



RAMAPO HIGH SCHOOL

331 George Street

Franklin Lakes, NJ 07417

(201) 891-1500

Fax (201) 891-9288

www.rih.org

ACKNOWLEDGEMENT OF STUDENT/PARENT HANDBOOK

This handbook is a reference guide for students and parents at Ramapo 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 ALMA MATER

The Green and White

All hail our Alma Mater.
All praise the Green and White.
Bring fame, oh fearless Raiders,
As we face the future bright.
The Green and White we'll cherish
Through years that come and go.
Let all our hearts be filled with pride
For dear old Ramapo.

Words by Gabriel R. Nakash
Music by Paul Yoder

BOARD OF EDUCATION

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Mark Fasciana, Director of Human Resources

RAMAPO HIGH SCHOOL ADMINISTRATION

Travis H. Smith, Principal
Claudia Dargento, Assistant Principal
Luke Miller, Assistant Principal
Glenn Stokes, Athletics & Student Activities

DISTRICT SUPERVISORS

Nancy Blomquist - English / Media Center
Marla Burns - Special Education - Instruction
Rich Burton - Nurses / Physical Education
Susan Confrancisco - Special Education Programming
Karen Davidson - Art / FCS / Applied Tech / Business / Music
Joseph Del Buono - Social Studies
Mike Kaplan - Mathematics
Angela Manzi - Science
Erika McGavin - Curriculum, Instruction & Articulation - Humanities
Kate Robinson - Guidance
Michele Thomas - World Language / ELL
Amanda Zielenkiewicz - Curriculum, Instruction & Articulation - STEM

HEAD TEACHERS

John Fazio - Applied Technology (District)
Lisa Higbie - Art (District)
Danielle Migliacci - Business (District)
Heather Manzo - English (R)
Keri Myones - English (IH)
Melissa Liebau-Family & Consumer Science(District)
Michael Walty - Guidance (R)
Karen Klingner - Guidance (IH)
Rich Ohren -Health/Physical Education (IH)
Leslie Stephen - Health/Physical Education (R)
Kimberly Deamer - Mathematics (R)

Lauren Damstrom - Mathematics (IH)
Emily Reitter, Music (District)
Pete Kanefke - Science (R)
Courtney McDonough- Science (IH)
Elizabeth Johnson - Social Studies (IH)
Daniel Vander Molen - Social Studies (R)
Tanu Desai - Special Services (R)
Rikki Kagan -Special Services (IH)
Leonardo Castano - World Language - (R)
Cherie McLaughlin - World Language - (IH)

Dear Ramapo,

Greetings to everyone, and welcome to Ramapo High School! I hope you had a happy and healthy summer break and are excited to come back and start the new school year. As we enter this year, there are plenty of changes being made. This year is a year of firsts: our first year with block scheduling and our first year with open campus, so we should expect some growing pains. I believe that our community is fit for the task of adjusting and thriving to these changes.

To our newest Raiders, incoming freshman and transfer students, thank you for choosing Ramapo to be your high school. I'm honored to welcome you to a community filled with inclusivity, growth, and opportunity. This upcoming year will be a big transition, but by taking one step at a time, you will find your place, your purpose and your people. We are all blessed to have a supporting faculty behind us, who only want the best for us and are here to guide you through this new chapter of your life. I ask you to embrace this journey, through the highs and lows, and I guarantee that Ramapo will help you succeed.

Sophomores and juniors, welcome back! I hope you continue to shine, the sacrifices you make now will be paid off in due time. Continue with the dedication and hard work you have put in, success will come. High school can be stressful, don't forget to breathe, relax, and remember that grades don't define who you are, your heart does. Make time for friends and family and do the things that make you happy. Remember that in any hardship, there are people here who care for you. The Ramapo Community is behind you, and we all want every Raider to succeed in their own unique way.

Seniors, this is the grand finale! Our last year together, let us use the valued lessons to help guide the underclassmen through their journeys. They say time flies when you are having fun, and these past three years have definitely flown by. We have all grown so much since freshman year and have experienced memories that will last a lifetime. I challenge you to make this last year just as memorable as the rest. This year is deemed to be the best, and I am excited to see all that we can do!

With our great Raider pride, let's make the 2025-2026 school year one to remember! I am excited to experience this journey with each and every one of you, and I can't wait to see what the future holds for the Ramapo Community! Here's to a year of great memories, school spirit, and success!

Best Regards,
Peter Amerio
Student Government President

ATTENDANCE

[Board of Education Policy 5200](#)

REPORTING A STUDENTS ABSENCE

If your child is going to be absent, please call 201-891-1500, PRESS 1 and report the absence on the Attendance recording. You may also send an email notification of the absence to Rammainoffice@rih.org or through the **GENESIS ATTENDANCE TAB**. Please include the date(s) and the student's full name (please spell last name) and grade. When a student is reported absent from the second block of the day 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.

For absences of **3 or more consecutive days**, a written or email note from the parent or adult student stating the reason for the absence(s) is required within 5 days.

Students are considered present if they participate in at least half a day of instruction, whether in person or off-site/virtually (if this is a component of their academic plan).

- All Current State-Excused Absences remain in effect.
- Locally Excused Absences: These absences will count in the student's total but will not count toward absence thresholds requiring school intervention. Examples include court attendance, suspension, family illness/death, job or college interviews, field trips, and driver's license exams.
- Absences not listed as state-approved or locally-approved excused absences will count toward absence thresholds requiring intervention.

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 trancies 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 their first BLOCK of the day** with the student's name, grade level, date, time, 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 will be confirmed by phone with a parent before the student is released from school.** 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, shall**

be counted as an “absence from class” for each period missed, except for those permitted under regulation 5200.

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.

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 **20** 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 Home Instruction Form located in the School Counselor Office with the original signature of the physician. Should you believe that your child is in need of home instruction, please contact the student’s School counselor. In addition, home instruction is offered for core courses only (English, Math, Science, Social Studies and World Language) and cannot be offered in elective subjects. Students returning from home instruction must first report to the school nurse upon re-entering school with a physician’s note designating the return-to-school date.

CLASS ATTENDANCE AND LOSS OF CREDIT

A student must adhere to Attendance Policy 5200 [Board of Education Policy 5200](#)

- Course credit will be denied after **16 absences for a full-year course or 8 for a semester course**.
- School Interventions must take place if a student accumulates unexcused absences:
- **Up to 4** unexcused absences: Parents will be notified, and a plan for improvement will be discussed.
- **Up to 12** unexcused absences: A formal action plan will be developed.
- **After 16** unexcused absences: Course credit will be denied.

**Note that for semester courses, these numbers are halved to 2, 6 and 8 for interventions*

ATTENDANCE APPEAL PROCEDURE

An appeal process is available for parents or adult students who wish to challenge the denial of credit due to excessive unexcused absences.

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.

The attendance appeal procedure is set forth in [Board of Education Policy 5200](#)

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 4 HOURS on the day of the activity. 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 not participate in activity on that day except for mitigating circumstances with prior approval of an administrator; e.g., the assigned day is delayed for logistical reasons An in-school suspension is from 8:20am - 3:10pm. A student who is assigned an out-of-school suspension may NOT participate in activities or be on school grounds or school sponsored events until the conclusion of the suspension.

TARDINESS

TARDINESS TO SCHOOL

Students are late to school if they arrive after their first scheduled block. If they are scheduled for Block 1, they report directly to class upon arrival; however, if their first scheduled block is later, they must report to the main office. 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.

WHEN A TARDY AFFECTS ATTENDANCE

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

CLASS BLOCK	CLASS TIME	LATE AFTER TIME NOTED EQUALS ABSENCE
BLOCK 1	8:20 AM - 9:16 AM	8:35 AM
BLOCK 2	9:20 AM - 10:18 AM	9:35 AM
BLOCK 3	10:22 AM - 11:18 AM	10:37 AM
LAB 1	11:18 AM - 11:38 AM	
UNIT LUNCH	11:18 AM - 12:14 PM	
LAB 2	11:54 AM - 12:14 PM	
BLOCK 4	12:14 PM - 1:10 PM	12:29 PM
BLOCK 5	1:14 PM - 2:10 PM	1:29 PM
BLOCK 6	2:14 PM - 3:10 PM	2:29 PM

SCHOOL INFORMATION

CLOSED CAMPUS REGULATION

Ramapo 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

You must have a valid NJ Driver's License to park on school grounds. 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 rear 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

CLASS BLOCK	CLASS TIME	LATE AFTER TIME NOTED EQUALS ABSENCE
BLOCK 1	8:20 AM - 9:16 AM	8:35 AM
BLOCK 2	9:20 AM - 10:18 AM	9:35 AM
BLOCK 3	10:22 AM - 11:18 AM	10:37 AM
LAB 1	11:18 AM - 11:38 AM	
UNIT LUNCH	11:18 AM - 12:14 PM	
LAB 2	11:54 AM - 12:14 PM	
BLOCK 4	12:14 PM - 1:10 PM	12:29 PM
BLOCK 5	1:14 PM - 2:10 PM	1:29 PM
BLOCK 6	2:14 PM - 3:10 PM	2:29 PM

MINIMUM DAY BELL SCHEDULE

37 Minute Blocks / No Lunch / No Labs

Blocks	Start Time	End Time	Duration
Block 1	8:20	8:57	37 minutes
Block 2	9:01	9:40	39 minutes (2 min Homeroom)
Block 3	9:44	10:21	37 minutes
Block 4	10:25	11:02	37 minutes
Block 5	11:06	11:43	37 minutes
Block 6	11:47	12:24	37 minutes

DELAYED OPENING BELL SCHEDULE

36 Minute Blocks / 56 Min Lunch / Labs

Blocks	Start Time	End Time	Duration
Block 1	10:20	10:56	36 Min.
Block 2	11:00	11:38	38 Min.
Block 3	11:42	12:18	36 Min.
LAB	12:18	12:38	20 Min.
LUNCH	12:18	1:14	56 Min.
LAB	12:54	1:14	20 Min.
Block 4	1:14	1:50	36 Min.
Block 5	1:54	2:30	36 Min.
Block 6	2:34	3:10	36 Min.

SNOW CLOSING

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

1. A 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 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 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.**

APTS

The Parent, Teacher, Student Organization is an organization that serves the Ramapo High School educational community. Parents are encouraged to join the APTS 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 APTS 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.rjh.org website.

It is the school's procedure that students attending school functions and activities, 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

The morning opening exercises will include the Pledge of Allegiance. Those students who have religious or conscientious objections may be excused from participating, but must not disrupt the exercises.

BUS TRANSPORTATION

Contact Information

Tony Vukicevic
Transportation Supervisor
tvukicevic@rjh.org
201-416-8100, ext 3809

For all student transportation inquiries, please contact:

Grace Stramiello
Administrative Assistant
gstramiello@rjh.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 Board of Education Policy 8600](#)

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. A fire exit plan is posted in every room.

STUDENT ID CARD REGULATIONS

All students are required to carry their photo identification cards (I.D.) 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 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 Ramapo 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 the 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, 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 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 in accordance with N.J.A.C. 6A:8-5.1 et seq. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma and has met the requirements for graduation in accordance with [Board of Education 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.

COMMENCEMENT ACTIVITIES

The Board endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the Superintendent and approved by the Board.

GUIDANCE FOR GRADUATION

Graduation shall not occur prior to completion of the required one hundred eighty days of student instruction and will be in accordance with [Board of Education Policy 5410.1 - Commencement Activities](#). Criteria for exclusion from graduation activities involve consistent behavioral patterns that may include, but are not limited to:

- A. Consistent involvement in serious disciplinary action(s);
- B. Suspension or an egregious or criminal act.

GRADING SYSTEM

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual students is important to the continuing process of learning and grading is in accordance with [Board of Education Policy 2624](#) and [Regulation 2624](#). The following letter grades illustrates the numerical equivalencies:

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)

HONOR ROLL

Ramapo 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".

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 Core Curriculum Content 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 must contact the District Supervisor to arrange a meeting to discuss the matter and possible terms of the adjusted instructional plan.

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-I, SAT-II, PARCC, 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.

Ramapo Indian Hills Regional High School District **DISTRICT ASSESSMENT SCHEDULE** **RIH District Assessment Schedule 2025-2026**

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 of Education Policy 8330](#) STUDENT RECORDS (M)

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 [Board of Education Policy 5710](#).

SCHOOL COUNSELING DEPARTMENT

The Ramapo High School Counseling Department is committed to supporting every student's academic, social-emotional, and post-secondary development throughout their high school experience. Grounded in a comprehensive, developmental scope and sequence, the counseling program fosters student growth by providing timely, relevant, and individualized support at each grade level. Counselors work collaboratively with students, families, faculty, and staff to ensure all students are equipped with the tools necessary to succeed both in high school and beyond.

ACADEMIC PLANNING

School counselors assist students in developing an academic program that aligns with their individual strengths, interests, and long-term goals. Through annual course selection meetings, progress monitoring, and academic advisement, students are guided in selecting a rigorous and balanced program of study that meets graduation requirements and reflects their college and/or career aspirations.

COLLEGE & CAREER READINESS (POST-HIGH SCHOOL PLANNING)

Post-secondary planning is an integral component of the school counseling program. Counselors support students in identifying their skills, values, interests, and goals through a variety of resources, including:

- Career and interest inventories
- Personality and learning style assessments
- Naviance, a web-based college and career planning platform
- Individual and group counseling sessions focused on future planning
- Grade-specific workshops and evening programs for students and families

Counselors help students explore a wide range of post-secondary options, including four-year and two-year colleges, trade and technical schools, military service, and direct-to-work opportunities. Support is also provided for the college application process, standardized testing, resume writing, financial aid and scholarships, and transition planning.

SOCIAL-EMOTIONAL DEVELOPMENT & SUPPORT

Recognizing the importance of emotional well-being in a student's overall success, the school counseling team offers a supportive environment where students can address personal concerns and develop key life skills. Counselors are available to help with:

- Stress and time management
- Peer relationships and social dynamics
- Decision-making and problem-solving
- Managing transitions (e.g., entering high school, graduation, moving)
- Coping with grief, loss, or other personal challenges

STUDENT ACCESS & APPOINTMENTS

The School Counseling Department maintains an "open door" policy and strives to be available to students throughout the school day. While scheduled appointments are encouraged, walk-in visits are welcome when time permits. Appointments can be made by emailing your school counselor or by stopping into the School Counseling Office and filling out an Appointment Request. Any emergency or crisis situation will be addressed immediately and with the highest level of care and confidentiality.

SPECIAL EDUCATION

The Department of Special Education at Ramapo High School is under the direction of the District Director of Pupil Personnel Services. 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 counselors, 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

Ramapo 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 Ramapo 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, 40 magazines and 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

To know when you can use the Media Center, please look for the signs posted on the Media Center door, check Schoology postings, or contact Mrs. Ferro via email or Schoology.

BOOK LOANS

Students use their Ramapo student I.D. cards to borrow books through our Destiny Library Catalog System from the RIH District Library Media Center collection. Books are borrowed for four weeks and can be renewed when necessary.

MEDIA CENTER HOURS

Day 1: 7:30 am - 3:35pm

Day 2: 8:15 am - 3:35pm

Day 3: 7:30 am - 3:35pm

Day 4: 7:30 am - 3:10pm

HEALTH SERVICES

[Board of Education Policy & Regulation 5310](#)

Our Health Services facility is located in the Nurse's Office. Two full-time Certified School Nurses, along with a well-equipped office and restroom, ensure that students receive appropriate care if they become ill during the school day.

Students must have a **signed pass from their teacher** before reporting to the Nurse's Office. The school nurse is available throughout the day for consultation with students, parents, and staff.

The goal of the Ramapo High School Health Services program is to promote and maintain the health, safety, and well-being of all students and staff. This includes health screenings, examinations, and compliance with state immunization requirements.

WHEN STUDENTS SHOULD STAY HOME

We value good attendance; however, students must remain home under the following circumstances:

1. **Fever** – Any student with a temperature of **100°F or higher** will be sent home and must remain home until fever-free for **24 hours without fever-reducing medication**.
2. **Vomiting/Diarrhea** – If a student vomits or has diarrhea during the night or in the morning, they should not attend school. If this occurs in school, a parent/guardian will be called, and the student must remain home for **24 hours** after being sent home.
3. **Strep Throat** – Students diagnosed with strep throat must be on prescribed medication for **24 hours** before returning to school, as required by New Jersey State Law.
4. **Illness During School Hours** – If a student becomes ill or symptomatic during the school day, parents/guardians will be notified to pick them up. Students must be picked up **within one hour** of notification. If unavailable, the student's emergency contact will be called.

HEALTH SCREENINGS

In accordance with New Jersey State law and regulations, Ramapo High School conducts health screenings to support the well-being and academic success of all students. Screenings are conducted by the Certified School Nurse during the school year as follows:

- **Height, Weight, and Blood Pressure:** Annually for all students.
- **Vision Screening:** Biennially for students in grades 9 and 11, and as needed.
- **Hearing Screening:** Annually for students in grade 10, and as needed.
- **Scoliosis Screening:** Biennially for students between ages 10–18, typically in grades 9 and 11, unless a parent/guardian provides a written request for exemption.

PARENTAL NOTIFICATION AND FOLLOW-UP:

- Parents/guardians will be notified if a screening indicates the need for further medical evaluation.
- It is the responsibility of parents/guardians to follow up with their child's healthcare provider and provide documentation to the School Nurse if requested.

Health screenings are **not a substitute** for regular medical care provided by your child's physician.

MEDICAL ELIGIBILITY AND PHYSICAL EXAMINATIONS

- **New Entrant Requirement:** In accordance with *New Jersey State Law (NJAC 6A:16-2.2)*, all incoming 9th graders and transfer students must submit a **full physical examination**, completed within 365 days of the first day of school, signed and stamped by a physician. An **updated immunization record** must also be included.
- **Annual Requirement for Sports/Band Participation:** After the initial physical requirement is met, **annual full physical examinations are not required** unless medically indicated. However, any student participating in athletics/band must submit a **Medical Eligibility Form each year**. *Failure to comply with these requirements may restrict a student's ability to attend school or participate in extracurricular activities, as mandated by the New Jersey State Sanitary Code.*

IMMUNIZATIONS

All students are required to have **up-to-date immunization records** in accordance with New Jersey State Department of Health regulations.

- If a student is missing any mandatory immunizations, a notification form will be sent home to parents/guardians.
- This form must be signed by a physician, even if it verifies a past immunization.
- The completed form must be returned promptly to the School Nurse's Office.

Students may be excluded from attending school if immunization requirements are not met, in compliance with New Jersey State law.

UNABLE TO PARTICIPATE IN PHYSICAL EDUCATION

- **Short-Term Excuse (up to 3 days):** A written note from a parent/guardian provided to the School Nurse is sufficient.
- **Extended Excuse (3 weeks or more):** A physician’s note must be submitted to the School Nurse. Students excused for this length of time are responsible for completing the required make-up written assignments.

RESTRICTIONS ON ACTIVITIES:

- Students excused from Physical Education may not participate in extracurricular sports, clubs, or activities that involve physical activity until cleared.
- To return to gym and extracurricular sports/clubs, students must provide the **School Nurse or Athletic Trainer** with a doctor’s note stating they are cleared for full participation.

USE OF MOBILITY DEVICES:

- Any student who requires the use of crutches/a wheelchair/scooter in school must provide a **physician’s order** for their use.

ACCIDENT REPORTS

Since the accident report is the basis for all insurance claims, **all injuries** occurring in the classroom, gym, or during school-sponsored sports/activities must be reported promptly to the School Nurse and/or Athletic Trainer. The nurse will file the official report and certify all student claim forms.

- Insurance coverage, including coverage for athletes, is provided on an “**excess**” **basis only**.
- Parents/guardians must first apply to their own insurance carrier.
- The school may assist families in reporting injuries and obtaining claim forms, but the **responsibility for adjustment of any insurance claim lies with the parent/guardian**.

MEDICATIONS AND EARLY DISMISSAL

All medications—**prescription or non-prescription**—to be taken during school hours must be dispensed by the School Nurse.

Requirements:

- A **completed medication form** signed and stamped by the prescribing physician and signed by a parent/guardian.
- Medications must be provided in their **original container**.
- The Over-the-Counter (OTC) Medication Form (for medications such as acetaminophen/Tylenol, ibuprofen/Advil, or antacids/Tums) must be completed annually with parental permission. The form is available under the Forms tab in Genesis, and once submitted, OTC medications may be dispensed by the School Nurse.

Students may not carry or self-administer medication unless authorized by law and approved through the nurse’s office.

EARLY DISMISSAL DUE TO ILLNESS:

Students may only be dismissed from school for illness with approval from the **School Nurse and/or Administration**, and only after **parent/guardian permission** has been obtained.

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.

Athletic registration and online forms will be completed in Genesis and the necessary health forms will be submitted to the school nurse. 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 12.5% (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. It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than the 12.5% of the state minimum (15 credits) during the first semester provided they are meeting the school district's graduation requirements and are passing all courses.

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 3.8 cumulative average at the end of the fifth semester and all seniors with a 3.8 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 the NHS, an eligible student (with the required GPA) must “...demonstrate outstanding performance in all four criteria: scholarship, leadership, service, and character.”

Those four criteria are defined as follows:

Criterion 1 – Scholarship: for current juniors and seniors 1) eligibility is based on a 3.8 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. Scholarship, starting with the class of 2026: 1) eligibility is based on a 3.8 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.

Criterion 2 – Leadership: candidate 1) demonstrates and exemplifies leadership in the classroom, in extracurricular 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 extracurricular 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 non-selection. 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. Ramapo High School is proud to offer four National Honor Societies for our students:

- French Honor Society: Société Honoraire de Français
- Italian Honor Society: Società Onoraria Italica
- Spanish Honor Society: Sociedad Honoraria Hispánica

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 candidate must be a senior.
- the candidate must have completed three consecutive years of the same language at the high school level.
- the candidate 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 candidate must be a senior.
- the candidate must have completed 3 consecutive years of the same language at the high school level.
- the candidate must have earned a final grade of A- or better in all CPE level courses
- the candidate 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: Holiday Festival, Interact, 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 8:20am to 3:10pm. 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."