

# 2022-2023 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**

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

## **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, and country of origin, disability or sexual orientation.

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

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

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

## **AFFIRMATIVE ACTION OFFICER PROCEDURE FOR HANDLING COMPLAINTS AND INVESTIGATION**

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

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

## **LETTER FROM MR. SARLES, PRINCIPAL**

Dear Students:

It is with great enthusiasm and anticipation that I welcome you to the 2022-2023 school year! Each September symbolizes a new beginning with the possibility of an outstanding school year. This school year, we will encounter individual and collective challenges, but I am confident we will overcome them by working together to meet and exceed them. Not only will we surpass these challenges, but we will do so while having fun throughout the school year!

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

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

Sincerely,

Stephen H. Sarles  
Principal

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

August 2022

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

Welcome to the 2022-2023 school year! I hope everyone has had an amazing summer, getting a chance to relax in the sun and reflect on the accomplishments of your previous year. As the newly elected President of the Student Government Association (SGA) for the upcoming academic year, I am committed to serving and representing Rumson Fair Haven Regional High School's student body. Whatever it is that you may need, I will be ready to help. If you have any questions or concerns regarding class curriculums, extra-curricular activities, want to see some new additions to improve our school, or just want to say "hey!", feel free to reach out and have a talk. My goal is to ensure that the interests of all are highlighted and to address any concerns brought to light by any one of the four classes. I cannot wait to witness the excellence, dedication, hard work, grit, celebrations, and competitions that RFH is known for inside and outside of the classroom.

Once again, this year the Student Government Association will be offering all Rumson-Fair Haven students the opportunity to purchase SGA Memberships (formerly SGA Cards). We highly encourage all students to purchase an SGA Membership, as it offers, among other advantages, significant discounts for various RFH activities. Upon purchase, students will receive:

- A guaranteed FREE COPY of the Tower 2023 (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 home athletic events; and
- Discounts for all Tower Players, Tower Singers, and Jazz Band productions.

**THIS** is the deal you do not want to miss! The membership, once purchased, will automatically be linked to your school ID, which means you will have access to it throughout the entire year.

The price for each SGA Membership will be \$125. **To purchase an SGA Membership through the on-line store please visit <http://bit.ly/SGAcard>.**

Please take into account that the sale of SGA memberships 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, enjoy the rest of your summer and I look forward to witnessing your students' upcoming successful school year!  
GO DAWGS!

Best regards,  
Evan Callas  
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**

Annie McGinty, President  
Joseph Kenney, Vice President  
Jennifer Halcrow  
Eileen Hickey  
Suzanne McCabe  
Steve Page  
Jane Pattwell  
Katie Thompson  
Dorothy Whitehouse

Rumson  
Rumson  
Fair Haven  
Fair Haven  
Fair Haven  
Fair Haven  
Rumson  
Rumson  
Rumson

Sean Cranston  
Athina Cornell, Esq.

Business Administrator  
Board Attorney

## **ADMINISTRATORS**

Darren Groh  
Stephen Sarles  
Chris M. Lanzalotto  
Meredith Brow  
Sarah Fitzgerald

Superintendent  
Principal  
Vice-Principal of Athletics and Student Activities  
Vice-Principal of Attendance and Discipline  
Director of Curriculum and Instruction

## **FACULTY**

### **ATHLETIC TRAINER**

Alex Stein

Patrick Karl  
Brooke Tomovich  
Alyssa Trocchia

### **CHILD STUDY TEAM**

Noelle Laufer, Psy. D., Supervisor  
Angelina Calafiore  
Katie McLoughlin

**INDUSTRIAL ARTS**  
Jon Pennetti, Supervisor  
Anthony Dinallo  
Dino Pagano  
Jonathan Reynolds

### **ENGLISH**

Melissa Bryan, Supervisor  
Beth Connelly  
Cassie Fallon  
Lauren Grumbach  
Rosanne Hughes  
Thomas January  
Alexis Marinov  
James McConville  
Jessica Mentzel  
Dana Maulshagen  
Jessica Olszewski  
Susan Schuld  
Hilary Strauch

**MATHEMATICS**  
Jon Pennetti, Supervisor  
Carrie Baker  
Julie Brewington  
Kristen DeMeter  
Lindsay Deremiah  
Lauren Garrido  
Megan Heerwagen  
Jeffrey Herkimer  
Nichole Kerney  
Kristin McCarthy

### **FINE ARTS (Visual/Performing)**

Seth Herman, Supervisor  
Kristen Lanfrank  
Kathryn Okeson  
Zachary Wilson

**MEDIA CENTER**  
Justin Langlois

### **MUSIC**

Zachary Lorelli

### **SCHOOL COUNSELING**

Heather Mills, Interim Supervisor  
Chrissy Fabrico  
Tara Flynn

### **NURSE**

Jane Knific, R. N.

### **PERMANENT SUBS**

Carrie Doremus

**PHYSICAL EDUCATION**

Seth Herman, Supervisor  
Lauren Butler  
Mary Beth Coleman  
Joseph Murphy  
Robert Orrok  
Kimberly Pierson  
Keri Williams  
Eric Zullo

**SECRETARIES**

Margaret Bryson  
Luz Coby  
Lurdes Costa  
Melissa Donofri  
Jennifer Fiorini  
Andrea Mahon  
Lindsey McCarthy  
Linda Roman  
Lorraine Simon  
Sue Wankel

**SCIENCE**

Jon Pennetti, Supervisor  
Alex Cafiero  
Alexandra Chiodi  
Elizabeth Dry  
Michael Haughwout  
Krishna Kanuga  
Valerie Kilar  
Cheryl Laviola  
Brad Margolis  
Frank Migliorino  
Susan Pagano  
Jaclyn Toner

**SOCIAL STUDIES**

Melissa Bryan, Supervisor  
Darren Beatty  
Thomas Colella  
Alexander Componile  
Nicholas DeBuono  
Mackenzie Hargrove  
Thomas Highton  
Matthew Leddin  
Kali Lerner  
Stephanie Pennetti  
Jennifer Sterk  
Megan Wilkins

**SPECIAL EDUCATION**

Noelle Laufer, Psy. D., Supervisor  
Caitlin Altland  
Donna Clarke  
Kimberly Hansen  
Anna Higgins  
Rachel Hoff  
Andrew Hudson  
Victoria Imperato  
Kevin James  
Jeffrey Karpell  
Molly McBain  
Amanda McCaffrey  
Hannah Phillips  
Christopher Quinn  
Jeremy Schulte  
Susan Shay

**STUDENT WELLNESS**

Suzanne Fico, Ph.D.  
Julie Hencocski  
Lisa Lagala  
Enza Marucci, M.S.W.

**RELATED SERVICE STAFF**

Alexis DeJianne, Occupational Therapist  
Trina Foltz, Physical Therapist  
TBD, Reading Specialist  
Lindsey McPherson, Speech Therapist

**TECHNOLOGY**

Christopher Alworth, Supervisor  
Steve Larsen, Network Administrator  
Maryanne Furey, Database Coordinator

**WORLD LANGUAGES**

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



**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL**  
**74 RIDGE ROAD**  
**RUMSON, NEW JERSEY 07760**  
**2022-2023 SCHOOL CALENDAR**

<b>DAY</b>	<b>DATE</b>	<b>EVENT</b>
Wednesday	August 31	School Closed for Students – Staff Professional Day
Thursday	September 1	School Closed for Students – Staff Professional Day
Friday	September 2	School Closed
Monday	September 5	School Closed – Labor Day Weekend
<b>Tuesday</b>	<b>September 6</b>	<b>First Day of School</b>
Tuesday	September 26	School Closed – Rosh Hashanah
Wednesday	October 5	School Closed – Yom Kippur
Monday	October 10	School Closed – Staff Professional Day
Thursday	November 10	School Closed for Students – NJEA Convention
Friday	November 11	School Closed – NJEA Convention
Wednesday	November 23	Early Dismissal for Students (12:07pm)
Thursday	November 24	School Closed – Thanksgiving
Friday	November 25	School Closed – Thanksgiving
Friday	December 23	Early Dismissal for Students (12:07pm)
Monday	December 26	School Closed – Holiday Break Begins
Monday	January 2	School Reopens
Monday	January 16	School Closed – Dr. Martin Luther King, Jr. Day
Monday	February 13	School Closed – Winter Break
Tuesday	February 14	School Closed – Staff Professional Day
Friday	April 7	Early Dismissal for Students (12:07pm)
Monday	April 10	School Closed – Spring Break Begins
Monday	April 17	School Reopens
Friday	May 26	School Closed for Students – Staff Professional Day
Monday	May 29	School Closed for Students – Memorial Day
Friday	June 16	Last Day of School – Graduation

**SCHOOL DAYS PER MONTH**

September-18	October-19	November-18	December-17	January-21
February-18	March-23	April-15	May-21	June-12

<b><u>TOTAL DAYS FOR STUDENTS</u></b>	<b><u>TOTAL DAYS FOR STAFF</u></b>
182	187

<p><b>NOTE:</b> 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.</p>
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Note: This calendar is subject to change.

BOE Approved: February 22, 2022

**MARKING PERIODS  
2022 – 2023**

**MARKING PERIOD 1:**

Begins: Tuesday, September 6, 2022  
Ends: Tuesday, November 8, 2022

**MARKING PERIOD 2:**

Begins: Wednesday, November 9, 2022  
Ends: Tuesday, January 24, 2023

**MARKING PERIOD 3:**

Begins: Wednesday, January 25, 2023  
Ends: Thursday, March 30, 2023

**MARKING PERIOD 4:**

Begins: Friday, March 31, 2023  
Ends: Friday, June 16, 2023

***\*NOTE: All dates are subject to change.***

**END OF MARKING PERIOD 2 ASSESSMENT SCHEDULE 2022-2023  
(All exams are designed to be 80 minutes in duration)**

**Marking Period 2**

	<b>Thursday 1/19/2023</b>		<b>Friday 1/20/2023</b>		<b>Monday 1/23/2023</b>		<b>Tuesday 1/24/2023</b>	
7:45-9:05am	<b>Period 1 Exam</b>		<b>Period 2 Exam</b>		<b>Period 3 Exam</b>		<b>Period 8 Exam</b>	
9:10-10:08am <i>(All students will check in at the start of the period listed in blue, &amp; may remain in class to study with their teacher or eat lunch during their designated time.)</i>	<b>Period 2</b> Check In/Study		<b>Period 3</b> Check In/Study		<b>Period 8</b> Check In/Study		<b>Period 1</b> Check In/Study	
	Period 4 Lunch Option (9:10-9:39)	Period 7 Lunch Option (9:39-10:08)	Period 4 Lunch Option (9:10-9:39)	Period 5 Lunch Option (9:39-10:08)	Period 5 Lunch Option (9:10-9:39)	Period 6 Lunch Option (9:39-10:08)	Period 6 Lunch Option (9:10-9:39)	Period 7 Lunch Option (9:39-10:08)
10:13-10:42am	Period 6 Check In/Study or Lunch		Period 7 Check In/Study or Lunch		Period 4 Check In/Study or Lunch		Period 5 Check In/Study or Lunch	
10:47-12:07pm	<b>Period 5 Exam</b>		<b>Period 6 Exam</b>		<b>Period 7 Exam</b>		<b>Period 4 Exam</b>	
	Period 5 Lunch (10:47-11:16)		Period 6 Lunch (10:47-11:16)		Period 7 Lunch (10:47-11:16)		Period 4 Lunch (10:47-11:16)	

#### **Marking Period 4**

<b>Date/Time</b>	<b>Monday 6/12/2023</b>	<b>Tuesday 6/13/2023</b>	<b>Wednesday 6/14/2023</b>	<b>Thursday 6/15/2023</b>	<b>Friday 6/16/2023</b>
7:45 – 9:30am	<b>Exam 3</b>	<b>Exam 1</b>	<b>Exam 4</b>	<b>Exam 6</b>	Assessment Makeup with Administrative Approval
9:30 – 10:00am	LRC	LRC	LRC	LRC	
10:00 – 11:45am	<b>Exam 8</b>	<b>Exam 2</b>	<b>Exam 5</b>	<b>Exam 7</b>	

#### **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.
- F. Non-school sponsored publications will follow the rules of responsible journalism consistent with the Code of Ethics of the American Society of Newspaper Editors.
- G. School-sponsored publications should be free from restrictions in reporting news and editorializing, but also must follow the rules of responsible journalism consistent with the Code of Ethics of the American Society of Newspaper Editors.
- H. All students, whether on the 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:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- By any other distinguishing characteristic; and that:
  - Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
- A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils; or
- Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or 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](http://www.rumsonfairhaven.org).

## ***V. Student Property***

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

## **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 truancy for more details).
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. **All students are required to sign into the building using their Student ID card. Detentions will be assigned if a student does not have their Student ID card.**

### **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 half (1) absence. The third and any subsequent occurrence will result in a referral, assignment to a Saturday detention, and a day with one (1) absence.

### **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 22 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 39 and 40.

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 88 "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

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

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

## 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

*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.

*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.

*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.

*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 20).
7. **Electronic Devices:** Possessing electronic devices such as MP3 players, laser pointers, hand-held video games, etc. are prohibited, except with prior permission of the principal or his/her designee.
8. **Endangering the Safety of Self or Others:** Potentially dangerous behavior such as, but not limited to, pushing; throwing snowballs, water balloons, or other similarly dangerous objects; using or possession water pistols, toy guns, or other similarly dangerous objects; climbing on the roof or other prohibited areas; flicking lights. The consequence for this offense is out-of-school suspension ranging from 1 to 10 days depending on the severity of the offense. Student actions which actually cause harm or damage, whether intentional or not, will result in a suspension of 5 to 10 days depending on the severity of the offense.
9. **Failure to Attend After-School Detention:** Failing to attend after-school detention or failing to comply with detention rules.
10. **Failure to Attend Suspension Alternative Program:** Failing to attend suspension alternative program (SAP) or failing to comply with SAP rules.
11. **Failure to Attend Saturday Detention:** Failing to attend Saturday detention or failing to comply with detention rules.
12. **Fighting:** Engaging in a physical confrontation with another person.
13. **Fireworks and Explosive Devices:** Use or possession of firecrackers or any other explosive device at any time on school property or at school-sponsored activities.
14. **Forgery:** Altering notes or passes in any way; possessing school forms such as hall passes; signing someone else's name or giving a wrong name; or having a third party write or sign a document.
15. **Gambling:** Any activity or "game" in which the object is the winning of money, favors or other valuables.
16. **Hall Roaming:** Arriving late to class between four (4) and nineteen (19) minutes without permission.
17. **Harassment, Intimidation or Bullying:** Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus.
18. **Horseplay:** Rowdy, boisterous, noisy behavior.
19. **Inciting Interference and/or Participation in an Activity Causing Interference with the School Day:** Being involved in disruptive activities such as, but not limited to, a bomb scare, a false fire alarm, indecent exposure/streaking, a walk-out, the release of animals on school property, a food fight. In addition, occupying any part of the building or school property after having been directed to leave by the principal or his/her designee is prohibited.
20. **Insubordination (Minor):** Failure to respond to any teacher or person having authority by not following classroom/school rules, regulations, or procedures. In addition, the refusal to follow a staff member's reasonable request or directive shall be considered an act of insubordination.
21. **Late to Class:** Arriving late to class less than four (4) minutes without permission.
22. **Late to School:** A student who arrives to school after 7:45 a.m. All students that are late to school **must sign in** immediately in the Attendance Office (see page 23).
23. **Leaving the School Building Without Permission:** Leaving the school building without authorization from the principal or his/her designee. This applies to students who go to the parking lot, the stadium, the athletic fields, etc. without permission.
24. **Loitering, Wandering, Misuse of Pass:** Being in the hall without a pass or not going directly to and from specified destination.



25. **Off Campus:** Arriving on campus and leaving school property without authorization from the principal or his/her designee.
26. **Open Defiance of Authority:** Refusal to follow staff members request. Includes verbal exchanges and physically refusing to go to a location.
27. **Parking Illegally:** Parking in the front circle, in handicapped spaces, in the fire zone or in other prohibited locations. Parking without the appropriately displayed permit is also prohibited.
28. **Profanity Directed Toward A Student/Adult:** Using obscene, lewd, or inappropriate language directed toward a student or adult on school property or at a school function.
29. **Profanity Non-Directed Toward An Individual:** Using obscene, lewd, or inappropriate language on school property or at a school function.
30. **Shoplifting:** Unauthorized or attempted taking of any item from the cafeteria. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of shoplifting.
31. **Smoking:** Burning of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco. Chewing tobacco is also prohibited. Possession, sale, or distribution of any tobacco product is also prohibited. Smoking and/or chewing at school events is also prohibited.
32. **Theft:** Unauthorized or attempted taking of personal or school property. In addition, participating in such actions as a lookout or by possessing the stolen property shall be considered an act of theft.
33. **Throwing Food:** Throwing food or other non-food objects (coins, spitballs, trash, etc.) in the cafeteria.
34. **Truancy:** Absences from school without parental or school authorization. **All classes missed while the student is truant will be regarded as cuts.**
35. **Vandalism:** Destroying, marring, defacing, damaging, or rendering permanently or temporarily unusable school or personal property.
36. **Videotaping, recording or taking pictures without permission:** Students may not videotape, record or take pictures during the school day unless they have permission from the teacher and administration.
37. **Violation of Acceptable Use Policy for District Computers and Bring IT! Initiative Policies:** Violation of the terms and conditions of the Acceptable Use (see page 51). Such violation may constitute a criminal offense and/or school disciplinary infraction.
38. **Weapons:** Using or possessing any type of weapon, dangerous instrument or chemical spray on school property, on school buses or at a school function.

**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 Violence and Vandalism Report will be filed.

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

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

### **Disciplinary Action:**

1. Immediate suspension from school for a period of ten (10) days.
2. Complaint filed with the Rumson Police Department (If a school event is outside Rumson jurisdiction, the appropriate Municipal Police Department will be notified.)
3. Parental notification.
4. 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 (209) 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.
- 7.

### **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 Core Team. At a minimum, this trained team consists of an administrator, a guidance counselor, Student Assistance Counselor, school nurse, and/or a teacher/Child Study Team member. The case is reviewed by this confidential panel.

The Core Team shall provide and/or recommend appropriate interventions through the Student in Good Standing Contract. These interventions may include an outside professional drug/alcohol assessment and/or periodic drug screenings. The Core Team will also look at attendance, discipline, and grades as indicators of a student's willingness to be a student in

good standing. Once the student, parent, counselor and school administrator have signed the contract, the Core Team reconvenes within two to six weeks, to check on the student’s progress in fulfilling the contract. If the contract is signed and completed, the Core Team closes the case. If the student does not comply with the contract terms, the case returns to the Core Team who will revisit the contract. **The purpose of this policy is to assist the student who is dealing with drugs/alcohol issues and to encourage him or her to be a healthy and productive member of the school community.**

If the student refuses to sign the contract, he or she is excluded from all 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	732-222-5200
Helpline 2 <sup>nd</sup> Floor – <a href="http://www.2ndfloor.org">www.2ndfloor.org</a>	1-888-222-2288
Suicide Prevention	988

<b>TYPES OF BEHAVIOR</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
<b>ACADEMIC INTEGRITY –</b>	See page 47 for a listing of consequences.	See page 47 for a listing of consequences	See page 47 for a listing of consequences
<b>ASSAULT</b> – unprovoked physical attack upon another person	5 – 10 days OSS Parental contact Peer mediation suggested Re-admission conference with parent	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
<b>BEING IN AN UNAUTHORIZED LOCATION WITHOUT PERMISSION</b>	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent
<b>CUT</b> – full year course	1 absence 0 for class work 1 detention Letter to parent	Additional absences 0 for class work Saturday detention 10-day restricted study hall	Loss of credit Parent conference Possible removal from course Possibly placed in restricted study hall for remainder of year
<b>CUT</b> – Semester course	1 absence 0 for class work 1 detention Phone call to and possible conference with parent	Loss of credit Parent conference Possible removal from course Possibly placed in restricted study hall for remainder of the semester	Not applicable
<b>CUTTING STUDY HALL</b>	1 detention 10-day restricted study hall	2 detentions 30-day restricted study hall	1 Saturday detention Letter to parent 60-day restricted study hall
<b>DISRESPECT</b>	1 detention	1 Saturday detention Letter of parent	1 day SAP Letter to parent
<b>DISRUPTING CLASS</b>	1 detention	2 detentions	1 Saturday detention Letter of parent Parent conference
<b>DRUGS AND ALCOHOL</b> – possession, intent to sell, sale, use or under the influence.  The student's four years at RFH are considered when looking at 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> offenses.  If an incident happens at the end of a year, the penalties carry over to the next school year.  Selling of Drugs/Alcohol If a student is selling drugs/alcohol, it is understood that the 3 <sup>rd</sup> offense penalties will apply on the first occurrence.	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 <b>only</b> 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.	10 days OSS Suspended from school activities for an additional six week period beyond the end of the suspension. During this time, students will <b>only</b> 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.	10 days OSS BOE expulsion hearing. Periodic drug testing. Police involvement.
<b>ELECTRONIC or TELECOMMUNICATION DEVICES</b> – pagers, beepers, I-pods, CD players, etc.	Teacher warning	Teacher detention Parent notification	Discipline referral Confiscate device, return to parent during conference
<b>ENDANGERING THE SAFETY OF SELF OR OTHERS</b>	1 – 10 days OSS Possible police referral	1 – 10 days OSS Possible referral to police	1 – 10 days OSS Possible referral to police
<b>FAILURE TO SERVE AFTER-SCHOOL DETENTION</b>	1 Saturday detention Letter to parent	Same as first offense	Same as first offense
<b>FAILURE TO SERVE SATURDAY DETENTION OR NONCOMPLIANCE WITH RULES</b>	1 day SAP Re-assignment of Saturday detention Letter to parent	Same as first offense	1 day OSS Re-assignment of Saturday detention Letter to parent
<b>FIGHTING</b> – physical confrontation with another individual	3 days OSS Parental contact Peer Mediation suggested Re-admission conference	5 – 10 days OSS Parental contact Peer Mediation suggested Re-admission conference	10 days OSS Parental contact Peer Mediation suggested Re-admission conference

<b>FIREWORKS or EXPLOSIVE DEVICES</b> – firecrackers, smoke bombs, “bang snaps”, etc.	1 – 10 days OSS Possible police referral	Same as first offense	Same as first offense
<b>FORGERY</b> – of notes, grades, passes or signatures	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent
<b>GAMBLING</b>	1 Saturday detention Letter to parent	1 day SAP Letter to parent	1 day SAP Letter to parent
<b>HALL ROAMING</b> - arriving late to class between four (4) and nineteen (19) minutes without permission	1 detention 1/2 absence	2 detentions 1/2 absence	Saturday detention 1/2 absence
<b>HARASSMENT/INTIMIDATION OR BULLYING</b> - 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.  <b>SEXUAL OR BIASED HARASSMENT – See Affirmative Action Code</b> <b>HUMILIATING, AGGRESSIVE OR PSYCHOLOGICAL</b>	Depending on the nature and severity of the complaint, the principal or his/her designee may recommend any consequence listed in this code from detention to OSS. Will require meeting with SAC and/or affirmative action officer. May involve notification of police and county prosecutor’s office if offense includes sexual or bias harassment or hate crime	Same as first offense	Same as first offense
<b>HORSEPLAY</b>	1 detention	2 detentions	1 Saturday detention Letter to parent
<b>INCITING INTERFERENCE AND/OR PARTICIPATION IN AN ACTIVITY CAUSING INTERFERENCE WITH THE SCHOOL DAY</b> – 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	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
<b>INSUBORDINATION</b> (Minor)	1 detention	1 Saturday detention Letter to parent	1 day SAP Letter to parent
<b>LATE TO CLASS</b> - arriving late to class less than four (4 minutes) without permission	Warning	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.
<b>LATE TO SCHOOL</b> - arriving to period 1 class after 7:45 a.m.	Warning for the first four occurrences each semester.	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.
<b>LEAVING THE SCHOOL BUILDING WITHOUT PERMISSION</b>	1 Saturday detention Letter to parent	2 Saturday detentions Letter to parent	1 day SAP Letter to parent
<b>LOITERING or WANDERING, MISUSE OF PASS</b>	1 detention	2 detentions	1 Saturday detention Letter to parent
<b>OFF CAMPUS</b>	2 days SAP Letter to parent	2 days OSS Letter to parent	3 days OSS Parent conference



<b>OPEN DEFIANCE OF AUTHORITY</b>	1-3 days OSS Letter to parent	3-5 days OSS Letter to parent	5-10 days OSS Letter to parent
<b>PARKING ILLEGALLY</b> – front circle, handicapped, fire zone, etc.	1 detention	1 detention 10-day loss of parking privileges	1 Saturday detention Letter to parent 30-day loss of parking privileges 2 hours of community service
<b>PROFANITY</b> – not directed at an individual	1 detention	1 Saturday detention Letter to parent	1 Saturday detention Letter to parent Parent conference
<b>PROFANITY</b> – directed to an individual student	1 day SAP Letter to parent	2 days SAP Letter to parent	2 days SAP Parent conference
<b>PROFANITY</b> – directed at an adult	3 – 5 days SAP Letter to parent	3 – 5 days OSS Parent conference	3 – 5 days OSS Parent conference
<b>SHOPLIFTING</b>	2 days SAP Restitution Possible report filed with police	3 days OSS Restitution Possible report filed with police	5 days OSS Restitution Possible report filed with police
<b>SMOKING</b> – 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	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
<b>THEFT</b>	1-5 days OSS Restitution Possible report filed with police	5-10 days OSS Restitution Possible report filed with police	10 days OSS Restitution Report filed with police Possible expulsion
<b>THROWING FOOD</b> – (isolated incident)	1 Saturday detention Letter to parent Parent conference Cost of repair, replacement, and/or labor Possible community service	1 day SAP Letter to parent Cost of repair, replacement, and/or labor Possible community service	1 day OSS Letter to parent Cost of repair, replacement, and/or labor Parent conference Possible community service
<b>TRUANCY</b>	1 Saturday detention Letter to parent Cut for each class missed 0 for class work	1 day SAP Letter to parent Cut for each class missed 0 for class work	3 days SAP Letter to parent Possible removal from course(es) and loss of credit(s) 0 for class work
<b>VANDALISM</b>	1 day of SAP or community service Cost of repair or replacement 10-day loss of all school privileges Possible police involvement	2 days SAP or community service Cost of repair or replacement 30-day loss of all school privileges Possible police involvement	3 days SAP Cost of repair or replacement 60-day loss of all school privileges Possible police involvement
<b>VIDEOTAPING, RECORDING OR TAKING PICTURES WITHOUT PERMISSION</b>	2-3 days SAP Parent notification Possible police notification	2-5 days OSS Parent conference Possible police notification	Same as second offense
<b>VIOLATION OF ACCEPTABLE USE POLICY FOR DISTRICT COMPUTERS</b>	See page 51 for the listing of consequences	See page 51 for the listing of consequences	See page 51 for the listing of consequences
<b>WEAPONS</b>	10 days OSS Police notification Parent notification Police will notify county prosecutor's office	Same as first offense Referral to the chief school administrator with the recommendation of expulsion	Same as second offense

## RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL ACADEMIC INTEGRITY POLICY & INFORMATION

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.

## **TYPES OF ACADEMIC INTEGRITY**

**1. Cheating:** Giving, using or attempting to use unauthorized materials, information, notes, study aids or other devices in any academic exercise, including unauthorized communication of information.

**2. Fabrication/Falsification/Tampering:** The unauthorized alteration or invention of any information or citation in any academic work. Altering or attempting to alter school records, grades, assignments, or other documents without authorization.

**3. Plagiarism:** Plagiarism is defined as presenting the work of another as one's own without proper 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.
  - I will not attempt to gain unauthorized access to the student information database either through the district network or outside resources.
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.**

### **RUMSON-FAIR HAVEN REGIONAL SCHOOL DISTRICT 1:1 RFH Chromebook Program**

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

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

### **RUMSON-FAIR HAVEN REGIONAL SCHOOL DISTRICT BRING IT! – Use your personal technology at RFH**

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

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

#### **General Rules**

1. All students may use a privately-owned electronic "Internet ready" device on the Rumson-Fair Haven Regional High School wireless network.
2. The students shall only connect to the Rumson-Fair Haven Regional High School wireless network with authorized devices. An authorized device must have the MAC Address (wireless hardware serial number) recorded with the school in order to gain access to the wireless network.
3. The use of the privately-owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.
4. Recognizing that all such devices may not be appropriate for instructional situations, personal electronic devices will be considered for classroom use if they are mobile and have the capability of browsing the internet. These items include, but are not limited to laptops, netbooks, tablets, cell phones, and e-readers. No gaming devices are allowed. The final determination of devices that are appropriate to connect to the Rumson-Fair Haven Regional High School wireless network rests with the school district.
5. Students are prohibited from accessing the internet using private wireless data plans through their own Internet Service Provider.
6. No student shall establish a wireless ad-hoc or peer-to-peer network using his/her electronic device or any other wireless device while on school grounds. This includes, but is not limited to, using a privately-owned electronic device such as a cabled or wireless hotspot.
7. Connecting a privately-owned electronic device may not be successful if the technical specifications for wireless protocol are not met. Devices must use 802.11g or 802.11n Wi-Fi connectivity only to access the district's wireless network.
8. All information related to the privately-owned electronic device(s) that is requested by this form will be submitted by the student prior to accessing the network.

9. No privately-owned electronic device should ever be connected by cable to the Rumson-Fair Haven Regional High School network. Network access is provided via Wi-Fi / wireless connection only. No one is allowed to connect a privately-owned electronic device to the network by an Ethernet cable plugged into a data jack in the school. Violation of this term will result in disciplinary action and revocation of access to the network.
10. Teacher permission is necessary for student use of a privately owned electronic device during classroom instruction or the classroom period.
11. Voice, video, and image capture applications may only be used with prior written teacher permission and for specific instructional purpose(s).
12. The teacher may request at any time that the privately-owned electronic device be turned off and put away. Failure to do so may result in disciplinary action and revocation of access to the network.
13. The privately-owned electronic device owner is the only person allowed to use the device except when directed to work in a group as directed by the teacher.
14. No student shall use another student's district-issued log-on credentials.
15. No student shall use any computer or device to illegally collect any electronic data or disrupt networking services. Students may not engage in any malicious use, disruption or harm to the school network, internet services, learning environment or any other electronic device owned by the school, any school personnel and/or student.
16. No student shall attempt to print, access servers, workstations, networking equipment or files on the network from their personal device at any time. The students' device will have Wi-Fi access to the internet gateway only.
17. Students will not use any software, utilities or other means to access internet sites or content that is deemed inappropriate by Rumson-Fair Haven Regional High School's code of conduct.
18. **Under the provisions of the BRING IT! program, parents who choose to allow students to use their own technology and students who bring personal technology do so knowing that it will diminish their expectation of privacy regarding their personal electronic device while at school. The school reserves the right to search a privately-owned electronic device in accordance with applicable laws and policies if there is reasonable suspicion that the student has violated Rumson-Fair Haven Regional High School policies, administrative procedures, school rules, or engaged in other misconduct while using the device.**
19. **The school district reserves the right to require administration to examine the privately-owned electronic device and search its content if there is reason to believe that school district policy or local, state and/or federal laws have been violated. The school district reserves the right to share content with local law officials if deemed necessary. In the event a student believes that his/her password has been compromised, he/she should immediately inform their teacher or administrator.**

### **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 57). 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.
3. Inappropriate content of an electronic communication between a teaching staff member and a student includes, but is not limited to:
  - o Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;
  - o 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;
  - o Communications regarding the teaching staff member's or student's past or current romantic relationships;
  - o Communications which include the use of profanities, obscene language, lewd comments, or pornography;
  - o Communications that are harassing, intimidating, or bullying;
  - o Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
  - o Communications related to personal or confidential information regarding another school staff member or student; and
  - o 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
  - 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.
  - 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.
  - 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
  - Communications between a teaching staff member and a student via a personal cellular telephone shall be prohibited.
  - 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
  - Text messaging communications between a teaching staff member and an individual student are prohibited.
  - 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 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.
  - 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.
  - 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.
  - 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. Additionally, students must show their pass to a staff member upon request. Being in the hall without a pass or not going directly to and from the specified destination is not permitted. Faculty members are to issue a pass for a student any time the student leaves the room. The pass should be completed with all information: name, date, time, and destination.

### **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 or guardian.**

## HOMework POLICY

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

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

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

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;
8. Long-Term Assessments;

### **SHORT-TERM HOMEWORK ASSIGNMENTS**

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

### **LONG-TERM ASSIGNMENTS/ASSESSMENTS**

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

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

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

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

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

### **SPECIAL NOTE: [www.turnitin.com](http://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](http://www.turnitin.com) by the posted time. Students must attach the receipt verifying submission to [www.turnitin.com](http://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](http://www.turnitin.com) will not be recorded until compliance is demonstrated. Students may submit work to [www.turnitin.com](http://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](http://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, *School Messenger*. In addition, this information will be posted on the district website and a message will be recorded at our main number, (732) 842-1597.

## OFFICE HOURS

Teachers will schedule office hours before and/or after the school day for student support. Teachers will post their availability on their websites and in the classroom. Students should schedule appointments during office hours 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.

\*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) "unprepared classes" 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 visitors pass. All visitors must have a pre-arranged appointment with a staff member to gain access to the building. **Student visitors are not permitted.**

## 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 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.

### **AP AND RUTGERS DUAL ENROLLMENT ENGLISH CLASSES**

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.

A student enrolled in Honors College Expository Writing (RU) or Honors College English Composition (RU) with a cumulative average of 80% for Semester 2 only may also be exempt from 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.

### **CRITERIA FOR 12TH GRADE END OF MARKING PERIOD 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. The student, however, does have the option of taking the final course assessment for the semester if they elect to do so. If the student chooses to be exempt, an EX is recorded in the grade book.

## 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 Director of Curriculum and Instruction (for curricula or instructional issues)
6. Contact the Principal.
7. Contact the Superintendent.

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

### SCHOOL COUNSELING INFORMATION

The School Counseling Office is open from 7:30 AM to 3:30 PM, Monday through Friday. It is located on the second floor of the Main Building. Students and parents are encouraged to utilize the many resources School Counseling offers, especially the [School Counseling](https://www.rumsonfairhaven.org/domain/46) section of the RFH website, <https://www.rumsonfairhaven.org/domain/46>. Here you will find important information on upcoming events, and topics including course selection, careers, college and gap year planning, and financial aid. You can also visit the RFH homepage, click on Student Services, then School Counseling, for more information.

### SCHOOL COUNSELING SERVICES

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

### SCHOOL COUNSELING STAFF

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

Ms. Chrissy Fabrico, School Counselor	x 271	cfabrico@rumsonfairhaven.org
Ms. Tara Flynn, School Counselor	x 272	tflynn@rumsonfairhaven.org
Mr. Patrick Karl, School Counselor	x 278	pkarl@rumsonfairhaven.org
Ms. Brooke Tomovich, School Counselor	x 269	btomovich@rumsonfairhaven.org
Ms. Alyssa Trocchia, School Counselor	x 273	atrocchia@rumsonfairhaven.org
Ms. Luz Coby, Secretary	x 265	lcoby@rumsonfairhaven.org
Ms. Jennifer Fiorini, Secretary	x 266	jfiorini@rumsonfairhaven.org
Ms. Heather Mills, Interim Supervisor of School Counseling	x 268	hmills@rumsonfairhaven.org

## INDIVIDUAL APPOINTMENTS

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

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

## LARGE GROUP SESSIONS

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

## SCHOOL COUNSELING PROGRAMS

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

## COLLEGE APPLICATION PROCESS

As students enter their senior year, if they are college-bound, they will begin the college application process. Before any college makes a decision on the admission of a potential student, the student must complete an application for admission (most of which are online), forward the designated application fee, and request that an official transcript be sent directly to the college. Please consult the [College Application Process](#) page in the School Counseling section of the RFH website for more details.

## SCOIR

SCOIR is leading a revolution to transform the college admissions process from a short-term, quantitative transaction to a long-term, qualitative engagement. Founded on the belief that students are more than their SATs and GPAs and that colleges are more than their rankings, read about features here: <https://www.scoir.com/features>. Access is also available from the School Counseling page of the RFH website and directly at [app.scoir.com](http://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.

## COURSE SELECTION/ SCHEDULE CHANGES

### 2022 - 2023 Scheduling

For the 2022-2023 school year, schedules will be available at the end of August. If there were requested courses, which students were recommended and are not showing on the schedule, please contact your school counselor prior to the first day of school. If a student met with the department supervisor in the spring and initiated a recommendation override and submitted a waiver request, which is not reflected in their 2022-23 schedule, the student should contact their school counselor prior to the first day of school. Below is the timeline for any new requests for schedule changes for the 2022-23 school year.

**Changes to a lower level course is on a space-available basis from the 8<sup>th</sup> day of school (September 15, 2022) until the last day of the 1<sup>st</sup> marking period. See below criteria under [Course Level Changes](#).**

Changes to a higher level course is based on the recommendation process and is on a space-available basis from approximately **August 25, 2022, until the 17<sup>th</sup> school day (September 29, 2022)**. 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.

### Course Selection - Winter/Spring 2023

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

1. On or before February 1, 2023, students and families will be emailed their grade-specific course offering sheet.
2. School Counselors will present course selection information and the course offering sheets in P.E. classes.
3. Each counselor will share an appointment link and encourage each student to make an appointment to seek counselors' input regarding course selection, graduation requirements, and related college/career recommendations.

\*\*\*\*Students who plan to change levels or add an AP elective MUST make an appointment during this time period.

### Course Changes

- Teachers may change a course or level recommendation (up or down) until March 17, 2023.
- A student wishing to enroll in an accelerated course that they were not recommended for would have to contact the appropriate department supervisor to initiate the recommendation override/waiver request process ASAP but no later than April 7, 2023.
- The school master schedule is built upon students' careful and deliberate on-time course selections. During the course selection process, every effort should be made by students, parents, and teachers to ensure that the courses selected are appropriate for the students.
- 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 April 7, 2023 except if:**

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

### Course Level Changes

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

- **Level Changes to a Higher Level:** Permitted until April 7th, and then on a space available basis from approximately **August 23, 2023, until the 17<sup>th</sup> school day – September 29, 2023**. 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 **April 7, 2023, and then on a space-available basis from the 8<sup>th</sup> day of school (September 15, 2023) until the last day of the 1<sup>st</sup> 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 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, 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 grades 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.

## GRADUATION REQUIREMENTS

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

In special circumstances, a parent may file an appeal to reduce the minimum yearly credit load or to increase the yearly credit load in a student's schedule as long as the student has successfully achieved the course and credit requirements necessary for placement on the grade level in which the student is enrolled. The appeal process begins with a written statement to the student's counselor citing the reasons to support a reduction or an increase in the student's yearly credit load. The counselor will review the student's file and determine whether the request should be supported in the best interest of the student. The counselor will forward a written recommendation to the Principal outlining the parent's request. Any increase in credit load and subsequent changes would be made in the summer, based on availability after all other course requests are honored.

Credits Required	120
Yearly Credits Required	35
English	4 years
Social Studies	1 Year World History 2 Years United States History
Mathematics	3 Years
Science	3 Years (Biology, Chemistry, and Physics)
World Language	1 Year
Visual or Performing Arts	1 Year (5 Credits)
Career Education (Consumer, Family Life Skills, Vo-Tech 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

On Tuesday, July 5, 2022, Governor Murphy signed P.L.2022, c.60, which requires the State Board of Education to administer the New Jersey Graduation Proficiency Assessment (NJGPA) as a field test for the class of 2023. There is no graduation assessment requirement for any student who is expected to graduate with the class of 2023. Students in the class of 2023 must still meet all the other state and local graduation requirements, including but not limited to credit, curriculum, and attendance requirements. The graduation assessment requirements for the classes of 2024 and 2025 remain in place and are outlined here: [NJDOE Graduation Assessment Requirements](#). Please see NJDOE STATEWIDE ASSESSMENT DATES (below).

## GRADING STANDARDS

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

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

<b>A+</b>	<b>(97 -100)</b>	<b>C+</b>	<b>(77-79)</b>
<b>A</b>	<b>(93-96)</b>	<b>C</b>	<b>(73-76)</b>
<b>A-</b>	<b>(90-92)</b>	<b>C-</b>	<b>(70-72)</b>
<b>B+</b>	<b>(87-89)</b>	<b>D+</b>	<b>(67-69)</b>
<b>B</b>	<b>(83-86)</b>	<b>D</b>	<b>(65-66)</b>
<b>B-</b>	<b>(80-82)</b>	<b>F</b>	<b>(0-64)</b>

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

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

## TRANSFER GRADES

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

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

## 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.

## 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 the 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.

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

## INCOMPLETES

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

## ELIGIBILITY FOR SUMMER SCHOOL

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

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

## COURSES TO BE INCLUDED IN GRADE POINT AVERAGE GRADES 9 - 12

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

### **The following courses will not be included in GPA:**

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

### **How GPA is computed**

At the end of each school year, the letter grade earned in each subject is given the equivalent quality point value used in the calculation of GPA (e.g. A=4.0). The quality points for each grade are multiplied by the credits attempted. The cumulative total (QP x Credits attempted) is divided by the total credits earned to determine the cumulative GPA.

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

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

### **Weighted Grades**

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

### GPA Quality Points Used for Calculation

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

### ANTICIPATED TEST & STATEWIDE ASSESSMENT DATES

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

Wednesday, October 12, 2022 - **Delayed Opening**

#### **Scholastic Aptitude Test (SAT) - Register at [www.collegeboard.com](http://www.collegeboard.com)**

August 27, 2022

**\*October 1, 2022**

November 5, 2022

December 3, 2022

March 11, 2023

May 6, 2023

\*June 3, 2023

#### **American College Test Dates (ACT) - Register at [www.ACTstudent.org](http://www.ACTstudent.org)**

September 10, 2022

**\*October 22, 2022**

December 10, 2022

February 11, 2023

April 15, 2023

June 10, 2023

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

#### **Advanced Placement Exams**

May 1–5, 2023 and May 8–12, 2023

## NJDOE Statewide Assessment Testing Schedule 2022 – 23

Assessment	HS Grades	Administration Window
Start Strong Assessments Administration – Fall 2022	<b>ELA:</b> 9 and 10 <b>Math:</b> Algebra I, Geometry, Algebra II <b>Science:</b> 9 and 12	August 31, 2022 to September 30, 2022
ACCESS and Alternate ACCESS for ELLs	<b>ACCESS:</b> K through 12 <b>Alt. ACCESS:</b> 1 through 12	February 6, 2023 to March 31, 2023
NJGPA Spring Administration	<b>Grade:</b> 11	March 13, 2023 to March 17, 2023 <i>Makeup:</i> March 20, 2023 to March 24, 2023
Dynamic Learning Maps (DLM)	<b>ELA and Math:</b> 11 <b>Science:</b> 11	April 3, 2023 to May 26, 2023
New Jersey Student Learning Assessment (NJSLA)-English Language Arts (ELA) and Math Spring Administration	<b>ELA:</b> 9 <b>Math:</b> High school students enrolled in Algebra I, Geometry, or Algebra II	May 1, 2023 to May 26, 2023 <i>Makeup:</i> May 30, 2023 to June 2, 2022
NJSLA-Science Administration	<b>Grade 11</b>	May 1, 2023 to May 26, 2023 <i>Makeup:</i> May 30, 2023 to June 2, 2022

### HOME INSTRUCTION

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

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

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

## **TRANSFERS AND WITHDRAWALS**

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

## **CHANGE OF ADDRESS, PHONE NUMBER, EMAIL, and/or EMERGENCY CONTACT**

To change any of the above demographic information, please email [powerschool@rumsonfairhaven.org](mailto:powerschool@rumsonfairhaven.org).

## **ACCESS TO PUPIL RECORDS**

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

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

1. To be eligible for participation in 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 apply to any other co-curricular activities:

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 above.
3. Same as #3 above.

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

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

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

- If a student does not complete the course of action by the required deadline, the student will become ineligible to continue as a member immediately.

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

### SUBJECT-SPECIFIC HONOR SOCIETIES

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

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

### 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 2022-2023

SGA President  
SGA Vice-President  
SGA Secretary  
SGA Treasurer  
Advisor

Evan Callas  
Cayli Marino  
Molly McCarthy  
Reese Bosonac  
Stephanie Pennetti

#### CLASS OF 2023

President  
Vice-President  
Secretary  
Treasurer  
Advisor

Tyler Izzo  
Lucas Guarino  
Ben Plesser  
Jake D'Angelo  
Thomas Colella

#### CLASS OF 2024

President  
Vice-President  
Secretary  
Treasurer  
Advisor

Paige Crowley  
Caroline Hickey  
Katherine Murray  
Quinn Padovano  
Justin Langlois

#### CLASS OF 2025

President  
Vice-President  
Secretary  
Treasurer  
Advisor

Jack Halcrow  
Clemmie Lilley  
Addison Duffy  
Amanda Webster  
Tara Flynn



## **CLASS OF 2026**

President  
Vice-President  
Secretary  
Treasurer  
Advisor

TBD  
TBD  
TBD  
TBD  
Alyssa Trocchia

## **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/](http://www.rumsonfairhaven.org/boosters/)

Bulldog Booster Club contact information: [rfhboosterclub@gmail.com](mailto:rfhboosterclub@gmail.com)

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

## **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: [rfhperformingartssociety@gmail.com](mailto:rfhperformingartssociety@gmail.com)

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

## **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 3<sup>rd</sup> 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

### **EXECUTIVE COMMITTEE 2022-2023**

Tricia Zifchak, President, [triciaandmarkz@comcast.net](mailto:triciaandmarkz@comcast.net)  
Shauna Muray, Vice President  
TBD, Faculty Liason  
TBD, Secretary  
Kelly McCann, Treasurer

## 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](http://www.rumsonfairhaven.org); on Facebook at [www.facebook.com/rfhhsfoundation](http://www.facebook.com/rfhhsfoundation); and on Instagram at [www.instagram.com/rfhfoundation74/](http://www.instagram.com/rfhfoundation74/)

### Officers of the Board of Trustees

Mary Pat Moriarty, President  
Lanae Herman, Vice President  
Tara Jordan, Secretary  
Sonya Moroney, Treasurer

## CLUB AND ADVISORS

ART/PHOTOGRAPHY CLUB	K. Lanfrank
BOOK CLUB	L. Grumbach
BROADCASTING CLUB	J. Herkimer
CHARACTER EDUCATION	A. Trocchia
CHEERLEADING – FALL/WINTER	J. Bellavance
CHEERLEADING ASSISTANT FALL	M. Springsteen
CHESS CLUB	J. Langlois
CHINESE HONOR SOCIETY	R. Wang
CLASS OF 2023 COORDINATOR	T. Colella
CLASS OF 2024 COORDINATOR	J. Langlois
CLASS OF 2025 COORDINATOR	T. Flynn
CLASS OF 2026 COORDINATOR	A. Trocchia
COLOR GUARD	R. Olivera
COMPUTER PROGRAMMING CLUB	J. Herkimer
COOKING CLUB	M. Furey/C. Fallon
DANCE TROUPE FALL/WINTER	T. Bartell
ENGLISH HONOR SOCIETY	T. Collella
ENVIRONMENTAL CLUB	M. Haughwout
ESPORTS	TBD
ETHICS CLUB	TBD
EURO CHALLENGE	S. Pennetti
FASHION CLUB	K. Lanfrank
FED CHALLENGE	S. Pennetti
FILM CLUB	D. Maulshagen/L. Grumbach
FRENCH HONOR SOCIETY	M. Januario
FBLA	TBD
GAY STRAIGHT ALLIANCE - SPECTRUM	K. Okeson
GLOBAL IMPACT CLUB	S. Schuld
GLOBAL WOMEN EMPOWERMENT	TBD
HABITAT FOR HUMANITY	K. DeMeter
HEALTH CAREER CLUB	L. Butler
INTERNATIONAL CLUB	K. Kanuga
JAZZ BAND	Z. Lorelli
KEY CLUB	J. Schulte
MARCHING BAND	S. Marino

MATH LEAGUE	L. Deremiah
MATH HONOR SOCIETY	K. DeMeter
MOCK TRIAL	S. Pennetti
MODEL UN	TBD
NATIONAL ART HONOR SOCIETY	K. Lanfrank
NATIONAL HONOR SOCIETY	J. Brewington/J. Toner
PADDLE TENNIS	M. Beyer- Volunteer
PAWS AND CLAWS	J.Mentzel
PEER LEADERS	A. Trocchia
PLAY PRODUCTION CORD	TBD
PSYCHOLOGY CLUB	K. Lerner
SCIENCE LEAGUE	V. Kilar
SCIENCE NATIONAL HONOR SOCIETY	M. Haughwout/A. Chiodi
SCIENTIFIC FRONTIER CLUB	V. Kilar
SOCIAL STUDIES HONOR SOCIETY	T. Colella
SPECTRUM	K. Okeson
SPANISH NATIONAL HONOR SOCIETY	C. Gauss
SQUASH CLUB	A. Goyal-Volunteer
STORYTELLING CLUB	C. Gauss
STUDENT GOVERNMENT ASSOCIATION	S. Pennetti
SURF TEAM	E.Zullo/K. Grossarth/Mulvany/Noonan
TOWER PLAYERS ASSISTANT DIR - FALL	TBD
TOWER PLAYERS ASSISTANT DIR - SPRING	TBD
TOWER PLAYERS CHOREOGRAPHY - FALL	D Battaglia
TOWER PLAYERS CHOREOGRAPHY – SPRING	D. Battaglia
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

### **FALL SPORTS**

CROSS COUNTRY (BOYS & GIRLS)  
FIELD HOCKEY (GIRLS)  
FOOTBALL (BOYS)  
GYMNASTICS (GIRLS)  
SOCCER (BOYS & GIRLS)  
TENNIS (GIRLS)  
VOLLEYBALL (GIRLS)

### **WINTER SPORTS**

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

### **SPRING SPORTS**

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

**RUMSON-FAIR HAVEN REGIONAL HIGH SCHOOL**  
**BELL SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
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

**SENIOR CLASS MEETING SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
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
<b>NO SENIOR RELEASE TIME</b>	

**DELAYED OPENING SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
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

**EARLY DISMISSAL SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
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.**