



INDIAN HILLS HIGH SCHOOL

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www.rih.org

ACKNOWLEDGEMENT OF STUDENT/PARENT HANDBOOK

This handbook is a reference guide for students and parents at Indian Hills High School. As well as general information and school services, it contains important regulations concerning student attendance, student behavior and disciplinary action. I understand that by electronically acknowledging that I have reviewed this Student/Parent Handbook, I am also acknowledging that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined here.

STUDENT SEARCHES

The Ramapo Indian Hills Regional High School District may conduct inspections of student lockers, desks, and other storage facilities on school District property. Administrators, in conjunction with security personnel may conduct cursory “point of entry” inspections of students and their belongings on school grounds and at social events. Students are also subject to a search when reasonable grounds exist.

Additionally, drug-scent dogs may be used to conduct suspicionless inspections on school property including but not limited to lockers, desks, handbags/purses, backpacks, and other portable containers, outer clothing removed from students and vehicles brought on school grounds. Students may be ordered to vacate an area or room and leave behind their outer clothing or other possessions to be examined by scent dogs.

These searches are an effort to enforce the district’s zero tolerance policy on drugs and alcohol.

CELL PHONES AND SCHOOL DISCIPLINE

Cell phone confiscation and searches are allowed when necessary to prevent imminent and serious harm, or when there is actual knowledge or corroborated suspicion that evidence of the misconduct is in the device. If the student’s misconduct involves phone use, confiscation and search are always valid and no additional justification is needed.

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

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RAMAPO INDIAN HILLS REGIONAL HIGH SCHOOL DISTRICT

STUDENT CALENDAR 2024 - 2025



SEPTEMBER (18)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER (22)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER (17)				
M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER (15)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY (21)				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- Sept 2 Labor Day - Schools Closed
- 3 - 4 Staff Professional Days
- 5 First Day of Classes for Students
- 12 BTSN - RHS
- 19 BTSN - IHHS
- Oct 3 Rosh Hashanah- Schools Closed
- 7 Minimum Day for Students-PM Staff Development
- 10 Open House RHS
- 17 Open House IHHS
- 24 University Program Night- RHS
- Nov 7 - 8 NJEA Convention - Schools Closed
- 27 Minimum Day for Students & Staff
- 28-29 Thanksgiving Recess - Schools Closed
- Dec 20 Minimum Day for Students & Staff
- 23-31 December Recess - Schools Closed
- Jan 1 New Year's Day - School Closed
- 6 Minimum Day for Students-PM Staff Development
- 20 Dr. Martin Luther King Jr. Day - Schools Closed
- Feb 17-21 Winter Recess - Schools Closed
- March 3 Minimum Day for Students-PM Staff Development
- 31 Eid al-Fitr - Schools Closed
- Apr 14-18 Spring Recess - Schools Closed
- May 26 Memorial Day - Schools Closed
- Jun 19, 20,23 Minimum Day for Students
- 23 Indian Hills & Ramapo Graduations
- Last Day of Classes for Students
(Minimum Day for Students)
- 24-27 Professional Day (Last Day for Teachers)

FEBRUARY (15)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH (20)				
M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL (17)				
M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY (21)				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Number of Days for Students			
September	18	February	15
October	22	March	20
November	17	April	17
December	15	May	21
January	21	June	16
Total	182		

JUNE (16)				
M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

WELLNESS BREAKS - 11/28/23-11/29/23; 12/23/23-1/2/24; 2/17/24-2/21/24

KEY			
	First/Last Day of Classes		Professional Day
	Minimum Day		School Closed
	School Events		

CALENDAR CHANGES:

If emergency full-day closings are greater than two (2), vacation days will be removed in this order: April 14, 15, 16, and 17. If additional days are needed, they will be added to the end of the school year. The Board reserves the right to make other adjustments to the calendar, if necessary. Marking Period End Dates: 11/6, 1/24, 4/11, 6/23 Adopted: 03/11/2024

INDIAN HILLS ALMA MATER

Alma Mater of Indian Hills

Words by Susan Heerema

Music by Susan Heerema and Donald Sosin

The musical score is written in G major and 4/4 time. It consists of six staves of music with lyrics underneath. The lyrics are: "O we're the school of gold and blue, Filled with cour - age through and through, We will pledge our hearts and our wills to In - di - an Hills for - ev - er. Though gone we'll still be near her, our high school! We will cheer her. The place to call the "Home of the Braves," her ban - ner we will wave, Oh hear our e - choes ring, our Al - ma Ma - ter sing!"

Chords and musical notation are as follows:

- Staff 1: G, G, D. Lyrics: O we're the school of gold and blue,
- Staff 2: D7, G, Em, Gm/Bb. Lyrics: Filled with cour - age through and through, We will pledge our
- Staff 3: D/A, Bm7, A7, D. Lyrics: hearts and our wills to In - di - an Hills for - ev - er. Though
- Staff 4: Cm, F6, F7/E?, Bb/D, Bb, Gmaj7, Em7, A, C/D, D7. Lyrics: gone we'll still be near her, our high school! We will cheer her. The
- Staff 5: G, G7, Am/C, E7/B, Am, G/D, D, G, E7. Lyrics: place to call the "Home of the Braves," her ban - ner we will wave, Oh
- Staff 6: Am, Cm, G/D, D7, G. Lyrics: hear our e - choes ring, our Al - ma Ma - ter sing!

2023-2024 BOARD OF EDUCATION

Kim Ansh
Tom Bogdansky
Brian DeLaite
Marianna Emmolo
Melissa Kiel
Helen Koulikourdis
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Doreen Mariani
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DISTRICT ADMINISTRATORS

Ms. Shauna De Marco, Superintendent of Schools
Ms. Dora Zeno, Interim Business Administrator
Ms. Melissa Quackenbush, Director of Curriculum, Instruction & Articulation
Dr. Frank Mauriello, Director of Student Personnel Services

INDIAN HILLS BUILDING ADMINISTRATORS

Dr. Gregory Vacca, Principal
Daniel Guido, Asst. Principal
Matthew Bushta, Asst. Principal
Jon Duncan, Athletic & Student Activities Director

INDIAN HILLS SUPERVISORS

Nancy Blomquist, English / Media Center
Rich Burton, Nurses / PE
Susan Confrancisco, Special Services
Karen Davidson, Art / FCS / Applied Tech / Business / Music
Joseph Del Buono, District Social Studies
Mike Kaplan, Mathematics
Angela Manzi, District Science
Jen Perry, Guidance Department
Kate Robinson, Wellness
Michele Thomas, World Language / ELL

HEAD TEACHERS

John Fazio - Applied Technology
Gale Fanale - Business
Courtney McDonough - Science
Elizabeth Johnson - Social Studies
Rich Ohren - Health/Physical Education

STUDENT COUNCIL PRESIDENT WELCOME LETTER

Dear Braves,

As we approach the 2024-2025 school year, each of us at Indian Hills holds unique goals and aspirations. While it's easy to get lost in the many aspects of high school life, remember that we all chose Hills for a reason. Our community is undoubtedly among the best for high schools, offering something for everyone.

Freshmen: You may not yet fully understand why you chose Hills as your home for the next four years, but you'll soon discover the extraordinary community we've built here. Your most crucial task is to develop passion—not just for your studies and activities, but for your school. We need your enthusiasm to ensure the longevity of our cherished community. Embrace the experiences of classes before you, but don't fear failure or trying new things. High school offers a unique opportunity to explore and discover yourself, so make the most of this fleeting time!

Sophomores: Congratulations on completing your first year at Hills! Reflect on who you were last year and strive for continuous improvement. The responsibilities you're now facing may seem like a wake-up call, but remember that how you choose to spend your time will shape your future beyond high school.

Juniors: The infamous junior year is upon you—but don't worry, it's what you make of it. The rigor and decisions are in your hands. While this year may be challenging regardless of your choices, it will pass quickly. Your efforts now will determine the mark you leave on Indian Hills. As you take on more "adult responsibilities," don't let your youthful passion and hope fade. Those who dream and have ambition are the ones who can pursue what truly matters to them.

Seniors: As we face the whirlwind of our final year, remember—this is our last chance. We're experiencing the final quarter of our high school journey. Whether you're headed to college, work, service, or following another passion, we're in the homestretch of what many call "the best years of our lives." It seems like yesterday when adults told us to "never grow up," yet here we are, about to enter "the adult world". The community we've fostered is unlike any other, and it's our job to be role models for underclassmen. Let's make this the best year possible and leave a lasting legacy of passion and care.

As Coach Hill always says, "Let's make today (and every day) a great day to be a Brave!"

- Tristan Casella

ATTENDANCE

ATTENDANCE PROCEDURES

If your child is going to be absent, please call 201-337-0100, PRESS 1 and report the absence on the Attendance recording. You may also send an email notification of the absence to lhattendance@rih.org.

Please include the date(s) and the student's full name (please spell last name) and grade. When a student is reported absent from homeroom and the school has not been notified by the parent of that absence, the parent will receive a call from the school's computer-generated automatic absence reporting system.

After every absence, no matter what the reason, the school will expect the parent to furnish a written absence excuse. This should include:

1. Student name and date(s) of absence
2. Reason for absence including the nature of any illness
3. The signature, in ink, of parent or guardian

The determination to grant an excused absence lies in the sole discretion of the building principal or principal's designee and shall be based upon the criteria set forth by the Ramapo Indian Hills Regional High School District.

The Ramapo Indian Hills Regional High School Board of Education requires students to attend school regularly in accordance with the laws of the State. Attendance at school may be **EXCUSED** for certain absences as defined by the Board. All absences for reasons other than excused, shall be **UNEXCUSED**.

PROPER DOCUMENTATION TO EXCUSE AN ABSENCE

Upon submission of proper documentation to the Attendance Office, the following are considered **EXCUSED ABSENCES**:

- Religious observance as documented by the parent and approved by State guidelines pursuant to N.J.S.A. 18A:36-14-16;
- Student illness, physician's note required within three (3) school days (medical note must be from a *non-family member*);
- Examination for a driver's license;
- College Visitation (four for seniors and three for juniors);
- Death in the immediate family;
- Administrative Out-of-School or In-School Suspension;
- Approved school activity (field trip, meeting, cooperative education assignment, scheduled athletic competition).

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level or loss of course credit. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules under the school's Code of Conduct, which may include denial of a student's participation in extracurricular activities and/or athletic competition. Repeated truancies that interfere with the continuity of classroom instruction may result in the suspension or expulsion of any student from that course of study. Truancy shall be any unexplained absence including but not limited to: cutting class(es), leaving campus without permission, or any other absence which is not explained by parents.

EARLY DISMISSAL REQUESTS

If a student needs to be dismissed from school during the school day, the student must bring a parent note to the Main Office before homeroom with the student's name, grade level, time, date, reason for dismissal, and a phone number. Students should not leave class to bring notes to the Main Office. **All notes for an early excuse may be confirmed by phone with a parent before the student is released from school.** A route slip will be given to the student to show to their teacher so they may leave the classroom at the designated time. If the student returns the same day, he/she must sign back into school, in the Main Office, before returning to the classroom. Students who are signed out by the nurse and return the same day, must sign back in with the nurse's office. **Early dismissal from school, unless for administrative reasons, shall be counted as an "absence from class" for each period missed.**

MAKEUP OPPORTUNITIES AFTER AN ABSENCE

Students absent from school for any reason, whether excused or unexcused, are responsible for the completion of assignments and assessments. Teachers are not required to provide make-up tests for students absent without an approved excuse when a test is given. It is the responsibility of the student to schedule with the teacher a time when tests and quizzes can be made up. Generally, make-up tests will occur after school, unless it can be mutually worked out for them to be given during the school day. Study halls or unassigned times may be used if mutually convenient.

Makeup Guidelines: Students who have been absent for one or two days are expected to make up work/tests **within two class days** of returning to school. If the absence is three days or longer, the missed work must be made up **within five class days** after the student returns to school unless previous arrangements have been made with the teacher due to extenuating circumstances. Generally, missing assignments will be posted as a zero (0) until the work has been submitted or until the timeframe for completing the work has expired. If work is not made up within the designated time frame, a grade of zero (0) will be maintained. (For just cause, a teacher/administrator may extend the time frame for completion of missing assignments.)

If an end of Marking Period “Incomplete” Status is granted by the teacher, the student has 10 school days after the last date of the marking period to complete academic obligations. Any further extensions must be approved by the administration.

PROCEDURES FOR REQUESTING HOMEWORK

A student must be absent at least **two consecutive days** in order to receive missed homework assignments. Parents should contact the child’s guidance counselor to make such requests. Please allow a full 24 hours for homework to be assembled. Work must be picked up in the guidance office; it cannot be mailed or faxed. **For absences of fewer than three days, students are advised to visit the teacher’s Schoology page for daily homework assignments.**

HOME INSTRUCTION POLICY

A student is eligible to receive home instruction from an instructor hired by the Board of Education when a physician has assessed and memorialized in a medical notification that a student will be absent for more than 10 consecutive school days, or 15 cumulative school days. All requests of this nature must come from a physician and are required to be approved by the district’s physician. The request must be provided on the letterhead of the physician with the original signature of the physician. Should you believe that your child is in need of home instruction, please contact the student’s guidance counselor. In addition, home instruction is offered only for core courses (English, Math, Science, Social Studies and World Language) and cannot be offered in elective subjects. **Students on bedside/home instruction must first report to the school nurse upon re-entering school with a physician’s note designating the return-to-school date.**

PROCEDURES FOR CLASS ATTENDANCE

CLASS ATTENDANCE AND LOSS OF CREDIT

A student must adhere to Board of Education Attendance Policy 5200 in order to receive course credit. Awarding of credit shall be dependent upon a student not accruing more than ten (10) unexcused absences for each full year course or a proportionate number of days for courses less than a full year. The limit set on the maximum number of days a student may be absent before being denied course credit should not be perceived as a license to be absent for inappropriate reasons.

COURSE CREDITS	ABSENCE LIMIT
5 to 10 credits (Full – year)	10
3.75 credits (Physical Education)	7
2.5 credits (A/B or semester)	5
1.25 credits (Health)	3

Although a student may satisfactorily complete the course objectives, he/she may not receive credit if the attendance requirement for that course is not fulfilled.

CLUB/ATHLETIC INVOLVEMENT AND ABSENCES

Participation in co-curricular activities is a privilege. Any student who is not in attendance for (4) hours of the school day will be considered absent according to N.J.A.C. 6A:32-8.3. **In order to be eligible to participate in any after school activity:**

- **A student must be in school for half of the school day (i.e. if a student arrives late to school, they must be in school by 10:39 a.m.) on the day of the activity** with a note from a parent/guardian and remain in school for the duration of the school day.
- In the event of a medical appointment, all students must attend school for a minimum of 4 hours and present a doctor's note with a date and time stamp upon arrival.

A student involved in a co-curricular activity who is assigned to an Administrative Detention/Saturday Detention may not participate in any aspect of the activity on that day until their detention has been served. A student who is assigned to in-school suspension for the day may participate in activity on that day at the conclusion of the in-school suspension. An in-school suspension is from 7:30am to 2:39pm. A student who is assigned an out-of-school suspension may NOT participate in activities or be on school grounds or a school sponsored event until the conclusion of the suspension.

TARDINESS

TARDINESS TO SCHOOL

Students are tardy to school if they arrive to homeroom after the 7:35 a.m. bell has rung. They must sign in at the Front Lobby. A late pass will be provided as admittance to class. If lateness is due to a late school bus, it will not be counted as an absence from the class period provided that the school has ample notification.

TARDINESS TO CLASS

Students are tardy to class if they arrive after the bell indicating the start of the period. Students will receive detention for unexcused tardies to the same class. The consequences for accumulated unexcused tardies to the same class are outlined in the Chart of Discipline.

For class attendance purposes, it must be noted that the following shall apply:

- Tardies of fewer than 13 minutes are counted as lateness and **DO NOT** affect absence totals
- Tardies of more than 13 minutes shall be counted as a full "absence from class"

WHEN A TARDY AFFECTS ATTENDANCE

See the times noted in the chart below to determine if a tardy will be considered an absence:

Class Period	Class Time Frame	Late after time noted equals an ABSENCE
Period 1	7:35 a.m. - 8:23 a.m.	7:53 a.m.
Period 2	8:27 a.m. - 9:10 a.m.	8:40 a.m.
Period 3	9:14 a.m. - 9:57 a.m.	9:27 a.m.
Period 4	10:01 a.m. - 10:44 a.m.	10:14 a.m.
Period 5	10:48 a.m. - 11:31 a.m.	11:01 a.m.
Period 6	11:35 a.m. - 12:18 a.m.	11:48 a.m.
Period 7	12:22 p.m. - 1:05 p.m.	12:35 p.m.
Period 8	1:09 p.m. - 1:52 p.m.	1:22 p.m.
Period 9	1:56 p.m. - 2:29 p.m.	2:09 p.m.

For Unexcused “Truancy” Absences: Truancy shall be any unexplained absence including but not limited to: cutting class(es), leaving campus without permission, or any other absence which is not explained by parents

1-4 Unexcused “Truancy” absences:

The administration will contact the parent to develop an action plan.

5-9 Unexcused “Truancy” absences:

The administration will contact the parent to review/revise the action plan.

10+ Unexcused “Truancy” absences:

The cumulative absences will be considered truancy and referred to the court system. Additional disciplinary action may be taken as outlined in the Chart of Discipline, which can be referenced at the end of this handbook

ATTENDANCE LETTER NOTIFICATION AND LOSS OF CREDIT

Course Credits	Warning Letter	Loss of Credit
5.0 – 10.0	(6) Unexcused Absences	(11) Unexcused Absences
2.5	(2) Unexcused Absences	(6) Unexcused Absences
3.75 – Phys. Ed.	(4) Unexcused Absences	(8) Unexcused Absences
1.25 – Health	(2) Unexcused Absences	(4) Unexcused Absences

ATTENDANCE APPEAL PROCEDURE

The attendance appeal procedure is set forth in

<https://www.straussesmay.com/seportal/Public/DistrictRegulation.aspx?RegulationID=5200&id=fe00aa80407b4789890b24592a36dfb6>

SCHOOL INFORMATION

CLOSED CAMPUS REGULATION

Indian Hills is under a closed campus regulation. Students must have permission from an administrator to leave school grounds. Any student who does not follow this procedure will be subject to penalties listed for leaving school grounds and may have privileges revoked.

ON CAMPUS STUDENT PARKING

There are designated areas on campus for student parking and students are required to abide by these parameters set forth by the school. Failure to do so will result in consequences, which are noted in the Chart of Discipline enclosed at the end of this handbook. All students’ cars parked at the school during school hours are parked at their own risk. Student vehicles must be officially registered with the school to obtain a parking decal. This decal must be adhered to the driver’s door window in the lower right hand corner. DO NOT park in the teachers’ parking lot, fire zones, visitor’s or handicapped designated areas. **Cars parked in any of these areas will be issued consequences as noted in the Chart of Discipline.** Students are reminded that they are to drive slowly and courteously. A speed limit of 10 mph has been established and will be enforced.

Vehicles not registered with the school will be referred to the local police department for enforcement. **Please note if a summons is issued a mandatory court appearance is required**

BELL SCHEDULES

REGULAR BELL SCHEDULE

Period	Start Time	End Time	Duration
Period 1 & Homeroom	7:35	8:23	48 minutes
Period 2	8:27	9:10	43 minutes
Period 3	9:14	9:57	43 minutes
Period 4	10:01	10:44	43 minutes
Period 5	10:48	11:31	43 minutes
Period 6	11:35	12:18	43 minutes
Period 7	12:22	1:05	43 minutes
Period 8	1:09	1:52	43 minutes
Period 9	1:56	2:39	43 minutes
Extra Help	2:39	3:15	36 minutes

MINIMUM BELL SCHEDULE (Early Dismissal) (Subject to Change)

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

DELAYED OPENING BELL SCHEDULE (Subject to Change) Schedule would be on website and Schoology.

SNOW CLOSING

When the Ramapo Indian Hills High School District is closed for inclement weather:

1. A “reverse 911” phone message and email will be made to all homes as early as possible.
2. Snow closing information is also given on the Ramapo Indian Hills website www.rih.org.
3. If school is closed due to inclement weather. ALL after school and evening activities are canceled.

DELAYED OPENING

When there is a DELAYED OPENING, the following procedures/notification will be in effect:

1. A “reverse 911” phone message and email will be made to all homes as early as possible.
2. Announcement of the Delayed Opening will be posted on the District homepage (<http://www.rih.org>).
3. TV Stations: Cable Channels 12 and WNBC will announce that the high schools are closed.
4. All bus routes will be the same, and each route will begin its run 2.5 hours later than the normally scheduled time.
5. **Early in the afternoon, a decision will be made as to whether or not afternoon and evening activities will be held.**

PTSO

The Parent, Teacher, Student Organization is an organization that serves the Indian Hills High School educational community. Parents are encouraged to join the PTSO and become involved in the many activities that serve our school and its students. These activities include funding special projects in the school, recognition and scholarships for students, and publications listing clubs, activities, and service opportunities for students. Please check the PTSO link on our website.

CLUBS AND ACTIVITIES

Students are encouraged to become involved in the clubs, activities and sports that interest them. Additional information is available on the www.rih.org website.

It is the school's procedure that students attending school functions and activities such as dances and proms, must adhere to the rules and regulations of those functions and the District's Code of Conduct. The District does not generally permit students who leave such functions or activities to return.

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

FLAG SALUTE

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

BUS TRANSPORTATION

Contact Information

Tony Vukicevic
Transportation Supervisor
tvukicevic@rih.org
201-416-8100, Ext. 3809

For all student transportation inquiries, please contact:

Grace Stramiello
Administrative Assistant
gstramiello@rih.org
201-416-8100, Ext. 3808
Fax: 201-416-8123

Transportation to Indian Hills or Ramapo High Schools

In order to qualify for busing, the shortest walking distance or driving distance from home to school must exceed 2.5 miles. We encourage you to contact this office to obtain your exact distance in order to avoid any misunderstanding regarding transportation.

It is strongly recommended that you do not wait until the summer months to make your initial inquiry regarding home to school mileage. If you qualify for transportation, you will receive a postcard in August indicating your Route Number, Bus Stop location and pick-up time.

Please visit the New Jersey Department of Education Student Transportation webpage for helpful information: [Click Here for New Jersey Department of Education/Transportation website](#)

Subscription Busing

Please review in its entirety the Board of Education Policy 8600; Student Transportation. [Click Here for BOE Policy 8600.pdf](#)

It may be possible to pay a fee and ride the bus, only if there is availability on an existing route and using an existing bus stop. In order to be placed on a waiting list, you must contact this office directly prior to June 30th.

We will evaluate each route to determine whether we can offer subscription busing. At that time, we will choose lottery-style from the waiting list. You will be contacted by mail on or before July 15th.

EMERGENCY / FIRE DRILLS

New Jersey school law requires two (2) emergency drills per month for practice in vacating or securing the building in case of emergency. Fire exit plan is posted in every room.

STUDENT ID CARD REGULATIONS

All students are required to carry their photo identification cards at all times. These cards will also serve as pass cards for electronic door entry, bathroom entry, printing access and late sign in. It is vital that you recognize the importance of your I. D. card, and take all necessary steps to safeguard the card at all times. Regulations for I.D. cards are as follows:

1. Each student will be given an I.D. card at the beginning of their Freshman year. This card must be kept for the full four (4) years of high school.
2. Students are responsible for their I.D. cards. A student who has lost his or her card can purchase a new one for \$10 through www.myschoolbucks.com. Once the order is placed, please allow 24 hours for processing before picking up your replacement ID card in the ITC office.
3. Discipline will result in the following instances; if any student refuses to carry their I.D. card, is found possessing an I.D. card not belonging to them, is found to have loaned their I.D. card to another student, or falsifies or tampers with an I.D. card.

LOCKERS

Lockers are issued to students upon entry to school and are for the storage of clothing, textbooks and lunches throughout the student's time at Indian Hills High School. The administration reserves the right to inspect lockers at any time. **Do not share lockers or give your combination to another student.** Report damage to a locker immediately to the Main Office.

Trained law enforcement dogs will do random searches of the building and student lockers during the school year. These searches are an effort to enforce the district's zero tolerance policy on drugs and alcohol.

Students should bring a lock to secure valuables in the Physical Education locker rooms during classes and after- school athletics.

THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS. ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Projects, position papers, tests and quizzes, homework, essays, lab reports and other work assigned in all disciplines are distributed by the teacher to enhance instruction, to evaluate achievement and, in general, to facilitate each student's mastery of the material. The assumption that lies at the base of all academic achievement is that each student does the appropriate research, organization and presentation of the material as part of his or her own learning process.

Therefore, any student who copies another's work, or who does not acknowledge the sources of the information, ideas and/or wording obtained through the research process, is misrepresenting the work as his or her own. This is considered intellectual and academic dishonesty. The technical term is plagiarism. The penalty for copied work or for plagiarized work is a zero grade on the assignment.

Do not use another's work without citing your sources. This includes all material found on and taken from Internet web sites, CD-ROMs or other electronic sources. Be sure to consult your teacher for specific directions and format for citing sources.

Teachers will follow the same procedures as defined in the handbook under "Cheating Statement".

HIGH SCHOOL GRADUATION

The Board of Education shall recognize the successful completion of the secondary school instructional program by the awarding of a state-endorsed diploma certifying that the student has met all state and local requirements for high school graduation. The Board shall certify annually to the County Superintendent that each student who has been awarded a diploma has met the requirements for graduation.

5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

High School Graduation Requirements - Policy 5460

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

1. For a State-endorsed diploma, the Board shall develop, adopt, and implement graduation requirements that prepare students for success in post-secondary degree programs, careers, and civic life in the 21st century. A graduating student must have earned the appropriate number of credits as stipulated in the charts below in courses designed to meet all of the New Jersey Student Learning Standards (NJSLs) including, but not limited to, the following credits:

Twenty credits in language arts literacy aligned to grade nine through twelve standards with a minimum of five credits for each year enrolled in high school beginning with the Class of 2023;

1. Fifteen credits in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at N.J.A.C. 6A:8-1.3), including geometry or the content equivalent and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
2. Fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
3. A minimum of twenty credits in science including biology, chemistry, and one additional physical science course;
4. A minimum of five credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8; 3.75 credits in physical education and 1.25 credits in health;
5. Five credits in visual and performing arts;
6. Ten credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
7. Two and one-half credits in financial, economic, business, and entrepreneurial literacy;
8. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
9. Five credits in 21st century life and careers, or career-technical education; and
10. Electives as determined by the high school program sufficient to total the appropriate number of credits required for graduation.

All graduating students must also meet the NJ High School Testing Requirements set forth by the NJ Department of Education. Electives as determined by the high school program sufficient to total the appropriate number of credits required for graduation.

Class of 2016 (and thereafter) Credits required to graduate: 135

Minimum Credits Per Marking Period: Grade 9 (35) Grade 10 (35) Grade 11 (35) Grade 12 (30)

Graduation Ceremony

No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony when personal conduct warrants. Such exclusion shall be regarded as a school suspension, and shall be subject to the same procedures and guarantees of due process as suspension.

GRADING SYSTEM

In all undertakings, standards must be used to measure achievement and performance. The grading system serves that purpose. In each of the quarterly marking periods, students will be graded on the following scale:

A	(93-100)
A-	(90-92)
B+	(87-89)
B	(83-86)
B-	(80-82)
C+	(77-79)
C	(73-76)
C-	(70-72)
D+	(67-69)
D	(63-66)
D-	(60-62)
F	(50-59)
X	(0-49)

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

HONOR ROLL

Indian Hills honors its outstanding scholars by publishing an Honor Roll at the end of each eight-week marking period.

Superintendent's List

1. Grades in all subjects excluding Physical Education: All "A's".
2. Grades in Physical Education: none lower than "B".

High Honor Roll

1. Grades in all subjects excluding Physical Education: "A's" and one (1) "B" permitted.
2. Grades in Physical Education: None lower than "C".

Regular Honor Roll

1. Grades in all subjects excluding Physical Education: None lower than a "B" with one "C" accepted.
2. Grades in Physical Education: None lower than "C".

HOMEWORK

Whether you are given an actual assignment or not, you should spend approximately 30 minutes on homework for every class every night. There will be nights when an assignment will take more than 30 minutes, and others when 15 minutes will be sufficient. From time to time teachers may not give an actual assignment so that you may review or do any long-term assignments such as research reports or book reports.

When you are sick and absent or tardy from your classes, it is your responsibility to make up missed work. Contact a reliable classmate and/or check Schoology for additional class information.

FAMILY LIFE CURRICULUM REVIEW

The Ramapo Indian Hills High School District conducts a Family Life Education Program in compliance with the New Jersey Administrative Code on Family Life Education. It will be taught as part of the Health program offered to students in grades nine, eleven and twelve.

The Family Life Curriculum is in alignment with the New Jersey Student Learning Standards in Comprehensive Health and Physical Education. Parents and guardians who wish to preview the curriculum and instructional materials can do so by contacting the District Supervisor of Health and Physical Education at 201-337-0100, Ext. 3357 or 201-891-1500, Ext. 2257.

Parents and guardians who wish to have their student excluded from those curriculum elements that the parents consider objectionable should also contact the District Supervisor.

SCHEDULE/REQUEST CHANGES

Any changes or new selection of courses will not be guaranteed and will be contingent on the number of available sections and the space allowed in each section. Prior to the end of the 2021-2022 school year, preliminary schedules will be sent home that will include the levels of courses. After the preliminary schedules are sent to students, changes to schedules will be accepted for clerical errors, graduation requirements, summer school attendance, and course availability with electives. The master schedule will be finalized on August 12, 2023 and final student schedules, including courses, teachers, and room numbers, will be mailed home in late August. Students may make schedule changes of an educationally sound nature, including dropping and/or adding courses, after the second day of classes until:

- September 22, 2023 for all elective courses.
- September 29, 2023 for course level changes.

From the dates listed above until October 13, 2023, a student may drop a course, but NOT ADD a course, and the dropped course will not appear on the transcript.

Effective October 16, 2023, all courses in which a student is enrolled must be completed regardless of grade or progress in the course.

The add/drop period for Semester 2 English courses will take place during the first week (5 school days) of the third marking period, and is contingent on class size and availability. The English Supervisor will grant final approval for add / drop for the Semester 2 English courses during this time period. Please note that all seniors must successfully complete 5 credits of English to be eligible for graduation, and students who make changes to their schedule for Semester 2 must inform colleges and universities of those changes as part of the application / admissions process.

STUDENT RECORDS

The Board of Education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of student records. Student records shall include all those mandated by the New Jersey Administrative Code and state or federal statutes, as well as those authorized by the Board of Education to promote the educational welfare of the student. Parents/guardians and adult students shall have access to those records as outlined in board Policy #8330.

Parents/guardians and adult students will be notified annually in writing of their rights in regard to student records. Should the parental right of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the District that the right to review student records should be denied to the person whose rights have been terminated.

Authorized persons and organizations may be provided access to these records at a convenient place and time within the limits stipulated by law, i.e., within ten (10) days of the request, but prior to any review or hearing conducted in accordance with state Board of Education regulations. Parents/guardian or adult students have the right to seek to include in the

records any material they think pertinent, or to seek exclusion from the records any material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record.

All school records are maintained in a secure and confidential manner. Certified school personnel will annually review student records to determine their educational relevance. Any deleted information shall be destroyed. Data may not be removed from the record of a disabled student without prior parental notice.

The District shall compile, publicize and make available a "student information directory" which shall be available to educational, occupational and military recruiters as required by law. Parents/guardians or adult students will be notified in writing of their rights in regard to student participation in educational, occupational and military recruitment programs. There is a ten-day (10 day) period in which to submit a written statement to the Superintendent prohibiting the District from including information about the student before allowing access to the directory.

Student records of newly enrolled students shall be requested from the district of previous attendance as soon as possible after enrollment. For students transferring out of the district, mandated student records will be forwarded as soon as possible upon receipt of the request from the Superintendent of the new school district. Disciplinary records shall follow within two weeks to a public school or upon written request by a private school. Mandated student records shall be preserved in perpetuity by the New Jersey school district of last enrollment. These records include name, date of birth, sex, address, phone number, grades, attendance records, classes attended, grade level completed, year completed, name of parent(s) and citizenship status.

STUDENT GRIEVANCE POLICY

Students may recommend changes in school policy and curriculum following the regulations set forth in Policy and Regulation #5710. For more information, please visit the District's Policy Manual on the website.

QUARTERLY ASSESSMENTS

All students will be required to take quarterly assessments in their courses. Quarterly assessments are scheduled for the end of each marking period according to the schedule defined in this handbook. The administration of the quarterly assessments is scheduled for the class period during the regular school day. Each quarterly assessment will count toward 20% of the marking period grade for each respective class. The final grade for the course will be an average of all of the 4 marking period grades. Students who are unable to complete the quarterly assessments during the scheduled time will need to arrange for a makeup with their classroom teacher. If a makeup is not completed, a grade of zero will be recorded as an assessment grade and used to calculate the final grade for that marking period.

Students should not make any plans or commitments that would conflict with their availability to take the assessments as scheduled. Under extraordinary circumstances, and for compelling reasons, we will consider requests for alternative arrangements to be taken after the regular assessment date. Please make such requests **in writing** to the Principal.

Ramapo Indian Hills Regional High School District

RIH District Assessment Schedule 2023-2024

CALCULATORS

Technology is an integral component of today's math and science lessons, and the role of technology will only increase in the future. **Graphing calculators** can help students make sense of essential mathematical concepts through discovery and the power of visualization. Furthermore, they can analyze data and suggest mathematical models that "fit" the data. Students should be thoroughly comfortable with graphing calculators, since they are permitted to use them on standardized tests, including SAT, ACT, SLE and AP Exams.

Therefore, the mathematics and science departments recommend that each student bring his/her own graphing calculator to class every day. The calculator of choice is currently the *TI-84 Plus from Texas Instruments*. This calculator will be used and required in a majority of math classes. These are versatile machines, easy to use and will serve the student well through four years of high school and in college math and science courses as well.

SCHOOL SERVICES STUDENT PERSONNEL

The Indian Hills High School Counseling program plays a vital role in supporting the academic, social/emotional and post high school planning components of student success. In following a scope and sequence of activities, the Guidance Department ensures each student participates in their own development, both as an individual and as a member of the larger high school community.

Academic Planning: Counselors assist students in developing a course of study appropriate to student's level, interest, and possible career path.

Post High School Planning: Counselors assist students in gaining knowledge about their own interests and skills by making use of assessments (skills and knowledge inventories, personality type/learning style assessors, etc.), use of the technology-based program Naviance, and individual counseling to develop an ongoing plan for life beyond high school.

Social/Emotional Support: Counselors can help students with a wide range of issues including but not limited to decision-making skills, transitions, time management skills, and learning how to manage peer relationships.

Counselors meet with students on both an individual basis and in-group settings throughout the student's high school career. Students may make an appointment with their counselor by completing an appointment request slip in the Guidance Office. Their counselor will schedule them for an appointment and send a student pass during their homeroom. Counselors are available to students throughout the day and practice an "open door" policy whenever possible. Emergency situations will be handled on an individual basis.

SPECIAL EDUCATION

The Department of Special Education at Indian Hills High School is under the direction of the District Director of Special Education. There is also a building-based department supervisor. The Child Study Team consists of School Psychologists, Learning Disabilities Teacher Consultants and Social Workers. Students are provided with related services therapies through certified contractors. The teaching staff includes certified instructors of students with disabilities who are also certified in the secondary subject area, supplemental instructors who are certified by secondary subject areas, and paraprofessionals. Guidance counselors, school nurses, student assistance counselor, administrators and other professionals assist the Child Study Team as needed.

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

The Administration, Intervention and Referral committee, 504 committee, student's guidance counselor, teacher or parent, may refer a student to the Child Study Team. New Jersey School Law requires parental approval before any formal evaluation can be conducted by the Child Study Team.

INTERVENTION AND REFERRAL SERVICE

Indian Hills High School has an Intervention and Referral Service Committee to which teachers can refer students who are having academic or social difficulties. The committee will support and guide classroom teachers and coordinate, plan and provide intervention and referral services both through the school and available community-based agencies. They will also actively involve parents and guardians in developing and implementing a plan to assist students.

LIBRARY MEDIA CENTER

The Indian Hills High School Library Media Center offers every student the most relevant resources for academic research, plus fiction books for class assignments or pleasure reading. The collection includes more than 14,000 print volumes, daily newspapers, and 75 databases that are accessible in school and from remote locations. These databases include periodicals, academic journals, literary, scientific, and historical materials as well as materials for general reference.

ADMISSION TO THE MEDIA CENTER

The Media Center is open during all school hours. Students may come during their lunch period (although there is no eating in the Media Center), and also from any class or Study Hall as long as they have a pass from their teacher. The Media Center is also open after school until 4:00 Tuesday -- Thursday. Occasionally times will vary, and the day's closing time is always posted on the Media Center door every morning.

BOOK LOANS

Students use their Indian Hills student I.D. cards to borrow books. Books are borrowed for three weeks and can be renewed when necessary. Ebooks and audiobooks are also available, plus we can work with students to borrow books from their local public library.

Media Center Hours

Monday:	7:30am - 2:39 pm
Tuesday - Thursday:	7:30am - 4:00 pm
Friday:	7:30am - 2:39 pm

HEALTH SERVICES

Our health services facility is centered in the nurse's office. Two full-time Certified School Nurse and a well-equipped office and restroom assure any student ample care if he/she should become ill during the school hours. Students must have a signed pass from their teacher before reporting to the nurse. The school nurse is on duty throughout the school day for consultation with students, parents, and staff.

The goal of the Ramapo High School Health Services program is the maintenance of a sound mind and body for students and staff. In pursuit of this goal, several screening tests, examinations, and current immunizations are required.

The Certified School Nurse is responsible for coordinating and managing health needs of individual students during the school day as well as promoting health and safety for all students and staff. Students must have a signed pass from their teacher before reporting to the nurse.

We all want our students to have good attendance. However, there are some occasions when students need to stay home.

1. Any student with a fever (a temperature of 100 degrees or above) will be sent home and he/she must remain home a full 24 hours fever free (without fever-reducing medicine) before returning to school. It is at the discretion of the certified school nurse to send a student home if they are not well, regardless of the student's temperature.
2. If a student vomits or has diarrhea during the night or in the morning, please do not send him/her to school. If a student vomits in school, we will call a parent/guardian to pick him/her up. The student must remain home for a full 24 hours after being sent home by the certified school nurse.
3. If a student has been diagnosed with Strep throat, New Jersey State Law requires he/she must be on medication for 24 hours before returning to school.
4. If a student becomes sick or symptomatic during the school day, a parent/guardian will be notified to pick up their child. Parents/guardians must commit to pick up their child within one hour of notification from the certified school nurse, or the student's emergency contact will be notified for pick up.

PHYSICAL EXAMS

Physical examinations are required for all incoming 9th grade students and transfer students. Yearly physicals are required for all athletes prior to the start of the season. Vision, hearing, and scoliosis screenings are performed. Pupils must report to the health office at the appointed time for administration of screening tests.

IMMUNIZATIONS

Immunization information and records are required to be up to date in accordance with the N.J. State Health Department Ruling. A form will be sent home to a parent indicating any mandatory immunization(s). A physician must sign this form even if it concerns a past immunization. It should be mailed back to the school nurse's office immediately. Students may be barred from attending school if not in compliance with this ruling.

UNABLE TO PARTICIPATE IN PHYSICAL EDUCATION

Students unable to participate in Physical Education classes for three weeks or more require a physician's note to the Main Office and are responsible for completing the required make-up written assignment(s). For students, unable to participate in gym for up to three days, a parent/guardian note to the Phys. Ed. teacher will suffice. **Students in interscholastic sports, co-curricular activities, or clubs that are physical in nature, or have physical demands, may not participate in their sport while on a gym excuse. In order to return to physical education and sports, a clearance note from the treating physician must be given to the nurse stating that the student may return to normal activities with no restrictions.**

Students who are on crutches must have a physician's order to use them in school.

ACCIDENT REPORTS

Since the accident report is the basis for all insurance claims, all injuries in the classroom, gym, and interscholastic sports, must be reported promptly to the school nurse who will file a report and certify all student claim forms. Insurance coverage, as for athletes, is on an "excess" basis only. Parents must apply to their own insurance carrier first. The school may assist the parent in reporting the injury and obtaining claim forms, but the responsibility for adjustment of any insurance claim lies with the parent.

MEDICATIONS

All medications, either prescription or non-prescription, to be taken on school premises, shall be dispensed by the school nurse. A medication form filled out completely by the doctor with signature and stamp along with parent signature is required for ALL medications, including over-the-counter medications. All medications must be in its original container.

Under no circumstances may a student leave the building unless excused by the office or the nurse, and only after parental permission has been secured.

SCOLIOSIS SCREENING

18A: 4.0-4.3 An act concerning the examination of students for the condition known as scoliosis:

1. Every Board of Education shall provide for the biennial examination of every student between the ages of 10 and 18 for the condition known as scoliosis in accordance with standards jointly established and promulgated by the Departments of Health and Education. Such examination shall be carried out by a school physician, school nurse, physical education instructor or other school personnel properly trained in the screening process for scoliosis. Every Board of Education shall further provide for the notification of the parents or guardian of any student suspected of having scoliosis. Such notification shall include an explanation of scoliosis, the significance of treating it at an early stage, and the public services available, after diagnosis for such treatment. *18A: 4.0-4.3. Scoliosis; test every other year—grades 9 and 11; notice to parents or guardians.*
2. Any student shall be exempt from the examination upon written request by his/her parent or guardian. *18A: 4.0-4.4 Exemption.*
3. No action of any kind in any court of competent jurisdiction shall lie against any physician, school nurse, physical education instructor, or other school personnel by virtue of the provisions of this act. *18A: 4.0-4.5 Immunity from action of any kind due to provisions of act. L. 1978, c.97 § 3, eff. Aug. 14, 1978.*

ATHLETIC ELIGIBILITY

A student who wishes to participate in athletic competition should be in good physical condition with freedom from injury and/or full recovery from illness. When a student is exempt by a physician's note from participation in Physical Education class due to medical reasons they are also prohibited from playing any athletics during that time. They may only return to both activities (Physical Education and Athletics) with a clearance note by the physician.

Each participant must complete and submit a two-part form provided by the district and available for downloading at the www.rih.org website. Part A (Health History Questionnaire) is completed by the parent and must be submitted no more than 60 days before practice begins for each sport. Part B (Physical Evaluation Form) must be completed by the student's personal physician and is valid for a total of 365 days. Both forms will be reviewed by the school medical examiner before participation.

Coaches for individual sports will provide a permission form for participation as well as an emergency card. Both forms must be completed by the parent and returned to the coach.

Approval for athletic participation is based on a student's academic achievement and good school citizenship.

In order for a student to participate in athletic activities, the student must be in school by 11:00 a.m. on the day of the activity. The student must be in school for half of the school day.

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

Second Semester: To be eligible for athletic competition during the second semester of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½% (15) of the 120 credits required by the State of New Jersey for graduation at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

NATIONAL HONOR SOCIETY

"For many students, selection as a member of the National Honor Society is the pinnacle of their achievements in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member."*

In the Ramapo Indian Hills Regional High School District, selection to the National Honor Society (NHS) is made by a five-member Faculty Selection Council in the fourth quarter of the junior year and the first/second quarter of the senior year. By NHS rules, only students who have been enrolled in the District for the equivalent of one semester are eligible for membership.

"The Faculty Council of the chapter selects students who demonstrate *outstanding performance* in all four criteria of NHS—scholarship, leadership, service, and character."* All juniors with a 3.6 cumulative average at the end of the fifth semester and all seniors with a 3.6 cumulative average at the end of the sixth semester are eligible. All eligible students will be invited to submit an application portfolio of information to be used by the Faculty Selection Committee to support the student's candidacy for membership. To be offered membership in NHS, an eligible student (with the required GPA) must "...demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character."

Those four criteria are defined as follows:

Criterion 1 – Scholarship for Current Juniors and Seniors; Class of 2019 and 2020: 1) eligibility is based on a 3.6 cumulative grade point average, however, academic rigor will be strongly considered in the application process. The cumulative average includes grades through fifth semester for juniors and sixth semester for seniors; 2) once selected, each member must maintain the required cumulative average; 3) all students with a 3.6 GPA and higher are eligible to apply, however, academic rigor will be strongly considered in the application process.

Scholarship for the Class of 2021: 1) eligibility is based on a 3.6 cumulative grade point average, however, academic rigor will be strongly considered in the application process. The cumulative average includes grades through fifth semester for juniors and sixth semester for seniors; 2) eligibility is also based upon the applicant being enrolled in at least three Honors level classes or above at the time of their application; 3) once selected, each member must maintain the required cumulative average and maintain a B or better in all honors or above level courses during their junior and/or senior years.

Criterion 2 – Leadership: candidate 1) demonstrates and exemplifies leadership in the classroom, in extra-curricular activities, and/or on the athletic field, at work, or in community activities; 2) is thoroughly reliable and dependable in any responsibility he/she accepts; 3) successfully holds school offices or positions of responsibility, influencing others for the good of the school community; 4) demonstrates leadership outside elected positions through participation in other activities offered on campus, such as athletic team captains, section leaders in band and chorus, committee chairs or directors in student groups, etc.; 5) exemplifies positive attitudes and inspires positive behavior in others; 6) exercises positive influence on peers in upholding school rules, ideals, and spirit; 7) contributes ideas that improve the civic life of the school; 8) demonstrates initiative in promoting and supporting school activities.

Eligible students must verify leadership roles with letters of documentation from adults in charge of each activity, organization or group.

Criterion 3 – Character: The National Honor Society is a member of the Character Counts! Coalition and supports the criteria of the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring and citizenship. The student of character: 1) promptly meets pledges and responsibilities to teachers, to school, and to others; 2) demonstrates the highest standards of honesty, reliability, morals, and ethics; 3) constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability, and proper behavior both in and out of school); 4) cooperates by complying with school rules and regulations; 5) has no record of infractions of school rules and regulations; 6) upholds principles of morality and ethics; 7) takes criticism willingly and accepts recommendations graciously; 8) regularly shows courtesy, concern, and respect for others; 9) manifests truthfulness in acknowledging obedience to rules, avoiding unwillingness to profit by the mistakes of others; 10) actively helps to rid the school of bad influences or environment.

Criterion 4 – Service: “Service is...considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation.”* The student who serves others: 1) volunteers dependable and well organized assistance to others on his/her own time; 2) works well with others and is willing to take on difficult or inconspicuous responsibilities; 3) willingly does committee and staff work and shows initiative; 4) is sacrificing of time for others; 5) is willing to represent the class or the school in inter-class and inter-scholastic competition; 6) mentors persons in the civic, social, or humanitarian community; 7) shows courtesy by assisting visitors, teachers, and students; 8) participates in the work or activity of civic, social service, faith-based, or humanitarian group (scouting, mentoring, volunteer services for the poor, elderly, or disadvantaged); 9) shows evidence of recent, significant volunteerism, in areas including, but not limited to, extracurricular activities in the school environment, as well as service to humanitarian causes, civic service, community service, or faith based service.

The Faculty Council believes that eligible students should endeavor to provide evidence of 50 or more hours of service in a variety of areas for the three years of enrollment in the District.

Eligible students must verify service hours in activities outside of school with letters of documentation from adults in charge of each activity, organization, or group. Letters must identify the number of hours (per week or per event, or per year), the years of service, and the type of service rendered. Letters must be on official stationery and must be signed by the adult in charge.

NOTE: Activities (such as babysitting, after-school jobs, summer jobs, camp counseling) *for which a student receives compensation* cannot be considered in the Service category. Activities such as babysitting for relatives, performing household chores, helping neighbors, also cannot be considered in the Service category. Activities such as playing on a summer or town recreation sports team, while part of a student’s record of participation in out of school activities, cannot be considered in the Service category.

NOTE: A student’s service record must reflect significant involvement each year, and especially in the year(s) of selection eligibility. Service must include significant humanitarian and/or civic service activities. Activities identified under the Service Category should include and reflect a balance of contributions to school extra curricular activities, to civic, humanitarian and community service.

Selection to NHS also involves a survey of all teachers who have had contact with candidates in any of the four years of enrollment in the District.

Students who are not selected for membership have the right to appeal the decision of the Faculty Council within ten (10) days of official notification of nonselection. Appeals must be based on a perception of error by the Faculty Council in following the appropriate guidelines in the NHS Handbook. Appeals should not be based on mere disagreement with the

Faculty Council's judgment. Appeals, therefore, are primarily a request for the Faculty Council to re-examine its adherence to the appropriate procedures.

Students who wish to appeal must first speak to the NHS advisors, and then write an appeals letter. This letter is brought to the principal and then the Selections Committee. Students or parents who wish to appeal the decision of the Faculty Council (as per the above guidelines) must follow the complaint procedures established by the RIH Board of Education.

Students who are not selected after the fifth semester junior year will be eligible to submit their portfolio for reconsideration in the fall of their senior year, provided they have maintained the required GPA.

Members of NHS provide free tutoring to any student. For more detailed information about the NHS, see the advisor or the guidance counselor. *National Honor Society Handbook 16th Edition 2005.

WORLD LANGUAGE NATIONAL HONOR SOCIETY

The purpose of the World Language National Honor Society is to recognize high achievement in the study of a foreign language. It is for those who have shown and proven a deep interest while studying a foreign language. Indian Hills High School is proud to offer four National Honor Societies for our students:

- Chinese Honor Society: 中文荣誉学会, Indian Hills Chapter
- French Honor Society: Société Honoraire de Français, Charter #3542
- Italian Honor Society: Società Onoraria Italica, Dante Alghieri
- Spanish Honor Society: Sociedad Honoraria Hispánica, Capítulo Antonio Maceo

The induction ceremony is held in the fall of the senior year. Qualifications for membership induction are as follows:

HONORS TRACK

In order to qualify for induction,

- the student must be a senior.
- the senior must have completed three consecutive years of the same language at the high school level.
- the senior must have earned a final grade of B+ or better in all Honors level language courses (A- in all CPE courses).
- *although it is preferred, it is not necessary for the senior to be enrolled in a 4th year of the language, provided that s/he has successfully taken at least 1 honors course; receiving a B+ or better in all H courses, and an A- or better in all CPE courses.*

CPE TRACK

In order to qualify for induction,

- the student must be a senior.
- the senior must have completed 3 consecutive years of the same language at the high school level.
- the senior must have earned a final grade of A- or better in all CPE level courses
- the senior must be enrolled in a 4th year of the language.

All students who become members of the WLNHS must maintain their membership status by:

- maintaining an average of A- or better in all CPE language courses and/or B+ or better in all Honors/AP language courses.
- participating in the WLNHS tutoring program: a peer-tutoring schedule will be organized whereby the students are expected to offer academic assistance to fellow students enrolled in lower level language courses.
- participating in WLNHS service projects (to be determined yearly by the advisor. Examples: Rotary club, Holiday Festival, Bingo, etc.)
- Attending monthly WLNHS meetings

A member may be *removed* from any of the WLNHS Chapters at the discretion of the Chapter Sponsor, the WLNHS Advisor, and/or Administration, for failure to maintain grades as described above, failure to maintain membership status, misconduct, insubordination, or any other infraction deemed serious by the Administration.

STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the Chart of Student Discipline in [REGULATION 5600 STUDENT DISCIPLINE/CODE OF CONDUCT](#).

School privileges can be revoked at any time for poor academic performance, disciplinary infractions, or attendance violations. A student involved in a co-curricular activity who is assigned to an Administrative Detention/Saturday Detention may not participate in any aspect of the activity on that day until their detention has been served. A student who is assigned to in-school suspension for the day may participate in activity on that day at the conclusion of the in-school suspension. An in-school suspension is from 7:30am to 2:39pm. A student who is assigned an out-of-school suspension may NOT participate in activities or be on school grounds or a school sponsored event until the conclusion of the suspension.

Special Notification

"Depending on the severity and nature of the offense, school officials may have to report offenses to the appropriate local or state law enforcement agencies as per the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials."