Randolph High School

2022-2023 Curriculum Handbook

Introduction

Randolph High School's Curriculum Handbook is a valuable reference for students, parents and school personnel actively involved in curriculum planning at RHS. It is a complete guide to the possible course offerings at our school and each department has described its specific courses, highlighting the chief components of each. Please understand that final decisions regarding the actual offering of any particular course will be dependent upon enrollment and budget constraints. Therefore, not all classes listed in this catalog are guaranteed to run during every school year.

How to Use this Curriculum Handbook

This Curriculum Handbook contains information that will enable students and parents to make wise course selections for the 2022-2023 academic year and plan an academic schedule for the four years of high school. This guide includes the following information:

Students Rights to Privacy Under FERPA

Course/Grading Information and Policies: This includes information about course drop procedures, grading, GPA calculation, ranking and honor roll selection.

Scheduling Information/Procedures/Guidelines: This includes RHS's rules and policies concerning graduation requirements, course levels, grade point average, earning course credits, course withdrawals, athletic eligibility, etc. It is recommended that all students and their parents/guardians review this information before planning a schedule.

Additional Academic Programs: This includes information and course descriptions on RHS's Option II Program, Special Education Program, School Counseling Program and the Student Assistance Program

Course Descriptions/Subject Specific Departments: This includes information on courses available in each department and a detailed description of each. Please note that it is particularly important to review the prerequisite requirements that are listed below the name of a course. Prerequisite requirements are prior courses which must be taken before a particular course may be scheduled. Please make sure that a student has met all prerequisites for any desired course before scheduling the course.

Randolph High School's Notification of Rights under FERPA

The Board of Education policies and regulations are in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the pupil's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of pupil records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult pupil's consent to officials of another school district in which a pupil seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult pupil of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult pupil has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult pupils are afforded certain rights with respect to the pupil's education records as required by FERPA.

US Selective Service System (SSS.gov)

The law says that all 18-year-old men (including U.S. citizens living abroad and non-citizen immigrant males 18-25 residing in the U.S.) must register for the selective service. The only young men exempt from registration are non-citizen males who are in the U.S. temporarily as tourists, diplomats and their family members or foreign exchange students; incarcerated or institutionalized men; men on active duty in the Armed Forces; and students at U.S. military academies.

For SS general and registration Information see Mr. Bowditch in the school counseling office.

Course Drop and Add Procedures (this is not a level change)

Every attempt is made to place the student in each course he/she requests. However, the volume of student requests or classroom utilization may deem it necessary to place the student in an alternate course choice or study hall. Ability to honor requests is determined by the number of available seats in each class.

No schedule changes will be permitted after the start of the school year in September. The only permitted changes are for incorrect levels and incorrect courses or missing courses. Level or course changes that require dropping a course will follow the WP/WF guidelines detailed below.

During the first three weeks of the first semester, students may drop a course without penalty. For the remaining weeks of the first marking period, students may drop courses, however the drop will be noted on the transcripts as WF (withdrawal – fail) or WP (withdrawal – pass). No credit is awarded. Courses dropped after the 1st marking period are assigned a grade of F.

Students may drop a second semester course during the first three weeks of the second semester, without penalty. For the remaining weeks of the third marking period, students may drop courses, however the drop will be noted on the transcripts as WF (withdrawal – fail) or WP (withdrawal – pass). No credit is awarded. Second semester courses dropped after the third marking period are assigned a grade of F.

If a level or course change occurs, grades earned in the previous course are calculated into the final semester grade.

New courses may not be added to a student's schedule after the three-week WP/WF period begins.

Seniors requesting to withdraw from a core academic subject will be required to contact the colleges to which they have applied to verify that withdrawing from the course will not have an impact on admissions.

Class changes requested solely to change teachers will not be honored.

Course Level Changes

If a level change occurs, grades earned in the previous (dropped) course will carry over to the new (added) course and will be used in all marking period and final grade calculations.

For a full year course, students may change levels during the first and second marking periods. All requests for level changes require a conversation with the current classroom teacher as well as the approval of the department supervisor.

Please remember, that regardless of changing a level up or down, the grades earned in the previous course will follow the student to the new course.

Moving to a higher level course - In order to move to a higher level, students must have a current average of 93 or higher as well as the approval of the teacher and the department supervisor. Classes will not be overloaded to accommodate a level change and it is essential that students moving up do so as early in the school year as possible. All work missed while not in the higher level must be made up by a mutually agreed upon deadline.

Moving to a lower level course - In order to move to a lower level, students must have a have a conversation with their teacher and the approval of the department supervisor. Classes will not be overloaded to accommodate a level change and it is essential that students moving down to a lower level do so as early in the school year as possible. Higher level classes are not necessarily ONLY ahead in the curriculum. Reading and writing assignments may vary by level.

Moving from a Weighted Course to a non-Weighted Course - In the event that a student makes a level change from an Honors or AP course to the same A Level course will receive a ten (10) point adjustment in their posted marking period grades. This adjustment is to provide "credit" for a complete marking period of work earned at the higher, weighted, honors level. Only final marking period grades will be adjusted and marking period grades in progress will not be adjusted. The adjusted grade must be listed, by the teacher, on the Level Change Form.

Student Course Failures

Students who fail a course needed for graduation are required to successfully repeat that level course in either summer school or by taking the course again the next year. EDUCERE is available as an on-line option for students to make up courses. School counselors will discuss all failed courses with each student to determine the best course of action.

Incomplete Grades

A grade of Incomplete (I) will be given only when there is just cause, e.g., work missing due to extended absence or illness. Otherwise, students are expected to submit work on time. While it is permissible to accept work that is late, students with short term absences are expected to speak with their teacher to establish an appropriate time frame for completing and submitting all missed work.

Unless there are extenuating circumstances, students with extended absences are expected to resolve incompletes no later than two weeks (ten days) from the *end of the marking period.* Unresolved grades will be automatically turned into a grade of "0" after the two-week period. If an extension is sought, a request must go through the department supervisor.

Teachers must make contact with the parents/guardians, the school counselor and the department supervisor of any student receiving an incomplete grade. At that time, students and parents/guardians will be made aware of the two-week requirement.

Incomplete Grades

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Teachers must make contact with the parents/guardians, the school counselor and the department supervisor regarding any student receiving an incomplete grade. At that time, students and parents/guardians will be made aware of the two-week deadline.

Benchmark Assessments

Benchmark Assessments are considered a requirement for the successful completion of any course. Benchmark assessment schedules will be established each marking period and communicated to students, parents/guardians and staff.

All students must take benchmark assessments at the scheduled time unless prior approval from the Principal or his/her designee is obtained. All requests must be submitted in writing by a parent or guardian. Only illness, death in the family or college orientation are accepted as reasons for missing a benchmark assessment. Students who are absent from benchmark assessments due to illness, death in the family, or other emergencies will be allowed to make them up.

It is the responsibility of the parents to report an absence, provide a medical note or documentation to support the absence and to coordinate with the teachers involved to make up the benchmark assessment. Students on board –approved, home-bound instruction are required to take all benchmark assessments.

Student Attendance and Grading/Credits

The laws of the State of New Jersey require regular attendance of all students enrolled in the public schools. To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course. A student will not be granted credit toward graduation in a scheduled course after the absences exceed eighteen (18) days per year in a full year course, nine (9) days per semester in a semester course and four (4) days per quarter in a quarter course.

Students exceeding the allotment of days will be considered excessively absent and may be subject to removal from the course with loss of credit and may be reassigned at the option of the administration. ALL ABSENCES WILL BE COUNTED. Absences accrued due to participation in school-sponsored activities that take place during the day are exempt from the attendance policy. Religious holidays recognized by the State of New Jersey will always be excused as will all absences related to an Individualized Educational or Health Plan.

Absences include full day absences and absences from individual class(es) that result in ten (10) minutes or more of the period being missed. All work missed must be made up at the initiative of the student. If a student is absent from school, parents are required to notify the attendance office. Written documentation regarding the absence should be brought to the attendance office on the morning that the student returns to school. All absence documentation will be kept in the student's folder to be used in the event of an appeal. If a parent/guardian does not contact the attendance office, the office will make every effort to contact the parent guardian. If not contacted by the parent/guardian, the office will establish whether or not the student is truant.

A student may remain in a scheduled class even after exceeding the limits noted above. The report card and permanent record card will indicate the grade earned in the course; however, the report card and permanent record card will also indicate "NO CREDIT DUE TO EXCESSIVE ABSENCES".

Teacher Course Recommendations

Each year, academic and elective teachers make recommendation for their students. Course recommendations are transparent to the student and parent/guardian as each teacher informs their students of the reason for their recommendations for the upcoming school year. The teachers have a three-tiered recommendation process which allows them to change their recommendation if a student's performance dramatically changes. The recommendation process for each department can be viewed in the individual sections of the curriculum handbook.

Academic Waivers

While it is the belief of the administrative and teaching staff at RHS that students should challenge themselves academically, there are circumstances when a student and their parent/guardian may wish to waive into a higher level of a course than was recommended by the teacher.

The Academic Waiver process allows students and their parents/guardians to move to a more rigorous level of a course, however, this is an academic decision that should be entered into after consultation with the student's teacher, the department supervisor and if appropriate, the school counselor.

There are several considerations when "waiving" into a higher level course:

Waiver forms must be completed and submitted by the April deadline to ensure that seats are available. Late waivers may be honored only if there is room available in all classes.

Once the course begins in September, students seeking to move back down to a previous level may do so only as space permits.

Once the course begins in September, if there is movement from an honors level to a lower Level – the weighting applied to the grade point average is the weight associated with the completed course and the final grade only.

Once the course begins in September, if there is movement from a higher level to a different level, all grades earned to date will transfer to the new class.

The academic waiver form can now be found on the RHS website at www.rtnj.org

The waiver deadline is April 22, 2022 – Late Waivers may not be honored.

Honor Roll

At RHS, there are two Honor Roll distinctions and both are determined by marking period grades and/or MP GPA.

High Honor Roll / Principal's Honor Roll - To be included on the High Honor Roll or Principal's Honor Roll, a student must have earned A's in all subjects.

Honor Roll - To be included on the Honor Roll - a student must have earned at least 3.500 weighted GPA (Grade Point
Average) and have earned no grades below a C-.

National Honor Society

Prospective members must be Juniors or Seniors who possess a cumulative general grade point average of 3.50 or higher. Candidates must also qualify on the basis of service, leadership, and character.

Membership in departmental honor societies as per individual criteria. Departmental Honor Societies include:

Art Honor Society	English Honor Society	French Honor Society
Mathematics Honor Society	Music Honor Society	Science Honor Society
Social Studies Honor Society	Spanish Honor Society	

Valedictorian/Salutatorian

Randolph High School shall recognize outstanding academic achievement and publicly acknowledge those students whose efforts and accomplishments distinguish them among their peers and within their community. A valedictorian and salutatorian will be selected using the traditional process of determining the student with the highest Weighted Cumulative GPA for valedictorian and the second highest Weighted Cumulative GPA for salutatorian. In case of a tie, there will be co-valedictorians but no salutatorian. In case of a tie for salutatorian, there will be co-salutatorians along with the single named valedictorian

The Randolph High School Valedictorian and Salutatorian shall be selected according to the following guidelines:

The valedictorian shall be the student with the highest, Weighted Cumulative GPA in the graduating class.

The salutatorian shall be the student with the second highest, Weighted Cumulative GPA in the graduating class.

Students with Cumulative Weighted GPAs within 1/100th shall be considered a statistical tie. In the event that there is a statistical tie for the valedictorian or salutatorian appointment, the students shall each be awarded the honor and serve as co-valedictorian or co-salutatorian.

The Cumulative Weighted GPA will be run after the posting of the third quarter grades in the senior year. In order to be eligible for consideration, a student must have a history of continuous enrollment at Randolph High School for at least their junior and senior years.

The Cumulative Weighted GPA will be calculated to four decimal places (thousandths).

The valedictorian and salutatorian shall speak at the RHS commencement ceremony in June. In the event of a tie for valedictorian or salutatorian, all three honorees will speak at the ceremony. Speeches are to be made available for approval by the Principal.

Class Rank

The Randolph Board of Education elected in 2006 to discontinue numerical ranking on student transcripts. The Randolph Board of Education believes that numerically ranking students according to GPA, weighted or general, is neither an accurate reflection of a student's true value to a college, nor is it a fair comparison of how one student "measures up" to the entire graduating class. RHS offers its students a rigorous, comprehensive curriculum in a challenging academic environment. The majority of our students respond by earning exceptional grades.

In accordance with NJSA 18A:71B-85.5, class rank information may be released as it pertains to mandatory requirements for scholarship eligibility. Class rank information will be released directly to the NJ Higher Education Student Assistance Authority, or other similar scholarship programs

Further, student standing is reported via a decile system which takes into account the number of courses taken, the rigorousness of the courses taken, and the student's achievement in each course.

Grading Scale

Letter Grade	**% Range**	**General GPA (All Other Classes)**		**Weighted GPA (AP and H Classes)**	
A+	97 –100	A+	4.33	A+	5.33
A	93 – 96	A	4.0	A	5.0
A-	90 – 92	A-	3.67	A-	4.67
B+	87 – 89	B+	3.33	B+	4.33
B	83 – 86	B	3.0	B	4.0
B-	80 – 82	B -	2.67	B -	3.67
C+	77 – 79	C+	2.33	C+	3.33
C	73 – 76	C	2.0	C	3.0
C-	70 – 72	C	1.67	C -	2.67
D+	67 – 69	D+	1.33	D+	1.33
D	63 – 66	D	1.0	D	1.0
D-	60 – 62	D-	0.67	D-	0.67
F	0 – 59	F	0.0	F	0.0

The marking period GPA is calculated for honor roll status only. The cumulative GPA is only run annually based on completed credits. All marking period GPAs are unofficial.

At RHS, there are five official cumulative GPA calculations: Parents/Guardians are strongly encouraged to print the final report card annually from Genesis.

July of Grade Nine
July of Grade Ten
July of Grade Eleven
April/May of Grade 12
July After Graduation

Students have two cumulative GPA calculations designated as the "weighted" and "unweighted" GPA. The official GPA is contained in the GPA Summary portion of the school transcript and is based on completed credits only - calculated at the end of the first semester and the end of the school year.

GPAs listed on the report card for the marking periods are unofficial and only reflect the marking period GPA.

Genesis and Grading/GPA Information

It is important for all parents/guardians to realize there are a number of elements to the availability of the Grades and GPA
information within the parent portal of Genesis. These include:

All staff is afforded five school days to post and verify their grades each quarter. Grades are due on the fifth day after the last day of the marking period.

The parent portal is opened to view grades one day after teachers verify their grades. The GPA calculation is run every quarter only for honor roll status. The MP GPA that is visible quarterly through genesis and on the report card is unofficial.

The honor roll status can only be run immediately after the GPA calculation.

Parents are encouraged to print the final report card from Genesis annually. One of the quirks of the Genesis program is that Genesis will populate the cumulative GPA everywhere that the designation is listed including past report cards. ***Unless parents/guardians print the final report card annually, it will appear that the cumulative GPAs do not change from year to year, when in fact they do.***

Scheduling

Advanced Placement Courses

AP courses are offered in English, Fine Arts, Math, Science, Social Studies and World Language. AP courses are college level courses offered in the high school for students interested in pursuing a thorough, comprehensive program of study and research. These are courses in which the College Board determines the curriculum. Students enrolled in these courses are strongly encouraged to take the accompanying Advanced Placement Examination given in May.

Course Work Taken Prior to High School

High school level courses taken prior to grade nine (9) may be used to meet prerequisites or advancement in a particular subject area curriculum. However, because graduation credit requirements may only be met by courses taken in grades 9-12, high school level courses taken prior to grade 9 are not included in GPA, do not earn RHS credits and are not listed on the high school transcript. Grade 9 begins upon graduation from grade 8.

Schedule Planning Basics

Planning an individual student's high school program of studies demands a cooperative effort between home and school. The program of courses that each student pursues in high school should reflect his or her aspirations, achievements and aptitudes. Students are encouraged to select courses that will be academically stimulating and personally enriching. Inmoving beyond district, state, college and career requirements, students should consider the following criteria when selecting courses:

Does the course:

meet the high school graduation requirements?
meet general college entrance requirements?
meet college entrance requirements
reflect a significant proficiency level commensurate with one's ability/performance?

reflect a subject in which the student is interested?
provide a background for post high school plans leading to career options?

Below are some basic rules that should be followed in planning your program of studies at RHS for the coming school year:

The number one rule of developing the perfect schedule is MEET ALL SCHEDULING DEADLINES. Missing deadlines can cause students to be precluded from their first choice courses.

Each high school student should take a minimum of seven (7) courses (35 credits)

No student may be awarded more than 40 credits per school year.

No student in grades 9, 10, 11, or 12 may carry two subjects, one prerequisite to another, in the same year. (i.e. French III and French IV, Algebra I and Algebra II)

Driver Education is offered quarter one for all sophomores as part of the health and PE curriculum.

All teachers will make recommendations for level placement in late January/early February

School Counselors work with each student in grades to select a program of courses for the next school year.

Scheduling and Academic Planning

Please note the following when planning an academic program:

Make sound initial choices. Initial low enrollment totals may lead to the cancellation of a course, thus decreasing the options for change once the master schedule is complete.

Choose courses not teachers. Students and parents should not make the mistake of choosing or refusing a course based on perception of a particular instructor. Each choice should be based on the merits of the course content and its value to students' specific needs. Please understand that requests for schedule adjustments based on the issue of personnel will not be honored.

Discuss specific subject area choices with teachers and/or department supervisors who can share valuable insight into the nature of specific courses.

When planning course level placement, consider taking the most challenging course load that can be handled without creating an undue burden. It may be better for students to experience success in an appropriate placement than to experience extreme difficulty in an inappropriate placement.

Scheduling deadlines are extremely important and must be adhered to by all parties in order to ensure accurate master schedule development. It may be impossible to honor late waivers and course change requests due to staffing, enrollment and sectioning issues. These can often be avoided by submitting all scheduling materials by the posted deadlines.

School Counseling Services

Questions and/or other inquiries regarding scheduling should first be directed to the student's school counselor. The programs that students pursue in high school should reflect aspirations, aptitudes, and achievements. Because students differ, programs must differ. Since post high school requirements for employment, college or vocational technical training are constantly changing, students are encouraged to frequently revisit their long-range goals. The school counselors are available to discuss a student's program, as often as necessary. Parents are encouraged to contact the counseling services office for conferences, whenever necessary.

Parents/guardians are expected to assist in the development of a schedule and overall high school curriculum for their student. School counselors serve as resources to both students and adults in the development and monitoring of educational programs and are available for consultation on any academic, personal or post high school concern.

Planning for the World of Work

Students planning to enter the world of work immediately after graduation from high school may wish to concentrate on course sequences that provide some vocational preparation. In addition to the courses required for high school graduation, students are encouraged to consider elective course work in areas of interest. Students wishing specific skill preparation while in high school may choose to enroll in Morris County School of Technology share –time courses. Students wishing to pursue this path should consult with counselors for more information.

Grade Level Minimum Requirements

GRADE 9

- English I ..... (required)
- Social Studies..... (required – World History)
- Science ..... (required –Biology)
- Math..... (required - Algebra I or Geometry as appropriate)
- Health, PE and Wellness..... (required)
- World Language ..... (required)
- Elective..... (Suggested – *CTE, VPA, or FEL)
- Elective..... (Suggested - *CTE, VPA, or FEL)

GRADE 10

- English II ..... (required)
- Social Studies..... (required – United States History I)
- Science ..... (required –Chemistry)
- Math..... (required – Geometry or Algebra 2 as appropriate)
- Health, PE & Wellness..... (required)
- World Language ..... (suggested)
- Elective..... (Suggested - *CTE, VPA, or FEL)
- Elective..... (Suggested)

GRADE 11

- English III ..... (required)
- Social Studies..... (required - United States History II)
- Science.....(required – Chemistry or Physics as appropriate)
- Math.....(required – a third math that builds on algebra & geom)
- Health, PE and Wellness.....(required)
- Elective.....(suggested)
- Elective.....(suggested)

GRADE 12

- English IV .....(required)
- Health, PE and Wellness .....(required)
- Math..... (strongly suggested)
- Science Elective ..... (strongly suggested)
- Social Studies Elective ..... (strongly suggested)
- Elective.....(suggested)
- Elective.....(suggested)
- Elective.....(suggested)
- Elective.....(suggested)

*** Career and Technical Education, Visual and Performing Arts, and Financial Education Literacy.

Graduation Requirements

At RHS, Full year courses, successfully completed, earn 5.00 credits and semester courses, successfully completed, earn 2.50 credits

A graduating pupil must earn a total of 140 credits according to the following:

Required courses for all students:

Language Arts Literacy	20 Credits English 1, 2,3,4
Social Studies	15 Credits World History, US History 1, US History 2
Science	15 Credits Biology* Chemistry* Physics* **15 credits including laboratory biology/life science, one additional laboratory science which shall include chemistry or physics and a third laboratory based science course
World Language	5 Credits
Mathematics	15 Credits Algebra 1 Geometry Algebra 2 - 15 credits including algebra 1, geometry or the content equivalent, and a third mathematics course that builds on the concepts and skills of algebra 1 and geometry and prepares students for 21st century careers
Health and Physical Education	20 Credits Health and PE 9, 10, 11 & 12
Visual/Performing Arts	5 Credits
21st Century and Career	5 Credits
Financial, Economic, Literacy	2.5 Credits Business

Additional electives to accumulate 140 credits

Standardized Testing Requirement:

All students must complete the NJSLA and obtain a proficient score on the assessment or acceptable substitute. Math courses and testing requirements vary depending on the sequence taken.

Please see your school counselor for further information.

College-bound students are strongly encouraged to complete additional core courses and elective credits in English, mathematics, science, social studies and world language. A student who fails to meet all of the requirements for graduation may not participate in graduation rehearsals or in the graduation ceremony.

Athletic Eligibility Requirements

If a student is experiencing academic difficulty, it is incumbent on the coach/advisor/staff member to intervene prior to the student's becoming academically ineligible. The principal of the high school, after consultation with appropriate staff, may restrict the co-curricular or inter-scholastic activity of a student who is experiencing scholastic difficulties at any time during the school year from participation in one or more activity.

Interscholastic Athletics

The Board of Education adopts the rules and regulations of the New Jersey State Interscholastic Athletic Association. Any student who wishes to compete in interscholastic sports must meet the minimum credit requirements established by the New Jersey Interscholastic Athletic Association (NJSIAA) and the Randolph Township Board of Education. Eligibility for sports and will be determined on a semester-by-semester basis.

All incoming freshmen are automatically eligible to participate in athletics. Currently enrolled students at RHS must have accumulated 30 credits at the end of the previous school year to be eligible for a fall or winter sport.

To be eligible to play in spring sports, all students must be passing the equivalent of 15 credits at the end of the first semester. A mid-year report will be generated at the end of the first semester to determine eligibility. All students are required to earn a minimum of thirty credits every school year. Counselors encourage any student who wants to participate in athletics to schedule forty credits. Students should check with the school counselors if they have any questions about eligibility.

Co-Curricular Eligibility

Students will be required to earn at least 30 credits in the previous year in order to participate in fall activities and 15 credits in the first semester in order to participate in spring activities.