



**Rumson Fair-Haven High School
2023-2024**

Contact information

Main Office:	732.842.1597 ext. 260
School Counseling:	732.842.1597 ext. 265 and 266
Athletics:	732.842.1597 ext. 461
Health Office:	732.842.1597 ext. 114
Student Assistance Counselor:	732.842.1597 ext. 276
Fax Machine:	732.741.1712

Building Leadership Administration

Stephen H. Sarles.....Principal
Meredith H. Brow, Ed.D.....Assistant Principal
Chris M. Lanzalotto.....Assistant Principal of Athletics and Student Activities

District Leadership Administration

Darren Groh.....Superintendent of Schools
Sean Cranston..... Business Administrator
Sarah Fitzgerald.....Director of Curriculum and Instruction
Suzanne Crowley.....Supervisor of English and Social Studies
Seth Herman.....Supervisor of World Languages, Visual & Performing Arts, Health & Phys. Ed. & ESL
Noelle Laufer, Psy. D.....Supervisor of Special Services
Antonio MosqueraSupervisor of Instructional Technology
Jon Pennetti.....Physics Teacher and Supervisor of STEM
Robert RomanoSupervisor of Buildings and Grounds

Board of Education

Annie McGinty, President.....Rumson
Joseph Kenney, Vice President.....Rumson
Jennifer Halcrow.....Fair Haven
Eileen Hickey.....Fair Haven
Sarah Kiley.....Rumson
Suzanne McCabe.....Fair Haven
Steve Page.....Fair Haven
Katie Thompson.....Rumson
Dorothy Whitehouse.....Rumson
Athina Cornell.....Esq. Board Attorney

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RUMSON FAIR-HAVEN HIGH SCHOOL
2023-2024 Faculty/Staff Directory

ADMINISTRATION

Stephen Sarles, Principal
Meredith Brow, Ed.D, Assistant Principal
Chris Lanzalotto, Assistant Principal of Athletics and Student Activities

Darren Groh, Superintendent of Schools
Sean Cranston, Business Administrator
Sarah Fitzgerald, Director of Curriculum and Instruction

Suzanne Crowley, Supervisor of English and Social Studies
Seth Herman, Supervisor of World Languages, VPE, HPE, & ESL
Noelle Laufer, Psy. D, Supervisor of Special Services
Antonio Mosquera, Supervisor of Instructional Technology
Jon Pennetti, Physics Teacher and Supervisor of STEM
Robert Romano, Supervisor of Buildings and Grounds

ATHLETIC TRAINER

Alex Stein

Kyle Marinelli
George Massabni

Andrew Morris

Aaron Rogers

Meagan Springsteen

Jacqueline Steel

Jonathan Triose

Susan Trocchia

Carol Tully

Brandon Wall

CHILD STUDY TEAM

Noelle Laufer, Psy. D., Supervisor

Jessica Hohmann, LDTC

Tiffanie Kurtz, School Psychologist

Katie McLoughlin, Social Worker

Marisa Stefani, Transition Coor./Social Worker

ENGLISH

Suzanne Crowley, Supervisor

Cassie Fallon

Lauren Grumbach

Rosanne Hughes

Thomas January

Alexis Marinov

James McConville

Jessica Mentzel

Jessica Olszewski

Hilary Strauch

Aubrey Torta

MAINTENANCE

Robert Romano, Supervisor

Vicente Cruz - Hernandez

Charles Pittman

Ross Reed

Travis Reed

MATHEMATICS

Jon Pennetti, Supervisor

Carrie Baker

Julie Brewington

Kristen DeMeter

Lindsay Deremiah

Lauren Garrido

Jeffrey Herkimer

Nichole Kerney

Kristin McCarthy

Zane Preston

Megan Rizzitello

Erica Waltz

INSTRUCTIONAL AIDES

Noelle Laufer, Psy. D., Supervisor

Jacqueline Briody

Leigh Clapp

Maryann Costa

John Goode

Krista Honnold

MEDIA CENTER

Justin Langlois

NURSE

Jane Knific, R. N.

PHYSICAL EDUCATION

Seth Herman, Supervisor

Lauren Butler

Mary Beth Coleman

Joseph Murphy

Robert Orrok

Kimberly Pierson

Keri Williams

Eric Zullo

RELATED SERVICES

Lindsey McPherson, Speech Therapist

SCHOOL COUNSELING

Robert Miller, School Counseling Coordinator/College and Career Counselor

Chrissy Fabrico, Counselor

Tara Flynn, Counselor

Patrick Karl, Counselor

Alyssa Troccia, Counselor

Elisa (Lisa) Verran, Counselor

SCIENCE

Jon Pennetti, Supervisor

Alex Cafiero

Alexandra Chiodi

Elizabeth Dry

Michael Haughwout

Andrew Hudson

Krishna Kanuga

Valerie Kilar

Cheryl Laviola

Brad Margolis

Susan Pagano

Jaclyn Toner

SECRETARIAL STAFF

Asst. Business Administrator: Marie Tilton

Asst. Principal/Attendance: Margaret Bryson

Athletics: Sue Wankel

Business Office: Lurdes Costa

Counseling: Luz Coby

Counseling: Jennifer Fiorini

Curriculum & Instruction: Melissa Donofri

Principal: Linda Roman

Special Services: Lindsey McCarthy

Superintendent: Andrea Mahon

SPECIAL EDUCATION

Noelle Laufer, Psy. D., Supervisor

Caitlin Altland

Laura Baillard

Jorge Carvalho

Donna Clarke

Anna Higgins

Rachel Hoff

Andrew Hudson

Victoria Imperato

Kevin James

Molly McBain

Amanda McCaffrey

Hannah Phillips

Christopher Quinn

Jeremy Schulte

Susan Shay

Claudia Simon

SECURITY

Anthony Ciambrone

Daniel Petrucelli

SOCIAL STUDIES

Suzanne Crowley, Supervisor

Darren Beatty

Thomas Colella

Alexander Componile

Nicholas DelBuono

Mackenzie Hargrove

Thomas Highton

Matthew Leddin
Kali Lerner
Stephanie Pennetti
Jennifer Sterk
Megan Wilkins

STUDENT WELLNESS COUNSELORS

**Robert Miller, College and Career
Counselor/School Counseling
Coordinator**

Suzanne Fico, Ph.D., SAC
Lisa Lagala, Mental Health Clinician

TECHNOLOGY

Antonio Mosquera, Supervisor
Maryanne Furey, Database Coordinator
Steve Larsen, Network Administrator

TECHNOLOGY and DESIGN

Jon Pennetti, Supervisor
Anthony Dinallo
Molly McBain

Dino Pagano
Jonathan Reynolds

VISUAL and PERFORMING ARTS

Seth Herman, Supervisor
Kristen Lanfrank
Zachary Lorelli
Kathryn Okeson
Zachary Wilson

WORLD LANGUAGES

Seth Herman, Supervisor
Patricia Beattie
Sophia Chen
Maryellen De Lalla
Christina Gauss
Martin Januario
Michael Kane
Nila Luccarelli
Yannell Maglione
Alison McGovern
Rebecca McKenna

RFH PTO Parent-Teacher Organization

All parents, teachers, administrators and students are welcomed and encouraged to join the PTO. This is an opportunity to work together for the school and community. Parent volunteers provide much assistance through in-school services and the planning of events and activities designed to enhance and support student and staff efforts. Teachers, administrators and students join our meetings, providing parents with a valuable source of information.

WE WELCOME ALL MEMBERS OF OUR SCHOOL COMMUNITY. PLEASE JOIN US!

Regular meetings are held on the 3rd Wednesday of each month (check the website for times).

The PTO is dedicated to the success of the:

- Teachers Breakfast/Teacher Appreciation Luncheon
- Student Directories
- Rumson/Fair Haven Run
- Winter Social
- Junior Post-Prom Party
- Senior Beach Day
- Annual Scholarships

EXECUTIVE COMMITTEE 2023-2024

Jennifer Jaroschak, President
Shauna Murray, Vice President
Kelly McCann, Treasurer

Sheilah Olson, Secretary

Student Leadership

The Student Government Association, S.G.A. is an elected group of students that represents the student body at RFH. Its major function is to serve the students through social events such as dances and fundraising events. Any student wishing to participate or run for office should see the S.G.A. advisor or a member of the S.G.A.

STUDENT GOVERNMENT ASSOCIATION AND CLASS OFFICERS FOR 2023-2024

SGA President
SGA Vice-President
SGA Secretary
SGA Treasurer
Advisor

Phoebe Rosen
Christina Beattie
Anna Mannino
Chloe Dengler
Stephanie Pennetti

CLASS OF 2024

President
Vice-President
Secretary
Treasurer
Advisor

Will Tencza
Caroline Hickey
Katie Murray
Nicholas Harvey
Justin Langlois

CLASS OF 2025

President
Vice-President
Secretary
Treasurer
Advisor

Jack Halcrow
Clemmie Lilley
Amanda Webster
Addison Duffy
Tara Flynn

CLASS OF 2026

President
Vice-President
Secretary
Treasurer
Advisor

Clara Winters
Cate Sullivan
Helena Rothenberg
Gus Lyle
Alyssa Trocchia

CLASS OF 2027

President
Vice-President
Secretary
Treasurer
Advisor

TBD
TBD
TBD
TBD
J. Mentzel & M. Haughwout

School Philosophy, Mission and Beliefs

Philosophy

The Rumson-Fair Haven Regional High School District believes a genuine learning community advances the public good through excellence in education. Achievement, integrity, respect and responsibility serve as the cornerstones of our learning community.

Mission Statement

The mission of the Rumson-Fair Haven Regional High School District is to empower students to realize their personal potential and fulfill their responsibilities as members of a moral democracy. The learning community will achieve this mission through ongoing, honest self-reflection and the practices of commitment embedded in the *RFH Philosophy Statement*.

Beliefs

- We believe the RFH educational system reflects and sustains our best community values.
- We believe the learning process is lifelong and has inherent value.
- We recognize and value the special qualities of individuals and a system which develops their potential.
- We believe our educational system thrives on fundamentals such as integrity, responsibility, mutual respect, flexibility, self-esteem, creativity, problem-solving, human relations skills and self-discipline.
- We believe education is a values-driven team endeavor involving students, parents, staff and the community.
- We believe education should be responsive, progressive, innovative and inspirational, instilling a passion for learning in all.
- We believe education enables individuals to realize their hopes, to raise their aspirations and to flourish in an ever-changing world.
- We believe RFH is a community that engenders care and concern for other people, self-direction, and collaboration as the underlying forces in pursuit of excellence.

Profile of Graduates

A graduate of Rumson-Fair Haven Regional High School will be:

1. Prepared to adapt to a diverse world through literacy in all academic areas; able to read critically, write coherently, and communicate effectively.
2. Able to make connections between the disciplines to solve multi-dimensional problems.
3. Proficient in life skills.
4. Able to contribute responsibly and cooperatively to our diverse, global, and technological society by making decisions based on values and virtues, accepting the consequences of these choices and engaging in life-long learning.

Affirmative Action/Sexual Harassment Policy

Each student, regardless of gender or race, is critical to an environment of mutual respect among all members of the school community. No one has the right to demean, slander or insult another individual on the grounds of race, religion, gender, and country of origin, disability or sexual orientation.

The administration and faculty will provide opportunities for all students to be educated in order to protect themselves from sexually harassing behavior. **Sexual Harassment** is defined as any unwelcome sexual advances including visual, verbal, or physical conduct of a sexual nature. Sexual harassment may involve a wide variety of behaviors; therefore, it must be understood that some behaviors that may be acceptable in a social setting may not be appropriate in the school environment. We encourage any student who encounters such an incident to report it to Mr. Seth Herman or any responsible adult as soon as possible. All reports will be handled discreetly.

Harassment will not be tolerated in any case and will be met with disciplinary action. Certain types of harassment must be reported by the school to the local police. The types include sexual or gender-based harassment and possible bias incidents that are related to ethnic, racial, or religious characteristics.

Affirmative Action Officer: Mr. Seth Herman – 732-842-1597 Ext. 275

Affirmative Action Officer

Procedure for Handling Complaints and Investigation

While there is no specific structure for the grievance procedure, it does require that the procedure provide for the “prompt and equitable resolution of student and employee complaints.” Therefore, all procedures must include reasonable timelines for the initiation and resolution of a grievance. The procedure should include the publication, recordkeeping, and processing of the investigation and grievance procedure. In general:

- Report all incidents whether student to student or adult to adult
- Administrator or Staff Member immediately addresses student behavior
- Take corrective action (discipline form, parent phone call, prosecutor intervention, official grievance form)
- Fully describe incident
- AAO or designee begins investigation
- Discuss with grievant and offender; document, decide on intervention if warranted; file formal grievance if warranted; implement corrective actions when discrimination is identified

2023-2024 School Calendar

[Link to calendar](#)

NOTE: This calendar includes 2 emergency/snow days. This calendar will be revised should circumstances arise such as emergency closings. Said modifications will be based upon educational factors. The graduation date may change accordingly.

<u>Total Days for Students</u>	<u>Total Days for Staff</u>
182	186

Note: This calendar is subject to change.

BOE Approved: January 10, 2023

Marking Periods 2023 – 2024 *Starting Dates*

1 st MARKING PERIOD - Tuesday, September 5, 2023
2nd MARKING PERIOD – Thursday, November 9, 2023
3rd MARKING PERIOD – Monday, January 29, 2024
4th MARKING PERIOD – Monday, April 15, 2024

NOTE: All dates are subject to change

DELAYED OPENING DATES

(School begins at 9:15 AM for Professional Development purposes.)

Wednesday, September 20, 2023

Wednesday, October 18, 2023

Wednesday, November 15, 2023

Wednesday, December 13, 2023

Wednesday, January 17, 2024

Wednesday, February 21, 2024

Wednesday, March 20, 2024

Wednesday, April 17, 2024

Wednesday, May 15, 2024

Wednesday, June 5, 2024

NOTE: All dates are subject to change

Late Opening During Inclement Weather

In the event snow or other weather conditions create a problem in opening school, consideration will be given to a delayed opening. If such a decision seems appropriate, the high school day will begin at 9:15 AM with Period 1/Homeroom. Dismissal will be at the normal time. Any alternate schedule information will be communicated through the district's emergency notification system, *Blackboard*. In addition, this information will be posted on the district website and a message will be recorded at our main number, (732) 842-1597.

Bell Schedule

Regular Bell Schedule (57 minute instructional periods)					
	Time	Day 1	Day 2	Day 3	Day 4
BLOCK 1	7:45 AM - 8:42 AM	1	2	3	4
BLOCK 2	8:46 AM - 9:44 AM*	2	3	4	1
BLOCK 3	9:48 AM - 10:45 AM	3	4	1	2
	10:45 AM - 11:12 AM	LAB			
	10:45 AM - 11:41 AM	LUNCH			
	11:14 AM - 11:41 AM	LAB			
BLOCK 4	11:41 AM - 12:38 PM	7	8	5	6
BLOCK 5	12:42 PM - 1:39 PM	6	7	8	5
BLOCK 6	1:43 PM - 2:40 PM	5	6	7	8

Half Day Schedule (40 minute periods, no lunch)					
	Time	Day 1	Day 2	Day 3	Day 4
BLOCK 1	7:45 AM - 8:25 AM	1	2	3	4
BLOCK 2	8:29 AM - 9:09 AM	2	3	4	1
BLOCK 3	9:13 AM - 9:53 AM	3	4	1	2
BLOCK 4	9:57 AM - 10:37 AM	7	8	5	6
BLOCK 5	10:41 AM - 11:21 AM	6	7	8	5

Delayed Opening Schedule (90 minute delay, 44 minute periods)					
	Time	Day 1	Day 2	Day 3	Day 4
BLOCK 1	9:15 AM - 9:59 AM	1	2	3	4
BLOCK 2	10:03 AM - 10:47 AM	2	3	4	1
BLOCK 3	10:51 AM - 11:35 AM	3	4	1	2
	11:35 AM - 11:56 AM	LAB			
	11:35 AM - 12 :20 PM	LUNCH			
	11:59 AM - 12:20 PM	LAB			
BLOCK 4	12:20 PM - 1:04 PM	7	8	5	6
BLOCK 5	1:08 PM - 1:52 PM	6	7	8	5
BLOCK 6	1:56 PM - 2:40 PM	5	6	7	8

Full Day 1-8 Schedule (42 minute instructional periods)		
	Time	Period
Period 1	7:45 AM - 8:27 AM	1
Period 2	8:31 AM - 9:13 AM	2
Period 3	9:17 AM - 9:59 AM	3
Period 4	10:03 AM - 10:45 AM	4
	10:45 AM - 11:10 AM	LAB
	10:45 AM -11:40 AM	LUNCH
	11:15 AM - 11:40 AM	LAB
Period 5	11:40 AM - 12:22 PM	5
Period 6	12:26 PM -1:08 PM	6
Period 7	1:12 PM - 1:54 PM	7
Period 8	1:58 PM - 2:40 PM	8

Half Day 1-8 Schedule (29 minute instructional periods)		
	Time	Period
Period 1	7:45 AM - 8:14 AM	1
Period 2	8:18 AM - 8:47 AM	2
Period 3	8:51 AM - 9:20 AM	3
Period 4	9:24 AM - 9:53 AM	4
Period 5	9:57 AM - 10:26 AM	5
Period 6	10:30 AM - 10:59 AM	6
Period 7	11:03 AM - 11:32 AM	7
Period 8	11:36 AM - 12:05 PM	8

Board of Education Policies

A complete set of Board of Education policies are available on the District Website <https://www.rumsonfairhaven.org/Page/114>. Printed copies are available in the RH Board of Education's central office.

Letter from Mr. Sarles, Principal

Dear Students:

It is with great enthusiasm and anticipation that I welcome you to the 2023-2024 school year! Each September symbolizes a new beginning with the possibility of an outstanding school year. This year, we will encounter individual and collective challenges, but I am confident we will overcome them by working together to meet and exceed them. Not only will we surpass these challenges, but we will do so while having fun throughout the year!

As you begin preparations to meet upcoming academic and procedural expectations, please become familiar with this Student Handbook. Regardless of interest or chosen path, the information contained within is essential to realizing success.

On behalf of the entire RFH community, I extend wishes for a healthy, productive, and exciting year. GO DAWGS!

Sincerely,

Stephen H. Sarles
Principal

Intervention and Referral Services (I&RS)

The I&RS Team is a state-mandated, school based committee/referral service for non-classified regular education students.

Subchapter 7 Intervention and Referral Services/6A:16-7 Establishment of intervention and referral services, "District Boards of Education must establish and implement a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties in addressing students' learning behavior, or health needs."

To satisfy this mandate, RFH has organized a multidisciplinary team which designs, implements, and monitors intervention plans for students experiencing one or more difficulties in learning,

behavior, or health issues.

Student Advisory Committee

The Student Advisory Committee is responsible for making changes in the school that will improve and enhance the quality of student life at RFH. Students wishing to participate or offer suggestions should see the Principal or a present member of the Committee.

Students of Concern

Students should be aware of the following: Teachers have a professional and legal responsibility to act when their observations lead to concern about a student. Since reporting an observation is not making a medical or legal judgment, teachers will not be held liable. If a student has a friend or knows of a student who is in need of help due to substance abuse, physical abuse, mental abuse, or is at risk for suicide, he/she is strongly urged to report this to a school counselor or the Student Assistance Counselor or one of the building administrators.

Student Bill of Rights and Responsibilities

The following rights and privileges for students originally were formulated in 1971 by a committee of students in consultation with representatives of the faculty and administration of the Rumson-Fair Haven Regional High School. The statement was reviewed and revised in the same manner in the 1979-1980 school year. It is approved as a statement of school policy in the belief that responsible exercise of these freedoms by students will cause their educational experience to be a more stimulating and meaningful one. This policy must operate within the framework of existing laws and is subject to continuing approval by the Board of Education. Changes may be made by petitioning the Board of Education.

I. Freedom of Expression

Students have the right to freedom of expression providing its exercise does not infringe on the rights of others, materially and substantially interfere with the orderly conduct of classes and school work, and is consistent with local, state, and federal laws and limitations which have been defined by the courts.

- A. Buttons or other insignia may be worn to express a point of view unless doing so results in direct interference with the school program. Such buttons or insignia should not be obscene nor be abusive of character, race, creed, or national origin.
- B. No one may interfere with the right of others to salute or not salute the flag, nor may individuals be required to stand during the flag salute.
- C. Students may have full use of designated bulletin boards to display an idea or point of view unless the literature is obscene or employs abusive language with respect to character, race, creed, sexual orientation or national origin.
- D. The current announcement system may be used by students to announce activities but not to expound a specific belief or viewpoint.
- E. Approval by the administration of specific literature to be distributed is not required; however, students must notify the administration beforehand of such literature to be distributed in the high school. Annually, guidelines for each publication are to be developed mutually by the publication staff and its advisor and then forwarded to the administration for approval.
- F. Non-school sponsored publications will follow the rules of responsible journalism consistent with the Code of Ethics of the American Society of Newspaper Editors.
- G. School-sponsored publications should be free from restrictions in reporting news and editorializing, but also must follow the rules of responsible journalism consistent with the Code of Ethics of the American Society of Newspaper Editors.
- H. All students, whether on the staff of publications or not, may submit items for publication and should expect to have them printed if the items meet the established standards.

II. Co-curricular Activities

Students have the right to form school clubs or social or political organizations and be given use of school time and facilities, providing the club or organization is approved.

- A. The procedures governing the creation and operation of all organizations should be published and made available to all students.
- B. Membership in an organization may not be denied to any student on the basis of sex, race, creed, sexual orientation or national origin, except as permitted by law.
- C. The activities of an organization may not be restricted unless it is clearly shown that the organization has interfered with the rights of others, endangers health or safety or interferes with normal school activities.

III. Discipline

Students have the right to know the rules and regulations of the high school and the penalties for the violations of these rules and regulations. These rules and penalties shall be published and available to all students.

- A. Students have the right to due process and to defend themselves and their actions.
- B. Students shall be given twenty-four (24) hours notice on detentions and other disciplinary actions for incidents of limited severity.

V. Student Property

A student's property rights are guaranteed under civil law. No student's property may be confiscated permanently by a school official.

ACADEMIC POLICIES

Academic Integrity

Strong character and honesty are values we want students to demonstrate at RFH. The following policy was developed by the School Improvement Committee, which is made up of students, faculty, administrators, Board of Education members, parents, and representatives from our two sending districts. With this new policy in place, Rumson-Fair Haven students will be better prepared to face the rigors of their future educational challenges.

A student's moral awareness as it applies to the academic environment is fundamental to his or her success at Rumson-Fair Haven Regional High School, where the student must engage in an honest and integral pursuit of knowledge. Academic integrity requires a student to produce work that is his/her own. The Academic Integrity Policy addresses behaviors. The student's mindset cannot be observed; consequently, the policy applies to behaviors and actions which are academically dishonest. Whether a student intends to cheat or deceive is irrelevant. The student will face disciplinary action based on his/her behaviors, not on what he or she "intended" to do.

Types of Academic Integrity

- 1. Cheating:** Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, including unauthorized communication of information.
- 2. Fabrication/Falsification/Tampering:** The unauthorized alteration or invention of any information or citation in any academic work. Altering or attempting to alter school records, grades, assignments, or other documents without authorization.
- 3. Plagiarism:** Plagiarism is defined as presenting the work of another as one's own without proper acknowledgment. Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another's wording, paraphrasing another's argument, and presenting another's line of thinking, including "thinking" and/or content generated by Artificial

Intelligence. A student may certainly use another person's words and thoughts, but the borrowed material must not appear to be his/her creation. A student may only use Artificial Intelligence sites when directed or permitted to do so by their teacher for specific assignments/tasks. A student must document everything he/she borrows, not only direct quotations and paraphrases but also information and ideas.

If a student has any concerns or questions about how to cite material for particular assignments, the student has the responsibility to consult his/her teacher.

Infractions

These infractions are meant as a guideline. Although specific violations are listed, in no way does this list include all possible infractions.

Level I

- Using unauthorized reference materials as identified by the classroom teacher (examples include spark notes, cliff notes, internet sites, etc.).
- Copying/lending assignments: examples include student papers, homework, reports, laboratory work, computer files from other students.
- Using strategic absenteeism on assessment days and/or assignment due dates for the apparent advantage of improving performance.
- Inventing lab procedures or data.
- Utilizing translation software or websites to complete original tasks in world languages without teacher authorization.
- Fabricating a citation or source of information.
- Altering a returned examination paper to seek a better grade.
- Plagiarizing a few lines of text, use of phrases, or a paragraph without proper citation; most of the student's work is still his or her own.
- Breaking test protocol as defined by the teacher. Examples are defined as, but not limited to: books off desk, no talking, not using notes, and not working in groups.

Level I Consequence

If a student is found in violation of the Academic Integrity Policy, the infraction becomes a part of the student's disciplinary record and appropriate discipline will be enforced. RFH staff and administrators reserve the right to respond to a violation of the Academic Integrity Policy with one or more actions of varying severity. Consequences for a Level 1 offense will include one or more of the following actions:

- Grade reduction on the assignment in question after completion of a reflection essay
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- Saturday detention
- Notifications to any Honor Society and possible student removal
- Possible loss of eligibility for academic honors including valedictorian

***Repeat offenders can expect a Level II consequence to be applied.**

Level II

- Sharing content with classmates prior to any assessment. This includes text messaging or taking pictures with a camera phone.
- Receiving and/or providing unauthorized assistance during an assessment.

- Using books, notes or other devices, such as calculators, when these are not authorized
- Acquiring without authorization copies of tests or examinations before the scheduled assessment.
- Storing data on programmable calculators and retrieving the data to assist during an exam.
- Altering grade reports or other academic records.
- Changing or accessing grades, records, or information of a student.
- Plagiarizing multiple paragraphs of another's work or ideas without the proper citation: while some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own.
- Copying most, if not all, of the student's work from another source without proper citation.
- Incorporating or using content generated by Artificial Intelligence and attempting to pass off as one's own when not instructed, directed or permitted to do so by the teacher.

Level II Consequence

If a student is found in violation of the Academic Integrity Policy, the infraction becomes a part of the student's disciplinary record and appropriate discipline will be enforced. RFH staff and administrators reserve the right to respond to a violation of the Academic Integrity Policy with one or more actions of varying severity. Consequences for a Level II offense will include one or more of the following actions:

- Suspension Alternative Program (1-3 days)
- Out of School Suspension (3 – 5 days)
- Grade reduction on the assignment in question after completion of a reflection essay
- Grade of zero (0) for the assignment in question with no opportunity to make up work
- Notification and possible student removal from any Honor Society
- Loss of eligibility for academic honors including valedictorian

***Repeat Level II offenders will have more severe consequences applied.**

****A student's four years at RFH are considered when looking at multiple offenses.**

In unusual situations, the Administration reserves the right to administer consequences beyond the identified range.

Academic dishonesty affects us all; consequently, students are encouraged to report instances of academic dishonesty when they see it, so that someone else's immoral behavior does not devalue the honest work done by the vast majority of students at RFH.

In addition to original work done by School Improvement Committee members, this policy incorporates ideas from similar policies at: Haddon Heights, Patrick Henry, and Staples High Schools.

Appropriate use of Technology

Rumson-Fair Haven Regional High School will allow students to use privately owned electronic devices to access the Rumson-Fair Haven Regional High School wireless network, subject to the expressed permission of the Superintendent of Schools. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the Rumson-Fair Haven Regional High School Wi-Fi network with personal devices is a privilege, not a right for district students. Permission to bring and use privately owned devices is contingent upon adherence to Rumson-Fair Haven Regional High School's Acceptable Use Policy (AUP).

If a privately owned device is used by a student to disrupt the educational environment, it is the sole opinion of Rumson-Fair Haven Regional High School, that student's privileges may be limited or revoked.

Internet access and the use of computer equipment and computer networks is a privilege. Downloading non-school related materials such as music files, video files, etc. is prohibited. All files saved to school servers are public networks and subject to administrative action without prior notice. Accessing or altering other students' files without authorization may result in disciplinary action. Please refer to the District Acceptable Use Form and Chromebook rules and regulations for more detailed information.

District Policy #2361-Acceptable Use of Computer Networks/Computers & Resources (M)

- [Link to Policy #2361](#)
- [Link to Regulation #2361](#)

The school administration may notify the police and file charges for any incident even where not explicitly stated above. All infractions are cumulative. For example, a student found to be disruptive once each in Math, Science, and English class will be considered having committed three total acts of disruption. Therefore, the student would receive the appropriate consequence for a third offense of disrupting class.

Bring it and 1:1 Chromebook Policy

Rumson-Fair Haven Regional High School will be providing every RFH student with a Chromebook device to start the school year. The expectation is that students will have the RFH Chromebook with them daily for instruction. All students are required to have a charged device with them in school for instruction.

Details and protection plans for 1:1 Chromebook devices will be provided in a separate document and posted on the Rumson-Fair Haven Regional High School website.

Rumson-Fair Haven Regional School District BRING IT! – Use your personal technology at RFH

Rumson-Fair Haven Regional High School will continue to allow students to use privately-owned electronic devices to access the Rumson-Fair Haven Regional High School wireless network, **subject to the expressed permission of the Chief School Administrator**. This wireless access provided to the devices is designed to enhance the students' educational experience and outcomes. Connecting to the Rumson-Fair Haven Regional High School Wi-Fi network with personal devices is a privilege, not a right for district students. Permission to bring and use privately-owned devices is contingent upon adherence to Rumson-Fair Haven Regional High School's Acceptable Use Policy (AUP).

If a privately-owned device is used by a student to disrupt the educational environment, it is the sole opinion of Rumson-Fair Haven Regional High School, that student's privileges may be limited or revoked.

General Rules

1. All students may use a privately-owned electronic "Internet ready" device on the Rumson-Fair Haven Regional High School wireless network.
2. The students shall only connect to the Rumson-Fair Haven Regional High School wireless network with authorized devices. An authorized device must have the MAC

- Address (wireless hardware serial number) recorded with the school in order to gain access to the wireless network.
3. The use of the privately-owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
 4. Recognizing that all such devices may not be appropriate for instructional situations, personal electronic devices will be considered for classroom use if they are mobile and have the capability of browsing the internet. These items include, but are not limited to laptops, netbooks, tablets, cell phones, and e-readers. No gaming devices are allowed. The final determination of devices that are appropriate to connect to the Rumson-Fair Haven Regional High School wireless network rests with the school district.
 5. Students are prohibited from accessing the internet using private wireless data plans through their own Internet Service Provider.
 6. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to, using a privately-owned electronic device such as a cabled or wireless hotspot.
 7. Connecting a privately-owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access the district's wireless network.
 8. All information related to the privately-owned electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.
 9. No privately-owned electronic device should ever be connected by cable to the Rumson-Fair Haven Regional High School network. Network access is provided via Wi-Fi / wireless connection only. No one is allowed to connect a privately-owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
 10. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.
 11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s).
 12. The teacher may request at any time that the privately-owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
 13. The privately-owned electronic device owner is the only person allowed to use the device except when directed to work in a group as directed by the teacher.
 14. No student shall use another student's district-issued log-on credentials.
 15. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
 16. No student shall attempt to print, access servers, workstations, networking equipment or files on the network from their personal device at any time. The students' device will have Wi-Fi access to the internet gateway only.
 17. Students will not use any software, utilities or other means to access internet sites or content that is deemed inappropriate by Rumson-Fair Haven Regional High School's code of conduct.
 18. **Under the provisions of the BRING IT! program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately-owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has**

- violated Rumson-Fair Haven Regional High School policies, administrative procedures, school rules, or engaged in other misconduct while using the device.
19. The school district reserves the right to require administration to examine the privately-owned electronic device and search its content if there is reason to believe that school district policy or local, state and/or federal laws have been violated. The school district reserves the right to share content with local law officials if deemed necessary. In the event a student believes that his/her password has been compromised, he/she should immediately inform their teacher or administrator.

Extra Help For Students, Office Hours

Teachers will schedule office hours before the school day and during the Common Lunch period for student support. Teachers will post their office hours on their websites and in the classroom.

Home Instruction

Home Instruction is provided for students who will be absent from school for an extended period of time. The purpose of Home Instruction is to help the students stay current in their core academic subject areas. Home Instruction is not intended to replace regular classroom instruction.

Individual instruction shall be provided to pupils confined to homes or hospitals by a physician, because of illness or injury, **for at least 10 consecutive school days or 15 cumulative school days** (Criteria: NJ Administrative Code – Title 6A:16-10). The process is as follows:

1. Parents are requested to notify the School Counseling Office or Child Study Team of an anticipated absence of greater than 10 school days, due to illness or injury.
2. Parents will request written notification from the physician to be submitted to the Supervisor of School Counseling or Supervisor of Special Education. **The physician's note must include a diagnosis, verification that such confinement is expected to be for a period of at least 10 school days, and request home instruction. Physicians' notes must be updated every 30 days for Home Instruction to continue.**
3. The physician's note will be forwarded to the RFH school physician for approval.
4. If approved by our school physician, a request will be forwarded to the superintendent for approval.
5. Once approved, the School Counseling or Special Education Department will arrange for home instructors. Instructional services shall begin no later than five school days after approval by the school physician, pending the availability of home instructors.
6. The instruction shall not exceed ten hours per week (2 hours per core subject) except when recommended by the Child Study Team. A parent/guardian **must be present** in the home for Home Instruction to occur.
7. Teachers providing individual instruction shall hold a certificate in the subject(s) being taught, and should respond to the vacancy notice.
8. Students remaining on extended home instruction for non-communicable reasons will be required to schedule an appointment with their guidance counselor on a bi-monthly basis.
9. The School Counseling or Special Education Department must be notified when Home Instruction is terminated.

Make-Up Work

Students are responsible for making up work missed during absences. It is the student's responsibility to contact each of his/her teachers to inquire about work missed and set up any appointments necessary. In an effort to ensure that students stay current with instruction, students will have 2 school days for each day absent, up to a maximum of 6 days, to make up all coursework (classwork/homework) tests, quizzes, etc. For extenuating circumstances, it is

the responsibility of the student to make arrangements with their teachers.

If a student is late to school or is signed out for only a portion of the school day, the student should make up all work missed by the next school day. Any work not completed within this time may be subject to “no credit” for each assignment. When a student has been told in advance of an upcoming due date for an assessment, reading/study guides, project, and/or a long-term assignment, etc., the due date will stand regardless of intervening absences. Students absent on the due date must take the assessment or turn in the assignment on the first day of return.

National Honor Society

Rising Juniors and Rising Seniors at RFH with a minimum cumulative GPA of 3.67 are eligible for consideration for membership in the National Honor Society and will be asked to complete the Candidate Form (emailed to academically eligible students in late August).

The Candidate Form details the candidate’s contributions to school and community in the areas of leadership, service, and character. Each activity, service project and leadership role must be explained by the candidate and verified by the adult (non-family member) responsible for overseeing each activity.

Contributions to School and Community Organizations: The successful candidate must show evidence of sustained involvement in activities in school and the community each year since grade 9, including active participation in clubs, organizations such as youth groups, Girl Scouts, Boy Scouts, athletics, theater, etc. in and out of school.

Service: The successful candidate must demonstrate sustained volunteer service to school and/or community with the completion of a minimum average of 15 hours of service per year since September of ninth grade.

- Service can be documented while part of an organization listed in School and Community organizations, such as a service day at Lunch Break with a youth group.
- Service cannot be paid and cannot be documented by a family member.

Leadership: The successful candidate must show evidence of recognized leadership roles at school or in the community with a minimum average of 15 hours per year spent in a position of responsibility since September of grade 9. This can include recognized offices or positions of leadership or responsibility at work, at school or for a community organization, in an activity, club or sport.

Character: The successful candidate must demonstrate that the candidate:

- Set an example for other students
- Exercises positive influences on peers and inspires positive behavior in others
- Upholds school ideals and spirit

Current member requirements:

In order to remain a member in good standing in the NHS, each student is required to:

- Maintain all eligibility requirements to remain in good standing
- Maintain a cumulative average of 3.67 or better
- Attend a minimum of 50% of our monthly meetings
- Complete a minimum of 9 school periods of tutoring per academic year
- Complete a minimum of 15 hours of service per academic year (separate from tutoring)
- Complete a minimum of 15 hours of leadership per academic year (separate from tutoring)

A student will be placed on probation, and be notified of the probation in writing, with a required deadline to complete a course of action, if:

- The NHS member does not meet any of the criteria listed in **current member requirements** above.
- The NHS member achieves less than a 3.67 GPA for one quarter. If the student achieves less than a 3.67 GPA for 2 consecutive quarters, the member will become ineligible to continue as a member immediately.
- If a student does not complete the course of action by the required deadline, the student will become ineligible to continue as a member immediately.

Graduating senior requirements:

In order for any senior to be honored as an NHS member at graduation, the senior must be a member in good standing as defined in Current Member Requirements.

Subject Specific National Honor Societies

For the criteria, timelines, and guidelines of each subject-specific honor society, please refer to the RFH website. Current subject-specific honor societies are as follows:

- Mu Alpha Theta: National Mathematics Honor Society
- National Art Honor Society
- National Chinese Honor Society
- National English Honor Society
- Rho Kappa National Social Studies Honor Society
- Science National Honor Society
- Sociedad Honoraria Hispanica
- Société Honoraire de Français
- Tri-M Music Honor Society

School Counseling Information

The School Counseling Office is open from 7:30 AM to 3:30 PM, Monday through Friday. It is located on the second floor of the Main Building. Students and parents are encouraged to utilize the many resources [School Counseling](#) offers. Here you will find important information on upcoming events, and topics including course selection, careers, college and gap year planning, and financial aid. You can also visit the RFH homepage, click on Student Services, then School Counseling, for more information.

School Counseling Services

The School Counseling staff provides support and encouragement for students as they learn to adjust to new situations and face personal, social, and academic challenges. Counselors provide opportunities for students to learn about their interests and abilities and to explore personal, educational, and career choices. We partner with parents and teachers to help students recognize their own potential and teach them to use the resources available to develop a personal plan and carry it out in the present and the future.

School Counseling Staff

Students in grades 9-12 are assigned to one of our professional school counselors. Our team is composed of the following staff:

Mr. Robert Miller	x 268	rmiller@rumsonfairhaven.org
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School Counseling Coordinator/College and Career Counselor		
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Ms. Luz Coby, Administrative Assistant	x 265	lcoby@rumsonfairhaven.org
Ms. Jennifer Fiorini, Administrative Assistant	x 266	jfiorini@rumsonfairhaven.org

Ms. Chrissy Fabrico, School Counselor	x 271	cfabrico@rumsonfairhaven.org
Ms. Tara Flynn, School Counselor	x 272	tflynn@rumsonfairhaven.org
Mr. Patrick Karl, School Counselor	x 278	pkarl@rumsonfairhaven.org
Ms. Alyssa Trocchia, School Counselor	x 273	atrocchia@rumsonfairhaven.org
Ms. Elisa Verran, School Counselor	x 269	everran@rumsonfairhaven.org

Individual Appointments

Counselors will frequently engage in individual counseling sessions with students to work on a problem together or a specific topic of interest. Individual appointments with students will be scheduled during the school day, as needed throughout the year.

Students are advised to seek out the advice and direction of their counselor whenever needed, for academic as well as personal reasons. Counselors are always available for questions before and after school, and by appointment during the school day.

Large Group Sessions

Counselors will meet with students in small and large group sessions to discuss career and post-secondary topics, course selection, personal and academic development, and life skills.

School Counseling Program

Parent/Student workshops will be scheduled throughout the year, for students in grades 9-12. Workshops focus on grade-level topics such as wellness, trends in college admission, post-secondary planning, college fit, student-athletes, and recruiting, and are meant to enhance student/parent/counselor communication. Guest speakers and panels are also scheduled as appropriate. Please consult the RFH website for more information and calendar dates.

College Application Process

As students enter their senior year, if they are college-bound, they will begin the college application process. Before any college makes a decision on the admission of a potential

student, the student must complete an application for admission (most of which are online), forward the designated application fee, and request that an official transcript be sent directly to the college. Please consult the [College Application Process](#) page in the School Counseling section of the RFH website for more details.

Scoir

SCOIR is leading a revolution to transform the college admissions process from a short-term, quantitative transaction to a long-term, qualitative engagement. Founded on the belief that students are more than their SATs and GPAs and that colleges are more than their rankings.. Access is also available from the School Counseling page of the RFH website and directly at app.scoir.com. Every student in grades 9-12 has their own password-protected account, and a password-protected account is available to all parents as well.

Testing Requirements for Graduation

The graduation assessment requirements for the classes of 2024 and 2025 remain in place and are outlined here: [NJDOE Graduation Assessment Requirements](#). Please see NJDOE STATEWIDE ASSESSMENT DATES (below).

- Under “grading standards”, the last two paragraphs should be modified to read:

Marking period grades shall be averaged to produce a final average in numerical form $(Q1+Q2+Q3+Q4) / 4 = \text{Final Grade (Year 1)}$. The year-end (Year 1) mark will reflect the equivalent letter grade on the transcripts.

A minimum grade of 50 is used in most cases (except in the 4th Quarter) as the value of an F or of an N/C (no credit) in the calculation of a final average. This procedure prevents distortion of the average but is used only if a student has attended classes and if all tests and projects were completed. The signature of the Department Supervisor is required to use a value lower than 50. In the 4th quarter, the actual numeric grade of 0-64 is used as the value of an F or an N/C (no credit) in the calculation of the final average.

Anticipated Test and State Assessment Dates

Preliminary Scholastic Aptitude Test (PSAT) for Grades 10 & 11

- Wednesday, October 11, 2023 - Delayed Opening

Scholastic Aptitude Test (SAT) - Register at www.collegeboard.com.

- October 7th
- March 9th
- June 1st.

American College Test Dates (ACT) - Register at www.ACTstudent.org.

- October 28th
- April 13th

Advanced Placement Exams

- May 6–10, 2024 and May 13–17, 2024

- [Statewide Testing Schedule](#)

Schedule Changes and Course Selections

For the 2023-2024 school year, schedules will be available at the end of August. If there were requested courses, which students were recommended and are not showing on the schedule, please contact your school counselor prior to the first day of school. If a student met with the department supervisor in the spring and initiated a recommendation override and submitted a waiver request, which is not reflected in their 2023-2024 schedule, the student should contact their school counselor prior to the first day of school. Below is the timeline for any new requests for schedule changes for the 2023-2024 school year.

Schedule changes require the approval from all of the following: school counselor, teacher, administrator, and parent/guardian. A teacher may defer an initial request and engage in conversations with the student, parent, and school counselor to ensure that the best educational decision is being made for the student.

During the first full rotational cycle of any semester, the only changes that will be allowed are those caused by mechanical scheduling errors or initiated by a classroom teacher and approved by the parents and counselor.

During the second rotation of any class (school day 5-8), a student who wants to make a change in schedule (add/drop) must complete all of the following steps:

- Speak with a school counselor to ensure that there are available seats in the class and that another class will not be overloaded in the move. If the change is feasible, the counselor will prepare forms and the student will secure teacher and parent approval/signature (class size caps are established in the previous spring based on staffing and budgetary constraints).
- Meet again with the counselor to establish whether teacher and parent approval has been secured.
- Continue to attend all classes previously scheduled until final approval is received.
- Must make up any work missed for the new course, including summer assignments, since the grade from the previous level will not carry. Students should speak to teachers directly to discuss the workload and timeline of make-up work (but must be completed by the end of MP1).

Except as noted below, a student MAY NOT enter a course after the first two rotational cycles.

- A student may change levels within a subject only until the mid-point of the first marking period (the 17th school day) unless their change is recommended by the teacher/counselor and is approved by the department supervisor. The student earns a full year of credit for the new course upon successful completion. Students must make up any work missed for the new course, including summer assignments, since the grade from the previous level will not carry. Students should speak to teachers directly to discuss the workload and timeline of make-up work (but must be completed by the end of MP1).

*Level changes will be made on a space-available basis only, in the requested course and any other course in the student's schedule that may be affected. No other course substitutions or level changes will be permitted to facilitate the requested level change.

- A student who waived into a higher level course must remain in that course until the end/last day of the first marking period. All grades will be transferred into the new course and be calculated into the final grade of the new course.
- Unique situations caused by transfer from another district will be resolved by the student's counselor and the teacher's involved.

See below criteria under [Course Level Changes](#).

Credit, Grading, and Record of Schedule Changes

A student may withdraw/level down from a course until the end of the fourth rotational cycle (the 17th school day) with no notation made on their transcript. After that day (the 17th school day and beyond), one of the following notations will be entered on the transcript:

- Withdrawn Passing (WP) if the student has withdrawn from the course and the student's total average for the course to date is a passing one.
- Withdrawn Failing (WF) if the student is removed from a course (for any reason, including but not limited to class cuts, absenteeism or disruption, troubling performance, health issues, etc.) and the student's total average for the course to date is a failing one.

No credit is given for a course from which a student withdraws. The student's grade in the withdrawn course will carry to their new class and will be averaged into their quarter average based on the percentage of time spent in the new class. The student will not make up work missed for the new class at the lower level, but will be responsible for any missed material on subsequent exams.

Course Selection - Winter/Spring 2024

[Course Selection](#) information can be found in the School Counseling section of the RFH website. Once course selection is finalized, the following procedures regarding schedule changes will apply to the 2023-2024 school year. Course selection information for 2023-2024 will be posted on the RFH website on or about Feb. 1, 2024. The following timeline assists students in course planning:

1. On or before February 1, 2024, students and families will be emailed their grade-specific course offering sheet.
2. School Counselors will present course selection information and the course offering sheets in P.E. classes.
3. Each counselor will share an appointment link and encourage each student to make an appointment to seek counselors' input regarding course selection, graduation requirements, and related college/career recommendations.
4. ***Students who plan to change levels or add an AP elective MUST make an appointment during this time period.***

Course Recommendations

Classroom teachers and their students must meet to discuss course recommendations in regards to the students' course requests. Then based on that conversation, teachers will input their initial course recommendations into Genesis in early February.

Students should direct questions regarding subject or level recommendations to their teachers. It is our philosophy that teacher recommendations are very valuable in the course selection process and that these recommendations are usually very accurate. In order for students to be successful in courses not recommended by teachers, students would need to display skills they have yet to demonstrate. *If a student does not meet a course prerequisite for an upcoming course, they may not waive into the course. Students will have personalized counseling meetings to discuss placement. During this meeting, the student and counselor will confirm that the schedule is complete and all appropriate recommendations by faculty members have been received, or a valid Recommendation Override/Waiver is in place. Course level requests, which do not have the appropriate teacher's recommendation, will be changed back to the recommended course.

- If a student is not recommended for the course he/she has requested, the classroom teacher will explain the reason to the student and conference with him/her regarding an alternate recommendation.

- Students may request a change in their recommended level of instruction by completing a waiver form. The waiver form must be submitted during **the March or May waiver windows** to ensure entry into the class or to be considered if there are seats available. Students who wish to override a teacher recommendation must initiate the process by completing the Override Recommendation/Waiver Request Google Form. Upon meeting with the appropriate Department Supervisor, any student still wishing to change their recommended level of instruction (waive) must hand in the completed waiver form to their counselor during the “waiver window.”

- Since course requests will all be viewable online, parents and students will not receive a copy of the finalized course requests. Students and parents must make sure that the courses listed as of the end of the March waiver window reflect the student’s choices, as these requests are considered final and will be used to build the master schedule.

- The school master schedule is built upon careful and deliberate on-time course selections made by students. During the course selection process, every effort should be made by students, parents and teachers to ensure that the courses selected are appropriate for the students.

- Course alternates (rising 9th graders only) for electives should also be selected carefully. In the event that an original elective choice or a particular combination of courses cannot be scheduled, course alternates will be utilized in the scheduling process. Substitutions for alternates cannot be made after the course selection deadline until the second cycle of classes once the school year has begun.

Therefore, **NO WAIVERS ARE PERMITTED AFTER the waiver window has closed except if:**

- There is an error or omission in data entry;
- A student’s schedule is missing a graduation requirement;
- A student is ineligible for admission or must withdraw from Dual Enrollment courses at Brookdale Community College. If a student withdraws from their Dual Enrollment courses, during the semester the student must submit their current grade report from Brookdale, which will indicate their course grades at the time of withdrawal. Just as a student at RFH would earn a WP or WF dependent on their numerical grade, the same will apply to Dual Enrollment students.

Graduation Requirements

Students who meet all state and local graduation requirements are awarded a state-endorsed diploma. To graduate, a student must complete all of the course and credit requirements outlined in [Board Policy 5460](#). It is the Board of Education's intent that all students will carry 35 credits annually in order to receive the full benefit of the school’s comprehensive curriculum. **Each student must complete a minimum of 120 course credits** in order to receive an RFH diploma. Each student **must successfully satisfy state-mandated assessment** requirements found here: [NJDOE Graduation Assessment Requirements](#).

In special circumstances, a parent may file an appeal to reduce the minimum yearly credit load or to increase the yearly credit load in a student’s schedule as long as the student has successfully achieved the course and credit requirements necessary for placement on the grade level in which the student is enrolled. The appeal process begins with a written statement to the student’s counselor citing the reasons to support a reduction or an increase in the student’s yearly credit load. The counselor will review the student’s file and determine whether the

request should be supported in the best interest of the student. The counselor will forward a written recommendation to the Principal outlining the parent's request. Any increase in credit load and subsequent changes would be made in the summer, based on availability after all other course requests are honored.

Credits Required	120
Yearly Credits Required	35
English	4 Years
Social Studies	1 Year World History 2 Years United States History
Mathematics	3 Years
Science	3 Years (Biology, Chemistry, and Physics)
World Language	1 Year
Visual or Performing Arts	1 Year (5 Credits)
Career Education (Consumer, Family Life Skills, Vo-Tech)	1 Year (5 Credits)
Financial, Economic, Business and Entrepreneurial Literacy	2.5 Credits
Health, Physical Education**	1 Year (3 Quarters PE, 1 Quarter Health) for each year in attendance

GRADING SYSTEM

Grading Standards

The academic achievement of students shall be measured in the attainment of well-defined instructional goals. The issuance of grades on a regular basis is vital to an ongoing evaluation of student performance. This system serves to inform the student, their parents, and their counselor of academic progress and to provide a basis for bringing about change in their performance if necessary.

Teachers will distribute their course proficiencies and inform their students and parents of the various components upon which grades are based. All grading will reflect the following scale:

A+ (97-100)
A (93-96)
A- (90-92)
B+ (87-89)
B (83-86)
B- (80-82)

C+ (77-79)
C (73-76)
C- (70-72)
D+ (67-69)
D (65-66)
F (0-64)

Marking period grades shall be averaged to produce a final average in numerical form $(Q1+Q2+Q3+Q4)/5 = \text{Final Grade (Year 1)}$. The year-end (Year 1) mark will reflect the equivalent letter grade on the transcripts.

A minimum grade of 50 is used in most cases (except in the 4th Quarter) as the value of an F or of an N/C (no credit) in the calculation of a final average. This procedure prevents distortion of the average but is used only if a student has attended classes and if all tests and projects were completed. The signature of the Department Supervisor is required to use a value lower than 50. In the 4th quarter the actual numeric grade of 0-64 is used as the value of an F or an N/C (no credit) in the calculation of the final average.

Honor Roll

A student who achieves an average of A or better (93 +) for all subjects with no individual grade lower than B (83-86) shall be accorded High Honor Roll status. A student who achieves an average of B or better (83+) for all subjects with no individual grade lower than B- (80-82) shall be an Honor Roll designee. These marking period grades will be extracted from the teachers' grade books for determination of honor roll. "Weighting" will not be considered when designating the honor rolls. Honor roll is determined at the end of each marking period.

Progress Reports

Progress reports are in real-time, and accessible through the Genesis Portal. Print copies will not be mailed home. If you do not have computer access contact the database coordinator at 732-842-1597 x 653 and request print copies of progress reports.

Incompletes

An "INC" on a report card in lieu of a grade indicates the marking period grade or the final grade cannot be computed because the student's academic work is incomplete. Incomplete grades must be satisfactorily completed within 10 school days after the end of the marking period or they will automatically be changed to an "F" unless arrangements are made with the subject teacher due to extenuating circumstances.

Eligibility for Summer School

Students who fail a course may retake it for credit at an approved summer school program. Similarly, students who pass a course but who lose credit due to an excessive number of absences may retake the course if they remain in class for the remainder of its length. However, students may not retake a course for credit at summer school in the following situations:

1. If the failing grade is below 50;
2. If the loss of credit is due to an excessive number of cuts.

Courses To Be Included in Grade Point Average Grades 9-12

All courses taken at Rumson-Fair Haven Regional High School that carry a regular letter grade will be included in GPA calculations except as noted below:

The following courses will not be included in GPA:

1. Courses taken on a Pass/Fail basis;
2. Courses taken at other schools that are not offered at RFH;
3. Summer school courses.

How GPA is computed

At the end of each school year, the letter grade earned in each subject is given the equivalent quality point value used in the calculation of GPA (e.g. A=4.0). The quality points for each grade

are multiplied by the credits attempted. The cumulative total (QP x Credits attempted) is divided by the total credits earned to determine the cumulative GPA.

At mid-year, an average to date is computed by averaging the first and second marking period numerically and assigning the letter grade equivalent grades. Each letter grade earned is given the equivalent quality point value used in the calculation of GPA (e.g. A=4.0). The quality points for each grade are multiplied by the credits attempted. At the mid-year, one-half of the total credits are used. (For a 5-credit course, the credits attempted at mid-year is 2.5.) The total (QP x credits earned) for all courses is divided by credits attempted to determine GPA.

In cases involving online courses/independent studies for credit, the seventh-semester grade will be calculated after April 30th. These must be completed by April 30th.

Weighted Grades

Honors, AP, and Dual Enrollment courses will be given an additional weight of 1.0. The weight will not be shown in the grade on the report card or transcript, but rather in the year-end and cumulative GPA only. All passing grades in Honors/AP courses will be weighted.

GPA Quality Points Used for Calculation

Letter Grade Reported on Transcript	Numerical Equivalent	College Prep	Honors, AP, Dual Enrollment
A+	(97 - 100)	4.33	5.33
A	(93 - 96)	4.0	5.0
A-	(90 - 92)	3.67	4.67
B+	(87 - 89)	3.33	4.33
B	(83 - 86)	3.0	4.0
B-	(80 - 82)	2.67	3.67
C+	(77 - 79)	2.33	3.33
C	(73 - 76)	2.0	3.0
C-	(70 - 72)	1.67	2.67
D+	(67 - 69)	1.33	2.33
D	(65 - 66)	1.0	2.0
F	(<65)	0	0

Transfer Grades

If a student transfers into Rumson-Fair Haven during a school year, grades from the previous school will be included in quarter/semester/final grade calculations if the student enters the same course at RFH. When incorporating letter grades into continuing courses, the numerical mid-range equivalent of the letter grades is used in calculating subject grades.

If the course cannot be continued/is not offered and can be finalized for credit, it will be posted as a final letter grade from the previous institution. Numerical grades from other schools will be translated to the RFH system as per the above grading standard.

Transfers and Withdrawals

A student transferring or withdrawing from school must obtain a withdrawal form from the School Counseling Office. This form must be properly signed by all teachers, counselors, and parents. All outstanding financial obligations must be met to ensure the release of students' transcripts.

ATHLETICS AND CO-CURRICULAR PROGRAMS

Athletics

All students are encouraged to participate in the varied and extensive athletic program offered by the school. Athletes are eligible for annual awards based upon the extent of their competition in the sports activity.

Athletes must be fully protected against injury through the student insurance policy. Athletes must pass a complete medical examination by the school doctor and be in good academic standing to be eligible for participation. Those students desiring to compete in any interscholastic sport are completely outfitted with uniforms and equipment.

The Principal has the discretion to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to athletic events, practices, meetings, theater productions, concerts, field trips, pep rallies, assemblies, and class meetings.

Clubs and Advisors

Art/Photography Club	K. Lanfrank
Book Club	L. Grumbach
Broadcasting Club	J. Herkimer
Character Education	A. Trocchia
Cheerleading – Fall/Winter	J. Bellavance
Cheerleading Leading Assistant Fall/Winter	M. Springsteen
Chess Club	J. Langlois
Chinese National Honor Society	R. McKenna
Class of 2024 Coordinator	J. Langlois
Class of 2025 Coordinator	T. Flynn
Class of 2026 Coordinator	A. Trocchia
Class of 2027 Coordinator	Co- J. Mentzel and M. Haughwout
Color Guard	R. Olivera
Computer Programming Club	M. McBain

Cooking Club	T. January
Dance Troop Fall/Winter	TBDI
English Honor Society	T. Collella
Environmental Club	M. Haughwout
Esports	TBD
Ethics Club	j. Langlois
Euro Challenge	S. Pennetti
Fashion Club	K. Lanfrank
Fed Challenge	S. Pennetti
Film Club	Grumbach
Flag Football	Kalman/Santos/Ridolfi-Vol
French Honor Society	M. Januario
FBLA	Co- N. Buono and M. Januario
Global Impact Club	K. Okeson
Global Women Empowerment Club	J. Mentzeld
Habitat For Humanity	K. DeMeter
Health Career Club	L. Butler
International Club	K. Kanuga
Jazz Band	Z. Lorelli
Key Club	J. Schulte
Marching Band	S. Marino
Math League	L. Deremiah
Math Honor Society	K. DeMeter
Mock Trial	N. DelBuenoi
Model UN	TBD
National Art Honor Society	K. Lanfrank
National Honor Society	J. Toner
Off Leash Club - RF Journal	J.. Mentzel

Paddle Tennis	M. Beyer- Volunteer
Paws and Claws Peer Leaders	J.Mentzel A. Trocchia
Play Production Cord	S. Wankel
Psychology Club	K. Lerner
Science League	V. Kilar
Science National Society	M. Haughwout/A. Chiodi
Stem Social Studies Honor Society Spectrum	V. Kilar T. Colella K. Okeson
Spanish National Honor Society	C. Gauss
Squash Club Storytelling Club	A. Goyal-Volunteer J. Langolis
Student Government Association	S. Pennetti
Surf Team	E.Zullo/M. Kane
Tower Players Assistant Dir - FallL	A. Preuster
Tower Players Assistant Dir - Spring	A. Preuster
Tower Players Choreography - Fall/Spring	D Battaglia
Tower Players Costume/Props/Fall/Spring	C. Cleary
Tower Players Director - Fall	K. Sweeney
Tower Players Director - Spring	K. Sweeney
Tower Players Musical - PIT Director	A. Gorfain
Towers Players Technical Directory	M. Leddin
Tower Singers	K. Singleton
TRI Honor Music Society	Z. Lorelli
Veteran Appreciation Club	E. Zullo
Webmaster	J. Herkimer
Yearbook	M. Hargrove

Sports Schedule
[Link to Sports Schedule](#)

Fall Sports

CROSS COUNTRY (BOYS & GIRLS)
FIELD HOCKEY (GIRLS)
FOOTBALL (BOYS)

GYMNASTICS (GIRLS)
SOCCER (BOYS & GIRLS)
TENNIS (GIRLS)
VOLLEYBALL (GIRLS)

Winter Sports

BASKETBALL (BOYS & GIRLS)
ICE HOCKEY (BOYS & GIRLS)
SWIMMING (BOYS & GIRLS)
WINTER TRACK (BOYS & GIRLS)
WRESTLING (BOYS & GIRLS)

Spring Sports

BASEBALL (BOYS)
GOLF (BOYS & GIRLS)
LACROSSE (BOYS & GIRLS)
ROWING (BOYS & GIRLS)
SOFTBALL (GIRLS)
TENNIS (BOYS)
SPRING TRACK (BOYS & GIRLS)

Athletic Transportation

Transportation is provided for all participants to all away interscholastic events. Student/athletes who wish to return with their parent/guardian **MUST** submit a parental note twenty-four (24) hours prior to the event to the Assistant Principal's Office. Requests will be approved on a limited basis.

Co-Curricular Activities

The eligibility criteria below apply to the following co-curricular activities: Band-Marching, Cheerleading, Color Guard, all Honor Societies, Sports, Tech Crew, Tower Yearbook, Tower Players, and Class and/or SGA Officers.

1. To be eligible for participation in co-curricular activities during the first semester of the 10th, 11th, or 12th grades, a student must have passed at least 27.5 credits during the immediately preceding school year.
2. To be eligible for participation in co-curricular activities which begin during the second semester during the 9th, 10th, 11th, or 12th grades, a student must have passed the equivalent of 13.75 credits during the preceding semester. A student who passes fewer than 13.75 credits but has at least 12.75 credits in the first semester will retain eligibility pending review at the conclusion of the third marking period. If the student is passing the equivalent of 13.75 credits at that time, eligibility may continue. Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. The above paragraphs do not apply to incoming students from elementary schools (8th Grade).
3. Once a student has been reported as failing a course, the student will be notified by the Principal that if the grade(s) is not raised to a passing average within two (2) weeks, eligibility will terminate at the end of that period.
4. The principal has the discretion to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not

limited to athletic events, practices, meetings, theater productions, concerts, field trips, pep rallies, assemblies, and class meetings.

5. The eligibility criteria below apply to any other co-curricular activities:
6. To be eligible for participation in co-curricular activities, a student must have passed at least 12.5 credits during the preceding semester.
 - a. Same as #2 above.
 - b. Same as #3 above.

In order for students to participate in any co-curricular activity or hold a class office, they must be in good disciplinary standing. This is defined as someone that complies with school rules and regulations. If the Principal determines that a student does not meet this standard, they are recommended to a committee that will determine eligibility status.

Attendance Requirements

Impact of Attendance on Extracurricular Activities

Students should be aware that a no-credit status in a course due to excessive class cuts and/or absences could adversely affect their eligibility to participate in athletics or co-curricular activities. Students who are absent from school due to illness or who leave school due to illness by signing out of the Health Office are not to return to school for the remainder of the day and are not to participate in co-curricular activities or sporting events. Students must be present in school for a minimum of four hours in order to participate in or attend an co-curricular activity or athletic event that day. This includes games, practices, concerts, dances, etc.

Anti-Substance Abuse Policy

All students involved in extracurricular, athletics and activities must sign the following agreement:

I, _____, hereby agree to comply with school rules and regulations as a member of the Rumson-Fair Haven co-curricular or athletic activity. I recognize I have accepted the challenge of excellence by my participation in this activity. I further realize I represent Rumson-Fair Haven Regional High School and, therefore, agree possession or use of any illegal substance while on school property or while participating in a school-sponsored activity or while being transported to or from school or transported to or from a school activity will result in disciplinary action as per the student handbook. **Suspension will be imposed immediately for students who are currently in season.**

ATTENDANCE

Philosophy

A goal of the Rumson-Fair Haven Regional Board of Education is to provide an appropriate education program for every student enrolled in the district. Pupil participation in all regularly scheduled classroom activities is essential if the Board is to accomplish this goal. In addition, frequent absences from regularly scheduled classes disrupt the learning process and prevent a student from receiving the maximum benefits of the district's educational program. Therefore, to acquire a thorough and efficient education, each enrolled student is responsible for being in class every day, every period unless legally absent.

Policy

Regular attendance by all students in the public schools of the State of New Jersey is a well-established, long-standing state policy. The objective of our policy is to maximize the day-to-day attendance of our students at Rumson-Fair Haven High School so that they may realize the greatest benefits of classroom instruction and activity. The process of education

requires regular continuity of instruction through classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student.

Student Identification Cards

Students must carry either their ID card or ID barcode at all times during the school day as it will be used for attendance scanning.

Absence Excuses (Non Cumulative)

Acceptable reasons for absences or tardiness to school include:

1. Interview for college entrance (seniors and juniors only – 3 days per year)
2. Home instruction
3. Religious holidays as defined by the Commissioner of Education

The school reserves the right to verify the authenticity and content of any medical note, court subpoena, parent note, etc.

Students must, in any case, provide proper documentation of their college visits by obtaining certification in advance from their school counselor. **Students should obtain the “College Visit Exemption Form” from the School Counseling Office and complete it before the visit. Certification provided after the college visit will not be considered during an Appeals Board hearing.**

A cumulative absence is generally defined as any reason not listed above such as not feeling well, medical or dental appointments, NJ Motor Vehicle Commission, baby-sitting for younger children, shopping, missing the school bus, vacations, working, oversleeping, faulty private transportation, hairdresser appointments, personal prom participation, completing reports/term paper at home or at local libraries, etc. It should be noted even though an absence is legal, it still counts as an absence from school/class(es) on a student’s official attendance record. Students shall not be considered absent while participating in school sponsored activities, such as a field trip, athletic events, or if suspended from school.

Religious Holidays

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

To be entitled to the right set forth above, a student must present a written notification signed by the parent/guardian before absence for a religious holiday. Any absence because of a religious holiday must be recorded in the school and class attendance records as an exempt absence. Any transcript or application for employment on which information concerning a student’s attendance record is requested shall show only absences other than those excused because of religious holidays. No tests are to be administered on religious holidays similarly, extended project due dates will not correspond with state-approved religious holidays.

Absence Verification

Student absences or late arrivals should be communicated before 8:00 am through the “Notify Attendance Office” tab in the [Genesis Parent Portal](#). Notification of attendance events by phone must be followed with written verification of the absence or late arrival by parents/guardians upon the student’s return to school. Official documentation from medical providers or college admissions offices must be provided upon the student’s return to school in order to be

considered in determining loss of credit or disciplinary action. The RFH attendance secretary can be reached at (732) 842-1597, extension 257.

Attendance Recording and Notification-Parent Portal

Classroom teachers record student attendance in the [Genesis Parent Portal](#). Parents are strongly encouraged to periodically review students' class attendance in the portal. Parents whose children receive attendance letter warnings will receive email notification to the email address on file.

Absence Procedure

1. Students who are absent are to have a parent or guardian **notify the Attendance Office through the [Genesis Parent Portal](#) prior to 8:00 AM, on the first day of an absence.**
2. Upon returning to school after an absence, students are responsible for bringing a signed note from a parent or guardian to verify their absence. Students are responsible for giving the note, which must contain all dates involved, to the Attendance Office. A telephone contact with a parent or guardian may be accepted in lieu of a note. If the note or telephone call is not provided to the Attendance Office within 48 hours of the student's return to school, the day(s) absent may be considered truant. (see truancy for more details).
3. All medical notes must be submitted to the Attendance Office within 2 weeks upon student return.

Attendance recording and notification-class absences

Student attendance is recorded in Genesis by classroom teachers. Attendance letters will be posted and viewable in the parent portal and include attendance warning notification for semester and full year courses.

Attendance Recording and Notification-Class Tardies

Classroom teachers record student tardiness to class in Genesis. Attendance letters will be posted and viewable in the parent portal. In addition, attendance warning notification and loss of credit for semester and full year courses will be posted in the [Parent Portal](#) or mailed home. Failure to improve attendance while on provisional credit may result in loss of credit for the course.

Attendance Appeals

It is recognized that no policy, no matter how well intended, can anticipate all circumstances. Therefore, an appeals procedure has been established for the possible reinstatement of credit at the end of a course. Any student who has been placed on loss of credit status may appeal. In order to do so, he or she must request a meeting with the assistant principal within ten calendar days of receiving a loss of credit notification.

Students who exceed the stated absence limits in any course will lose credit for the course. Any student, who is absent 10% or more of the school year in a semester or full year course will lose credit from that course. **Students must continue attendance in the course in order to retake the course in summer school.**

Students may appeal a loss of credit by setting up a meeting with the Assistant Principal within ten (10) days of receiving a letter.

Early Dismissal

A student who wishes to be dismissed **early from school must have a request entered into the [Genesis Parent Portal](#) prior to 8:00 AM** or submit a written note to the Attendance Office prior to the start of the day the student anticipates leaving early. If the student's dismissal time necessitates leaving a class that is in session, he or she must secure a pass from the

Attendance Office, in the morning, that will be provided to the teacher at the time of dismissal. At the time of dismissal, the student must report to the attendance office to sign out prior to leaving the building. If a student leaves the building without permission from the Attendance Office, disciplinary action may be taken. Emancipated students must submit their early dismissal request in writing prior to their first scheduled class. Exceptions will only be made upon receipt of a phone call from a parent requesting the dismissal. Parent phone requests will require in person sign out. If a senior is on open campus and cannot return to school, a parent phone call must be received prior to the beginning of the next scheduled period. A parent note must also be presented to the Attendance Office the next school day. Failure to comply may result in disciplinary action and loss of open campus.

A student who does not meet the above requirements and fails to sign out through the Attendance Office will receive a detention. Students are encouraged to schedule medical and dental appointments before or after school hours. Students, who exit the building through undesignated exit doors, will receive disciplinary consequences.

Late Arrival to School

Arriving late to school frequently results in loss of instructional time and may have an adverse effect on the academic achievement of a student. In order to develop a student's respect for education, punctuality, and work ethic, the following guidelines apply:

- If a student arrives at school after 7:45 A.M. but before 7:55 A.M. that student should report directly to his/her current class and the classroom teacher will record a tardy to class.
- Students who arrive after 7:55 A.M. with a note should report to the Attendance Office where they will sign in as verified tardy.
- Students who arrive at school after 7:55 A.M. without a note should report to the Attendance Office, where they will scan in and be recorded as unverified tardy.
- All tardies, regardless of their verified or unverified status, count toward the cumulative tardy total for school and may result in disciplinary consequences and/or loss of privileges.
- Students who participate in after school activities or athletics must report to school by 10:40 AM
- Physician's documentation for absence or tardiness should be provided upon the student's return to school in order to be considered when determining loss of credit or disciplinary action.

It is understood situations may arise that cause a student to be late (i.e., car problems, not feeling well, etc.); therefore, each student is allowed **four (4)** cumulative lates to school for **each semester**. If a student who is late fails to sign in at the Attendance Office, a central detention will be assigned. Subsequent cumulative lates after four (4) will result in assignment to a central detention. Chronic lateness (**defined by 10 or more**) will result in additional disciplinary actions which may include required parent conferences, loss of school privileges, Saturday detention, and loss of credit for particular courses. Acceptable reasons for a non-cumulative lateness to school that will not count toward the total include doctor's note, court appearance, motor vehicle test, death in the family.

Late Arrival to Class

Promptness is an important element of class attendance. Students who are late to class miss essential portions of the instructional program and may create disruptions to the academic process for themselves and others.

- Incident reports will be filed by the classroom teacher and also processed upon late arrival to school. School detention assigned for students who reach the following tardy totals:

- It is each student's responsibility to arrive to each class on time. The beginning of each class period is indicated by a bell sounded over the public address system. A student, who arrives to class after the tone without permission, but less than ten (10) minutes after, will be considered late. Teachers will communicate with the late student and will contact parents and/or will assign a teacher detention. Chronic lateness, identified as five (5) or more in a semester, will be reported to the Assistant Principal. Disciplinary actions may include but are not limited to: central detention, required parent conference, loss of school privileges, and Saturday detention.
- A student who arrives late to class without permission, between ten (10) and nineteen (19) minutes after the bell, is considered to have engaged in hall roaming. The first such occurrence will result in a referral to the appropriate administrator, assignment of one detention, and a charge with one (1) absence. The second occurrence will result in a referral, assignment of two detentions, and a charge with half (1) absence. The third and any subsequent occurrence will result in a referral, assignment to a Saturday detention, and a day with one (1) absence.
- All tardies, regardless of their verified or unverified status, count toward the cumulative tardy total for classes and may result in discipline, provisional credit or loss of credit. Students are required to attend study halls. If their study hall falls during the first or last block of the day, then sophomores, juniors, and seniors may be excused. Freshmen may be excused if their parent has completed the permission form in the [Parent Portal](#). Physical education study halls or study halls for other regularly scheduled classes are not subject to this policy; all students, regardless of class status, must remain in the study hall. Failure to comply will result in disciplinary action.

Truancy

Truancy is defined as an absence from school without parental and/or school authorization. All classes missed while the student is truant will be regarded as cuts. Work missed may not be made-up. Students will receive a grade of zero on all assignments. Truancy may also result in notification to state authorities for action relative to compulsory attendance laws.

Cutting Class

A cut is defined as missing class without permission (after arriving at school) from scheduled periods, including classes, lunch, or activities such as assemblies. Being tardy twenty (20) minutes or more from a scheduled period is also considered a cut.

Teachers are to report all cuts using the online referral.

Two (2) cuts in a semester course and three (3) cuts in a full-year course may result in a student's removal from the class and the loss of course credit. Students who lose credit due to excessive cutting are not permitted to make up the course in summer school.

CODE OF CONDUCT

Philosophy

The Rumson-Fair Haven Regional High School community has established a code of discipline to help students develop the ideals, interests, and skills that promote self-government, good citizenship, mutual respect and optimal learning.

These discipline procedures have been developed by a group comprised of students, faculty, administrators, Board of Education members, and parents. The basis of the disciplinary code is to ensure a process of logic and fairness, and encourage positive behavior among all members of the school community.

A high priority is given to maintaining a safe and harmonious environment. When disciplinary action is needed, the school will use the opportunity to teach responsibility, and to make connections between actions and logical consequences. Under normal circumstances, the use of logical consequences, peer mediation and parental contact will modify misbehavior. Serious or chronic misbehavior is not acceptable and the procedures and consequences are outlined below.

Students and parents together with faculty and staff will lay the foundation for the school's strong character. The faculty and staff will create a positive atmosphere by modeling the behaviors and attitudes that they expect from the students. With the help of this code, Rumson-Fair Haven Regional High School will be a place that offers a sense of security and belonging.

Policy

The knowledge of the information provided in our Code of Conduct regulation will keep acts of misbehavior and violations of school rules to an absolute minimum. When such acts and violations take place, every attempt will be made to discourage and prevent repeated incidents.

The following is an excerpt from New Jersey State Statutes: BE IT ENACTED by the Senate and General Assembly of the State of New Jersey Section 18A:37-2 (amended). Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him (or her), or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include, but not be limited to any of the following:

- Conduct of such character as to constitute a continuing danger to the physical well being of other pupils;
- Physical assault upon another pupil or upon any teacher or other school employee;
- Taking, or attempting to take, personal property or money from another pupil or from his presence by means of force or fear;
- Participation in an unauthorized occupancy by any group of pupils of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person in charge of such building or facility;

Other suspendable offenses:

- Abusive/inappropriate language
- Cutting class/truancy
- Disruption in class/building
- Insubordination/defiance
- Harassment/intimidation/bullying
- Fighting
- Stealing
- Taking photo, audio or video on school grounds without approval
- Possession of a weapon on school grounds or at any school-related function
- Failure to attend assigned discipline programs (detention, Saturday School)
- Failure to comply with the search of belongings following reasonable suspicion
- Any unlisted offense as determined by the principal

Failure to serve a day of suspension alternative program will result in an additional day of Out-of-School Suspension. The suspension alternative program must be served on the day of re-entry to school from the Out-of-School Suspension.

Detention, Saturday School, Suspension and Expulsion will be instituted for offenses specified in the above excerpt from the law, for offenses listed above and for offenses which are judged by the Principal to be seriously detrimental, disruptive or destructive. An intervention meeting with the Student Assistance Counselor (SAC) may also be required in combination with any disciplinary action assigned to a student.

Discipline Programs

Teacher Detention – Procedure which may be used by teachers for infractions within the classroom. The teacher will notify the student and assign the detention, at the earliest, for the next day.

Central Detention – Procedure used by the Administration for tardy infractions or infrequent violation of school rules. Multiple central detentions may be substituted for Saturday School at the discretion of the Assistant Principal.

Saturday School Detention– Procedure used for habitual offenders of school rules and regulations and for more serious school infractions.

Suspension Alternative Program

Procedure which may be used when the conduct of students warrants a response more severe than a Saturday detention.

Suspension– Procedure used as the most severe form of disciplinary action that may be taken by the Administration to insure the safety and security of all students.

Each of these discipline programs can be used interchangeably by the Administration for any infraction of Rumson-Fair Haven Regional High School's rules and regulations.

Procedures

After-School Detention

- 1.The Assistant Principal or his/her designee will assign central detention after following due process procedure.
- 2.Central Detention may be assigned for one or multiple days.
- 3.Central Detention is held from 2:50-3:40 PM, Tuesday and Thursday.
- 4.Students who fail to attend detention will receive a Saturday detention unless legally absent.

*Jobs, co-curricular obligations, and other appointments are not accepted as valid reasons for missing or changing detentions.

Saturday School Detention

1. Saturday School will be assigned by the Assistant Principal or his/her designee after following due process procedure. Saturday School will be held from 7:45 AM to 10:30 AM in room 211.
2. Students are required to be prompt and to have school-related work with them such as homework, study materials, or reading material.
3. Inappropriate behavior during Saturday School may result in dismissal from the Saturday School session followed by suspension from school.
4. When dismissed, students are to leave the building immediately.
5. Failure to report may result in further disciplinary action, including suspension.

Detention Reschedule

A student may have one reschedule of a central detention per year. The rescheduled detention must be served after school within one week of the original date. A student may have one reschedule of a Saturday School per year; however, the student will be ineligible for participation in any school-related event during the date/time in which the original Saturday detention was to be served. The Saturday School will be rescheduled for the next available Saturday School date.

Suspension Alternative Program

Students, as well as the entire school community, must recognize unacceptable conduct will neither be condoned nor accepted in schools. There are occasions when the conduct of students warrants a response more severe than a Saturday detention. In these instances, students may be assigned to the Suspension Alternative Program (SAP). During SAP students are separated from the school community and placed in a classroom with an SAP proctor. SAP is designed to allow students to accomplish their academic work. To this end, students are usually given 24 hours to gather their course assignments from their teachers. In addition, the SAP room maintains a computer for student assignments.

Similar to Out-of-School Suspensions, students serving an SAP will not be allowed to participate in or attend any co-curricular or school-related activity including pep rallies, assemblies, class meetings, athletic events, practice, awards and graduation ceremonies, etc. during the day(s) of suspension.

Suspension or Expulsion

Removal from the school building is a last resort. New Jersey State Statute (NJSA:18A:37-2) outlines the reasons why students could be suspended from school. Parents of students suspended out-of-school are placed directly into the problem and its solution because the parents must care for him or her during the suspension period. Parents whose children do not need disciplinary actions need to know a conscientious effort is made to foster acceptable behavior, and serious infractions are handled with swift and just action. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For these reasons, Principals must uphold their legal responsibilities to ensure students under their jurisdiction have every opportunity for success.

Students serving Out-of-School Suspensions (OSS) cannot come into the school building or be on Board of Education property for the duration of the suspension. Students serving OSS will not be allowed to participate in or attend any co-curricular or school-related activity including pep rallies, assemblies, class meetings, athletic events, practice, awards and graduation ceremonies, etc. during the day(s) of suspension.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include but not be limited to any of the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him.
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
4. Physical assault upon another pupil.
5. Taking, or attempting to take, personal property or money from another pupil or from his presence by means of force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property (students are also fully responsible for reimbursement to the school for such damages).
7. Unauthorized occupancy of any part of any school building or school property after having been directed to leave by the Superintendent or his/her designee.
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
9. Incitement which is intended to and does result in truancy by other students.
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises or at school-sanctioned events.

Prior to suspension, the student will be informed by the Principal or his/her designee of the infraction and an informal hearing will be held. Parents will be notified by telephone and letter when a child receives an out-of-school suspension. Parents will have a required re-entry meeting with Administrators.

Discipline Code

While Rumson-Fair Haven Regional High School places emphasis on student responsibility, it is necessary to specify certain behaviors and their consequences. Listed below are definitions and/or explanations of unacceptable behavior for which the staff members are expected to take preventive and/or corrective action. Following the list is a chart detailing the consequences for these behaviors. **Repeated violations or a pattern of inappropriate conduct will result in greater consequences.**

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. The rules you are about to read in this code of conduct supplement are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. These rules support, but do not limit, the Administration's authority. Moreover, the Principal has the discretion to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to athletic events, practices, meetings, theater productions, concerts, field trips, pep rallies, assemblies, and class meetings.

Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning.

1. **Assault:** Harming, injuring, recklessly striking, or committing an unprovoked physical attack with intent to cause harm to any person.
2. **Being in an Unauthorized Location:** Entering areas not meant for students. These areas include but are not limited to: teacher/faculty rooms, empty classrooms, and pump rooms for the heating and air conditioning.
3. **Cutting:** Absenting oneself without permission (after arriving at school) from scheduled periods, including classes, lunch, or activities such as assemblies. Being tardy twenty (20) minutes or more to a scheduled period is also considered a cut.
4. **Disrespect:** Rude, insulting, mocking behavior toward another.
5. **Disrupting Class:** Student behavior which interferes with teacher instruction and/or student learning.
6. **Drugs and Alcohol:** Using, possessing, selling, intending to sell, or distributing alcohol or illegal drugs (multiple packaging) on school property or at school functions as well as being under the influence of alcohol or an illegal drug on school property or at a school function (see page 20).
7. **Electronic Devices:** Possessing electronic devices such as MP3 players, laser pointers, hand-held video games, etc. are prohibited, except with prior permission of the Principal or his/her designee.
8. **Endangering the Safety of Self or Others:** Potentially dangerous behavior such as, but not limited to, pushing; throwing snowballs, water balloons, or other similarly dangerous objects; using or possession water pistols, toy guns, or other similarly dangerous objects; climbing on the roof or other prohibited areas; flicking lights. The consequence for this offense is out-of-school suspension ranging from 1 to 10 days depending on the severity of the offense. Student actions which actually cause harm or damage, whether intentional or not, will result in a suspension of 5 to 10 days depending on the severity of the offense.
9. **Failure to Attend After-School Detention:** Failing to attend after-school detention or failing to comply with detention rules.

10. **Failure to Attend Suspension Alternative Program:** Failing to attend suspension alternative program (SAP) or failing to comply with SAP rules.
11. **Failure to Attend Saturday Detention:** Failing to attend Saturday detention or failing to comply with detention rules.
12. **Fighting:** Engaging in a physical confrontation with another person.
13. **Fireworks and Explosive Devices:** Use or possession of firecrackers or any other explosive device at any time on school property or at school-sponsored activities.
14. **Forgery:** Altering notes or passes in any way; possessing school forms such as hall passes; signing someone else's name or giving a wrong name; or having a third party write or sign a document.
15. **Gambling:** Any activity or "game" in which the object is the winning of money, favors or other valuables.
16. **Hall Roaming:** Arriving late to class between four (4) and nineteen (19) minutes without permission.
17. **Harassment, Intimidation or Bullying:** Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by 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 handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus.
18. **Horseplay:** Rowdy, boisterous, noisy behavior.
19. **Inciting Interference and/or Participation in an Activity Causing Interference with the School Day:** Being involved in disruptive activities such as, but not limited to, a bomb scare, a false fire alarm, indecent exposure/streaking, a walk-out, the release of animals on school property, a food fight. In addition, occupying any part of the building or school property after having been directed to leave by the principal or his/her designee is prohibited.
20. **Insubordination (Minor):** Failure to respond to any teacher or person having authority by not following classroom/school rules, regulations, or procedures. In addition, the refusal to follow a staff member's reasonable request or directive shall be considered an act of insubordination.
21. **Late to Class:** Arriving late to class less than four (4) minutes without permission.
22. **Late to School:** A student who arrives at school after 7:45 a.m. All students that are late to school **must sign in** immediately in the Attendance Office (see page 23).
23. **Leaving the School Building Without Permission:** Leaving the school building without authorization from the Principal or his/her designee. This applies to students who go to the parking lot, the stadium, the athletic fields, etc. without permission.
24. **Loitering, Wandering, Misuse of Pass:** Being in the hall without a pass or not going directly to and from specified destination.
25. **Off Campus:** Arriving on campus and leaving school property without authorization from the Principal or his/her designee.
26. **Open Defiance of Authority:** Refusal to follow staff members request. Includes verbal exchanges and physically refusing to go to a location.
27. **Parking Illegally:** Parking in the front circle, in handicapped spaces, in the fire zone or in other prohibited locations. Parking without the appropriately displayed permit is also prohibited.
28. **Profanity Directed Toward A Student/Adult:** Using obscene, lewd, or inappropriate language directed toward a student or adult on school property or at a school function.
29. **Profanity Non-Directed Toward An Individual:** Using obscene, lewd, or inappropriate language on school property or at a school function.
30. **Shoplifting:** Unauthorized or attempted taking of any item from the cafeteria. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of shoplifting.

31. **Smoking:** Burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also prohibited. Possession, sale, or distribution of any tobacco product is also prohibited. Smoking and/or chewing at school events is also prohibited.
32. **Theft:** Unauthorized or attempted taking of personal or school property. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of theft.
33. **Throwing Food:** Throwing food or other non-food objects (coins, spitballs, trash, etc.) in the cafeteria.
34. **Truancy:** Absences from school without parental or school authorization. **All classes missed while the student is truant will be regarded as cuts.**
35. **Vandalism:** Destroying, marring, defacing, damaging, or rendering permanently or temporarily unusable school or personal property.
36. **Videotaping, recording or taking pictures without permission:** Students may not videotape, record or take pictures during the school day unless they have permission from the teacher and administration.
37. **Violation of Acceptable Use Policy for District Computers and Bring IT! Initiative Policies:** Violation of the terms and conditions of the Acceptable Use (see page 51). Such violation may constitute a criminal offense and/or school disciplinary infraction.
38. **Weapons:** Using or possessing any type of weapon, dangerous instrument or chemical spray on school property, on school buses or at a school function.

Harassment, Intimidation, and Bullying Policy Statement

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

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

B. Harassment, Intimidation, and Bullying Definition

- "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:
 - 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; and that:
 - 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, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that

- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - Has the effect of insulting or demeaning any pupil or group of pupils; or
 - Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or social media.

To view the entire Harassment, Intimidation, and Bullying section, please go to the RFH website rumson.fair.haven.org.

C. Pupil Expectations

- The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Pupil Conduct.
- The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages pupils 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 pupils, staff, and community members.
- Pupils are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Pupil Conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

The Board expects that pupils will act in accordance with the pupil behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

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

Smoking and Vaping

Smoking and vaping is prohibited for students, staff, and public in school buildings, on school buses, on school sponsored trips, and on school grounds. Smoking and vaping is prohibited at

all times. The municipal court has jurisdiction to impose fines on behalf of the local Board of Health.

Alcohol and Drugs

The Board of Education prohibits the use, possession and/or distribution of any drug, alcohol, tobacco, or steroids on school premises, and at any event away from the school provided by the Board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Pupils suspected of being under the influence of drugs, alcohol, tobacco, or steroids will be identified, evaluated, and reported in accordance with the law. A pupil who uses, possesses, or distributes drugs, alcohol, tobacco or steroids on school premises or while attending a school-sponsored activity will be subject to discipline, which may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Pupils suspected of involvement with alcohol, drugs or steroids away from school premises will be offered appropriate treatment and remediation. Treatment services for students who are affected by alcohol or other drug use will be required by individuals who are certified as licensed clinical alcohol and drug counselors (LCADC) or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.

Passive Breath Alcohol Sensor Device Policy

Link to Policy [#5535](#) [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.

Weapons

Under no circumstances are students allowed to have any weapons, dangerous instruments or chemical sprays in their possession on school property, on school buses or at a school function (on or off campus).

For purpose of this policy a weapon is defined as "anything capable of lethal use or of inflicting serious bodily injury including firearms, firearm components which can be readily assembled for operation, knives, stun guns, and any weapon or device which projects, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air."

The following procedures will be followed for students found with a weapon:

1. A student found or observed on school property or at a school function in possession of a weapon shall be reported to the Principal or his/her designee.
2. The Principal or his/her designee will make a determination whether a particular object is a dangerous instrument.
3. The Principal will notify the Chief School Administrator and local law enforcement officials.
4. A Violence and Vandalism Report will be filed.

State law (N.J.S.A. 18A: 37-8) provides any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or who is found in possession of a firearm on any school property, or school bus, or at a school-sponsored function shall be immediately removed from the regular education program and placed in an alternative program.

State law (N.J.S.A. 18A: 37-2.2) provides any student who assaults a school employee, board member, or another student with a weapon shall be immediately removed from the regular education program and placed in an alternative program.

Disciplinary Action:

1. Immediate suspension from school for a period of ten (10) days.
2. Complaint filed with the Rumson Police Department (If a school event is outside Rumson jurisdiction, the appropriate Municipal Police Department will be notified.)
3. Parental notification.
4. Students will be referred to the Board of Education with a recommendation for expulsion.

Off Campus Drug and Alcohol Policy

Rumson-Fair Haven Regional High School believes it is important to identify and assist a student whose substance abuse is affecting health, safety, school performance or behavior, regardless of when such use occurs. When police charges occur off-campus, the police department refers the student to the administration. The administration then refers the student to the Core Team. At a minimum, this trained team consists of an administrator, a guidance counselor, Student Assistance Counselor, school nurse, and/or a teacher/Child Study Team member. The case is reviewed by this confidential panel.

The Core Team shall provide and/or recommend appropriate interventions through the Student in Good Standing Contract. These interventions may include an outside professional drug/alcohol assessment and/or periodic drug screenings. The Core Team will also look at attendance, discipline, and grades as indicators of a student’s willingness to be a student in good standing. Once the student, parent, counselor and school administrator have signed the contract, the Core Team reconvenes within two to six weeks, to check on the student’s progress in fulfilling the contract. If the contract is signed and completed, the Core Team closes the case. If the student does not comply with the contract terms, the case returns to the Core Team who will revisit the contract. **The purpose of this policy is to assist the student who is dealing with drugs/alcohol issues and to encourage him or her to be a healthy and productive member of the school community.**

If the student refuses to sign the contract, he or she is excluded from all co-curricular activities for one calendar year from that date. This includes participation in and attendance at all school events, including but not limited to prom, graduation, school plays, athletic events, and club activities.

TYPES OF BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
ACADEMIC INTEGRITY	See page 13 for a listing of consequences.	See page 13 for a listing of consequences	See page 13 for a listing of consequences
ASSAULT – unprovoked physical attack upon another person	5 – 10 days OSS Parental contact Peer mediation suggested	6 – 10 days OSS Parental contact Peer mediation suggested	10 days OSS Parental contact Peer mediation suggested Re-admission conference with parent

	Re-admission conference with parent	Re-admission conference with parent	
BEING IN AN UNAUTHORIZED LOCATION WITHOUT PERMISSION	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent
CUT – full year course	1 absence 0 for class work 1 detention Letter to parent	Additional absences 0 for class work Saturday detention 10-day restricted study hall	Loss of credit Parent conference Possible removal from course Possibly placed in restricted study hall for remainder of year
CUT – Semester course	1 absence 0 for class work 1 detention Phone call to and possible conference with parent	Loss of credit Parent conference Possible removal from course Possibly placed in restricted study hall for remainder of the semester	Not applicable
CUTTING STUDY HALL	1 detention 10-day restricted study hall	2 detentions 30-day restricted study hall	1 Saturday detention Letter to parent 60-day restricted study hall
DISRESPECT	1 detention	1 Saturday detention Letter of parent	1 day SAP Letter to parent
DISRUPTING CLASS	1 detention	2 detentions	1 Saturday detention Letter of parent Parent conference
DRUGS AND ALCOHOL – possession, intent to sell, sale, use or under the influence.	4 Days OSS, 4 Days SAP, & 2 Saturday Detentions	10 days OSS Suspended from school activities for an additional six	10 days OSS BOE expulsion hearing. Periodic drug testing.

<p>The student's four years at RFH are considered when looking at 1st, 2nd, and 3rd offenses.</p> <p>If an incident happens at the end of a year, the penalties carry over to the next school year.</p> <p>Selling of Drugs/Alcohol If a student is selling drugs/alcohol, it is understood that the 3rd offense penalties will apply on the first occurrence.</p>	<p>Suspended from school activities for an additional two week period beyond the end of the suspension. During this time, student will only be able to attend meetings and/or practices. Student's urine test must be negative before participation is allowed in any games or competitions. Periodic drug testing (1 year). Mandatory SAC conference. Administrative conference with the Principal, student and parents. Possible BOE expulsion hearing. Police involvement Student will be removed from leadership positions. These positions include but are not limited to class officers, student</p>	<p>week period beyond the end of the suspension. During this time, students will only be able to attend meetings and/or practices. Student's urine test must be negative before participation is allowed in any games or competitions. Periodic drug testing (Random testing throughout high school career). Mandatory SAC conference. Administrative conference with the Superintendent. Possible BOE expulsion hearing. Police involvement.</p>	<p>Police involvement.</p>
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	government, captains/co-coaptions of athletic teams, and officers in co-curricular clubs.		
ELECTRONIC or TELECOMMUNICATION DEVICES – pagers, beepers, I-pods, CD players, etc.	Teacher warning	Teacher detention Parent notification	Discipline referral Confiscate device, return to parent during conference
ENDANGERING THE SAFETY OF SELF OR OTHERS	1 – 10 days OSS Possible police referral	1 – 10 days OSS Possible referral to police	1 – 10 days OSS Possible referral to police
FAILURE TO SERVE AFTER-SCHOOL DETENTION	1 Saturday detention Letter to parent	Same as first offense	Same as first offense
FAILURE TO SERVE SATURDAY DETENTION OR NONCOMPLIANCE WITH RULES	1 day SAP Re-assignment of Saturday detention Letter to parent	Same as first offense	1 day OSS Re-assignment of Saturday detention Letter to parent
FIGHTING – physical confrontation with another individual	3 days OSS Parental contact Peer Mediation suggested Re-admission conference	5 – 10 days OSS Parental contact Peer Mediation suggested Re-admission conference	10 days OSS Parental contact Peer Mediation suggested Re-admission conference
FIREWORKS or EXPLOSIVE DEVICES – firecrackers, smoke bombs, “bang snaps”, etc.	1 – 10 days OSS Possible police referral	Same as first offense	Same as first offense
FORGERY – of notes, grades, passes or signatures	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent

GAMBLING	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent
HALL ROAMING - arriving late to class between four (4) and nineteen (19) minutes without permission	1 detention 1/2 absence	2 detentions 1/2 absence	Saturday detention 1/2 absence
HARASSMENT INTIMIDATION OR BULLYING - Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic. SEXUAL OR BIASED HARASSMENT – See Affirmative Action Code HUMILIATING, AGGRESSIVE OR PSYCHOLOGICAL	Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with SAC and/or affirmative action officer. May involve notification of police and county prosecutor's office if offense includes sexual or bias harassment or hate crime	Same as first offense	Same as first offense
HORSEPLAY	1 detention	2 detentions	1 Saturday detention Letter to parent
INCITING INTERFERENCE AND/OR PARTICIPATION IN AN ACTIVITY CAUSING	1-10 days OSS Removal from school activities (including	1-10 days OSS Removal from school activities (including graduation ceremony) for	1-10 days OSS Removal from school activities (including graduation ceremony) for 60

<p>INTERFERENCE WITH THE SCHOOL DAY – bomb scare, fire alarms, indecent exposure/streaking, walk-outs, etc.</p>	<p>graduation ceremony) for 20 days after suspension Report filed with police and fire department Re-admission conference with parent</p>	<p>30 days after suspension</p>	<p>days after suspension</p>
<p>INSUBORDINATION (Minor)</p>	<p>1 detention</p>	<p>1 Saturday detention Letter to parent</p>	<p>1 day SAP Letter to parent</p>
<p>LATE TO CLASS - arriving late to class less than four (4 minutes) without permission</p>	<p>Warning</p>	<p>Teacher detention and/or parent contact</p>	<p>Teacher detention and/or parent contact Chronic lateness, identified as more than four in a semester, will be reported to the assistant principal. Disciplinary actions may include but are not limited to: central detention, required parent conference, loss of school privileges, and Saturday detention.</p>
<p>LATE TO SCHOOL - arriving to period 1 class after 7:45 a.m.</p>	<p>Warning for the first four occurrences each semester.</p>	<p>1 detention for occurrences 5 – 9.</p>	<p>Chronic lateness, identified as more than nine (9) in a semester, will be reported to the assistant principal. Disciplinary actions may include but are not limited to: required parent conference, loss of school</p>

			privileges, and Saturday detention.
LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION	1 Saturday detention Letter to parent	2 Saturday detentions Letter to parent	1 day SAP Letter to parent
LOITERING or WANDERING, MISUSE OF PASS	1 detention	2 detentions	1 Saturday detention Letter to parent
OFF CAMPUS	2 days SAP Letter to parent	2 days OSS Letter to parent	3 days OSS Parent conference
OPEN DEFIANCE OF AUTHORITY	1-3 days OSS Letter to parent	3-5 days OSS Letter to parent	5-10 days OSS Letter to parent
PARKING ILLEGALLY – front circle, handicapped, fire zone, etc.	1 detention	1 detention 10-day loss of parking privileges	1 Saturday detention Letter to parent 30-day loss of parking privileges 2 hours of community service
PROFANITY – not directed at an individual	1 detention	1 Saturday detention Letter to parent	1 Saturday detention Letter to parent Parent conference
PROFANITY – directed to an individual student	1 day SAP Letter to parent	2 days SAP Letter to parent	2 days SAP Parent conference
PROFANITY – directed at an adult	3 – 5 days SAP Letter to parent	3 – 5 days OSS Parent conference	3 – 5 days OSS Parent conference
SHOPLIFTING	2 days SAP Restitution Possible report filed with police	3 days OSS Restitution Possible report filed with police	5 days OSS Restitution Possible report filed with police
SMOKING – sale, use, possession or	2 days SAP with smoking	3 days SAP with smoking	4 days SAP with smoking

distribution of tobacco products in school, on school grounds, school buses, or school-sponsored trips	cessation program included Letter to parent	cessation program included Letter to parent Fine stipulated by the Board of Health	cessation program included Parent conference Fine stipulated by the Board of Health
THEFT	1-5 days OSS Restitution Possible report filed with police	5-10 days OSS Restitution Possible report filed with police	10 days OSS Restitution Report filed with police Possible expulsion
THROWING FOOD – (isolated incident)	1 Saturday detention Letter to parent Parent conference Cost of repair, replacement, and/or labor Possible community service	1 day SAP Letter to parent Cost of repair, replacement, and/or labor Possible community service	1 day OSS Letter to parent Cost of repair, replacement, and/or labor Parent conference Possible community service
TRUANCY	1 Saturday detention Letter to parent Cut for each class missed 0 for class work	1 day SAP Letter to parent Cut for each class missed 0 for class work	3 days SAP Letter to parent Possible removal from course(es) and loss of credit(s) 0 for class work
VANDALISM	1 day of SAP or community service Cost of repair or replacement 10-day loss of all school privileges Possible police involvement	2 days SAP or community service Cost of repair or replacement 30-day loss of all school privileges Possible police involvement	3 days SAP Cost of repair or replacement 60-day loss of all school privileges Possible police involvement
VIDEOTAPING, RECORDING OR TAKING PICTURES	2-3 days SAP Parent notification	2-5 days OSS Parent conference	Same as second offense 0 of 0

WITHOUT PERMISSION	Possible police notification	Possible police notification	9 8 7 6 5 4 3 2 1 1 2 3 4 5 6 7 8
VIOLATION OF ACCEPTABLE USE POLICY FOR DISTRICT COMPUTERS	See page 51 for the listing of consequences	See page 51 for the listing of consequences	See page 51 for the listing of consequences
WEAPONS	10 days OSS Police notification Parent notification Police will notify county prosecutor's office	Same as first offense Referral to the chief school administrator with the recommendation of expulsion	Same as second offense

SCHOOL OPERATIONS

Announcements and Bulletins

Daily announcements are read during homeroom each morning. The deadline for submission of a daily announcement is 2:00 PM of the preceding school day. Information regarding school activities, community events, and special notices are communicated daily in this manner.

Access To Pupil Records

In accordance with FERPA and N.J.A.C. 64:32-7, A parent, guardian, or student shall have access to student records maintained by the school. A person legally entitled to review the records should make an appointment with the student's school counselor stating that the purpose of the meeting is to review such records.

Bus Regulations

State law requires busing for students living two and one-half miles or farther from school. Courtesy busing is provided for students living more than one mile from the school. Notification of the bus route to which a student is assigned will be sent to the parents prior to school opening. Questions regarding bus routes can be answered by the Business Office, 732-842-1597, extension 651.

In the interest of passenger safety, the following rules are enforced by drivers, communicated to students, and supported by the Administration:

1. All behavioral expectations and rules of conduct established by RFH apply when using school transportation;
2. Passengers must not proceed from sidewalk curbing to approach a bus before it has completely stopped;
3. Students must be seated whenever the bus is in motion, keep aisles clear for safe passage, and remain inside the window frames at all times;
4. Students are prohibited from making loud noises, eating, and throwing objects in the bus or out of the bus windows;
5. Students are to respond promptly to directives when bus evacuation drills are conducted;
6. Violation of rules may result in the suspension of bus privileges.

Bus Evacuation

In emergency situations it is critical students have knowledge of bus procedures and be able to exit in a quick and orderly manner. In a normal situation the driver will give directions. In the event the driver is injured, students should be familiar with the following procedures:

1. Every school bus is equipped with a rear exit for emergencies only;
2. If both front and rear exits are blocked, windows may be pushed out;
3. Students nearest the exit should evacuate first;
4. The first two students out of an exit should act as spotters for others;
5. Each person who exits after the spotters should move at least 50 feet away from the bus in an area away from traffic;
6. Spotters should move away as soon as they are certain no one has been left on the bus.

Chain of Command Parent/Student Communication Guidelines

Our mission is to empower all of our students with the tools to find their passions and thrive as knowledgeable, confident, resilient, creative, and compassionate citizens of a global community. In alignment with our mission, we expect students to share concerns with appropriate adults. The communication guidance listed below is designed to assist you and your children in finding the appropriate adult.

When you have questions or concerns regarding instruction or assessment,

1. The student speaks to the teacher
2. The student contacts the CST member (if student has an IEP) or counselor
3. The student speaks to the supervisor
4. The parent contacts the teacher
5. The parent contacts the supervisor
6. The parent contacts the Director of Curriculum and Instruction
7. The parent contacts the Superintendent

When you have questions or concerns regarding student discipline,

1. The student speaks to the teacher
2. The student contacts the assistant principal, CST member (if student has an IEP) or counselor
3. The parent contacts the teacher
4. The parent contacts the Assistant Principal
5. The parent contacts the Principal
6. The parent contacts the Superintendent

When you have questions or concerns regarding student's social interactions or emotional wellness,

1. The student speaks to the counselor, case manager or other trusted adult
2. The student speaks to the Coordinator of School Counseling
3. The parent contacts the counselor or case manager, social worker or SAC
4. The parent contacts the Coordinator of School Counseling or Assistant Principal
5. The parent contacts the Principal
6. The parent contacts the Superintendent

When you have questions or concerns regarding student's IEP or special education services,

1. The student contacts the case manager
2. The parent contacts the case manager
3. The parent contacts the Supervisor of Special Services
4. The parent contacts the Principal
5. The parent contacts the Superintendent

When you have questions or concerns regarding athletics or activities,

1. The student speaks to the coach
2. The parent contacts the coach
3. The student/parent contacts the Athletic Director
4. The parent contacts the Principal
5. The parent contacts the Superintendent

****NOTE** It is recommended that students follow this chain-of-command also in their daily activities.**

Communicating with the Board of Education

The Rumson-Fair Haven Board of Education meets in public session twice each month, usually on the second and third Tuesdays, beginning at 6:30 PM in the Lower Learning Commons. The Board of Education welcomes comments and suggestions from the residents of Fair Haven and Rumson. To that end, provision is made for public discussion at each meeting.

There are two ways in which an individual or group may address the Board of Education directly in person. One way is to request in advance to be recognized during the first Public Discussion session of the meeting. The request should be made to the Office of the Superintendent of Schools by 12:00 PM on Friday preceding the meeting. The request should identify the name of the individual or group and the topic of the comments. The phone number of the Superintendent is 732-842-1597, extension 551.

The second way is to be recognized during one of the two Public Discussion sessions included on the agenda for the meeting. The first session occurs after the roll call at the start of the meeting. Remarks during that session are restricted to topics included on the printed agenda, unless a request to be recognized was made as described above. The second session occurs as the last item of business, and any topic may be addressed.

Each session is limited to 30 minutes. Any one person may address the Board of Education for a maximum of 5 minutes. Once a particular topic has been addressed by a member of the public, subsequent comments on that same topic by other people is limited to a maximum of 2 minutes. Citizens who have spoken once during the session will be recognized a second time only after all others have been heard a first time. Speakers are required to state their names and addresses.

These guidelines have been established in order to permit public input, while permitting the Board of Education to conduct its business in a reasonable amount of time. As always the

Board welcomes input in the form of letters addressed to the Superintendent of Schools, 74 Ridge Road, Rumson, NJ 07760.

Dress Code- Students

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:

- A. Are violence-, alcohol-, drug- or tobacco-related, or offensive to any sexual orientation preference to any national, ethnic, religious, or gender groups;
- B. Contain slogans, words, symbols, or pictures of an offensive or obscene nature;
- C. Incite others to behave in violent or dangerous manner or promote bias or hatred;
- D. Materially interfere with school work, create disorder, or disrupt the educational program; and,
- E. 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. 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.

In any case in which dress and grooming violations become chronic, further disciplinary action may be taken at the discretion of the Administration.

Electronic Devices

As cell phones/electronic devices have become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. Therefore, it is imperative we teach our students how to use these tools responsibly. With this in mind, please refer to the new district policies for the "Bring It" initiative (on page 17). Students will be permitted to use their cell phone/electronic devices to send or receive messages (not to talk on the phone) in non-instructional areas, such as the cafeteria, study hall and when appropriate, the library. **Use of all cell phones/electronic devices during class periods will be at the teacher's discretion, based on the "Bring It" policies.**

Taking photographs or videos of staff or students without the permission of the Administration is prohibited and will be subject to disciplinary action. Violations of this policy may result in the confiscation and/or search of the cell phone/electronic device. Please refer to the student code of conduct for specific consequences regarding this policy.

Electronic Communications between Teaching Staff Members and Students

Electronic Communications between Teaching Staff Members and Students **Policy # 3283**

The Board of Education recognizes electronic communications and the use of social media outlets create new options for extending and enhancing the educational program of the school district. Electronic communications and the use of social media can help students and teaching staff members communicate regarding: questions during non-school hours regarding homework or other assignments; scheduling issues for school-related co-curricular and interscholastic athletic activities; school work to be completed during a student's extended absence; distance learning opportunities; and other professional communications that can enhance teaching and learning opportunities between teaching staff members and students. However, the Board of Education recognizes teaching staff members can be vulnerable in electronic communications with students.

Field Trips

All school-sponsored trips must have prior administrative approval. Students who wish to go on school trips must have parent/guardian approval and complete the form which is provided. Students are to dress appropriately. All behavioral expectations and rules of conduct established by RFH apply when on field trips. Permission to participate may be withheld from students who have poor attendance, chronic lateness, academic, and/or discipline problems.

Fire and Safety Drills

The signals for a fire or safety drill are a horn and strobe lights which are part of the alarm system. Directions for leaving the building are posted in each classroom, the cafeteria, locker rooms, and gymnasiums. When the horn and strobe lights are activated, students should form a double line and leave the building in a quiet, orderly fashion under the supervision of the staff. All must move to designated areas away from the building, streets and driveways. Students will reverse the procedure outlined when they re-enter the building. **Students who willfully cause false alarms will be prosecuted.**

Hall Passes

All students are required to have a written pass or be accompanied by a staff member when in the hallway during class time. Additionally, students must show their pass to a staff member upon request. Being in the hall without a pass or not going directly to and from the specified destination is not permitted. Faculty members are to issue a pass for a student any time the student leaves the room. The pass should be completed with all information: name, date, time, and destination.

Guidelines for Participation in Graduation Ceremony

A student who is suspended from school and/or student activities on the date of the event shall be excluded from participation in that event.

A student who has exhibited a pattern of behavior that has disrupted other school activities may be excluded from participation in graduation year activities and ceremonies upon recommendation of the Principal and approval of the Chief School Administrator. The final decision shall be made by the Chief School Administrator.

The Board reserves the right to withhold a diploma and transcripts until all fines are paid.

Health Services

The school encourages students to develop and maintain sound physical and mental health. Cumulative health records containing results of physical examinations and screenings are maintained in the Health Office. Individual examinations are given when needed for specific purposes. Biennial examination for scoliosis is required of all students. State law requires pupils attending public or private schools in New Jersey to present evidence of compliance with mandated immunizations.

Health Plans

Students diagnosed with chronic health conditions such as asthma, diabetes, life threatening allergies, seizure disorders, or other conditions that may require treatment during the school day need to contact the School Nurse. An individualized Health Care Plan will be developed in collaboration with the student's health care provider and parent. Signed orders from the student's health care provider are required to be updated each school year. Copies of the Asthma Treatment Plan, Food Allergy Plan, and Seizure Action Plan are available on the school website.

Health Office Procedures

- All students are required to present a pass from a classroom teacher, School Counseling Office, Library or Cafeteria when entering the Health Office. EXCEPT IN DIRE EMERGENCIES.
- Between classes, a pass is required from the class that the student is entering.
- If a student returns to class after the Nurse's assessment or health need, a pass is signed by the Nurse to return to class.
- If Rest/Recuperation is needed after the health assessment, one-half of the class period is usually enough time for rejuvenation or recuperation.

Procedure for the Administration of Medication to Students While in School

Before any medication can be administered to any student during school hours, the Rumson-Fair Haven Board of Education requires a written request by the parent/guardian, which shall give permission for administration. In addition, the Board also requires the written order of the prescribing physician. **“Medications” include all prescription medicines as well as “over the counter” medications.**

All medications should be brought to school by the parent/guardian in the original labeled container. All medication is secured in a locked storage cabinet in the Health Office. Medication orders need to be renewed each school year. Unused medication needs to be picked up by the parent/guardian at the end of the school year. Medications that are not picked up at the end of the school year will be discarded.

In situations where a student has a potentially life threatening condition which requires immediate use of an inhaler or epi pen permission may be received for the student to carry and self-administer the medication. In these situations, the physician must certify the student is capable of self-administration of the medication. The student is responsible for safeguarding the medication and must not endanger himself or others through misuse. The parent/guardian also must sign a waiver, which releases, indemnifies and holds harmless the Board of Education against any liability for damage or injury in association with the student carrying and using the medication.

All medication forms are available in the Health Office and on the website. If you have any questions about this procedure please contact Jane Knific, R.N., the school nurse at 732-842-1597 ext. 114.

Only the following individuals are authorized to administer medication to pupils in schools:

- School staff members who hold a current medical or nursing license;
- A substitute school nurse employed by the district;
- The student's parent/guardian;
- The pupil, approved to self-administer.

If the School Nurse is absent and no substitute is available,

- The school administrator may notify the parent/guardian and the parent/guardian may administer the medication.
- The district, if possible, may make a Board-approved arrangement with the closest other school district to “share” nursing services in an emergency.

Medical Aspects

If emergency medical treatment is required, the Principal or his/her designee shall contact the First Aid Squad and the child’s parents, guardian or designated emergency contact. A member of the Administration, School Nurse or School Counselor shall accompany the student to the hospital and remain with him/her until the arrival of a parent or designee.

Leaving School Due to Illness

Following notification by the nurse, the parent or guardian will come to the Health Office to sign the student out of school. Only a parent or guardian or parent designee may transport a student. **Students who leave school from the Nurse’s Office due to illness may not return to school for the remainder of the day or participate in any extra-curricular activities or sporting events.**

*Students must report to the school nurse for evaluation before contacting a parent or guardian.

Homework Policy

The Rumson-Fair Haven Regional Board of Education believes homework is an integral part of a student’s learning experience. Homework assignments should support clearly defined classroom objectives and should be used to reinforce and enhance school experiences.

Teachers use their discretion in deciding the number and length of homework assignments. Both long- and short-term assignments serve distinct purposes. Homework may take many forms and is not limited to written assignments. Evaluation of all homework should be made and returned to the student in a timely fashion.

The immediate purpose of a specific homework assignment may be to:

- a. Strengthen basic skills;
- b. Extend classroom learning;
- c. Stimulate further interests;
- d. Reinforce independent study skills;
- e. Develop initiative, responsibility, and self-direction;
- f. Encourage efficient time management;
- g. Acquaint parents/guardians with the work pupils do in school;
- h. Long-Term Assessments;

Short-Term Homework Assignments

Short-term homework assignments are given on an ongoing basis in all academic courses. Credit for short-term homework assignments will only be given if they are submitted on the due date at the designated time. Students are expected to follow the guidelines established in the RFH Student Handbook for the submission of work if they are absent on the due date for the entire school day. Specific IEP stipulations and 504 Plan modifications are exceptions to this policy.

Long-Term Assignments/Assessments

Long-term assessments are required course components in all academic courses, and they will be evaluated using corresponding rubrics. Failure to complete any of the designated criteria for a long-term assessment or minimal demonstration of effort on any facet of such will have a negative impact on student performance. Students are strongly advised to develop their papers, projects, etc. beyond the minimum passing levels as determined by the instructor, and they are encouraged to confer with the instructor on ways in which they can develop their final products.

Timely completion is a fundamental criterion for all long-term assessments and late assessments will be penalized according to the established policy.

10% grade reduction off of the final grade if the assessment is not submitted on the due date at the designated time. Additional 10% reductions will be given for two days subsequent to the due date. After this time has passed, the grade is reduced to no credit (0).

If a student is in school on the day a long-term assessment is due and is absent from class, the paper, project, etc. must be e-mailed or submitted to the instructor by the end of the school day. Failure to do so will result in the established late penalty. Exceptions to this policy will be up to the discretion of the instructor and/or the department supervisor if there are extenuating circumstances. Specific IEP stipulations and 504 Plan modifications are also exceptions.

Students are expected to follow the guidelines established in the RFH Student Handbook for the submission of work if they are absent on the due date for the entire school day.

The consequences for academic dishonesty on a long term-assessment will correspond to the penalties outlined in the RFH Student Handbook.

Special Note: www.turnitin.com

If directed to do so by an instructor, students will submit designated project work to the instructor's account on www.turnitin.com by the posted time. If directed by the teacher to do so, students must attach the receipt verifying submission to www.turnitin.com to all designated project work. Texts submitted after the posted time may receive a 10% grade reduction off of the final grade for failure to comply with this established policy. Earned points for work not submitted to www.turnitin.com will not be recorded until compliance is demonstrated. Students may submit work to www.turnitin.com after conferring with the instructor and explaining why they failed to comply with the established policy.

Learning Commons Guidelines

The Rumson-Fair Haven Regional High School Learning Commons provides books and electronic other resources for students, faculty, and staff to support the curriculum. The Upper Learning Commons has been designated as a place for quiet study. Students are to respect the rights of all students in the Learning Commons and behave in a proper manner.

1. The Learning Commons is open from 7:00 AM to 3:30 PM (unless otherwise announced).
2. Students are to SCAN IN upon entering the Learning Commons and to SCAN OUT upon leaving the Learning Commons.
3. Conversation should be done in a quiet manner. Loud talking, yelling out, or disruptive behavior is not permitted. Students that persist in loud talking or disruptive behavior will be asked to leave and either return to their class, have Learning Commons privileges suspended, or go to the Office of the Assistant Principal.
4. Food is not allowed in the Learning Commons. Drinks in closed containers are allowed. Students that do choose to bring food into the Learning Commons will be asked to put it away. If students continue to eat, they will be asked to leave and either return to their class, have Learning Commons privileges suspended, or go to the Office of the Assistant Principal.
5. Students are expected to clean up their workspace before leaving.

6. Reference books and periodicals must be used in the Learning Commons and cannot be checked out.
7. Books from the open collection may be renewed for a period of two (2) weeks unless there is a request for them.
8. Students are responsible for the materials they borrow and must pay for lost items before the conclusion of the school year. Refunds will be made if the item is returned in usable condition and the original receipt is submitted for the refund.
9. Students with outstanding obligations (i.e. fines, overdue books) will have their circulation privileges suspended until their obligations have been satisfied.

*These guidelines are designed to enhance the learning atmosphere of the Learning Commons.

Lockers

All students are assigned a hall locker and P.E. locker. These lockers are for the convenience of the students, but they remain the property of the Board of Education, and the Administration reserves the right to inspect the contents of any locker. Students should never leave money or valuables in an unlocked locker. The school is not responsible for items lost or taken from lockers. All P.E. lockers are to be cleaned out every Friday. No belongings should be left.

Lunch

Students must have their lunch during the lunch period in approved areas of the building. Students may not leave school for lunch, eat in the parking lot, or on outside grounds without permission. Lunch may be purchased in the cafeteria or brought from home, and students are expected to clean their area and dispose of all trash prior to the end of the period. Students who do not abide by these expectations are subject to disciplinary action. **Food delivery from outside establishments is not permitted during the school day**

Parking Lot Use-Senior Only

Only buses are permitted to park in the area of the front circle during 7:15 – 7:45 AM and 2:00 – 3:00 PM. Only authorized senior students may park their cars in the school parking lot in the designated spaces. **Any unauthorized students who park on campus will be subject to disciplinary action.** Parking spaces are assigned to students who apply for the privilege and are non-transferrable. Any student who is found to have sold or transferred his space will forfeit parking and all associated fees and will incur a suspension of open campus and other school discipline. Any student who has taken possession of a parking space to which he was not assigned will be subject to the same consequences. Students with permits who park in areas to which they have not been assigned are also subject to disciplinary action. Seniors who drive carelessly and/or dangerously in the parking lot will be reported to the local police and will lose their privilege to use school grounds for parking. A senior student found using his/her car to leave school grounds without advance permission will be prohibited from using the parking lot or driving to school for the remainder of the academic year.

Scanner

Any student who enters or leaves an area of the building with a scanner (ex. open campus, health office, media center, School Counseling, testing room, study hall) must scan upon arrival and departure from that location to ensure an accurate attendance record for the student. Failure to scan into a location may result in a class cut being issued as well as in disciplinary action.

Senior Open Campus

Under Senior Open Campus, some senior students are allowed the opportunity to leave the school building and campus without adult supervision during periods of the day in which they do

not have a regularly scheduled class. The open campus program is intended only for senior students in good standing. Open campus may be suspended for a student who:

- Misses/is tardy to an assigned class or scheduled school program because of open campus,
- Has cut a class.
- Is reported by police or citizens as being a public nuisance, speeding, driving carelessly or engaging in illegal activity while on open campus,
- Is found to have used or been in possession of tobacco or nicotine delivery systems or related components, alcohol or other illegal drugs or substances while on open campus,
- Is failing one or more courses at the midpoint or end of any grading period.
- Is placed on provisional credit status for any course (1 week suspension)
- Is placed on loss of credit status for any course (30 day suspension),
- Has parked illegally on campus,
- Has enabled another student without open campus privileges to leave the building or campus while school is in session, or
- Commits any other infraction as determined by the Principal or his designee.

Special Education Services-Child Study Team

The Child Study Team (CST) is responsible for the evaluation, planning, and monitoring of those students identified as having special needs. A student can be referred to the CST by parents, teachers, administration, guidance, or the Intervention and Referral Services Committee. Contact Dr. Noelle Laufer, Psy. D. 732-842-1597, extension 250 for additional information regarding Special Education and related services according to the New Jersey Administrative Code for special education (N.J.A.C.6A:14) and the federal Individuals with Disabilities Act of 2004 which are laws that ensure children with disabilities obtain a free, appropriate public education in the least restrictive environment.

The Special Services Department is located on the second floor of the main building, room 206. The office is open from 7:30 AM to 2:55 PM.

Student Valuables/Thefts

Students are cautioned not to bring iPods, cameras, other valuable items, or large amounts of money to school. Students, not school personnel, are responsible for their own personal property. Do not leave personal property on benches in the Locker Room. Be cautious about your belongings.

Unfortunately, stealing is an ever present problem. In order to prevent thefts, students are urged to take the following precautions:

- Never leave personal belongings unattended, even for a few seconds,
- Do not leave valuables or money in either hall or gym lockers. In fact, these things should not be brought to school at all, but if they must be, the student should give them to the Assistant Principal or a physical education teacher for safekeeping,
- Do not share locker combinations with other students for any reason. Everyone at RFH receives his/her own locker assignment, so there is no need to divulge combinations;
- Never leave a lock set on the third number so random turning will open it;
- If a theft occurs, the student suffering the loss should report to the Attendance Office and fill-out a "Student Incident Report."

All thefts of a serious nature will be reported to the Rumson Police Department. However, the school has no insurance protection against the loss of student possessions and takes no responsibility for damage to or loss of personal property.

Visitors

All visitors must register by presenting ID in the Attendance Office and obtain a visitors pass. All visitors must have a pre-arranged appointment with a staff member to gain access to the building. Student visitors are not permitted.

Resources and Help Lines

Rumson-Fair Haven Regional High School	732-842-1597
Rumson-Fair Haven Superintendent	732-842-1597 x 551
Rumson-Fair Haven Principal	732-842-1597 x 262
Guidance Office	732-842-1597 x 265 & 266
Assistant Principal	732-842-1597 x 274
Health Office (Nurse)	732-842-1597 x 114
Athletic Director	732-842-1597 x 460
Attendance Office	732-842-1597 x 257
Meridian Behavioral Health Services 72 hour hold Jersey Shore	732-8692784
ReachNJ	1-844-732-2465
Crisis Intervention Mental Health	732-542-2444
Monmouth Medical Center, Pollock Clinic (Mental & Emotional Emergencies)	732-923-6500
Rumson Police	732-842-0500
Fair Haven Police	732-747-0992
Division of Youth & Family Services	1-877-652-2873
Meridian Hospital (Riverview)	732-741-2700
Monmouth Medical Center	732-222-5200
Helpline 2 nd Floor – www.2ndfloor.org	1-888-222-2228
Suicide Prevention	988

Schedule

**RUMSON-FAIR HAVEN HIGH SCHOOL
PERIOD ROTATION**

DAY 1	DAY 2	DAY 3	DAY 4
Period 1 <input type="text"/>	Period 2 <input type="text"/>	Period 3 <input type="text"/>	Period 4 <input type="text"/>
Period 2 <input type="text"/>	Period 3 <input type="text"/>	Period 4 <input type="text"/>	Period 1 <input type="text"/>
Period 3 <input type="text"/>	Period 4 <input type="text"/>	Period 1 <input type="text"/>	Period 2 <input type="text"/>

LUNCH/LABS

Period 7 <input type="text"/>	Period 8 <input type="text"/>	Period 5 <input type="text"/>	Period 6 <input type="text"/>
Period 6 <input type="text"/>	Period 7 <input type="text"/>	Period 8 <input type="text"/>	Period 5 <input type="text"/>
Period 5 <input type="text"/>	Period 6 <input type="text"/>	Period 7 <input type="text"/>	Period 8 <input type="text"/>

Physical Education Lock Policy: Students enrolled in Physical Education will be issued a locker in a locker room for use in changing for P.E. class. Each student must bring in a combination lock to be used on this locker for the year. The student must supply his/her physical education teacher the combination for the lock, which will be recorded in case there is any need to access the locker. In emergent situations, or cases when the lock cannot be opened, a lock may be cut to gain access to a locker. All personal belongings should be locked in the individual locker provided; it is the student’s responsibility to secure all his/her items. Every Friday

afternoon, any items left outside the lockers will be removed and donated. At the end of the year, the student must remove his/her belongings as well as the lock from the P.E. locker.

Medical Excuses: A signed note from a licensed medical practitioner is required for excusing a student from physical education class. If a student is on an extended medical excuse (10 days or more), the student will be assigned to a study hall during the Physical Education class period. The physician's note must be updated every 30 school days for the medical exemption to continue.

*Students presenting a doctor's note excusing them from participating in their Physical Education class for more than two weeks will be placed in the Learning Commons. Students will be required to complete a weekly research paper.

Unprepared Policy: Students may make up a maximum of three (3) "unprepared classes" per marking period. An unprepared is defined as not dressing in appropriate gym attire or not participating in the teacher-planned activity.

Textbooks

The Board of Education supplies one textbook to each student for each course in which he/she is enrolled. Books lost or damaged during the school year must be paid for by the student. Books must be turned in at the end of each course. **Students are responsible for books issued to them even if the books are stolen. All workbooks that are written in MUST be paid for at the end of the year.**

Working Papers

As of June 1, 2023, Working Papers for minors have gone digital. Minor workers, their caregivers, and employers all fill out their respective parts of our streamlined online application instead of using the old paper form. [Click here](#) to download a handout explaining the new process. Schools are no longer involved in the process of Working Papers.

RFH ORGANIZATIONS

Bulldog Booster

Since 1938 the RFH Bulldog Booster Club has supported the athletic programs at RFH. It's composed of parents and families working together with the school administration and the RFH Athletic Director to support the entire athletic program at RFH.

Funds raised from apparel sales, sponsorship opportunities and donations enable the Booster Club to provide the following benefits to students:

1. The purchase of items for the RFH athletic program. Some recent examples are: the soon to be delivered Bi Lateral Leg Press for the weight room, the new discus catch for the Track & Field team, athletic training table for all athletes, Wrestling and Gymnastics warm ups, and new Coxswain boxes for Crew as well as donations toward state championship apparel for all championship teams.
2. Annual athletic scholarships awarded to 2 senior boys and 2 senior girls selected for their outstanding contributions to RFH sports during their 4 years of high school.

For more information, please visit the Booster Club Instagram page [@RFHBoosterClub](#) or our Facebook page [@RFH Bulldog Booster Club](#). To shop online for Bulldog merchandise please visit [RFH-Booster-Club.square.site](#)

Bulldog Booster Club contact information: rfhboosterclub@gmail.com

Jennie Lucci, President
Jill Sullivan, Treasurer
Kerry Maguire, Director of Merchandise
Kelly Notine, Sponsorship Sales
Carissa Gabarow, Secretary

The Performing Arts Society

The Performing Arts Society was organized in 1959 to support students and faculty in the Performing Arts program. Today the Performing Arts program includes Tower Players, Tower Singers, Symphonic Band, Marching Band, Color Guard, Jazz Ensemble, Orchestra and Technical Crew. Through fundraising activities the PAS:

1. Provides financial assistance for the purchase of program enhancing materials and equipment that are not included in operating budget of the school;
2. Promotes performances of the drama and music departments by encouraging participation and publicizing events;
3. Award scholarships to graduating seniors who have participated in the performing arts at RFH.

Meetings are held at 7:30 PM in the Learning Commons on the third Thursday of each month. We enthusiastically support our talented students and would welcome your help and participation! Please join us.

Contact the Performing Arts Society by email: rfhperformingartsociety@gmail.com

Patty Gagliardi, President
Joanne Formisano, Vice President/ Social Media Coordinator
Shanyn Champeau, Treasurer
MaryBeth Lombardo, Corresponding Secretary
Jess Patel, Recording Secretary

RFH High School Foundation

Founded in 2001, the RFH High School Foundation, Inc., is a charitable organization whose mission is to fund programming that will enrich the educational experience at RFHRHS. It makes grants and raises funds for projects proposed by teachers and other stakeholders, to provide state-of-the-art technology, resources and supplements to the school curricula consistent with the Foundation's commitment to exceptional education.

The Foundation has successfully completed capital campaigns in support of a world language computer lab, the Auditorium sound/lighting systems, and strategic grants for field trips, classroom equipment and in-school speakers/presentations. Its current focus is a STEAM lab that will enhance the existing science program. This SPARC Lab (Scientific Problem-solving, Analysis, Research & Collaboration) will enable students to apply principles of Physics, Engineering, Genetics/Genomics, Marine and Environmental Science to real-world projects in a technology-rich setting.

Since its inception, the Foundation has raised over \$600,000 to benefit RFHRHS. For further details on its activities and events, and to see how your contributions help to make a difference, visit us through the link under the **Be a Bulldog** header at www.rumsonfairhaven.org; on Facebook at www.facebook.com/rfhhsfoundation; and on Instagram at www.instagram.com/rfhfoundation74/

Officers of the Board of Trustees

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