

2021-2022 STUDENT HANDBOOK



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SCHOOL 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

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.

BELIEF STATEMENTS

- 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.

READ THIS BOOK

It is the responsibility of all students to read and familiarize themselves with this Student Handbook. The policies and procedures contained within have been carefully prepared by administrators, faculty, students and parents and are designed to inform you about all facets of the RFH experience. Please refer to this handbook when a question arises.

AFFIRMATIVE ACTION

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, 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 investigates within 5 days
- Discuss with grievant and offender; document, decide on intervention if warranted; file formal grievance if warranted; implement corrective actions when discrimination is identified.

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
STUDENT GOVERNMENT ASSOCIATION**

August 2021

Dear Parent(s)/Guardian(s) and Student(s),

I would like to welcome you to the 2021-2022 school year! As the newly elected Student Government Association President for the upcoming academic year, my primary responsibilities are to serve and represent Rumson Fair Haven Regional High School's student body. I look forward to actively highlighting interest and addressing concerns brought to light by fellow students.

This year the Student Government Association will once again be offering all Rumson-Fair Haven students the opportunity to purchase SGA Photo-ID/Activity Cards. We highly encourage all students to purchase an SGA card, as it offers, among other advantages, significant discounts for various RFH activities. Upon purchase, students will receive:

- A guaranteed FREE COPY of the Tower 2021 (school yearbook, which is a \$115 value);
- Free admission to the Homecoming event and all SGA sponsored activities (except when designated as a fundraiser);
- Free admission to many home athletic events; and
- Discounts for all plays and choral productions.

Student photos will be taken throughout the first few weeks of school during all Physical Education periods. SGA cards will be distributed shortly after. This year, the price for each SGA card will be \$125. **To purchase an SGA card through the on-line store please visit <http://bit.ly/SGAcard>.**

Please take into account that the sale of SGA cards is the Student Government's primary fundraiser. That being said, this sale greatly benefits all RFH students by helping to cover the costs of school-wide activities held throughout the year.

Thank you for your participation and I wish your student a successful school year! GO BULLDOGS!

Best regards,
Molly Fleming
SGA President

A GUIDE FOR THE STUDENTS AND PARENTS
of
RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL

Serving the communities of

Rumson and Fair Haven

BOARD OF EDUCATION

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Student Activities

Stephen Sarles

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FACULTY

ATHLETIC DIRECTOR

Chris M. Lanzalotto

ATHLETIC TRAINER

Alex Stein

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Nicole Capoano

Angelina Calafiore

Katie McLoughlin

ENGLISH

Sarah Fitzgerald, Supervisor

Kathryn Borsuk

Erin Burke

Cassie Fallon

Lauren Grumbach

Rosanne Hughes

Alexis Marinov

Jessica Mentzel

Dana Maulshagen

Jessica Olszewski

Susan Schuld

Hilary Strauch

FINE ARTS (Visual/Performing)

Seth Herman, Supervisor

Kristen Lanfrank

Kathryn Okeson

Zachary Wilson

SCHOOL COUNSELING

Andrew Amendola, Supervisor

Melanie DiTommaso

Chrissy Fabrico

Dave Frick

Patrick Karl

Tara Marrero

Brooke Tomovich

Alyssa Trocchia

INDUSTRIAL ARTS

Jon Pennetti, Supervisor

Gerald Beaver

Dino Pagano

Jonathan Reynolds

INSTRUCTIONAL AIDES

Rebecca Connolly

Jessica Dalmedo

Michael Shaw

Meagan Springsteen

Carol Tully

Brandon Wall

Kathy Wolkom

MAINTENANCE

Robert Romano, Supervisor

Lizbeth Garcia

Gustavo Hernandez

Chuck Pittman

Ross Reed

Joseph Reiff

MATHEMATICS

Jon Pennetti, Supervisor

Christopher Alworth

Carrie Baker

Julie Brewington

Suzanne Cranwell

Kristen DeMeter

Lindsay Deremiah

Lauren Garrido

Andrew Hudson

Jeffrey Herkimer

Kristin McCarthy

Megan Rizzitello

MEDIA CENTER

Justin Langlois

MUSIC

Zachary Lorelli

NURSE

Jane Knific, R. N.

PERMANENT SUBS

Carrie Doremus

John Goode

Lynn Worobel

PHYSICAL EDUCATION

Seth Herman, Supervisor

Lauren Butler

Mary Beth Coleman

Joseph Murphy

Robert Orrok

Kimberly Pierson

Keri Williams

Eric Zullo

SECRETARIES

Kimberly Beaver

Margaret Bryson

Amanda Carrano

Luz Coby

Lurdes Costa

Andrea Mahon

Lindsey McCarthy
Lois Rafferty
Linda Roman
Sue Wankel

SCIENCE

Jon Pennetti, Supervisor
Alex Cafiero
Alexandra Chiodi
Jodi Foster
Michael Haughwout
Barry Huebner
Valerie Kilar
Krishna Kanuga
Cheryl Laviola
Brad Margolis
Susan Pagano
Jonathan Pennetti
Marta Rambaud
Jaclyn Toner

SOCIAL STUDIES

Sarah Fitzgerald, Supervisor
Darren Beatty
Thomas Colella
Alexander Componile
Frank Dente
Casey Hanna
Mackenzie Hargrove
Thomas Highton
Matthew Leddin
Kali Lerner
Stephanie Pennetti
Jennifer Sterk
Megan Wilkins

SPECIAL EDUCATION

Noelle Cauda-Laufer, Psy. D., Supervisor
Caitlin Altland
Donna Clarke
Kimberly Hansen
Anna Higgins
Rachel Hoff
Andrew Hudson

Victoria Imperato
Kevin James
Jeffrey Karpell
Molly McBain
Katelyn Olinger
Hannah Phillips
Christopher Quinn
Jeremy Schulte
Susan Shay

STUDENT WELLNESS

Suzanne Fico, Ph.D.
Enza Marucci, M.S.W.
Lisa Pyryt

RELATED SERVICE STAFF

Alexis DeJianne, Occupational Therapist
Trina Foltz, Physical Therapist
Lindsey McPherson, Speech Therapist

TECHNOLOGY

Christopher Alworth, Supervisor
Salvatore Catalano, Network Administrator
Maryanne Furey, Data Base Coordinator

WORLD LANGUAGES

Seth Herman, Supervisor
Sophia Chen
Maryellen DeLalla
Christina Gauss
Daniella Goodarz
Martin Januario
Michael Kane
Nila Luccarelli
Yannell Maglione
Kathryn Noone
Rebecca Wang-McKenna

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL
74 RIDGE ROAD
RUMSON, NEW JERSEY 07760
2021-2022 SCHOOL CALENDAR**

DAY	DATE	EVENT
Wednesday	September 1	School Closed for Students – Staff Professional Day
Thursday	September 2	School Closed for Students – Staff Professional Day
Friday	September 3	School Closed
Monday	September 6	School Closed – Labor Day Weekend
Tuesday	September 7	School Closed – Rosh Hashanah
Wednesday	September 8	First Day Of School
Thursday	September 16	School Closed – Yom Kippur
Monday	October 11	School Closed for Students – Staff Professional Day
Thursday	November 4	School Closed – NJEA Convention
Friday	November 5	School Closed – NJEA Convention
Wednesday	November 24	Early Dismissal for Students (12:07pm)
Thursday	November 25	School Closed – Thanksgiving
Friday	November 26	School Closed – Thanksgiving
Thursday	December 23	Early Dismissal for Students (12:07pm)
Friday	December 24	School Closed – Holiday Break Begins
Monday	January 3	School Reopens
Monday	January 17	School Closed – Dr. Martin Luther King, Jr. Day
Monday	February 14	School Closed – Winter Break
Tuesday	February 15	School Closed for – Staff Professional Day
Friday	April 15	Early Dismissal for Students (12:07pm)
Monday	April 18	School Closed – Spring Break Begins
Monday	April 25	School Reopens
Friday	May 27	School Closed for Students – Staff Professional Day
Monday	May 30	School Closed – Memorial Day
Friday	June 17	Last Day of School - Graduation

SCHOOL DAYS PER MONTH

September 16	October 20	November 18	December 17	January 20
February 18	March 23	April 16	May 20	June 13
<u>TOTAL DAYS FOR STUDENTS</u>		<u>TOTAL DAYS FOR STAFF</u>		
181		186		

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.

Note: This calendar is subject to change.

BOE Approved: January 26, 2021

**MARKING PERIODS
2021 – 2022**

MARKING PERIOD 1:

Begins Wednesday, September 8, 2021
Ends Wednesday, November 3, 2021

MARKING PERIOD 2:

Begins Monday, November 8, 2021
Ends Tuesday, January 25, 2022

MARKING PERIOD 3:

Begins Wednesday, January 26, 2022
Ends Tuesday, April 5, 2022

MARKING PERIOD 4:

Begins Wednesday, April 6, 2022
Ends Friday, June 17, 2022

NOTE: All dates are subject to change.

2021-2022 End of Marking Period Assessment Schedule
(Details will be shared.)

Marking Periods 2

<u>1/20/22</u>	<u>1/21/22</u>	<u>1/24/22</u>	<u>1/25/22</u>
Exam 1	Exam 2	Exam 3	Exam 4
Exam 5	Exam 6	Exam 7	Exam 8

Marking Period 4

<u>6/13/22</u>	<u>6/14/22</u>	<u>6/15/22</u>	<u>6/16/22</u>	<u>6/17/22</u>
Exam 3	Exam 1	Exam 4	Exam 6	Make-Ups
Exam 8	Exam 2	Exam 5	Exam 7	Make-Ups

Exams are only permitted to be rescheduled during or after the exam days with the exception for graduating seniors with unique situations (e.g. military enlistment). In these rare situations, permission may be granted by the Office of the Vice-Principal for graduating seniors to take the exam early.

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 1979-80 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.
 - 1. Non-school sponsored publications will follow the rules of responsible journalism consistent with the Code of Ethics of the American Society of Newspaper Editors.
 - 2. 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.

3. All students, whether on the staffs of publications or not, may submit items for publication and should expect to have them printed if the items meet the established standards.

II. Extra-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.

IV. Harassment, Intimidation, and Bullying

- A. Policy Statement

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

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:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. 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
4. 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
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. 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 pager.

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.

To view the entire Harassment, Intimidation, and Bullying section, please go to the RFH website www.rumsonfairhaven.org.

V. Student Property

A student's property rights are guaranteed under civil law.

- A. No student's property may be confiscated permanently by a school official.

SMOKING AND VAPING

Smoking and vaping is prohibited by 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 counselor (LCADC) or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up.

PASSIVE BREATH ALCOHOL SENSOR DEVICE 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.

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

With the consent of a parent/guardian, the Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present.

When it is determined a PBASD will be used, the Building Principal or designee may determine to have pupils screened on a random basis (i.e. every fourth pupil entering an event).

If the PBASD screening indicates the presence of alcohol on a pupil, a second screening will be conducted. If the second screening indicates the presence of alcohol on a pupil, the matter shall be reported to the Building Principal or designee. The building principal or designee will determine if the pupil exhibits other signs of alcohol use. Accordingly, the principal or designee will determine the notification of the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530- Substance Abuse.

In addition, a PBASD may be used to screen a pupil upon a report to the Building Principal or designee certified or noncertified school nurse, or the school physician if an educational staff member or other professional believes a pupil may be currently under the influence of alcohol on school property or at a school function provided an adult pupil and/or the pupil's parent/legal guardian consents to such screening. Notwithstanding the results of the PBASD screening under these circumstances, the Building Principal or designee must comply with the reporting, notification, and examination procedures of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.

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

N.J.A.C. 40A-12

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

Adopted: March 17, 2015

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.

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.

ABSENCE PROCEDURE

1. Students who are absent are to have a parent or guardian call the Attendance Office at 732-842-1597, extension 257 prior to 7:45 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 page 24 for truancy).
3. All medical notes must be submitted to the Attendance Office within 2 weeks upon student return.

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.

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.

EMANCIPATED STUDENTS

Emancipated students are those who are eighteen years or older, who are living apart from parents or guardian, and who are no longer claimed as dependent children.

Emancipated students may sign statements regarding their absence.

DAILY ATTENDANCE

Any student who arrives after 7:45 AM **must sign in immediately** through the Attendance Office before reporting to first period. **Tardy students will be accepted into class only with a pass from the Attendance Office.**

LATE TO SCHOOL

It is each student's responsibility to be on time to school (7:45 AM). If a student enters the building after the second bell, he/she is to report directly to the Attendance Office to sign in and receive a pass to class. 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** 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 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 are outlined in the Student Handbook and include doctor's note, court appearance, motor vehicle test, death in the family.

If a student arrives after first period, the student must have a note from a parent stipulating the anticipated time of arrival to school. A telephone contact with a parent or guardian may be accepted in lieu of a note.

LATE TO CLASS

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 Vice-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 one (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.

LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES

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.**

You may appeal a loss of credit by calling the Vice Principal within five (5) days of receiving a letter.

PARENT NOTIFICATION

A letter of notification shall be mailed by the Vice-Principal to the student's parents or guardians alerting them of the possibility of non-compliance with the attendance policy.

If parents have questions about the letter of notification they should contact the Attendance Office at extension 274. It is also recommended that any cumulative absences be reviewed at this time.

EXAM ATTENDANCE

Students are required to be present and on time for all exams at the time scheduled. Absences due to reasons other than those listed on page 21 are cumulative and a grade of zero will be issued. Oversleeping, forgetting, etc. are not acceptable excuses. Students late to an exam will be allowed to take the exam but will not be permitted extra time. In the event of an exam conflict, it is the responsibility of the student and/or parent to inform the Office of Vice-Principal for permission to reschedule. Upon receiving permission, it is the responsibility of the student to reschedule with the teacher. Exams are only permitted to be

rescheduled during or after the exam days with the exception for graduating seniors with unique situations (e.g. military enlistment). In these rare situations, permission may be granted by the Office of the Vice-Principal for graduating seniors to take the exam early.

CUTTING

A cut is defined as missing class without permission (after arriving to 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. The consequences of cutting are outlined on pages 38 and 39.

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.

COLLEGE VISITATIONS

College visitations are permitted for Seniors and Juniors only and are limited to three (3) days per year. Students are encouraged not to use school days for visitations.

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.**

IMPACT OF ATTENDANCE UPON EXTRA-CURRICULAR 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 extra-curricular activities. (See page 87 "Eligibility to Participate in Extra-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 extra-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 extra-curricular activity or athletic event that day. This includes games, practices, concerts, dances, etc.**

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.

EARLY DISMISSAL

Permission to miss class or leave school during the course of the day must be obtained from the Attendance Office. **A written request from the parent/guardian is required and should be brought to the Attendance Office immediately in the morning.**

Pupils in grades nine through twelve shall be permitted to leave the school before the close of the school day only upon satisfaction of one of the following requirements:

1. The pupil is met in the school office by his/her parent(s) or legal guardian(s) or a person authorized by the parent(s) or legal guardian(s) to act in his/her behalf; except when a school administrator has given permission for the parent(s) or legal guardian(s) to meet his /her child in another location; or
2. The pupil has driven him/herself to school and a school administrator has granted the parent(s) or legal guardian(s)' request to permit the pupil to drive from school.

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. The school reserves the right to verify appointments. Students are not permitted to walk home from school before 2:40pm. Students are only permitted to leave through the main entrance before 2:40pm. Students, who exit the building through any other door, will receive a Saturday detention.

MAKE-UP WORK

1. Students who are anticipating being absent from class(es) (e.g. athletic activities, field trips, religious holidays, and suspensions) must turn in any work due within the time frame designated by the teacher.
2. Students who are absent due to reasons other than those described above should meet with their teachers to set a definite date for the work's completion. In determining a reasonable time both should consider the length of absence, the difficulty of the subject, and the student's total schedule.
3. It is recommended the time allowed to make up work missed is equal to the amount of time absent.
4. Students who do not take advantage of the opportunity or neglect the time limit set may be assigned a zero for the assignment(s).

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.

DISCIPLINE

PHILOSOPHY

The Rumson-Fair Haven 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 will be a place that offers a sense of security and belonging.

EXPECTATIONS FOR BEHAVIOR

STUDENT EXPECTATIONS

Students are expected to:

1. Use time and resources responsibly;
2. Come to class prepared and ready to learn;
3. Be aware of all rules for student behavior and conduct themselves in accordance with them;
4. Be respectful to staff and students;
5. Express ideas and opinions in a respectful manner;
6. Conduct themselves in an ethical manner in all areas of school life;
7. Maintain academic integrity.

PARENT EXPECTATIONS

Parents are expected to:

1. Become involved in your child's academics and extracurricular activities;
2. Communicate regularly with staff and make an effort to be informed;
3. Work cooperatively as a team with school personnel and your child in resolving his/her problems;
4. Monitor attendance and school progress;
5. Review with the student school rules and continually encourage his or her compliance.

TEACHER EXPECTATIONS

Teachers are expected to:

1. Establish a learning climate that includes clear expectations for behavior;
2. Model the behavior which students are expected to exhibit;
3. Use logical consequences and be consistent when carrying out classroom discipline;
4. Provide an environment where students are motivated to learn;
5. Be supportive of student involvement;
6. Be accessible to students and parents.

ADMINISTRATOR EXPECTATIONS

Administrators are expected to:

1. Support staff implementation of discipline procedures;
2. Model the behavior expected from staff and students;
3. Be visible;
4. Be consistent and fair and use logical consequences concerning student discipline;
5. Be accessible to staff, students and parents;
6. Be involved and supportive of staff and student's efforts to improve the school.

DISCIPLINARY OPTIONS

The following is a list of disciplinary options available to school officials. It is understood this list does not limit school officials from imposing penalties not listed below:

1. A look or spoken word;
2. Conferences with the students by the teacher;
3. Teacher assigned discipline;
4. Parent notification;
5. Conference with parent and/or guidance counselor;
6. Referral to Administration;
7. Administrative assigned discipline (detention, Saturday detention, suspension alternative program);
8. Restricted schedule;
9. Denial of privileges, including extra-curricular activities;
10. Out-of-school suspension;
11. Removal from regular educational program as provided by law;
12. **Expulsion as provided by law.**

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.

DISCIPLINE CODE

While Rumson-Fair Haven 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 extra-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 to 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 18).
- 7. Electronic Devices:**
Possessing electronic devices such as "walkman" type radios, laser pointers, Game Boy type 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 to school after 7:45 a.m. All students that are late to school **must sign in** immediately in the Attendance Office (see page 21-22).

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.

OSS: Out-of-School Suspension

SAP: Suspension Alternative Program

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 School Safety Data 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. Student will be referred to the board of education with a recommendation for expulsion.

AFTER-SCHOOL DETENTION

After-school detention may be assigned to students for infractions of school rules. When assigned, students are expected to report promptly at 2:50 PM to the designated room and remain until 3:40 PM. Students are given a minimum of twenty-four (24) hours notice for all assigned detentions and have the option of serving the detention on the day assigned. Students do not have the option of serving the assigned detention beyond the twenty-four (24) hour notification.

Students who are absent for their assigned detention automatically serve it on the next day the student is in school. Detentions will be held Monday through Friday. There may not be Friday detentions prior to vacations and long weekends. Students who fail to attend detention will receive a Saturday detention unless legally absent.

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

RULES GOVERNING **STUDENT CENTRAL OFFICE DETENTION**

1. Detention begins promptly at 2:50 PM.
2. The only acceptable activity is silent completion of school work.
3. Only emergency lavatory passes will be issued.
4. Hats may not be worn in detention.
5. Teachers will not admit late students to detention.
6. No food or drink permitted in the room.

SATURDAY DETENTION

Saturday detention will be held from 7:45 AM to 10:30 AM. All rules governing Central Office Detention apply to Saturday Detention. **Students who fail to attend Saturday detention or who are removed for behavioral reasons will receive one day of SAP and must serve the Saturday detention the following weekend.**

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.

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.

OFF CAMPUS DRUG/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 Comprehensive Support of Students 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 Comprehensive Support of Students 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 Comprehensive Support of Students 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 Comprehensive Support of Students 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 Comprehensive Support of Students Team closes the case. If the student does not comply with the contract terms, the case returns to the Comprehensive Support of Students 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 extra-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.

ANTI-SUBSTANCE ABUSE AGREEMENT

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 extra-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.**

INTERVENTION AND REFERRAL SERVICE

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.

HELP LINES

Rumson-Fair Haven Regional High School	732-842-1597
Rumson-Fair Haven Superintendent	732-842-1597 x 550
Rumson-Fair Haven Principal	732-842-1597 x 263
Guidance Office	732-842-1597 x 265
Vice Principal	732-842-1597 x 274
Health Office (Nurse)	732-842-1597 x 114
Athletic Director	732-842-1597 x 255
Attendance Office	732-842-1597 x 257
Meridian Behavioral Health Services (Riverview)	1-800-822-8905
NJ Drug Hotline	1-800-225-0196
Crisis Intervention (Family Court)	732-409-4826
Monmouth Medical Center, Pollock Clinic (Mental & Emotional Emergencies)	732-923-6500
Rumson Police	732-842-0500
Fair Haven Police	732-747-0991
Division of Youth & Family Services	1-800-392-9511
Meridian Hospital (Riverview)	732-741-2700

Monmouth Medical Center
Helpline 2nd Floor – www.2ndfloor.org

732-222-5200
1-888-222-2288

TYPES OF BEHAVIOR	1ST OFFENSE
ACADEMIC INTEGRITY –	See page 46- 48 for a listing of consequences
ASSAULT – unprovoked physical attack upon another person	5 – 10 days OSS Parental contact Peer mediation suggested Re-admission conference with parent
BEING IN AN UNAUTHORIZED LOCATION WITHOUT PERMISSION	1 Saturday detention Letter to parent
CUT – full year course	1 absence 0 for class work 1 detention Letter to parent
CUT – Semester course	1 absence 0 for class work 1 detention Phone call to and possible conference with parent
CUTTING STUDY HALL	1 detention 10-day restricted study hall
DISRESPECT	1 detention
DISRUPTING CLASS	1 detention
<p>DRUGS AND ALCOHOL – possession, intent to sell, sale, use or under the influence.</p> <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>	<ul style="list-style-type: none"> • 4 Days OSS, 4 Days SAP, & 2 Saturday Detentions • 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 government, captains/co-captains of athletic teams, and officers in extra-curricular clubs.

2 ND OFFENSE	3 RD OFFENSE
See page 48 for a listing of consequences	See page 48 for a listing of consequences
6 – 10 days OSS Parental contact Peer mediation suggested Re-admission conference with parent	10 days OSS Parental contact Peer mediation suggested Re-admission conference with parent
1 day SAP Letter to parent	1 day SAP 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
Loss of credit Parent conference Possible removal from course Possibly placed in restricted study hall for remainder of the semester	Not applicable
2 detentions 30-day restricted study hall	1 Saturday detention Letter to parent 60-day restricted study hall
1 Saturday detention Letter of parent	1 day SAP Letter to parent
2 detentions	1 Saturday detention Letter of parent Parent conference
<ul style="list-style-type: none"> • 10 days OSS • Suspended from school activities for an additional six 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. 	<ul style="list-style-type: none"> • 10 days OSS • BOE expulsion hearing. • Periodic drug testing. • Police involvement.

TYPES OF BEHAVIOR	1 ST OFFENSE
ELECTRONIC or TELECOMMUNICATION DEVICES – pagers, beepers, I-pods, CD players, etc.	Teacher warning
ENDANGERING THE SAFETY OF SELF OR OTHERS	1 – 10 days OSS Possible police referral
FAILURE TO SERVE AFTER-SCHOOL DETENTION	1 Saturday detention Letter to parent
FAILURE TO SERVE SATURDAY DETENTION OR NONCOMPLIANCE WITH RULES	1 day SAP 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
FIREWORKS or EXPLOSIVE DEVICES – firecrackers, smoke bombs, “bang snaps”, etc.	1 – 10 days OSS Possible police referral
FORGERY – of notes, grades, passes or signatures	1 Saturday detention Letter to parent
GAMBLING	1 Saturday detention Letter to parent
HALL ROAMING - arriving late to class between four (4) and nineteen (19) minutes without permission	1 detention 1 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
HORSEPLAY	1 detention

2ND OFFENSE	3RD OFFENSE
Teacher detention Parent notification	Discipline referral Confiscate device, return to parent during conference
1 – 10 days OSS Possible referral to police	1 – 10 days OSS Possible referral to police
Same as first offense	Same as first offense
Same as first offense	1 day OSS Re-assignment of Saturday detention Letter to parent
5 – 10 days OSS Parental contact Peer Mediation suggested Re-admission conference	10 days OSS Parental contact Peer Mediation suggested Re-admission conference
Same as first offense	Same as first offense
1 day SAP Letter to parent	1 day SAP Letter to parent
1 day SAP Letter to parent	1 day SAP Letter to parent
2 detentions 1 absence	Saturday detention 1 absence
Same as first offense	Same as first offense
2 detentions	1 Saturday detention Letter to parent

TYPES OF BEHAVIOR	1ST OFFENSE
INCITING INTERFERENCE AND/OR PARTICIPATION IN AN ACTIVITY CAUSING INTERFERENCE WITH THE SCHOOL DAY – bomb scare, fire alarms, indecent exposure/streaking, walk-outs, etc.	1-10 days OSS Removal from school activities (including graduation ceremony) for 20 days after suspension Report filed with police and fire department Re-admission conference with parent
INSUBORDINATION (Minor)	1 detention
LATE TO CLASS - arriving late to class less than four (4 minutes) without permission	Warning
LATE TO SCHOOL - arriving to period 1 class after 7:45 a.m. (See page 21-22)	Warning for the first four occurrences each semester.
LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION	1 Saturday detention Letter to parent
LOITERING or WANDERING, MISUSE OF PASS	1 detention
OFF CAMPUS	2 days SAP Letter to parent
OPEN DEFIANCE OF AUTHORITY	1-3 days OSS Letter to parent
PARKING ILLEGALLY – front circle, handicapped, fire zone, etc.	1 detention

2ND OFFENSE	3RD OFFENSE
1-10 days OSS Removal from school activities (including graduation ceremony) for 30 days after suspension	1-10 days OSS Removal from school activities (including graduation ceremony) for 60 days after suspension
1 Saturday detention Letter to parent	1 day SAP Letter to parent
Teacher detention and/or parent contact	Teacher detention and/or parent contact Chronic lateness, identified as more than four in a semester, will be reported to the vice principal. Disciplinary actions may include but are not limited to: central detention, required parent conference, loss of school privileges, and Saturday detention.
1 detention for occurrences 5 – 9.	Chronic lateness, identified as more than nine (9) in a semester, will be reported to the vice principal. Disciplinary actions may include but are not limited to: required parent conference, loss of school privileges, and Saturday detention.
2 Saturday detentions Letter to parent	1 day SAP Letter to parent
2 detentions	1 Saturday detention Letter to parent
2 days OSS Letter to parent	3 days OSS Parent conference
3-5 days OSS Letter to parent	5-10 days OSS Letter to parent
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

TYPES OF BEHAVIOR	1ST OFFENSE
PROFANITY – not directed at an individual	1 detention
PROFANITY – directed to an individual student	1 day SAP Letter to parent
PROFANITY – directed at an adult	3 – 5 days SAP Letter to parent
SHOPLIFTING	2 days SAP Restitution Possible report filed with police
SMOKING – sale, use, possession or distribution of tobacco products in school, on school grounds, school buses, or school-sponsored trips	2 days SAP with smoking cessation program included Letter to parent
THEFT	1-5 days OSS Restitution Possible report filed with police
THROWING FOOD – (isolated incident)	1 Saturday detention Letter to parent Parent conference Cost of repair, replacement, and/or labor Possible community service
TRUANCY	1 Saturday detention Letter to parent Cut for each class missed 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
VIDEOTAPING, RECORDING OR TAKING PICTURES WITHOUT PERMISSION	2-3 days SAP Parent notification Possible police notification
VIOLATION OF ACCEPTABLE USE POLICY FOR DISTRICT COMPUTERS	See page 52 for the listing of consequences
WEAPONS	10 days OSS Police notification Parent notification Police will notify county prosecutor's office

2ND OFFENSE	3RD OFFENSE
1 Saturday detention Letter to parent	1 Saturday detention Letter to parent Parent conference
2 days SAP Letter to parent	2 days SAP Parent conference
3 – 5 days OSS Parent conference	3 – 5 days OSS Parent conference
3 days OSS Restitution Possible report filed with police	5 days OSS Restitution Possible report filed with police
3 days SAP with smoking cessation program included Letter to parent Fine stipulated by the Board of Health	4 days SAP with smoking cessation program included Parent conference Fine stipulated by the Board of Health
5-10 days OSS Restitution Possible report filed with police	10 days OSS Restitution Report filed with police Possible expulsion
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
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
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
2-5 days OSS Parent conference Possible police notification	Same as second offense
See page 52 for the listing of consequences	See page 52 for the listing of consequences
Same as first offense Referral to the chief school administrator with the recommendation of expulsion	Same as second offense

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL ACADEMIC INTEGRITY POLICY

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.

Responsibilities of Students, Parents, Teachers and Administrators

The student is expected to uphold the spirit and the letter of this policy in completing all school-related tests, quizzes, projects, reports, essays, homework assignments, and in-class assignments. No assignment is exempt from this policy.

The parent is expected to support the philosophical wholesomeness of this policy and uphold the spirit and the letter of it by reviewing it with his or her child and encouraging the child to practice academic integrity throughout the student's years at Rumson-Fair Haven Regional High School.

The teacher is expected to review with his or her students the policy of academic integrity at the beginning of each semester and other times during the year as he or she deems it appropriate. The teacher is also expected to enforce the policy in all instances of academic dishonesty following the process as outlined below.

The administrator is expected to support the spirit of academic integrity with students, parents, counselors, teachers and other staff members. Disciplinary action taken with students will follow the process outlined in the Academic Integrity Policy.

ACADEMIC INTEGRITY

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.

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.

PLAGIARISM

Plagiarism is defined as presenting the work of another as one's own without proper acknowledgement. Forms of plagiarism include the failure to give appropriate acknowledgement when repeating another's wording, paraphrasing another's argument, and presenting another's line of thinking. 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 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.

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.

District Policy

2361- ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (M)

Section: Program
Date Created: April, 2013
Date Edited: April, 2018

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.

General Rules

All students may use a privately owned electronic "Internet ready" device on the Rumson Fair Haven Regional High School wireless network by completing and submitting the "Granting of Permissions" form.

The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.

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.

Students are required to access the internet using the RFH wireless network.

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.

Connecting a privately owned electronic device may not be successful if the technical specifications for wireless protocol are not met.

No privately owned electronic device may be attached to any Rumson Fair Haven Regional High School network if a signed "Granting of Permissions" form is not on file in the Rumson Fair Haven Regional High School student information system.

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.

Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period except in the case of using the device solely for note-taking. Should student utilize the device for any other means, the teacher has the right to suspend the student privilege as long as the parent and vice principal are notified.

Voice, video, and image capture applications may only be used with prior teacher permission and for specific instructional purpose(s). Each instance of voice, video, and image capturing applications must receive prior teacher or administrator approval.

The teacher may request at any time that the privately owned electronic device be turned off and put away if not being used for educational/instructional purposes. Failure to do so may result in disciplinary action and revocation of access to the network.

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.

No student shall use another student's district-issued log-on credentials.

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.

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.

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.

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.

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.

Consequences of General Use

Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the Rumson Fair Haven Regional High School wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code, School Board policy as well as by local, state and/or federal law.

Privately Owned Electronic Device Security Risks

Laptops and other portable electronic devices are especially vulnerable to loss and theft.

These devices should be engraved or otherwise permanently marked with owner information.

Parents/Guardians who choose to allow their students to bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks.

If a privately owned electronic device is stolen, this must be reported to a building administrator immediately.

Per Rumson Fair Haven Regional High School policy, the school district will not accept responsibility for loss, damage, or theft, of personal property.

Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians.

The school district and school district personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.

It is recommended by Rumson Fair Haven Regional High School to purchase a warranty on all privately owned devices that will be used on school grounds.

Please refer to the Rumson Fair Haven Regional High School website technology page for more information and links.

STUDENT ACCEPTABLE USE POLICY AND INTERNET SAFETY CONSENT FORM "Granting of Permissions" (GOP)

This GOP form is to be completed after reviewing the District Acceptable Use of Computer and Resources. The completion of this GOP form indicates that you have read the policy and understand same. It also indicates that you agree to abide by the terms and conditions of the policy. The GOP form must be signed by both you and your parent or guardian before you will be permitted access to the district network or computer system.

This agreement summarizes both the acceptable uses and unacceptable uses so that you can discuss them with your parent(s)/guardian(s). You are required to comply with all terms and conditions of the ACCEPTABLE USE POLICY even if not specifically stated on this form.

For purposes of this document, technology means the use of technology devices and peripherals, communications networks, access to databases and libraries of information, the integration of audio, video, multimedia devices and media, and internet access for purposes of teaching, learning and administration.

RFH reserves the right to block or prohibit any website and/or service that is determined inappropriate.

ACCEPTABLE USES

- 1 I will use district technology for valid educational purposes. Valid educational purposes are defined as having a direct or an indirect relationship to the approved school curriculum and educational program.
- 2 I will use my own username and password to access and work on the district network and district accounts. I am responsible for any and all activity initiated with my username and password.

- 3 I will keep my password confidential. If I feel that my password has been compromised, I will notify my teacher, the media specialist, and/or an administrator immediately.
- 4 I will log off my user account when work is completed. Failure to log off may result in an unauthorized use of my user account.
- 5 I will immediately report to a teacher any unintended access to inappropriate material or to an unacceptable internet site. This disclosure may serve as a defense against an allegation that I have intentionally violated this policy.
- 6 I will immediately report to a teacher any message received via technology that is inappropriate or causes me to feel uncomfortable.

UNACCEPTABLE USES

- 1 I will not intentionally cause or attempt to cause damage to any school equipment including hardware or software. Repairs for misuse will be charged to the user.
- 2 I will not install, remove, or exchange any hardware or software component from any district network resource.
- 3 I will not install, copy, or knowingly infect a computer system with a virus.
- 4 I will not copy someone else's work nor information from the Internet. Plagiarism will not be tolerated as per Student Code of Conduct.
- 5 I will not delete, rename, move, copy or change any files or their properties, other than those files I have created or to which I am assigned.
- 6 I will not use software that has not been district approved.
- 7 I will not attempt to gain unauthorized access to the school district network for the purpose of, including but not limited to:
 - Attempting to change passwords.
 - Attempting to gain access to unauthorized files.
 - Damaging other student's work.
 - Attempting to install software on a network or stand alone computer.
 - Violating copyright laws by unauthorized copying of software.

- 8 I will not attempt to gain unauthorized access to the student information database either through the district network or outside resources.
- 9 I will not use the school district network/technology to access, review, upload, download, store, post, or distribute materials that use language or images that advocate violence, pornography or discrimination or that may constitute harassment, intimidation and bullying.
- 10 I will not use the school district network to transmit or receive abusive, threatening, obscene, profane, inflammatory, or disrespectful language.
- 11 I will not use the district network to post personal contact information about myself or other people, such as name, address, phone number, age, sex, photos, videos or other personal information.
- 12 I may not violate the terms of any applicable local, state or federal laws that may apply to any software materials. Any other violation deemed as misuse of technology may be subject to disciplinary action.
- 13 I will never respond to, and always report to the teacher or parent, any messages that make me feel uncomfortable or that are from an unknown origin.
- 14 I will never send a photo of myself or anyone else unless given specific directions by a teacher.
- 15 I will never arrange a face-to-face meeting with someone I met on-line.
- 16 I will never open attachments or files from unknown senders.
- 17 I will never use Social Networking website unless directed to do so by a teacher for instruction.

EXPECTATION OF PRIVACY

Students should have no expectation of privacy when using

District computers or network services. The network administrator will be responsible for monitoring district technology use in any form necessary to maintain the integrity of district networks and insure its appropriate use. The network administrator has access to all student accounts, files, student folders, and system activity records. Students are responsible for safeguarding their own passwords and accounts and will be held accountable for the consequences of intentional or negligent disclosure of this information.

DISCIPLINARY CONSEQUENCES

The following is a list of graduated disciplinary actions. Based on the severity of any violation, disciplinary actions may also include other school and/or police measures. Any incident that involves school equipment in a harassment, intimidation or bullying issue (Policy 5512.01) not limited to but including misuse of technology may include termination of technology privileges and/or legal ramifications. If technology privileges are revoked, students are responsible for completion of technology related assignments.

1. Revoke technology privileges for a designated period of time. Instruct the student in proper technology conduct. A minimum of one hour after school detention will be determined by school administration based on the severity of the technology violation.
2. Revoke technology privileges for a designated period of time. A minimum of a two hour after school detention will be determined by school administration based on the severity of the technology violation. A mandatory parent conference to discuss punitive actions is required prior to reinstating technology privileges and to ensure proper technology conduct.
3. Revoke technology privileges for a designated period of time. Length of an in school suspension will be determined by school administration based on the severity of the technology violation. Following an individualized technology usage lesson, as well as a discussion with the student's parent or guardian, the student's usage privileges will be reinstated for a probationary period of one (1) month.
4. Revoke technology privileges and assign an out of school suspension for a designated period of time. In addition, there will be an automatic referral to the Superintendent of Schools for continued willful disobedience with possible expulsion.

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! – Use your personal technology at RFH

Beginning the school year, 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 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)**.

The BRING IT! Permission form may be found on the district technology webpage or at the Attendance Office.

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 by completing and submitting the attached BRING IT! consent form.
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. No privately-owned electronic device may be attached to any Rumson Fair Haven Regional High School network if a signed AUP and BRING IT! policy consent forms are not on file in the Rumson Fair Haven Regional High School student information system.

9. 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.
10. 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.
11. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.
12. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s).
13. 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.
14. 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.
15. No student shall use another student's district-issued log-on credentials.
16. 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.
17. 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.
18. 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.
19. **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.**
20. **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.**

Consequences of General Use

Violation of school or district policies, local, state and/or federal laws while using a personal electronic device on the Rumson Fair Haven Regional High School wireless network will result in appropriate disciplinary and/or legal action as specified in the Student Handbook and Conduct Code, School Board policy as well as by local, state and/or federal law.

Privately-Owned Electronic Device Security Risks

- Laptops and other portable electronic devices are especially vulnerable to loss and theft.
- These devices should be engraved or otherwise permanently marked with owner information.
- Parents/Guardians who choose to allow their students to bring privately owned electronic devices on school property must assume total responsibility for these devices and be aware of all risks.
- If a privately owned electronic device is stolen, this must be reported to a building administrator immediately.
- Per Rumson Fair Haven Regional High School policy, the school district will not accept responsibility for loss, damage, or theft, of personal property.
- Laptops and all other personal electronic devices that are lost, stolen, or damaged are the responsibility of the student and their parents or guardians.
- The school district and school district personnel cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning personal hardware or software.
- It is recommended by Rumson Fair Haven Regional High School to purchase a warranty on all privately owned devices that will be used on school grounds.
- Please refer to the Rumson Fair Haven Regional High School website technology page for more information and links.

GENERAL GUIDELINES

ANNOUNCEMENTS AND BULLETINS

Daily announcements are read during homeroom each morning. In addition, daily announcements are also posted in the hallway and through the *Power School Portal* each day. 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.

AUTOMOBILES AND PARKING

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.

Students driving to school must park in designated areas. Non-faculty parking lots are reserved for senior parking. Students are not permitted to eat in cars or loiter in parking areas. **Students are prohibited from parking in the faculty lot and in the circle in front of the main building, in handicapped parking spaces, and in the fire zone.**

All seniors must register their vehicles with the Vice-Principal and obtain a parking permit. The parking permit must be displayed clearly on the driver's side (inside rear window of the vehicle.) Cost of the permit is \$1.00.

Students who park in faculty spaces, in "no parking areas," on the lawn or with an unregistered vehicle may have their cars towed at the owner's expense and have their parking privileges suspended and/or revoked.

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, 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.

CAFETERIA REGULATIONS

Students are responsible for cleaning up their places at cafeteria tables, depositing paper in wastepaper baskets, and returning trays to the proper place. Inappropriate behavior in the cafeteria will result in strong disciplinary action.

Students may leave lunch to go to the Library, School Counseling Office, SAC, or other appropriate areas only with a pass issued from an accepting party. Students must sign out via the Cafeteria Sign-Out Sheet. No food is allowed to be taken out of the Cafeteria.

CELL PHONES AND OTHER 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 56). 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. Cell phones are not permitted in the hallways during school hours.**

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

3283 ELECTRONIC COMMUNICATIONS BETWEEN TEACHING STAFF MEMBERS AND STUDENTS (M)

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.

In accordance with the provisions of N.J.S.A. 18A:36-40, the Board of Education adopts this Policy to provide guidance and direction to teaching staff members to prevent improper electronic communications between teaching staff members and students.

The Commissioner of Education and arbitrators, appointed by the Commissioner, have determined inappropriate conduct may determine a teaching staff member unfit to discharge the duties and functions of their position. Improper electronic communications by teaching staff members may be determined to be inappropriate conduct.

For the purposes of this Policy, "electronic communication" means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant, or pager. "Electronic communications" include, but are not limited to, e-mails, text messages, instant messages, and communications made by means of an Internet website, including social media and social networking websites.

For the purposes of this Policy, "professional responsibility" means a teaching staff member's responsibilities regarding co-curricular, athletic coaching, and any other instructional or non-instructional responsibilities assigned to the teaching staff member by the administration or Board of Education.

For the purposes of this Policy, "improper electronic communications" means an electronic communication between a teaching staff member and any student of the school district when:

1. The content of the communication is inappropriate as defined in this Policy; and/or
2. The manner in which the electronic communication is made is not in accordance with acceptable protocols for electronic communications between a teaching staff member and a student as defined in this Policy.

Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
6. Communications between the teaching staff member and a student that the Commissioner of Education or an arbitrator would determine to be inappropriate in determining the teaching staff member is unfit to discharge the duties and functions of their position.

The following acceptable protocols for all electronic communications between a teaching staff member and a student shall be followed:

1. E-Mail Electronic Communications Between a Teaching Staff Member and a Student
 - a. All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system. The content of all e-mails between a teaching staff member and a student shall be limited to the staff member's professional responsibilities regarding the student.
 - b. A teaching staff member shall not provide their personal e-mail address to any student. If a student sends an e-mail to a teaching staff member's personal e-mail address, the staff member shall respond to the e-mail through the school district e-mail system and inform the student his/her personal e-mail address shall not be used for any electronic communication between the teaching staff member and the student.
 - c. A teaching staff member's school district e-mail account is subject to review by authorized school district officials. Therefore, a teaching staff member shall have no expectation of privacy on the school district's e-mail system.

2. Cellular Telephone Electronic Communications Between a Teaching Staff Member and a Student
 - a. Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, communicate with a student using their personal cellular telephone if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.
3. Text Messaging Electronic Communications Between Teaching Staff Members and Students
 - a. Text messaging communications between a teaching staff member and an individual student are prohibited.
 - (1) However, a teaching staff member may, with prior approval of the Principal or designee, text message students provided the need to text message is directly related to the teaching staff member's professional responsibilities with a class or co-curricular activity. Any such text message must be sent to every student in the class or every member of the co-curricular activity. Any such approval for text messaging shall not extend beyond the class or activity approved by the Principal or designee.
4. Social Networking Websites and other Internet-Based Social Media Electronic Communications Between Teaching Staff Members and a Student
 - a. A teaching staff member is prohibited from communicating with any student through the teaching staff member's personal social networking website or other Internet-based website. Communications on personal websites are not acceptable between a teaching staff member and a student.
 - b. A teaching staff member shall not accept "friend" requests from any student on their personal social networking website or other Internet-based social media website. Any communication sent by a student to a teaching staff member's personal social networking website or other Internet-based social media website shall not be responded to by the teaching staff member and shall be reported to the Principal or designee by the teaching staff member.
 - c. If a teaching staff member has a student(s) as a "friend" on their personal social networking website or other Internet-based social media website they must permanently remove them from their list of contacts upon Board adoption of this Policy.
 - d. Communication between a teaching staff member and a student through social networking websites or other Internet-based social

media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

Reporting Responsibilities

In the event a student sends an improper electronic communication, as defined in this Policy, to a teaching staff member, the teaching staff member shall report the improper communication to the Principal or designee by the next school day. The Principal or designee will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

A teaching staff member and student may be exempt from the provisions outlined in this Policy if a teaching staff member and student are relatives. The teaching staff member and the student's parent shall submit notification to the Principal of the student's school of their family relationship and their exemption from the provisions outlined in this Policy.

The provisions of this Policy shall be applicable at all times while the teaching staff member is employed in the school district and at all times the student is enrolled in the school district, including holiday and summer breaks.

A copy of this Policy will be made available on an annual basis, to all parents, students, and school employees either electronically or in school handbooks.

N.J.S.A. 18A:36-40

Adopted: 26 August 2014

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 7:00 PM in the Library. 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 noon 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 AND GROOMING

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

Pupils shall be required to wear clothing and safety equipment approved by the physical education, science, and industrial arts classes.

The Board of Education authorizes the Chief School Administrator to enforce school regulations prohibiting pupil dress or grooming practices which:

- A. 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.

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. Students will use the yellow hall passes for bathroom visits and LRC. Written passes will be used for meetings with counselors and administration. 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 sign a yellow pass for a student any time the student leaves the room. The pass should be completed with all information: name, date, time and destination.

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

1. 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.
2. Between classes, a pass is required from the class that the student is entering.
3. If student returns to class after the Nurse's assessment or health need, a pass is signed by the Nurse to return to class.
4. 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 AT 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.

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/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:

1. Strengthen basic skills;
2. Extend classroom learning;

3. Stimulate further interests;
4. Reinforce independent study skills;
5. Develop initiative, responsibility, and self-direction;
6. Encourage efficient time management;
7. Acquaint parents/guardians with the work pupils do in school.

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.

Major Assessments

Major 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 major assessment or minimal demonstration of effort on any facet of a major assessment will have a negative impact on student performance. Students are strongly advised to develop their projects 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 major assessments: late assignments will be penalized according to the established policy:

- 10% grade reduction off of the final grade if the major 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 in which a major assessment is due and is absent from class, the assignment 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.

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

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.

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. Students must attach the receipt verifying submission to www.turnitin.com to all designated project work. Texts

submitted after the posted time will 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. Again, the receipt verifying submission to www.turnitin.com must be attached.

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 9:00 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. In addition, this information will be posted on the district website and a message will be recorded at our main number, (732) 842-1597.

STUDENT ASSISTANCE TIME (SAT)

Teachers are available for student assistance before and/or after the school day. These sessions are scheduled either before or after school. Teachers will post their availability on their websites and by posting in the classroom. Students must schedule their appointment with their teacher directly.

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.

LOST AND FOUND

Found articles and books should be taken to the Office of the Vice-Principal. Claims for lost articles should be made in the Office of the Vice Principal during lunch or after school.

STUDENT VALUABLES/THEFTS

Students are cautioned not to bring iPods, cameras, other valuable items, or large amounts of money to school. If students wear glasses or watches, they are strongly encouraged to keep them at all times. **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 Vice-Principal or a physical education teacher for safekeeping,
- Do not share locker combinations with other students for any reason. Everyone at Rumson-Fair Haven 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.

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 belonging 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 Supervisor of Physical Education will assign him/her to 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.

RESEARCH PAPER GUIDELINES

The Health & Physical Education Department is motivated toward enhancing our students desire to lead an active-healthy lifestyle. We are committed to providing our students opportunities to incorporate a movement based activity during each school day. In the event a student cannot participate in traditional Physical Education classes for an extended period of time, the student will be required to research topics related to the Health & Physical

Education curriculums, as mandated by the Department of Education. Grades earned on the research papers will count toward the student's marking period grade.

*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 library. Students will be required to complete a weekly research paper.

Unprepared Policy:

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

RECYCLING

All paper, newspaper, magazines, glass and soda cans are to be placed in the appropriate receptacles located throughout the building.

STUDY HALL REGULATIONS

1. Study halls take place in a classroom setting.
2. All study halls will be designated as "quiet" study halls.
3. Passes will not be issued to any student placed in a study hall as a result of withdrawing from a course while failing or due to excessive cutting.

LEARNING RESOURCE CENTER (L.R.C.)

1. Passes to L.R.C. must be obtained from your classroom teacher.
2. Attendance will be taken.
3. Students are to remain in the L.R.C. for the entire period.

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 before final exams. **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.**

VISITORS

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

LIBRARY MEDIA CENTER GUIDELINES

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

1. The Library Media Center is open from 7:20 AM to 3:30 PM (unless otherwise announced.)
2. Students are to SIGN IN upon entering the Library Media Center. They are to PRINT their name and the PERIOD they are in the Library Media Center. BEFORE students leave the Library Media Center THEY ARE TO ASK FOR A PASS. They will sign in the time they leave next to their name and their destination, in the columns provided. When returning to the Library Media Center they are to enter the time next to their name in the proper column.
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 Library Media Center privileges suspended, or go to the Office of the Vice-Principal.
4. Food is not allowed in the Library Media Center. Drinks in **closed containers** are allowed. Students that do choose to bring food into the Library Media Center 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 Library Media Center privileges suspended, or go to the Office of the Vice-Principal.
5. Students wanting to come to the Library Media Center from their study hall need to obtain a pass from the library before school. They must have an academic purpose for being in the Library Media Center.
6. Students are expected to clean up their workspace before leaving.
7. Reference books and periodicals must be used in the Library Media Center and cannot be checked out.
8. Books from the open collection may be renewed for a period of two (2) weeks unless there is a request for the them.
9. Students are responsible for the materials they borrow and must pay for lost items before taking final exams. Refunds will be made if the item is returned in usable condition and the original receipt is submitted for the refund.

10. Students with outstanding obligations (i.e. fines, overdue books) will have their circulation privileges suspended until their obligations have been satisfied.
11. You are reminded that the Library Media Center DOES NOT include the Upper Library Computer Lab or Learning Center. Consequently, A PASS TO THE LIBRARY MEDIA CENTER DOES NOT ENTITLE ONE TO VISIT THE OTHER LOCATIONS.

These guidelines designed to enhance the learning atmosphere of the Library Media Center.

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 School Resource Committee. Contact Ms. Noelle Cauda-Laufer, Psy. D. Ext. 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 3:30 PM.

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. The Department Secretaries may be reached by calling 732-842-1597, extensions 265 or 266. The counselors may be reached by calling 732-842-1597. Follow the prompts for their individual extensions, or consult the School Counseling page of the RFH website.

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. The 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 resources available to develop a personal plan and carry it out in the present and the future.

School Counselors

To meet the special transitional needs of incoming freshmen, **students in grades 9 are assigned to our freshman school counselor.**

Students in grades 9-12 are assigned alphabetically to one of our professional school counselors.

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 Programs

Parent/Student workshops will be scheduled throughout the year, for students in grades 9-12. Workshops focus on grade level topics such as the 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 School Counseling pages of 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 will make 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.

Websites

Students and parents are encouraged to utilize the many resources School Counseling has to offer, especially the School Counseling section of the RFH website (www.rumsonfairhaven.org) and SCOIR (<https://www.scoir.com/>)

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SCOIR

Founded on the belief that students are more than their SATs and GPAs and that colleges are more than their rankings, SCOIR is leading a revolution to transform the college admissions process from a short-term, quantitative transaction to a long-term, qualitative engagement. Read about features here: <https://www.scoir.com/features> Linked from the RFH home page, as well as 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.

The School Counseling section of the RFH website, www.rumsonfairhaven.org, includes important information on upcoming events, and topics including course selection, careers, college and gap year planning, and financial aid. Go to the RFH home page by clicking on the link above. Click on Guidance, then on the appropriate tab for more information.

COURSE SELECTION/ SCHEDULE CHANGES

Course Selection Guidelines and Process 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 2021 - 2022

COURSE CHANGES

(Permitted only until March 18, 2021)

- Teachers may change a course or level recommendation (up or down) until March 18, 2021.
- **Waivers** must be submitted by March 20, 2021. The student's course selections will then be adjusted to reflect the waived-in course. In the absence of a modified course recommendation by the teacher or a waiver, the originally recommended course will remain and cannot be changed after March 20, 2021.
- 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 insure that the courses selected are appropriate for the students.
- Alternate course selections for electives should also be selected carefully. In the event that an original elective choice or a particular combination of courses cannot be scheduled, alternatives will be utilized in the scheduling process. Substitutions for alternates cannot be made after the course selection deadline.
- Any changes made after the master schedule is built adversely affect the enrollment balances of classes.

Therefore, **NO COURSE CHANGES ARE PERMITTED AFTER March 20, 2021 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

COURSE LEVEL CHANGES

Please keep in mind the following guidelines to which your counselor must strictly adhere:

numerical grade, the same will apply to Dual Enrollment students.

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.

- Level Changes to a Higher Level

Permitted until March 18th, and then on a space available basis from **August 25, 2021 until the 17th school day – October 1, 2021**

- It will be the student's responsibility to make up any work missed for the new course, including summer assignments, since the grade from the previous level will not carry.

- Level Changes to a Lower Level

Permitted until **March 18, 2021, and then on a space-available basis from the 8th day of school (September 20, 2021) until the last day of the 1st marking period.**

- No changes to a lower level of the same course will be made during the first 7 school days of the school year. This will allow teachers to review summer assignments, and students can discuss their perceived difficulties in the course with the teacher.
 - Beginning on the eighth day (September 20, 2021) a student has 10 school days to change the level of a course before the original course becomes a permanent part of the student's transcript.
 - It will be the student's responsibility to make up any work missed deemed by the teacher to be necessary for mastery, including

summer assignments, since the overall grade from the previous course level will not carry.

- After the 17th school day (October 1, 2021), students will only be permitted to "level down", and a "withdraw pass" (WP) or a "withdraw fail" (WF) will appear in conjunction with the original course on the transcript.
- The student's original course grade will carry to their new class and will be averaged into their quarter average based on the number of weeks 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 information for 2021-2022 will be posted on the RFH website on or about Feb. 1, 2021

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.

State.nj.us/education/assessments/parents/gradreq.pdf

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 he 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 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 Education)	1 Year (5 Credits)
Financial, Economic, Business and Entrepreneurial Literacy	2.5 credits
Health, Physical Education **	One year (3 Quarters PE, 1 Quarter Health) For each year in attendance

TESTING REQUIREMENTS FOR GRADUATION

Class of 2022 and 2023 and beyond

State.nj.us/education/assessments/parents/gradreq.pdf

GRADING STANDARDS

The academic achievement of students shall be measured in 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, his/her parents, and his counselor of academic progress and to provide a basis for bringing about change in his/her performance if necessary.

Teachers will distribute 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)	C+	(77-79)
A	(93-96)	C	(73-76)
A-	(90-92)	C-	(70-72)
B+	(87-89)	D+	(67-69)
B	(83-86)	D	(65-66)
B-	(80-82)	F	(0-64)

Marking period grades shall be averaged to produce a final average in numerical form. $(Q1+Q2+Q3+Q4/4 = \text{Final Grade (Y1)})$. EMPAs are worth 1/5 of the second and fourth marking period grades. The year end (Y1) mark will reflect the equivalent letter grade on the transcripts.

A minimum grade of 50 is used in most cases (except in 4th Quarter, on the 4th EMPA, and the 2nd Quarter and the 2nd Quarter EMPA of a Semester course) 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 and on the 4th EMPA, the actual numeric grade of 0-64 is used as the value of an F or a N/C (no credit) in calculation of final average.

PROGRESS REPORTS

Progress reports are in real-time, accessible through the PowerSchool 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 which will be available every other week.

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.

INCOMPLETES

An "I" 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.**

AP AND HONORS COLLEGE ENGLISH - RU END OF MARKING PERIOD ASSESSMENT (EMPA 4) EXEMPTIONS

AP

A student enrolled in an AP course who has taken the College Board assessment and has a Y1 average of 80% or better on the last day of instruction prior to the EMPA 4 sequence may be excused from the final course assessment. The student, however, does have the

option of taking the final course assessment if the student elects to do so. If the student chooses to be excused, an EX is recorded in the grade book.

English Composition-Honors (RU) and Honors College English (RU)

A student enrolled in Honors College English (RU) with a cumulative average of 80 for Semester II only may also be exempt from EMPA 4. A student enrolled in English Composition-Honors (RU) with a Y1 average of 80% or better on the last day of instruction prior to the EMPA 4 sequence may be excused from the final course assessment. The student, however, does have the option of taking the final course assessment if the student elects to do so. If the student chooses to be exempt, an EX is recorded in the grade book.

CRITERIA FOR 12TH GRADE END OF MARKING PERIOD 4 (EMPA 4) EXEMPTIONS

Full-Year Course

A senior student in a full-year course may be exempt from the EMPA 4 if his Y1 average is 90% or better on the last day of instruction prior to the EMPA 4. The student, however, does have the option of taking the final course assessment if the student elects to do so. If the student chooses to be exempt, an EX is recorded in the grade book.

Semester Course

A senior student enrolled in a semester course may be exempt from the final EMPA for that semester if his semester average is 90% or better on the last day of instruction prior to the EMPA 4. The student, however, does have the option of taking the final course assessment for the semester if he/she elects to do so. If the student chooses to be exempt, an EX is recorded in the grade book.

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 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 continued 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 numerical 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. All online courses/independent studies for credit must be completed by April 30th.

Weighted Grades

Honors, AP and Dual Enrollment courses will be given 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.

Letter grade Reported on transcript (numerical equivalent)	GPA Quality Points Used for Calculation		
<u>Level 1</u>	<u>Honors, AP, Dual Enrollment</u>		

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 scale below:

A+ - 97-100	B+ - 87-89	C+ - 77-79	D+ - 67-69
A - 93-96	B - 83-86	C - 73-76	D - 65-66
A- - 90-92	B- - 80-82	C- - 70-72	F - <65

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 hospital by a physician, because of illness or injury, **for at least 10 school days or 15 cumulative school days.**

Criteria: NJ Administrative Code – Title 6A:16-10.1

Process:

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 Director 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 counselor or case manager will arrange for home instructors. Instructional services shall begin no later than five school days after approval by the school physician, pending availability of home instructors.
6. The instruction shall not exceed ten hours per week (2 hour 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 Guidance/School Counseling or Special Education Department must be notified when Home Instruction is terminated

ANTICIPATED TEST DATES

Cognitive Abilities Text (Grade 9)

Preliminary Scholastic Aptitude Test (P.S.A.T.) for Grades 10 and 11

Wednesday October 13, 2021- **Delayed Opening**

Scholastic Aptitude Test (S.A.T.)- Register at www.collegeboard.com

August 28, 2021
* October 2, 2021
November 6, 2021
December 4, 2021
*March 12, 2022
May 7, 2022
*June 4, 2022

American College Test Dates (A.C.T.) - Register at: www.ACTstudent.org

September 11, 2021
* October 23, 2021
December 11, 2021
February 12, 2022
* April 2, 2022
June 11, 2022

July 16, 2022

*** Test dates for SAT and ACT at Rumson-Fair Haven Regional High School**

NJSLA

NJSLA Testing Window: TBD

NJSLA Math and ELA Spring Administration - TBD

NJSLA Science - TBD

Please see link below for additional information.

<https://www.nj.gov/education/assessment/20192020TestingCalendar.pdf>

Advanced Placement Exams

May 2 to May 13, 2022

TRANSFERS AND WITHDRAWALS

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

CHANGE OF EMAIL ADDRESS ,PHONE NUMBER, or EMERGENCY CONTACT

To change the above demographics information please access the online form by going to the RFH homepage at www.rumsonfairhaven.org and click on Update to Student Demographics under Quick Links.

CHANGE OF ADDRESS

Any change of address or proof of change of residency must be done in person and must be submitted within 10 days of the move. Please see the secretary in the School Counseling Office and bring:

- current utility bill;
- copy of deed/lease/rental agreement;
- notarized letter stating that family is living at the designated address, this can be done at RFH.

ACCESS TO PUPIL RECORDS

A parent, guardian or student shall have access to student records maintained by the school. A person legally entitled to see the records should make an appointment with the student's school counselor stating that the purpose of the meeting is to see such records.

WORKING PAPERS

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis must secure working papers. Applications for working papers may be found in the School Counseling Office. After the working papers are completely filled out, the **STUDENT MUST SUBMIT THE APPLICATION IN PERSON.**

EXTRA-CURRICULAR PROGRAM

ELIGIBILITY TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES

The eligibility criteria below applies to the following co-curricular activities: Band-Marching, Cheerleading, Color Guard, Fed Challenge, National Honor Society, Spanish Honor Society, French Honor Society, Chinese Honor Society, Sports, Tech Crew, Tower Yearbook, Tower Players, Tower Tribune, and Class and/or SGA Officers.

1. To be eligible for participation in extra-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 extra-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 extra-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.

The eligibility criteria below applies to the following co-curricular activities: Chess Club, Environmental Awareness, Health Club, Jazz Ensemble, Key Club, Math League, Peer Leadership, Science League, Select Choir.

1. To be eligible for participation in extra-curricular activities, a student must have passed at least 12.5 credits during the preceding semester.
2. Same as #2 on above.
3. Same as #3 above.

In order for students to participate in any extra-curricular activity or hold 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 which will determine eligibility status.

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.

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 group, 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 in 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**.

CHINESE HONOR SOCIETY

The National Chinese Honor Society (NCHS) is a national organization and affiliate of the Chinese Language Association of Secondary-Elementary Schools. This society recognizes the scholarship and academic achievement of candidates in the study of Chinese.

Eligibility requirements:

1. Students have the opportunity to join the NCHS while enrolled in Chinese III Honors, Chinese IV, Chinese IV Honors, Chinese V or AP Chinese and must be a sophomore/junior/senior. To be eligible, students must:
 - Have a minimum of A average in Chinese IV and/or Chinese V, or an unweighted B average in Chinese III Honors, Chinese IV Honors and/or AP Chinese for three (3) quarters of the current academic year and all of the previous academic year;
 - Have a minimum general academic average of B;
 - Be enrolled in the next sequential Chinese course offered to show continued interest in Chinese studies.

Current members' requirements:

2. In order to remain a member in good standing in the NCHS, each student is required to:
 - Maintain a minimum of 80% (B-) for Chinese Honors courses or a minimum of 90 % (A-) for regular Chinese courses;
 - Maintain the general academic average of B;
 - Attend a minimum of 50% of our monthly meetings;
 - Participate in 50 % of the events and activities sponsored by the NCHS;
 - Complete 2 school periods of tutoring or other community service related activity per month;
 - Pursue the study of the Chinese language in the following year of studies.

A student will be placed in probation if:

- He/she does not meet any of the criteria listed in section 2;
- He/she achieves less than an 80% in his/her French course for one quarter. If the student achieves less than a grade of 80% for 2 consecutive quarters, he/she will become ineligible to continue as a member immediately.

The student will be notified in writing about his/her probation with a required deadline to complete a course of action. If student does not complete the course of action by the required deadline, he/she will become ineligible to continue as a member immediately.

Graduating senior requirements:

3. In order for any senior to be honored as an NCHS member at graduation, he/she must:

- Be a member in good standing as defined above;
- Be currently enrolled in Chinese or have completed AP Chinese in his/her junior year (in the event of extenuating circumstances, a student may request supervisory review of this requirement);
- Maintain the GPA requirements in Chinese and the general academic average which are both listed in section 2;
- Have attended 50% of the monthly meetings;
- Have participated in 50 % of all Society's events and activities;
- Intend to continue the study of the Chinese language in the future.

FRENCH HONOR SOCIETY

The Soci t  Honoraire de Fran ais (SHF) is a national organization and affiliate of the American Association of Teachers of French. This society recognizes the scholarship and academic achievement of candidates in the study of French.

Eligibility requirements:

1. Students have the opportunity to join the SHF while enrolled in French III Honors, French IV, French IV Honors, French V or AP French and must be a sophomore/junior/senior. To be eligible, students must:

- Have a minimum of A average in French IV and/or French V, or an unweighted B average in French III Honors, French IV Honors and/or French AP for three (3) quarters of the current academic year and all of the previous academic year;
- Have a minimum general academic average of B;
- Be enrolled in the next sequential French course offered to show continued interest in French studies.

Current members' requirements:

2. In order to remain a member in good standing in the SHF, each student is required to:
- Maintain a minimum of 80% (B-) for French Honors courses or a minimum of 90 % (A-) for regular French courses;
 - Maintain the general academic average of B;
 - Attend a minimum of 50% of our monthly meetings;
 - Participate in 50 % of the events and activities sponsored by the SHF;
 - Complete 2 school periods of tutoring or other community service related activity per month;
 - Pursue the study of the French language in the following year of studies.

A student will be placed in probation if:

- He/she does not meet any of the criteria listed in section 2;
- He/she achieves less than an 80% in his/her French course for one quarter. If the student achieves less than a grade of 80% for 2 consecutive quarters, he/she will become ineligible to continue as a member immediately.

The student will be notified in writing about his/her probation with a required deadline to complete a course of action. If student does not complete the course of action by the required deadline, he/she will become ineligible to continue as a member immediately.

Graduating senior requirements:

3. In order for any senior to be honored as a SHF member at graduation, he/she must:

- Be a member in good standing as defined above;
- Be currently enrolled in French or have completed French AP in his/her junior year (in the event of extenuating circumstances, a student may request supervisory review of this requirement);
- Maintain the GPA requirements in French and the general academic average which are both listed in section 2;
- Have attended 50% of the monthly meetings;
- Have participated in 50 % of all Society's events and activities;
- Intend to continue the study of the French language in the future.

SPANISH HONOR SOCIETY

The Spanish Honor Society (*Sociedad Honoraria Hispánica*) is a national organization and affiliate of the American Association of Teachers of Spanish and Portuguese. This society recognizes the scholarship and academic achievement of candidates in the study of Spanish.

Eligibility requirements:

1. Students have the opportunity to join the SHS while enrolled in Spanish III Honors, Spanish IV, Spanish IV Honors, Spanish V or AP Spanish and must be a sophomore/junior/senior. To be eligible, students must:
 - Have an A average in Spanish IV and/or Spanish V, or an unweighted B average in Spanish III Honors, Spanish IV Honors and/or Spanish AP for three (3) quarters of the current academic year and all of the previous academic year;
 - Have a minimum general academic average of B;
 - Be enrolled in the next sequential Spanish course offered to show continued interest in Spanish studies.

Current members' requirements:

2. In order to remain a member in good standing in the SHS, each student is required to:
 - Maintain a minimum of 80% (B-) in Spanish Honors courses or a minimum of 90% (A-) for regular Spanish courses;

- Maintain a general academic average of B;
- Attend a minimum of 50% of our monthly meetings;
- Participate in 50% of the events and activities sponsored by the SHS;
- Complete 2 school periods of tutoring or other community service related activity per month;
- Pursue the study of the Spanish language in the following year of studies.

A student will be placed in probation if:

- He/she does not meet any of the criteria listed in section 2;
- He/she achieves less than an 80% in his/her Spanish course for one quarter. If the student achieves less than a grade of 80% for 2 consecutive quarters, he/she will become ineligible to continue as a member immediately.

The student will be notified in writing about his/her probation with a required deadline to complete a course of action. If student does not complete the course of action by the required deadline, he/she will become ineligible to continue as a member immediately.

Graduating senior requirements:

3. In order for any senior to be honored as an SHS member at graduation, he/she must:
 - Be a member in good standing as defined above;
 - Be currently enrolled in Spanish or have completed Spanish AP in his/her junior year (in the event of extenuating circumstances, a student may request supervisory review of this requirement);
 - Maintain the GPA requirements in Spanish and the general academic average which are listed in section 2;
 - Have attended 50% of the monthly meetings;
 - Have participated in 50% of all Society's events and activities;
 - Intend to continue the study of the Spanish language in the future.

SCIENCE NATIONAL HONOR SOCIETY

The Science National Honor Society is a national organization. This society recognizes the scholarship and academic achievement of candidates in the study of science as well as inspiring success in the sciences and increasing overall participation in the science community at RFH.

Eligibility Requirements:

1. A member must be in the 10th thru 12th grade at RFH and be in good academic and disciplinary standing, maintaining behavior that is acceptable to the guidelines outlined in the RFH Student Handbook.
2. A member must have and maintain a minimum weighted 3.67 GPA.
3. A member must maintain a minimum unweighted average of 90 across all science courses and/or an 85 across all honors and AP science courses.

4. All members must attend two scientific lectures annually, present one lecture to the student body, or be an active member in good standing of the Scientific Frontiers Club or the Environmental Science Club.
5. All members will participate in the annual project.
6. Candidates will be selected based on academic merit and teacher recommendations, must have no reports of academic dishonesty while a RFH student and must be approved by the Chapter Advisor.
7. All members are encouraged to actively participate in RFH sponsored science clubs and are required to attend 75% of SNHS meetings.
8. A student may be dismissed if he/she violates the standards, obligations or ideals of the Science National Honor Society.
9. Members meeting the above qualifications will be reviewed and decisions on membership will be determined by an induction committee.

Current Members' Requirements:

1. Members must maintain all eligibility requirements to remain in good standing.
2. Meetings
 - Each chapter shall have regular meetings during the school year on days designated by the officers and in accordance with school policy and regulations.
 - The regularity of the meetings shall be designated in the chapter bylaws.
3. Chapter Activities
 - Each chapter shall determine at least one project per year.
 - The purpose of the projects shall be to pursue the national objectives of the SNHS.
 - Each chapter shall judge or host a local science fair contest and/or assist in the maintenance of other RFH science-related clubs.
 - Chapters shall also attempt to bring speakers from the scientific community into the school to the extent to which their resources and location allow.
4. Bylaws
 - Chapter bylaws consistent with the Constitution may be written to amplify sections of this Constitution and to clarify operating procedures of the chapter.
 - Chapter officers shall include a President, Vice President and Secretary/Treasurer and will be elected at one of at least two annual chapter meetings.

A student will be placed on probation if any of the current member requirements are not met. Graduating seniors must be in good standing to be honored as a SNHS member at graduation.

STUDENT GOVERNMENT ASSOCIATION

The 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 2021-2022

SGA President
SGA Vice-President
SGA Secretary
SGA Treasurer
Advisor

Molly Fleming
Evan Callas
Ava Marino
Cayli Marino
Stephanie Pennetti

CLASS OF 2022

President
Vice-President
Secretary
Treasurer
Advisor

Alyssa Lucci
MaryClaire Hickey
Faith Amabile
Mackenzie Sullivan
Kristen DeMeter

CLASS OF 2023

President
Vice-President
Secretary
Treasurer
Advisor

Tyler Izzo
Lucas Guarino
Ellie Frankel
Brooke Santos
Thomas Colella

CLASS OF 2024

President
Vice-President
Secretary
Treasurer
Advisor

Tess Bates
Caroline Hickey
Emma Owendoff
Christopher Padovano
Justin Langlois

CLASS OF 2025

Advisor

Tara Marrero

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 extra-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.

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 Vice Principal's Office. Requests will be approved on a limited basis.

BULLDOG BOOSTERS

Since 1938 the RFH Bulldog Booster Club has supported the athletic programs at RFH. It's comprised 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, advertising signs displayed at Borden Stadium, raffles at home football games and donations enable the Booster Club to provide the following benefits to students:

1. The purchase of items for the RFH athletic program. Some examples are: field hockey practice equipment, volleyball practice equipment, soccer videotaping, soccer practice equipment, ice hockey donation for jerseys, boy lacrosse donation for uniforms, turf goal barrier system for boys and girls lacrosse, track equipment, softball team jackets, golf indoor simulator, baseball field backstop, as well as donations toward state championship jackets.
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 website at:
www.rumsonfairhaven.org/boosters/

Bulldog Booster Club contact information: rfhboosterclub@gmail.com

Jennie Lucci, President
Michelle Buckley, Vice President
Jill Sullivan, Secretary
Tara Allingham, Treasurer
Michelle Buckley Director of Merchandise Sales
Kerry Maguire

jlucci@rumsonschool.com
michellelbuckley@me.com
jillsullivan1@gmail.com
tara.allingham@gmail.com
michellelbuckley@me.com
kerryhmaguire@gmail.com

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 7:15 PM in the library on the first Monday 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

OFFICERS

President	Lisa Reulbach
Co-President	Debbie Gerbman
Vice President	Stephen Callas
Corresponding Secretary	Shanyn Champeau
Recording Secretary	Marnie Doherty
Treasurer	Peggy Sheehan
Social Media Coordinator	Patty Gagliardi
Music Department Chair	Joanne Formisano

PARENT-TEACHER ORGANIZATION

All parents, teachers, administrators and students are welcomed and encouraged to join the PTSA. 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 PTSA is dedicated to the success of the:

- Meet the Board of Education Candidates Night
- Activities Fair for New Students
- Senior Yearbook Signing Party
- Teachers Breakfast/Teacher Appreciation Luncheon
- Freshmen Orientation
- Student Directories
- Rumson – Fair Haven Run
- Post-Prom Party
- Teacher of the Year Award

- Annual Scholarships
- 50/50 Raffle

PARENT-TEACHER ORGANIZATION
2021-2022

EXECUTIVE COMMITTEE

President	Tricia Zifchak	triciaandmarkz@comcast.net
Vice President	TBD	
Faculty Liaison	TBD	
Secretary	TBD	
Treasurer	TBD	

CLASS ADVISORS

Class of '22

Faculty Advisor	Kristen DeMeter	732-842-1597x858
Parent Advisors	TBD	

Class of '23

Faculty Advisor	Thomas Colella	732-842-1597x830
Parent Advisor	TBD	

Class of '24

Faculty Advisor	Justin Langlois	732-842-1597x 108
Parent Advisor		
TBD		

Class of '25

Faculty Advisor	Tara Marrero	732-842-1597x 265
Parent Advisor	TBD	

RFH High School Foundation, Inc.

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 project 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

Mary Pat Moriarty, President

Lanae Herman, Vice President

Tara Jordan, Secretary

Sonya Moroney, Treasurer

Beth Sanville

Catherine Goldin

PARENT CONCERNS

When parents have a concern about their child, they should follow the “chain of command” in order to remedy the situation as soon as possible.

CHAIN-OF-COMMAND

1. Talk with your son/daughter.
2. Contact the Teacher.
3. Contact the School Counselor.
4. Contact the Subject Area Supervisor or Vice-Principal.
5. Contact the Principal.
6. Contact the Superintendent.

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

CLUB AND ADVISORS

ART/PHOTOGRAPHY CLUB	K. Lanfrank
AVA CO-COORDINATOR	TBD
BOOK CLUB	E. Burke
BROADCASTING CLUB	J. Herkimer
CHARACTER EDUCATION	A. Trocchia
CHEERLEADING – FALL/WINTER	J. Olivera
CHEERLEADING ASSISTANT FALL	M. Springsteen
CHESS CLUB	J. Langlois
CHINESE HONOR SOCIETY	R. Wang
CLASS OF 2021 COORDINATOR	A. Trocchia
CLASS OF 2022 COORDINATOR	K. DeMeter
CLASS OF 2023 COORDINATOR	T. Colella
CLASS OF 2024 COORDINATOR	J. Langlois
COLOR GUARD	R. Olivera
COMPUTER PROGRAMMING CLUB	J. Fosterr
COOKING CLUB	M. Furey/C. Fallon
DANCE TROUPE FALL/WINTER	J. Colaprico
DEBATE CLUB	TBD
ENVIRONMENTAL CLUB	M. Haughwout
ESPORTS	T. Colella/M.Leddin
EURO CHALLENGE	S. Pennetti
FASHION CLUB	K. Lanfrank
ETHICS CLUB	TBD
FED CHALLENGE	S. Pennetti
FILM CLUB	D. Maulshagen/L. Grumbach
FRENCH HONOR SOCIETY	C. Berg
FBLA	J. Beaver
GAY STRAIGHT ALLIANCE - SPECTRUM	K. Okeson
GLOBAL IMPACT CLUB	K. Borsuk
GLOBAL WOMEN EMPOWERMENT	A. Marinov/H. Strauch
HABITAT FOR HUMANITY	K. DeMeter
HEALTH CAREER CLUB	TBD
INTERNATIONAL CLUB	D. Goodarz
JAZZ BAND	Z. Lorelli
KEY CLUB	J. Pennetti
MARCHING BAND	S. Marino
MATH LEAGUE	L. Deremiah
MATH HONOR SOCIETY	L. Garrido
MOCK TRIAL	S. Pennetti
MODEL UN	T. Colella
NATIONAL ART HONOR SOCIETY	K. Lanfrank
NATIONAL HONOR SOCIETY	J. Brewington/J. Toner
NEWSPAPER	TBD
PADDLE TENNIS	TBD
PAWS AND CLAWS	J. Mentze
PEER LEADERS	A. Trocchia
PLAY PRODUCTION CORD	S. Schuld
PSYCHOLOGY CLUB	K. Lerner

SCIENCE LEAGUE	V. Kilar
SCIENCE NATIONAL HONOR SOCIETY	J. Foster
STEM CLUB	TBD
SPANISH NATIONAL HONOR SOCIETY	C. Gauss
SQUASH CLUB	TBD
STORYTELLING CLUB	E. Burke
STUDENT GOVERNMENT ASSOCIATION	S. Pennetti
SURF TEAM	TBD
TOWER PLAYERS ASSISTANT DIR - FALL	S. Schuld
TOWER PLAYERS ASSISTANT DIR - SPRING	S. Schuld
TOWER PLAYERS CHOREOGRAPHY - FALL	TBD
TOWER PLAYERS CHOREOGRAPHY – SPRING	TBD
TOWER PLAYERS DIRECTOR - FALL	K. Sweeney
TOWER PLAYERS DIRECTOR - SPRING	K. Sweeney
TOWER PLAYERS MUSICAL PIT DIRECTOR	A. Gorfain
TOWER PLAYERS TECHNICAL DIRECTOR	M. Leddin
TOWER SINGERS	K. Singleton
TRI MUSIC HONOR SOCIETY	Z. Lorelli
VETERAN APPRECIATION CLUB	E. Zullo
WEBMASTER	J. Herkimer
YEARBOOK	L. Deremiah

SPORTS

FALL SPORTS

CROSS COUNTRY	(BOYS & GIRLS)
FIELD HOCKEY	(GIRLS)
FOOTBALL	(BOYS)
SOCCER	(BOYS & GIRLS)
TENNIS	(GIRLS)
VOLLEYBALL	(GIRLS)
GYMNASTICS	(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)
SOFTBALL	(GIRLS)
TENNIS	(BOYS)
TRACK TEAMS	(BOYS & GIRLS)
ROWING	(BOYS & GIRLS)

RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL	
<u>BELL SCHEDULE</u>	
PERIOD	TIME
1/HOMEROOM	7:45-8:32
2	8:36-9:18
3	9:22-10:04
4	10:08-10:50
5	10:54-11:36
6	11:40-12:22
7	12:26-1:08
8	1:12-1:54
9	2:00-2:40

<u>SENIOR CLASS MEETING SCHEDULE</u>	
PERIOD	TIME
1/HOMEROOM	7:45-8:32

9 Class Meetings	8:36-9:18
3	9:22-10:04
4	10:08-10:50
5	10:54-11:36
6	11:40-12:22
7	12:26-1:08
8	1:12-1:54
2	2:00-2:40
NO SENIOR RELEASE TIME	

PERIOD	<u>DELAYED OPENING SCHEDULE</u>
	TIME
Teacher Sign-In	9:00
Warning	9:10
1/HR	9:15-9:56
2	10:00-10:36
4	10:40-11:16
5	11:20-11:57
6	12:01-12:38
7	12:42-1:19
3	1:23-2:00
8	2:04-2:40

PERIOD	<u>EARLY DISMISSAL SCHEDULE</u>
	TIME
1/HR	7:45-8:18
2	8:22-8:50
3	8:54-9:22
8	9:26-9:55
4	9:59-10:28
5	10:32-11:01
6	11:05-11:34
7	11:38-12:07

THERE WILL BE 4 MINUTES BETWEEN EACH PERIOD.