or add elective courses without penalty. Courses dropped after the second week will be noted on the report card and transcript as either W/F (withdraw fail) or W/P (withdraw pass). No credit is awarded and WP/W/F is not calculated into the overall GPA.

Honors and AP Courses: Students may not add or drop any honors or AP courses after June 1 and before October 1st. Students scheduled for an Honors or AP level class either through an initial course placement or through a change of level request form may drop the course at the end of the first marking period with no penalty. Students who petition into an Honors or AP level class without a teacher recommendation or approval, may drop the course at the end of the first marking period and will receive either W/F (withdraw fail) or W/P (withdraw pass) on the report card and transcript. No credit is awarded, and WP/W/F is not calculated into the overall GPA.

NOTES:

- *Students withdrawing from or dropping a course before its completion lose eligibility for summer school or credit recovery programs.*
- *Schedule changes may only be accommodated if there is room in the courses impacted by the change.*
- *Students may not withdraw (WF/WP) from a course after the midpoint of the course. (End of first or third marking period for half-year classes and end of second marking period for full-year classes.)*
- *Course changes based on teacher changes or preferences will not be honored.*

Changing Course Levels: Once students are placed by their teachers in the appropriate level, students may request a level change by their teacher if they disagree with the level of placement. If the level change request is not approved, students may petition into the course. All level change requests and petitions must be completed by June 1. Students will need to meet with their school counselor to initiate the level change/petition process and to complete the appropriate form(s).

Note: Students that are on home instruction for 45 or more school days for a school year will receive pass/fail grades for all courses.

Honor Roll:

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

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.

Loss of Course Credit/Failure: Parents/guardians should request a conference regarding all failures. For the first three marking periods, all incomplete assessments/assignments must be made up within 2 weeks after the end of that marking period. A grade of "F" will replace the incomplete work after the two-week deadline. All work must be completed for the fourth marking period before final exams take place. If mitigating circumstances prevail, an extension of time may be granted by the administration. Loss of credit will be issued if a student exceeds the number of unexcused absences in a course.

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 school counselor may attend summer school for a new course.

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

Course Changes: Every attempt is made to place the student in each course he/she requests. However, the volume of student requests or classroom availability may make it necessary to place the student in an alternate course. The ability to honor requests is determined by the number of available seats in each class. It is important to select alternative courses carefully.

Plagiarism and Cheating: Our school recognizes that dishonesty, including cheating and plagiarism, is unacceptable. Any act of dishonesty reflects upon the individual and affects the entire school community. All work must be the student's own work and the student should develop the habits of academic integrity that involve acknowledging one's sources and assistance received. Dishonesty includes cheating in any form. Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. Plagiarism or cheating of any form is a serious offense and will result in academic and disciplinary consequences.

ONE-TO-ONE

In order for the Ridgefield School District to prepare our students of today for tomorrow, we need to provide them with an engaging, personalized curriculum that will inspire and empower them to flourish as ethical and global citizens in the 21st century.

All students have unique needs, abilities, and interests. Educational technology enables students to experience a more personalized curriculum to gain the 21st century skills necessary to be successful in college and beyond. Our commitment to creating digital learning environments will be evident through our new one to one technology initiative.

With our district goals in mind, promoting student use of instructional technology across the district as we progress through our planning and implementation of this one-to-one technology initiative, will result in a transformation in our learning environments and accelerate student learning.

NATIONAL HONOR SOCIETY

The NHS is a nationally founded honorary society designed to recognize outstanding achievements in academics, character, citizenship, leadership, and service. The organization is composed of junior and senior class members who meet the criteria as established for induction into the 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 based on 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 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.

National Honor Society members must remain in good standing and may be subject to dismissal from NHS for the following reasons:

- Falls below the standards of scholarship, leadership, service, or character
- Cumulative GPA falls below the NHS standard in effect when he or she was selected
- Fails to perform any of the published obligations of membership
- Violation of the school's code of conduct
- Cheating of any kind
- Posts on the Internet and/or social media of comments/material that is below the standards and qualities of character and leadership
- A violation of the law or school regulations

The member will receive written notification indicating the reason for possible dismissal from the adviser or faculty council. The member and adviser can discuss the written notification in a conference. Situations that involve flagrant violations of school rules or the law can warrant disciplinary action without a written warning, although a hearing must still be held. All proceeding will follow NHS chapter bylaws.

STUDENT ACTIVITIES

Co-curricular activities enhance the curricular programs mandated by the State of New Jersey. RMHS offers a number of clubs and activities that further assist in the growth and development of each student. There are a number of male, female, and co-ed sports offered at multiple levels. Students are encouraged to get involved in these activities that nurture and develop individual skills and talents.

Eligibility Requirements:

All incoming **grade 9** students are eligible to participate in athletic and co-curricular activities in the fall and winter of their freshman year. In order to participate in spring athletic and co-curricular activities, grade 9 students must have earned 15 passing credits in the first semester.

All grade 10, 11 and 12 students must have acquired 30 passing credits to be eligible to participate in athletic and co-curricular activities in the fall and winter. To participate in spring athletic and co-curricular activities, students must have earned an additional 15 passing credits in the first semester.

Students should know their academic standing as it applies to participation in athletics and co-curricular activities. When academic eligibility for a sport or co-curricular activity is in doubt, students should contact their school counselor. This should be done well in advance of the start date for the sport or co-curricular activity.

Students should contact their coaches and advisors when they are having difficulties during the season (marking period) and may need academic assistance. Coaches and advisors have been advised to keep close contact with members of their respective teams and organizations about their academic standing. Each coach or advisor has the responsibility and obligation to help guide every student on his/her team or club academically and socially, especially those who may have difficulty maintaining eligibility.

RMHS Student Co-Curricular Activities			
Academic Decathlon	Debate	National English Honor Society	UNICEF
Audio Visual Club	Diversity Club	National Honor Society	Variety Show
Business Club	Gay Straight Alliance (GSA)	Newspaper	World Language Honor Society
Chess Club	Girls Who Code	Pottery	Yearbook
Class of 2023	Literary Magazine	Robotics	Young Women in STEM
Class of 2024	Marching Band	Senior Play	
Color Guard	Math League	Special Needs Advocacy	
DECA	Spring Musical	Student Council	

RMHS Student Athletic Activities		
Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball Boys	Baseball
Cross Country: Boys/Girls	Basketball Girls	Golf: Boys/Girls
Football	Indoor Track: Boys/Girls	Softball
Soccer Boys	Wrestling	Tennis Boys
Soccer Girls		Track: Boys/Girls
Tennis Girls		
Volleyball Girls		

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.

EDUCATIONAL ENVIRONMENT

A primary goal in education is to establish an environment in which teachers and students can teach and learn with minimal distractions. In order to provide a safe and conducive environment for learning, the following guidelines will be followed:

Proper Supervision/Authorized Areas: Students must always be under the direct supervision of a teacher, advisor, or coach. Students who stay after school should stay with the activity advisor, coach, or teacher. Loitering is prohibited in the hallways or on school grounds. Students may not go into areas such as, but not limited to the gym, music rooms, etc. without proper authorization and supervision.

Identification Badges: All students must wear a school issued identification badge on a school issued lanyard that is displayed by hanging from the students' necks during the entire school day. Students who do not wear their school issued identification badge properly and/or do not have a school issued identification badge during the school day will be subject to disciplinary consequences.

Hallway/Lavatory Pass System: Students are expected to take full advantage of instructional time in the classroom. Students must use their school issued photo identification card for access to the lavatory. Students who misuse this privilege may be subject to disciplinary consequences.

Care of School Property: Lockers, desks, tables, chairs, textbooks, laptops, school buses, etc. are supplied for student use by the taxpayers of Ridgefield Township. Students are expected to return the books and laptops in the same condition. Students are expected to use lockers, desks, tables, and chairs, in a dignified manner. Students who damage, break, or inscribe on school equipment will be assessed with a replacement/cleaning fee.

Food/Beverage Policy: Personal food deliveries from outside vendors are not permitted. The use of food in the classroom must be related to curriculum and instruction. Food is not permitted for personal celebrations.

Lockers: The main office will assign lockers and combinations to all students. This hall locker assignment will continue for the entire period of time a student attends Ridgefield Memorial High School. Students should keep a record of the combination. Students must keep lockers locked at all times and keep their combination private. Students are not permitted to share lockers. Students may only use the locker assigned to them. Hall and gymnasium lockers are school property and therefore, subject to inspection by school personnel at any time. Defacing any locker is unacceptable and will result in disciplinary action. The inside and outside of the lockers are to be clear of any writing. Students are responsible for cleaning out lockers at the end of the school year. **It is unwise to keep any valuables or expensive jewelry, etc. inside any lockers. The school cannot be held responsible for any theft; the student is responsible for all possessions.** In the event that a locker breaks or is vandalized, the student should report it to the main office immediately.

Textbook Care: Students are responsible for proper care of textbooks. Students must pay for lost or damaged books or supplies within a reasonable time. Books must be returned at the end of the course in the same condition as when they were received, allowing for reasonable wear and tear. Students who do not return their books at the end of the year or do not pay their book fines will not be allowed to participate in graduation or may face disciplinary action.

Student Obligations: Students are expected to meet all obligations including monetary fines. Failure to do so will result in forfeiture of all privileges and activities, including graduation.

Lost and Found Items: All articles found in the building should be taken to the main office.

Search and Seizure: Property such as lockers and desks are owned by the district. School officials are permitted to conduct reasonable searches and seizures in the interest of school safety and enforcement of school and state laws and regulations. This includes personal property such as, but not limited to, back packs and automobiles on campus.

Guests/Visitors: All visitors are to provide government issued identification to gain access into the building. Students are not permitted to bring visitors to school. Guests wishing to speak with a specific student require parent/guardian permission and the visitation should take place under the supervision of the respective school counselor/administrator.

Collection of Monies: The collection of monies by students is permissible for approved fundraisers. Students need permission from the principal for any other reasons. Collecting of monies and/or selling items on school buses are prohibited.

Gifts/Parties: Students are not to collect money for gifts for teachers, staff members, coaches, or students, or hold parties or similar activities during school time without the permission of the principal.

Cafeteria: The Pomptonian Food Services provide RMHS with a large array of well balanced, hot or cold lunches, and snacks. Contact the food services director should you need a prepaid meal plan or qualify for the financial assistance program.

Lunch: Students must have their lunch during the lunch period in approved areas of the building. Lunches may be purchased in the cafeteria or brought from home and students are expected to clean their area and dispose of all trash prior to the end of the period. Students who do not abide by these expectations are subject to disciplinary action. Food delivery from outside establishments is not permitted during the school day. Every RMHS student is expected to cooperate in our cafeteria so that it will be kept clean and safe for all the students.

Guidelines:

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 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.
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.

Note: Grade 12 students may leave the building for lunch

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. Students are further reminded not to store perishables in their lockers.

Grab and Go Breakfast: Students will have the opportunity upon arriving to school to go through the cafeteria line and pick up a “Grab & Go” breakfast before homeroom. Please ensure that all trash is placed in the proper receptacle and that students eat neatly without leaving crumbs or spills in the classroom.

Junior/Senior Courtyard: This is an area for grade 11th and 12th students. This is a **junior/senior privilege**.

Use of Electronic Devices: All students are issued a school laptop for instructional purposes. Any violation of AUP and electronic policies must be reported to the administration.

Students should not be wearing airpods, earbuds, or headphones during the school day in instructional classes.

During a student’s scheduled lunch time, a student is permitted to use his/her personal electronic device. However, a student may not use the device for recording purposes.

Students who need to call home should do so during their lunch, before school, or after school. A phone call any other time of the school day must be placed through the main office. The use of cell phones is not permitted. If a parent/guardian needs to contact a child, the parent needs to contact the main office and a message will be given to the student between classes. Parents/guardians should not contact their child via cell phone during the school day. ***The school/district is not responsible for lost or stolen electronic devices.*** Not adhering to this policy will result in disciplinary consequences.

Bus Decorum: Transporting students on a bus adheres to strict guidelines to ensure the safety of all. As per Board of Education Regulation 8600, the driver of a school bus represents an extension of authority of the school and is in complete charge of the bus with regard to pupil behavior in or about the vehicle which he/she operates. Students are expected to follow safety guidelines and good behavior from the time they arrive at their bus stop. The driver is responsible for the safety and behavior of the students. Should a student not adhere to the guidelines, the driver will notify the principal/assistant principal who will appropriately discipline the student and if necessary, exclude a student from riding the bus.

On the bus, students must:

- Sit in assigned seat, attach the seatbelt, and not extend head, arms, or objects out the window or into the aisle.
- Keep the aisles clear of items such as but not limited to books, bags, musical instruments etc.
- Large items may not be transported on the bus.
- Use appropriate language and speak softly.
- Follow all school rules such as no smoking or defacing the bus.

Student Dress Code: It is the purpose of the dress code to promulgate a positive self-image and pride in school among our students. Health, safety, and educational well-being are the primary objectives of this code which bears a reasonable relationship to the goal of fostering an environment conducive to discipline and to education. Specifically, clothing which is torn, with holes and/or soiled is inappropriate school attire. Students are expected to attend school neatly attired. Undergarments are required. Shoes must be worn at all times.

The following are considered inappropriate school attire and will not be allowed in school:

- a. See-through blouses.
- b. Bare midriff blouses.
- c. Halters.
- d. Net shirts and tank tops without tee shirts underneath.
- e. Strapless tops.

- f. Sunglasses.
- g. Pajama Pants.
- h. Short shorts and skirts.
- 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. Cell Phones, beepers, or iPods.

The length of appropriate shorts and skirts must be longer than the fully extended handheld at the student's side. A tank top is one with straps less than 2" wide.

Other clothing or attire that the principal or designee determines to be contrary to the prohibitions set forth in Board of Education Policy 5511: Dress and Grooming.

Note: The building administrator(s) will address violations of the dress code with the student and parent/guardian. Reasonable attempts will be made to correct any dress code violation(s) prior to withholding the student from walking the hallways and/or attending classes. Schoolwork missed due to time spent rectifying dress code violation(s) will be the responsibility of the student.

Drills - Fire, Evacuation, Shelter-in-Place, and Active Shooter: State Law requires that all schools properly prepare for various kinds of emergencies. Fire, Evacuation, Shelter-in-Place, and Active Shooter procedures have been developed in conjunction with the Ridgfield Township Police, Bergen County Prosecutor's Office, and Ridgfield Township fire/rescue squads.

Guidelines:

- Drills are to be taken seriously, and students must carefully follow the directives of staff members for each specific drill.
- During a fire and evacuation drill, everyone is to exit the building in a quiet and orderly manner. Re-enter the building upon administrative communication.
- During a shelter-in-place, students are to remain in their classroom as instruction continues until administrative communication.
- During an active shooter drill, students are to follow the directives of staff members based on information provided. The drill has concluded upon administrative communication.
- Students may not be dismissed during a drill.
- All use of personal electronic devices is prohibited during drills.

Prohibited and/or Illegal Items: To ensure the safety and well-being of the entire RMHS community, the following items are prohibited at all times (on school grounds or buses, or any school sanctioned activity or trip; Policy 5530):

- **WEAPONS:** Guns, knives, laser pointers, metal detectors, spiked belts, thick chains, or any object that can reasonably be considered a weapon.
- **FIREWORKS/BOMBS/LIGHTERS/MATCHES:** The use or possession of any type of firework, lighters/matches, stink bomb or bomb.

- **SUBSTANCE:** Means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes.
- **DRUGS/TOBACCO:** The use, distribution or possession of tobacco products including chew/ sniff or electronic cigarettes. The use, distribution or possession of drugs, any chemical substance (e.g. alcohol, marijuana, steroids, cocaine, inhalants, Valium, etc.) taken orally, intravenously, intramuscularly, smoked, or inhaled for the purpose of abuse, including any prescriptions, illicit drugs, and look-alikes.

Severe Misconduct: Our school community reinforces the importance of dependability, honesty, participation, respect, self-reliance, trust, tolerance, and responsibility. Therefore, severe action will be taken for the following severe offenses:

- Assaultive behavior directed toward a school staff member or a member of the school community.
- Possession or distribution of a weapon, a controlled dangerous substance (CDS), or alcoholic beverage.

As a result of a severe misconduct, additional disciplinary action may include the withholding of privileges to participate in after school activities, co-curricular activities, and after school events (e.g., sports, graduation, proms, National Honor Society, drama, etc.) as follows:

Language Both Written and Verbal: Students are expected to speak to others with respect and not use foul or hurtful language. The use of foul language is prohibited either orally or in any written/visual form of communication and subject to disciplinary action.

General Disciplinary Practices

Violation	First Offense	Second Offense	Third Offense
Arson	Parent Contact	Parent Contact	Parent Contact
	OSS	OSS	OSS
	Police Contact	Police Contact	Police Contact
Assault	Parent Contact	Parent Contact	Parent Contact
	OSS	OSS	OSS
	Police Contact	Police Contact	Police Contact
Assault with Weapon	Parent Contact	Parent Contact	Parent Contact
	OSS	OSS	OSS
	Police Contact	Police Contact	Police Contact
Cheating	Parent Contact	Parent Contact	Parent Contact
	Detention	Detention	Detention
	Saturday Detention	Saturday Detention	Saturday Detention
			OSS
Cutting Class, Leaving Class or Leaving Assigned Location Without Permission	Parent Contact	Parent Contact	Parent Contact
	Detention	Detention	Detention
	Saturday Detention	Saturday Detention	Saturday Detention
			OSS
Cutting Detention	Parent Contact	Parent Contact	Parent Contact
	Detention	Detention	Detention
		Saturday Detention	Saturday Detention
			OSS
Destruction of School, Student, or Staff Property	Parent Contact	Parent Contact	Parent Contact
	Detention	Detention	Detention
	Saturday Detention	Saturday Detention	Saturday Detention
	OSS	OSS	OSS
Electronic Violation	Parent Contact	Parent Contact	Parent Contact
	Detention	Detention	Detention
	Saturday Detention	Saturday Detention	Saturday Detention

			OSS
Extortion	Parent Contact Detention Saturday Detention OSS	Parent Contact Detention Saturday Detention OSS	Parent Contact Detention Saturday Detention OSS
Failure to Wear a Seatbelt on a School Bus	Parent Contact Detention	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention
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 Detention Saturday Detention	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention OSS
Harassment Intimidation Bullying	Parent Contact Detention Saturday Detention OSS	Parent Contact Detention Saturday Detention OSS	Parent Contact Detention Saturday Detention OSS
Inappropriate Language	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention OSS
Inappropriate Dress	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention
Inappropriate Behavior at School and/or on School Bus	Parent Contact Detention	Parent Contact Detention	Parent Contact Detention

	Saturday Detention	Saturday Detention	Saturday Detention OSS
Late to Class/School	Parent Contact Detention	Parent Contact Detention Saturday Detention	Parent Contact Detention Saturday Detention
Misuse of Computer Networks or Computers	Parent Contact Detention Saturday Detention OSS	Parent Contact Detention Saturday Detention OSS	Parent Contact Saturday Detention OSS
Smoking on School Grounds	Parent Contact Saturday Detention	Parent Contact Saturday Detention	Parent Contact Saturday Detention OSS
Substance Abuse (confirmed)	Parent Contact Saturday Detention	Parent Contact Saturday Detention	Parent Contact OSS
Terroristic Threat	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Theft/Damage	Parent Contact Detention Saturday Detention OSS Police Contact	Parent Contact Detention Saturday Detention OSS Police Contact	Parent Contact Detention Saturday Detention OSS Police Contact
Possession of Weapon, Drugs, and/or Explosive Device	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact	Parent Contact OSS Police Contact
Vandalism	Parent Contact Detention Saturday Detention OSS Police Contact	Parent Contact Detention Saturday Detention OSS Police Contact	Parent Contact Detention Saturday Detention OSS Police Contact