

Ridge High School

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



Student/Family Handbook 2025 – 2026

This handbook has been assembled to provide
students and families
with general information about Ridge High School,
including student policies and procedures.

Updated July 31, 2025

Welcome to Ridge High School

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

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

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

A Message to Students

This handbook is designed to help you and your family understand how Ridge is designed to support your growth. Read it carefully, refer to it regularly, and reach out to us when you have questions. You need to take the lead when it comes to your four years here at Ridge. The information and links in this handbook can help. We are thrilled you are part of our community.

Sincerely,

Dr. Russell Lazovick, Principal

Mr. Michael Fackelman, Assistant Principal, Grade 10

Mr. Scott Graber, Assistant Principal, Grade 9

Ms. Cheryl Howarth, Assistant Principal, Grade 11

Mr. Scott Thompson, Assistant Principal, Grade 12

Ridge High School Mission Statement

The mission of Ridge High School is to prepare each student to be a knowledgeable and reputable member of society who functions with self-esteem, discipline, integrity, and compassion.

Our mission focuses us on two separate but connected aspects of personal growth: academic and personal. RHS focuses on each of these in interconnected and purposeful ways.

- We set high expectations for our students as they pursue their academic goals. We:
 - constantly review and improve our curriculum to ensure it is the foundation for a strong academic program in all areas.
 - provide ongoing professional development to ensure quality instruction in all classes.
 - provide individual assistance for students as they demonstrate need.
 - assist each prospective graduate to plan for their future and be prepared to enter college, programs for advanced training, or the workforce.
- We build, examine and reflect on, and rebuild our school environment to support personal growth. We:
 - create an orderly environment characterized by high expectations of respect for everyone.
 - challenge ourselves in safe ways that allow for self-exploration, reflection and growth.
 - support each individual within the RHS community to develop and demonstrate self-confidence and self-worth, discipline, integrity, and compassion.
 - develop our ability to question and discuss topics important to us in positive, inclusive, productive ways.
- We work to engage all stakeholders in our common mission. We:
 - accept feedback, given respectfully and clearly, so that we may reflect and improve.
 - seek to communicate in the most effective ways, ensuring clarity and inclusion.
 - are committed to engaging parents and members of the community in our work.

Bernards Township School District Mission Statement

The mission of the Bernards Township School District is to provide a superior education, which results in academic excellence, responsible behavior, good citizenship, and fosters social-emotional development so that ultimately each student will be able to:

- Maximize their potential
- Become a contributing member of society, and
- Maintain a commitment to lifelong learning.

Ridge High School Code of Ethics

Be Trustworthy

Practice honesty

Uphold and promote originality in your work

Build a good reputation

Honor all commitments

Be Respectful of Yourself and Others

Take care of yourself and practice a healthy lifestyle

Treat others as you wish to be treated

Celebrate our differences

Use good manners and appropriate language

Be Responsible

Fulfill all individual and group obligations

Accept personal responsibility for learning

Exercise self-control

Accept the consequences of your choices

Be Fair

Ignore and discourage rumors and gossip

Recognize the needs of other people

Respect the property of others and of the school

Avoid blaming

Be Caring

Show compassion and demonstrate kindness

Practice humility and forgiveness

Realize that to be different is not to be inferior

Listen to understand

Be a Good Citizen

Cooperate with all members of the school community

Respect your environment and keep it clean

Promote constructive changes

Seek to understand and follow the rules

How to Use This Handbook

The information in this handbook is organized into categories. Below, there are two tables of contents. The first lists the topic in the order they appear in the handbook, organized by category. The second lists all of the topics alphabetically to help you find what you are looking for. In either, you can click on the heading jump directly to that section.

Ridge Online

We recommend that you refer regularly to our [Information Hub](#). It contains links to timely and important information. Bookmark the page in your browser and make it one of the first and most frequent resources you use during your time at RHS.

We also have landing pages specifically designed for [Students](#) and for [Parents/Guardians](#).

BTSD Policy Manual

While this handbook outlines the procedures that guide operations at Ridge, it also references district policies and regulations that govern all operations across the district. When appropriate to a specific section, individual policies and regulations are referenced and linked. To review any/all policies or regulations, please reference the district's online [policy manual](#).

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• [Please do NOT call the office to report one of these events.](#)

• [You MUST use the 'Notify Office' under Attendance in the Genesis Parent Portal.](#)

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General Information

Contact Information

Phone: Call (908) 204-2585 and then follow the menu or dial the appropriate extension.

Email: Use the first initial and last name of the staff member followed by @bernardsboe.com.

Main Office
Reception, ext. 100

District Affirmative Action Officer/Anti-Bullying Coordinator
Mr. Sean Siet, (908) 204-2600 ext. 104

Principal
Dr. Russell Lazovick, ext. 136

Assistant Principals
Mr. Michael Fackelman, Grade 10, ext. 163
Mr. Scott Graber, Grade 9, ext. 500
Ms. Cheryl Howarth, Grade 11, ext. 102
Mr. Scott Thompson, Grade 12, ext. 640

Health Office/School Nurse
Ms. Patricia Miller, ext. 115
Ms. Anita DeAngelis, ext. 201

School Counseling Department
Office, ext. 106, 107, 108
Mr. Chad Gillikin, Student Assistance Counselor, Grades 9 and 10 ext. 105
Ms. Rebecca Tritt, Student Assistance Counselor, Grades 11 and 12, ext. 145

Athletics
Mr. Michael Mancino, Director, ext. 140
Athletic Hotline, ext. 3

Attendance Office
Ms. Michele Campbell, ext. 200

Media Center
Emily Galow, ext. 123

Registrar
Ms. Lisa Miano, ext. 127

School Resource Officer
Officer JD Moore, ext. 202

2025-2026 BTSD/RHS Calendar

August 28	New Student Orientation
August 28	New Family Orientation
September 1	Labor Day Recess
September 2 and 3	In Service Days – Staff Report
September 4	First Day for Students - Full 8-Period Day
September 10	Senior Post-Secondary Planning Presentation
September 25	Back to School Night - Grades 9 through 12
October 2	Closed – Religious Holiday
October 8	Abbreviated Schedule
October 9	College Fair
October 15	Financial Aid Night (Bernards High School)
October 17	Homecoming
October 20	Closed - Religious Holiday
November 6 and 7	Closed – NJEA Convention
November 11	End of Marking Period 1
November 12	Abbreviated Schedule
November 19	Report Cards Open In Genesis Portal
November 19	Junior Post-Secondary Planning Presentation
November 26	Abbreviated Schedule – Thanksgiving Recess
November 27 and 28	Closed – Thanksgiving Recess
December 23	Abbreviated Schedule - Winter Recess
December 24 – January 2	Closed – Winter Recess
January 19	Closed – Martin Luther King Jr. Day
January 28	Abbreviated Schedule
January 28	Academic Planning Night
January 29	End of Marking Period 2
February 5	Report Cards Open In Genesis Portal
February 16-18	Closed – Mid-Winter Recess
April 6	End of Marking Period 3
April 8	Transitioning to College with an IEP Presentation
April 13-17	Closed – Spring Recess
April 22	Report Cards Open In Genesis Portal
April 23	Junior Prom
April 23	Activities Fair
May 7	National Honor Society Induction
May 25	Closed – Memorial Day
June 5	Senior Meeting (During School)
June 11	Senior Prom
June 16	Senior Awards Night
June 17	Abbreviated Schedule
June 17	Senior Celebration
June 18	Abbreviated Schedule – Last Day for Students
June 18	End of Marking Period 4
June 18	Ridge High School Graduation
June 25	Report Cards Open In Genesis Portal

Emergency School Closings

Families who sign up for the School Messenger on the district website will receive an alert of any school closings via the method of their choice (E-mail or phone call). Information will also be posted on the following website:

- www.bernardsboe.com

Bell Schedules

For all 2025-2026 Bell Schedules, see our Information Hub [here](#).

Arrival and Dismissal

Daily Arrival Procedures

ALL students are expected to be IN class and READY to participate by 8:20 a.m.

Once in the building students should proceed directly to class.

They should NOT congregate in large spaces prior to Block 1.

***** ANY student bringing a note for attendance MUST report to the Attendance Office upon arrival to school, regardless of what is listed below.**

- Prior to 7:45 a.m.
 - Students will be allowed to enter the building beginning at 7:45 a.m. Students will not be allowed to enter the building prior to this time.
- 7:45 a.m. to 8:00 a.m.
 - Students must enter through the main entrance at the front of the building.
 - They will be able to wait in the cafeteria until 8:00 a.m.
 - Students with an Early Morning Pass email from a teacher may show the email to the campus monitor and then report to the appropriate classroom.
- 8:00 a.m. to 8:29 a.m.
 - Students are able to enter the building through one of the following entrances:
 - Main Entrance, Gym Lobby Rear Entrance, PAC Entrance, 700 Entrance
 - Buses drop students at the PAC Entrance.
 - Students being driven to school should be dropped off:
 - at the front of the building and use either the Canopy or Main Entrances
 - at Cedar Hill and may use the Rear Gym Lobby Entrance
 - Students with approved parking spots may park in the upper lot and enter through the 700 Entrance
 - Students must report directly to class. If they are not in their class by 8:20 a.m., they will be marked late to class and late to school by their teacher.
- 8:29 a.m.
 - The Rear Gym Lobby Entrance, and the PAC Lobby Entrance and the 700 Entrance are closed.

- Students must enter through the Main Entrance.
- They must report to the Attendance Office.
- They will check in with an attendance officer in the Attendance Office, be marked tardy to school, and allowed to proceed directly to class.

Late In/Early Out (LIEO)

- Approved students in Grades 11 and 12 who have a study hall are able to arrive late when their study hall is Block 1 and leave early when their study hall is Block 6.
 - If a student is NOT approved for this program, they may NOT miss school on a regular basis even if they have a scheduled study hall.
 - Students will only be released if appropriate documentation is provided.
- Program Information here.
- [Program Contract here.](#)

Senior Honors Incentive Program (SHIP)

- Seniors in good standing may apply for SHIP privileges for MP4.
- Approved applicants are allowed to leave school:
 - When their study hall falls Block 1, 3, 4, and 6
 - During Unit Lunch
- Program Information Here (opens Marking Period 3)
- Program Application Here (opens Marking Period 3)

Buses

Transportation Office – (908) 204-2600

Janet Lubaszka, Coordinator, ext. 119

At The Bus Stop Students Are Expected To:

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

- look left, right and left again, then look to the driver for their direction before continuing to cross the road
- walk briskly across the road
- if you should drop something on the roadway while crossing the street, do not run back for the item. Signal the driver for assistance and follow their direction.

On The Bus:

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

Disciplinary Measures

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

Parent Responsibilities

Parents/guardians should:

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

Communication

Phone: Call (908) 204-2585 and then follow the menu or dial the appropriate extension.

Email: Use the first initial and last name of the staff member followed by @bernardsboe.com.

Building Website: [Ridge High School Information Hub](#)

Fliers and Posters

Physical fliers and posters must be approved by administration prior to posting and may only be posted by approved students/staff in approved areas. All students are welcome to request to post materials. Full information, including a link to the form can be found [here](#).

Digital Fliers may be distributed through the use of the “Friday Folder” with approval from the building principal for RHS distribution only and with permission from the superintendent for district-wide distribution. All flyers wishing to be included in the “Friday Folder” must be sent electronically to the appropriate office prior to 10:00 a.m. on Tuesday for Friday of that week. At RHS, materials must be sent to asobine@bernardsboe.com AND rlazovick@bernardsboe.com. Last minute requests may not be approved.

Genesis Student Information System

Parents may access grades, attendance and discipline records for their child through the use of Genesis. Instructions for student and parent access to this system are distributed via emails from the administration and/or the Friday Folders.

- [Login for Students](#)
- [Login for Parents/Guardians](#)

Message Boards

The outdoor and cafeteria message boards are available to any school organization or activity. Submit requests to the Main Office for approval.

Messages for Students

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

School Messenger (SM)

SM is the mass communication tool the district uses to distribute messages. Please ensure that your contact information in Genesis (above) is current and that you have set your preferences for SM. Most importantly, emergency communications will be sent through SM.

Opportunity/Unit Lunch

RHS Unit Lunch runs from 11:12-12:06. During this time, students may be engaged in one of four activities: eating, congregating, participating in extended lab classes, or participating in staff-led opportunity periods. Students are responsible for cleaning up after themselves. Inappropriate behavior will result in disciplinary action.

Eating

Students are allowed to bring their own food to school. Students may purchase food from one of the following options:

- Cafeteria
- Vending Machines located off the 200 and 600 wings
- Students are also able to preorder food on the RHS/Aramark application. Orders must be placed no later than 8:30 a.m. for that day. Students can select between two pickup locations and when (First Lunch or Second Lunch) they wish to pick up the food. The pickup locations are in the Gym A Lobby and the Atrium.

Whether students bring or buy, eating is allowed only in specific areas of the building. Eating Spaces include:

- Cafeteria
- Gym A (New Gym)
- Gym B (Old Gym)
- Room 624
- Outside - 400 wing and Media Center Courtyard (between 300 and 400 wing)
 - NO FOOD OR DRINK ARE ALLOWED ON LEE FIELD

Students are responsible for cleaning up the area in which they eat by depositing waste in trash cans and bottles and cans in recycling receptacles.

Opportunity Period (OPs)

OPs are an incredible chance for our students to pursue things they are interested in. They are ungraded and by self-selection only and allow for quiet study spaces, groupwork, and fun activities. For the full information, see [here](#).

Student Government – 2025-2026

Student Council Advisors: Danielle Presuto and Michael Tong

Student Officers:

- o President: MJ Chu
- o Vice President: Tejas Chakrapani
- o Secretary: Tadas Villemaidas
- o Treasurer: Avanika Malhotra

Senior Class Advisors: Sydney McGivney/Marie Wurtemberg

Student Officers:

- o President: Harrison Fischer
- o Vice President: Bella Cinelli
- o Secretary: Katie Heinemann
- o Treasurer: Zoey Qin
- o Senators: Sanika Holsalkar, Eunice Kim, Dan Rafanello, Klaudia Kowalewski, Ishir Vajjhala

Junior Class Advisors: Rebecca Tritt/Domonique Coviello

Student Officers:

- o President: Aditi Terli
- o Vice President: Caroline Anderson
- o Secretary: Caroline Kucerka
- o Treasurer: Michael Angelillo
- o Senators: Rohail Abubakar, Hyunwoo Seo, Hasini Anumolu, Aashna Tiwary, Sophia (Willow) Young

Sophomore Class Advisors: Christina Donahue/Ryan Hughes

Student Officers:

- o President: Daphne Georgiades
- o Vice President: Dhruv Jiwani
- o Secretary: Marcus Yao
- o Treasurer: Shlok Jiwani
- o Senators: Michael Li, Sahil Jiwani, Ellie McCarthy, Sean Pietro, Afsheen Arif

Freshman Class Advisors: Marguerite Cahill/Margaret Wu

Student Officers:

- o TBD

[Constitution for RHS Student Government](#)

Environment

Academic Integrity Vision & Guidelines

The mission of Ridge High School is to prepare each student to be a knowledgeable and reputable member of society who functions with self-esteem, discipline, integrity, and compassion.

Academic Integrity Vision Statement

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

Goals of Academic Integrity Vision Statement and Policy

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

Tiered Guidelines/Applies Across All Curriculum Departments

Level 1: Violations that usually occur due to lack of knowledge or inexperience OR only involves a small fraction of the total course work. Examples include: Improper citations, insufficient paraphrasing, unauthorized collaboration.

Procedure:

- Teacher will document the incident using a Conduct Referral via Genesis, detailing the facts of the incident and if they choose to handle the incident internally. The teacher will also send information to the appropriate Assistant Principal.
- Teacher will educate the student on the academic integrity violation.
- Teacher will contact the parent/guardian.
- Teacher will determine whether or not an academic consequence will be imposed.
- Assistant Principal may invoke consequences.
- After processing the Assistant Principal will notify the Supervisor and Counselor
- A single incident will NOT be reported to the National Honor Society selection committee.
 - Violations beyond the first incident WILL be reported to the National Honor Society selection committee.

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

Procedure:

- Teacher will send a Conduct Referral via Genesis to the appropriate Assistant Principal.
- Teacher will contact the parent/guardian.
- Assistant Principal will invoke consequences (Parent contact and detention).
- Teacher will determine whether or not an academic consequence will be imposed.
- Teachers may choose not to write letters of recommendation.
- Incidents will be reported to the National Honor Society selection committee.
- After processing, the Assistant Principal will notify Supervisor, Counselor, and parent/guardian.

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

Procedure:

- Teacher will send a Conduct Referral via Genesis to the appropriate Assistant Principal.
- Teacher will contact the parent/guardian.
- Assistant Principal will invoke consequences (Same as Level 2. Student may be subject to disciplinary measures as determined by school administration).
- Teacher will determine whether or not an academic consequence will be imposed.
- Teachers may choose not to write letters of recommendation.
- Incidents will be reported to the National Honor Society selection committee.
- After processing, the Assistant Principal will notify the Supervisor and Counselor.

Affirmative Action

Mr. Sean Siet, District Affirmative Action Officer, (908) 204-2600 ext. 104

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

available for review in the Board Office (see also: Bias Incidents, Sexual Harassment).

Bias Incidents

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

A student who feels they have been the object of a bias incident should contact their counselor or any employee of the District as soon as possible.

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

Bullying and Hazing

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

Any person who believes that they have been the victim of harassment, bullying or hazing, or any person with knowledge or belief of conduct which may constitute harassment, bullying or hazing, shall report the alleged acts immediately to an appropriate school district official. The building principal is the person responsible for receiving reports of harassment, bullying or hazing at the building level. Any person may report harassment, bullying or hazing directly to the Affirmative Action Officer or the Superintendent.

To review the complete policy and procedures of the Board of Education, please visit [here](#) or the district website at www.bernardsboe.com and scroll down to the HIB link.

The District Anti-Bullying Coordinator is Stephanie Smith. Ms. Smith's contact information is:

Ridge High School
268 S Finley Avenue
Basking Ridge, NJ 07920
(908) 204 – 2585 ext. 108
stephaniesmith@bernardsboe.com

Cell Phone Policy

RHS is Phone-Free from bell to bell. Students must have phones and wireless headphones Off and Away for the entirety of the school day. Students may use their cellphones in class with the teacher's permission and prior approval from the principal and for educational purposes only. Phones or wireless headphones that are seen out will be confiscated and the following steps will be taken:

- First offense
 - device(s) confiscated. Student may claim it after the school day. Phone call to parent. Follow up with Email. (2 points)
- Second offense
 - device(s) confiscated. Detention (Lunch/Afterschool). Parent must come in to claim it after the school day. In-person meeting with parent. Phone must be checked into the main office each morning for two weeks. Follow up with Email. (3 Points)
- Third offense
 - device(s) confiscated. Saturday detention. Parent must come in to claim it after the school day. In-person meeting with parent. Phone must be checked into the main office each morning for four weeks. Follow up with Email. (5 Points)
- Fourth offense
 - device(s) confiscated. One-Day Suspension. Parent must come in to claim it after the school day. In-person meeting with parent. Phone must be checked into the main office each morning for two months. Follow up with Email. (7 Points)

Appropriate and progressive combinations of consequences, education and incentives will be applied as necessary.

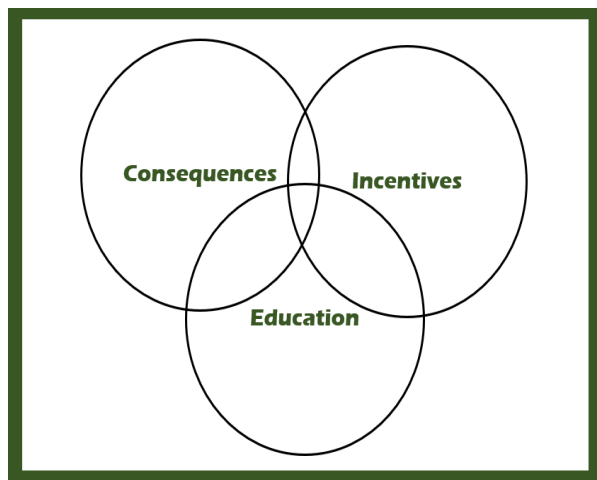
Decision Making/Discipline Code

Referring to our mission (above), we work to ensure that the RHS environment is inclusive and supports the development of each and every person in our community. To do that, we all have a responsibility and a part to play. When individuals make decisions that negatively impact the environment for all, while we must respond to protect the environment, our response is focused on helping the individual. Responses are shaped to restore the integrity of the environment by focusing on the behavior, the negative impact it produced, and how individuals can make better choices that support them and the environment.

To that end, RHS uses a point system to monitor individual student behavior and structure restorative, educational efforts. See the [Point System Explanation here](#).

RHS follows a uniform code of conduct, defined first in BTSD Board Policy (see below). That said, we understand that no two decisions are the same because no

two individuals are the same. Therefore, we seek to respond to decisions that have negatively impacted our environment in three ways: with consequence, with education, and with incentives. Responses may focus on any of these areas and/or combinations of each. Responses are designed to be consistent, but even more important, to be fair and in line with our mission. This requires that we take the time to understand each situation and respond accordingly within our three areas.



Consequences - responses that result in the “loss” of privilege (time, opportunity, access, reputation)

Incentives - responses that encourage positive decision making and allow students address the negative impact of their decision and restore the environment

Education - responses that allow students to explore the ideas at the root of their decision including possible alternative decisions connected with these ideas in order to develop a deeper

understanding of these ideas and the importance of future decisions.

As you review the “nuts and bolts” information below, do so through the lens of our mission and our three-pronged approach. Together, the choices we make create the overall environment of RHS.

Students are responsible for adhering to the Pupil Discipline/Code of Conduct listed in BOE [Policy 5600](#) and [Regulation 5600](#). Behavior that is unbecoming and counterproductive may result in disciplinary actions. These behaviors include, but are not limited to:

- Missing before/after school detention
- Late to school (unexcused)
- Class Cut (see Class Cut Policy)
- Unauthorized presence outside of building (parking lot)
- Leaving school grounds
- Profanity
- Profanity directed at or referring to teacher
- Vaping/Smoking/Possession of Tobacco Products (see Smoking Section)
- Fighting/Assault

Serious Offenses

Incidents that constitute a threat to the welfare of others or are considered serious offenses may result in Out of School Suspensions (OSS). The number of

days is determined by the severity of the action. These offenses include, but are not limited to:

- Possession, distribution, or use of drugs or alcohol
- Arson
- Assault/Fighting
- Continued and willful disobedience of school rules and regulations
- Theft
- Vandalism
- Flagrant disrespect and/or willful disobedience
- Possession and/or use of fireworks or explosive devices
- Gambling
- Intimidation/Threats
- Abuse of fire alarms or fire extinguishers
- Endangering the safety and welfare of others
- Possession or use of weapons
- Forgery
- Insubordination

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

Detentions – Teacher Assigned

Detentions - Central Detentions assigned by Administration

Detentions will be held any school day during lunch, on Monday, Tuesday, and Thursday or on Tuesday from 3:00 to 4:00 p.m., or Friday from 7:15 to 8:15 a.m. in a location determined by the assistant principal. Students who miss an assigned detention will receive a consequence as outlined in the Discipline Code.

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

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

Detentions – Saturday Detentions assigned by Administration

Repeated or more severe disruptive/inappropriate behavior or other actions as outlined under code of conduct in this handbook may result in a student being assigned a Saturday detention by administration.

- Saturday detention will run from 9:00 a.m. to 12:00 p.m. in the Ridge High School Media Center.
- Students will be given at least three (3) days notice when assigned a Saturday detention. Parents must contact the appropriate grade level administrator of any conflict at least 24 hours in advance.

- The next scheduled Saturday detention will be assigned to the student. A parent may request an alternate date in writing stating the reason for the request. Approval will be at the administration's discretion.
- A student who fails to attend an assigned Saturday detention will receive an additional consequence at the discretion of administration.
- If a student is removed from Saturday detention for failure to comply with the rules of Saturday detention they will receive a one-day OSS. Consequences for a subsequent offense will be at the discretion of the administration.
- Transportation to and from Saturday detention will be the responsibility of the parent or guardian.
- Students must come prepared for three hours of quiet study. No music devices are allowed. No video games of any kind. No magazines or newspapers. Students must remain awake and upright at their seats the entire time. Students will not be allowed to speak to each other. Students will not be excused early.
- [Information attending Saturday Detention](#)

Cards and Dice Policy

Playing cards and dice games that are used for gambling purposes or are disruptive are not permitted in school at any time and will be confiscated and given to the grade level administrator. Appropriate and progressive combinations of consequences, education and incentives will be applied as necessary.

Out of School Suspension (OSS)

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

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

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

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

Dress Code

Please reference BTSD [Board Policy 5511](#).

Ridge High School students are expected to dress in an appropriate manner.

Dress cannot be disruptive to the school environment.

Clothing must cover the chest, torso and all undergarments. Length of dresses, skirts and shorts must be as long as the end of fingertips when arms are resting at the side. State law requires that shoes be worn at all times.

Any attire that references alcohol, drugs or gambling in any manner or which contain phrases and/or symbols capable of misinterpretation or multiple interpretations are never permitted to be worn.

Students wearing clothing that does not fit the dress code outlined above will be asked to change the inappropriate article of clothing and may be subject to disciplinary action for repeat offenses.

These standards are in effect from the first to the last day of school. The administration reserves the right to determine proper attire.

E-Bikes

E-bikes have become a popular mode of transportation for students due to their convenience. However, to ensure the safety of all students and staff, it is essential to adhere to specific rules regarding their use on school property.

- **Walking Required:** Upon arrival at school grounds, students must dismount and walk their e-bikes directly to the bike rack. Riding e-bikes on school property is strictly prohibited to avoid accidents and ensure the safety of pedestrians.
- **Bike Rack Use:** E-bikes should be securely locked at the designated bike rack. This ensures that they are safely stored throughout the school day and do not obstruct pathways or entrances.
- **Helmet Safety:** Students are required to wear helmets at all times while operating their e-bikes. Helmets significantly reduce the risk of head injuries in case of an accident and are a crucial aspect of rider safety.
- **Compliance with Laws:** Students must follow all applicable road laws while commuting on their e-bikes. This includes obeying traffic signals, using bike lanes when available, and yielding to pedestrians.

E-cigarettes/Vapes

E-cigarettes and/or Vapes may be used to smoke a variety of substances including controlled dangerous substances (CDS). Therefore, for the safety and well-being of the school and its environment, a student found in possession of and/or using an E-cigarette and/or a Vape will be sent out immediately for drug testing as per the Suspicion Based Drug Policy and Procedures (Policy 5530) and New Jersey law.

- Vaping materials and equipment are banned from school and all school sponsored functions.
- Vaping equipment is classified as drug paraphernalia.
- Students in possession of and/or using drug paraphernalia (including vaping/e-cigarette devices and equipment) at school or a school related function will be suspended for three days for the first offense and five days for the second offense. Penalties for subsequent offenses are subject to administrative discretion.
- Students in possession of and/or using drug paraphernalia are sent for drug screening and the substance abuse policy is followed.

Hall Passes

Hall passes to move about the building, including using the restroom during instructional time, will be completed online. Students are required to use the link provided. Students who wish to go to the Media Center, Counseling Office or for extra help must first check in with their study hall teacher for permission and attendance purposes. Students should NOT take their cell phones from the Photel when leaving the classroom unless they are leaving the building through Attendance.

Health Office

Health Office

Ms. Patricia Miller, School Nurse, ext. 115

Ms. Anita DeAngelis, School Nurse, ext. 201

Ms. Margaret Jewson, Secretary, ext. 131

Health Services

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

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

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

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

Allergies

Please reference BTSD [Board Policy 5331](#) and [Regulation 5331](#) for allergies. RHS provides support to all students to support their individual needs. This includes classrooms, activities, and food services. Please communicate with the school nurse proactively.

Crutches

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

Immunization/New Jersey State Sanitary Code

Please reference BTSD [Board Policy 5320](#) and [Regulation 5320](#).

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

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

Medication

BTSD Board [Policy 5330](#) and [Regulation 5330](#)

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

Definitions

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

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

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

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

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

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

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

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

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

Nutrition Statement

Please reference [BTSD Board Policy 8540 on Nutrition](#).

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

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

Homerooms

Every student is assigned a homeroom. Homeroom meets at the discretion of the administration. Unless otherwise directed, students report to their first block class each day. Homeroom teacher and location are on a student's main portal page in Genesis.

Lockers

Hall lockers are assigned based on student request. To request a hall locker please see Ms. Conklin in the Main Office. Physical Education lockers and locks will also be assigned based on student request. It is not required that students use locks for hall and PE lockers. Students are responsible for their personal property. Lost & Found items will be maintained in the Main Office. Any student who is experiencing issues with their lock must see Ms. Conklin or their Physical Education teacher for assistance.

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

Media Center

The Media Center offers a range of educational media services to all students and teachers. The collection includes books, magazines, pamphlets, microfilm, records, cassettes, computer software, and on-line databases. The Media Center provides

facilities for individual viewing, listening assignments, and computers for completing homework assignments.

Most material may be borrowed for two weeks and renewed if necessary. Equipment, reference books, and items that are periodically in high demand may be borrowed overnight. Each borrower is responsible for returning material on or before the due date.

The Media Center is to be an area of quiet study and research.

Non-Board of Education Issued Devices

Pursuant to [Board Policy 2361](#) and [Regulation 2361](#), during instructional periods, all devices must be off and stored away in locations designated by the classroom teacher. Storage locations may include “photel,” bins, shelves or other location set by the teacher; students may not store their device on their person during instructional periods. Students may not have devices on their person during instructional periods unless given explicit permission from the teacher to retrieve the device from the designated storage location to use for instructional purposes. Students may use personal devices in non-instructional settings such as halls, the cafeteria, or study halls. The wireless system is not accessible to non-district devices during the school day.

Nuisance Items

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

Passive Breath Alcohol Testing (PBAT)

The Board authorizes PBAT screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Principal or designee has reason to believe the use of alcohol by students may be present. See [Policy 5525](#).

Parking

Parking spots are for SENIORS ONLY. Each parking spot will be shared by two seniors for the 2025-2026 school year. Both students will receive a parking tag for their shared spot. Use of their spot is up to their discretion. Each student must show a valid driver's license and vehicle registration. Each student will also pay a \$50.00 non-refundable fee for the tag, and there will be an additional charge of \$15.00 for all lost tags.

- JUNIORS ARE NOT PERMITTED TO PARK ON SCHOOL GROUNDS.
- All parking spots are non-transferable.
- Students may not use the parking lots during the school day without a parking tag.

- Students may not go out to the parking areas during the school day without a pass from the appropriate administrator.
- Seniors with discipline offenses may have their parking privileges revoked at the discretion of the school administrators.
- Students caught parking in a spot, other than their own, or who park illegally, may lose parking privileges, either temporarily or permanently, and be ticketed.
- If your parking spot is occupied by someone else, park your vehicle in visitor parking and immediately see Ms. Pavlik in the Main Office or email Ms. Pavlik at jpavlik@bernardsboe.com.
- Parking tags must be displayed at all times or parking spots may be forfeited.
- Students who leave campus without permission, park illegally, or drive in a careless manner may, based upon the severity and circumstances of the offense, receive a documented warning, lose parking privileges, either temporarily or permanently, and/or be subject to disciplinary consequences, including suspension.
- Students who park outside designated areas may be ticketed and may have their vehicles towed at their own expense.
- Students who park on the lawn will be ticketed, may have their cars towed, and will be assessed for landscaping repair.
- The faculty and visitor parking areas are OFF LIMITS to students.
- In order for a parking loss or suspension to be enforceable it may be necessary for the administration to suspend or revoke the parking privileges of the violator and their partner. Choose your partner carefully as their behavior could impact your privilege.
- All vehicles are subject to Ordinance #1864.
- Seniors who drive to school and demonstrate an excessive pattern of lateness to school, as determined by the grade level administrator, may have their parking privilege revoked, either temporarily or permanently, at the discretion of the grade level administrator.
- If you arrive to find another car in your assigned space, please take a picture of the car and the license plate, DO NOT PARK IN ANOTHER STUDENT'S SPOT. Park in a Visitor space in Lot B, and see Ms. Judy Pavlik in the Main Office.

Personal Property

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

- The best deterrent to theft of personal property is prevention.
- Theft of school property, on loan to you, does not relieve or reduce your responsibility for the stolen property.
- The school is not responsible for stolen property.

- Be alert. Inform the office of any suspicious behavior regarding the possible theft of personal or school property.
- Should a theft occur, a report should be filed with the Student Resource Officer.

Students are strongly advised to not bring large sums of money or valuables to school. If it is necessary it is recommended that students take the items to the Main Office for safekeeping during the school day.

Public Displays of Affection (PDA)

Any and all public displays of affection (PDA), are discouraged, inappropriate, and not permitted on school grounds, at school events/functions (even if off school grounds), or on school-provided transportation. PDA includes any physical contact that may make others in close proximity uncomfortable or serves as a distraction for themselves as well as innocent onlookers. Continued or repeated instances of PDA may be subject to disciplinary consequences at the discretion of the administration.

Random Drug Testing

See BTSD Board [Policy 5530.1](#) and [Regulation 5530.1](#).

Safety and Security

In Bernards Township, school safety and security is our top priority. We are continually meeting as a district and as a school to assess our emergency management procedures and create building-specific plans. Please make sure to update your contact information and sign up for our School Messenger Instant Alert system (SM) as emergency communication may occur through email and/or cell phones. In the event of an emergency during which we must reunite parents and students, please ensure that you have brought proper identification such as a driver's license. Specific directions will be sent to you via SM and/or email.

A critical component of school safety is the classroom response to an incident at school. Weather events, fire, accidents, intruders, and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff, and administration. In partnership with the Bernards Township Police Department, our school has expanded the safety program to include the Standard Response Protocol (SRP). The SRP is based on these five actions:

- Secure, Lockdown, Evacuate, Shelter, and Hold

Students and staff receive continual training and each school drills these actions over the course of the school year. Please see the [Standard Response Protocol](#) document for more information.

Search and Seizure

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

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

Student I.D./Library Card

- Watch for announcements in September concerning your student I.D./Library Card.
- **Students must wear their student ID and lanyard at all times.**
- ID Policy and Procedures are a part of our school district's continuing efforts to provide a safe learning environment, all high school students and staff are now required to wear ID badges. Lanyards and IDs will be color coded based on grade level.
 - **ID badges and school issued lanyards must be worn around their neck at all times while on campus during school hours.**
- Ridge High School's ID badge policies and procedures are as follows:
 - Each morning 1st block teachers ensure students follow the ID policy.
 - When a student does not have their ID, the teacher will send the student to the main office for a temporary ID.

Visitors

- All visitors must report to the main entrance and be signed into the building.
- Student visitors during the school day are not permitted.

Sexual Harassment

Sexual harassment is prohibited. It is defined as, "unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature." Any student who believes that they are being sexually harassed should inform the Principal or Assistant Principal or any other employee of the district. Parents will be contacted and appropriate actions will be taken. Interventions include but are

not limited to, warnings, counseling, detention, suspension and/or contacting District Affirmative Action Officer, Sean Siet at 908-204-2600, ext. 104.

Skateboarding

Skateboarding is not allowed on school grounds.

Smoking

SMOKING AND/OR POSSESSION OF TOBACCO PRODUCTS IS PROHIBITED IN SCHOOL AND ON SCHOOL GROUNDS. THIS INCLUDES ANY SCHOOL SANCTIONED EVENT, EVEN WHEN OFFSITE AT A LOCATION THAT USUALLY ALLOWS SMOKING.

Smoking is prohibited on school property by BTSD [Board Policy 7434](#), State Statute, and Local Ordinance 1171. Smoking means the burning of a lighted cigar, cigarette, pipe or any other matter or substance that contains tobacco. No person or group shall use tobacco products on any school district property within the Township of Bernards. This will include smoking, chewing, sniffing, or any such use of a tobacco product in any of its forms. Appropriate and progressive combinations of consequences, education and incentives will be applied as necessary.

Substance Abuse Procedures

In accordance with Board Policy and New Jersey State Law, any student suspected of or observed using drugs or alcohol by faculty and/or staff should immediately be reported to the appropriate grade level administrator. Parents will be contacted immediately. The school nurse will assess the student's condition and appropriate disciplinary measures will be taken.

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

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

Repeated offenses of this policy by a student will subject them to severe disciplinary measures as determined by the school administration. The student's

parents, school counselor, the child study team, and the Bernards Township Police will be notified of the school's actions.

Technology

Reference BTSD [Board Policy 2361](#) and [Regulation 2361](#)

Responsible Use Policy for Electronic Devices

Vision Statement

In accordance with the mission of the Bernards Township School District, the vision of the Ridge High School Responsible Use Policy (RUP) is to promote a positive culture and climate where students learn to use electronic devices in a responsible, safe, productive, and respectful manner.

The use of all electronic devices always shall be consistent with the policies of the Bernards Township School District (BTSD) and Ridge High School (RHS) in order to promote a positive school culture and climate. This Responsible Use Policy (RUP) describes the expectations of all RHS students whenever electronic devices- both those owned by the BTSD and those that are privately owned- are utilized on school grounds, on school buses traveling to and from school, off site during school sponsored events, or on private property when completing school work. In addition to this RUP, students and their parent(s)/guardian(s) are expected to be aware of the BTSD policies and regulations pertaining to the student use of technology: Policies [2360](#), [2361](#), [7523](#) and Regulation [2361](#). All BTSD policies can be accessed from the Board Policies & Bylaws section of the BTSD website.

Being a Responsible Digital Citizen with Electronic Devices

Electronic devices are tools that can support learning but can only do so effectively when used appropriately. Students who act as responsible digital citizens are expected to:

- Recognize that use of an electronic device is a privilege and failure to act as a responsible digital citizen can invoke consequences outlined in the RHS Student Handbook including, but not limited to, loss of access to electronic devices.
- Utilize their BTSD issued “@bernardsboe.com” accounts whenever:
 - Using the Google Suite to create and collaborate on school work.
 - Using email to communicate with any member of the BTSD community- students, teachers, and administrators. Emails should always contain both an appropriate greeting and closing and the body of the email should conform to all spelling, grammar, and syntax expectations of a student's ELA coursework.
- Keep their BTSD issued account and password confidential. Usernames and passwords are not to be shared.
- Maintain an organized Google drive through the BTSD issued account.

- Understand that electronic devices are only effective when used in combination with other tools, resources, tactics and strategies. No student should be completing all of the class work/ taking all of his/her/their class notes exclusively with an electronic device.
- Only utilize vetted, reliable, and accurate sources when completing assignments with the support of electronic devices. Any source used should always be appropriately cited.
- Strictly adhere to every aspect of the Academic Integrity Policy when using electronic devices. Students may not share their electronic work with any other person unless explicitly instructed to do so in the directions for a particular assignment. Students are expected to be mindful of information about Academic Integrity found in the RHS Student Handbook as well as in BTSD [Policy 5701](#).
- Do their own work using only approved resources. Responsible students do not use electronic devices to gain access to inappropriate resources that provide students with answers to coursework without requiring that they first go through the steps to learn the desired content and skills targeted by the assignment.
- Never deliberately engage in any use of an electronic device that would be disruptive to school operations.
- Report misuse of electronic devices and/or abuse of the RUP to school administration as it is the responsibility of all members of a digital community to foster appropriate and responsible use of electronic devices.

Being Safe with Electronic Devices

When determining that the use of an electronic device would be appropriate to support learning, students are expected to strive to be responsible digital citizens that always safely utilize electronic devices. Students who safely engage with electronic devices as responsible digital citizens:

- Are mindful of maintaining healthy body posture when utilizing electronic devices.
- Accept that vetted research from reputable pediatric and psychological journals advises that students between the ages of 5 and 18 limit screen time to less than two hours per day. Students should strive to adhere to this limit by making a concerted effort to adjust recreational screen time in response to time spent using an electronic device to complete school work.
- Take periodic breaks away from electronic devices during longer periods of use. These breaks should last several minutes and should be totally void of technology use.
- Do not deliberately use electronic devices to violate any BTSD or school policies. Further, responsible students do not use electronic devices for any illegal activity.
- Recognize that they are not permitted to use personal device settings to bypass the secured district network. This includes, but is not limited to, the use of cellular data and/or connecting to private wifi hotspots while on school grounds.

- Understand that any files stored on the BTSD network and devices owned by the BTSD are subject to inspection at any time without notification.
- Acknowledge that privately owned devices that access the district network and/or are used on school grounds during school sponsored events are subject to confiscation by school administration without prior notification. Should a device be confiscated, school administration will discuss with the student's parent(s)/guardian(s) the rationale and next steps on a case-by-case basis.
- Do not share private and/or confidential information- in writing, pictures, audio clips or videos- through electronic communications.
- Only use email and approved apps to communicate with teachers, administrators, and other adult members of the community and such communications are generated only when instructionally beneficial.
- Notify school administration immediately upon becoming aware of electronic communications that raise a concern over the general safety and well being of the students, staff, administration, and school community at large. The RHS Student Handbook details the supports and procedures in place for seeking help under various circumstances pertaining to health, safety and wellness.

Being Productive with Electronic Devices

When determining that the use of an electronic device would be appropriate to support learning, students are expected to strive to be responsible digital citizens that always productively utilize electronic devices. Students who productively engage with electronic devices as responsible digital citizens:

- Remain on task and only open websites, apps, and programs necessary to complete coursework and assignments.
- Complete one task or assignment at a time. Students should avoid toggling between assignments by keeping multiple website tabs or documents open.
- Only check personal messages during non-instructional periods of the day such as lunch and study hall. Checking personal messages during class or while walking through the halls is never appropriate.
- Recognize that they are not permitted to access personal and/or private social media accounts during the school day.
- Understand that it is only appropriate to watch recreational videos and/or play video games during non-instructional time. Further, the content of these videos/video games must be school appropriate.
- When leaving the classroom for a brief period, such as to go to the bathroom or to a locker, students are required to leave all electronic devices- both those owned by the BTSD and those that are personally owned- in the classroom.
- Are aware that once they graduate or are disenrolled from the BTSD that their "@bernardsboe.com" accounts will be deactivated. Students are encouraged to backup files on their account prior to the account becoming disabled.

Being Respectful with Electronic Devices

When determining that the use of an electronic device would be appropriate to support learning, students are expected to strive to be responsible digital citizens that always respectfully utilize electronic devices. Students who respectfully engage with electronic devices as respectful digital citizens:

- Treat all devices- both those owned by the BTSD and those that are privately owned- with care. Devices are never subjected to excessively harsh use, abuse or mistreatment.
- Only utilize an electronic device during class when permitted to do so by the teacher.
- Understand that in order to be an active, considerate listener, students are expected to look away from their screens and remove their hands from any keyboards when engaging others in conversation.
- Recognize that earbuds and/or headphones are intended for privately listening to music when and where it is appropriate to do so. When listening to music, the volume should be such that those nearby cannot hear the music. Earbuds and/or headphones should not be worn during class time unless instructed to do so by the teacher as part of an assignment. Hallways are crowded between class periods and so it is never appropriate to wear earbuds and/or headphones between classes.
- Never display, create, or share any electronic materials that may be harmful, upsetting, offensive or disturbing to others.
 - When creating something that will be accessible with electronic devices, a responsible student will apply the THINK test to determine if it is worth creating:
 - T: Is it true?
 - H: Is it helpful?
 - I: Is it inspiring?
 - N: Is it necessary?
 - K: Is it kind?
- Do not engage in cyberbullying as outlined in the RHS Student Handbook.
- Refrain from taking pictures or making audio/video recordings during the school day out of respect for personal privacy. Photos and audio/video recordings may only be taken with teacher permission as part of an assignment and only if all those participating agree to their appearance in the photo or audio/video recording.

The use of electronic devices by responsible digital citizens is monitored and evaluated by BTSD staff including, but not limited to, teachers, administrators, school resource officers, coaches, club advisors, non-instructional staff members, chaperones on school trips, and bus drivers. All BTSD staff can make recommendations to the appropriate members of administration about whether or not a student has violated district expectations. The failure of any student to adhere to both the expectations outlined in the RUP and with the guidelines noted in the RHS Student Handbook may result in consequences including, but not limited to suspension, revocation, or denial of electronic device privileges.

The RUP must be acknowledged annually by a student's parent(s)/guardian(s). This is done in the [Student](#) and [Parent](#) Portals through Genesis.

Program

Athletics/Interscholastic Sports

Mr. Michael Mancino, Director, ext. 140

Athletic Hotline, ext. 3

Eligibility

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

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

All athletes must submit a prescribed physical examination and registration through Genesis in addition to meeting the state academic requirements.

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

Offerings

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

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

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

* Competes during the fall and winter athletic seasons

Attendance Requirements for Participation

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

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

statements and to investigate the cause of each absence of more than three days duration or repeated unexplained absence or tardiness.

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

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

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

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

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

1. Unexcused absence may result in extra work or in limiting participation for a reasonable period of time. Chronic unexcused absences may result, after counseling, in dismissal from the program

2. Disciplinary action of any kind is forbidden for excused absences. However, a coach/advisor may at any time reward the dedicated participant who is always present. Further, if skill, timing, or strength loss has occurred during the absence period, which would adversely affect the safety or performance of the participants, a period of extra practice and limited participation may be advisable. Care must be exercised to ensure this is not a form of punishment and consistently and reasonably applied to all.

Conflicting School-Sponsored Activities

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

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

Athletic Spectator Conduct

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

Attendance

Attendance Office

Ms. Michele Campbell, ext. 200

Please reference BTSD Board [Policy 5200](#) and [Regulation 5200](#)

- All changes to student attendance (absences, tardies, early dismissals) **MUST** be entered by a parent or guardian in the [Genesis Parent Portal](#).
- Please do NOT call the office to report one of these events.
- You **MUST** use the 'Notify Office' under Attendance in the [Genesis Parent Portal](#).

Absence from School

- Notification must be made prior to 9:00 a.m. on the morning of the absence (do NOT call the Nurse/Health Office) by the Parent/Guardian.
- **Attendance notification is available via Genesis ONLY.** The process is simple and easy. It can be done in advance and for multiple days.
- If the student has seen a physician for any reason relating to the absence, they must bring the note to the Attendance Office within three days following the absence. After processing attendance records, these notes will then be forwarded to the Health Office for their recordkeeping.

Tardy to School

- A tardy will be considered “excused” only in the case of a religious observance, medical appointment, or personal illness documented by a parent note/phone call or a physician’s note if applicable.
- If a student misses more than 15 minutes of a class, it is considered a chargeable absence, regardless if the tardy is excused or unexcused.
- If a student is tardy to school unexcused 5 or more times per marking period, they may receive disciplinary consequences, including detention.

Early Dismissals

Please notify the Attendance Office of an early dismissal through the Genesis Parent Portal.

- If your student is bringing in a note, it will be phone verified by the Attendance Office.
 - Students will only be released if appropriate documentation is provided.
 - They may NOT miss school on a regular basis even if they have a scheduled study hall unless approved for LIEO or SHIP.
 - An early dismissal of 15 minutes or more will be recorded as a chargeable absence and may result in loss of credit.
- If a student is already at school and an unforeseen event requires an unplanned early dismissal, please CALL 908.204.2585 x100 with your request.
 - If and ONLY if you need to call the Attendance Office and leave a message, please confirm the student’s name, grade, reason for and

time of early dismissal. To avoid confusion, please be sure to spell your child's name. If a message is not left for the Attendance Office, the written parent note must contain the phone number(s) where confirmation can be made.

- The student must visit the Attendance Office to acquire the early dismissal pass to show their teacher in order to leave the classroom prior to leaving school.
- In the event of illness, students must go to the Health Office which will contact a parent if a dismissal is deemed necessary.
 - Students should not contact parents directly for a dismissal.
- Unconfirmed requests will not be honored.

Late to Class

An unauthorized late to class in excess of fifteen minutes will be recorded as both a chargeable absence and may result in a loss of credit. Frequent lateness may result in disciplinary consequences.

Class Cutting and Truancy

The grade level administrator will contact parents appropriate and progressive combinations of consequences, education and incentives will be applied as necessary.

- Under no circumstances are students to assume that the teacher/substitute will not appear for class if the teacher/substitute is not present when class is to begin. After ten minutes, a member of the class should report to the Main Office to inform the administration while the rest of the class remains in the room. Students who leave without following this procedure will receive a cut.

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

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

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

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

Attendance, as it applies to awarding credit for courses, is taken on a period/class/semester basis by the classroom teacher. Absences are regarded as

being “chargeable” or “non-chargeable”. A “chargeable” absence counts toward the accumulated absences for the awarding of credit. “Non-chargeable” absences do not count toward the accumulated absences for the attendance policy.

Chargeable Absences are:

- Illness/Medical appointments (documentation must be provided to the Attendance Office within three days upon the student’s return to school.)
 - [BTSD Child Sickness Guidelines](#)
- Truancy
- College visitations
 - For Freshmen and Sophomores – all college visits
 - For Juniors and Seniors – College visits in excess of 3 per year
 - (documentation must be provided to the Attendance Office within three days upon the student’s return to school.)
- Fifteen minutes or more late for a class
- Class cut
- Any other absence not listed below under “Examples of Non-Chargeable Absences”

Non-Chargeable Absences are:

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

Emancipated students may sign statements regarding their absences. Emancipation is defined as living apart from parent or guardian and no longer being claimed as a dependent child. All other students must have parent/guardian permission for attendance purposes.

The attendance procedures for awarding credit are presented below:

Absences of 9 days in a course each semester of the school year (5 days in a PE or Health class per quarter) may result in a loss of credit and the recording of the grade WA (Withdrawn Absent) unless an extension is granted upon appeal. A student so withdrawn will be assigned to a supervised study hall. Permission to select a replacement class will not be allowed until the beginning of a new semester. Parent endorsed absences from school, including family vacations and college visitations taken while school is in session, require written parental permission in advance and are included in the total. Extended absences (5 days or more) during the school year require notification to the principal and Attendance Office in advance. Absences for state approved religious holidays also require parental permission in advance, but are not counted in the total along with the other examples of non-chargeable absences previously listed.

Parents/Guardians should regularly check the Genesis Parent Portal (minimum once per marking period) to review their student's attendance record. Questions regarding specific absences should be directed to the Attendance Office. Questions regarding the loss of credit should be directed to the grade-level administrator..

Appeals for Denied Credit Due to Absences

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

Late In/Early Out (LIEO) - Seniors and Juniors Only

Any senior or junior in good standing (academics, discipline, attendance) assigned to a study hall may be eligible for late arrival or early dismissal on those specific days when the study hall falls first or last block.

Information will be shared in September and the program will begin in October. Prior to the start of the program, all students must report to their assigned study halls as scheduled.

Co-Curricular Clubs and Activities

Please reference BTSD [Policy 2430](#) and [Regulation 2430](#)

Co-curricular activities are an important part of Ridge High School. Students are encouraged to participate in our clubs and activities to enhance personal skills, as well as contribute to school spirit. Students should check the RHS Club List linked [HERE](#) for meeting times and contact information.

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

Applications for new clubs will be reviewed through a formal process and approvals will be granted during a specific time period. Students interested in creating a new club should connect with their advisor who will guide them through the process for the 2025-2026 SY.

Insurance for Students

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

Counseling Department

Counseling Department

Office, ext. 106, 107, 108

Student Assistance Counselors

Mr. Chad Gillikin, ext. 105

Ms. Rebecca Tritt, ext. 145

Our Department of School Counseling of School Counselors and Student Assistance Counselors (SACs) are located in the Counseling Office and are here to support students. Professional school counselors support students with academic needs during high school, as well as post-secondary planning such as the application process to two- or four-year colleges/universities, trade school, military, or vocational/career pathways. School counselors also provide students with support for their social and emotional needs and overall mental health/wellness. Counselors often collaborate with SACs to coordinate support for students.

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

The counseling department has an open-door policy and welcomes conferences with students and parents. Individual as well as group conferences are scheduled via walk-ins or by appointment. Students can email their school counselor or SAC for an appointment, or stop by the counseling office to schedule an appointment with a counseling secretary. Numerous resources are available on the [Ridge High School Counseling Department website](#), which we encourage students and families to visit frequently for updates.

Class Rank

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

Employment Certification (Working Papers)

[Link to Information](#)

All students under 18 years of age must obtain working certificates if they wish to work after school hours or on vacations. Working papers may be obtained online at: MyWorkingPapers.NJ.gov

Grading

The Ridge High School grading system can be found in the [2025-2026 Program of Studies](#), starting on page 9. This information includes the grading scale, the calculations for the final class averages using the 12-point scale, and distinctions such as Honor Rolls.

Graduation (Requirements to Graduate Early)

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

Procedure:

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

Home Instruction

Please reference BTSD [Policy 2412](#), [Regulation 2412](#), [Policy 2481](#) and [Regulation 2481](#). Students are entitled to home instruction in cases where confinement by a physician and absence from school is expected to be ten school days or more.

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

Honor Roll

Honor Roll, High Honor Roll, and Principal's Honor Roll students will be determined at the end of each marking period. The designation will show only on the report card; it does not appear on the transcript.

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

Students with any report card grades of ABS, CUT or E are ineligible for honor roll. These distinctions appear on the report card only. Print your report card every marking period so you have a record.

Report Cards

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

Student Records

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

The District maintains non-mandated student records until they are no longer necessary to provide educational services to a student. Student work and other classroom artifacts not returned to students during the school year (such as tests, quizzes, essays and art projects) may be disposed of by the District after September 15th of the following school year, subject to reasonable attempts to obtain parent or adult consent.

Experiments Involving Animals

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

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

Homework

General guidelines for homework are set out in BTSD Board [Policy 2330](#) and [Regulation 2230](#).

Homework During Religious Holidays

The Bernards Township Board of Education is aware that during the school year, religious holidays may fall on school days. The Board wishes to work with our students and their families in accordance with applicable law to allow students to participate in observance of these holidays. It is therefore the policy of the Board to permit students an excused absence for observance of a religious holiday. In order for an absence to be considered excused, parents or guardians must provide the student’s school with a written excuse explaining that the absence is due to the observance of a religious holiday. The absence may be excused only if it is taken on the actual date of the holiday in question.

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

Please take special note that when an accommodation is needed, it is the family’s responsibility to inform the school that they will be observing a religious holiday. A

written note, signed by a parent or guardian, requesting an accommodation, must be provided to the school or teacher prior to the religious holiday in order for the school to make the requested accommodation. Under such circumstances, new test dates, dates of competitions and other deadlines will be set by the staff member having responsibility for the activity in question.

Homework During School Recesses

At the 9-12 level, homework will not be assigned during school recess periods except for the completion of previously assigned long-term projects which can't be collected until the fourth class meeting following the end of the recess period. Recess periods are specifically identified on the school district calendar wherever the word "recess" is used. Tests/quizzes may be administered to students beginning the third class meeting back from a recess period.

Summer Assignments

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

- Mandatory summer assignments that students must turn in to be graded when they arrive to school in the fall:
 - Students will be advised of which of these assignments will be graded and what the grading expectations are in June.
 - Summer assignments will be posted online
 - Where possible instructional resources (videos, answer keys etc.) will also be posted online.
 - Students will be given the opportunity to be reassessed for full credit for graded summer assignments provided a good faith effort was made on the initial submission.
- Test/Quizzes given on mandatory summer assignments:
 - In the event students are given a graded assessment (test/quiz) as a direct by-product of the completion of a mandatory summer assignment upon their immediate return to school in September, they will be given the opportunity to be reassessed for full credit on the test/quiz provided a good faith effort was made on the initial mandatory summer assignment.

Lunch, Labs, and Opportunity Period

RHS Unit Lunch runs from 11:12-12:06. During this time, students may be engaged in one of four activities: eating, congregating, participating in extended lab classes, or participating in staff-led opportunity periods. Students are responsible for cleaning up after themselves. Inappropriate behavior will result in disciplinary action.

Eating

Students are allowed to bring their own food to school. Students may purchase food from one of the following options:

- Cafeteria
- Kiosk located in Old Gym
- Vending Machines located off the 200 and 600 wings

Students are also able to preorder food on the RHS/Aramark application. Orders must be placed no later than 8:30 a.m. for that day. Students can select between two pickup locations and when (First Lunch or Second Lunch) they wish to pick up the food. The pickup locations are in the Gym A Lobby and the Atrium.

Whether students bring or buy, eating is allowed only in specific areas of the building. Eating Spaces include:

- Cafeteria
- Gym A (New Gym)
- Gym B (Old Gym)
- Room 624
- Outside - 400 wing and Media Center Courtyard (between 300 and 400 wing)
- Weather permitting, Lee Field is open for activity, but no food is allowed on the track or turf.

Students are responsible for cleaning up the area in which they eat by depositing waste in trash cans and bottles and cans in recycling receptacles.

Congregation

When students are not eating, they can congregate in any of the following Non-Eating Spaces as well as outside as outlined above:

- Atrium
- Media Center
- PAC

Labs

Students who are enrolled in a lab/extended class will stay in that class on the rotation day when that class connects with lunch. This includes morning lab classes on the rotation day that they are in Time Block 3 and afternoon lab classes on the rotation day that they are in Time Block 4. Students with labs will be in class either First or Second lunch. They will be able to eat during the remaining unit lunch time.

Opportunity Periods (OPs)

OPs are an incredible chance for our students to pursue things they are interested in. They are ungraded and by self-selection only and allow for quiet study spaces, groupwork, and fun activities. For the full information, see [here](#).

National Honor Society

National Honor Society is a service organization devoted to scholarship, character, leadership and service. Members spend a year positively affecting the climate of the school, aiding students in their academic pursuits, helping organize school events, and giving back to the community through charitable service. Members are expected to participate in tutoring and to volunteer their time at school events and donate time toward helping a charitable organization.

Students are selected for membership in the National Honor Society based upon four criteria: scholarship, character, leadership and service. At the end of the their fifth semester, members of the junior class who have been students at Ridge High School for at least one semester and who have achieved either a cumulative unweighted grade point average of at least 3.50 or cumulative weighted grade point average of at least 3.8350 and who have a disciplinary record reflecting academic and personal integrity, will receive an email to their student email account advising them that they are candidates for the National Honor Society and providing directions to complete the application. In addition to meeting the academic criteria, National Honor Society requires its members to participate and lead activities both in school, and in the community, to demonstrate excellence in four areas: scholarship, leadership, service, and character.

Candidates in the Class of 2025 wishing to pursue membership must complete an application which includes:

- 1) a Ridge School Activity Form (should be a current school activity),
- 2) further evidence of involvement in the RHS community or greater community (could be an additional RHS activity OR community organization or service)
- 3) a copy of the student's resume (sample resumes and tips can be found [HERE](#)).

Applications will be submitted via Google Classroom. Note that the Ridge School Activity form must describe participation in the Ridge High activity and have the adviser's signature. The second form should provide further evidence of involvement at either the high school or the community level and could include Ridge activities, sports, clubs, etc. or a community-based organization or community service activity. There is no specific hour requirement for admission to NHS. Successful candidates should attempt to demonstrate varied interests in the completed forms. While employment should be listed on the resume, jobs may not be used as one of the documented activities. In addition, participation in an

activity that generates credit on the transcript cannot be utilized as a RHS School Activity (e.g. band, orchestra).

Please understand that NHS membership is not guaranteed to anyone meeting the grade point average requirement. The final decision for admission is made by the faculty selection committee, which will review all applications and faculty evaluations. Students are advised via email of the committee's decision. Students involved in an incident(s) of academic integrity may be declared ineligible for or removed from National Honor Society.

Any questions regarding NHS eligibility and membership requirements should be directed to the NHS Advisors: Ms. Cahill and Mr. Cahill.

Option II Program

The purpose of Option II is to create the opportunity whereby a student can prove competency and receive credit for a course of study in lieu of completing the minimum 120 hours of seat time required by the state of New Jersey. Visit the link [HERE](#) for details.

Physical Education Medical Exemptions

The school nurse approves short-term Physical Education excuses. Students must bring a note to the school nurse from their parent or doctor to be excused from Physical Education class due to injury or illness. The student will report to their Physical Education teacher for attendance. A doctor's note is required in writing for a PE medical excuse beyond 3 days. The nurse will assign a student to an academic study hall for physical education medical excuses longer than 3 days and students will be required to complete an alternate assignment. Participation in extracurricular activities for any student who is out of PE or Option II for a medical excuse will be submitted to the school nurse for approval.

Students with Disabilities

Office of Special Services, (908) 204-2565, ext. 126

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

Student Support Services

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

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

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

Study Halls

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

Students will be released/admitted to the Media Center based on space availability and on a rotating basis. Students wishing to go to the Counseling Office should secure a pass in advance and present that pass to the study hall teacher after attendance has been recorded. Permission to go to the parking lot/car is granted through the Assistant Principal's Office.

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

Summer School

Students may attend a certified summer school program in accordance with NJ State Law. Students must receive prior approval from the department supervisor and complete required forms. Contact your school counselor for a full explanation of summer school procedures, and forms located on the counseling website and are typically published each year in June.

Testing Schedule – Scheduled Classes

Assessments are scheduled multiple days in advance. Students with three (3) or more assessments scheduled on the same day who are seeking flexibility should send one email, using their bernardsboe.com email account, addressed to all

assessing teachers and your School Counselor and/or Case Manager at least one school day in advance of the assessment should they have concerns. Teachers should be mindful of students with multiple assessments and exercise flexibility when feasible.

Testing – Standardized

Current information, including dates and scheduling links, can be found on the [RHS Information Hub](#), for [State](#) and [National](#) Standardized Tests.

PSAT: Preliminary Scholastic Assessment Test (PSAT) Information about this test is distributed through the RHS administration in early September. The test is typically administered in October.

SAT: Scholastic Assessment Tests. Test dates and registration deadlines can be found on the [College Board website](#). Check with your School Counselor about registration deadlines and locations and times for the administration of the PSAT and SAT.

Advanced Placement (AP) Exams: These exams are typically in May each year. The RHS administration and AP Coordinators distribute information to families via Genesis and Friday Folder for registration deadlines and procedures.

- NJSLA – ELA/Math and NJSLA-S TBD
- Subject to change based on guidance from the NJ Department of Education.

Tutorial

Tutorial periods run each day of the cycle. Schedules by department, which include location and tutorial periods, are posted on the RHS website and on the Counseling website. The locations are designed to be more conducive to the nature of the academics and to allow teachers the ability to access resources to maximize instruction, including but not limited to, technology, lab materials, instruments, and classroom resources specific to a given course.

Students seeking tutorial support should arrange in advance to obtain a pass for a requested location. Students in study halls may ask the supervising study hall teacher for a pass to see a tutorial teacher. The study hall teacher will then follow-up with the tutorial teacher to verify the student was in attendance.

Students are encouraged to use the Opportunity Period schedule as well when extra help is needed.