

# RED BANK REGIONAL HIGH SCHOOL



101 RIDGE ROAD  
LITTLE SILVER, NJ 07739  
732-842-8000

[www.rbrhs.org](http://www.rbrhs.org)



## Student-Parent Handbook Acknowledgement Form

Dear Parent/Guardian:

Welcome to the Red Bank Regional High School District. This Student-Parent Handbook has been prepared to provide parents and students with valuable information regarding the RBRHS district. Please review this handbook with your child, particularly the sections outlining the following: all guidelines/procedures/policies pertaining to student conduct and discipline, the Attendance Policy/Procedures Policy, the Computer Usage/Acceptable Use Policy and the Passive Breath Alcohol Sensor Device Policy. After you have read this handbook, please complete the section below, remove it from the handbook and submit it to your child's English teacher no later than Monday, September 19, 2011. If you have any questions, please feel free to contact the school.

Thank you for your cooperation.

This signature verifies that you received and reviewed the Student-Parent Handbook.

_____	_____	_____	_____
<b>Parent/Guardian Name</b>	<b>Date</b>	<b>Parent/Guardian Signature</b>	<b>Date</b>
_____	_____	_____	_____
<b>Student Name (Please Print)</b>	<b>Date</b>	<b>Student Signature</b>	<b>Date</b>
_____			
<b>Year of Graduation</b>			

Please Turn Over For Other Signatures

**RED BANK REGIONAL HIGH SCHOOL  
LITTLE SILVER, NJ 07739**

**Student Photograph & Video Consent Form**

Photographs and video images of students in the Red Bank Regional Public School are routinely created for the purpose of sharing student achievement and celebrating educational programs with the entire community. Photographs are submitted to area newspapers, used in school publications and posted on our district/school websites. Videotapes of particular programs within our schools are submitted to news outlets that occasionally cover special events within our schools.

We are sending you this parental consent form to both inform you and request permission for your child's photo/image to be shared in the following ways. If you wish to rescind or amend this consent at any time, contact Red Bank Regional Schools Principal's office at the number above.

**Check TWO of the following choices:**

- I/We GRANT permission for a photo/image that includes this student to be shared with media outlets, including newspapers and television stations. Under no circumstances will the district release personally identifiable information with such images, other than the child's name, age and/or grade.
- I/We GRANT permission for this student's photo/image to be published on the Red Bank Regional Public School District's website. Under no circumstances will the child's name or any other personally identifiable information appear with the photo/image.
- I/We DO NOT GRANT permission for this student's photo/image to be shared with media outlets.
- I/We DO NOT GRANT permission for this student's photo/image to be posted on the district or school public Internet sites.

Student's Name: (please print) \_\_\_\_\_ Grade: \_\_\_\_\_

School: \_\_\_\_\_ Teacher \_\_\_\_\_

Name of Parent/Guardian: (please print):  
\_\_\_\_\_

Signature of Parent/Guardian: (please sign): \_\_\_\_\_

Date: \_\_\_\_\_

**Pursuant to law, we will not release any photos/images of your child without your permission. It is essential, therefore, that this signed form be returned immediately. Thank you for your cooperation.**

**Student-Parent Acknowledgement Form  
Code of Conduct for Extra-Curricular Activities/Athletics**

1. I have read the Code of Conduct for Extra-Curricular Activities/Athletics (starting on page 45 of the Student Handbook).
2. I have read the Passive Breath Alcohol Sensor Device Policy (starting on page 69 of the Student Handbook).

Every member of each Red Bank Regional extra-curricular activity is expected to maintain lawful conduct, and the high ideals of personal integrity and loyalty. To support Red Bank Regional's commitment to that goal, each student must adhere to the following rules. By signing this document, participants acknowledge an understanding of these expectations:

- A member of an extra-curricular activity is prohibited from the use and/or possession of alcoholic beverages, illegal drugs or controlled performance-enhancing substances as described by New Jersey Law. Students may be disciplined for being in the presence of others who engage in the illegal use of such substances.
- A student shall not engage in activities which constitute criminal offenses or juvenile delinquency as defined by the law.
- In addition to the other provisions of the Student Handbook and the discretionary authority of the School District Official to discipline, a student violating the above rules during the in-season period as defined by the NJSIAA/School District may be removed from the activity of which he or she is a member for the remainder of that season.
- A violation of these rules will result in a referral to the Student Assistance Coordinator.

We read the above rules and hereby agree to comply with them. We understand that a violation of these rules will subject the undersigned pupil to disqualification from participation in an extra-curricular activity.

Parent/Guardian signatures : \_\_\_\_\_  
\_\_\_\_\_

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_



**RED BANK REGIONAL HIGH SCHOOL EMERGENCY INFORMATION**

Student's Last Name \_\_\_\_\_ First \_\_\_\_\_ Initial \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_ MALE or FEMALE  
Circle

Home Phone \_\_\_\_\_ Parent's Email \_\_\_\_\_ Who does student live with? \_\_\_\_\_

Please check this box if there has been a name change of parent/guardian, address or telephone number.

**To serve your child in case of accident or sudden illness, it is necessary that you give the following information:**

	Home #	Work #	Cell #
Mother/Guardian _____	Phone _____	_____	_____
Father/Guardian _____	Phone _____	_____	_____

List two emergency contacts who will assume temporary care of your child if you cannot be reached:

Name \_\_\_\_\_ Name \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_ Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Please list other children attending Red Bank Regional: \_\_\_\_\_

---

In an effort to conserve our resources RBR is now offering you the opportunity to go paperless\* by receiving our news via our website.

Please indicate your choice below.

YES, I want to go paperless.       No, continue to mail me notices.

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**\*Report Cards and Interim Reports will still be mailed.**

**School Year:** \_\_\_\_\_

**Signature required on next page →**

Does your child have Health Insurance?

Yes \_\_\_\_\_ If Yes, name of insurance company \_\_\_\_\_  
No \_\_\_\_\_ NJ Family Care provides free or low cost health insurance for uninsured children and certain low income parents.

For More information call 800-701-0710 or visit [www.njfamilycare.org](http://www.njfamilycare.org) to apply online.

You may release my name and address to the NJ FamilyCare Program to contact me about health insurance.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Written consent required pursuant to 20 U.S.C. § 1232g (b)(1) and 34 C.F.R. 99.30(b)

List any medical/surgical care your child has received during the past year:

Dental Exam	_____	_____
	date	braces
Eye Exam	_____	_____
	date	glasses or contacts
Allergy	_____	_____
	kind	medication
Allergic Reaction	_____	_____
	date	medication
Immunizations/Tetanus	_____	_____
	date	type
Restrictions	_____	_____
	type	

Doctor \_\_\_\_\_ Telephone \_\_\_\_\_

Dentist \_\_\_\_\_ Telephone \_\_\_\_\_

Hospital \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

I, the undersigned, do hereby authorize officials of New Jersey Public Schools to contact directly the persons named on this card and do authorize the named physicians to tender such treatment as may be deemed necessary in an emergency for the health of said child.

In the event that physicians, other persons named on this card, or parents cannot be contacted, the school officials are hereby authorized to take whatever action is deemed necessary in their judgment, for the health of the aforesaid child.

I will not hold the school district financially responsible for the emergency care and /or transportation for said child.

X \_\_\_\_\_  
**Signature of Parent(s) / Guardian(s)** **Date**

In an effort to conserve our resources RBR is now offering you the opportunity to go paperless\* by receiving our news via our website.

Please indicate your choice below.

YES, I want to go paperless.  No, continue to mail me notices.

**\*Report Cards and Interim Reports will still be mailed.**

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**RED BANK REGIONAL HIGH SCHOOL**

**BOARD OF EDUCATION**

John Garofalo, President .....Red Bank  
Emily A. Doherty, Vice President..... Red Bank  
Ann Ciabottoni ..... Red Bank  
Raymond Costa .....Red Bank  
Ronald S. Horton.....Red Bank  
Michael N. Megill.....Little Silver  
Randy Mendelson..... Shrewsbury  
Frank A. Neary, Jr. ....Shrewsbury  
Seth Rosen.....Little Silver  
  
Anthony Sciarrillo .....Board Attorney

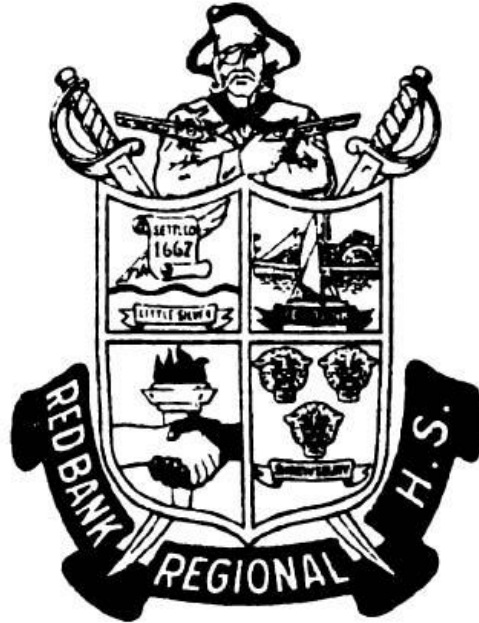
**ADMINISTRATION**

Jim Stefankiewicz..... Superintendent  
Risa Clay.....Principal  
William Smith..... Assistant Principal

**BOARD OF EDUCATION MEETINGS**

Board of Education meetings are the first and third Wednesday of each month in the Conference Room of the Administrative Building. The public is welcome.

Superintendent's Office..... 732-842-8000 ext. 240  
Principal's Office..... 732-842-8000 ext. 202, 207  
Assistant Principal's Office..... 732-842-8000 ext. 201, 219  
Fax.....732-842-4868



### SCHOOL SEAL

On September 15, 1971, a seal was adopted by the Board of Education as the official symbol of the Red Bank Regional High School District. It is patterned after the Monmouth County seal with four quadrants, and features unique historical symbols of each borough in the regional district. The lower left quadrant of the shield contains the Torch of Knowledge and clasped hands, symbolizing unity in the pursuit of learning.

## HISTORY OF RED BANK REGIONAL HIGH

The Red Bank Regional High School District was formed on November 25, 1969, by voters in Little Silver, Red Bank, and Shrewsbury. At this time also, these voters approved purchase of 53.4 acres of land in Little Silver on which to build a new high school. On December 16, 1971, voters of the district approved the plans for a new high school to be built at a cost of \$9,478,000. Groundbreaking was during the fall of 1972. The first students attended the new facilities during the 1975-76 school year.

From November 25, 1969, to occupancy of the new high school, the Red Bank Regional School District paid rent to the Red Bank Public Schools District for students from Little Silver, Red Bank, and Shrewsbury to go to high school in buildings owned by the local Red Bank school district. Prior to November 25, 1969, high school students from Little Silver, Shrewsbury, and Holmdel attended Red Bank High School, along with Red Bank students, in a special arrangement with the Red Bank Board of Education known as a 'sending-receiving district' agreement. This arrangement was discontinued with the formation of the Red Bank Regional High School District in 1969.

The history of the Red Bank School buildings goes back to 1901 when the oldest part of the Branch Avenue building was erected. This building contained sixteen classrooms and cost \$60,000. It was torn down in 1976. In 1917 a three story building of classrooms was built on Harding Road; in 1924 a gymnasium was built and a tunnel constructed to connect the Branch Avenue building and the Harding Road building; in 1954 an addition including a new gymnasium was built, and in 1960 a million laboratory wing including a new cafeteria was built. Lack of space in the decade following the last addition caused the Board of Education to rent four portable classrooms which were constructed on the Branch Avenue lawn. Various classes had to be held in neighboring houses during the 1960's and 1970's.

Public schools in Red Bank date back to 1816 when the first school was officially in session. A school on Mechanic Street was the first graded school in Monmouth County. Boards of Education here have built on this history and have remained dedicated to the ideal of providing a comprehensive education for the students in their charge. In testimony to this, Red Bank Regional High School is recognized today as one of the finest comprehensive high schools in New Jersey.

On February 27, 1984, the New Jersey General Assembly recognized the school as one of the seven across the state commended for their solid academic curricula and applauded the ingenuity of the staff to make the pursuit of excellence a reality for their students.

On June 27, 1994, the New Jersey Commissioner of Education congratulated the school for being recognized in the School Match 'What Parents Want' program which ranked the district in the top 9 percent of the nation's 15,625 public school district.

In 2000-2001, the Academies of Information Technology and Finance were created and were quickly established as premier specialized programs alongside the highly lauded Academy of Visual and Performing Arts.

In 2007, the Freshman Academy was developed, adding an organized 9<sup>th</sup> grade transition program. In 2009, three-year academies in Humanities, Math and Science, International and Cultural Studies, and Sports Medicine and Management were added, providing all students with a purposeful, personalized learning environment.

Since 2008, Red Bank Regional has twice been named as one of *Newsweek Magazine's* "America's Top High Schools" and twice been ranked in the top 75 of New Jersey high schools by *New Jersey Monthly Magazine*. In 2011, RBR was named a High Performing District by the New Jersey Department of Education.

**MISSION STATEMENT**

The Mission of Red Bank Regional High School is to ensure the academic success and personal growth of all students while developing in them a passion for learning.

**OUR BELIEFS**

We believe the educational process succeeds when parents, staff, students and the surrounding communities are active in their support for academic success

We believe children learn best in a safe environment which embraces diversity, values, creativity, and challenges all students to reach their full potential

We believe an effective education prepares each and every student to master the curriculum and to achieve future aspirations while inspiring continual learning, critical thinking, and maintaining a positive social environment

**Regular Bell Schedule (A/B Day)**

<b>Block 1</b>	<b>7:35 – 8:57</b>	<b>( 82 Min )</b>
<b>Block 2</b>	<b>9:01 – 10:23</b>	<b>( 82 Min )</b>
<b>Lunch / Study</b>	<b>10:27 – 11:02</b>	<b>( 35 Min )</b>
<b>Lunch / Study</b>	<b>11:04 – 11:39</b>	<b>( 35 Min )</b>
<b>Block 3</b>	<b>11:43 – 1:05</b>	<b>( 82 Min )</b>
<b>Block 4</b>	<b>1:09 – 2:31</b>	<b>( 82 Min )</b>

**2 Hour Delayed Opening Schedule (A/B Day)**

<b>Block 1</b>	<b>9:35 – 10:27</b>	<b>( 52 Min )</b>
<b>Block 2</b>	<b>10:31 – 11:23</b>	<b>( 52 Min )</b>
<b>Lunch / Study</b>	<b>11:27 – 12:02</b>	<b>( 35 Min )</b>
<b>Lunch / Study</b>	<b>12:04 – 12:39</b>	<b>( 35 Min )</b>
<b>Block 3</b>	<b>12:43 – 1:35</b>	<b>( 52 Min )</b>
<b>Block 4</b>	<b>1:39 – 2:31</b>	<b>( 52 Min )</b>

**12:00 Day Tone Schedule (A/B Day)**

<b>Block 1</b>	<b>7:35 – 8:19</b>	<b>( 44 Min )</b>
<b>Block 2</b>	<b>8:23 – 9:07</b>	<b>( 44 Min )</b>
<b>Lunch / Study</b>	<b>9:11 – 9:46</b>	<b>( 35 Min )</b>
<b>Lunch / Study</b>	<b>9:49 – 10:24</b>	<b>( 35 Min )</b>
<b>Block 3</b>	<b>10:28 – 11:12</b>	<b>( 44 Min )</b>
<b>Block 4</b>	<b>11:16 – 12:00</b>	<b>( 44 Min )</b>

**SCHOOL CALENDAR**

Thursday, 9/1/11 ..... Staff In-Service  
 Monday, 9/5/11 ..... Labor Day  
 Tuesday, 9/6/11 ..... School Opens  
 Thursday, 9/22/11 ..... Back to School Night  
 Thursday, 9/29/11 ..... Rosh Hashanah  
 Monday, 10/10/11 ..... Staff In-Service  
 Thursday, Friday, 11/10-11/11/11 ..... NJEA Convention  
 Wednesday, 11/23/11 ..... Early Dismissal  
 Thursday, Friday, 11/24-11/25/11 ..... Thanksgiving  
 Thursday, 12/22/11 ..... School Closes at end of day  
 Monday, 1/2/12 ..... School Reopens  
 Monday, 1/16/12 ..... Martin Luther King, Jr. Day  
 Monday, Tuesday 2/20- 2/21/12 ..... Presidents' Days  
 Thursday, 4/5/12 ..... School Closes at end of day  
 Monday, 4/16/12 ..... School Reopens  
 Tuesday, 4/17/12 ..... Budget Vote  
 Monday, 5/28/12 ..... Memorial Day  
 Monday, 6/18/12 ..... Graduation

September - 18 days	February - 19 days
October - 20 days	March - 22 days
November - 18 days	April - 15 days
December - 16 days	May - 22 days
January - 21 days	June - 11 days

**MARKING PERIOD DATES**

Marking Period	End of Marking Period
1	November 9 <sup>th</sup>
2	January 26 <sup>th</sup>
3	April 3 <sup>rd</sup>
4	June 8 <sup>th</sup>

**MID-TERM EXAMINATIONS**

January 27,30,31  
 February 1

**FINAL EXAMINATIONS**

June 11, 12, 13, 14

**FACULTY/STAFF BY DEPARTMENT**

**ACADEMIES**

**Academy of Humanities and Social Sciences**

William Smith, ext. 230

**Academy of International and Cultural Studies**

Robert Donohoe, ext. 220

**Academy of Sports Medicine and Management**

Alan Choback, ext. 205

**Academy of Math and Science**

Susan Zielinski, ext. 357

**Academy of Finance and Consumer Science**

Peter Grandinetti, ext. 262

**Academy of Information Technology and Engineering**

Peter Grandinetti, ext. 262

**Academy of Visual and Performing Arts.**

Peter Grandinetti, ext. 262

**ART**

Peter Grandinetti Supervisor, ext. 262

Rosanna Ferrugio, Secretary ext. 227

Barbara Beckett

Robin Malik

**ATHLETICS/CO-CURRICULAR**

**ACTIVITIES**

Louis DalPra (Del), Athletic Director, ext. 233

Maureen Byrne, Secretary, ext. 445

**BASIC SKILLS**

Sona Polkowski, Supervisor, ext. 231

Linda Schiafone, Secretary, ext. 437

Darlene Fenick

**BUSINESS**

Peter Grandinetti, Supervisor, ext. 262

Rosanna Ferrugio, Secretary, ext. 227

Margaret Lutz

Cheryl Washington

Louis Villano

James Young

**CHILD STUDY TEAM**

Sona Polkowski, Supervisor, ext. 231

Linda Marcickiewicz, Secretary, 273

John Avella

Brigid Laudermilch

Patricia Joiner

Erika Picca

Audrey Kramer

Teresa Shulman

**DEAN OF STUDENTS/**

**SUPERVISOR OF PHYSICAL EDUCATION**

**DIRECTOR OF SUMMER SCHOOL**

Alan Choback, Supervisor, ext. 205

Myra Buffaloe, Secretary, ext 219

**ELL**

Risa Clay, Principal, ext. 210

Vanna Acuna, Secretary, ext. 437

Sonia Aponte

Odilia Lligui

Lillian Berrios

Christin Outwin

Miriam Cohen

**ENGLISH**

William Smith, Supervisor, ext. 230

Nancy Bellezza, Secretary, ext. 266

Justin Biggs

Sean Hickey

Michael Canning

Jennifer Kanuga

John DeBarberie

Cherise Krug

Cassandra Dorn

Scott Martin

James Farley

Jeff Mauro

Andrew Forrest

Erika Robinson

Mary Howley

**FAMILY/COMSUMER SCIENCE**

Peter Grandinetti, Supervisor, ext. 262

Rosanna Ferrugio, Secretary, ext. 227

Sue Eads

Peter Roskowsinski

**GUIDANCE**

Dawn Kaszuba, Supervisor, ext. 261

Lori Zakrzewski, Secretary, ext. 214

Ann Hansen, Secretary, ext. 251

Lori Todd, SAC, ext. 342

Mike DeCotis

Linda Kornegay

Christopher Desiere

Jill Maline

Dawn Kaszuba

Maritza Rodriguez

**HALL AIDES**

John Chambers

Joel Gray

Valerie Hughes

Patrick McCormack

**IN SCHOOL ALTERNATIVE PROGRAM**

William Kunze

**INSTRUCTIONAL AIDES**

Jackie Alvaro

Gene Mooney

Bernice Colton

Corey Radcliffe

Elba Corchado

Marine Scarpone

Cheryl Finkler

Patrick Tedeschi

Tracy Johnson

Amy Zambrano

Geraldine Korba

Valerie Zitzman

Tina Landi

Shelly Lesnick

**MATH**

Sue Zielinski, Supervisor, ext. 357

Maggie Kirk, Secretary, ext. 212

Jackie Carrigg

Sunny Lenhard

Maryjane Cartmell

Annie Murray

Steve DePolo

Jessica Roselli

Patty Holmes

Stan Sculthorpe

Maureen Kovach

Angela Spiegel

Renee Koblan

Jennifer Valentinol

Karen Laffey

**MEDIA CENTER**

Kathleen Smith, Media Specialist, ext. 277

Donna McCarthy, Secretary, ext. 253

**NURSE**

Dawn Kaszuba, Supervisor, ext. 261

Gail Canning, Nurse, ext. 241

Josephine Suarez, Secretary, ext. 216

**PHYSICAL EDUCATION**

Alan Choback, Supervisor, ext. 205

Myra Buffaloe, Secretary, ext.219

Mark Alter

Nick Giglio

Nick Ciambrone

Kim Homefield

Christine Eberhard

Mary Karlo

Christina Emrich

Sue Kelly

Scott Ferris

**SCIENCE**

Sue Zielinski, Supervisor, ext. 357

Maggie Kirk, Secretary, ext. 212

Denise Barrett

Mark Mancuso

Jennamarie DeVito

Jonathan McVeigh

Kristine Finck

Jennifer Morrisy

Dave Hussey

Michelle Spencer

Krishna Kanuga

Sara Wiggins

Tracy Klatt

Michael Zebrower

**SOURCE**

Dawn Kaszuba, Supervisor, ext. 261  
Suzanne Keller, Coordinator, ext. 388  
Linda Schiafone, Secretary, ext. 437  
Stacy Liss Marisol Mondaca  
Sean Macon

**SOCIAL STUDIES**

Robert Donohoe, Supervisor, ext. 220  
Nancy Bellezza, Secretary, ext. 266  
Brian Bedell Roxanne Judice  
Katie Blackwell Jeff Light  
Jen Casaine Allison Matto  
April Chichelo Nicholas Tucker  
Ernie D'Albero Kyle Waltz  
Steve Johnson

**SPECIAL EDUCATION**

Sona Polkowski, Supervisor, ext. 231  
Linda Marcickiewicz, Secretary, ext. 273  
Danielle Escayg, Transition Coordinator, ext. 442  
Amanda Beyer Marlene Kessler  
Marilee Celestino Nancy Murray  
Debra Cirello Bradley Olsen  
Darlene Fenick John Quinn  
Neil Goetze Stacy Shuff  
Lynn Hansen Britt Walsak-Gill

**TECHNOLOGY**

Peter Grandinetti, Supervisor, ext. 262  
Rosanna Ferrugio, Secretary, ext. 227  
Kathryn Hawley Jeremy Milonas  
Mandy Galante Daniel Pearce  
Carl Grillo Angelo Soldi

**VISUAL AND PERFORMING ARTS**

Peter Grandinetti, Supervisor, ext. 262  
Rosanna Ferrugio, Secretary, ext. 227  
Dawn Lisko Joseph Russo  
Kerry McNulty Camille Thompson  
Dorianne Murray Gretna Wilkinson  
Claudia O'Connor Kris Zook

**WORLD LANGUAGE**

Robert Donohoe, Supervisor, ext. 220  
Nancy Bellezza, Secretary, ext. 266  
Alma Blair Matthew Horvath  
Faith DeRoos KellyAnn Maratta  
David Driscoll Lisa Olds  
Jacqueline Greider Karina Reiff  
Ryan Hilligus Yngrid Scanlon

**STUDENT LEADERS (2011-2012)**

**STUDENT COUNCIL**

President . . . . .Peadar McMahon  
1<sup>st</sup> Vice President . . . . .Kerry Lang  
2<sup>nd</sup> Vice President . . . . .Amanda Sachs  
Business Manager . . . . .Terrill Warrenburg  
Corresponding Secretary . . . . .Stephanie Carroll

**CLASS OF 2012**

President . . . . .Jared Katzman  
Vice President . . . . .Theresa Soya  
Secretary . . . . .Emily Reardon  
Treasurer . . . . .Kerry Lang  
Business Manager . . . . .Gerry Mollo  
Rep at Large . . . . .Stephanie Carroll  
Public Relations . . . . .Amanda Sachs

**CLASS OF 2013**

President . . . . .Lynese Rawlins  
Vice President . . . . .Tim Vilardi  
Secretary . . . . .Meg Loftus  
Treasurer . . . . .Brian Wikoff  
Business Manager . . . . .Will Noglows  
Rep at Large . . . . .Katie Moran  
Public Relations . . . . .Abby Gwydir  
Photographer . . . . .Aubrey Robinson

**CLASS OF 2014**

President . . . . .Sherilyn DeNucci  
Vice President . . . . .Ryan Lloyd  
Treasurer . . . . .Paolo Repetto  
Business Manager . . . . .Angelina Garavente  
Corresponding Secretary . . . . .Meriah Murphy  
Rep at Large . . . . .Patrick Martini  
Public Relations . . . . .Brian Bruno  
Photographer . . . . .Heather Hernandez

## **GENERAL INFORMATION**

### **ATHLETIC EQUIPMENT**

Athletic equipment is not to be carried from class to class. All equipment should be stored in appropriate lockers. Playing with balls, frisbees and hacky sacks is prohibited in all areas except the Cafeteria Patio.

### **AFFIRMATIVE ACTION**

It is the policy of the Red Bank Regional High School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, NJAC 6:1.1 et seq., Public Law 101-336, The Americans with Disabilities Act of 1990. Inquiries regarding compliance may be directed to: Cheryl Washington, Affirmative Action Officer and Section 504 Coordinator, Red Bank Regional High School, 101 Ridge Road, Little Silver, NJ 07739, 732-842-8000, ext. 341.

### **CHILD/STUDENT ABUSE**

Recognizing that the problem of child abuse and neglect is a serious issue in New Jersey, the State Legislature enacted laws requiring any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse are required to report the same promptly to the Division of Youth and Family Services and the local police by telephone or otherwise... (NJSA 9:6-8:10) New Jersey State Law states that "Anyone acting pursuant to this Act in making of a report under this Act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such person shall have the same immunity with respect to testimony given in any judicial proceeding resulting from such a report (NJSA 9:6-8.13). Any person knowingly violating the provisions of this Act, including the failure to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person" (NJSA 9:6-8.14).

Anyone having concerns or questions about child abuse should contact the guidance counselor, SOURCE counselor, teacher, school nurse or administrator immediately.

### **CHANGE OF ADDRESS**

When a student changes address or telephone number, he or she must immediately report the change to the Attendance Officer and to his/her guidance counselor.

### **CLUBS**

Clubs will be in operation during the school year after school during the week on a designated day. All clubs are operated on a voluntary basis. Students are urged to participate for their own benefit, experience, and enjoyment. Announcements concerning the dates of meetings for these clubs will be made in the Daily Bulletin.

### **DAILY BULLETINS**

Daily announcements will be provided to students and posted on the RBR school website on a daily basis.

### **DANCES**

Dances at the high school, given by clubs and Student Council, are held for the enjoyment of the students. Proper decorum is expected for all who attend. The rules and regulations listed below are based solely on the greatest enjoyment for the greatest number:

1. Student dances shall be held primarily on Friday nights from 7 pm to 10 pm.
2. Student identification cards are necessary for admission to regular school or club dances.
3. Smoking is not permitted at dances.
4. The general behavior of all in attendance must comply with accepted rules of good social conduct.
5. All dances are for RBR students only. No guests will be permitted unless otherwise stated for example: Homecoming, Winter Ball, Senior Prom.
6. If a dance is held specifically with another school, students of that school may enter (with proper identification) without the accompaniment of a Red Bank Regional student and are subject to the same privileges and restrictions as the Red Bank Regional student body.
7. Students on suspension or who have been expelled from school will not be permitted to attend dances.
8. Dress for regular school dances must be in good taste. Dress for special dances (proms, etc.) is regulated by the sponsoring organization.
9. Destruction of decorations during dances is prohibited.
10. Students found violating any of the rules will be asked to leave the dance. Repeated offenses will be cause for permanently banning an individual from school dances.

**FIELD TRIP PERMISSION SLIPS/IN & OUT OF SCHOOLTRIPS**

All students attending trips or other activities during the school day must complete a field trip permission slip. This form must be signed by each of the student’s teachers. Students must attend those classes that they do not have permission to miss.

**LOCKDOWN PROCEDURES**

In the event of an emergency situation such as fire, bomb threat, etc. the following procedures are in place for the safety of students and staff:

- Evacuation Plan - Each classroom has an evacuation map which informs the students of the closest exits. Students are directed to the outer periphery of the building grounds. If an evacuation will extend longer, a plan is in place to move all students to a central location on campus.
- Lockdown Plan - If it is deemed necessary that we need to have all students remain stationary in our building, this will be communicated through our intercom system. Students will be directed to remain where they are currently located. All evacuation and lockdown procedures are practiced with all staff and students throughout the school year.

RBR Emergency Action and Communication Tactics (REACT) is a comprehensive brochure addressing emergency situations and procedures to be followed and is reviewed annually with all staff members.

**PLEDGE OF ALLEGIANCE**

The Pledge is to be said each day by all students, standing with hand over heart. Those with “conscientious scruples against such Pledge” may opt out, as may the children of foreign representatives to whom the United States extends diplomatic immunity. Boys are required to remove all forms of headdress. N.J. Stat. Ann. 18A:36-3(c). Any student wishing to opt out must submit a request in writing to the principal.

**SCHOOL CLOSINGS/DELAYED OPENINGS**

When a decision is made to close school for the day or to delay the opening due to inclement weather, parents and students may consult the following resources for the most up-to-date information: call 732-842-8000 to access the “current school message” by using prompt 3; tune to radio stations 94.3 FM “The Point”; 97.3 FM; New Jersey 101.5 FM; WADB 1310 AM; 1260 AM; News 12 NJ; The RBR school website; or check the website [www.weatherclosings.com](http://www.weatherclosings.com). In the event inclement weather necessitates an early dismissal, the best source of information is the “current school message”. \* The district also employs a voice messaging system, Two River Alert In the event of an emergency situation, parents will be kept apprised of details via the Two River Alert ([www.tworivalert.com](http://www.tworivalert.com)) system which will

deliver a voice message to the phone number listed on school records.

#### **FINAL EXAM EXEMPTIONS**

A program of exempting high achieving seniors from final exams is in place. A senior may be exempt from all of his/her examinations if the following criteria are met:

- An average of 90 or above.
- A grade not less than 85 in the fourth marking period
- A grade not less than 85 on the Midterm Exam.
- No class cuts, or excessive lates to class (more than 5 lates)
- Parent's approval.
- Teacher's approval.

#### **FINANCIAL OBLIGATIONS**

Students who have financial obligations must clear those obligations with the Main Office. Failure to pay a financial obligation results in a delay of registration for the next school year.

#### **HALL LOCKERS**

Upon entering school, each student will be assigned a locker. This locker is equipped with a combination lock, which guarantees security for property if used properly and is not shared with any other students. It is important that students keep valuable items locked in their lockers, for the school insurance policy does not cover lost or stolen property. No outside locks are permitted on the hall lockers. If a student has a locker problem, he/she is to report it to the Assistant Principal's office. The Administration reserves the right to search any locker at any time for any reason.

#### **ID CARDS**

All students are required to have their identification cards (ID) with them during the school day. Loss of the card should be reported to the Principal's Office where the student should arrange to have the card replaced. Identification cards must be presented upon the request of any school personnel during school or at any school sponsored activity. Failure to produce an ID card upon request may result in demerits, Required Parental Conference and/or Detention. Please note: All staff is required to wear ID badges throughout the school day.

#### **INAPPROPRIATE DISPLAY OF AFFECTION**

Kissing, fondling, and inappropriate touching, whether consensual or not, is strictly prohibited.

### **LOST AND FOUND**

Lost and found articles should be turned in and called for in the Student Council Room or at the Main Office.

### **LUNCH PERIODS**

- All students are expected to be out of the corridors before the late tone sounds.
- During lunch periods students are allowed in the following areas: cafeteria, patio, pit, commons, Media Center, Source, Guidance, Main Office or Assistant Principal's office. To be in any other place without a pass will result in a detention.
- Students who use the Media Center during lunch must immediately sign the Media Center list and remain in the Media Center until the end of the period.
- Only the corridor between English and Math is to be used to go from the cafeteria to the Media Center.
- Students are to remain in one of the above areas until the tone sounds to proceed to the next class.

### **PHYSICAL EDUCATION - Locker Room Info**

1. Small lockers are available for students in which to store their Physical Education outfits. Students must provide their own locks for security.
2. No valuables are to be left in lockers. All valuables should be given to a teacher for safe storage before leaving the locker room.
3. Long lockers are provided for dress clothes storage purposes during Physical Education classes only. Nothing is to be left in the long lockers after class.
4. Students must be in the locker room before the late tone sounds or they will be considered as late to class and will not be permitted to participate in that day's activities.
5. Before leaving the locker room, students should double check their locker to be sure all materials have been placed inside and the door has been properly locked.
6. Students are not permitted to share lockers.

### **SCHOOL INSURANCE**

All school insurance policies are "in excess . . .", paying only beyond a parent's family coverage. In lieu of no family coverage, school insurance then acts as a primary carrier, within limitations.

### **SCHOOL RESOURCE OFFICER**

The School Resource Officer's main responsibilities include: Assisting the School Administration with any situation deemed to be a Police matter. Providing educational programs for both staff and students. In addition, the Resource Officer assists in providing a safe and secure environment for all students and Red Bank Regional HS employees.

### **SCHOOL SAFETY/SEARCHES**

The students and staff of Red Bank Regional High School have a right to attend school and any school sponsored activity in a safe, secure environment without the fear of danger or harm to themselves or others. Therefore, the high school administration reserves the right to exercise its discretion and employ the use of stationary and/or Mobil magnetic devices to search individuals and their personal belongings upon entrance to the building.

This procedure may be implemented in conjunction with the local police authorities and the county prosecutor's office.

Furthermore, the high school administration reserves the right to conduct searches of individuals and their belongings when presented with information that causes reasonable suspicion that an individual may be in possession of illegal and/or harmful substances and materials. Searches may include, but are not limited to, a person, backpacks, lockers, automobiles or any other item on school property. This procedure shall be applicable to all school sponsored activities as well as regular school day activities.

### **SCHOOL STORE**

The "BUC STOP" is conveniently located near the pit area. The store will be open during scheduled lunch periods. A variety of merchandise, including school supplies, is available at reasonable prices.

### **SUPPLIES**

Textbooks for classroom and study use are provided by the Board of Education. The student who is issued the book is responsible for the care of the text. If the text is damaged or lost, the Board must be reimbursed. The cost will be designated in the Principal's Office, where the financial obligation will be paid.

### **TELEPHONES**

The school phone number is 732-842-8000. When calling our school, follow the voice prompts to access various offices as well as individual teacher's voice mail. You can also access the current school message and athletic schedules. Students may not use the office telephones for personal calls; however, in an emergency, they may report to the Principal's Office to seek permission to make a call.

### **VISITORS**

All visitors to the buildings must immediately report to the 'sign in area' located at the main entrance. Alumni who wish to visit must have a pre-arranged appointment with the staff member that they are visiting as well as a visitor's pass from the front desk.

Any student who wishes to host a visitor must present a written request to the Director of Guidance and arrange for the visit at least two weeks in advance. See the Director of Guidance for more specific details. Under no circumstances should a student bring a visitor to school without proper approval. The number of visitors permitted on any one day will be determined by the administration.

### **WEAPONS**

New Jersey Code of Criminal Justice Title 2C definition of 'weapon' means 'anything readily capable of lethal use or of inflicting serious bodily injury'. Red Bank Regional maintains the right to secure a safe environment and will adhere to the following disciplinary procedures if a student is in possession of a weapon:  The police will be notified immediately

- The parent will be notified
- The student will be suspended from school for a minimum of 10 days.

The Superintendent is authorized to remove immediately from the regular school environment any student who possesses a firearm or weapon pending an expulsion hearing from the Board of Education. Any pupil who is a convicted or adjudicated delinquent for possession of a firearm; or for a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

### **WEB ADDRESS**

The web address for Red Bank Regional is:

[www.rbrhs.org](http://www.rbrhs.org)

The web site contains all necessary information about academics, services available, community outreach, clubs and athletics. All faculty have e-mail addresses which may be accessed through the staff directory.

## **STUDENT SERVICES**

### **GUIDANCE AND COUNSELING**

Each student is assigned to a school counselor who is trained to provide counseling and advice on an individual basis as needed. A student's school counselor will assist with academic planning and course selection; serve as a liaison between the classroom teacher, the student, parents and the school administration; advise during the college selection and application process; help assess student career interests and provide a host of additional personal services for students.

Counselors work both individually and in groups with students developing decision making and organization skills, encouraging students to develop a sense of responsibility, and learning the art of self advocacy and how to prioritize tasks.

During the adolescent years some students may experience communication problems with teachers and/or parents. They may experience feelings of isolation and depression often associated with peer pressure. In all of these instances, the school counselors are prepared and eager to assist.

Parents/Guardians are urged to rely upon the teachers and school counselors to ensure that the lines of communication between the home and the school remain open. Parents/Guardians are encouraged to call their child's school counselor whenever questions arise about a student's academic performance, extra-curricular activities or other programs and services at the school.

### **COLLEGE PLACEMENT REQUIREMENTS**

Red Bank Regional High School has historically seen 93% of its graduating class continue its education at a four or two year college. One of the primary responsibilities of the school counselor is to provide guidance and counseling to students and parents about the college selection and application process. Academic counseling begins during the student's freshman year, and continues throughout their four years at RBR. Each student and his/her family will be invited to a "junior conference" during the second semester of their junior year. During this conference a comprehensive review of the student's transcripts and post-high school plans are discussed.

Parents need to be mindful of the recommended minimum high school course requirements for all college bound students. They include 4 years of college prep English, mathematics and science. In addition, 3 years of social studies and world language are recommended. For a complete listing of academic and elective course offerings, please refer to the district Course of Study Guide. Copies are available through the guidance office or on the website.

**SCHOOL BASED YOUTH SERVICES PROGRAM –  
THE SOURCE**

During the summer of 2000, Red Bank Regional High School was awarded a grant through the NJ Department of Human Services to initiate a comprehensive youth services program. The program, named the SOURCE, employs a counseling staff that is trained to provide individual, group and family counseling services. The Source's counselors also provide assistance with conflict resolution, preventative and reproductive health services, and strong recreational, academic and learning support.

All RBRHS students may access these services; however, a parental consent form must be completed prior to the student receiving services. Any student who would like to take advantage of the services available through the SOURCE may call extension 437 to request a parental consent form.

**ADMISSION - WITHDRAWAL**

Students who come to Red Bank Regional High School for admission should bring with them or have mailed to the office of the principal a transfer slip. This transfer should be signed by an officer of the school from which the student comes. Every effort will be made to place the student properly. A copy of the student's transcript should be forwarded to the Guidance Office.

If a student is not living with his/her parents, he/she must have a transfer slip, and an affidavit must be completed and signed by the student's legal guardian in the presence of a notary public. The student will receive a handbook, Nurse's Form, I.D. card, Authorization for the Release of Information, Student Questionnaire, Information for Register, and Immunization Form.

When a student wishes to withdraw from school, he/she should report to the Guidance Office several days prior to his/her last day of attendance. All obligations must be fulfilled and all books returned before the school will transfer a record to another school.

In order to withdraw from school, a parent/guardian must complete a withdrawal form and submit it to the Guidance Office. If the student has reached the legal age of 18 years, he/she may withdraw with confirmation from parent/guardian.

**COURSE CHANGE SHEET**

Students who receive a schedule change during the school year will be issued the district's Add/Drop Sheet which indicates the class section the student is leaving and the class section the student is entering.

The student must report to his/her new class and present the Add/Drop Sheet to the classroom teacher for signature before returning to the original section to sign out. Upon completion of the procedure,

the student must return the Course Change Sheet to the Guidance Office. The deadline for student initiated academic level changes is September 20, 2011. Teacher initiated course level changes may occur through October 7, 2011.

**Only course level changes will be made; no elective changes will occur. Withdrawal from a course after these dates will result in a designation of Withdraw Pass (WP) or Withdraw Fail (WF) on the transcript. A WP does not impact GPA; a WF is calculated as a final grade of 50 in the GPA. Any changes in a schedule after these dates must have administrative approval.**

#### **GUIDANCE APPOINTMENT SLIPS**

School counselors will schedule a number of appointments to meet with their assigned students throughout the school year. These scheduled meetings may be to review report card grades and to check that students are exhibiting evidence of keeping up with their schoolwork. Appointment slips are issued to students in their block 1 class. Students are directed to leave class with their appointment slip endorsed by the teacher. Upon return to class they must return the appointment slip signed by the counselor.

A student may initiate an appointment with his/her counselor by reporting to the guidance office and requesting an appointment with that counselor by completing a 'request' form for their counselor in the guidance office. Typically, the student receives an appointment slip via his/her classroom teacher within 48 hours. In the event of an emergency or personal matter in need of immediate attention, the counselor will typically agree to see the student immediately.

#### **MAKE-UP WORK**

Make-up work is required from the student whenever there is an absence. When there are extended absences from school due to illness or suspension, the student/parent should contact the student's counselor as soon as possible in order to obtain assignments from teachers. It will be the student's/parent's responsibility to arrange for these assignments to be picked up from guidance and returned to the teacher upon the student's return to school. Upon the student's return to school, it is his/her obligation to contact teachers to see if there are any other outstanding tasks to be completed.

Students who are absent but not on an extended absence will be given, at most, one A/B cycle (next assigned class) to make up work for one day's absence. If a student is absent on the day a long term assignment is due and does not turn in the project by the due date, the penalty will be at the discretion of the teacher.

**Incomplete marking period grades may not be carried beyond the end of the next marking period unless there is an extended illness or other authorized absence. If work is not made up in a**

**timely manner, incompletes may turn into failing grades.**

#### **SUMMER SCHOOL**

A five-week comprehensive summer school is conducted each year. Remedial courses are offered so that a student may remove a failure. Each remedial course meets for two and half hours a day, five days a week. Two remedial courses may be taken during the summer session. In addition, a limited number of original credit courses will be offered that will meet for five hours a day, five days a week during the five-week summer program.

In order to be eligible for a remedial course a student must have a final average of 55 or higher during the regular school year. Students who have been removed from a course during the regular school year for excessive cuts will not be eligible for the remedial summer program in that course. If a failing grade is below a 55, the guidance director and/or teacher may recommend summer school. **Grades and credits earned in summer school will be reflected on your transcript; however, they will not be included in your GPA, unless the course is taken for original credit.**

Summer school applications will be available in the guidance office by mid June.

#### **WORKING PAPERS**

Students between the ages of 14 and 18 years who wish to engage in outside employment must secure working papers. The necessary forms may be obtained during any school day in the Guidance Office. All forms must be completed and a birth certificate or some legal proof of age must accompany the forms before the working papers will be issued. Working papers are processed in the Guidance Office from 2 to 3 pm only.

#### **INTERVENTION AND REFERRAL SERVICES (I & RS)**

##### **6A: 16-8**

Designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior or health needs.

N.J.A.C. 6A:14-3.3 (3ii) Referral by instructional, administrative and other professional staff of the local school district, parents and state agencies, including the New Jersey Department of Education and agencies concerned with the welfare of students.

#### **SPECIAL EDUCATION**

All staff can access and review the district's policies and procedures related to general and special education student records. Policies and procedures ensuring a free and appropriate public education to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and NJAC 6A:14 are located in the Superintendent's Office.

N.J.A.C. 6A:14-3.3(b) Interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services

N.J.A.C. 6A:14-3.3(d) A direct referral to the child study team may be made when it can be documented that the nature of the student's educational problem(s) is such that evaluation to determine eligibility for special education services under this chapter is warranted without delay.

N.J.A.C. 6A:14 (d) 1 The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request shall be considered a referral and shall be forwarded without delay to the child study team for consideration.

### **HEALTH SERVICES**

Students should come to school physically well and able to participate in class the entire school day. To protect themselves and their fellow classmates, ill students should remain at home.

When a student becomes ill during the day he/she must secure a pass from the classroom teacher before reporting to the nurse. It is expected that no student will find it necessary to see the nurse arriving at school unless an accident or sudden illness occurred.

### **SCREENINGS**

#### **Scoliosis**

Every other year an examination of pupils between the ages of 10 and 18 is conducted to determine the condition known as scoliosis (lateral curvature of the vertebral column). Notification will be sent to parent or guardian of any pupil suspected of having scoliosis. Any pupil shall be exempt from the examination upon the request of his/her parent or guardian.

#### **Hearing**

Hearing Screenings will be given to the tenth grade.

#### **Vision**

Vision Screenings will be given to the ninth and eleventh grades.

### **ACCIDENT REPORTS**

Any accident occurring during the school day must be reported immediately to the teacher in charge or to the nurse before the end of the school day.

### **MEDICATION IN SCHOOL**

In accordance with New Jersey State Narcotic and Dangerous Drugs Law: Title-24:21-16 to 18.

1. Parent or guardian provides a written request for the administration of prescribed medication at school.
2. Written orders are to be provided by the doctor telling what the medication is for, side effects, and how often it is administered.
3. Medication container must be properly labeled by pharmacy or doctor and brought directly to the school nurse upon entering the school building.
4. No medication, over the counter, including aspirin, Tylenol, etc., will be administered without a doctor's note.
5. Before any student shall be authorized to carry and/or use an inhaler or epi pen on school premises or at school functions off school property, the parent or guardian must file the following with the school nurse:
  - a. A certification of a duly licensed physician that the pupil suffers from a potentially life threatening condition which requires immediate use of an inhaler or epi pen. The physician shall also certify that the patient is trained in the use of the inhaler or epi pen and is capable of self-administration of the medication.
  - b. The parent or guardian must provide an additional inhaler or epi pen to the one which the pupil is authorized to carry, which shall be retained by the school nurse.
  - c. The parent or guardian of any such child shall make a written request of the school district for permission to have the child carry and use an inhaler or epi pen. Said request shall also include a statement in form and substance acceptable to the board which shall release, indemnify and hold harmless the board against any and all liability for damage or injury arising out of the board of approval request.

### **HEALTH SLIPS**

If a student is to go to the Nurse's Office at any time during the day, he/she will be given a Health Slip which will state the time he/she is to be present in that office. Sometimes he/she will be required to leave in the middle of a class period. The Health Slip must always be presented to the classroom teacher at the beginning of the class period. The teacher will sign the slip, and when it is time for the appointment, the student will leave the classroom

quietly. When he/she returns, the pupil must give the Health slip to the teacher whose class he/she regularly attends at the time of his/her return.

If a student must leave school at any point throughout the day, he/she must be picked up by a parent or guardian.

#### **SPORTS PHYSICALS**

Students must file a "Health History Questionnaire/Part A" signed by a parent or guardian for each sport prior to the first practice session and a "Physical Examination/Part B Form" indicating that he/she has passed a sports physical examination administered by the school physician or physician of choice. The yearly exam must be done after June 1st to be eligible for the following school calendar year. Sports physical are offered three times yearly for Summer/Winter/Spring sports by the School Physician. Parents must sign release to authorize the school Physician to perform physical.

#### **NON SPORTS PHYSICALS**

Parents are encouraged to have their child examined by their family (private) Physician during the ninth grade and provide a copy of the exam to the Health Office for inclusion in the health file. Transfer students should likewise submit documentation of a physical exam and state required immunizations. (Paperwork is available in the Health Office). Parents should call the Health Office should they require guidance on venues that provide physical examinations. Working papers cannot be issued unless a physical exam, no more than 2 years old, is on file.

#### **CONTAGIOUS DISEASES**

All contagious diseases are to be reported to the Health Office.

#### **IMMUNIZATIONS**

Students must document immunization in accordance with the state regulations.

#### **CAFETERIA**

The school cafeteria is open every day that school is in regular session. Students may either purchase their lunches from the cafeteria, or bring their own lunches from home.

Breakfast is also available as a complete unit comprised of cereal (or equivalent), juice and milk. Breakfast is served from 7:05 am to 7:25 am. Both breakfast and lunch meet the nutritional requirements as set forth in the National Child Nutrition Program's agreement.

The cafeteria offers various lunch choices including the following: a hot lunch, combination soup-sandwich lunch, a cold plate, different salads. Students must choose at least three of the five food items contained within the four components of the Lunch. The choice of fewer than all five items shall not relieve students from paying the full

price of the lunch or those students determined eligible for reduced-price lunches from paying the reduced-price charge.

During the regular lunch period, a satisfactory lunch can be purchased for a nominal fee. The snack bar line is also available for milk, cookies, ice cream, etc. Interested students may purchase a weekly discount ticket.

To ensure a neat, clean and pleasant atmosphere, the following guidelines are suggested:

- Be considerate of your fellow students at all times.
- Stand in line and wait your turn. Do not cut in line or hold places in the line. If you want to be with a friend, join that friend at the end of the line.
- There should not be any more than 4 students in the area of the steam tables at one time (as one leaves the cashier, another student then approaches the steam table). Do not crowd around the cashier.
- Know what you want and ask for it as quickly as possible.
- Be seated while eating.
- When you have finished eating, deposit trash, etc., in the proper receptacles.
- Push your chair under the table before leaving.

If these guidelines are observed by all of us, our lunch periods will be friendly and pleasant for all.

## **MEDIA CENTER**

The Media Center of Red Bank Regional High School is the central location of all supplementary print and non-print materials. These materials can be accessed through the online card catalog. At the present time, all AV materials are listed in a Master Catalog. The Media Center is located on the main floor in the A block of the school and is open from 7:15 am to 3:30 pm.

The main function of the Red Bank Regional High School Media Center is to provide the books, periodicals, electronic media, and other resources needed by students, faculty and staff in the pursuit of their academic activities. In addition, the Media Center seeks to fulfill the recreational reading needs of the entire student body.

### **GUIDELINES AND PROCEDURES**

1. Media Center hours of operation are 7:15 am to 3:30 pm.  
On Monday through Thursday, homework help will be provided in the Media Center from 2:40 pm to 4:15 pm.
2. Each student is issued a Photo-ID card and this card must be used for the charging out of Media Center materials. This card

is not transferable. This means that a student must present his/her own card to charge out materials. Exceptions may be made if library staff knows the student.

3. Students usually may borrow as many books and periodicals from the general collection as needed. The length of the loan period is two weeks for books and one day for periodicals. Upon request, renewals will be permitted.
4. Media Center materials must be returned on or before their due date. A fine of \$.05 a day will be charged for overdue books and periodicals. All lost books and materials must be paid for. Media Center privileges will be denied until overdue materials are returned and all obligations resolved or a pass is obtained from the Vice Principal's office.
5. Since the Media Center is used daily by many people for a variety of educational purposes, it is imperative for each individual user to recognize and accept the obligation to be considerate of colleagues and the staff at all times. Likewise, respect and appreciation of Media Center materials are also required at all times. Failure to do so may result in detention and/or forfeiture of Media Center privileges.
6. All students must sign the appropriate sign-in list immediately upon entering the Media Center.
7. Students must remain in the Media Center until the end of the period.
8. Students entering the Media Center from a class must present an authorized pass from their subject teacher. This pass must be returned to the subject teacher before the end of the period. Seniors on unstructured time are the only exception.
9. A student in a Study who wishes to go to the Media Center should realize the privilege entails responsibilities. Students must sign the appropriate attendance list. Students must have a study hall pass to enter during the study all period. The purpose should be to use library materials, to read, or to seek quiet for study. Students not using the Media Center in a constructive manner will be asked to leave.
10. Computer use in the Media Center must follow the school's acceptable use policy.

## **TRANSPORTATION**

### **BICYCLES AND MOPEDS**

- Bicycles and mopeds must be kept only in the racks provided. All bicycles and mopeds should be locked to the rack. Locking to trees and posts is unacceptable.
- Bicycles or mopeds are not to be ridden on sidewalks at any

time.

- All bicycles and mopeds are to abide by the same rules that apply to motor vehicles.
- Mopeds must be registered in the Vice-Principal's office. □ Students are expected to drive their mopeds and ride their bicycles in a responsible manner.

#### **BUSING AND BUS PASSES**

Bus transportation will be provided in compliance with the state law. Students using buses will be issued bus passes. These passes and ID cards are to be in the student's possession whenever using the school bus. Failure to produce a bus pass and ID card may result in the student being denied bus privileges.

If a student's bus is late and a student is tardy to school, that student must present his/her bus pass in the Attendance Office and sign the appropriate sheet.

If the student does not have a pass, he/she will be considered tardy on his/her attendance record. Replacement bus passes may be obtained in the office of the Board Secretary.

A student is not permitted to leave school grounds at any time unless authorized to do so by the Principal or Vice Principal's office. After School Detention or suspension may result. Once a student arrives on campus he/she is expected to stay on campus for the full day. This includes the time before school starts in the morning and anytime after school while waiting for transportation.

If a student has permission to bring a visitor to school, the student must inform the Attendance Officer that a temporary bus pass is needed.

Conduct on school buses will be governed by school policy. Students misbehaving on the bus may, by administrative decision, be denied bus privileges.

A late bus will be provided at 3:30 p.m. and 5:00 p.m. for busing students who are engaged in supervised extra-curricular activities. A special late bus pass must be obtained from the teacher/advisor who detained the student. Regular bus passes and ID cards must be presented before late bus passes can be obtained. Smoking will not be permitted at any time on any school bus.

#### **PARKING**

Areas designated for student parking are: the lot outside the Media Center the parking lot by the large trees near the soccer field and the spaces along Ridge Road in the overflow lot. Students wishing to park in these areas can do so by registering their vehicle(s) in the Vice-Principal's office and obtaining the proper parking permit. This permit must be displayed as directed. Once a student arrives on campus he/she is expected to stay on campus for the full day, unless excused early.

If a student drives a vehicle that is not registered with the

school, he/she must park in the proper place and immediately register the vehicle for the day in the Vice-Principal's office. The student will need to know the license plate number, color and make of the vehicle.

Failure to abide by the parking regulations may result in the vehicle being ticketed or towed away at the owner's expense, detention, suspension and/or revocation of the parking permit.

#### **SKATEBOARDS**

Skateboards are not to be used on school property at any time. Skateboards brought to school must be put in lockers.

#### **STUDENTS DRIVEN TO AND FROM SCHOOL**

Students who are brought to school by parents and/or friends should be dropped off either by the main entrance or by the student parking lot near the media center entrances.

If a student is to be picked up after school, the student must arrange to have his/her parents and/or friends wait - either in the Students' Parking Lot or in the parking lot by the soccer field. There should be no cars standing on the roadways! If for any reason a student's parents or guardians must come into the building to pick him/her up during the day (for illness or to be excused early), the student must ask them to park in a visitor's space provided near the main entrance.

#### **PLEASE KEEP THE BUS LANES CLEAR**

Cars parked or standing on roadways create safety hazards and are in violation of the Board of Education Policy.

#### **STUDENTS WITH SPECIAL PROGRAMS**

Students assigned to a Special Program and/or all Cooperative Vocational Education students must leave the building as scheduled unless they have a written pass from their coordinator. Cooperative Vocational Education students are regarded as being in school the entire day - including while on the job - and are expected to obey all rules and regulations. Failure to do so may result in the student's receiving demerits, detention, suspension and/or removal from the Co-op Program. A Co-Op Student must be present in school in order to work that day and/or evening.

### **ACADEMIC GUIDELINES**

#### **GRADUATION REQUIREMENTS**

Red Bank Regional High School diplomas shall be granted only to students who have completed the requirements for graduation established by the State of New Jersey and the Board of Education. These requirements shall include the following areas:

1. Curriculum Requirements
2. Credit Requirements

3. State Mandated Testing
4. Attendance Requirements

### 1. Curriculum Requirements

Each student must successfully complete the following:

- English – 20 credits aligned to grade 9 to 12 standards
- Math – 15 credits including algebra 1 content (effective with 2008-2009 9<sup>th</sup> grade class); geometry content (effective with 2010-2011 9<sup>th</sup> grade class); and a third year of math that builds upon algebra 1 and geometry and prepares students for college and 21<sup>st</sup> century careers (effective with the 2012-2013 9<sup>th</sup> grade class).
- Science – 15 credits including laboratory biology (effective with the 2008-2009 9<sup>th</sup> grade class); chemistry, environmental science or physics (effective with the 2010-2011 9<sup>th</sup> grade class); and an additional lab/inquiry-based science (effective with the 2012-2013 9<sup>th</sup> grade class)
- Social Studies – 15 credits including histories and integrated civics, economics, geography, and global content.
- Economics – 2.5 credits in financial, economic, business and entrepreneurial literacy (effective with the 2010-2011 9<sup>th</sup> grade class).
- One credit year of Physical Education, Health and Safety for each year of enrollment (5 credits per year)
- One credit year of World Language (5 credits)
- One credit year of Practical Arts (5 credits)
- One credit year of Performing/Fine Arts (5 Credits)
- Electives (40 credits)

### 2. Credit Requirements

- All students are required to earn a total of 140 credits
- Credits for Grade Level Promotion
- **30 credits to be considered a sophomore**
- **65 credits to be considered a junior**
- **100 to be considered a senior**

**Students falling below the minimum credits for promotion will be retained in study hall.**

### 3. State Mandated Testing

- Each student must achieve at or above the established statewide minimum level of proficiency on the eleventh grade High School Proficiency Assessment.
- Presently, this assessment measures student knowledge and skill in two content areas: Language Arts literacy and Mathematics.
- Upon enrollment, each student's competencies are assessed by his/her performance on the New Jersey

Assessment of Skills and Knowledge – grade 8.

- Students exhibiting deficiencies in either content area will be scheduled for enrichment courses.
- Students failing to achieve the expected proficiency level by the end of the eleventh grade will be scheduled into a HSPA class and be re-tested during the senior year.

NOTE: All graduation requirements shall apply to classified students unless exempted in the Individual Education Plan (IEP).

#### **4. Attendance Requirements**

The Board of Education assumes responsibility for upholding the law requiring regular school attendance of each student resident in this district that has completed the eighth grade or reached the age of 16. This attendance may be in RBRHS, or school districts with which this board has a sending/receiving relationship, or in a day school in which the instruction is equivalent to that of the public school.

Attendance shall be during the days and time the school is in session unless the student is absent for:

- Death in the family
- Quarantine
- Illness
- Court appearance
- Religious holiday

The Red Bank Regional Board of Education requires a minimum of 160 days of attendance in order to receive a passing grade in subject areas. (This is not a waiver of the 180-day requirement for the provision of instruction.)

#### **No credit in a Course due to Attendance Violation**

Once a student is absent a total of ten (10) days for a semester course or twenty (20) days for a full year course, whether excused or unexcused, the following will take place:

- The student will receive a No Credit (NC) for the course\*.
- \*Loss of credit can be appealed to the Principal through the Attendance Review Committee. If no appeal is made, the original no credit designation will be upheld. Students and/or families will be required to meet with the Attendance Review Committee during the school year if poor attendance is demonstrated.
- Students may enroll in the same course(s) next year but may be given permission to enroll in an approved summer school course only if they remain in the class on an audit basis and have no disciplinary infractions.
- Students who have violated the attendance policy are not allowed the privilege of field trips.

Rules and Regulations

The Superintendent of Schools shall prepare rules and regulations to implement this policy. Such rules and regulations shall be made known to all students and parents within the district.

#### **PROMOTION, RETENTION AND GRADUATION**

Students entering the ninth grade are expected to have successfully completed eighth grade. Promotion to the next grade level is determined by the individual student's successful completion of the required grade level curricular requirements. Students failing to attain passing grades in required courses may be retained. (See Academic Guidelines section). No student will be awarded a diploma unless he/she has met the graduation requirements as stated in the Academic Guidelines section. Students failing to meet all academic guidelines for graduation will be denied the privilege of participating in commencement exercises.

\*The Administration has the right to revoke a student's privilege of walking in graduation due to a disciplinary offense

#### **COURSE LISTING**

##### **HONORS, ADVANCED PLACEMENT and IB COURSES**

The district offers a variety of Honors courses for academically talented students. All students are encouraged to aspire toward inclusion into one or more of these academically challenging courses.

##### **Freshmen**

For incoming ninth graders, honors courses are offered in the World Languages and math. In order to qualify for placement into a language or math honors course during freshman year, a student must demonstrate proficiency on the district's qualifying exam for the respective content area.

Freshmen may also participate in an honors project in English 1 CP in order to obtain honors status along with an accelerated project in Global Studies. These honors options are required for placement in sophomore honors English and history courses as well.

##### **Returning Students**

Students entering grades 10 and 11 may be admitted to honors courses of their choice by maintaining a 90 or better in any prerequisite college prep level course in the respective discipline, and achieving one or more of the following:

- Portfolio presentations i.e. English & Global Studies
- Teacher recommendation
- Qualifying Test

Students are advised of honors placement testing, portfolio requirements, etc. by classroom teachers as well as through the

internal communication systems existing in the building (Daily morning announcements, TV in the commons area). Parents and students interested in one or more of the courses listed below are advised to contact the student's teacher and/or School Counselor.

Students placed in honors courses are expected to maintain a minimum grade average of 80 in order to remain in an honors level course. Students failing to meet this will jeopardize their course selection of an Advanced Placement or Honors level in the following year.

**Honors Courses:**

Accounting Honors 2  
 Advanced Research Comp-TIA Security +  
 Algebra 2 Honors  
 Chemistry Honors  
 Computer Science 2 Honors  
 Comp-TIA Network + Honors  
 English 2, Honors  
 English 3, Honors  
 English 4 Humanities Honors  
 French 2, 3, 4 Honors  
 Latin 2, 3, 4 Honors  
 Pre-Calculus Honors  
 Spanish 2, 3, 4 Honors  
 US History 1, 2, 3 Honors

**Advanced Placement Courses:**

Advanced Placement American History  
 Advanced Placement Art History  
 Advanced Placement Art Studio  
 Advanced Placement Biology  
 Advanced Placement Calculus  
 Advanced Placement Chemistry  
 Advanced Placement Computer Science A  
 Advanced Placement English 3: Language and  
 Composition  
 Advanced Placement English 4: Literature and  
 Composition  
 Advanced Placement European History  
 Advanced Placement French 5  
 Advanced Placement Latin  
 Advanced Placement Music Theory  
 Advanced Placement Physics B  
 Advanced Placement Physics C

Advanced Placement Spanish 5  
Advanced Placement Statistics

**IB Courses:**

IB Biology SL  
IB Chemistry SL  
IB Computer Science HL  
IB Computer Science SL/AP  
Computer Science A  
IB English HL  
IB English HL 2  
IB Environmental Systems and Societies SL  
IB French HL 1  
IB French HL 2  
IB French SL 1  
IB French SL 2  
IB History of Americas HL 1  
IB History of Americas HL 2  
IB History of Europe HL 1  
IB Latin HL 1  
IB Latin HL 2  
IB Latin SL  
IB Math SL  
IB Math Studies SL 1  
IB Math Studies SL 2  
IB Mathematics HL 1  
IB Mathematics HL 2  
IB Psychology SL  
IB Spanish ab initio SL 1  
IB Spanish ab initio SL 2  
IB Spanish HL 1  
IB Spanish HL 2  
IB Spanish SL 1  
IB Spanish SL 2  
IB Theory of Knowledge  
IB Visual Arts HL 1  
IB Visual Arts HL 2

\*Honors Courses, Advanced Placement Courses, and SUPA courses are identified on a student's official transcript and receive "weighted" credit in class rank calculations. Honors and IB SL courses are weighted with 5 points at the completion of the full course; AP, IB, HL and SUPA courses are weighted with 10 points at the completion of the course.

## GRADING

### MARKING SYSTEM

Marks are given on a numerical basis. Below is an interpretation of the numerical value of each grade.

MARK	INTERPRETATION
100-90	Excellent
89-80	Above Average
79-70	Average
69-65	Below Average
64-0*	Failing
NC	No Credit
MED	Medical Excuse - Phys. Ed.
W/F	Withdrew Failing
W/P	Withdrew Passing
INC	Incomplete-work not done-no credit.
CW	Credit Withheld
P	Pass
F	Failure: Grade below 65

\*55 or above needed for Summer School review course.

### FINAL AND MID-TERM EXAMINATIONS

Final and Mid-term examinations will be given to all students in all full year subjects. Mid-term exams will reflect work completed in the first semester while Final exams will reflect second semester work. Semester courses will only have Final exams. Mid-term and Final exam schedules are announced annually in the Principal's Bulletin to Parents and are listed on page 13 of the Student Handbook. Please note that due to unforeseen circumstances both Mid-term and Final exam schedules may be changed. You will need to adjust your schedule accordingly. **Students will not be permitted to take Mid-term or Final examinations early or later due to family vacations.**

Examinations must be taken on the date and time posted in the Examination Schedule. If there are extenuating circumstances involving medical concerns or family issues, a 1 week maximum extension may be granted with a written parental request. Any student who fails to report to a Mid-term or Final exam will receive an automatic zero on the exam which may result in a failing grade for the course.

### REPORT CARDS

Report cards are issued four times a year at the end of each 9 week period. Credit is granted or withheld on the basis of the final average.

### **INTERIM GRADING REPORTS**

Midway through each of the 4 marking periods, teachers will complete an Interim Report which will be mailed to the student's homes. The Interim Report will provide comments issued by the teacher that describe each student's current academic standing. If a parent/guardian wishes to contact a classroom teacher, he/she should refer to the district voice mail extension listing that was sent home at the beginning of the year. Personal appointments to meet with teachers may be scheduled through a student's school counselor.

### **HONOR ROLL**

To be eligible for the various Honor Rolls a student must obtain:

- High Honor Roll (Maximo Cum Honore) - All 90s or above.  Honor Roll (Magno Cum Honore) - At least 90 in two subjects and no grade less than 80.
- Credit List (Cum Honore) - At least 80 in all subjects. A minimum of five grades is necessary for consideration. Students who have withdrawn from a course will not be considered for honor roll. Physical Education and Health grades will be included in determining Honor status beginning with the class of 2007.

### **ACADEMIC LETTER (VARSITY)**

A Varsity Letter will be awarded to students making the High Honor Roll all 4 marking periods. Subjects counted: All courses given number grades with exception of courses graded on a pass fail basis.

### **CLASS RANK**

Class rank is officially calculated at the conclusion of the junior year. All 2.5, 5, 6, 10 and 15 credit courses are ranked with the exception of those courses receiving "effort" grade. Honors Courses, Advanced Placement Courses, and SUPA courses are identified on a student's official transcript and receive "weighted" credit in class rank calculations. Honors and IB SL courses are weighted with 5 points at the completion of the full course; AP, IB HL and SUPA courses are weighted with 10 points at the completion of the course.

A grade point average is calculated by multiplying the credit value by the final grade. A product for each course is obtained and all of the products are then totaled and divided by the total number of credits attempted to determine the student's grade point average. Students will receive added weight for Honors, IB, AP and SUPA courses. This weight is calculated when class rank is officially reported out to the students and parents/guardians. **The two top-ranking students after the third marking period of the senior year will be the Valedictorian (highest GPA) and the Salutatorian (2<sup>nd</sup> highest GPA). Parents/guardians and students are able to choose to have their class rank sent on their transcripts to colleges. It is**

an “all or nothing” in that if you elect to remove rank, it will be removed for all transcripts sent out.

Only grades from courses taken at RBR (while the student is enrolled at RBR) will be calculated in the student’s GPA. Any course taken on line, at a college or at another high school will count for credits earned, but the grade will not factor into the GPA. No additional course credit is given to transfer students for Honors courses taken at other high schools that are not offered at Red Bank Regional High School.

### SCHOLARSHIPS AND AWARDS

For the student who plans to attend college, the scholarships and awards given to graduates of Red Bank Regional High School are of particular interest. We are especially fortunate in having available a number of scholarships given by local benefactors. There are, however, a few items of which students should be aware. Scholarships are given primarily to those students who could not further their education without this financial aid. The need of the student, then, is the first consideration. Factors used in further consideration of a scholarship application are as follows:

- Academic record
- Personality
- Examination marks - College Entrance Exams.
- Extra curricular record - ability as a leader.
- Recommendation from school
  - ability, character, and citizenship.

It should be kept in mind that the high school does not award these scholarships. They are awarded by foundations, trust funds, special interest groups, the state legislature, and the institution which the student elects to attend. RBRHS assembles records, provides information, and makes recommendations to those agencies.

When students begin their studies in the ninth grade, if they wish to secure a scholarship, they should concentrate on mastery of the subject matter. As has been previously stated, a student’s academic record is a very important factor in determining whether or not he/she will receive an award.

Students should inquire early in their senior year through the guidance office as to the availability of scholarship applications. Most colleges today give awards, usually for tuition, to their outstanding needy applicants. Students should listen for announcements of scholarship information from the Guidance Office and inquire about scholarship aid from their guidance counselor. All scholarships are posted on Naviance as well.

**PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)**

October 12, 2011 - all juniors, sophomores and interested freshmen

**SCHOLASTIC APTITUDE TEST (SAT) AND ACHIEVEMENT TESTS**

\*October 1, 2011

March 10, 2012

\*November 5, 2011

\*May 5, 2012

December 3, 2011

\*June 9, 2012

\*January 28, 2012

\*offered at RBRHS

**AMERICAN COLLEGE TEST DATES (ACT)**

September 10, 2011

February 11, 2012

\*October 22, 2011

\*April 14, 2012

December 10, 2011

\*June 9, 2012

\*offered at RBRHS

**HOMEWORK PHILOSOPHY**

Homework is a viable way to increase students' pathways to learn. It can provide added opportunity to practice new skills, engage new information, and explore topics using varied learning styles and interests.

Students will: Complete all assigned homework within the time frames established by the teacher; Ask for teacher assistance on homework; Attest that all homework has been completed in an appropriate and ethical fashion.

Teachers will give homework regularly; Give homework that extends student learning on classroom topics; Give students feedback on their homework. Provide instructional follow-up on homework as needed.

The Principal and Supervisors will: Monitor the homework assignments and provide feedback to teachers when appropriate; Make periodic checks on the feedback and instructional follow-up students receive based on their homework.

## **STUDENT ACTIVITIES AND ATHLETIC PROGRAMS**

The primary purpose for all student activities programs in the Red Bank Regional High School District is to promote the physical, mental, aesthetic, social, emotional, and moral well-being of the students through participation and competition.

The activities programs are an important and integral part of the total school program. The opportunity for participation is open to all students regardless of individual differences. Through voluntary participation, the student gives time, energy, talent, and loyalty to the program(s). Because participation in the various activities programs is considered a privilege, the student accepts the training rules, regulations, and responsibilities unique to the individual activities program in which he/she participates.

### **Student Activities Programs Definitions**

Curricular Activities: These are instructional activities that are integral to the classroom as part of the stated curriculum and are a natural extension of classroom activities that result in a course grade and credit.

Examples of graded curricular activities that may occur outside of the normal classroom include, but are not limited to, scheduled concerts, large group musical competitions, adjudicated performances, musical festivals, selected drama productions, and other performance directly related to instruction.

Student conduct standards for all curricular activities is governed by and outlined in the Student Handbook.

Co-Curricular Activities: These are activities that are in addition to classroom instruction and have no bearing on a

course grade or course credit. Participation in them is a privilege, not a right. Examples of these non-graded, co-curricular activities include, but are not limited to, yearbook, Interact, STS, Mathematics Team, honor societies, student government, and after-school enrichment activities.

Because co-curricular activities participants are representatives of the Red Bank Regional High School District when they are performing in public, they are expected to conduct themselves at all times in a manner that will reflect the high standards and ideals of their team, activity group, school, and community. Participation in co-curricular activities within the Red Bank Regional High School District requires that the student maintain successful performance in academics and citizenship, and that the student remain in good standing as defined within the school district Co-Curricular Activities Code. Those students who violate the Co-Curricular Activities code shall be subject to discipline that may include permanent removal from participation in school district activities.

The rules and regulations contained in the Co-Curricular Activities Code shall apply to any violation occurring on or off school premises at any time during the calendar year. The rules and regulations are in effect during the entire student career in any school sponsored activity. Violations of the code of conduct are cumulative throughout in grades 9 – 12. It is expected that these established regulations will encourage students to maintain high standards of conduct throughout their high school years.

Non-Curricular Activities: At the secondary level, the school may provide for a limited open forum where students can meet on issues that are not curricular or co-curricular. If a limited open forum is available for any non-curricular activity, the school cannot deny equal access or a

fair opportunity to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at these meetings. Non-curricular groups must meet during non-instructional time and in locations separate from otherwise disinterested and/or uninvolved students.

Non-curricular meetings must be student initiated. Participation is to be voluntary. There may not be any sponsorship by the school, government, or its agents or employees. Non-school persons may not direct, control, conduct, exercise influence over, or regularly attend these activities. Should the activity be of a religious nature, employees or agents of the school or government may attend only in a non-participatory capacity. These meetings or activities must not materially and substantially interfere with the orderly conduct of the educational activities in the school and/or violate law, school rules, or board policy and procedure (in accordance with The Equal Access Act: 20 USC 4071-74).

Interscholastic Athletics: These activities shall include all activities relating to competitive athletic contests, games or events, or exhibitions involving individual students or teams of students in this district.

RED BANK REGIONAL HIGH SCHOOL DISTRICT  
STUDENT ACTIVITIES AND INTERSCHOLASTIC  
ACTIVITIES CODE OF CONDUCT

The Red Bank Regional High School District Board of Education has approved specific policies and procedures that establish standards and expectations for student behavior for all participants involved with any part of the Red Bank Regional High School District Student Activities and Interscholastic Activities Programs. Copies of the Student Activities and Interscholastic Activities Policies and Procedures are posted on the Red Bank Regional High School District School website and are available in hard copy form upon request at the school offices.

The signing of the Student –Parent Acknowledgement Form Code of Conduct for Extra-Curricular Activities/Athletics on page 3 of the Student Handbook by all participants in Red Bank Regional High School District activities programs and their parent/guardian is required prior to student participation in the desired activity/sport.

**Note: We realize that not all students and parents may take the time to read the full text of the Activities Code related policies and procedures. If you decide to not read the full text of the policies and procedures noted above, it is strongly recommended that, at a minimum, the Student-Parent Acknowledgement Form Code of Conduct for Extra-Curricular Activities/Athletics on page 3 of the Student Handbook and the attached “frequently asked questions” document are reviewed carefully and become a topic of discussion between parent and student prior to signing and returning the Student-Parent Acknowledgement Form Code of Conduct for Extra-Curricular Activities/ Athletics to the Assistant Principal’s Office**

**RED BANK REGIONAL HIGH SCHOOL DISTRICT  
STUDENT ACTIVITIES AND INTERSCHOLASTIC  
ACTIVITIES CODE OF CONDUCT —**

**Frequently Asked Questions**

All interscholastic and activities participants are encouraged to review the full text of the school district Student Activities and interscholastic Activities Policies and Procedures as referenced in this document. The following Q & A” format provides summary highlights and key issues associated with the policies and procedures that govern student participation in our activities programs.

**1. What is the purpose for the Student Activities and Interscholastic Activities Code of Conduct?**

Because co-curricular and interscholastic activities participants are representatives of our school and school district when they perform in public, it is reasonable to establish a high level of expectations regarding the behaviors exhibited by these participants. The Code of Conduct is the vehicle used to communicate these expectations, and consequences for non-compliance to all participants.

**2. Does each sport and activity group (football, drama, debate, etc.) have a separate Code of Conduct standards/rules?**

No, the same Code of Conduct applies to all school-sponsored activities, groups and sports teams that represent our school. All “teams/group rules” must include and be consistent with the Code of Conduct.

**3. When does the Code of Conduct apply to me as a participant in a school-sponsored group/activity?**

All participants are expected to honor the Code of Conduct expectations 24 hours a day, 7 days per week, 365 days per year, in and out of any specific activity or sports season. Confirmed violations of the Code that occur “out of season” will result in the appropriate consequence beginning at the start of the next activity season.

**4. What are the consequences associated with possession and/or use of alcohol, tobacco and/or other illegal drugs by a student who is a member of a school group/team?**

Confirmed violation of the Code involving the use or possession of alcohol, tobacco and/or any illegal drug will result in the removal of the participant from their activity/team. In keeping

with the Board policy on substance abuse (5131.6), students found to be in possession or who are using alcohol, drugs or steroids will be offered appropriate treatment and remediation through referral to the Student Assistance Counselor.

**5. Is it a violation of the Code of Conduct if a student attends a gathering where other students are using/possessing alcohol or drugs but the student does not use alcohol or drugs at the event?**

Yes, students are expected to avoid situations or functions at which alcohol, other illegal drugs, or tobacco are being used. Student attendance at such events will be considered “impermissible” as stated in the Code of Conduct and result in consequences. The typical consequence for a first violation of the “impermissible conduct” code standard is suspension from scheduled competitions/performance opportunities.

**6. How is the Code of Conduct enforced and how are alleged violations of the Code of Conduct investigated?**

The Code of Conduct is best viewed as an “Honor Code.” As such, the individual participant is challenged to embrace the standards established in the code. In addition, parents are strongly encouraged to actively participate by expecting their son/daughter to live up to the standards articulated in the code and incorporate the code of conduct standards into their behavior expectations within the family setting. School officials (coaches, activity leaders, administrators, etc.) are also expected to communicate clear support and commitment to the Code of Conduct.

The athletic director and school administrators investigate all allegations/reports of Code of Conduct violations. Standard investigative practices (i.e. collection of direct evidence, interview of witnesses, etc.) will be employed in response to violation allegations. Any student who is accused of a violation will be given the opportunity to communicate their response to the allegation. A reasonable preponderance of evidence must be identified prior to a final determination that a code infraction has occurred.

**7. Is there a process in place that allows for the appeal of a Code of Conduct penalty/consequence?**

Yes, all participants have access to an appeal process that involves review by a school hearing committee and the School Superintendent.

**8. Besides drug, alcohol and/or tobacco use prohibitions, does the Code of Conduct address other issues?**

Yes, in addition to prohibitions regarding substance use the Code of Conduct addresses issues such as school attendance, scholastic/academic eligibility, unsportsmanlike conduct, absence from practice, violation of school/community laws, etc.

**9. Who should I contact if I have questions or concerns regarding the Code of Conduct?**

There are a number of resources available to learn more about the RBR Code of Conduct. All activity/team leaders/coaches are expected to review the Code of Conduct at the beginning of each activity season. In addition, the athletic director, assistant principal and the school principal are all available to review the Code of Conduct with participants and parents.

**10. Can I be disciplined for unbecoming images appearing on internet sites or cell phones?**

Yes, after investigation if an image is verified and shows a student to be using or in the presence of illegal drugs or alcohol or inappropriately dressed (lewd) or possessing weapons or contraband or committing violent acts, the student may be disciplined.

**RED BANK REGIONAL HIGH SCHOOL APPEAL  
PROCESS FOR DISCIPLINARY ACTION**

When infractions occur within the co-curricular student activities program, the following appeal process will apply:

A. Upon the determination of penalty for infraction(s) of said rules or regulations, any aggrieved student(s) and parent(s) of said student shall have the right to an informal conference with the building principal and/or designee, an assistant principal, and advisor, director, or coach (Co-curricular Hearing Committee) to request that they refrain from enforcing the decision, delay imposition of the discipline pending appeal, and/or ask for reconsideration of the decision. The aggrieved student(s) and parent(s) are encouraged to contact the program leader and/or building

principal as soon as possible to indicate their desire to appeal the disciplinary action. If the student(s) and parent(s) do not make a written request for this informal conference within five (5) school days of the action grieved, they will have waived their right to the conference and appeal procedure. The informal conference is to be held within three (3) school days of the request. Within three (3) school days of the informal conference, the principal or designee (on behalf of the Co-curricular Hearing Committee) will render a decision on the request.

B. The aggrieved party may appeal the Co-Curricular Hearing Committee's decision to the superintendent or designee within three (3) school days of the appeal decision. The superintendent and/or designee will hear the appeal within five (5) school days of receiving the appeal request and shall render a decision within five (5) school days of that hearing.

C. The aggrieved party may appeal the superintendent's decision to the school board with three (3) school days. The board, after hearing the case at the next regularly scheduled business meeting shall render a decision on the case within ten (10) school days of that hearing. This decision shall be final.

**CODE OF CONDUCT FOR  
ACTIVITIES/ATHLETICS: PENALTIES**

*Note: penalties will be imposed over four years on a continuous basis and may carry over from one season/year to the next. Tier level may be based upon number of incidents or severity of an incident.*

**TIER ONE:** Suspension from activities (clubs, class activities, dances, etc.) for 20 calendar days. This includes one athletic event. A student must perform 10 hours of community service to be arranged through the RBRHS Community Service Coordinator. A written essay discussing student's behavior demonstrating accountability for his/her actions and responsibility to self and team/activity. A mandatory meeting will be scheduled with student, parent, coach/advisor and administrator to review next level consequence if a second offense occurs. **Student will remain suspended from participating in sports and activities until the completion of these requirements.**

**TIER TWO:** Suspension from activities (clubs, class activities, dances, etc.) for 40 calendar days. Suspension from athletic team for 20% of the season. A student must perform 10 hours of community service to be arranged through the RBRHS Community Service Coordinator. A written essay discussing student's behavior demonstrating accountability for his/her actions and responsibility to self and team/activity. A mandatory meeting will be scheduled with student, parent, coach/advisor and administrator to review next level consequence if a second offense occurs. **Student will remain suspended from participating in sports and activities until the completion of these requirements.**

**TIER THREE:** Suspension from activities for six calendar months. Suspension from athletic team for entire season. A student must perform 10 hours of community service to be arranged through the RBRHS Community

Service Coordinator. A written essay discussing student's behavior demonstrating accountability for his/her actions and responsibility to self and team/activity. A mandatory meeting will be scheduled with student, parent, coach/advisor and administrator to review next level consequence if a second offense occurs. **Student will remain suspended from participating in sports and activities until the completion of these requirements.**

**TIER FOUR:** Suspension from activities for full calendar year. Suspension from athletic teams for entire year. A student must perform 10 hours of community service to be arranged through the RBRHS Community Service Coordinator. A written essay discussing student's behavior demonstrating accountability for his/her actions and responsibility to self and team/activity. A mandatory meeting will be scheduled with student, parent, coach/advisor and administrator to review next level consequence if a second offense occurs. **Student will remain suspended from participating in sports and activities until the completion of these requirements.**

**TIER FIVE:** Suspension from sports/activities for all remaining years of high school . A student must perform 10 hours of community service to be arranged through the RBRHS Community Service Coordinator. A written essay discussing student's behavior demonstrating accountability for his/her actions and responsibility to self and team/activity. A mandatory meeting will be scheduled with student, parent, coach/advisor and administrator to review next level consequence if a second offense occurs. **Student will remain suspended from participating in sports and activities until the completion of these requirements.**

***\*NOTE: Suspension from team means that an athlete may practice but may not play during the suspension***

*period. Offenses are cumulative during the participant's high school experience.*

*Conduct violations involving possession or use of alcohol, drugs or steroids will result in referral to the Student Assistance Counselor (SAC) and pupils will be offered appropriate treatment and remediation.*

**Win-Back Provision**

Violations of the code will be cumulative during a student's high school career. However, a student who participates one calendar year without a violation and does a minimum of 20 hours of community service earns back his/her status prior to the last violation. This "win-back" provision only applies after a student's first violation during his/her high school career.

Board Approved: 6/23/10

### CLUBS AND SPORTS

1. To be eligible to participate in co-curricular activities, a student must comply with the following requirements:
  - For activities during the first semester (September 1st to January 31st), a pupil must have received a passing grade in six courses, equaling 30.00 regular high school diploma credits for the preceding year.
  - For activities which began during the second semester (February 1st to June 30th), a pupil must have received a passing grade in each of six courses equaling 15.00 regular high school diploma credits at the close of the preceding first semester (January 31st).
2. A student suspended from school for unsatisfactory conduct or any other reason will not be permitted to participate in any co-curricular activity until reinstated.
3. A student must be present in school for a minimum of 4 hours on the day of a scheduled activity unless given permission by Principal or Assistant Principal.
4. Students must file a Health History Questionnaire, signed by a parent or guardian for each sport prior to the first practice session and a Physical Examination Form indicating that he/she has passed a sports physical examination administered by the school physician or physician of choice. The yearly exam must be done after June 15th to be eligible for the following school calendar year. Sports physicals are offered three times yearly for summer/winter/spring sports.
5. A waiver form must be signed by a parent/guardian to permit a physical by the school physician.
6. No award of any monetary value from an individual or an organization not under jurisdiction of the administration of the school may be accepted by any athlete without the approval of the Board.
7. A player is subject to permanent or temporary suspension from participation in interscholastic athletics for violation of the Constitution and Bylaws of the New Jersey State Interscholastic Athletic Association, the rules of good sportsmanship, or the rules of a particular game.
8. No student shall be eligible for high school athletics after the expiration of eight consecutive semesters following his entrance into high school. In the case of a discharged military person, adjustments of this rule as may be deemed equitable can be made.
9. An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen (19) prior to September 1. A

- 9th grade student becomes ineligible for 9th grade athletics if he/she attains the age of sixteen (16) prior to September 1.
10. A student must maintain a good school citizenship record at all times to be eligible to participate. Any student who fails to maintain good citizenship and show good sportsmanship may be declared ineligible at any time.
  11. The administration reserves the right to withdraw any athlete at any time even though he/she meets the minimum requirements imposed by the NJSIAA. The administration feels that students should realize that their academic standing is more important to their future than maintaining their present athletic progress.

### CLUBS AND ACTIVITIES

Buccaneer (Newspaper)	Math League
Chamber Choir	Mock Trial
Color Guard	Multicultural Club
Computer Science Club	National Art Honor Society
Culinary Association	National Honor Society
Environmental Club	National Technical Honor Society
Fall and Spring Plays	Peer Mediation
FBLA	Senior Class
FCA	Science Olympiad
FEA	Sophomore Class
French National Honor Society	Spanish National Honor Society
Freshmen Class	Strings
Harp Ensemble	STS Peer Leadership
History Club	Student Athletic Trainers
Interact Club	Student Council
Junior Class	Swashbuckler Record Label
Key Club	Technology Student Association
Latin National Honor Society	Tri-M National Music Honor Society
Log (Yearbook)	Walden Chapter of the
Marching Band	National English Honor Society

### **STUDENT COUNCIL**

The major purpose of the Student Council is to bring about the best possible cooperation between the students, the teachers and the administration of Red Bank Regional High School by acquiring a practical knowledge of self-government, promoting the general welfare of the student body, acting as a liaison between the student body and the administration, and establishing high standards of character, leadership, scholarship and school spirit.

The Student Council consists of an Executive Board of elected officers as follows: President, Vice President, Recording Secretary, Corresponding Secretary, Business Manager, Public Relations, Photographer, and a Representative-at-Large from each grade.

The major policy-making group of Student Council is made up of classroom representatives. One representative is elected from each homeroom. Through this group each student has the opportunity to participate in the government of the school.

All students are strongly encouraged to participate in Student Council activities. Active participation in this form of self government is the duty of each student who feels that decisions affecting students must be made jointly by the Student Council, the teachers and administration. Our Student Council office is located in the Pit area.

### **CLASS ORGANIZATIONS**

Each class is organized under the leadership of officers: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Business Manager, and Representative-at Large. Classes plan, promote and carry out various fundraising activities to support class social events.

### **CULINARY ASSOCIATION**

The Culinary Association is a curriculum driven club that's goal is to develop the knowledge base and skills of all aspiring students wishing to enter the culinary field. Students utilize the same quality ingredients found in the country's top restaurants, helping students understand the diverse flavors of food and preparation that they may not necessarily be acquainted with. The Culinary Association also provides a valuable asset to the school and administration by offering a high quality food service operation while promoting pride and school spirit at Red Bank Regional High School.

### **FELLOWSHIP OF CHRISTIAN ATHLETES**

The FCA is an international Christian organization dedicated to encouraging and helping students in their spiritual journey. Each FCA meeting, or "huddle," focuses on personal growth reaching out to others, and having fun in the process. All students are welcome to participate, whether they are involved in athletics or not.

**FUTURE EDUCATORS OF AMERICA**

Future Educators of America is an organization which strives to interest students in the field of education early in their high school experience. It encourages members to be positive role models in the school and in the community. FEA fosters an appreciation for the teaching profession.

**HISTORY CLUB**

RBR students who enjoy history and want to go more in depth by doing fun activities created this club. Through debating issues, doing plays, reenacting scenarios, learning military history, playing Jeopardy, and going to college seminars, students can bring more to their history classes as well as meet other students with the same interests.

**INTERACT**

Interact is a service oriented organization which works in collaboration with the local Rotary Club. Students involved this club will be partaking in activities which provide services for the overall good of the community.

**KEY CLUB**

The Key Club is a service organization which is sponsored by our local Kiwanis Club. KEY stands for “Kiwanis Education Youth.” The students who participate in this club do various service projects within our own community.

**MOCK TRIAL**

The Mock Trial program is sponsored by the New Jersey State Bar Foundation, which supplies the script for a court case to each high school participating in the program. Students are expected to prepare the case for the “mock trials” that are conducted before a sitting judge (or practicing attorney acting as a judge) in interscholastic competitions occurring in the Monmouth County Courthouse in Freehold. The team winning the county tournament advances to regional competitions held at the New Jersey Law Center in New Brunswick, in the hope of winning the State competition and advancing to the national tournament.

### **MULTICULTURAL CLUB**

The Multicultural Club serves to expose students to a variety of world cultures and foster an interest in international travel, communication and learning opportunities. Through projects, presentations, language workshops, film screenings and cultural festivals, students are encouraged to learn about cultures that are new to them, as well as explore their own cultures and share their knowledge and experiences with other students. The club is open to all students interested in broadening their understanding of the world and learning something new.

### **STS PEER LEADERSHIP**

The STS (Student to Student) Peer Leadership program is designed to allow juniors and seniors to serve as peer leaders to the incoming freshmen. The leaders are guides and role models and aid the freshmen in their transition to high school life.

### **STUDENT ATHLETIC TRAINERS**

Selected students are responsible in assisting the head Athletic Trainer in the prevention, care and rehabilitation of athletic injuries at our athletic events. These students are required to have First Aid and CPR training.

### **TECHNOLOGY STUDENT ASSOCIATION**

The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design and engineering. Members apply and integrate science, technology, engineering and mathematics (STEM) concepts through co-curricular activities, competitive events and related programs. All students in the AOIT Academy are also participating members. All members are encouraged to compete for scholarships, prizes, and TSA National Honor Society.

## **STUDENT PUBLICATIONS**

### **BUCCANEER**

The Buccaneer is the student newspaper publication of Red Bank Regional High School. Membership is open to all students who are interested in writing and in learning different phases of journalism. The "Buc" is published to inform students of student activities and opinion. Representatives of the staff attend regional, state, and national journalism conferences and participate in student press competitions. The Buc office is located in Room 254.

## **LOG**

The Log is the yearly publication of the history of Red Bank Regional High School covering the school year. Every spring, this staff is organized and begins work on the following school year's yearbook. An individual portrait of each senior and faculty member is included in the Log. Many group pictures of school activities and organizations, as well as candid, are a special feature of the yearbook.

## **MUSICAL ORGANIZATIONS**

### **MARCHING BAND**

The Buccaneer Marching Band meets after school in the fall. Members of the Marching Bucs perform at all football games, parades, festivals and competitions. This band takes a yearly trip to perform at various places. Uniforms and some instruments are provided by the school. After-school rehearsals are required.

Color Guard - The marching and performing group of flag twirlers participates in various functions of the marching band. Members are selected on the basis of tryouts. An outstanding senior is selected to be the Captain of the Corps. Uniforms are provided.

Varsity Letters will be awarded to eligible students participating in Marching Band activities including football games, parades, festivals, competitions, and concerts.

#### **ELIGIBILITY REQUIREMENTS:**

- Participate in at least 85% of the marching band performances.
- Maintain passing scholastic grades in all courses.
- Attend regular practice sessions.
- Complete one year as a band member.
- Substantial contribution to band.
- Exhibit good bandmanship.
- Adhere to rules and regulations as described by the director.
- Recommended by Band Director.

### **CHAMBER CHOIR**

This is a select choir taken from the Concert Choir by audition only. This choir competes and performs advanced choral repertoire and represents the school at various functions and events. Chamber Choir meets once each week after school.

### **JAZZ BAND**

This group meets after school in the winter and spring. The group plays modern rock and progressive jazz. The Jazz Band performs at concerts and local activities. Audition is required.

## **HONOR SOCIETIES**

### **NATIONAL HONOR SOCIETY**

Juniors who rank in the top 15% of their class in core curricular subjects (English, Social Studies, Mathematics, Science, World Language and Physical Education) are eligible to apply for membership in the National Honor Society.

Candidates must submit applications that show evidence of leadership, character and service. Candidates are advised that involvement in school activities and athletics do not satisfy the community service requirement as stated in the Honor Society's charter. Students are expected to have accumulated at least 15 hours of sustained community service by the time they apply as juniors. Parameters for both service and leadership are posted on Ms. Dorn's webpage under National Honor Society.

Any violations of the school's disciplinary code of conduct, including but not limited to the infractions identified in the disciplinary chart, may result in revocation of a student's membership in the National Honor Society.

Please see NHS link on Ms. Dorn's school website for more information.

### **TRI-M NATIONAL MUSIC HONOR SOCIETY**

The TRI-M National Honor Society is a society associated with the Music Educators National Conference (MENC). Music students actively participating and excelling in school music organizations and programs are eligible for this distinction.

### **NATIONAL ART HONOR SOCIETY**

Students who have studied Art for one full year and who have maintained an average of 85 or above are eligible for induction into the National Art Honor Society. Membership offers recognition for high achievement and promotes an awareness of art in the community.

### **FRENCH NATIONAL HONOR SOCIETY**

Students who study French for two years, continue to a third year, and who maintain an average of 87 or above are eligible for induction into the French National Honor Society. The group strives for better understanding of the French language and the culture of French-speaking people.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The mission of the National Technical Honor Society is to recognize scholastic achievement in career and technical education and to assist Society Members in their pursuit of career and educational goals. Upon induction into the NTHS, students will have access to resources that will help in forging a successful path after graduation from high school. Students will participate in small-group work shops to: compose professional resumes and letters for

college and employment applications; practice interviewing skills; identify colleges with appropriate technology curricula; and identify scholarship and merit award opportunities. Students selected for the NTHS must meet the following criteria:

- \* Student must be a Junior and must have an 85 average in 3 technology courses. (If student has more than 3 AOIT courses, then the average of the 3 highest full year courses will be used)
- \* One course must be a second level course – i.e. has a prerequisite tech course. (see list below)
 

Computer Science 2	AP Computer Science
Honors Networking	Advanced Security
Principles of Engineering	Inventions and Innovations
Graphic Communications 2 or 3	Transportation Technology
Computer Integrated Manufacturing	
- \* Students may not have any technology course grade below a 75 and no failing grade in any course.
- \* Must meet RBRHS attendance and discipline standards: no more than 20 absences and no suspensions

#### **SPANISH NATIONAL HONOR SOCIETY**

Acceptance to the Spanish National Honor Society shall be dependent upon the following minimum requirements: Applicant must have two years of Spanish language courses on the high school level. Applicant must have a combined average of 90 (85 for honors level) for those two years. Applicant must have a continuation of study of the Spanish language. Overall GPA, deportment and character will also be considered. An application will be given to candidates, which they must complete and return on or before the date given. Each application must be completed fully and signed by the student's Spanish instructor. Membership offers recognition for high achievement in Spanish, the opportunity to interact with students who have similar interest in Spanish culture, and the opportunity to promote the language and culture of Spanish Speaking people.

#### **LATIN NATIONAL HONOR SOCIETY**

Students who have studied Latin for two years and who have maintained an average of 87 or above are eligible for induction into the Latin National Honor Society. Membership offers recognition for high achievement and provides an opportunity to study the language and interact with students of similar interests

#### **WALDEN CHAPTER OF THE NATIONAL ENGLISH HONOR SOCIETY**

The Walden Chapter of the National English Honor Society was granted its charter in 2008. The mission of the society is to recognize students who have excelled in, and demonstrated a passion for, English

literature and the humanities, and to nurture in them a development of that passion. Students may apply for membership in the NEHS during their junior or senior years, and must meet the following requirements to be considered for acceptance: Applicant must be a junior or senior enrolled in an Advanced Placement or honors English class. Applicant must have achieved a 92% or better average in his/her last complete year of English instruction prior to application and maintain a 92% or better average for all semesters following application. The percentage is determined AFTER accounting for weighting. Applicant must obtain and submit a faculty recommendation for membership. Applicant must complete an application process.

### ATHLETICS

#### FALL

**Cross Country (M/F)**

**Field Hockey**

**Football**

**Soccer (M/F)**

**Tennis (F)**

**Volleyball (F)**

**Cheerleading**

#### SPRING

**Baseball**

**Golf (M/F)**

**Lacrosse (M/F)**

**Outdoor Track (M/F)**

**Tennis (M)**

**Softball**

#### WINTER

**Basketball (M/F)**

**Swimming (M/F)**

**Indoor Track (M/F)**

**Wrestling**

**Ice Hockey (M/F)**

**Dance Team**

**Bowling (M/F)**

**SHORE CONFERENCE**

Red Bank Regional High School is a member of the Shore Conference and participates in several interscholastic sports. Grouping of schools is by pupil population. Red Bank Regional's interscholastic sports activities are under the supervision of an athletic director, with the Principal as the final authority for all athletic activities.

**LETTER AWARDS**

Students participating in any athletic activity in which we have interscholastic competition shall be eligible for our athletic awards. Varsity (V); Junior Varsity (JV); and Freshman (F) athletics are as follows:

- **Fall – Cross Country (V, JV); Football (V, JV, F); Soccer (V, JV, F); Tennis (V, JV); Field Hockey (V, JV, F); Volleyball (V, JV, F)**
- **Winter – Basketball (V, JV, F); Indoor Track (V, JV); Swimming (V, JV); Wrestling (V, JV); Ice Hockey (V, JV); Bowling (V)**
- **Spring – Baseball (V, JV, F); Track (V, JV); Golf (V); Tennis (V); Softball (V, JV, F); Lacrosse (V, JV)**

**VARSIITY LETTER CRITERIA**

- All senior athletes participating in a varsity sport will receive a varsity letter.
- Any athlete who exclusively participates on the varsity, junior varsity or freshmen level will receive a letter or certificate appropriate to that team regardless of playing time.
- Athletes who participate on various levels (ex. Varsity and Junior Varsity) of a particular sport will be awarded a letter based on participation of more than half the games on the highest level of competition played.
- Point criteria may be used to determine varsity letters in cross country, indoor and outdoor track exclusively.
- Coaches will distribute specifications before the start of the season regarding letter criteria and rules of conduct for team members.

The Head Coach and Athletic Director may review any special circumstances regarding the awarding of letters.

**CONDUCT/DISCIPLINE**

**POLICY: 5131**

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The board of education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere that encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The board directs the Chief School Administrator to develop and implement a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions, and as appropriate, conduct away from school grounds. The board shall direct development of detailed regulations suited to the age level of the pupils and the physical facilities of the individual schools. Board policy requires each pupil of the district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Chief School Administrator shall provide to pupils and their parents/guardians the rules of the district regarding pupil conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

In developing the standards, policies and procedures to implement this policy, the Chief School Administrator shall ensure that the code of

student conduct:

- A. Is based on parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Is based on locally determined and accepted core ethical values;
- C. Is board approved.

The Chief School Administrator shall develop regulations that:

- A. Require pupils to conform to reasonable standards of socially accepted behavior, respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority;
- B. Establish the degree of order necessary to the educational program in which pupils are engaged.

The board will annually review and update the code of conduct and this process shall include:

- A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;
- B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Reporting System.

The Chief School Administrator shall annually:

- A. Disseminate the code of conduct to all staff, students and parents;
- B. Report on the implementation of the code of student conduct to the board of education at public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv.
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidents reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the Chief School Administrator for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of

the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Weapons Offense

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The Chief School Administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the school board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the pupil.

The principal shall be responsible for the removal of such students and shall immediately report them to the Chief School Administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The Chief School Administrator shall determine at the end of the year whether the student is prepared to return to the regular educational program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of this board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations in all places where such pupils are within the jurisdiction of this board.

**HARASSMENT, INTIMIDATION OR BULLYING POLICY**

Red Bank Regional Board of Education Policy #5512 (Adopted August 24, 2011) is available at [www.rbrhs.org](http://www.rbrhs.org), or at the Red Bank Regional High School District Board of Education.

Policy Statement – The Board of Education prohibits acts of

harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

**PASSIVE BREATH ALCOHOL SENSOR DEVICE Policy #5136A**

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm, disruption and from exposure to harmful substances.

In keeping with its commitment to protect all pupils and the school community from the dangers of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring any invasive search or scrutiny of pupils. A PBASD may be used in certain circumstances as defined in this policy and as determined by the Building Principal or designee, or by the staff member in charge of a school related or school sponsored event or activity. The purpose for using a PBASD is to deter the use of alcohol by pupils and to protect pupils who may be under the influence of alcohol, other pupils, staff, and community members attending such events.

The Board authorizes PBASD screening before, during and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, dramatic productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. When it is determined a PBASD will be used, every pupil present or every pupil participating in such event may be screened. *The procedure for testing a pupil is outlined by Procedure A2.12.1, Passive Breath Alcohol Sensor Device Procedures.*

According to the procedures, if the PBASD screening indicates the presence of alcohol on a pupil, a second screening will be conducted by a PBASD by a PBASD trained faculty member in the presence of an administrator or faculty member in charge of the event. If the second screening indicates the presence of alcohol on a pupil, the matter shall

be reported to the Building Principal or designee and the school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and procedures A2.12.1.

In addition, a PBASD may be used to screen a pupil upon a report to the Building Principal or designee, to the school nurse, or the school physician if an educational staff member or other professional believes a pupil may be currently under the influence of alcohol on school property or at a school sponsored function provided an adult pupil or the parent or legal guardian of a pupil under the age of 18 years consents to such screening. Notwithstanding the results of the PBASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification, and examination procedures of N.J.A.C. 6A:16-4.3 and Policy 5131.6-Illegal Substances.

A PBASD will be used only in accordance with the guidelines of this Policy. The Building Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

Board Policy # 5131.6A

Procedures A2.12 & A2.12.1

N.J.S.A. 40A-8, et seq.

N.J.A.C. 6A:16-4.1, et seq.

First Reading: May 13, 2009

Second Reading: May 27, 2009

### **Passive Breath Alcohol Sensor Device Procedures**

#### **I. Introduction**

In accordance with Board Policy 5161A these procedures are established to govern the actions of staff members in the handling of the prevention of the abuse of alcohol by students using a passive breath alcohol sensor device (PBASD)

#### **II. Assessment and Response**

The purpose of using a PBASD is to screen students before, during and after school sponsored activities and events designated by the Principal as events where there is reason to believe the use of

alcohol by students may be present. Consent to PBASD screening is a condition for the privilege of participating in these types of activities and events. Whenever it shall appear to a staff member trained to the use of PBASD that a pupil has tested positive for alcohol detected by PBASD he or she shall report the matter as soon as possible to the principal, and the staff member responsible for the function or event. The student will be moved to a private, well ventilated area and tested a second time in the presence of the principal or the staff member responsible for the function or event. If the screening result is positive the principal or the staff member in charge of the event is responsible to ensure the student is safe and the results of the screening remain private.

- a. The student shall be kept under the direct supervision of staff at all times and shall be removed to a protective environment or area for observation and care by the school staff while the parents (or guardians) of the student are contacted.
- b. The parents (or guardians) are notified immediately and will be provided a verbal description of the situation. They will be advised of the location of the student and asked to come to school or the event location to immediately take charge of the student. Unless the student's condition requires emergency medical care and transport to the hospital.
- c. A parent or legal guardian may challenge the screening results. If a screening is challenged, the principal or his designee will arrange for the immediate examination of the pupil by the school physician, or a physician designated by the parent or guardian. If the parent elects to have the examination conducted by a private physician, the physician shall certify in writing that the examination including laboratory analysis as directed by the school physician was completed in a timely fashion after the referral and the physician shall provide his/her name, address and phone number. He/she shall submit his/her written findings as soon as possible. Should a parent elect this option and fail to produce the physician's documentation, the school shall proceed as if the student was intoxicated at the time of referral. If the parent is not able to respond immediately to pick up a student suspected of intoxication for transport to a physician, the principal shall arrange for transport to the emergency room. The School Physician will be asked to call ahead to order the necessary testing. The pupil shall be accompanied by a member of the school staff, designated by the principal, to the emergency room of the nearest hospital for examination. If possible, the parent or guardian should accompany the student, however this is not necessary nor is

permission from the parent required. Parents will be told that the student has been taken to the hospital for examination and testing. The pupil shall be examined for the purpose of diagnosing whether or not the pupil is under the influence of alcohol. If such examination is made by a private physician selected by the parent, it shall not be at the expense of the Board of Education. Provisions are to be made for the appropriate care and supervision of the student by school staff while awaiting the results of the examination, if the student is not in parental or guardian custody.

- d. A written report of the findings of the examination and all laboratory test results are to be furnished to the parents or guardians, the Principal and Superintendent within 24-hours, or as soon as possible.
- e. All pupils found to be positively diagnosed in screening protocols without reasonable suspicion shall be referred to the School Substance Counselor for consultation and may face actions such as exclusion from subsequent events, suspension from athletic teams and / or extra-curricular clubs, and the suspension of other privileges such as open lunch for a prescribed length of time dependent on the circumstances.
- f. Any time it becomes necessary to implement these procedures the Superintendent shall require written reports from the Principal and other such staff members as deemed necessary. A full report will be made to the Board of Education at its next regularly scheduled meeting.

Board Approved: May 27, 2009

**ATTENDANCE POLICY &  
PROCEDURES POLICY**

1. Under New Jersey State law and Red Bank Regional Board of Education policy, every student shall be in attendance in every assigned class or activity unless the absence is a result of death in the family, quarantine, illness, court subpoena or religious holiday.
2. The Principal or his/her designee has the prerogative to permit a student to miss class(es) for school sponsored educational activities or external educational activities such as verified driver test appointment, college visitations, verified appointment with a physician/dentist, extra curricular activities and illness which manifested itself after the student reported to school. Where applicable, a written request, signed by a parent or legal guardian, must be submitted 48 hours in advance of an absence. Students are responsible to make up all work missed. A minimum of 160 days of attendance for full year courses or 80 days for a one semester course is required in order to receive credit in any subject area. The events listed below must have the corresponding required documentation in order to be considered an excused absence. Note: Even though an absence is excused, it still counts against the total number of allowable absences from school/class. Even though a student's absences are primarily excused, an attendance waiver may not be granted based on individual circumstances.

<b>Event</b>	<b>Required Documentation</b>
illness / injury lasting up to 3 days	note from home which must contain dates involved, the student's name and the nature of the illness
illness/injury lasting more than 3 days	document from physician which must contain dates involved, the student's name and the diagnosis
verified appointment with a physician / dentist	document from physician /dentist
quarantine	document from physician
death in the family	note from home
driver test appointment	must present DMV receipt or license as proof of appointment upon return
court appearance	court subpoena or receipt
religious holiday	note from home

verified college visitations	must present a note from the college visited upon return
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3. Unexcused absence is generally defined as any reason not listed above, such as babysitting for younger children, shopping, vacations, working, "senior cut day", oversleeping, faulty private transportation, hairdresser appointments, personal prom preparation, completing reports/term papers at home or at local libraries, staying home for not feeling well and illness not seen by a physician.
4. Attendance will be taken twice daily. Once during the first block of the day and once during the study hall block.
5. Parents or guardians are required to call the Attendance Office, 732-842-8000 x270, by 9:00 am on the first day of a student's absence.
6. It is the student's responsibility to bring a note from home to verify his/her absence. Students will be responsible to give the note, which must contain all dates involved and the student's name, to the Attendance Officer. The note must be signed by the parent or guardian. If the note is not given to the Attendance Officer within 48 hours of the student's return to school, the day(s) absent are considered truant.
7. Teachers will note each absent student each day. If a student misses more than 20 minutes of a class, the pupil is to be considered absent.
8. In order to receive credit for the day, a student must be present for a minimum of four hours.
9. Students who are absent are required to complete the make-up work. Extenuating circumstances (hospital stays, serious illness, etc.) may permit the awarding of an incomplete at the discretion of the teacher. Students who miss skill development classes may have to make up time after school.
10. Each student who accumulates 10 absences in a semester (1/2 year) or 20 in a full year will have a required parental conference with the Attendance Review Committee. Note: while loss of credit is a consequence of excessive absence, credit withheld does not necessarily mean failure. The student is expected to remain in the class(es) pending further action.
11. No student is allowed to sign him/herself out of school unless they 18 years of age. Parent/Guardian will be notified.
12. Students in excess of 20 days will be required, at the discretion of the Attendance Review Committee, to attend a summer school program or repeat the grade in the next school year.
13. Attendance for transfer students will be pro-rated according to

each individual situation.

14. Students are exempt from the attendance policy during the period of time they are on approved home instruction.

#### **LATE PROCEDURES**

1. Students too ill to report to school for the start of the school day should remain at home recuperating for the entire day.
2. Repeated tardiness will not be permitted. A student who is not in his/her seat for Block # 1 when the tardy tone sounds at 7:35am will be marked absent and must report to the Attendance Office for a pass to attend classes.
3. A student who is tardy to school must have a valid and verifiable reason in order to be excused.
  - a. Excused Tardies include *verified* doctor or dental appointments, court appearances, driver's road tests, or family emergencies excused by the administration.
  - b. Unexcused Tardies include but are not limited to: oversleeping, car and transport problems (e.g. missing the bus), and illnesses that are not documented by a medical professional.
4. Students will be given 3 unexcused tardies per semester before the penalties listed below will be imposed. (These tardies will count towards total class absences, as applicable ).
  - Lates 4--5 = 1 hr detention
  - Lates 6—9 = 3 hr detention
  - Late 10 = Sat detention + 7 day activity and sports suspension
  - Lates 11—14 = 3 hr detention
  - Late 15 = Sat detention and 14 day activity and sports suspension
  - Lates 16-19 = 3 hr detention
  - Lates 20 = 2 Saturday detentions + 30 day activity and sports suspension and parent conference
  - Lates 21—24 = 3 hr detention
  - Late 25 = 3 Saturday detentions + 60 day activity and sports suspension and parent meeting
  - Late 30 = 4 Saturday detentions + 90 day activity and sports suspension and principal meeting

\*Parents should be notified that if their child fails to attend a scheduled Saturday detention, RBR will take all appropriate measures of intervention and discipline.

\*Activity suspensions are calendar days, during the school year, and include weekend and vacation days. Activities include, but are

limited to participation and/or attendance of athletic events, dances, proms, field trips and graduation.

\*In the event that an activity suspension extends beyond the end of the semester, a student will be required to serve the duration of the suspension in the following semester.

5. Any student arriving after 7:55 will be marked *absent* from their first period class (see class attendance policy and repercussions therewith) in addition to three hour detention per above.
6. Excessive lateness will result in parental contact.
7. If a student signs in late, he/she is still responsible for all class assignments due during missed periods. This includes tests, papers, projects, etc. Students may be permitted to stay after school with teachers to make up missed classes (at teacher's discretion) Failure to comply with these expectations will result in a zero for missed assignments.
8. A student must be present a minimum of FOUR HOURS to be considered present and receive credit for the day.
9. Any student arriving after 10:30 am is NOT allowed to participate in sports or ANY extra-curricular activity unless approved by the Principal or Assistant Principal.

#### **HALL SWEEPS**

Throughout the school year the administration reserves the right to monitor student movement throughout the building. In an effort to ensure that students are reporting to class on time, the faculty, staff, and administration will conduct daily hall sweeps. Students who are late to class will be assigned a one-hour detention.

#### **TARDINESS TO CLASS**

1. Teachers are responsible for each student each period. A record of daily attendance will be kept in the Teacher's Roll Book for each student.
2. If a student is late to class, he/she must report to the assigned class with a hall sweep pass. Students are not to report to the office for a late pass unless they are late to school.
3. Any student over 20 minutes late to class without an appropriate pass will be recorded as a cut.
4. Continued lateness to class can result in loss of credit in the course(s) where the lateness accumulates.

**INELIGIBILITY TO PARTICIPATE IN ACTIVITIES IF ABSENT**

1. When a student is absent from school, he or she will be ineligible to participate in any practice, rehearsal, contest, trip, Co-op work experience or performance given on that particular day unless granted permission by the Principal.
2. A student must be present a minimum of four (4) hours in order to be eligible to participate in any activity unless granted permission by the Principal or Assistant Principal.
3. If a student leaves school early because of illness, he/she is not allowed to participate in any extracurricular activities for that day.

**DENTAL, MEDICAL AND EARLY EXCUSES**

1. Any student who is to leave from school must present a written request signed by a parent or guardian to the Attendance Officer.
2. The request must be submitted as soon as possible prior to 1<sup>st</sup> block. If the student is in the office before the “late to 1<sup>st</sup> block” tone sounds, he/she will not be considered late to school.
3. The Attendance Officer will issue an “Excused Early” pass to enable them to leave class and report to the Attendance Office.
4. Students may be excused only to a parent or guardian after being signed out by the parent or guardian in the Attendance Office.

**DUTIES OF THE ATTENDANCE OFFICER**

1. The Attendance Officer is charged by New Jersey statutes to investigate absences.
2. The Attendance Officer is empowered by the Board of Education to institute legal procedures against parents whose children are absent with unjustified frequency.

**RELIGIOUS HOLIDAYS**

According to the Commissioner of Education, regarding student absences from school because of religious holidays, the law (Chapter 322, P. L. 1951) provides:

- No student who is absent from school because of a religious holiday may be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.

- If a student misses a test or examination because of a religious holiday he/she must be given the right to take an alternate test or examination.
- At least 24 hours prior to the date to be excused, the student should present a written excuse signed by a parent or person standing in the place of a parent.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as a legal absence but can not show on a transcript or employment form.

#### **SCHOOL ACTIVITIES OFF SCHOOL PREMISES**

- Students who travel with teachers or other designated supervisors to activities away from school such as field trips, athletic events (team members), concerts, and other school sponsored functions must return with the teacher or supervisor.
- Students are not permitted to make arrangements to return with friends or parents, unless approved by Principal or his/her designee.
- All school rules and regulations pertaining to student conduct are in effect during all school-sponsored activities.

#### **DISCIPLINE POLICIES AND PROCEDURES**

##### **PHILOSOPHY**

1. Primary - to develop on the part of the students those ideals, interests, habits and skills that make for self government and good citizenship.
2. Secondary-
  - a. To establish and maintain favorable study conditions free from distractions and misbehavior.
  - b. To establish and maintain respect for authority within the school.
  - c. To develop an overall sense of individual responsibility.
3. These objectives of discipline have been divided into primary and secondary areas in order to point out that, in school discipline, the emphasis should be placed on permanent educational values as compared to maintaining order in the school at all costs; on teaching students to desire to do accept able and useful things rather than destructive and harmful things; on teaching the individual to govern his own conduct rather than to be dependent upon government by others.
4. It is our aim to have a constructive program of discipline - positive rather than negative, growth rather than repression.

We encourage all of our students to exercise their right to freedom governed by acceptable ideals and interests rather than self-restraint and inhibitions. We strongly discourage attitudes unfavorable to the development of qualities of good citizenship.

5. Our goal of discipline is to have students be able to understand the need for both personal responsibility and academic discipline in order to succeed.
6. Each teacher is responsible for maintaining order in the classroom in order to instruct students more effectively. The teacher has the primary responsibility to interview students and to consult with parents in order to find possible solutions to particular disciplinary problems. The teacher has the further responsibility of supervising student behavior outside of the classroom (hall, cafeteria, lavatories, etc.) and on the school grounds.
7. Students and staff have a right to attend school in a safe, secure environment without fear of danger and/or harm to themselves or others.

Therefore, in cooperation with the Monmouth County Prosecutor's office, Little Silver Police Department and the Red Bank Regional High School Board of Education, on certain occasions it may be necessary to use stationary and/or mobile magnetic detectors similar to the ones used at airports to search individuals entering the school and inspect the contents of book bags, etc., for the limited purpose of discovering and removing illegal or dangerous products or commodities (weapons, drugs, alcoholic beverages, etc.)

We have a safe, secure environment at Red Bank Regional High School; however, we want to be judicious in ensuring and protecting all students and staff from harm.

### **GENERAL PROCEDURES**

1. Students have freedom to move in the halls between classes, but must be on time for class. The tone is a teacher's signal. Students are not to group in doorways, etc., until dismissed by the teacher.
2. In order for a student to leave class, he/she must possess their planner and have their pass sheet signed by the classroom teacher. The pass should be completed with all information - date, time, destination and signature. It is the student's responsibility to have their planner in his/her possession or he/she will not be allowed out of class.
3. Students detained in the Vice Principals Office are to stay in the office unless they are dismissed at the end of the period or given a pass.
4. Students coming from scheduled classes are not to be admitted to any administrative office without a pass. However, students may stop in to an administrative office between classes provided they are able to report to their assigned class on time. No late passes to class will be given by any administrative office unless the student has been detained by administrative personnel.
5. Halls are to be kept clear, quiet, and free of congestion. Students are expected to show common courtesy at all times and produce either a pass or ID card upon request. Profane and foul language is not acceptable.
6. A student is not permitted to leave the school grounds at any time unless authorized to do so by the Principal or Vice Principal's Office. After School Detention or Suspension may result.
7. All students should take great pride in our school and make every attempt to see that it remains clean and beautiful. All litter and trash should be disposed of properly.
8. Anyone guilty of damaging or defacing any part of the school complex or property will be held financially responsible for the damages. Disciplinary action will be taken in accordance with the extent and intent of the damage.
9. State law prohibits the use of the Field House or athletic facilities without a member of our Physical Education staff present to supervise activities. No students are allowed in the gym without supervision.

**AFTER SCHOOL DETENTION (ASD)**

A student may be placed on After School Detention for violating school rules.

1. A student on After School Detention will be given a pass to report to a designated room. The student is expected to obtain work from all of his/her teachers and to bring this work to the Detention room.
2. 1hr detentions run from 2:40pm until 3:25pm
3. 3hr detentions run from 2:40pm until 5:20pm
4. The student **MUST** obey the Supervisor
5. The student will remain on After School Detention until released by the Vice Principal's office.
6. Failure to obey all rules and regulations and/or an unauthorized absence from After School Detention will result in additional afterschool detentions and/or in-school suspension.

**IN SCHOOL SUSPENSION**

A student may be placed on in-school suspension for severe violations of school policy as referred to in the discipline grid. When possible, in-school suspensions will be assigned as an alternative to out-of school suspensions.

- A student on In-School Suspension will be given a pass to report to a designated room.
- The student will remain in the In-School Suspension Room the entire school day.
- Special arrangements will be made for lunch to be eaten in the Suspension room. Special arrangements may also be made by individual teachers for students to take special tests or attend special presentations.
- The student **MUST** obey the Supervisor.
- Failure to obey all rules and regulations will result in additional time spent in in-school suspension and/or possible out of school suspension.
- The student will remain on In-School Suspension until released by the Vice Principal's office.
- If required, the student must attend detention while on suspension.

**SUSPENSION**

- For each absence from class because of suspension, the student must make up all assignments missed.
- Upon re-admittance to school after a suspension, the student will be given an admittance slip from the Vice Principal's Office listing spaces for each teacher's signature. The student is to have each teacher sign this form and then turn it in to the Vice Principal's Office. Failure to turn the completed form in may result in After School Detention.
- No student is to be admitted to class from Suspension without the above form.

**COMMUNITY SERVICE**

There are various infractions in our discipline code that offer community service as an alternative to after school detentions and some suspensions. When students violate the code of conduct, the Assistant Principal's office may allow a student to perform an approved community service activity. Participation in community service activities allow students to develop and apply their skills and knowledge to real-life situations, enhancing their ability to become productive, contributing adult citizens while fostering a commitment to positive use of time and a sense of autonomy. Through collaboration within the community, students may choose from a variety of experiences including school sponsored activities, recreation, service and other organized activities.

**RULES GOVERNING A STUDENT ON REQUIRED PARENTAL CONFERENCE (RPC)**

1. The student must attend all classes and obey all school rules and regulations.
2. The student is to inform his/her parents of the Required Parental Conference as soon as possible.
3. All work must be completed in order to obtain credit.
4. A Required Parental Conference must be held with the Assistant Principal within one week of the date of Required Parental Conference notification.
5. Failure to abide by all rules and regulations may result in detention or suspension.

**RULES GOVERNING A STUDENT ON AFTER SCHOOL DETENTION**

1. The student must show this notice to his/her parents or guardian on the day he/she receives the notice.
2. The student must present this notice and ID card to the Detention Room Supervisor. The student's ID will be returned at the end of the session. If the student does not have his/her card, the student must give his/her reason to the Supervisor. Failure to submit a card can mean additional detentions.
3. The student must bring school work, notebook, pencils, etc. and take his/her seat and begin independent study. There will be no sleeping or lying on chairs, no talking, defacing of property, getting out of the seat or any actions that are considered disruptive.
4. The student must see his/her teachers during the school day and obtain work to be done in the Detention room.
5. The student must take care of all his/her personal needs before arriving in the Detention room.
6. The student must leave the school building and property immediately after dismissal from detention each day unless

- special permission is obtained from the Assistant Principal.
7. The student will remain on After School Detention until a release is obtained from the Vice Principal's Office.
  8. The student must have a pass from the Vice Principal's Office before being readmitted to classes.
  9. The student must obey the Supervisor!
  10. Failure to obey all rules and regulations will result in suspension.

#### **RULES GOVERNING A STUDENT ON IN-SCHOOL SUSPENSION**

1. The student must show this notice to his/her parents or guardian.
2. The student must PRESENT the notice and his/her I.D. card to the Suspension room Supervisor before the late tone for homeroom on the date his/her Suspension is in effect.
3. The student must bring school work, notebook, pencils, etc. and take his/her seat and begin independent study. There will be no sleeping or lying on chairs, no talking, defacing of property, getting out of the seat or any actions that are considered disruptive.
4. Teachers will send all student academic assignments to the In - School room.
5. The student must take care of all his/her personal needs before arriving in the Detention room.
6. Students may bring their lunch from home. ALL lunches will be eaten in the Suspension room.
7. Students are not permitted to take part in or to attend any school-sponsored activity on or off the school grounds during the period of suspension.
8. Students MUST LEAVE THE SCHOOL BUILDING AND PROPERTY immediately after dismissal each day unless special permission is obtained from the Assistant Principal.
9. All work missed during the suspension must be made up in order to obtain credit.
10. Students will remain on In School Suspension until a release is obtained from the Vice Principal's office.
11. Students must have a pass from the Vice Principal's office before being readmitted to classes.
12. Students must obey the Supervisor.
13. Failure to obey all rules and regulations will result in suspension from school.

#### **RULES GOVERNING A STUDENT ON OUT-OF-SCHOOL SUSPENSION**

1. The student is not permitted to be on school grounds or in the school building for the duration of the suspension unless

special permission, in writing, is obtained from the Vice Principal's Office.

2. The student is not permitted to take part in or to attend any school sponsored activity on or off the school grounds during the period of suspension.
3. The student is to inform his/her parents of the suspension as soon as possible.
4. All work missed during a suspension must be made up in order to obtain credit.
5. No student may be readmitted to school or classes from Suspension without a pass from the Vice Principal's Office.
6. Failure to abide by the above rules may result in:
  - Additional suspension time.
  - Policy action.
  - Expulsion from school.

#### **TRUANCY**

Truancy is illegal and an unexcused absence which will result in a zero for all missed work, detentions and or other possible consequences.

#### **CUTTING CLASS**

Cutting class is defined as an unauthorized or illegal absence (greater than 20 minutes) from any class or assignment on a particular day. The following procedures will be followed:

- Teachers will note each absent student for every class period.
- If the student's name does not appear on any excused list, the teacher will file a cut slip with the VPO.
- The student will be seen in the VPO and if it is determined that the student cut the class, he/she will receive a three hour after school detention and a zero for all missed class work. A MANDATORY parent meeting will be scheduled and attended by the student, the appropriate teacher, parent/guardian, school counselor, and an administrator. **Note \*\*\* Recitation/Lab is considered a Science Class!!!! The first time a student fails to attend/forgets to attend a Recitation/Lab it will be considered a "wrong area offense" resulting in a 3hr after school detention along with a zero for all missed class work. Each subsequent failure to attend/forgets to attend will be interpreted as a Science Class Cut.**
- Upon the second cut from the same class, he/she will receive an additional three hour after school detention and a zero for all missed class work. At this point A Second MANDATORY parent meeting will be scheduled and attended by the student, parent/guardian, school counselor, and an administrator. In addition, the student will be placed on a class cut contract.

- Upon the third cut from the same class or any violation of the signed class cut contract, he/she will be removed from the course, placed in a structured study hall and assigned an additional three hour after school detention. The parent or guardian will be notified and the student will receive a N/C (no credit) grade for that course. Note: if a student is dropped from a course for cutting, he/she will not be allowed to attend the same course in summer school.

**GANG AND GANG-RELATED ACTIVITY Policy: 5143**

The Board of Education recognizes the need for appropriate rules and regulations to ensure a safe and healthy environment that is conducive to teaching and learning. In that connection, the District acknowledges the existence of criminal gangs in our society, and the importance and necessity of deterring all persons from emulating gangs or contributing to the proliferation of gangs. A gang in this policy is defined as “any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols.”

- A. The Board of Education prohibits the following on school property or at school related functions, and off school property if it involves intimidation or an attack on another student in the District:
1. Initiating, advocating, or promoting a gang or any gang-related related activities;
  2. Tagging or defacing school property with gang names, slogans and/or insignias;
  3. Conducting gang initiations;
  4. Threatening another with bodily injury and/or inflicting bodily injury on another in connection with a gang or gang-related activities;
  5. Inciting, soliciting, or recruiting others for gang membership or gang-related activities;
  6. Aiding or abetting any of the above activities by one’s presence or support.

Any student found to have engaged in any of the above shall be subject to school discipline, including but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered but not limited to detention, suspension, and/or expulsion. For any disciplinary matter covered by the above or any other part of the school’s disciplinary code, a finding that the conduct was gang-related or gang-affiliated shall be considered an aggravating factor in determining the appropriate punishment.

B. The Board further prohibits the following in school and at school-related events:

1. Wearing of gang apparel, accessories, signs insignias, or symbols on one's clothing or person.
2. Display of gang apparel, accessories, signs, insignias, or symbols on personal property.
3. Communication in any method (verbally or non-verbally) designed to convey gang membership or affiliation.

The Superintendent or his/her designee shall determine, in consultation with law enforcement officials, what types of specific apparel, accessories, signs, insignias, and symbols are to be prohibited at each school under this policy, and shall promulgate and publicize such list to all students and parents. The list may be updated or modified at any time by the Superintendent or his/her designee, and any additions or changes communicated to students via the District's web site or any other reasonable means. The list may be part of a broader dress code applicable to all students at the school.

A student may be disciplined for wearing or display of any apparel, accessory, sign, insignia, or symbol which is specifically prohibited on the list promulgated by the Superintendent or his/her designee.

In the case of other apparel, clothing or accessories which may have a gang association, but which is not expressed prohibited on the Superintendent or his/her designee's list and is often worn for other purposes and with no intended gang affiliation or association (e.g. display of certain sports team colors, logos, or symbols); and/or in the case of a student who is otherwise suspected of gang affiliation through other circumstantial evidence (such as associations with gang members and/or verbal or nonverbal communication to convey gang membership or affiliation), the Superintendent or his/her designee shall conduct an intervention which shall include the principal, the student and (if the student is a minor) the student's parent or legal guardian. Such intervention may also include the school resource officer and the Little Silver police. The purpose of such intervention is to discuss the school's observations and concerns and to offer the student and the parents information and an opportunity to ask questions or provide other information. No discipline shall be imposed unless and until there is a violation of a specific provision of the school's disciplinary code, including the wearing or display of items prohibited on the list promulgated by the Superintendent or his/her designee.

### **PERSONAL APPEARANCE AND DRESS CODE**

All students must maintain a neat, clean appearance at all times. Dress and/or appearance that distracts from the educational process or endangers the health or safety of themselves or others is not permitted.

1. Wearing of gang apparel, accessories such as beads, signs, insignias, symbols, or colors signifying membership on one's clothing or person is specifically prohibited. This list may be updated at any time. Students found in violation will be subject to disciplinary action. (Note policy 5143 on page 85).
2. Hats, headbands (larger than three inches), bandanas as an article of clothing or worn as an accessory are prohibited. Sunglasses or any form of head covering are not to be worn or carried to class. Upon entering the building, students must remove all hats/headbands (larger than three inches) and head coverings. By the beginning of first period, all of these items must be placed out of sight. Staff members have been instructed to confiscate these items, bring them to the VPO, and file incident reports. Failure to cooperate with a staff member's request will result in two 3-hour after school detentions.
3. Immodest dress is prohibited. Dresses, shorts etc. should also be of suitable length (using the fingertip rule, which means placing your hands at your side, and if the skirt or shorts is shorter than your fingertips that item of clothing is not acceptable). Halter, midriff, tube tops, "spaghetti" strap or strapless dress/shirts are not appropriate for school. Any shirt, dress, or blouse that exposes ANY part of an undergarment is not allowed.
4. Any clothing that is biased towards any race, gender or sexual orientation or any minority group is prohibited
5. PE attire may be worn in Physical Education only.
6. PE attire should adhere to the PE Guidelines which are distributed to all students during the 1<sup>st</sup> week of school.
7. Pants should be worn above the hips. Attire that exposes undergarments is not acceptable in school.
8. Shoes must be worn at all times. No slippers are allowed.
9. Shirts with inappropriate sayings, comments or designs (implied or stated) are not acceptable.
10. Any clothing that advertises or promotes alcoholic beverages, tobacco products, illegal drugs or drug paraphernalia is strictly prohibited.
11. Clothing with suggestive holes or slashes is not acceptable.
12. Transparent or mesh clothing must have a solid shirt underneath.
13. Clothing with chains, cleats, spikes or other paraphernalia that

could cause harm to other persons or property is prohibited.

14. Coats or jackets are not permitted to be worn in school. All coats/jackets should be placed in lockers upon arriving to school.

**Consequences**

1. All students who violate the dress code policy will be sent to the VPO. Students will remain in the VPO until they satisfy the dress code.
2. Upon the first offense, students will be given a warning.
3. Upon the second offense, students will be given a 1-hour after school detention.
4. Subsequent dress code violations will result in a 3-hour after school detention and possible confiscation of hats, sunglasses, etc. if applicable.
5. Excessive violations of the dress code may result in a parental conference.

**HALLOWEEN/SPIRIT WEEK/CLASS PROJECT ATTIRE**

Red Bank Regional High School students are encouraged to partake in certain dress up days throughout the school year such as the ones listed above as long as they adhere to the following:

1. All costumes must be in good taste and must not contain any violent or sexual overtones.
2. All costumes must adhere to the Red Bank Regional High School Personal Appearance and Dress Code Policy.
3. Students are permitted to wear hats on these occasions as long as they are part of their costume.
4. Hoods, Masks and all other types of face coverings which render students unidentifiable are not permitted.
5. Props such as toys guns or other fake weapons are prohibited.
6. All students who violate the dress code on these days are subject to standard dress code violation consequences and must remain in the VPO until the dress code is satisfied.

**COMPUTER USAGE/ACCEPTABLE USE POLICY**

Red Bank Regional School District supports the responsible use of the district's network and Internet as valuable educational resources. The district's network allows students and staff to share resources and information. The Internet is a valuable resource and students are encouraged to investigate topics being studied in school, and opportunities outside of school related to community service, employment or further education. However, it is impossible to control the content of the Internet, which could be inaccurate, inappropriate or offensive material. The District takes precautions to prevent these problems through the use of filtering software and teacher supervision.

Therefore, students will be held responsible for their actions on the network and the Internet just as they are for other school activities. The use of the network and Internet is a privilege, not a right, and may be revoked if abused.

As a user of Red Bank Regional School District's computing facilities:

1. I agree not to use RBRHS computing facilities for any purpose other than that for which it was intended.
2. I agree my computer account and password are my responsibility and I will not share my password with another person.
3. I agree that I will not modify any folders, work or files, which belongs to another person without their permission, nor will I attempt to access restricted portions of the network or operating system.
4. I will only use the software to which I have been granted express rights by the network supervisor.
5. I agree not to violate copyright laws and not to install illegal software, shareware, or freeware.
6. I agree not to engage in game playing on computer network/computer except when authorized to do so for educational purposes.
7. I agree not to use RBRHS computing facilities for the purpose of gambling, sports pools or any other betting or games of chance.
8. I agree not to transmit threatening, obscene or harassing material in any form.
9. I agree that I will use email only for educational purposes.
10. I agree not to participate in Instant Messaging/Net Sends communications or any other form of live online "chat."
11. I agree not to electronically post video, audio, text, etc. of other students, employees, or other persons associated with Red Bank Regional High School on any web site for example, Facebook, YouTube using district technology.
12. I understand that violations of any provision of this agreement will result in punitive action that may include loss of access and/or appropriate disciplinary actions according to building guidelines. Criminal charges may be sought if appropriate.

### **ACADEMIC DISHONESTY**

Cheating/plagiarism is a violation of the disciplinary code as well as a violation of the ethical behavior expected of all who make up the school community. The disciplinary sanctions listed below are design to minimize cheating/plagiarism, but only a refusal to indulge in or tolerate cheating/plagiarism will bring it to an end. Students are asked to read the rest of this section on academic dishonesty very carefully and consider the implications of being cited for such behavior.

The following will be considered acts of cheating/plagiarism: 1) Any material that is written or presented orally is considered plagiarism if it includes the exact words of another individual without proper documentation. 2) Utilizing any unauthorized materials such as cell phones, cheat sheets, writing on hands, desks, etc. to improve academic performance. 3) Any assignment, homework, projects, papers, etc. that is copied from another individual. 4) Any student who knowingly provides answers to another student , resulting in that student gaining an unfair academic advantage.

The following steps (in order) will be taken if an act of academic dishonesty has taken place: 1) The teacher will file a disciplinary report describing the incident. 2) A verbal conversation will take place between the teacher and either the Assistant Principal or Dean of Students. 3) The teacher will then call home to the student's parent or guardian. 4) Either the Assistant Principal or Dean of Students will follow up with another contact to the student's parent or guardian. 5) The student will receive 2 x 3hr asd's and a zero on the assignment.

We at RBR take issues of academic dishonesty extremely seriously. Therefore, our standards regarding academic integrity and its maintenance among all of our students are considered our top priority.

All incidents of cheating/plagiarism will be reported to STS advisors for possible dismissal hearings.

Any student in the National Honor Society who has cheated/ plagiarized will have a hearing with the Faculty Council to determine his/her future status in the NHS.

Students who wish to appeal a disciplinary decision regarding a cheating incident may file such an appeal to the Principal.

**LACK OF RESPECT FOR AUTHORITY**

Lack of respect for authority is defined as any language or behavior by a student toward a staff member which, in the opinion of the staff member and administration, is disrespectful.

- •Students should report any of these incidences to the Vice Principal’s office and/or the Affirmative Action Officer
- •All violations of this nature will be reported to our Affirmative Action officer, who will investigate each allegation.
- Actions to be taken on “Lack of Respect” situations:
  - Immediate removal of the student from the class until a conference is held. This conference may include the parent, teacher involved, and an administrator.
  - Demerits may be assigned and the student may be given detentions or suspended.

**ASSAULT OR FIGHTING**

If, in the opinion of the staff member or the administration, a student is guilty of fighting or assault by verbal attack on another student, the student is to be removed immediately from all classes. The student will be suspended and demerits will be given.

**DISRUPTION OF SCHOOL**

In order to ensure the orderly process of education and business affairs connected with the schools, and in order to ensure the safety of persons and property, the Board of Education directs that the following procedures are to be followed in case of any type of disruptive demonstration on school property or within school buildings. This policy is not intended to discourage or prohibit the peaceful expression of opinions or ideas concerning the Red Bank Regional High School. However, since the Board of Education is required by law to provide proper school facilities and to maintain an appropriate program of instruction, and is further required to bar any disruption of the school or interference with their normal operation, the following steps shall be taken in the event of any disruption of the normal operations of the school:

1. The disruption shall be immediately brought to the attention of the Superintendent of Schools or his/her representative by the administrative head of the school. The Superintendent shall have the authority at his/her discretion to alert the Police or other Authorities.
2. Student Demonstrators:
  - a. Students participating in a disruptive demonstration shall be directed by the building Principal or his/her representative to go to their regular assignments.
  - b. At the same time, the Principal or his/her representatives will arrange for a meeting between the administration and the

individuals, leaders of a group, or the club, if feasible, and discuss in a rational, orderly manner the problem which has caused the disorder.

3. Non-student demonstrators and other unauthorized persons will be directed by the building Principal or his/her representative to remove themselves from school property forthwith.
4. In the event steps 2 and/or 3 fail to stop the demonstration, the Superintendent or his/her representatives will ask the police to remove the demonstrators and any individuals failing to comply under step 3.
5. When necessary for their safety, students and staff may be directed to leave the building and school property.
6. At no time while a demonstration is in progress is the Superintendent or any school or Board personnel to enter into negotiations on the issues with the protesters, either orally or in written form.
7. As soon as normal educational and business processes can be resumed, the Superintendent shall be charged with establishing communication with the leaders of the protesting group in order to resolve their requests or to refer them to the Board of Education in an orderly manner.
8. Students and/or employees participating in a disruptive demonstration on school grounds will be subject to suspension.

#### **USE OF ALCOHOLIC BEVERAGES, TOBACCO, DRUGS AND NARCOTICS**

Students are forbidden to possess or use alcoholic beverages and to possess, use or induce others to use illegal drugs or narcotics at any time while they are at a school function, under the jurisdiction of the school, or on school property, or be under the influence of any of the above while attending school or school functions.

Smoking by students while in or on school properties, or under the school's jurisdiction during school hours, or while participating in a school sponsored event is prohibited. For purposes of this policy, smoking shall mean all uses of tobacco, including cigars, cigarettes, pipes, and chewing tobacco.

If a student is found to violate these regulations, it shall be the responsibility of the Principal to determine what disciplinary and corrective action is most appropriate. Preliminary disciplinary actions are noted. If a student violates these regulations, the Principal will invoke the provisions of N.J.S.A.26:3d-20 and The Smoke Free Air Act (P.L. 2005 C. 383) which states the Board of Education's responsibility

to provide a safe smoke-free environment. This may include mandatory attendance in a smoking cessation program and/or a municipal complaint. In fulfilling this obligation, he should communicate fully with parents and make every effort to enlist their cooperation in dealing with the problem.

If a student is suspected by a member of the school staff of being under the influence of drugs or alcohol at school or a school sponsored activity, he/she shall be reported at once to the nurse or Principal. It then shall be the responsibility of the Principal to notify the parents and the Superintendent and arrange for an immediate medical examination in accordance with the law.

School officials shall cooperate fully with law enforcement officials investigating the possession, use, or transmittal of illegal drugs or narcotics by students. The Drug-Free School and Communities Act of 1989 requires that schools implement a developmentally-based drug and alcohol education and prevention program.

The Board of Education has adopted a policy that addresses the implementation of a comprehensive drug education program as well as prohibition of unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activities. A complete copy of this policy is available upon request.

In addition, the policy contains guidelines delineating disciplinary sanctions, the availability of medical examinations, counseling and rehabilitation options for students.

IN the event that a student is identified as being under the influence, the following shall occur: said student will be required to undergo a physical exam by an outside medical practitioner, this shall include a urinalysis to determine the presence of drugs and/or alcohol. The medical exam must be returned to school within 24 hours. If a student tests positive for drugs or alcohol, repercussions will include: five days of in school suspension, mandatory substance abuse evaluation, 30 day activity suspension, removal from leadership positions and random retest within a 90 day period. Disciplinary actions for first and subsequent offences are outlined in the discipline grid.

#### **POSTERS, NOTICES, AND DECORATIONS**

All posters and notices are to be placed only on the proper bulletin boards with the approval of the appropriate advisor or the Assistant Principal. Poster locations other than bulletin boards must be cleared with the advisor. Cellophane tape and nails are never to be used. Posters and notices not properly hung will be removed and any damages will be charged to the club, organization or student.

Decorations for dances, etc., are to be put up and removed under staff supervision. The person(s) who put up posters, decorations, etc. is

responsible to see that they are removed immediately after the event, etc., has passed. During removal be sure that all parts, pieces, etc., of the posters or decorations are removed.

#### **DISTRIBUTION OF LITERATURE**

The Board of Education recognizes the rights of students to publish or distribute newspapers, magazines and other literature not sanctioned by the school district. However, the Board reserves the right to prohibit the distribution of such material on school property if it has not first been submitted for administrative review.

Pupils shall submit all print and non-print materials to the Vice Principal for review prior to distribution. Disputed materials shall be submitted to the Principal. The Principal has the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others.

None of the views expressed by individual students or student clubs are to be considered the views of the Red Bank Regional Board of Education or its Administration.

Students who distribute materials in contravention of this policy and the rules of the district are subject to the penalties outlined in the student handbook.

#### **CELL PHONES**

Since cell phones have become powerful tools for education and classroom instruction, it is imperative that students learn how to use this technology responsibly. **WITH THIS IN MIND CELL PHONE USE WILL BE PERMITTED IN THE BUILDING UNDER THE FOLLOWING CIRCUMSTANCES:**

1. In the academic classroom/study hall for instructional purposes only, with the teacher's permission.
2. Before the start of block # 1.
3. In between blocks during the passing time.
4. During a student's designated lunch period.

#### **UNDER NO CIRCUMSTANCES SHALL CELL PHONE USAGE BE PERMITTED:**

1. During any fire drills, lockdowns or any type of building evacuation.
2. In hallways or bathrooms during instructional blocks.
3. In any type of assembly program.
4. During testing situations. **\*\*Please note if students are caught using cell phones during testing situations, academic dishonesty procedures will apply.**
5. During any other circumstance which results in inappropriate behavior, such as academic dishonesty as per policy #5600 or harassment, intimidation and bullying per policy #5512.

**STUDENTS ARE REMINDED THAT TAKING PICTURES, VIDEO OR AUDIO RECORDINGS OF STAFF MEMBERS OR OTHER STUDENTS WITHOUT THEIR CONSENT IS STRICTLY PROHIBITED**

**IPODs/MP3 PLAYERS/PERSONAL LISTENING DEVICES**

RBR recognizes that IPOD's/MP3 PLAYERS/PERSONAL LISTENING DEVICES have become an integral part of many students' study habits and recreational time, but we require that students use their technology responsibly and with consideration for others working around them **WITH THIS IN MIND IPODs/MP3 PLAYERS/PERSONAL LISTENING DEVICES WILL BE PERMITTED IN THE BUILDING UNDER THE FOLLOWING CIRCUMSTANCES:**

1. Before the start of block #1.
2. In between the blocks during the passing time.
3. During a student's designated lunch period.
4. During a student's study hall, if he or she is academically productive. Examples: completing homework, taking notes, reviewing for tests.
5. During the instructional block **WITH THE TEACHER'S PERMISSION!!!!**

**UNDER NO CIRCUMSTANCES SHALL IPODs/MP3 PLAYERS/PERSONAL LISTENING DEVICES BE PERMITTED:**

1. During any fire drills, lockdowns or any type of building evacuation.
2. In hallways or bathrooms during instructional blocks.
3. In any type of assembly program.
4. During testing situations. \*\*Please note if students are caught using IPODs/MP3 Players/Personal Listening during testing situations, academic dishonesty procedures will apply.

**SALE OF COMMODITIES**

Students are not permitted to sell any commodities on school property at any time without prior approval of the administration.

**SEXUAL HARASSMENT**

It is the policy of the Red Bank Regional High School Board of Education to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of Board Policy for any member or student through conduct or communication of a sexual nature. Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other in appropriate verbal or

physical conduct of a sexual nature. Any person who alleges sexual harassment by any staff member or student may contact the Affirmative Action Officer at the high school.

#### **SCHOOL SAFETY/SEARCH AND SEIZURE NOTICE**

The students and staff of Red Bank Regional High School have a right to attend school and any school-sponsored activity in a safe, secure environment without the fear of danger or harm to themselves or others. Therefore, the high school administration reserves the right to exercise its discretion and employ the use of stationary and/or mobile magnetic devices to search individuals and their personal belongings upon entrance to the building. This procedure may be implemented in conjunction with the local police authorities and the county prosecutor's office.

Furthermore, the high school administration reserves the right to conduct searches of individuals and their belongings when presented with information that causes reasonable suspicion that an individual may be in possession of illegal and/or harmful substances and materials. Searches may include but are not limited to a person, backpacks, lockers, automobiles or any other item on school property. This procedure shall be applicable to all school-sponsored activities as well as regular school day activities.

#### **STUDENT GRIEVANCE**

The Board of Education believes that effective means of communication should be established between the school and its students to ensure that concerns and questions relating to the operation of the school be dealt with properly. These questions may also include practices and procedures which have caused a hardship or problem due to conditions of handicap or harassment. The Superintendent shall develop rules to carry out the following procedures:

##### **Procedural Guidelines**

- Pupils or parents having a concern shall first approach the teacher or administrator who is most closely related to the problem in an effort to resolve the matter.
  - If the pupil or parent, following discussions with the staff member, feels that the matter is still not resolved, he/she must then present their concern in writing to the Principal within 3 school days for his/her consideration and decision.
  - If after the efforts of the Principal, the pupil or parent feels that the matter is still not resolved, he/she may submit his/her concern in writing to the Superintendent. The Superintendent will meet with the person submitting the concern within a reasonable length of time, not to exceed ten school days.

#### **TAKING PICTURES, VIDEO OR AUDIO RECORDINGS OF OTHERS WITHOUT PERMISSION**

In order to prevent defamation, harassment or harm to others, students are prohibited from taking picture, video or audio recordings of others without permission.

**TAILGATING /CONGREGATING ON SCHOOL GROUNDS**

Tailgating or congregating on school grounds is not permitted without prior Board of Education approval.

**HELP LINES**

*Red Bank Regional Numbers/Extensions*

RBR .....	732-842-8000
Superintendent.....	ext. 240
Principal’s Office.....	ext.202, 207
Assistant Principal’s Office.....	ext.201
Guidance.....	ext. 214, 251
School Nurse.....	ext. 241
Dean of Students.....	ext. 205
Athletic Director.....	ext. 233
Attendance Office.....	ext. 270
Source.....	ext. 437
Student Assistance Counselor.....	ext. 342
Academy of Finance.....	ext. 271
Academy of Information Technology.....	ext. 262
Visual and Performing Arts.....	ext. 244

Outside Assistance

Monmouth Medical Crisis Center.....	732-923-6999
Riverview Hospital.....	732-219-5325
DYFS.....	..800-NJ ABUSE/800-652-2873
Family Court.....	732-677-4092
Youth Helpline (24 hours).....	888-222-2228
Child Behavioral Services .....	877-652-7624
United Way, First Call for Help.....	732-938-5988

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Assault: unprovoked physical assault upon another person**	4 OSS, parental conference, possible risk assessment	10days suspension, parental conference, possible risk assessment	10days suspension, parental conference, possible risk assessment
Assault on staff member**	4 OSS, expulsion hearing		
Bias offense**	4 OSS, parental conference, notify Affirmative Action Officer	TBD by administrator, notify Affirmative Action Officer	TBD by administrator, notify Affirmative Action Officer
Bullying/Intimidation/Harassment	TBD by administrator	TBD by administrator	TBD by administrator
Cell Phone	(3ASD)	(3ASD)	(SAT)
Cheating/Plagiarism	2(3ASD), zero for work, parental notification	(SAT), zero for work, parental notification	(1 ISS), zero for work, parental notification
Cutting class	(3ASD), parental conference	(SAT), parental conference, contract	(SAT), removed from class, parent notified
Cutting recitation:	(3ASD), parental notification	(SAT), parental conference, contract	(SAT), removal from class, parent notified
Cutting Study Hall	(3ASD) Phone call to parent	(SAT) Cut conference with parent	(1 SSS) Cut conference with parent
Damage (malicious) to school or an individual's property**	3 days ISS/OSS, parental conference, monetary restitution	4 days OSS, parental conference, monetary restitution	4 days OSS, parental conference, monetary restitution
Defacing or damaging property	2(3ASD) /ISS, parental notification, monetary and/or physical restitution	3-5 ISS, parental notification, monetary and/or physical restitution	3-5 OSS, parental notification, monetary and/or physical restitution
Disruption of School Day	5 ISS/OSS, possible police notification, possible parental contact and/or conference	TBD by administrator	TBD by administrator
Dress Code Violation	Warning, remain in the VPO until dress code is satisfied	(1ASD), remain in VPO until dress code is satisfied	(3ASD), remain in VPO until dress code is satisfied, notify parent
Eating in Class	1hr	3hr	3hr

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Endangering the safety of others	TBD by administrator possible parental notification or meeting, possible risk assessment	TBD by administrator possible parental notification or meeting, possible risk assessment	TBD by administrator possible parental notification or meeting, possible risk assessment
Failure to follow procedures during emergency evacuations and lock-down drills	(3ASD), parental notification	(SAT), parental notification	1 ISS, parental notification
Failure to report to (3ASD)	Additional (3ASD), parental, notification	(SAT) + redo (3ASD)'s parental notification	ISS until detentions complete, parental notification
Failure to report to (1ASD)	(3ASD), parental notification	(3ASD), parental notification	(3ASD), parental notification
Failure to report to Saturday Detention	1 ISS, redo SAT, parent conference, no sports/ activities until SAT served	1 ISS, redo SAT, parent conference, no sports/ activities until SAT served	1 ISS, redo SAT, parent conference, no sports/ activities until SAT served
Failure to report to VPO	(3ASD)	(3ASD)	(3ASD)
False alarm fire: starting or causing**	suspension 10 days, principal's hearing, possible risk assessment	TBD by administrator	TBD by administrator
Fighting	3 OSS, parental conference, possible risk assessment, possible mediation	4-10 OSS, parental conference with principal, possible risk assessment, possible mediation, notify CST	4-10 OSS, parental conference with principal, possible risk assessment, possible mediation, notify CST
Forgery: (signature or official documents)	2 (3ASD), parental notification	(SAT), parental conference	2 ISS/OSS, parental conference
Gambling	2 (3ASD), parental notification, conference with SAC	2 ISS/2 OSS, parental conference, conference with SAC	2 ISS/2 OSS, parental conference, conference with SAC
Inappropriate behavior	TBD by administrator	TBD by administrator	TBD by administrator
Leaving building (but not grounds)	(3ASD), parental notification	2(3ASD)/ 2/ISS, parental conference	2(3ASD)/ 2/ISS, parental conference
Leaving school grounds without permission	2(3ASD), Parental notification, cuts for all missed classes	2 ISS/OSS, parental conference, cuts for all missed classes	2 ISS/2 OSS, parental conference, cuts for all missed classes

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Violation of IPOD/Mp3 player/Personal Listening Device Policy	(3ASD)	(3ASD)	(SAT)
Pass abuse (misuse of passes, passbook sharing or torn out pass page)	(1ASD) OR (3ASD), possible class cuts	(1ASD) OR (3ASD), possible class cuts	(1ASD) OR (3ASD), possible class cuts
Possession of a weapon, explosive, etc.**	5-10 OSS, Principal's hearing, police complaint, parental conference, notify CST, possible expulsion	TBD by administrator	TBD by administrator
Possession, custody or use of any property of others that is either lost or stolen **	2 (3ASD), Parental notification	3 ISS/ OSS, parental conference	3 ISS/ OSS, parental conference
Possession, distribution of alcohol or drugs**, ***** Note , Students found to be selling alcohol or drugs will automatically have the second offense consequences imposed	5ISS/ OSS, drug and alcohol assessment, principals hearing, police complaint possible expulsion hearing, follow board procedure for under the influence violation	10 OSS, drug & alcohol assessment, principal's hearing, police complaint, expulsion hearing and placement in an alternative educational setting, follow board procedure for under the influence violation	TBD by administrator
Sexual Harassment**	2 ISS/ OSS, parental conference, referred to affirmative action officer	3-5days OSS, parental conference with principal, referred to affirmative action officer	3-5days OSS, parental conference with principal, referred to affirmative action officer
Smoking or use of tobacco products on school grounds***	2 (3ASD), Parental notification with warning of filing court papers upon further offenses, conference with SAC and Nurse	2 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse	5 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse
Stealing/ theft**	3 ISS/ OSS, parental conference	3 OSS, parental conference	3 OSS, parental conference
Taking pictures, video, audio recordings of others without permission	(SAT), parent conference, possible police notification	2 ISS, parent conference, possible police	3 OSS, parent conference, possible police

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Threatening another student**	3 ISS/OSS, parental notification, possible risk assessment	3-5 OSS, parental conference with principal, possible risk assessment	3-5 OSS, parental conference with principal, possible risk assessment
Threatening school personnel**	3-5 OSS, parental conference, principal hearing, possible risk assessment	5-10 OSS, principal hearing	5-10 OSS, principal hearing
Truancy/Cutting School	2 (3ASD), cut and zero for classes missed, mandatory parental conference with guidance	3 ISS, cut and zero for classes missed, mandatory parental conference with guidance	3 ISS, cut and zero for classes missed, mandatory parental conference with guidance
Under the influence of alcohol or drugs**,****	5 ISS, 90 day random retest, 30 day activity suspension, removal from leadership position for remainder of term, mandatory counseling with SAC, mandatory drug /alcohol evaluation, parental conference	8 ISS, 90 day random retest, 30 day activity suspension, removal from leadership positions for one year, revocation of parking privilege, mandatory counseling with SAC, mandatory drug/alcohol evaluation, principal's hearing.	10 ISS/OSS, 90 day random retest, 30 day activity suspension, permanent removal from leadership positions, revocation of parking privilege, mandatory counseling with SAC, mandatory drug/alcohol evaluation, expulsion hearing and placement in an alternate educational setting, removal of tuition students to home district
Use of profanity directed to staff	3 ISS/OSS, parental conference	5 ISS/OSS, parental conference with principal	5 ISS/OSS, parental conference with principal
Use of profanity, obscene or inappropriate language	2 (3ASD), parental notification	(SAT), parental conference	2 ISS/OSS, parental conference
Violation of Acceptable Use Policy	refer to policy/TBD by administrator	refer to policy/TBD by administrator	refer to policy/TBD by administrator
Violation of Gang Policy 5143** (Pg 66)	Warning	10 day OSS/TBD by administrator	10 day OSS/TBD by administrator, possible board hearing

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Violation of ISS	Repeat ISS, counselor intervention, parental notification or meeting	1 OSS, repeat ISS, counselor intervention, parental notification or meeting	1 OSS, repeat ISS, counselor intervention, parental notification or meeting
Violation of late procedures	Refer to page 75	Refer to page 75	Refer to page 75
Violation of student parking policy	(1ASD)	(3ASD)	(3ASD), possible loss of parking privileges
Wrong area	(1ASD ) OR (3ASD)	(1ASD) OR (3ASD)	TBD

Note: The penalties listed may be altered, increased or decreased at the discretion of the administration.

- \*\* this infraction will be reported to police
- \*\*\* infraction is cumulative over four years, based on calendar days during which school is in session
- \*\*\*\* infraction is cumulative over four years, based on calendar days during which school is in session; penalties from one school year will carry over to the school year; students who hold leadership positions (including but not limited to class officer, student council, captains/co-captain of athletic teams, and officers in extra-curricular clubs) will be removed from the position as outlined.

**Abbreviations Listed In Disciplinary Offense Grid**

(1ASD) = 1 hour after school detention

(3ASD) = 3 hour after school detention

2(3ASD) = 2 x 3hr after school detentions

SAT = Saturday Detention

ISS = In School Suspension

OSS = Out of School suspension

TBD = To be determined by the administration

POLICY FILE CODE: 3510

Board of Education Red Bank Regional

**OPERATION AND MAINTENANCE OF PLANT**

The board of education is responsible for providing school facilities that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for individuals with disabilities pursuant to law and regulations.

The chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

**Integrated Pest Management**

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. As per this policy, each local school board of a school district, the Chief Administrator of a public school, and each Principal school as appropriate, shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. Red Bank Regional High School District shall develop and maintain an IPM plan as part of the school's policy.

**Integrated pest management procedures in schools**

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

**Development of IPM plans**

The school IPM plan is a blueprint of how Red Bank Regional High School District will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For public schools, the Chief School Administrator, in collaboration with the school building administrator, shall be responsible for the development of the IPM plan for this school.

**IPM Coordinator**

The school board shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

**Education /Training**

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

**Record keeping**

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

**Notification/Posting**

The Principal of Red Bank Regional High School, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

**Re-entry**

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

**Pesticide applicators**

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

**Evaluation**

Annually, for public schools, the Chief School Administrator will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

The local school board directs the Chief School Administrator to develop regulations/procedures for the implementation of this policy.

The board of education is responsible for providing school buildings that are safe from hazards; sanitary; properly equipped, lighted and ventilated; and aesthetically suited to promoting the goals of the district. School buildings and site accommodations shall include provisions for the handicapped pursuant to law and regulations.

The chief school administrator shall develop and enforce detailed regulations for the safe and sanitary operation of the buildings and grounds. The regulations shall be reviewed and adopted by the board, and explained to all staff annually at the beginning of each school year and when any changes are made.

The chief school administrator and board secretary shall develop a multiyear comprehensive maintenance plan for board approval, to be updated annually.

Date: First Reading – 2/15/06      Approved: 3/1/06

N.J.S.A. 13:1F-19 through -33      “School Integrated Pest Management Act”

N.J.S.A. 18A:17-49 through -52      Buildings and grounds supervisors to be certified educational facilities managers

N.J.S.A. 18A:22-8 Contents of budget; program budgeting system

N.J.S.A. 34:5A-1 et seq. Worker & Community Right to Know Act

N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act

N.J.A.C. 5:23 Barrier free subcode of the uniform construction code

N.J.A.C. 6:8-2.1 Quality assurance annual report

N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities

N.J.A.C. 6A:26-12.2(a)1, 2

N.J.A.C. 6A:30-1.1 et seq. Evaluation of the Performance of School Districts

N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management

Manual for the Evaluation of Local School Districts (September 2002)