

**RED BANK REGIONAL HIGH SCHOOL EMERGENCY INFORMATION**

School Year: 2022-2023

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

*Circle*

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

Home Phone \_\_\_\_\_ 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:**

Parent/Guardian \_\_\_\_\_ Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Parent/Guardian Email \_\_\_\_\_

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

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

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

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

Allergy \_\_\_\_\_ kind \_\_\_\_\_ medication \_\_\_\_\_

Allergic Reaction \_\_\_\_\_ date \_\_\_\_\_ medication \_\_\_\_\_

Immunizations/Tetanus \_\_\_\_\_ date \_\_\_\_\_ type \_\_\_\_\_

Restrictions \_\_\_\_\_ type \_\_\_\_\_ other \_\_\_\_\_

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

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

Hospital \_\_\_\_\_ 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.

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



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. All students will be presented with an overview of the student handbook and school policies by our Dean of Students during the first few days of school. Please review this handbook with your child, particularly the sections outlining the following: all guidelines/procedures/policies pertaining to student conduct and discipline, attendance and late procedures, the computer usage/acceptable use procedures and the Passive Breath Alcohol Sensor Device Policy #5535. You and your child will need to sign an acknowledgment form via Genesis Parent and Student Portal stating that you have reviewed the school policies outlined in the handbook. We are asking that all parents and students sign off on the handbook by Friday, September 23, 2022. This form is located under the parent portal forms tab. 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.

**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.**

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**RED BANK REGIONAL HIGH SCHOOL**

**BOARD OF EDUCATION**

Randy Mendelson, President.....Shrewsbury  
 Frank A. Neary, Jr. Vice President.....Shrewsbury  
 Emily A. Doherty.....Red Bank  
 John Garofalo. ....Red Bank  
 Tara Gibb.....Little Silver  
 Irwin I. Katz .....Red Bank  
 Scott McBride .....Red Bank  
 Patrick Noble.....Red Bank  
 John Venino.....Little Silver

Athina Cornell.....Board Attorney

**ADMINISTRATION**

Louis Moore, Ph.D..... Superintendent of Schools  
 Julius Clark.....Principal  
 Robert Donohoe..... 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.....732-842-486



**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.

Red Bank Regional High School is currently positioned as one of the highest performing public high schools in the nation and New Jersey receiving numerous accolades from New Jersey Monthly, Newsweek and the Washington Post.



**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>

**11:35 Day Tone Schedule (A/B Day)**

<b>Block 1</b>	<b>7:35 – 8:31</b>	<b>( 56 Min )</b>
<b>Block 2</b>	<b>8:35 – 9:31</b>	<b>( 56 Min )</b>
<b>Block 3</b>	<b>9:35 – 10:31</b>	<b>( 56 Min )</b>
<b>Block 4</b>	<b>10:35 – 11:35</b>	<b>( 60 Min )</b>

## **DEPARTMENT SUPERVISORS**

**LISA BOYLE – Visual Performing Arts Academy,  
Finance and Life Sciences ext. 262**

**MICHELLE BLANCO – School Counseling & Health Services ext. 261**

**ALAN CHOBACK - Dean of Students, Health & Physical Education ext. 205**

**ROBERT DONOHOE – World Languages ext. 230**

**SUZANNE KELLER – Source, Freshman Academy ext. 236**

**THOMAS McDONOUGH – English, Social Studies and ELL ext. 220**

**ERIN PINTO – Special Services ext. 231**

**MIKE STOIA - Athletic Director / Co-Curricular Activities ext. 233**

**NICHOLAS TIMPONE – STEM, Academies of Engineering &  
Information Technology ext. 357**

**JESSICA VERDIGLIONE – Data and Testing Coordinator, ext 412**

**STUDENT LEADERS (2022 -2023)**

**STUDENT COUNCIL**

President . . . . . Ava Borriello  
Vice President . . . . . Michael Polloway  
2<sup>nd</sup> Vice President.....Angela Massa  
Treasurer.....Jackie Rogers  
Business Manager.....Katherine Murphy  
Corresponding Secretary.....Ella Speidel  
Recording Secretary.....Catherine Moore  
Rep at Large.....Kelly Garcia Avila

**CLASS OF 2023**

President.....Paige Kelley  
Vice President.....Mike Polloway  
Treasurer.....Jackie Rogers  
Business Manager.....Luca Tenuto  
Corresponding Secretary.....Ava Borriello  
Public Relations.....Edie Annecharico  
Rep at Large.....Meghan Lewsley

**CLASS OF 2024**

President.....Jill Doody  
Vice President.....Thedore Glassberg  
Treasurer.....Lauren Connelly  
Business Manager.....Samantha Henry  
Public Relations.....Nick Gandolfo  
Corresponding Secretary.....Natalie Clark  
Rep at Large.....Michele Cieluch  
Photographer.....Derek Navarrete-Aguilar

**CLASS OF 2025**

President.....Leo Olsen  
Vice President.....Caroline Polloway  
Treasurer.....Jaden Pearlmuter  
Public Relations.....Fionna Andrews  
Corresponding Secretary.....Nyle Morton

## **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: Whitney Ooms Affirmative Action Officer / HIB Specialist, Red Bank Regional High School, 101 Ridge Road, Little Silver, NJ 07739, 732-842-8000, ext. 350.

### **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 DCFDCPP 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 identification cards are necessary for admission to regular school or club dances.
2. Smoking is not permitted at dances.
3. The general behavior of all in attendance must comply with accepted rules of good social conduct.
4. All dances are for RBR students only. No guests will be permitted unless otherwise stated for example: Homecoming, Winter Ball, Senior Prom. No guest over the age of 20 may attend.
5. 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.
6. Students on suspension or who have been expelled from school will not be permitted to attend dances.
7. Dress for regular school dances must be in good taste. Dress for special dances (proms, etc.) is regulated by the sponsoring organization.
8. Destruction of decorations during dances is prohibited.
9. 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.
10. All students who attend dances will be subjected to a Passive Breath Alcohol Sensor Device screening.

### **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.

### **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.

### **OPENING CEREMONIES**

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. Students 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 any of the following resources for the most up-to-date information: The District’s twitter account, **RBRHS Updates @rbrhs**, call (732) 842-8000 to access the current school message by using prompt 3, tune to radio stations 94.3 FM “The Point”, New Jersey 101.5 FM, television station News 12 NJ or The RBR school website, [www.rbrhs.org](http://www.rbrhs.org). The district employs a notification system, RBR@lert available to families via our website. In the event inclement weather necessitates an early dismissal, the previously listed resources will be updated.

### **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 final average of 90 or above.
- An average not less than 85 in the 4<sup>th</sup> marking period.
- A grade not less than 85 on the Midterm Exam.
- Seniors who accumulated more than 5 unexcused tardies to school during a semester will lose their exam exemptions for

their half year courses.

- Seniors who accumulated more than 10 unexcused tardies to school during the entire school year will lose their exam exemptions for their full year courses.
- Seniors who have no more than 8 unexcused absences for the year full year courses (No more than 4 unexcused absences for half year courses)
- No class cuts.
- Parent's approval.
- Teacher's approval.
- Seniors who sign out of school early no more than three times during the school year for reasons other than the following: 1) Death in the family. 2) Illness "must have medical documentation". 3) Court Appearance. 4) Religious Holiday.

#### **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 wear their ID during the school day. This card displays an individual barcode number for each student. The card is used as a source of identification and a means to swipe for attendance in various areas of the school such as the Nurse, Guidance department, Media Center, VPO, bathrooms, etc.

In addition, the card serves as a personal debit card in the school cafeteria, eliminating the need for a student to carry cash for school.

All students will be issued a photo ID card free of charge during the first week of school. If a student loses their ID card during the school year, there is a fee for a card replacement.

**INAPPROPRIATE DISPLAY OF AFFECTION** Kissing, fondling, and inappropriate touching, whether consensual or not, is strictly prohibited.

#### **LOST AND FOUND**

Lost and found is located in a bin outside the cafeteria in the "B" corridor.



### **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.
  - 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. Combination locks and lockers will be available to all students taking Physical Education. Only RBR issued locks are to be used in the boys' and girls' locker rooms. If a student chooses not to utilize a RBR issued lock, then so be it. Students are encouraged to lock up all valuables (such as phones, money, jewelry, laptops etc) in their locker. Students will be responsible for turning in locks when collected to avoid financial obligations. (RBR issued locks that are found lying around in the locker rooms will be not be given back to students.)
2. Students must be in the locker room before the late tone sounds or they will be considered late to class and may not be permitted to participate in that day's activities.
3. 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.
4. Students are not permitted to share lockers.
5. Additional locker room procedures will be explained in the PE guidelines that will be distributed to students which will require both a student and parent/guardian signature.

### **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. The School Resource Officer provides 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. Diplomas will not be issued for students with financial obligations.

### **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. Visitors dropping off items for students must leave the items in the vestibule. Any visitor that needs to enter any of the buildings must produce a photo ID preferably a New Jersey Drivers License. All visitors must register with our Lobby Guard Security System. Alumni who wish to visit must have a pre-

arranged appointment with the staff member they are visiting. 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**

#### **SCHOOL COUSELING DEPARTMENT**

Each student is assigned to a School Counselor who is trained to provide counseling and student support. 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 student. Appointments can be self-initiated by student or by counselor to support students in social,

emotional, academic, and career/college planning.

School 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 90% 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 "planning conference" every year. During this conference a comprehensive review of the student's transcripts, next year scheduling 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 a transfer card to the school registrar or guidance office. This transfer should be signed by an officer of the school from which the student last attended. 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 court appointed guardianship papers. The student will receive an I.D. card, Authorization for the Release of Information,, 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 Registrar. If the student has reached the legal age of 18 years, he/she may withdraw with confirmation from parent/guardian.

#### **COURSE CHANGE**

The deadline for student and parent initiated academic level changes is the end of the second week of school, based on the availability of the courses and changes based on the academic best interest of the student. The deadline for teacher recommendations on academic level changes is the end of the first marking period, based on the availability of the preferred course and identified utilization of available academic supports. All grades from the initial course will follow the student to the new course.

Only course level changes will occur; no elective changes will occur in less the original request conflicted with academic courses. Withdrawal from any course after the deadline will result in a withdrawal pass (WP) or withdrawal fail (WF) on the student's transcript. Any changes after these dates must have administrative approval.

#### **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.

#### **INCOMPLETES**

Students may only receive an incomplete for an extended documented medical reason which causes the individual to miss enough class time during a marking period to prevent the instructor from issuing a grade. Incompletes will be changed to the appropriate grade earned by the student when the time to make up work has expired – regardless of whether the student completes his/her work.

#### **SUMMER SCHOOL**

A five-week comprehensive summer school is conducted each year. Remedial courses are offered so that a student can earn credits for a class to meet graduation requirements. The remedial classes are for students who failed a core graduation requirement or lost credit due to excessive absences. Each remedial course meets for three hours a day, four days a week (Monday through Thursday). Two remedial courses may be taken during the summer session. In addition, a limited number of original credit courses may be offered that will meet for six hours a day, four days a week (Monday through Thursday) 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 director, principal or department supervisor may recommend summer school.

**Grades and credits earned in summer school will be reflected on your transcript as a 65% and be listed as credit recovery; this grade will replace the failing grade and will be counted into the GPA.** Classes for original credit will list the final grade in the class and will also be counted in the GPA.

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 online or in the school counseling office. All forms must be completed and a birth certificate or passport

must accompany the forms before working papers may be issued. Once working papers are properly completed, working papers will be ready for pickup within two school days.

**RESPONSE TO INTERVENTION (RtI):**

Response to Intervention (RtI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators and specialists.

**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 day. If a student is ill, they should remain at home. It is expected that no students will find it necessary to see the nurse when arriving at school, unless an accident or sudden illness has occurred. When a student becomes ill during the day, they must secure a pass from their classroom teacher before reporting to the nurse.

If a student must leave school at any point during the day, the

student must report to the nurse **prior** to texting or phoning for pickup. The student may not be picked up or released to anyone unless they are a parent/guardian/person on the emergency contact list. A student's emergency contact list is made up from information provided on a student's emergency contact card. A student emergency form requesting similar information to the ones found on pages 1 and 2 of the Student Handbook are located on the rbrhs.org website. Click on the student services tab. Click on health services. Scroll down to Student Emergency form. This form must be copied, filled out and submitted to the nurse's office each year school no later than September 15<sup>th</sup>.

### **HEALTH SCREENINGS**

The nursing office will perform annual NJ State mandated height, weight and blood pressure on every student. Vision screenings are given to freshman and juniors. Sophomores will receive a hearing screening. Scoliosis screenings are given to sophomores and seniors

Scoliosis screenings (a condition of lateral curvature of the spine) are performed on students every other year between the ages of 10 and 18.

Any pupil shall be exempt from the scoliosis examination upon the request of their parent/guardian.

### **ACCIDENT REPORTS**

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

### **MEDICATION IN SCHOOL**

(Medication forms can be found on the RBRHS website. Click on the Departments Tab then go to Health Services.)

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, they will be given a Health Slip which will state the time they are to be present in that office. Sometimes they 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 they return,, the pupil must give the Health slip to the teacher whose class they regularly attend at the time of their return.

#### **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 Fall/Winter/Spring sports by the School Physician. Parents must sign release a release to authorize the school Physician to perform the 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 and on the RBRHS website. Click on the Departments Tab then go to Health Services). 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 in the nurse's office.

#### **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.

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.
- When you have finished eating, deposit trash, etc., in the

proper receptacles.

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 7:05 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 7:05 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 block or study period.
  8. Students entering the Media Center from a class must present an authorized pass from their subject teacher. This pass will be returned to the subject teacher before the end of the period.
  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 hall period. The purpose of attendance 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. Students who abuse the Media Center privilege can be banned from the Media Center for a period of time deemed appropriate by the Media Center Supervisor.
  10. Computer use in the Media Center must follow the school's acceptable use policy.

## **TRANSPORTATION**

### **BICYCLES & 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.

The late bus schedule is as follow: Red Bank, Little Silver, Shrewsbury 3:45pm Tuesday, Wednesday, Thursday. Red Bank, Little Silver, Shrewsbury 5:45pm Monday through Friday. 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 in the numbered parking spots only and the parking lot by the large trees near the soccer field in the numbered parking spots only. Students wishing to park in these areas can do so by registering their vehicle(s) in the VPO 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 VPO.. The student must bring in their license, registration and insurance card to VPO to obtain a free student parking permit.

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 by the media center entrances. Please follow the assigned traffic flow pattern.

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, geometry content 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.
- Science – 15 credits including laboratory biology or the content equivalent, chemistry, environmental science or physics and an additional lab/inquiry-based science.
- Social Studies – 15 credits including global and US histories and integrated civics, economics, geography, and global content.
- Economics – 2.5 credits in financial, economic, business and entrepreneurial literacy.
- 3.75 credits of Physical Education, Health and Safety for each year of enrollment.
- One credit year of World Language (5 credits)

- At least 5 credits in 21<sup>st</sup> century life and careers, or career-technical education.
- One credit year of Performing/Visual Arts (5 Credits) technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;

## 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 and lunch.**

## 3. State Mandated Testing

**Please see updated information on the NJ DOE Website at <https://www.state.nj.us/education/assessment/docs/GradReq.pdf>**

**Testing Dates at RBRHS: <https://www.rbrhs.org/Page/2726>**

## 4. Attendance Regulations

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 and accumulation of credits. 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 LISTINGS**

#### **HONORS, ADVANCED PLACEMENT, DUAL ENROLLMENT 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.

#### **Returning Students**

Students in grades 10, 11 and 12 may be admitted to honors and advanced level courses of their choice by maintaining a 90 or better in any prerequisite college prep level course or an 85 in the advanced level prerequisite in the respective discipline.



Students who are motivated to challenge themselves but who do not meet the suggested grade averages and / or do not have their teacher's recommendation may waive into upper level courses. These students should see their School Counselors for the waiver form and explanation of requirements.

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 requirement will jeopardize their course selection of an Advanced Placement or Honors level in the following year.

Students and parents interested in researching more about the class selection should consult the [2022-2023 Course of Study Guide](#) for updated course information. Teachers and counselors are also available to discuss the best academic plan for each student.

### **GRADING**

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
P	Pass
F	Failure: Grade below 65

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

### **AUDIT**

Students entering courses after the required minimum credit hours can be earned will be considered audit status. Audit students are expected to participate regularly in all course work and assignments.

### **FINAL EXAMINATIONS AND MID-TERM EXAMINATIONS**

Final and mid-term examinations will be given to all students in all subjects. Mid – term and final exam schedules are announced annually in the Principal's Bulletin to Parents. Please note that due to unforeseen circumstances both 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 2 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 posted to Genesis Parent Portal. 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.

### **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. Valedictorian and salutatorian will be determined during the fourth marking period of senior 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 Dual Credit courses are identified on a student's official transcript and receive "weighted" credit in class rank calculations.

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 Dual Credit 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. If you elect to remove rank, it will be removed for all transcripts sent out.**

**The GPA includes all grades from courses taken at RBR and those grades transferred in from a previous school. Any course taken online, at a college or at another high school while the student is enrolled at RBR 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 when they 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 school counselor. All scholarships are posted on Naviance as well.

**AMERICAN COLLEGE TEST DATES (ACT)**

September 10, 2022	October 22, 2022
December 10, 2022	February 11, 2023
April 15, 2023	June 10, 2023

**PRELIMINARY SCHOLASTIC APTITUDE TEST (PSAT)**

October 12, 2022

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

October 1, 2022	* November 5, 2022
December 3, 2022	* March 11, 2023
* May 6, 2023	June 3, 2023

\*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.

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.

#### **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 35.00 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 17.50 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)	Mock Trial
Chamber Choir	Multicultural Club
Computer Science Club	National Art Honor Society
Culinary Club	National Honor Society
Cyber Tech	National Italian Honor Society
Environmental Club	National Technical Honor Society
Fall and Spring Plays	Senior Class
FBLA	Science League
FCA	Sophomore Class
FCCLA	Spanish Honor Society
FEA	Strings
French National Honor Society	STS Peer Leadership
Freshmen Class	Student Athletic Trainers
GSA	Student Council
History Club Advisor	Technology Student Association
Interact Club/Key Club	Tri-M National Music Honor Society
Junior Class	Walden Chapter of the
Log (Yearbook)	National English Honor Society
Marching Band	
Math League	



### **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 study. 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.

### **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.

Advisors: Freshmen Class: TBD

Sophomore Class: Cara Sacco

Junior Class: Kim Homefield / Sandra Ploe

Senior Class: Mariane Herte / Eric Melone

### **COMPUTER SCIENCE CLUB**

The Computer Science Club's objective is to provide a platform for Computer Science students to go above and beyond what they learn in class. The club has two parts. One part consists of more experienced Computer Science students tutoring newer Computer Science students on topics they learned in class. Providing help for students that are having difficulty in the program will encourage them to continue in the program and all them to take more away from the Computer Science class. In the second part of the Computer Science Club students can go above and beyond what is taught in their classes. Those students that show aptitude in their studies of Computer Science may seek a different challenge than what is presented in class. This club is NOT a gaming club. The discussions that take place during meetings revolve around creating new applications as well as the applications that the club is currently working on. Meet: - Bi monthly, Second and Fourth Wednesday.

### **CYBER TECH TEAMS**

Cyber Tech Teams is a club that competes in Cybersecurity and Programming competitions! We work together to solve challenges and puzzles in a competitive environment. Competitions are either individual or team but no matter what we work together as one big Buc family. This is a great way to learn about Cybersecurity and Programming. Students apply cyber skills to compete in contests throughout the year including: AFA CyberPatriot Challenge, FBLA Technology Contests, Pico CTF, Cyberstart America and various programming competitions. All students are welcome regardless of experience or background in technology. Meets every Tuesday and as needed for competitions.

### **ENVIRONMENTAL CLUB**

The Environmental Club is focused on making the RBR community more environmentally aware. They participate in the Clean Ocean action Beach Sweep, The American Littoral Society's dune Grass Restoration Project; support the RBR recycling program, in addition to an Earth's Day PSA campaign. Meet: Third Monday of the month

### **FAMILY, CAREER, COMMUNITY LEADERS OF AMERICA**

FCCLA is a career and technical student organization that functions as an integral part of the Family and Consumer Sciences curriculum. It provides opportunities for active student participation at local, state and national levels. FCCLA has monthly meetings focusing on Service Projects and Competitive Events for the fall FCCLA Leadership Conference. Meetings are run by FCCLA officers and feature hands on participation. Some featured events of the year are the RBR Banner Competition, Holiday Cookies for Donation, Healthy You Food and Wellness Activities, Children's Blanket Project, a school-wide Cupcake Challenge, and preparation of deserts for the annual Relay for Life Event.

### **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," is led by student-athletes and focuses on personal growth reaching out to others, while having fun in the process. Students evaluate and discuss how spirituality influences their athletic experiences and performance. All students are welcome to participate, whether they are involved in athletics or not. Meet: Fourth Tuesday of the month

### **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. Meet: Fourth Tuesday of the month

### **GENDER SEXUALITY ALLIANCE**

The GSA's mission is to eliminate LGBTQI discrimination and to ensure that RBR is a safe community that honors and appreciates diversity. We encourage Allies to get involved to encourage acceptance and promote awareness. The GSA advocates for change and makes recommendations on school policy when necessary.

### **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. Meet: Second Tuesday of the month

**KEY CLUB**

This club is a service organization that stands for "Kiwani's Education Youth." As a member of the Kiwani's Key Club International, the RBR Key Club offers leadership and volunteer opportunities both at school and in the local community. Student officers are elected each year to represent the club at the district level and coordinate initiatives that align with the five core principles of personal integrity, personal growth, respect, building community, and the pursuit of excellence. Meet: Second Tuesday of the month, with ongoing service projects.

**MATH LEAGUE**

Math League is a great opportunity for mathematically-talented students to participate in an academic contest that presents challenging non-routine problems. They also have the opportunity to interact with students with similar interests from other schools in the Shore area. The meets are held September to March at different high schools. Twelve students from RBR can participate in each meet. The meets start at 3:30 pm and end between 4:30 and 5:00 pm. We also hold practices after school that are open to all interested students.

Twenty schools from the Shore area participate in the meets. Each participant takes the individual contest, which is a set of five open-ended questions. Then two 3-person teams participate in a relay competition and a team of 7 students solve a group problem. At the end of the season, plaques are awarded to the top individual scorers from each team, top scorers overall, and top ten team scores. Meet: Mondays (could vary)

**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. Meet: Every Thursday

**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. Meet: Bi-monthly, first and second Thursday

### **SCIENCE LEAGUE**

The Science League is a competitive organization operating within the State of New Jersey. It is designed for students interested in science, who enjoy mental exercise and healthy competition. The purpose is to provide competitions between schools in selected science areas of study. Competitions are typically scheduled for the 2nd Thursday of the month from January to April at one of our area schools. Students within any one testing area are ranked with each other based upon their scores on 3 of the 4 exams given. Any student completing in 3 of the 4 competitions receives a certificate of recognition from the NJ Science League. The top ten percent (10%) of the students receiving a certificate also receive a student plaque. Meet: Bi-monthly, first and second Thursday

### **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. Meet: Days Vary

### **STUDENT ATHLETIC TRAINERS**

Students in this club gain valuable educational opportunities in the field of sports medicine through observation and course work. Students learn about the prevention, treatment and rehabilitation of athletic injuries and volunteer their time after school learning about other health care fields. Students also have the opportunity to get certified in CPR and First Aid.

### **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 Engineering Academy participate in competitions, but all students are welcome to compete for scholarships, prizes and TSA National Honor Society. Meetings: Meetings are held every Tuesday & Wednesday.

## **STUDENT PUBLICATIONS**

### **BUCCANEER**

RBR's student newspaper, *The Buccaneer*, includes features about students and faculty, school and community events, and local and global issues. The *Buc* also publishes student opinions and reviews, artwork, and photographs. All RBR students are welcome on the newspaper staff, regardless of writing or journalism experience. Meetings take place every Thursday in room 205 or the Media Center, but students are encouraged to contribute to the newspaper even if they cannot attend all meetings. Information about *The Buccaneer* appears on the bulletin board in the Commons

### **LOG**

The Log is the yearly publication of the history of Red Bank Regional High School covering the school year. The staff is organized every Spring and begins work on the following school year's yearbook. An individual portrait of each senior and faculty member is included in the Log. The book includes many group pictures of school activities and organizations, as well as candid photos, which are a special feature of the yearbook. Meets every Wednesday.

## MUSICAL ORGANIZATIONS

### CHAMBER CHOIR

The award winning Red Bank Regional High School Chamber Singers are a small select ensemble committed to performing difficult choral music. It is an auditioned ensemble taken primarily from the Concert Choir, and meets weekly on an extra-curricular basis for rehearsal. The Chamber Singers have performed throughout New Jersey as well as toured with the Concert Choir to Canada, Europe and throughout the USA.

### MARCHING BAND

The Buccaneer Marching Band meets after school in the Fall, and a few times in the Spring. Members of the Marching Bucs perform at all football games, parades, and pep rallies. Uniforms and some instruments are provided by the school. The color guard is the visual component of the marching band. They learn to use flags and other equipment to enhance the music. ALL students that join the Marching Band must attend Band Camp, held at the school the last full week of August. Varsity letters will be awarded to eligible students participating in the Marching Band activities.

#### **ELIGIBILITY REQUIREMENTS:**

- Participate in at least 85% of all Marching Band performances
- Maintain passing scholastic grades in all courses

### JAZZ BAND

This group meets once a week after school from October through June. The group plays many styles of music, specializing in jazz. The Jazz Band performs in the Winter and Spring Concerts, and at jazz festivals and competitions. Jazz band is open to students who play saxophone, trumpet, trombone, bass, guitar, piano, or drums.

### SWASHBUCKLER

Swashbuckler Records is RBRHS's independent student label. Students learn about the music industry while creating original contemporary music for the purposes of recording and selling songs. All are welcome.

## HONOR SOCIETIES

### NATIONAL HONOR SOCIETY

Admission to the National Honor Society is selective and is determined not only by school wide standards, but by rigorous standards established by the National Honor Society's universal pillars of membership: scholarship, character, leadership, and service.

**Character:** Students should be able to maintain exemplary citizenship, both in and out of school throughout their time in the National Honor Society. The faculty council will review the discipline record of each student. Serious disciplinary infractions may preclude a candidate from consideration and may result in revocation of current membership.

**Leadership:** Students shall demonstrate substantial leadership, which may include either school-sponsored or extracurricular activities.

**Service:** Students must be able to supply proof of at least 40 hours of service to the less fortunate. In-school involvement (such as attending club meetings, working at bake sales, etc.) does not count as service; only activities that take place outside of school hours are valid.

To be considered for membership in the RBR's chapter of the National Honor Society, a student must first earn a GPA of at least 95.00 (including weighting). This grade is calculated at the midpoint of students' junior year. Academically eligible students will receive a mailed invitation and application for membership in the third marking period of their junior year. In addition to providing information about their leadership and service activities, students must obtain character endorsements from two teachers and submit a 150-200 word personal statement. Once applications are reviewed by the faculty council, the induction ceremony for RBR's NHS chapter takes place in the spring of the students' junior year.

Upon becoming a member of Red Bank Regional's National Honor Society, students will be expected to complete or participate in the following. Failure to adhere to any of the requirements below will result in the termination of membership.

1. Complete and document at least 40 hours of community service activities
2. Create and maintain a Google Sites portfolio
3. Attend monthly meetings (first Wednesday of each month)
4. Actively monitor the NHS Google Classroom
5. Research and share service projects and activity opportunities with fellow members
6. Maintain a blemish-free discipline record
7. Pay the membership fee of \$20 via cash or check

Please go the following link to see the NHS description:

<https://sites.google.com/rbrhs.org/nhs/home?authuser=1>

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

The TRI-M National Honor Society is a society associated with the Music Educators National Conference (NAFME). Students who have participated in a class music ensemble for two years and have an academic grade point average of 85 or above and a music grade point average of 90 or above are eligible. Meet: Third Monday

#### **NATIONAL ART HONOR SOCIETY**

Students who have studied art for one full year and who have maintained an average of 90 or above in their art classes and 85 or above in all other subjects are eligible to become members of the National Art Honor Society, and eventually get inducted into the NAHS once they are seniors. Membership offers recognition for high achievement and promotes an awareness of art in the community.

Attendance to all monthly meetings and participation in all of the Honor Society's main events are mandatory. Meet: First Wednesday

#### **FRENCH NATIONAL HONOR SOCIETY**

This academic honor society is open to junior and senior French students who have a 90 weighted average or above and a passion for French language and culture. Inductees are honored in a special ceremony in the auditorium and receive merit cords to wear at graduation. Club activities include cultural immersion experiences such as cooking demonstrations with "dégustations" (tastings). Members also offer tutoring to underclass French students and complete service projects. Meet: Second Thursday of the month

#### **HISTORY HONOR SOCIETY**

RBR students who enjoy history and want to go more in depth by doing fun activities created this club. Through discussing historical and current events, attending guest lectures, playing trivia games, and taking historical field trips, students can bring more to their history classes as well as meet other students with the same interest. Club members also engage in community service projects throughout the year. Students who maintain an A class average in history courses are eligible to graduate with honors in history. Meet: First and Third Tuesday after school

### **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. Students selected for the NTHS must meet the following criteria:

- Student must be a Junior and must have an 85 average in their AOIT/AOE courses.
- Students must have taken, or be currently taking, the following AoE/AoIT course(s):
  - Honors Aerospace Engineering
  - Honors Computer Integrated Manufacturing
  - Honors Environmental Sustainability Engineering
  - Honors Civil Engineering Architecture
  - AoIT Requirements, 1 from the following:
    - AP Computer Science A
    - SUPA Cybersecurity
- Students may not have any technology course grade below 80 and no grade below a 75 in any course.
- Must meet RBRHS attendance and discipline standard: not more than 20 absences and no suspensions.

\*\* Meets the second Tuesday of every month.

### **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. Meet: Second Thursday

### **MATH NATIONAL HONOR SOCIETY**

Mu Alpha theta is the National High School Honor Society for Mathematics. The purpose of the society is to inspire a keen interest in mathematics, develop a strong scholarship in the subject, and promote the enjoyment of mathematics. In addition, it is a forum to recognize students who enjoy and excel in mathematics. To be eligible for membership, students must be in a 2<sup>nd</sup> year of Honors, AP or IB mathematics, with a Math GPA of 85 or higher and an overall GPA of 80 or higher, and have 20 hours of math related service hours.

### **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 at the beginning of senior year, and must meet the following requirements to be considered for acceptance: Applicant must be enrolled in an Advanced

Placement or IB English Class. Applicant must have achieved a 90% or better average in his/her junior year of English. This average is not weighted. Applicant must obtain and submit a faculty recommendation for membership. Applicant must complete a application process.  
Meet: Third Tuesda

### ATHLETICS

#### FALL

**Cross Country (M/F)**

**Field Hockey**

**Football**

**Soccer (M/F)**

**Tennis (F)**

**Volleyball (F)**

**Cheerleading**

#### SPRING

**Baseball**

**Golf (M)**

**Lacrosse (M/F)**

**Outdoor Track (M/F)**

**Tennis (M)**

**Softball**

#### WINTER

**Basketball (M/F)**

**Swimming (M/F)**

**Indoor Track (M)**

**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); 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)**

#### **VARSITY 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.

**8550- UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES (M)**

Section: Operations  
Date Created: September, 2017  
Date Edited: September, 2017

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide a student a breakfast or lunch with an expectation payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast or lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

In the event a student's school lunch or breakfast bill is in arrears in excess of \$5.00, the student will continue to receive lunch or breakfast and their account will be charged accordingly. The Principal or designee shall contact the student's parent to provide notice of the amount in arrears and shall provide the parent a period of ten school days to pay the full amount due. If the student's parent does not make full payment to the Principal or designee by the end of the ten school days, the Principal or designee shall again contact the student's parent to provide a second notice that their child's breakfast or lunch bill is in arrears. If payment in full is not made within one week from the date of the second notice, the student will be provided an alternate breakfast or lunch, as applicable, that will contain the essentials in balanced nutritional selections as prescribed by the Bureau of Child Nutrition Programs, New Jersey Department of Agriculture and the Food and Nutrition Services of the United State Department of Agriculture beginning the eighth calendar day from the date of the second notice. This alternate meal will be provided until the bill is in arrears in excess of \$67.50, at which time the student will not be served school breakfast or lunch, as applicable.

A parent who has received a second notice their child's lunch or breakfast bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet or take other steps to resolve the matter may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

If the student's breakfast or lunch bill is in arrears, but the student has the money to purchase breakfast or lunch, the student will be provided breakfast or lunch and the food service program will not use the student's money to repay previously unpaid charges if the student intended to use the money to purchase that day's meal.

The food service program will prevent the overt identification of children through the method of payment used to purchase a meal and whose breakfast or lunch bill is in arrears.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

United States Department of Agriculture SP 23-2017 – March 23, 2017

**Adopted: September 6, 2017**

## **5600- STUDENT DISCIPLINE/CODE OF CONDUCT (M)**

### **Section: Pupils**

**Date Created: October, 2011**

**Date Edited: December, 2014**

### **M**

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that my involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community.

The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy

and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to the N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et. seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. § 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to

suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services – I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C.6A:16-5.3

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25.2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A: 14-1.1 et seq.

Adopted: 19 October 2011

**Revised: 18 April 2012**

**REVISED: 17 Dec 2014**

**5612- ASSAULTS ON DISTRICT BOARD OF EDUCATION MEMBERS OR EMPLOYEES (M) Section: Pupils**

**Date Created: October, 2011**

**Date Edited: January, 2018**

Any student who commits an assault, as defined under N.J.S.A. 2C:12-1(a)1, not involving the use of a weapon or firearm, upon a teacher, administrator, other school district employee, or Board member acting in the performance of his or her duties and in a situation where his or her authority to act is apparent, or as a result of the victim's relationship to the school district, shall be immediately removed from school pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7.

A student, other than a student with a disability, who commits an assault as defined in N.J.S.A. 2C:12-1(a)1, shall be immediately removed from school consistent with due process procedures, pending a hearing pursuant to N.J.A.C. 6A: 16-7.2 through 7.5. Nothing in N.J.S.A. 18A:37-2.1 or N.J.S.A. 6A:16-5.7 shall be construed as prohibiting the expulsion of a general education student . A student with a disability who commits an assault as defined in this Policy shall be removed in accordance with N.J.A.C. 6A:14 and due process proceedings in accordance with N.J.A.C. 14-2.7 and 2.8

In accordance with the provisions of N.J.S.A 18A:37-2.1(a), said proceedings shall take place no later than thirty calendar days following the day on which the student is suspended. The decision of the Board shall be made within five days after the close of the hearing. Any appeal of the Board's decision shall be made to the Commissioner of Education within ninety days of the Board's decision. The provision herein shall be construed in a manner consistent with 20 U.S.C. & 1400 et seq.

The Principal or designee shall remove, isolate and place the student under the supervision of school staff until the student's parent or appropriate agency takes custody of the student. The Principal or designee will immediately report to the Members or Employees Superintendent the removal of the student and notify the student's parent of the removal action and the student's due process rights. The Principal or designee will notify the appropriate law enforcement official of a possible violation of the New Jersey code of Criminal Justice.

In accordance with the provisions of N.J.S.A. 18A:37-2.1(b), whenever a teacher, administrator, Board member, other school district employee, or a labor representative on behalf of an employee makes an allegation in writing that the Board member or employee has been assaulted by a student, the principal shall file in a written report of the alleged assault with the Superintendent.

The Superintendent shall report the alleged assault to the Board at its next regular meeting; provided that the name of the student who allegedly committed the assault, although it may be disclosed to the Board members, shall be kept confidential at the public Board of Education meeting.

Any person who fails to file a report of an alleged assault as required pursuant to N.J.S.A. 18A:37-2.1 and N.J.A.C. 6A:16-5.7 may be liable to disciplinary action by the Board.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.7 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e)1.

Policy and Regulation 5612, implementing the requirements of N.J.A.C. 6A:16-5.7, shall be annually disseminated to all school staff, students and parents.

N.J.S.A. 18A:37-2.1

N.J.A.C 6A:14-2.7; 6A:14-2.8; 6A:16-5.7; 6A:16-7.2, 6A:16-7.3, 6A:16-7.4, 6A:16-7.5

Adopted 19 October 2011

### **5530- SUBSTANCE ABUSE (M)**

Section: Students  
Date Created: October, 2011  
Date Edited: January, 2018

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student'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 the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the school.

A. Definitions

N.J.S.A. 18A:40A-9

N.J.A.C. 6A:16-1.3; 6A:16-4.1 et. seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds according to N.J.S.A.18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct.

This includes the possession and/or use of an electronic smoking device, School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the Recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

C. Instruction

N.J.S.A. 18A:40A-1 et. seq.

N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17

N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3



1. Alcohol or Other Drugs

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.

b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.

c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school, the student shall be immediately returned to school. If there is a positive determination from the medical examination indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14

f. While a student is at home because of the medical evaluation or after the student returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with requirements of N.J.A.C. 6A:16-4.3(a)3.

h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.A.A 18A:40A-10 and N.J.A.C. 6A:16-8.

2. Anabolic Steroids

- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
- b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.
- c. Disclosure to law enforcement authorities of the identify of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
- d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
- e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
- f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.

3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4

4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.

5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38.25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.

6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.

E. In-Service Training

N.J.S.A. 18A:40A-15

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17

N.J.A.C. 6A:16-4.1(c)8.

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42CFR Part 2

N.J.S.A. 18A:40A-7.1; 18A:40A-7.2

N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Non public School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13, 18A:40A-14;  
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board in accordance with provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent, or designee, shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia involved or implicated in the distribution activities regarding controlled dangerous substances, including anabolic steroids, pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11

N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consulting the review process with local alcohol or other drug abuse prevention, intervention and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.

N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.; 6A:16-6.1 et seq.

Adopted: 19 October 2011

Revised: 17 Dec 2014

**REVISED: 20 Dec 2017**

**5611- REMOVAL OF STUDENTS FOR FIREARMS OFFENSES  
(M)**

Section: Pupils

Date Created: October, 2011

Date Edited: October, 2011      Date Edited: January, 2018

**M**

The Board of Education is committed to providing a safe school environment to all pupils attending the public school. To provide this environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, pursuant to the The Zero Tolerance For Guns Act, N.J.S.A.18A:37-7 through N.J.S.A.37-12.

Policy and Regulation 5611 shall apply to a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds, convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds, or found knowingly in possession of a firearm on school grounds. A student, other than a student with a disability, convicted or adjudicated delinquent for these firearm offenses shall be immediately removed from the school's general education program for a period of not less than one calendar

year and placed in an alternative education program according to the requirements of N.J.A.C.6A:16-9. A student with a disability convicted or adjudicated delinquent for these firearm offenses shall be immediately removed in accordance with the provisions of N.J.A.C. 6A:14 and applicable Federal regulations and shall receive a placement in accordance with N.J.A.C. 6A:14.

The Principal or designee shall remove the student in accordance with the requirements outlined in N.J.A.C. 6A:16-5.5(d), which includes notifying the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

If it is found that the removed student did not commit these firearm offenses, the student shall be immediately returned to the program from which he or she was removed.

The Superintendent shall make the final determination on whether the general education student removed in accordance with the requirements of N.J.A.C. 6A:16-5.5 and this Policy is prepared to return to the general education program or will remain in an alternative education program, pursuant to N.J.A.C. 6A:16-10 based on the criteria outlined in N.J.A.C. 6A:16-5.5(i).

If a student, other than a student with a disability, is removed from the general education program pursuant to N.J.A.C. 6A:16-5.5 and this Policy, a placement in an alternative education program is not available, the general education student shall be provided home or other out-of-school instruction according to N.J.A.C. 6A:16-10.2 until placement is available.

The Superintendent of Schools biannually shall submit to the Commissioner of Education a report on each incident under N.J.A.C. 6A:16-5.5 utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(d)1.

This Policy and Regulation 5611, implementing the requirements of N.J.A.C. 6A:16-5.5, shall be annually disseminated to all school staff, students, and parents.

N.J.S.A. 18A:37-1 et seq.

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-6.1 et seq.; 6A:16-7.1 et seq.; 6A:16-8.1 et seq.; 6A:16-9.1 et seq; 6A:16-10.2

Adopted: 19 October 2011

**Revised: 20 December 2017**

### **5615- SUSPECTED GANG ACTIVITY**

Section: Pupils

Date Created: October, 2011

Date Edited: October, 2011      Date Edited: January 2, 2018

Students that initiate, advocate, or promote unacceptable activities or conduct, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. This unacceptable conduct,

Students that initiate, advocate, or promote unacceptable activities or conduct, openly or otherwise, and/or threaten the safety or well-being of others, disrupt the school environment and are harmful to the educational process in this school district. This unacceptable conduct, including but not limited to, physical or verbal harassing, intimidating, or bullying conduct; unlawful use of force; threats; violence; or other violations of the school district's student code of conduct by a student or group of students directed toward any school staff member or any other student or group of students anywhere on school grounds, at any school related or sponsored activity, on school buses, at school bus stops, and any other place where students are supervised by school district staff will not be tolerated.

In the event the Principal or designee, believes any unacceptable activities or conduct was, or is being committed, for the benefit of, at the direction of, or in association with a group of three or more persons, the school staff will investigate further to determine if the conduct was committed by students representing a “criminal street gang” (hereinafter referred to as a “gang”) as defined in N.J.S.A. 2C:33-29.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indicia of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.

If it is determined unacceptable activities or conduct was committed by students representing a gang or by students that may be representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent of the victim(s) and the offender(s). The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing while on school grounds, at any school related or sponsored activity, on school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent of any student identified as being potentially involved in gang-related activities shall be notified by the Principal or designee. A student identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator employed by the school district shall attend a gang education seminar program pursuant to N.J.S.A. 52:17B-4.7 within the first year of initial employment as an administrator in the district. The Superintendent of Schools, Assistant Superintendent, Principal, or other administrator shall be exempt from this requirement if the administrator



has successfully completed a gang education seminar conducted by a public school district which is substantially equivalent to the seminar required pursuant to N.J.S.A. 52:17B-4.7. Other sSchool staff members shall be provided in-service training on gangs and gang-related conduct and activities including, but not limited to, recruitment procedures; threats/intimidation; clothing; insignia; hand signs; symbols; graffiti; terminology; or other indicia of gang association.

Information regarding gangs shall be shared by school district staff to local law enforcement officials and the school district's administrative staff members will encourage local law enforcement to share gang-related information with school officials.

Nothing in this Policy shall supersede or negate any existing New Jersey law or Board Policy regarding student discipline and/or the school district's student code of conduct. This Policy shall be made available to school staff, students, and parent.

N.J.S.A. 18A:11-9     N.J.S.A. 2C:33-29

New Jersey State Police Street Gang Units – Know the Signs: A Guide to Gang Identification

Adopted: 19 October 2011     **Revised: December 20, 2017**

**HARASSMENT, INTIMIDATION OR BULLYING POLICY**

Red Bank Regional Board of Education Policy #5512 (Adopted August 24, 2011) (Revised September 26, 2018) 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 education 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.

## **5535- PASSIVE BREATH ALCOHOL SENSOR DEVICE**

Section: Students

Date Created: October, 2011

Date Edited: October, 2018

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes a student'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 and from exposure to harmful substances.

In keeping with its commitment to protect all students and the school community from the harm 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 the student's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the Building Principal or designee or the staff member(s) in charge of a school related or school sponsored event or activity. The purpose for using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events and to deter the use of alcohol by pupils.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Principal or designee has reason to believe the use of alcohol by students may be present a PBASD will be used, a random number sequence will be selected by the Principal or designee to the event to determine which students in line for entrance will be screened. For example, if the number selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative the Principal or designee may determine to screen every student in line for entrance into the activity /event.

Written notice indicating the use of a PBASD will be placed at the point of a ticket for the activity or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entrance to an activity/event or upon the entry of a student into an activity/event that does not require the purchase of a ticket a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy.

If the PBSAD screening indicated the presence of alcohol on a student, additional PBASD screenings will be conducted. If additional PBASD screenings confirm the presence of alcohol on a student, the matter shall be reported to the Principal or designee and the certified or noncertified school nurse, or school physician according to the reporting, notification, and examination requirements of N.J.S.A.

18A:40A-12, N.J.A.C 4.3 and Policy and Regulation 5530 –Substance Abuse.

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

N.J.S.A. 18A:40A-12

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

Revised: September 26, 2018

Adopted: 19 October 2011

### ATTENDANCE PROCEDURES

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.

Event	Required Documentation
illness / injury lasting up to 3 days	note from home <u>which must contain</u> dates involved, the student’s name and <u>the nature of the illness</u>
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

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. Student attendance will be taken in Genesis each block by every teacher.
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 10 minutes of a class either in person or virtually, the pupil is to be considered absent from that course.
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. Each student who accumulates 10 absences either in a semester (1/2 year course) or 20 in a full year course will be placed in no credit status for that course and will have to go through the appeal process 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.
15. Attendance during NJSLA days is always mandatory.

**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 ).
5. Seniors who accumulate more than 5 unexcused tardies to school during a semester will lose their exam exemptions for their half year courses.
6. Seniors who accumulate more than 10 unexcused tardies to school during the entire school year will lose their exam exemptions for their full year courses.
  - 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. **No community service option**
  - Late 15 = Sat detention and 14 day activity and sports suspension
  - Lates 16-19 = 3 hr detention. **No community service option**
  - Lates 20 = 2 Saturday detentions + 30 day activity and sports suspension and parent conference
  - Lates 21—24 = 3 hr detention. **No community service option**
  - 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.

7. 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.
8. 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.

#### **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, the classroom teacher will file a disciplinary referral.
3. Students who arrive no more than 10 minutes after the start of class will receive a 1hr asd.
4. Students who arrive more than 10 minutes after the start of class will receive a 3hr asd.
5. Any student over 10 minutes late to class without an appropriate pass will be recorded as a cut / absence from class.
6. 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

#### **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 VPO.
6. Failure to obey all rules and regulations and/or an unauthorized absence from After School Detention will result in additional after school 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.

**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 VPO.
8. The student must have a pass from the VPO. 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 VPO..
11. Students must have a pass from the VPO. 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 VPO.
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 VPO.
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 10 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.

**Policy 5511 DRESS AND GROOMING**

Created: October, 2011 Revised: August, 2020

Each pupil's mode of dress and grooming may be the result of personal style and individual preferences. The school will not generally interfere with the parent's / guardian's or pupil's right to make decisions regarding appearance, except when choices negatively affect the educational program, goals of the school, or present a hazard to the safety of health of the wearer or to others. In addition, part of the school's charge is to prepare students for the workplace. With this in mind, the Board of Education has established rules for dress that apply to school attendance and participation in activities. Pupils shall be required to wear clothing and safety equipment approved by the physical education, science, and industrial arts classes.

The Board of Education authorizes the Chief School Administrator to enforce school regulations prohibiting pupil

dress or grooming practices which:

- A. Violate policy 5615 on pages 63-65 Suspected Gang Activity such as the wearing 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;
- B. Are violence-, alcohol-, drug- or tobacco related, or offensive to any sexual orientation preference to any national, ethnic, religious, or gender groups;
- C. Contain slogans, words, symbols, or pictures of an offensive or obscene nature;
- D. Incite others to behave in a violent or dangerous manner or promote bias or hatred;
- E. Materially interfere with school work, create disorder, or disrupt the educational program; and ,
- F. Cause excessive wear or damage to school property.

All clothes should uphold the principle of modesty. Exposure of the torso and undergarments are considered in applying the principle of modesty. 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 block, all of these items must be placed out of sight. The acceptability of attire will be at the discretion of the administration. Appeals may be made to the Chief School Administrator and ultimately, the Board of Education. If a student does not dress in accordance with the above guidelines, he/she will be given an opportunity to change. Parents may be telephoned to bring in a change of clothing.

#### **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, Full 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 PROCEDURES**

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 including laptops and other devices:

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. In the event I am issued a laptop computer, I will do my best to make sure it is secured at all times.
13. 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 / PLAGIARISM ( Ref Policy # 5701**

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.

RBRHS will be utilizing the software through Google Classroom and Google extensions to monitor student academic integrity on applicable writing research and homework assessments during the 22-23 school year. Any examples of plagiarism will be dealt with in accordance to the handbook guidelines.

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:
  - o Immediate removal of the student from the class until a conference is held. This conference may include the parent, teacher involved, and an administrator.

#### **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.

## **5520- DISORDER AND DEMONSTRATION**

Section: Pupils

Date Created: October, 2011

Date Edited: October, 2011

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

Disorderly pupils will be disciplined in accordance with law and Board Policy No. 5600; staff members who assist pupils in disorderly conduct may be subject to disciplinary measures.

The Board directs all staff members to attempt to resolve pupil conflict and dissent by reason and arbitration. Pupils who express dissent should be made aware of the lawful procedures available to them for the resolution of their grievances.

The Superintendent shall establish procedures for the prompt resolution of any disorder that occurs on school premises. The Building Principal shall be responsible for the identification and resolution of disorders in any school building and may summon law enforcement officers as necessary.

N.J.S.A. 2C:12-3; 2C:33-1; 2C:33-2; 2C:33-8

N.J.S.A. 18A:6-1; 18A:37-1; 18A:37-2

Adopted: 19 October 2011



**5533- PUPIL SMOKING (M)**

Section: Students  
Date Created: October, 2011  
Date Edited: May, 2018

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57.

For the purpose of this Policy, “smoking” also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to

N.J.S.A. 2A:170-51.4. For the purpose of this Policy, “school buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times

when the school district has exclusive use of a portion of such land.N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by students at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 – Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: 19 October 2011:

Revised: 18 September 2013

Revised: Dec. 20, 2017

**Revised: September 26, 2018**

### **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.

### **ATHLETIC EQUIPMENT**

After 7:35am students will not be able to walk around the building with the following equipment: any type of bat / lacrosse sticks / field hockey sticks / hockey sticks / athletic helmets.

Varsity locker rooms will be open from 7:05am until 7:30am. Students may also store these items in their school lockers.

**Violations will include / confiscation / coach notification / possible detentions.**

### **CELL PHONES / I WATCHES**

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.
5. Starting with the class of 2023 holders will be available in each class for students to store their phones / ear buds.

**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 #5701 or harassment, intimidation and bullying per policy #5512.
6. Locker rooms: (Before School, During School, After School) Cell phones or other electronic devices with cameras such as tablets, chrome books, laptops etc can't be visible. Devices must be put away in bags or clothes. If a device is seen, the student will be written up for a policy violation. This is protect the privacy of all students using the locker rooms.

**\*\*\*Lost, stolen or damaged devices are the student's responsibility.**

**STUDENTS ARE REMINDED THAT TAKING PICTURES, VIDEO OR AUDIO RECORDINGS OF STAFF MEMBERS OR OTHER STUDENTS WITHOUT THEIR CONSENT IS STRICTLY PROHIBITED AND WILL RESULT IN DISCIPLINARY ACTION AND POLICE NOTIFICATION.**

**STUDENTS CAUGHT FILMING OR CIRCULATING VIDEOS PERTAINING TO STUDENT FIGHTS OR STUDENT ARGUMENTS VIA TEXT, EMAIL OR SOCIAL MEDIA WILL FACE SEVERE DISCIPLINARY CONSEQUENCES INCLUDING SUSPENSION AND POLICE NOTIFICATION.**

**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.

**\*\*\*Lost, stolen or damaged devices are the student's responsibility.**

**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.

**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. 341
Student Assistance Counselor.....	ext. 342
Academy of Finance.....	ext. 262
Academy of Information Technology.....	ext. 262
Visual and Performing Arts.....	ext. 244
<i><u>Outside Assistance</u></i>	
Monmouth Medical Crisis Center.....	732-923-6999
Riverview Hospital.....	732-219-5325
DCFDCPP.....	1-800-392-9511
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 /I Watch	(3ASD)	(3ASD) Phone Call Home	SAT Parent Conference
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	(3ASD) parental conference, contract	(3ASD), possible removal from the course, parental conf
Cutting recitation:	(3ASD), parental notification	(3ASD), parental conference, contract	(3ASD), Possible removal from course, parental conf
Cutting Study Hall	(3ASD) Phone Call Home	(SAT) No exam exemptions Phone Call Home	(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

<b><u>Type Of Behavior</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Subsequent Offenses</u></b>
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	(1 ISS) parental notification	(2 ISS) Parent conf
Failure to report to (3ASD)	Additional (3ASD), parental, notification	Additional (3ASD), 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 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	1 ISS 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
Violation of IPOD/Mp3 player/Personal Listening Device Policy	(3ASD)	(3ASD)	(3ASD)

<b><u>Type Of Behavior</u></b>	<b><u>1st Offense</u></b>	<b><u>2nd Offense</u></b>	<b><u>Subsequent Offenses</u></b>
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	4 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 **	TBD Possible Affirmative Action Referral Refer to pg 85	TBD Possible Affirmative Action Referral Refer to pg 85	TBD Possible Affirmative Action Referral Refer to pg 85
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

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
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	1 ISS, cut and zero for classes missed, mandatory parental conference with guidance	2 ISS, cut and zero for classes missed, mandatory parental conference with guidance
Under the influence of alcohol or drugs**, *****	3 ISS, 90 day random retest, no practice, games, meetings or , performances for 14 days from initial notification. No games or performances for 21 days from initial notification. 90 day removal from leadership position. mandatory counseling with SAC, mandatory drug /alcohol evaluation, parental conference	3 ISS, 90 day random retest, no practice, games, meetings or performances for 30 days from initial notification, removal from leadership positions from one year of notification, mandatory counseling with SAC, mandatory drug/alcohol evaluation, principal's hearing	3 ISS/OSS, 90 day random retest, no practice, games, meeting or performances for 30 days from initial notification. No games or performances for 30 days from initial notification, permanent removal from leadership positions, mandatory counseling with SAC, mandatory drug/alcohol evaluation Board of Education hearing and possible placement in an alternative educational setting. Removal of tuition students to their home district.
Use of profanity directed to staff, *****	3 ISS/OSS, parental conference	4 ISS/OSS, parental conference with principal	4 ISS/OSS, parental conference with principal
Use of profanity, obscene or inappropriate language	2 (3ASD), parental notification	1 ISS parental conference	2 ISS/OSS, parental conference
Vaping	1/ISS Parental notification with warning of filing court papers upon further offenses, conference with SAC and Nurse, possible CDS screening. ISAP Vaping Assignment	2 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse, possible CDS screening. ISAP Vaping Assignment	5 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse possible CDS screening. ISAP Vaping Assignment

<u>Type Of Behavior</u>	<u>1st Offense</u>	<u>2nd Offense</u>	<u>Subsequent Offenses</u>
Violation of Acceptable Use Procedures	refer to procedures/ TBD by administrator	refer to procedures/ TBD by administrator	refer to procedures/ TBD by administrator
Violation of Gang Policy 5615 ** *** (Pgs 63-65)	Warning SRO Conference	4 days OSS 4 days ISS SRO conference	10 day OSS/TBD by administrator, possible board hearing
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 pages 69-70	Refer to pages 69 - 70	Refer to pages 69-70
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.
- \*\*\*\*\* possible removal from leadership position or positions.

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

ISS = In School Suspension

OSS = Out of School suspension

TBD = To be determined by the administration