



# RED BANK REGIONAL HIGH SCHOOL DISTRICT

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 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 Monday, September 29, 2025. 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.

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## **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

**Contact Information**

732-842-8000

Superintendent's Office ----- ext. 240  
Principal's Office / Main Office ----- ext. 200, 202, 207  
Assistant Principal's Office ----- ext. 201, 219  
Fax ----- 732-842-4868

**Board of Education**

Patrick Noblel - President ----- Red Bank  
Tara Gibb - Vice President ----- Little Silver  
Memone Crystian ----- Red Bank  
Emily A. Doherty ----- Red Bank  
John Garofalo ----- Red Bank  
Nicole Woods ----- Red Bank  
Ursula Henry ----- Shrewsbury  
Jennifer Lipp ----- Shrewsbury  
Vacant ----- Little Silver  
Athina Cornell ----- Board Attorney

**Administration**

Louis Moore ----- Superintendent  
Debra Pappagallo ----- Business Administrator  
Julius Clark ----- Principal  
Robert Donohoe ----- Assistant Principal  
Nicholas Timpone ----- Assistant Principal  
Jessica Verdiglione ----- Director of Curriculum, Assessment, Data, & Professional Development

**Department Supervisors**

Michelle Blanco ----- School Counseling & Health Services  
Lisa Boyle ----- Visual Performing Arts Academy, Finance and Life Sciences  
Robert Donohoe ----- World Languages  
Phil Greene ----- STEM, Academies of Engineering & Information Technology  
Suzanne Keller ----- Source  
Thomas McDonough ----- English, Social Studies and Multilingual Learners  
Erin Pinto ----- Special Services  
Mike Stoia ----- Athletic Director & Co-Curricular Activities  
Nicholas Timpone ----- Health & Physical Education

**Student Leaders**

**Student Council**

President-----Kathleen Deverin  
Vice President-----Katherine Doody  
Treasurer-----Logan Mattson  
Recording Secretary-----Isabella Vega  
Business Manager-----Tatttiana Lobert

**Class of 2026**

President-----Mya Tyler  
Vice President-----Katie Condon  
Representative at Large-----Lizzie Sauer  
Business Administrator-----Cassidy Victor  
Corresponding Secretary-----Clair Humes  
Treasurer-----Logan Mattson  
Photographer-----Keira Lewsley  
Public Relations-----Katherine Doody

**Class of 2027**

President-----Kelsey Roseland  
Vice President-----Giada Trincilla  
Business Manage-----Arely Carrillo Reyes  
Corresponding Secretary-----Lily Levering  
Photographer-----Isabella Vega  
Public Relations-----Peyton Kreitz

**Class of 2028**

President-----Nicolas Meza  
Vice President-----Daniela Flores-Sanchez  
Business Manage-----Elain Carrada-Paredes  
Corresponding Secretary-----Evie Giamo  
Treasurer-----Jack Horan

## Chain of Communication

Red Bank Regional aims to partner with families in order to best educate and assist students. Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. To assist in working with parents and community members, a “chain of communication” has been established to model where to begin the communication sequence regarding a problem or concern.

District staff members will make a concerted effort to field all parent inquiries within a 24-48 hour time period unless otherwise informed. **Parents are instructed to contact their child’s teacher(s) first, via email when a question or concern arises.** In the event of an emergency during the school day, please contact the Main Office, ext. 200, where you can leave a message that will be delivered to the teacher. **Should your child’s teacher(s) not be able to assist in addressing your concern satisfactorily, please follow the “chain of communication” below.** The chart serves as a resource to parents and community members regarding communications with various departments for specific concerns or questions.

### ***Instruction / Curriculum / Academic Support - Reference: Curriculum of Study Guide***

- Teacher
- Curriculum/Academy Supervisor
- School Counseling Supervisor

### ***Social Emotional Support / Counseling Services / 504 / Response To Intervention (Rtl)***

- School Guidance Counselor/Source Clinician
- School Counseling Supervisor
- Supervisor of The Source

### ***Special Services / IEP’s***

- Teacher / Related Service Staff Member
- Child Study Team Member / Case Manager
- Supervisor of Special Services

### ***Discipline - Reference: Code Of Conduct***

- Assistant Principal

### ***Harassment, Intimidation, Bullying (HIB) - Reference: Code Of Conduct***

- School Anti-Bullying Specialist
- Assistant Principal

### ***Athletics / Extra-Curricular Activities***

- Coach/Club Facilitator
- Athletic Director

<b>Department:</b>	<b>Supervisor / Phone Extension</b>	<b>Email</b>
Assistant Principal, 10th and 12th Discipline and Supervisor of World Language	Mr. Rob Donohoe, ext. 230	<a href="mailto:Rdonohoe@rbrhs.org">Rdonohoe@rbrhs.org</a>
Assistant Principal, 9th and 11th Discipline and Supervisor of Phys Ed.	Mr. Nick Timpone, ext 205	<a href="mailto:Ntimpone@rbrhs.org">Ntimpone@rbrhs.org</a>
Athletics / Extra-Curricular Activities	Mr. Mike Stoia, ext. 233	<a href="mailto:Mstoia@rbrhs.org">Mstoia@rbrhs.org</a>
Family and Consumer Science, Academy of Finance, Visual & Performing Arts	Ms. Lisa Boyle, ext 262	<a href="mailto:Lboyle@rbrhs.org">Lboyle@rbrhs.org</a>
ELL, English, Social Studies	Mr. Tom McDonough, ext 220	<a href="mailto:Tmcdonough@rbrhs.org">Tmcdonough@rbrhs.org</a>
STEM, Academy of Engineering and Academy Of Information Technology	Mr. Phil Greene, ext 357	<a href="mailto:Pgreene@rbrhs.org">Pgreene@rbrhs.org</a>
Supervisor of Data and Testing	Ms. Jessica Verdiglione, ext. 412	<a href="mailto:Jverdiglione@rbrhs.org">Jverdiglione@rbrhs.org</a>
<b>Social Emotional Support/Counseling Services:</b>		
School Counseling and 504's	Ms. Michelle Blanco, ext. 261	<a href="mailto:Mblanco@rbrhs.org">Mblanco@rbrhs.org</a>
Special Services and IEP's	Ms. Erin Pinto, ext. 231	<a href="mailto:Epinto@rbrhs.org">Epinto@rbrhs.org</a>
The Source	Ms. Suzanne Keller, ext 236	<a href="mailto:Skeller@rbrhs.org">Skeller@rbrhs.org</a>
School Anti-Bullying Specialist	Ms. Lori Todd, ext. 342	<a href="mailto:Ltodd@rbrhs.org">Ltodd@rbrhs.org</a>
<b>Other Departments:</b>		
Cafeteria Services	Ms. Heather Verbel, ext. 211	<a href="mailto:Hverbel@rbrhs.org">Hverbel@rbrhs.org</a>
Facilities, Grounds and Buildings	Mr. Manny Pabon, ext. 278	<a href="mailto:Mpabon@rbrhs.org">Mpabon@rbrhs.org</a>
School Nurse	Ms. Deborah Rosen-Haight, ext. 241	<a href="mailto:DRosen-Haight@rbrhs.org">DRosen-Haight@rbrhs.org</a>
Technology	Mr. John Daniels, ext. 206	<a href="mailto:Jdaniels@rbrhs.org">Jdaniels@rbrhs.org</a>
Transportation Services	Ms. Jenn Kampmeier, ext. 209	<a href="mailto:Jkampmeier@rbrhs.org">Jkampmeier@rbrhs.org</a>

If you have followed the Chain of Communication and require further assistance in resolving a concern please contact below:

Principal, Mr. Julius Clark 732-842-8000 ext. 200

Superintendent, Dr. Louis Moore 732-842-8000 ext. 240

Board of Education 732-842-8000 ext. 217

## **Affirmative Action/Sexual Harassment**

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.

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.

Inquiries regarding compliance may be directed to: Whitney Ooms, Affirmative Action Officer, 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.



# RED BANK REGIONAL HIGH SCHOOL DISTRICT

2025-2026

## Daily Rotation Calendar

SEPTEMBER '25					OCTOBER '25					NOVEMBER '25					DECEMBER '25				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
1	2	3	4	5			1	2	3	3	4	5	6	7	1	2	3	4	5
	PD	PD					PSAT		A	B	C	D			B	C	D	A	B
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14	8	9	10	11	12
A	B	C	D	A	B	C	D	A	B	A	B	C	D	A	C	D	A	B	C
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	15	16	17	18	19
B	C	D	A	B	C	D	A	B	C	B	C	D	A	B	D	A	B	C	D
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28	22	23	24	25	26
C		D	A	B	D	A	B	C	D	C	D	A			A	B			
29	30				27	28	29	30	31						29	30	31		
C	D				A	B	C	D	A										

  

JANUARY '26					FEBRUARY '26					MARCH '26					APRIL '26				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6	2	3	4	5	6			1	2	3
					D	A	B	C	D	C	D	A	B	C			A	B	
5	6	7	8	9	9	10	11	12	13	9	10	11	12	13	6	7	8	9	10
C	D	A	B	C	A	B	C	D	A	D	A	B	C	D					
12	13	14	15	16	16	17	18	19	20	16	17	18	19	20	13	14	15	16	17
D	A	B	C	D	A	B	C	D	A	A	B	C	D	A	C	D	A	B	C
19	20	21	22	23	23	24	25	26	27	23	24	25	26	27	20	21	22	23	24
		MID	MID		B	C	D	A	B	B	C	D	A	B	D	A	B	C	D
26	27	28	29	30						30	31				27	28	29	30	
MID	MID	A	B	C						C	D				A	B	C	D	

MAY '26					JUNE '26				
M	T	W	TH	F	M	T	W	TH	F
				1	1	2	3	4	5
				A	A	B	C	D	A
4	5	6	7	8	8	9	10	11	12
B	C	D	A	B	B		FIN	FIN	
11	12	13	14	15	15	16	17	18	19
C	D	A	B	C	FIN	FIN	GRAD	PD	
18	19	20	21	22	22	23	24	25	26
D	A	B	C	D					
25	26	27	28	29	29	30			
A	B	C	D						

  

Regular Day Bell Schedule 7:40am - 2:30pm						
Block	Duration	Time	A	B	C	D
Warning Bell	7:35 AM	5 min	Announcements			
1	7:40 - 8:35am	55 min	1	4	3	2
2	8:39 - 9:34am	55 min	2	1	4	3
3	9:38 - 10:31am	53 min	3	2	1	4
MOD 1	10:35 - 11:05am	30 min	Lunch/Study Hall 1			
MOD 2	11:05 - 11:35am	30 min	Lunch/Study Hall 2			
4	11:39 - 12:32pm	53 min	5	8	7	6
5	12:36 - 1:31pm	55 min	6	5	8	7
6	1:35 - 2:30pm	55 min	7	6	5	8

COLOR KEY	
<span style="background-color: red; color: white;"> </span>	SCHOOL CLOSED
<span style="background-color: green; color: white;"> </span>	1/1 DAY STUDENTS 11:35AM DISMISSAL - PD AFTERNOON
<span style="background-color: orange; color: white;"> </span>	2 HR DELAY OPENING
<span style="background-color: yellow; color: black;"> </span>	11:35AM DISMISSAL STAFF & STUDENTS
<span style="background-color: magenta; color: white;"> </span>	STAFF PD DAY
<span style="background-color: blue; color: white;"> </span>	MIDTERMS & FINALS
<span style="background-color: brown; color: white;"> </span>	FACULTY MEETING
<span style="background-color: grey; color: white;"> </span>	END OF MP

2 Hour Delay Bell Schedule 9:40am - 2:30pm		
Block	Duration	Time
Warning Bell	9:35 AM	5 min
1	9:40 - 10:15am	35 min
2	10:19 - 10:54am	35 min
3	10:58 - 11:31am	33 min
MOD 1	11:35 - 12:05pm	30 min
MOD 2	12:05 - 12:35pm	30 min
4	12:39 - 1:12pm	33 min
5	1:16 - 1:51pm	35 min
6	1:55 - 2:30pm	35 min

Half Day Bell Schedule 7:40am - 11:35am		
Block	Duration	Time
Warning Bell	7:35 AM	5 min
1	7:40 - 8:16am	36 min
2	8:20 - 8:56am	36 min
3	9:00 - 9:36am	36 min
4	9:40 - 10:16am	36 min
5	10:20 - 10:56am	36 min
6	11:00 - 11:35am	35 min

### Midterm and Final review day schedules

- 82 minutes classes with mods
- 1/20/26- Periods 1,2,5,6
- 1/23/26- Periods 3,4,7,8
- 6/9/26- Periods 3,4,7,8
- 6/12/26- Periods 1,2,5,6

### Midterm and Final Schedule

- 1/21/26 - Periods 1 & 2
- 1/26/26 - Periods 3 & 4
- 6/10/26 - Periods 3 & 4
- 6/15/26 - Periods 1 & 2
- 1/22/26 Period 5 & 6
- 1/27/26 Periods 7 & 8
- 6/11/26 Periods 7 & 8
- 6/16/26 Period 5 & 6

# Student Services

## 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.

The Administration reserves the right to decide when and where a student may eat their lunch.

**Please see board policy 8550 - UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES (M)**

## **Health Services**

Students should come to school physically well and be 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 is located on the [rbrhs.org](http://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 15th. It is also important you contact the School Counseling Office to update contact information and/or address changes. Please email [kbodin@rbrhs.org](mailto:kbodin@rbrhs.org) or [mdivers@rbrhs.org](mailto:mdivers@rbrhs.org).

### ***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.

### ***Contagious Diseases***

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

### ***Health Screenings***

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

### ***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. Nurse office visits will be monitored and parents/guardians will be notified if students have above average office visits to develop if a health plan is necessary.

### ***Immunizations***

Students must document immunization in accordance with the state regulations.

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.

### ***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 containers 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.

### ***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.

### ***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. Sports physicals are offered three times yearly for Fall/Winter/Spring sports by the School Physician. Parents must sign a release to authorize the school Physician to perform the physical.

## **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 technological 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***

- 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.
- 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.
- 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.
- 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.
- 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.
- All students must sign the appropriate sign-in list immediately upon entering the Media Center.
- Students must remain in the Media Center until the end of the block or study period.

- Students are not permitted into the MC during the class periods without a teacher coming with them to supervise. In an extenuating circumstance the teacher can contact the Media Center Specialist for specific permission.
- A student in a Study Hall who wishes to go to the Media Center should realize the privilege entails responsibilities. Students must sign the appropriate attendance list. Students must sign up for a digital pass through the Media Center prior to study hall. 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.
- Computer use in the Media Center must follow the school's acceptable use policy.
- Food and drink are not permitted in the Media Center.

### **Multi-Tiered System of Support (MTSS)**

Multi-Tiered System of Support (MTSS) is an intervention system for early identification and support for students with learning and behavioral needs. The MTSS 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 are provided by a variety of personnel, including general education teachers, schools counselors, administrators, and specialists.

### **School Based Youth Services Program - The SOURCE**

The SOURCE is committed to supporting the mental health, well-being, and educational success of all students. We build public and private partnerships to ensure quality services that are effective, culturally appropriate and responsive to the diverse, changing needs of the students and their communities.

We fulfill our mission through best practices in comprehensive counseling services, prevention programming, advocacy, academic support, employment services, family engagement, basic need fulfillment, free public education/forums and collaboration with community partners. All SOURCE programs are free.

If you or someone you know would like to speak to a SOURCE clinician please call 732-842-8000 ext. 341.

For more information, please visit our website at [www.thesourcerbrhs.org](http://www.thesourcerbrhs.org)

## **School Counseling 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 students. 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 Requirement***

Red Bank Regional High School has historically seen 80% 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 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, science and social studies. In addition, 3 years of world language are recommended. For a complete listing of academic and elective course offerings, please refer to the district Course Catalog. Copies are available on the website.

### ***Admissions - Withdrawals***

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 School Counseling 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 Chromebooks/charger and all books/supplies returned and paid 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.

After the two week period, student and/or parent/guardian may request an academic level change; the deadline to do so is the end of the first marking period, based on the availability of the preferred course and identified utilization of available academic support. All academic level changes need the approval of the teacher, counselor, and content area supervisor after evaluation of the student's commitment to the class. 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.

### ***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. Incomplete grades will be updated two weeks following the end of a marking period; all work that is not completed will receive a zero.

### ***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/guardian

should contact the student's counselor as soon as possible in order to obtain assignments from teachers. Most assignments will be posted/completed through Google Classroom; it will be the student's/parents responsibility to arrange with the school counselor if books/supplies are necessary to be picked up.

Students who are absent 1 day or 2 consecutive school days are granted two school days to make up work. Students with 3-4 days absent must turn in missed assignments/complete tests within five school days of return. Students with 5 or more consecutive absences must complete the work within ten school days. 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.

### ***Students with Special Programs***

Students assigned to a Special Program and/or all Cooperative Vocational Education students must sign out of 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 detentions, suspension and/or removal from the Co-op Program. All students are expected to sign-in/sign-out in the attendance office (Door # 1).

### ***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 may 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 in June.

### ***Working Papers***

Students between the ages of 14 and 18 years old who wish to engage in outside employment must secure working papers. As of June 1, 2023 this process is now completed online at

myworkingpapers.nj.gov and not through the school counseling office. Please see the state website for details.

## **Special Services**

Special Services offers a wide variety of programs and related services as per the New Jersey Administrative code Title 6A: Chapter 14 and Individuals with Disability Education Act (IDEA) that address the needs of students with disabilities in the least restrictive environment. Each classified student is assigned to a member of the Child Study Team, and they work closely with both the child and the family in order to identify the individual needs and programming for each student. Each student within the department will have an IEP (Individualized Education Plan) to ensure that the student's identified needs are addressed in programming.

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:14-3.3 (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.

# Academic Guidelines

## Course Listings

### ***Embedded Honors, Honors, Advanced Placement, International Baccalaureate, & Dual Enrollment***

The district offers a variety of advanced 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 Mathematics. In order to qualify for placement into a language or honors math course during freshman year, a student must demonstrate proficiency on the district's qualifying exam for the respective content area. In addition, students may be eligible for Embedded Honors in English Language Arts and Global Studies based on meeting set academic criteria over the course of the school year. Any student who meets the criteria is eligible. There is no "signing-up". Detailed information on this option is given out at the 8th grade orientation and Back to School Night.

### ***Returning Students***

Students in grades 10, 11 and 12 may be admitted to honors and advanced level courses of their choice based on teacher recommendation or student course selection.

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 and parents interested in researching more about the class selection should consult the 2024-2025 Course Catalog 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 - 96	Excellent
89 - 80	Advanced Proficient
79 - 70	Proficient
69 - 65	Approaching Proficiency
64 - 0	Failing/Not Proficient
NC	No Credit
MED	Medical Excuse - Phys. Ed.
W/F	Withdrew Failing
W/P	Withdrew Passing
INC	Incomplete
P	Pass
F	Failure: Grade below 65

\*55 or above needed for the 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.

### ***Mid-Term & Final Exams***

Final and midterm examinations will be given to all students in all subjects. Midterm 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 midterm 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 midterm or final exam will receive an automatic zero on the exam which may result in a failing grade for the course.

### **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:

- A final average of 90 or above.
- An average not less than 85 in the 4th marking period.
- 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.
- Teacher's approval.
- Seniors who sign out of school early for personal/unexcused no more than three times during the school year.
- Seniors that have 3 or more parking/vehicle infractions.

### **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- All 90s or above
- Honor Roll-- At least 90 in two subjects and no grade less than 80.

### **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. Classes earning a Pass are not included in the GPA calculation nor certain classes identified on the Option Two Applications. Embedded Honors, 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 Embedded Honors, 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 (2nd 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 weight is given to transfer students for Honors courses taken at other high schools when they are not offered at Red Bank Regional High School.

## **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. Attendance Requirements
2. Credit Requirements
3. Curriculum Requirements
4. State Mandated Testing

### ***Attendance Regulations***

See attendance regulation on page 32

### ***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.

### ***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 21st 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, distributed as 150 minutes per week each year.
- World Language (5 credits)
- At least 5 credits in 21st 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;

### ***State Mandated Testing***

Please see updated information on the NJ DOE Website at

<https://www.nj.gov/education/assessment/>

Testing Dates at RBRHS: <https://www.rbrhs.org/Page/2789>

## **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.

## **Promotion, Retention, & 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.

## **Scholarship & 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.

## **Athletics & Student Activities**

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.

All Athletic programs and Student activities are listed on the Red Bank Regional High School website

### **Athletic & 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, Key Club, STS, Mathematics League, 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.

A list and description of all student activities and athletic programs can be found on the RBR website

## **Clubs and Sports Eligibility**

To be eligible to participate in co-curricular activities, a student must comply with the following requirements:

1. A student in 10th grade or above must accumulate a minimum of 30 credits from the previous school year, including make-up work during the summer. (Note that all incoming 9th graders are declared academically eligible to participate in fall and winter sports)
2. A student from 9th grade or above must accumulate a minimum of 15 credits from the first semester. A student declared academically ineligible for the start of spring sports (failed to earn the minimum 15 credits necessary during the first semester) may regain their eligibility as of May 1st if they have earned a minimum of 22.5 credits (the equivalent of the minimum of 30 credits required for the year) by that time. (approved by NJSIAA in December 2011).
3. 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.
4. A student must be present in school for a minimum of 4 hours on the day of a scheduled activity unless given permission by the Principal or Assistant Principal.
5. 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. Sports physicals are offered three times yearly for summer/winter/spring sports.

6. A waiver form must be signed by a parent/guardian to permit a physical by the school physician.
7. 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.
8. 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.
9. 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.
10. An athlete becomes ineligible for high school athletics if they attain the age of nineteen (19) prior to September 1. A 9th grade student becomes ineligible for 9th grade athletics if they attain the age of sixteen (16) prior to September 1.
11. 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.
12. The administration reserves the right to withdraw any athlete at any time even though they meet 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.

### ***Posters, Notices, & 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.

## **Athletics**

### ***Athletic Equipment***

Athletic equipment is not to be carried from class to class. All equipment should be stored in appropriate lockers.

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 7:05 am until 7:30 am. Students may also store these items in their school lockers.

Violations will include:

- Confiscation
- Coach notification
- Possible detentions.

### ***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.

### ***Varsity Letter Criteria***

1. All senior athletes participating in a varsity sport will receive a varsity letter.
2. 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.
3. 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.
4. Point criteria may be used to determine varsity letters in cross country, indoor and outdoor track exclusively.
5. Coaches will distribute specifications before the start of the season regarding letter criteria and rules of conduct for team members.
6. The Head Coach and Athletic Director may review any special circumstances regarding the awarding of letters.

## **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.

### **School Activities Off School Premises**

1. 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.
2. Students are permitted to make arrangements to return with their parents as long as the transportation form is approved by the coach/advisor and the Athletic Director.
3. All school rules and regulations pertaining to student conduct are in effect during all school-sponsored activities

## Attendance

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 90% attendance in order to receive a passing grade in subject areas.

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

Once a student is absent a total of seven (7) days for a semester course or fourteen (14) days for a full year course, whether excused or unexcused, the following will take place:

1. The student will receive a No Credit (NC) for the course
2. 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.
3. 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.
4. Students who have violated the attendance policy are not allowed the privilege of field trips.

### **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, 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 the work missed. A minimum of 90% attendance 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.

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 25 minutes of a class 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 Event Required Documentation illness / injury lasting up to 3 days note from home which must contain dates involved, the student's name and the nature of the illness illness/injury lasting more than 3 days document from physician which must contain dates involved, the student's name and the diagnosis verified appointment with a physician / dentist document from physician /dentist 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 (up to three days) must present a note from the college visited upon return discretion of the teacher.
10. 14 absences in a full year class = loss of credit.
  - a. Attendance interventions for full year courses:
    - i. 4 unexcused absences – Email notification.
    - ii. 7 unexcused absences – Warning letter sent home.
    - iii. 12 unexcused absences – Student/parent meeting with the Assistant Principal
    - iv. 14 unexcused absences – Loss of Credit letter and email with steps for appeal process for Attendance Review Committee and phone call/text message (Attendance Officer communicates with Director of Guidance).

11. 7 absences in a semester class = loss of credit.
  - a. Attendance interventions for half year courses:
    - i. 2 unexcused absences – Email notification.
    - ii. 3 unexcused absences – Warning letter sent home.
    - iii. 5 unexcused absences – Student/parent meeting with the Assistant Principal
    - iv. 7 unexcused absences – Loss of Credit letter and email with steps for appeal process for Attendance Review Committee and phone call/text message (Attendance Officer communicates with Director of Guidance).
    - v.
12. Student sign-outs:
  - a. Student sign-outs will count as unexcused absences unless they are deemed excused by the Attendance Officer.
  - b. Are not allowed during midterms and finals.
  - c. No student is allowed to sign themselves out unless they are 18 years of age. In this case parents or guardians will be notified.
13. Attendance for transfer students will be prorated 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 and other standardized test 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 7:40 am will be marked absent and must report to the Attendance Office where they will be required to swipe in and then receive 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 marking period before the penalties listed below will be imposed. (These tardies will count towards total class absences, as applicable ).
  - a. Late #4 and every late afterwards for the rest of the Marking Period = Lunch Detention in room 108 the day of the tardy.
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.
7. Any student arriving after 8:05 am will be marked absent from their first period class (see class attendance policy and repercussions.)
8. Excessive lateness will result in parental contact.
9. 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.
10. A student must be present a minimum of FOUR HOURS to be considered present and receive credit for the day.
11. Any student arriving after 10:40 am is NOT allowed to participate in sports or ANY extra-curricular activity unless approved by the Principal or Assistant Principal.
12. Failure to attend lunch detention will result in further consequences.

### ***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 asd.
4. Students who arrive more than 10 minutes after the start of class will receive asd.
5. Any student over 20 minutes late to class after block 1 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 if Absent**

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.

1. 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.
2. If a student leaves school early because of illness, he/she is not allowed to participate in any extracurricular activities for that day.

### **Early Release for Medical**

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 1st block. If the student is in the office before the "late to 1st 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 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 that is listed in Genesis 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:

1. 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.
2. 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.
3. 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.
4. 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.

# Operations

## General Information

### ***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.

### ***Field Trip Permission Slips***

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/Early Dismissal***

When a decision is made to close school for the day or to delay the opening due to inclement weather, parents and students will be notified through the district's notification system via email, text message, and/or phone call. In the event inclement weather necessitates an early dismissal, the previously listed resources will be updated.

### ***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.

### ***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.

### ***ID Cards***

All students are required to wear their ID during the school day. This card displays an individual bar code 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. Students must swipe their ID cards to enter and exit areas that they have visited. If students do not have an ID, they must report to the VPO office to obtain a temporary replacement. Students will then need to order a replacement ID through the RBR website.

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.

### ***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.
- Students who are assigned lunch detention should report to the designated room for both mods.

### ***Physical Education - Locker Room Info***

- 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 not be given back to students.)

- 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.
- 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.
- Students are not permitted to share lockers.
- 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 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.

### ***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.

## **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 via Student/Parent Portal. 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.

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.

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 follows: Red Bank, Little Silver, Shrewsbury 3:45 pm Tuesday, Wednesday, Thursday. Red Bank, Little Silver, Shrewsbury 5:45 pm Monday through Friday. A special late bus pass must be obtained from the teacher/advisor who detained the student. ID cards must be presented before late bus passes can be obtained.

Smoking will not be permitted at any time on any school bus.

### ***Vehicle and Operation***

Driving and parking privileges are available to all students who meet the requirements established by the Board of Education. Each student will be assigned a specific, numbered parking space and must park only in their designated spot.

Students who wish to park on school property must complete the application available through the link on the RBR website under “Students & Families” and pick up their parking decal at the VPO. Parking spaces are assigned on a first-come, first-served basis.

All students are required to follow [RBR Parking Regulations](#) at all times. Parking in a space other than the one assigned is a violation of this policy. Failure to comply may result in a warning, fine, temporary or permanent loss of driving privileges, or other disciplinary action. Unauthorized, suspended, or improperly parked vehicles may be towed at the owner’s expense.

If a student drives or parks an unregistered vehicle, they must report it immediately to the VPO.

### ***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 Lane Clear***

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

## **Code of Conduct**

The purpose of these regulations is to achieve the following:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

### **School Safety/Search & 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 Infractions**

All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district. Please review all Board Policies & Regulations [here](#).

#### ***Harassment, Intimidation, or Bullying***

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- Definition of Harassment, Intimidation, or Bullying  
“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:
  1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
  2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
  3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
    - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
    - b. Has the effect of insulting or demeaning any student or group of students; or
    - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing “a real or perceived power imbalance” may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education’s Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as

“cyber-bullying” (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

- Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

### ***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:

1. Immediate suspension from school for a period of ten (10) days.

2. Complaint filed with the Police Department.
3. Parental notification.
4. Student will be referred to the Board of Education with a recommendation for expulsion.

### ***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.

### ***Smoking and Vaping***

Smoking and vaping are strictly forbidden for students, staff, and the public within school buildings, on school buses, during school-sponsored trips, and anywhere on school property. This ban is in effect at all times. The local municipal court has the authority to impose fines as directed by the local Board of Health.

### ***Alcohol and Drugs***

The Board of Education strictly prohibits the use, possession, or distribution of alcohol, drugs, tobacco, or steroids on school grounds and during any events organized by the Board, even if they take place off-campus. All students must adhere to a drug-free policy at every school function. Students suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, assessed, and reported according to legal requirements. Those found using, possessing, or distributing these substances on school property or at school-related activities will face disciplinary action, which may include suspension or expulsion, and may also be reported to law enforcement. Students suspected of involvement with drugs, alcohol, or steroids outside of school will be offered appropriate treatment and support.

### ***Passive Breath Alcohol Sensor Device Policy***

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

### ***Academic Dishonesty/Plagiarism***

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 designed 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.
5. Using unauthorized AI-generated content.

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 school year. Any examples of plagiarism will be dealt with in accordance with 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 of the Assistant Principals.
3. The teacher will then call home to the student's parent or guardian.
4. The Assistant Principal may 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.

### ***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:

1. Teachers will note each absent student for every class period.
2. If the student's name does not appear on any excused list, the teacher will file a cut slip with the VPO.
3. 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 three-hour 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.

4. 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.
5. 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.

### ***Cell Phone / I Watches / iPods / MP3 Players / Personal Listening Devices***

During instructional classes and academic study halls all cell phones must be put in the designated cell phone holders

Cell phones will be permitted in the building under the following circumstances:

1. Before the start of block #1.
2. In between blocks during the passing time.
3. During a student’s designated lunch period.

Under no circumstances shall the above be permitted:

1. During instructional blocks and academic study halls
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 to protect the privacy of all students using the locker rooms.

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 related to student fights or arguments via text, email, or social media will face severe disciplinary consequences, including suspension and police notification.

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

***In addition, pupils shall not:***

- a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- b. Create disorder or disruptions on school premises;
- c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others. New Jersey Code of Criminal Justice Title 2C definition of 'weapon' means 'anything readily capable of lethal use or of inflicting serious bodily injury';
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke or Vape on school property;
- t. Falsify an excuse or any school document;
- u. Set fire to or cause a fire in any way on school premises;
- v. Possess or explode a firecracker or other explosive device on school premises;
- w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- x. Possess, use, or distribute a substance in violation of Policy No. 5530;
- y. Join a secret society prohibited by law; or
- z. Commit an act of harassment, intimidation, or bullying;

- aa. Engage in any other activity expressly prohibited by a school staff member in authority; or
- bb. Students are not permitted to sell any commodities on school property at any time without prior approval of the administration.

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

### **Disciplinary Measures**

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

#### ***Admonishment***

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

#### ***Temporary Removal from Classroom***

1. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
2. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.
3. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

#### ***Deprivation of Privileges***

The pupil may be deprived of the privilege of:

1. Moving freely about the school building,
2. Participation in co-curricular or inter/interscholastic activities,
3. Attendance at a school-related social or sports activity,
4. Participation in a graduation ceremony,
5. Transportation by school bus, or
6. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

### ***Detention***

1. The pupil may be required to report before or after the school day to detention for a period of supervised study.
2. 1hr detentions run from 2:40 pm until 3:25 pm
3. 3hr detentions run from 2:40 pm until 5:20 pm
  - a. ½ day ISS can be substituted at the discretion of the administration.
4. Cell phones are not permitted in any after school detention. Students must put their cell phones in the designated cell phone holders.
5. 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.
6. The student must see his/her teachers during the school day and obtain work to be done in the Detention room.
7. The student MUST obey the Supervisor. The student will remain in After School Detention until released by the VPO.
8. 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.
9. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
10. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

### ***Grading***

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

### ***In-school Suspension***

1. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
2. The student will remain in the In-School Suspension Room the entire school day.
3. Cell phones are not permitted in ISS. Students must put their cell phones in the cell phone holder in the VPO before block 1.
4. 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.
5. Teachers will send all student academic assignments to the In - School 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. 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.
11. Students are required to arrange for work from missed classes.
12. 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.
13. The student will remain on In-School Suspension until released by the Vice Principal's office.
14. If required, the student must attend detention while on suspension.
15. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

### ***Suspension from School***

1. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
2. For each absence from class because of suspension, the student must make up all assignments missed.
3. Upon re-admittance to school after a suspension, a re-entry meeting may be held at the discretion of the administration.
4. 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.
5. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

### ***Expulsion***

1. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
2. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

### ***Remedial Measures***

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration
  - a. The pupil may be required, to:
    - i. Make restitution, in kind or cost or labor, for any loss he/she has caused;
    - or

- ii. Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
  - b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
- 2. Counseling
  - a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
  - b. The counselor will explain:
    - i. Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
    - ii. What the consequences of continued misconduct are likely to be, and
    - iii. Appropriate alternate behaviors.
  - c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
    - i. The Child Study Team,
    - ii. Intervention and Referral Team,
    - iii. A public or private social agency, or
    - iv. A legal agency.
- 3. Parent Conferences
 

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.
- 4. Alternate Educational Program
 

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

### **Dress and Grooming**

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 or 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:

- 1. Violate policy 5615 - 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;

2. Are violence-, alcohol-, drug- or tobacco related, or offensive to any sexual orientation preference to any national, ethnic, religious, or gender groups;
3. Contain slogans, words, symbols, or pictures of an offensive or obscene nature;
4. Incite others to behave in a violent or dangerous manner or promote bias or hatred;
5. Materially interfere with school work, create disorder, or disrupt the educational program; and,
6. 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 the 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 belong 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 networks/computers 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 website 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.

## Crisis Helplines

Suicide and Crisis Lifeline – 988

2nd Floor Youth Hotline 1-888-222-2228

Crisis Text Line – 741741

Trevor Project – 1-866-488-7386

Performance/Children’s Mobile Response – 1-877-652-7624

MHA Family Crisis Intervention 732-542-2444 (after hours 732-421-7280)

DCP&P – 1-877-652-2873

## Infraction / Consequence Grid

<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>
Assault: unprovoked physical assault upon another person**, *****	4 OSS, parental conference,  possible risk assessment	10 days suspension, parental conference, possible risk assessment	10 days 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	Lunch Detention	(3 ASD)	(3 ASD)

Cheating/Plagiarism*****	2 (3 ASD), zero for work, parental notification	2 (3 ASD), zero for work, parental notification	(1 ISS), zero for work, parental notification
Cutting class	(3 ASD), parental conference	(3 ASD) parental conference, contract	(3 ASD), parental conf
Cutting recitation:	Lunch Detention	(3 ASD),	(3 ASD),
Cutting Study Hall	Lunch Detention	(3 ASD) No exam exemptions Phone Call Home	(1 ISS)
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 (3 ASD) /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	(1 ASD), remain in VPO until dress code is satisfied	(3 ASD), remain in VPO until dress code is satisfied, notify parent

	dress code is satisfied		
Eating in Class	1hr/Lunch Detention	3hr	3hr
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	(3 ASD), parental notification	(1 ISS) parental notification	(2 ISS) Parent conf
Failure to report to (3ASD)	Additional (3 ASD), parental, notification	Additional (3 ASD), parental, notification	ISS until detentions complete, parental notification
Failure to report to (1ASD)	(3 ASD), parental notification	(3 ASD), parental notification	(3 ASD), parental notification
Failure to report to VPO	(3 ASD)	(3 ASD)	(3 ASD)
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 (3 ASD), parental notification	1 ISS  parental conference	2 ISS/OSS, parental conference
Gambling*****	2 (3 ASD), 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)	(3 ASD), parental notification	2 (3 ASD) /  2/ISS, parental conference	2 (3 ASD) /  2/ISS, parental conference
Leaving school grounds without permission	2 (3 ASD), Parental notification, cuts for all missed classes	2 ISS/OSS, parental conference, cuts for all missed classes	2 ISS/2 OSS, parental conference, cuts stolen for all missed classes
Violation of IPOD/Mp3 player/Personal Listening Device Policy	(3 ASD)	(3 ASD)	(3 ASD)
Pass abuse (misuse of passes, passbook sharing or torn out pass page)	(1 ASD) OR (3 ASD), possible class cuts	(1 ASD) OR (3 ASD), possible class cuts	(1 ASD) OR (3 ASD), 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 (3 ASD), Parental notification	3 ISS/ OSS, parental conference	3 ISS/ OSS, parental conference

<p>Possession, distribution of alcohol or drugs** , ****</p> <p>Note , Students found to be selling alcohol or drugs will automatically have the second offense consequences imposed</p>	<p>5 ISS/ OSS, drug and alcohol assessment, principals hearing, police complaint possible expulsion hearing, follow board procedure for under the influence violation</p>	<p>10 OSS, drug &amp; alcohol assessment, principal's hearing, police complaint, expulsion hearing and placement in an alternative educational setting, follow board procedure for under the influence violation</p>	<p>TBD by administrator</p>
<p>Sexual Harassment** , *****</p>	<p>2 ISS/ OSS, parental conference, referred to affirmative action officer</p>	<p>3-5 days OSS, parental conference with principal, referred to affirmative action officer</p>	<p>3-5 days OSS, parental conference with principal, referred to affirmative action officer</p>
<p>Smoking or use of tobacco products on school grounds*** , *****</p>	<p>2 (3 ASD), Parental notification with warning of filing court papers upon further offenses, conference with SAC and Nurse</p>	<p>2 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse</p>	<p>4 ISS/OSS parental notification, complaint filed with local board of health and possible fine, conference with SAC and Nurse</p>
<p>Stealing/ theft** , *****</p>	<p>3 ISS/OSS, parental conference</p>	<p>3 OSS, parental conference</p>	<p>3 OSS, parental conference</p>
<p>Taking pictures, video, audio recordings of others without permission **</p>	<p>TBD</p> <p>Possible Affirmative Action Referral</p> <p>Refer to pg 85</p>	<p>TBD</p> <p>Possible Affirmative Action Referral</p> <p>Refer to pg 85</p>	<p>TBD</p> <p>Possible Affirmative Action Referral</p> <p>Refer to pg 85</p>
<p>Threatening another student** , *****</p>	<p>3 ISS/OSS, parental notification,</p>	<p>3-5 OSS, parental conference with</p>	<p>3-5 OSS, parental conference with principal, possible risk assessment</p>

	possible risk assessment	principal, possible risk assessment	
Threatening school personnel**, *****	3-5 OSS, parental conference, principal hearing, possible risk assessment	5-10 OSS, principal hearing	5-10 OSS, principal hearing
Truancy/Cutting School	2 (3 ASD), 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 (3 ASD), 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
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 **,***	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 page 34	Refer to page 34	Refer to page 34

Violation of student parking policy	(1 ASD)	(3 ASD)	(3 ASD), possible loss of parking privileges
Wrong area	(1 ASD ) OR (3 ASD)	(1 ASD) OR (3 ASD)	TBD

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

- \*\* 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**

- 1 ASD = 1 hour after school detention
- 3 ASD = 3 hour after school detention
- ISS = In School Suspension
- OSS = Out of School suspension
- TBD = To be determined by the administration