

# Monmouth Regional High School

**HOME OF THE FALCONS**

September 2016

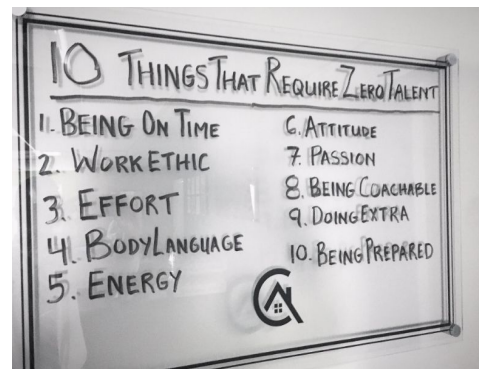
Dear #1FalconNation,

On behalf of the entire Falcon Learning Community, we are excited to begin another school year!

At Monmouth Regional High School, we truly believe that we offer a high quality instructional program as well as a vast array of sports and extracurricular activities that fully prepares our students for life beyond high school. We like to call this the *Falcon Experience*. Student activities create authentic learning opportunities that reinforce problem solving, critical thinking, character building and work ethic. While we are certainly proud of the accomplishments our students and athletes receive, we are more proud that through participation in these activities our students become well rounded men and women ready to become tomorrow's leaders.

Your success is directly related to how hard you work, your commitment to excellence, and your involvement in school activities. This can be easily attained by arriving to school on time every day, be prepared for each class, be an active participant in your learning, complete your assignments in a timely fashion, prep for assessments, and take part in the vast array of extracurricular activities we have to offer. One thing that doesn't take any talent is being kind. As a member of this community, I have seen your kindness in action on many occasions. Please carry that with you throughout the school year.

We have high expectations for all of you because we believe in each of you. Now it's up to you to create the best *Falcon Experience* you can!



Sincerely,

Cory Radisch  
Principal

Twitter and Instagram: @mrhs\_principal

Use #1FalconNation to share great things happening all year  
Monmouth Regional High School

## Acknowledgement of Review of the Student Handbook

Student's Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Please review the *Student Handbook: Rights & Responsibilities* with your child. His/her teacher has discussed it in class, as the **Code of Student Conduct** and the policies and regulations it references are an important part of daily student life, supporting a safe and secure learning environment.

It is essential that a child's home and school work together to assure that all students meet the high expectations for behavior established in the **Code of Student Conduct**. This enables students to succeed in school and the community. Your support is vital in this process.

**After you have reviewed the Student Handbook and the Code of Student Conduct with your child, please sign and return the form to the school.**

As the parent/guardian of \_\_\_\_\_ (student's name), I have read and discussed the **Student Handbook: Rights & Responsibilities** including the **Code of Student Conduct** with my child.

I understand that it and the policies and regulations it references apply to all students at all times on all Board of Education property, including in school buildings and on school grounds; in all school vehicles; and at all school, school-related, or Board-sponsored activities, including but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private business or commercial establishments.

Parent's/Guardian's Signature \_\_\_\_\_

Student's  
Signature \_\_\_\_\_ HR# \_\_\_\_\_ Grade \_\_\_\_\_

**Please detach and return this form to your child's Homeroom Teacher.**

**MONMOUTH REGIONAL HIGH SCHOOL**

**2016-2017 Student/Parent Handbook**

***Home of the Falcons***

**One Norman J Field Way – Tinton Falls, NJ 07724**

**Phone: 732-542-1170 Fax: 732-542-5815**

**\*\*\*ADMINISTRATION\*\*\***

**Andrew Teeple - Superintendent**

**Maria Parry - Board Secretary/Bus. Administrator**

**Cory Radisch- Principal**

**Kathleen Mihalko - Assistant Principal/Supervisor Media Center & Music**

**Brian Evans - Assistant Principal/Supervisor Applied Technology**

**Amy Kelly - Director of Guidance/Health Services/ Section 504 Compliance Officer**

**Laura Reigelsperger-Director of Special Services**

**Anthony DeOrio – Director of Athletics/Supervisor Physical Education and Health/  
Title IX Officer**

Affirmative Action – it is the policy of MRHS not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, physical handicap or social or economic status in its education program, activities or employment practice.

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**TO THE PARENT/GUARDIAN:**

The law requires every school district to summarize the general rules and regulations regarding student conduct which are in effect. The law further requires such rules and regulations to be available to all students and their parents or guardians. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Monmouth Regional High School.

**Statement of Non-Discrimination**

The Monmouth Regional High School Board of Education does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Monmouth Regional High School Board of Education also does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in its programs or activities. If you have any concerns or complaints, you may contact our Affirmative Action Officer at 732- 542-1170.

***This handbook belongs to:***

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/TOWN** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_

## **SECTION 504**

**Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibit discrimination in the areas of employment, education, and accessibility (facilities). Section 504 prohibits discrimination against otherwise qualified individuals with disabilities, on the basis of handicap, in any program or activity receiving federal financial assistance. The ADA prohibits discrimination against qualified individuals, on the basis of handicap, with respect to employment, or the benefits, services, or activities of a public entity. Under both Acts, the definition of "individual with a disability" is one who:**

1. Has a mental or physical impairment which substantially limits one or more major life activities, such as seeing, hearing, speaking, breathing, learning, or working; or
2. Has a record of such impairment;
3. Is regarded as having such impairment.

The District will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 or the ADA. Parents of these students are entitled to procedural safeguards, including individual notice and an impartial hearing.

Each of the programs of the District will be readily accessible to individuals with disabilities when viewed in their entirety. The District will furnish auxiliary aids and services to students who have disabilities to the extent necessary for communication with other persons, unless will result in an undue burden on, or a fundamental alteration to, the District's program or activity.

### **RULES CONCERNING BUS TRANSPORTATION**

When a student rides the bus, he/she should realize that this is a privilege. This privilege imposes certain responsibilities on the pupil.

The following rules are devised for the safety of all who ride buses, and for general good behavior purposes. Pupils are expected to conduct themselves in an orderly manner. Courtesy to others and respect for law and property are expected. Pupils will keep arms, hands and other parts of the body inside the bus, never through the windows. Any bus equipped with seatbelts, the state seat belt rule applies. No food of any kind will be consumed on the buses.

Possession, use or sale of alcohol or drugs or any illegal substance is forbidden on the buses and will be subject to a disciplinary action.

Pupils will not discard objects of any kind from bus windows. Pupils will board buses and leave them at designated places. Drivers will not make special stops, and should not be asked to do so.

Pupils will talk only in conversational tones there should be no shouting, singing, making loud noises or any other actions that may distract the driver.

The school specifically forbids any attempt on the part of the students to haze or irritate others. No student has the right to interfere in any way with another person's privilege of traveling on the bus without being harassed. Pupils must understand that they are under the authority of the school while traveling on buses. In the event of misconduct, the driver will report the student to the school.

When a student is reported for misconduct on the bus, appropriate disciplinary action will be taken. This could include loss of bus transportation privileges.

Students are to ride only on the bus to which they are assigned. They are not to ride on any other bus. Improper conduct on buses to or from school, or while waiting for the bus, may result in suspension from school and/or the loss of transportation privileges. Inappropriate language, profanity and inflammatory remarks are forbidden.

### **Class Schedule 2016-2017**

#### **Period 0/AM Duty: 7:00-7:35**

HR: 7:45-7:50

Per 1: 7:50 - 8:37

Per 2: 8:41-9:28\*

Per 3: 9:32-10:19\*

#### **Per 4: (Lunch): 10:23-10:49\***

Per 5: 10:53-11:10\*

#### **Per 6: (Lunch): 11:14-11:40\***

Per 7:: 11:44-12:01\*

#### **Per 8: (Lunch): 12:05-12:31**

Per 9: 12:35-1:22\*

Per 10: 1:26-2:13\*

\*Periods 2/3, Periods 4/5 - 6/7, 5-8 and Periods 9/10 are block schedules for Science & Phys Ed

### **AFTER SCHOOL BUS SCHEDULE**

2:22 Regular Dismissal Bus

3:40 Late Bus (Tuesday, Wednesday, Thursday)

4:30 Tuesday Extended Detention Bus

### **Single Session Schedule**

**HR: 7:45 to 7:50**

Period 1	7:45 to 8:24
Period 2	8:28 to 9:03
Period 3	9:07 to 9:42
Period 5	9:46 to 10:21
Period 7	10:25 to 11:00
Period 9	11:04 to 11:39
Period 10	11:43 to 12:18

### **EMERGENCY SCHOOL CLOSING**

In the event of a storm or for any other reason that there should be no school, an announcement will be sent to the parents through the Blackboard Alert System. This information will also be made available on our website and through our social media channels. (twitter and facebook). These announcements will be made as soon as possible. Please do not call the school, police headquarters, radio stations, etc., since this jams switchboards just when most needed. In the event of continued closing for severe storms, Blackboard Alert may also be made the evening before.

## **GUIDANCE AND COUNSELING SERVICES**

The school counseling program at Monmouth Regional High School is an integral part of the total educational process. The program is designed to help the student gain the maximum benefit from the high school experience. It fosters self-examination, self-evaluation and consideration of alternative strategies through individual and group counseling. Career and academic planning are important components of the department's services.

The school counselor can help the student evaluate personal strengths and weaknesses, which will assist in establishing and achieving realistic goals. The counselor is trained and knowledgeable in interpreting standardized tests, providing the most current information regarding the opportunities available in higher education and indicating the projections for future growth areas in the work force.

Counselors consult and work cooperatively with all members of the school staff to facilitate the student's progress. Although counselors will routinely schedule conferences during the school year, appointments can be made at any time when seeking assistance with personal concerns, when researching career opportunities or wishing to obtain information for the college planning process.

### **STUDENTS VISITS TO THE GUIDANCE OFFICE**

Students who wish to have a conference with their counselor will complete a request for appointment during homeroom or after school, slips are found in homeroom folders as well as in the guidance office. Students will be given an appointment slip as soon as possible.

When a student has a pass for the Guidance Office during class time, the pass must be presented first to the teacher in charge of the student at that time. The teacher will approve the pass allowing the student to precede to his/her appointment.

### **Grading**

Report cards are available for viewing on Genesis Parent Portal, they are not mailed. We expect all students to take pride in their academic achievement and at all times to work to their capacity. Numerical grades will be given. A passing average of 70 % for all 4 marking periods plus the final exam must be attained to earn credit.

A+	96-100
A	92-95
B+	88-91
B	84-87
C+	80-83
C	77-79
D+	74-76
D	70-73
E	69-below

<b>X</b>	Final grade when Department requirements have not been fulfilled.
<b>N/C</b>	No Credit
<b>P</b>	Attendance Probation
<b>I</b>	Incomplete- Refer to Policy # 6154

### **Valedictorian, Salutatorian and Class Standing**

The highest-ranking student in the senior class is chosen as Valedictorian. This is derived by ranking the member of the class after the third marking period of the senior year or after 3 3/4 years. Salutatorian is the second highest-ranking student of the senior class.

A student must have been enrolled for a minimum of ten (10) marking periods at MRHS, four (4) of which must be in their senior year. The calculation will include transfer grades from prior schools to match weights of courses taken in the prior district(s) with our weighing courses. Students transferring from other high schools may not transfer more honors classes than are available to MRHS students at that point in their academic pursuits for the purposes of class rank, but may do so for graduation requirements. Students who are home schooled will not have any of their homeschooling courses weighted.

### **Honor Roll**

Students will be placed on the Honor Roll after having their quarterly and yearly grade records evaluated by our student information system:

**High Honors** - All grades 92 or higher

**Honors** - All grades 84 or Higher

The Honor Roll will be distributed quarterly (1st, 2nd, and 3rd only). A list will be generated from Genesis alphabetically by grade and homeroom. It will also be posted outside the Principal's Office.

### **Departmental "X"**

A student who has earned sufficient grade points on his/her report card during the first, second and third quarters, but has failed to continue to work in the latter part of the school year may be assigned an "X" grade. For students who are in semester courses, "X" grades will be turned in by January or May. For students enrolled in Physical Education during the first three marking periods and are assigned Health Education the 4th marking period, "X" grades will be turned in March. A student who may have earned passing grades on the normal course work during the term (participating in class, tests, homework, etc.) but has failed to complete a major project in the course of study (Example: (1) a required term paper involving perhaps a quarter to research and writing (2) a culminating "hands on" type project in art or industrial education in which a student is asked to make an object which would involve several concepts learned during the year (3) a science student who has failed to complete a large share of experiment work may be assigned an "X" grade.)

### **Procedure**

All "X" grades must be discussed with the department supervisor. With the approval of the supervisor, the supervisor reviews the information on each student with the Principal, to obtain the Principal's approval.

A letter from the Principal will be sent advising the parents of a possible "X" grade and stating the reasons for the grade. If the conditions for the "X" grade are not corrected by

the end of the semester, the student will receive the W grade and may repeat the course during summer school (if offered) or the following year. A student who stops making an effort in a course or who fails to complete a major project after the "X" grades deadline can still receive an "X" grade if the teacher feels it is warranted.

### **GRADUATION REQUIREMENTS**

Students at MRHS are required to take a **full program of studies** for each of their four years. Students are allowed only one full study hall with parental written permission. The promotions policies are as follows: A student may advance from 9<sup>th</sup> to 10<sup>th</sup> grade in class standing if he /she successfully completes 25 credits; from 10<sup>th</sup> to 11<sup>th</sup> grade with 50 credits; and from 11<sup>th</sup> to 12<sup>th</sup> grade with 85 credits. **Students who do not meet these requirements will be retained in the same grade the following year.**

In order to receive a diploma from Monmouth Regional High School a student must earn 120 credits in the following areas:

- Four years of English including English I-IV
- Four years of Health and Physical Education at least 3.75 credits per year in physical education, health and safety during each year of enrollment. Distributed as 150 minutes per week.
- Three years of Social Studies including World History, U.S. History I and II.
- Three years of Mathematics including Algebra I and Geometry
- Three years of Science including Lab Biology, Lab Chemistry and/ or Physics or Environmental Science, plus a third laboratory/inquiry-based science
- One year of World Language
- One year of Visual and/or Performing Arts
- One year of a Practical Art
- 2.5 credits of Financial Literacy
- 15 credits of Electives

#### **State Testing or alternative graduation requirements as defined by the state. NOTE:**

These graduation requirements are the minimum needed for high school graduation and may not fulfill the requirements for admission to 4 year colleges.

**Electives without Penalty-** Sophomores, Juniors and Seniors have the option of taking the electives without penalty of a lower grade point average and class rank. In order to be eligible, students must (1) have fulfilled the graduation requirements of one or two years of Fine Performing Practical Arts as per graduation requirements, (2) secured parental approval and, (3) applied for this option within two weeks after the beginning of school in September. Grades would count towards achieving honor roll status and fulfilling the athletic eligibility requirements but would not be included in the grade point average or class rank. Students and parents should discuss the advisability of such action with their guidance counselor.

#### **Course Changes (Permission Time Limited: Check with Guidance)**

1. The school master schedule is built upon careful and deliberate on-time course selections made by students. During the course selection process, every effort should be made by students, parents and teachers to insure that the courses selected are appropriate for the student.
2. Alternate course selections should be made carefully in the event that an original elective choice or a particular combination of courses cannot be made after the course selection deadline.



3. Any changes made after the master schedule is built adversely affects the enrollment balance of classes. For this reason, no course changes will be made after April 22, 2016, except if: there is an error or omission in data entry, course level change due to a change in academic achievement, summer school attendance or a student's schedule is missing a graduation requirement.

### **Course Level Changes**

Level changes will be made on a space available basis. Movement to a higher level is permitted until April 22, and then on a space available basis from August 22 until the end of September. It is understood that the student may be responsible for any missed work in the class, including the summer assignment since the grade will not carry to the new course. Movement to a lower level will be permitted within the same time frame. Changes will not occur within the first 7 (seven) days of school to allow teachers the ability to review the summer assignments and also give the students the opportunity to discuss their difficulties with the course teacher.

### **Withdrawal from a Course**

Once the first marking period has ended, if a student chooses to drop a course, this will be done with penalty and an E will appear on the student's transcript and the student will be placed in a study hall.

### **SPECIAL EDUCATION**

The Special Education department provides services to identified students that require individualized instruction as part of their educational program. The Child Study Team is a group of specialized professionals whose primary purpose is to identify, test, evaluate students suspected of having a disability. The Child Study Team follows protocol and procedures are designated by State of New Jersey Department of Special Education and Federal IDEA codes. The Child Study Team is comprised of a school psychologist, school social worker and a LDTC (Learning Disabilities Teacher Consultant). A Speech Pathologist is on staff to provide services to those students mandated to receive speech and language services.

The Learning Disabilities Teacher Consultant is responsible for conducting the evaluation that measures a student's academic skills and learning style.

The School Psychologist is responsible for conducting the evaluation to measure cognitive, intellectual and emotional levels. They are also responsible for collecting and measuring data associated with behavioral levels.

The School Social Worker is responsible to collect personal information pertaining to student, family and home environment.

The Speech and Language Therapist is responsible for conducting the evaluation to evaluate speech and language development.

A referral to the CST can be requested by any member of the high school staff, parents, outside agencies or a person that has specific concerns about a student. The request for evaluation is reviewed by the Director of Special Services in conjunction with the child study team members and a meeting is scheduled with the IEP team. All referrals to the Child Study Team are confidential and If you have questions or concerns about the evaluation process or services, please contact the Director of Special Services.

## **HEALTH OFFICE**

The health office is open during regular school hours. Students who have an accident or are injured in any way are to report to their teacher immediately. Students who become ill in class are to report to their teacher who will refer them to the school nurse. It is expected that no student will find it necessary to see the nurse on arriving at school unless an accident or sudden illness has occurred.

### **Student Visitation to Health Office**

Students wishing to see the school nurse should follow the following procedure:

The student should make a request to the classroom teacher who will sign the pass for the student. Students will not be accepted to this office without the pass being signed by the teacher. Except in cases of emergencies, students will not visit the Health Office between periods. When a student is requested to come to the Health Office (physical examination, etc.) via a form originated by the nurse, this pass must be presented to the teacher in charge of the student that period. The teacher will sign the form allowing the student to proceed to the Health Office. The student will be responsible for notifying the Health Office if unable to keep the appointment. If students are ill during the day, they must report to the Health Office. Students are not to call a parent/guardian to pick them up due to illness. All parent contact regarding student illness or injury must be made by the Health Office.

### **Physical Examinations**

Any student wishing to participate in sports will have a physical examination prior to being able to participate. All sport physicals done by private physicians must be reviewed by law by our school physician. All 10th grade students will have their vision, hearing and speech screened. If you prefer to have your child examined by your private physician, at your expense, for any of the above, you will have to obtain a form from the Health Office and return it by October 31. Our school physician has the right to make the final determination as to any student's eligibility for participation in any sport. It is the student's responsibility to check with the Health Office to see what is required to participate in sports. It is also their responsibility to return paperwork on time.

### **Immunizations**

New Jersey State law requires that all students be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella and Hep B. Documentation of such immunizations is required to be available in the student's health record at the school. A diphtheria-tetanus booster is advised every 10 years. A Mantoux tuberculin test is required, within the previous six months, on all students entering from schools within certain areas in NJ, designated by the State Board of Health, and on all students entering from other states or countries. If for any reason this documentation is not available from the student's previous school, it will become the responsibility of the student's parents or legal guardian to provide the school with the proper documentation before the student can be enrolled. If at any time the student is not in compliance with the law, the student will be excluded from school until compliance is met.

### **Medications in School**

In accordance with New Jersey State Narcotic and Dangerous Drugs Law: **Title-24: 21-16** Parent(s) or guardian(s) must provide a written request for the administration of prescribed medication at school. Written orders are to be provided by the doctor stating the name of the Medication, the dosage, what the medication is used for, its side effects, and how often it is administered.

Medication containers must be properly labeled by the pharmacy or doctor and brought directly to the school nurse upon entering the school building. NJ State Law now allows students to carry their own prescribed inhalers with them to use as necessary for asthma and their own prescribed epi-pens for anaphylactic reactions. This requires a note from their physician to be on file in the Health Office.

**"Over the counter" medication, including Motrin, Tylenol, etc., will not be administered without parental permission. Students found taking any medication in school without Health Office approval will be subject to discipline and possibly the substance abuse policy.**

### **Student Assistance Coordinator**

Parents, students or staff members may refer students for counseling services. The Student Assistance Program is a process where you can meet with a professional counselor to discuss any issue or concern that you are experiencing. The Student Assistance Coordinator will help to create a safe, peaceful space for MRHS students to discuss these experiences. All counseling services provided are confidential and voluntary. The counseling process focuses on growth and positive change when confronted with challenges and struggle. The Coordinator may be reached at 542-1170 Ext. 1142.

### **Core Team**

A school-based team which is designed to identify, refer, and provide support services for those students who are/may be at risk due to psycho-social stressors that can be interfering with student achievement. The Core Team will support the efforts of the Student Assistance Coordinator, who will bring cases to the team once she has completed the initial screening. The Core Team will recommend interventions designed to assist students overcome problems related to learning and personal well-being. Referrals are confidential and may be made by staff members, parents or by self-referral.

### **Substance Abuse**

Students suspected of being under the influence, or in possession of drugs or alcohol will be subject to procedures outlined in the Board of Education **Policy 5131.61**.

If a student receives a crisis evaluation, whether admitted to the hospital or not, there must be a fit to return to school note as well as a mandatory re-entry meeting prior to returning to school. The members of this meeting will consist of an administrator, SAC, guidance counselor, nurse, and case manager (if applicable). This meeting must include the parents/guardians and the student.

If a student is terminated and/or completed a substance abuse and/or mental health program, there must be a fit to return to school note as well as mandatory re-entry meeting prior to returning to school. The members of this meeting will consist of an administrator, SAC, guidance counselor, nurse, and case manager (if applicable). This meeting must include the parents/guardians and the student

### **Permission to Go Home**

If a student is injured or too ill to stay in school, they should report to the nurse who will, after assessing the injury/illness, call the parent or other adult listed on the Health Questionnaire (if the parent cannot be reached. )The parent will pick up the student in the Health Office, Students are not to call parents from their cell phone or leave school without permission. Students who do not follow Health Office procedures are subject to disciplinary action. No student, if they are ill or injured, will be allowed to drive himself/herself home.

### **Health Questionnaire**

Parents/Guardians of all students at Monmouth Regional must complete a Health Questionnaire each year. It must be handed in to the homeroom teacher the first week of school. This information is needed when it becomes necessary to contact the parent/guardian regarding their child's illness or injury.

### **Communicable Diseases**

Following a communicable disease, (e.g. chicken pox, pink eye) the student is required to bring a note from the doctor and present it to the nurse before he/she will be readmitted to school.

### **Home Instruction**

To be eligible for home instruction, a student whose illness requires an absence of greater than two weeks should present a physician's statement to the Health Office indicating the nature of the illness, the reason home instruction is needed, anticipated time needed, treatment plan, and next evaluation date. This will be reviewed by the school physician for approval.

### **Student Insurance**

The accident insurance coverage purchased by the Board of Education for students will provide coverage on an in-excess basis. This means that the personal or group insurance owned by the parent becomes the Primary carrier and the school insurance is the Secondary carrier up to the limits stated by the school's policy. If the student does not have private insurance - this insurance policy will not be effective. *NOTE: This insurance is not the same as the 24-hour coverage, which may be purchased separately by the parents.*

### **Elevator**

If at any time during the school year a student is required to use crutches, canes or other orthopedic appliances, this student is to report to the Health Office with an appropriate medical note for an elevator pass and fire drill instructions. This procedure is for the safety and benefit of the **injured student only**, as well as that of the rest of the student body. If you violate the conditions of using the elevator, the key will be removed and a discipline assigned (i.e. taking other students on the elevator).

### **Physical Education Excuses**

Physician's notes are the only legal excuse from physical education. These notes must indicate the specific dates for excuses from P.E. and must be presented to the school nurse. If the doctor cannot specify the length of the excuse, then the next appointment date with the doctor should be stated. If further excuses are considered necessary the doctor will present a new note at each appointment. The school does not honor retroactive medical excuses but reserves the right to consider each case. If students receive a medical excuse, which is for more than half a marking period, they will receive an "M" grade. When computing final grade averages, students will receive the grades they earned, excluding medical excuses, and will receive 1.25 credits for each marking period passed. Students will be assigned to study halls if their medical excuse extends beyond two weeks.

## **Injuries**

If a student sustains an injury at school, the student must report to the supervising teacher immediately. The teacher will see that the student gets to the nurse and then will submit an accident report. If an injury occurs when there is no supervising teacher, the student must report immediately to the Health Office.

In cases involving extra-curricular activities/athletics, an injured student will report immediately to the coach/advisor or trainer and then proceed to the nurse if during the school day. If injuries occur after school or at athletic contests, the student will report to the trainer and nurse the following morning or on the first day he/she returns to school. An accident report will be prepared and an insurance form given to the injured student if medical care was obtained. Following an injury all athletes must obtain a physician's note giving approval to continue in sports, which must be approved by the Health Office prior to participation in practice or contests.

**NOTE: Students who are treated by a private physician or hospital must report the information to the nurse as soon as reporting back to school in order that an insurance claim form may be given to the student or parent. It is the parent's responsibility to have insurance forms completed by the physician/or hospital and forwarded to the insurance company.**

## **Health Information**

All medical information is protected under the Health Insurance Probability and Accountability Act (HIPPA) and is stored in the Health Office. Please hand deliver all medical information directly to the nurse.

## **WEINHEIMER MEDIA CENTER**

The Media Center is a vital and growing part of the educational experience. Conceived and built with the idea that Monmouth Regional would be a media-oriented school, the library continues to provide the students and staff with a totally computerized first class research facility.

The Media Center opens at 7:00 a.m. and remains open throughout the entire day. After the 2:13 dismissal, the Media Center is open until 3:25 p.m. Tuesday, Wednesday and Thursday thus enabling the students to use the facility after school on these specified days. Passes and student ID's are required during and after school.

Circulation records are maintained on a computerized system. If borrowed materials are lost, damaged or not returned, fine will be issued. Students are, however, charged the full purchase price for materials, which are lost or not returned. Fine slips are issued at the end of each marking period and report cards are withheld if materials are not returned or paid.

We encourage our students to develop their skills by taking advantage of the many resources available to them in the Media Center.

An atmosphere conducive to research and study is maintained in the Media Center.

- Loud, boisterous behavior is not permitted.
- Cell phone use is not permitted
- Food and drink are prohibited
- Any infraction of school rules will result in a discipline referral.

- Any student found vandalizing or stealing library materials will be referred to the Assistant Principal's Office for appropriate discipline.
- Any student found tampering with library computers or accessing or printing inappropriate materials will lose computer privileges and be referred to the Assistant Principal's office for appropriate discipline.

The Library computers are for research purposes only. Students may not visit game sites, offensive music lyric sites, or any site which may be deemed offensive to others. Students may not download and may not save games or inappropriate materials on their student drives. Students must not share their passwords or log other students on to the computer network.

## **FOOD SERVICE**

### **(Breakfast/Lunch Program)**

Monmouth Regional High School has a full service Cafeteria. Students wishing to bring their own lunch from home are welcomed to do so. Lunches brought from home must be left in lockers until the passing period before lunch. Students will be not be permitted to leave the building to retrieve lunches from automobiles.

To insure efficient operation of the three lunch periods, the following regulations will be observed by students:

Students are expected to arrive to the Cafeteria on time. All students will eat in the Cafeteria and must pick up after themselves and deposit trash in containers. Failure to comply with this regulation may result in a discipline.

While eating lunch in the Cafeteria, you should:

- Be considerate of your fellow students at all times. Stand in line and wait your turn.
- Know what you want and ask for it as quickly as possible.
- Be seated while eating.
- When finished, deposit your trash in the trash container. All lunch tables are to be cleaned of trays, dishes, food, papers and eating utensils.
- Do not take food back to class.
- Students are to remain in the cafeteria or assigned areas. They must use the bathrooms in the hallway outside of commons.

At any time a student or his/her family may apply for the Free/Reduced Breakfast/Lunch Program at MRHS. Applications are available in the Board Office.

You may deposit monies into your "PAYFORIT" account available through the [www.monmouthregional.net](http://www.monmouthregional.net) website or you may pay through the business office.

## **THE STUDENT COUNCIL**

The government of the student body is the Student Council. The Council exists for the benefits of the entire school, and works at the student's will. The Student Council discusses the problems of the student body and attempts to find solutions agreeable to both the students and the administration. The Council also brings up new ideas which will aid the student body, such as new clubs, sport activities, social affairs and scholarship funds.

The Student Council consists of: one representative and/or alternate from each homeroom, students-at large, the five executive officers, and the Student Council Advisor(s) without a vote. Election for the new Council officers for the following year takes place in late spring of the current year. Regular meetings will be held.

### **THE NATIONAL HONOR SOCIETY**

The National Honor Society is an organization established in 1921 by the National Association of Secondary School Principals to identify and acknowledge superior students in the secondary schools. It is the most prestigious school organization in the nation.

Membership in the Monmouth Regional Chapter of the NHS is an honor conferred upon juniors and seniors by the faculty in recognition of outstanding accomplishments in scholarship, leadership, character, and service. To qualify academically, students must achieve an academic GPA of 3.95 on the weighted grades scale. For students entering in 2017-18 and later, an academic GPA of 4.25 or higher is necessary. Students who meet the standards for scholarship and wish to be considered for membership must submit an activity packet detailing their activities that will qualify them in the other areas. All activities must be verified with the proper form. A five member Faculty Council, appointed by the principal, reviews the faculty responses and each candidate's activity form and selects students for membership. The sixth member of the Council is the NHS advisor who serves in an advisory capacity only.

Once selected, members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, character, and service. They must attend meetings and participate in chapter activities. Through NHS chapter service activities, members maintain and extend the qualities which earned them selection. Membership is thus both an honor and an obligation. It is hoped that all students will work to achieve the excellence, which will qualify them for admission to the Monmouth Regional Chapter of the National Honor Society.

### **STUDENT ACTIVITIES PROGRAMS**

The student activities program at Monmouth Regional High School is designed to give students an opportunity to meet the challenges of change and develop self-discipline. The activity program involves converting student energy, ideas and thoughts into realistic, positive steps and solutions. The general purpose of student activities is to improve school life and give service to the community.

The primary goal of student activities is to place students in an environment where they can demonstrate honest candor, hard work, and initiative. The following clubs and activities are currently active in our school:

Amnesty Int.	Marching Band
Anime	Math Club/Team
Animal Friendly (AFO)	Mock Trial Team
AVA Club	Model United Nations
Art Club	National Honor Society
Chess Team Club	Pep Band
Congressional Awards	Physics Club
Cultures in Asia	Priceless Jewels
DECA	Red Cross
Drama Club	SADD
Environmental Club	School Play
Falconaire	Search Club/Key Club
FBLA	Show Company
FCCLA	Sign Language Club
Fellowship of Christian Athletes	Spanish club
Forensic	Student Council
French Club	Support the Troops
Gay, Straight, Alliance	Teen Arts
Heroes and Kool Kids	Twirling/Color Guard
Images	Volleyball
Jazz Band	Yearbook
Latin Club	

Students interested in forming a new club may contact the Student Activity Advisor.

#### **THE MONMOUTH SCHOLARS**

The Monmouth Scholars is an academic honors group selected in the senior year. A student must achieve an academic standing in the top ten percent of the class to qualify.

#### **CLASS ORGANIZATION FOR GRADES 9-12**

As part of the program of co-curricular activities, each class year is organized for the conduct of class activities, such as dances and other fundraising activities, as well as proms, the yearbook, class rings, and graduation procedures. Elections are held each spring for class officers: President, Vice-president, Recording Secretary, Corresponding Secretary and Treasurer.

The class constitution requires that each student pay class dues to help defray the cost of class functions held each year and to provide for the payment of as many senior expenses as possible such as yearbook, and the senior class trip. Failure to pay class dues means that the student must bear all expenses himself/herself and will be ineligible to attend functions, which are fully paid for, from the class treasury.



## **ATHLETIC PROGRAMS**

The following varsity sports are currently offered at Monmouth Regional High School:

<b><i>Fall</i></b>	<b><i>Winter</i></b>	<b><i>Spring</i></b>
Cheerleading	Bowling	Baseball
Cross Country	Cheerleading	Golf
Field Hockey	Basketball	Girls Lacrosse
Football	Indoor track	Softball
Gymnastics	Swimming	Boys Tennis
Soccer	Wrestling	Track and Field
Girls Tennis		

### **Eligibility**

To be eligible for fall and winter sports, seniors, juniors and sophomores must have received a passing grade in a minimum of 30 credits from the preceding school year. Freshmen are automatically eligible (NJSIAA regulations)

To be eligible for Spring Sports, students must be passing a minimum of 15 credits for the 1<sup>st</sup> semester of the current school year. A student must carry a full schedule in order to graduate with the required number of credits with his/her class in four years, if one subject is failed, the pupil will be on probation during the following semester; if more than two subjects are failed, the student must be dropped from the athletic program until his/her grades show marked improvement. If a student is not eligible for spring sports, he remains ineligible for the duration of the spring sports season. (Board of Education policy)

**Age** - An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen (19) prior to September 1 of the current school year (NJSIAA Regulation). If a freshman becomes sixteen (16) prior to September 1, he/she cannot play on a freshmen level in any sport, but may play on a varsity or JV level. Participants must have a birth certificate recorded in the Director of Athletics Office. Participants must turn in a dated and properly completed permission form with both a parent's and the athlete's signature on it. This should be given to the team's coach. Participants must pass a sport's physical given by a school physician.

### **P.E. Excuses**

Athletes are not excused from physical education classes. Athletes will dress for class on days of contests. Varsity athletes are NOT excused from any activity during Physical Education class.

**NOTE:** No individual with a medical excuse from physical education will be permitted to participate in athletics.

**NOTE:** Cell phones and/ or personal music devices will not be permitted for use during Physical Education classes.

### **Athletic Equipment**

It is the responsibility of the athlete to take proper care of all issued equipment. If equipment is lost, new equipment will not be issued until the lost equipment is paid for. If an athlete quits a team before the season has ended, he/she is obligated to return his/her equipment immediately (cleaned). Upon completion of the athletic season, all athletes are required to turn in all equipment issued to them. Failure to follow this rule will mean that the athlete will be billed for the equipment and will not receive any awards until the obligation is met. Report cards will not be issued to those athletes who have either not turned in equipment or have not paid for it. Issued equipment is not to be worn by anyone except the athlete and should only be worn at practices and/or at contests.

### **Personal Conduct of the Athlete**

Smoking, drinking alcoholic beverages and illegal drug usage are direct violation to the most basic training rules. Any violation of this nature shall result in suspension as per the Board of Education #Policy 6145.

**Detention-** Detentions will not be reassigned for Athletes. Student Athletes not attending their assigned detentions will miss the next scheduled contest and incur the additional discipline from the AP Office for not attending the assigned detention.

### **Personal Conduct**

The athlete should exemplify an outstanding school citizen in all aspects. Any athlete suspended from school by the Administration will also face the following Athletic Department action:

**Out of School Suspension (OSS)** – upon a players return from OSS the athlete is to be benched the next scheduled contest, except football. These students will miss the first half of the next scheduled contest. If the suspension is on a contest day, that will serve as a day of benching. However, if the suspension is on a practice day, the athlete must be benched for the **next** scheduled contest. This action is from the administration and this does not include any

**TEAM/COACHES** agreement of team rules and regulations.

**2<sup>nd</sup> Suspension** – upon a players return from OSS the athlete is to be benched the next 2 scheduled contests. If the suspension is on a contest day, that will serve as a day of benching. However, if the suspension is on a practice day, the athlete must be benched for the **next 2** scheduled contests. This action is from the administration, this does not include any **Team/Coaches** agreement of team rules and regulation. Administration also reserves the right to remove player from team entirely.

**3rd Suspension** - The athlete will be dropped from the team.

**Attendance at Practice** - Practice sessions are important to the success of all our teams. Each athlete has an obligation to his teammates, his school, his coaches, and to himself to be at every practice. An athlete missing practice will be disciplined by his/her coach. Continued absences will result in dismissal from the team.

**Behavior on Athletic Busses** - The athlete is expected to behave in a responsible manner when being transported to and from athletic contests. Any athlete who misbehaves or causes damage to the bus will face disciplinary action and could be dismissed from the team.

**Medical Excuses** – From physical education will not be permitted to participate in athletics.

**Late to School** - Athletes not in school by 9:00 a.m. cannot participate in a practice or an athletic contest that day. If a student is absent from school they cannot participate in any after school activities or be on school grounds. Exceptions are only by prior arrangements with the Athletic Director and/or the Assistant Principal.

### **Participation in School Related Activities**

Students who are absent from school will not be permitted to attend or participate in school sponsored activities held the day or evening of the absence. This would include field trips, dances (including the prom), concerts, plays, sporting events, etc. The only exception is absence due to approved trip/activity involvement as a representative of the school (conferences, field trips, etc.) or planned, pre-approved college trips that cannot be re-scheduled. Attendance on Friday is required for activities scheduled on Saturday or Sunday, unless otherwise pre-approved by the principal. A student must be in attendance a full day on the day of activity, or on Friday for a Saturday activity, and may not report later than 9:00 a.m. to be eligible to participate. **Students must have prior administrative approval for all appointments in order to maintain eligibility. A student sent home due to illness is not permitted to participate that day.**

### **Student Responsibility at Athletic Events and Other School Sponsored Events.**

Students attending extracurricular activities are subject to all rules and dress codes. Students or athletes acting in unsportsmanlike behavior are subject to suspension, arrest or expulsion from the school. Non-students involved in unsportsmanlike conduct at sports events are subject to civil arrest. Visiting teams at Monmouth Regional High School are our guests and should be treated as such. The responsibility of crowd control lies with the home team. Failure to maintain proper behavior can result in a forfeiture of a game and possible expulsion from the Shore Conference.

### **NCAA Clearing House Regulations**

A student who intends to participate in Division I athletics as a freshman in college must be registered with and be certified as eligible by the NCAA Initial-Eligibility Clearinghouse. All athletes should inquire with their Guidance Counselor for further information.

## **ATTENDANCE**

### **Attendance, Absences and Excuses**

The Monmouth Regional High School Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the State learning standards in the Core Curriculum Content Standards. The Superintendent shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

- A. Encourage good Attendance;
- B. Discourage unacceptable absences;
- C. Identify patterns of absence, tardiness and early departures from school; and
- D. Intervene to prevent and correct problems with attendance.

**For further details please refer to Policy 5113.**

## **Student Grievance Procedures**

Monmouth Regional High School shall establish procedures for the consideration of pupil problems and for the processing of their complaints and appeals. The Superintendent or designee shall establish and maintain procedures for appeals beyond the decision of the principal.

In the event that a student feels that he/she has experienced unfair treatment by a teacher in violation of BOE policy, a grievance can be initiated in writing (within 10 days) from the time of the incident.

### **Procedure**

1. Discuss the situation with the Department Supervisor in order to address/rectify the issue
2. If, as a result of the discussion, the matter resolved, the student has 5 days to initiate a written grievance to the Principal specifying:
  - a. The nature of the grievance
  - b. The result of the previous discussion
  - c. His/her dissatisfaction with the decision previously rendered
3. The Principal shall communicate his/her decision in writing to the student within 3 school days.
4. The student, if dissatisfied, has 5 days from receipt of the Principal's decision to appeal to the Superintendent in writing.
5. The Superintendent shall attempt to resolve the matter within 10 school days.
6. The student, if still dissatisfied, has 5 days from receipt of the Superintendent's decision to appeal to the Board of Education in writing.

## **DISCIPLINE AND RULES**

Students at Monmouth Regional High School will find that if they behave as responsible citizens, they will be treated with respect. This self imposed discipline is to everyone's benefit and helps create a pleasant school atmosphere.

In any Democratic society, however, there must be certain fundamental regulations. The rules listed below were adopted after careful study by students, faculty, administration and the Board of Education. They are not designed to inhibit or restrict students but to assist the orderly function of the school so that everyone can go about the primary task of obtaining a good education. In general, students are expected to attend school daily, follow and attempt to complete the courses of study and carefully observe the school regulations prescribed by the Board of Education.

Failure by students to meet these responsibilities subjects them to after school office detention, extended detention, In School Suspension (ISS), or Out of School Suspension (OSS), and in extreme cases, expulsion. Students will be assigned but not limited to the following penalties for student infractions as deemed appropriate by the Administration:

## MINOR INFRACTIONS

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Classroom Disruption</b>	Teacher/student conference--PC, Possible TD	PC--OD	1 EXT--PM	1 ISS--PM Possible I&RS referral
<b>Unexcused Lateness to School Per MP</b>  <i>Excessive excused lates could result in disciplinary and/or intervention procedures</i>	3 Lates= 1 OD	6th Late=EXTD Loss of headphone and electronics until end of MP.  Device turned in to VPs	7th Late= 1 ISS PM  For student drivers this will result in loss of parking privilege  <b>2 week probation from extra-curricular/sports and LOP</b>	8th Late PM 2 days ISS Administrative Hearing  <b>Additional Two Weeks probation or possible removal from extra-curricular/sports</b>
<b>Unexcused Lates to Class</b>	Warning by Teacher	TD	OD	EXTD or ISS
<b>Unsafe Conduct/Horseplay</b>	1 OD	2 OD	1-- ISS	1--OSS
<b>Violation of Dress Code</b> <i>Dress Code is outlined in handbook</i>	Warning and Change of Clothes	Change of Clothes 1 OD	Change of Clothes 1-ISS	Change of Clothes PM 1-OSS
<b>Profanity/Obscene Language</b>	1-OD	1-ED	1-ISS PM	1-OSS
<b>Misuse of school property</b>	Teacher/Student Conference	1 OD	1 ISS	2 OSS
<b>Hall Roaming/Failure to present Hall Pass</b>	Warning--AP office notified	1 OD	2 OD	1 ISS
<b>Forging Parent/Teacher/Staff Member signature</b>	1 EXT	1 ISS PM	1 OSS Administrative Review	

## Major Infractions

(Parent contacted for each offense)

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Cumulative Referrals For Minor Infractions per MP*</b>  <b>*students who go 45 days without incident will revert back to starting status depending on level of infractions</b>	4th referral 2 ISS-  Loss of field trips and/or privileges 45 days (pep rally, botc, etc) Probation from extra curricular/sports for 2 weeks	5th referral 1 OSS  Parent Meeting Loss of field Trips and/or privileges additional 45 days	6th referral- 2 OSS  Administrative Review	7th-referral 3 OSS PM Administrative review possible placement in MRHS' Alternate School
<b>Open Defiance</b>	1 EXTD	1 ISS	2 ISS Parent Meeting	3 OSS Counseling
<b>HIB/Sexual Harassment</b>	Automatic referral to Anti-bullying Specialist to convene investigation.			
<b>Cutting/Removal After school Detention</b>	1 EXTD	1 ISS	2 ISS PM LOP	Administrative Review
<b>Cutting/Removal Extended Detention</b>	1 ISS	2 ISS PM	3 ISS LOP	Administrative Review
<b>Cutting Class</b> <b>A student who enters class without pass 10 min after bell could be considered cutting</b>	1 OD	1 EXTD	1 ISS	Administrative Review Possible Loss of Credit
<b>Cell Phone</b>	Students can carry their cell phone. Cell Phones are used at the discretion of the teacher for educational purposes. If the student fails to comply with teacher directives regarding cell phone use, they will be referred to the assistant principals for open defiance. (see open defiance above)			
<b>Profanity to Staff</b>	1-ISS	2-OSS possible administrative hearing	Suspended until mandatory administrative hearing	
<b>Leaving School Grounds</b>	1 EXTD Loss of driving privileges for 1 month	1 ISS Loss of driving privileges for 2 months	2 ISS LOP Permanent Loss of Driving Privileges	

<b>Fighting (for any reason) on school grounds/school events (NJSA 18A:37-2)</b>	<ul style="list-style-type: none"> <li>● 5-9 days OSS</li> </ul>
<b>Theft, Vandalism and or Defacing School Property (NJSA 18A:37-2&amp;3)</b>	<ul style="list-style-type: none"> <li>● OSS #of days TBD</li> <li>● Police Notified</li> <li>● Reimbursement of monetary damages to the district and victim(s)</li> </ul>
<b>Possession/Use of Nicotine on school grounds including Vapor or E-Cigarettes</b>	<ul style="list-style-type: none"> <li>● 2 OSS</li> <li>● Possible Drug Test</li> </ul>
<b>Physical Assault on another student</b>	<ul style="list-style-type: none"> <li>● Minimum 7 OSS</li> <li>● Police Notified</li> <li>● Administrative Hearing</li> </ul>
<b>Physical Assault and/or threat towards any BOE Employee (NJ 18A: 37-2)</b>	<ul style="list-style-type: none"> <li>● OSS 7- 9 days pending mandatory Administrative Hearing</li> <li>● Police Notified</li> </ul>
<b>Threat towards another student</b>	<ul style="list-style-type: none"> <li>● Up to 5 OSS</li> <li>● Police Notified</li> </ul>
<b>Possession and/or use of items determined to constitute danger to others</b>	<ul style="list-style-type: none"> <li>● Up to 9 OSS</li> <li>● Police Notified</li> <li>● Possible crisis and/or admin hearing referral</li> </ul>
<b>Possession and/or use of drugs, alcohol, and/or any other controlled dangerous substance (Refer to Drug/Alcohol Policy/Procedures)</b>	<ul style="list-style-type: none"> <li>● Suspension pending expulsion hearing</li> <li>● Police Notified</li> <li>● Drug Test</li> <li>● Notification to Student Assistance Coordinator</li> </ul>
<b>False Alarm</b>	<ul style="list-style-type: none"> <li>● Up to 9 OSS</li> <li>● Police Notified</li> <li>● Administrative Hearing</li> </ul>
<b>Possession of Firearm, Weapon or Look-a-Like Weapon</b>	Suspended pending hearing before Bd. Of Education proceeding to be scheduled no later than 30 days following day of suspension (NJ Statutes 18A: 37 - 10)

**Legend:**PC: Parent Contacted PM: Parent Meeting TD: Teacher Detention OD: Office Detention EXTD: Extended Detention  
LOP: Loss of Privileges ISS: In-School Suspension OSS: In-School Suspension

### **EXTENDED DETENTION RULES**

- Extended Detention is issued for attendance/discipline offenses as determined by the Administration. We believe that extended detention is more advantageous to your child's education than a suspension in that it avoids the loss of instructional time. The regulations concerning extended detention are outlined below:
- Time 2:25 to 4:30.
- Transportation will be provided on Tuesday only.
- Lateness is not allowed.
- Students must bring school work to keep them occupied for the entire detention period. Extended detention is educational, rather than recreational in nature. Students will not have access to their lockers; consequently they are to bring books, pencils, etc. when they arrive.
- Talking, sleeping, board games and electronic devices will not be permitted. Getting out of assigned seat, eating/drinking or any other actions considered disruptive will not be allowed.
- If a student is considered disruptive, he/she will be removed and assigned a (1) day OSS
- One excused absence will be honored only in cases of illness or extreme family emergency. A parental note must be submitted to the Assistant Principal's office upon return to school.
- The Assistant Principal's office has the option of honoring the note and re-assigning a make-up Extended Detention or rejecting the note and assigning Suspension. Unexcused absences will result in an OSS.
- Students who fail to serve an extended detention will be subject to an OSS

### **DRESS CODE**

**Administration has the discretion of sending students home who are inappropriately dressed and cannot make the appropriate changes. Refer to: Board Policy 5132.**

All clothing must be in good taste, as decided by the administration, and not distract or interfere in any way with the educational process. We expect clothing to be neat and clean. Hats will be removed once a student enters the building and must be stored in the student's locker.

**No tube tops, spaghetti straps or any other apparel that disrupts the educational process.** Clothing that promotes sex, drugs, alcohol, weapons and/or tobacco through a written or graphic message should not be worn. All shorts, skirts and dresses should not be shorter than 6" above the knee. All pants and shorts must be worn above the hips. Sunglasses or goggles should not be visible on any part of the body. No wallet chains or pocket chains No bandanas are permitted. Under garments must not be showing (ex. bras, underwear etc.). **Students will be sent home if dress code violations cannot be corrected and discipline will be assigned.**



### **Computer Misuse**

Inappropriate or misuse of all school computers could result in permanent termination of computer privileges. The student will be disciplined and billed for reimbursement of repairs and damages

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

The Monmouth Regional High School Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, The Monmouth Regional High School district will not tolerate acts of harassment, intimidation or bullying.

### **DEFINITION:**

Harassment, intimidation or bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, 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 mental, physical or sensory disability, or by any other distinguishing characteristic, that:

- A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
- B. Has the effect of insulting or demeaning any student or group of students; or
- C. Creates a hostile educational environment for the student by interfering with the student's education.

"Electronic communication" means a communication that is transmitted by means of any electronic device that takes place on school grounds, at any school-sponsored function or on a school bus.

## **MONMOUTH REGIONAL HONOR CODE**

Any student caught cheating (giving or taking information) related to class work, homework, tests, quizzes, research (both print or electronic) or any other academic task will be given a zero for that particular assignment. The classroom teacher will inform the subject supervisor of the incident and notify the parent/guardian, guidance counselor, and Principal. The guidance counselor will notify the case manager. The Principal will note the infraction in the student's record. This record will be made available to the National Honor Society.

A conference will be held with the student, teacher, supervisor, parent or guardian. At that time the subject supervisor will advise both the student and the parent/guardian of the seriousness of the infraction, and students will be granted due process and have the

opportunity to respond. Any additional incidences of academic dishonesty may result in loss of credit for the course.

**Examples of violation of academic integrity will include but not be limited to the following:**

- Use of illicit aid on a test, quiz, examination or homework assignments.
- Giving or receiving illicit aid on a test, quizzes, examination or homework assignment.
- Copying from another student's work (exams, quizzes, examinations, homework, term papers, or lab reports.
- Gaining unauthorized access to computer accounts.
- Submitting words, data or ideas of another without properly acknowledging the source.
- Stealing, receiving, distributing or communicating examination or test materials.
- Falsifying works or records.
- Failure to adhere to MRHS policy statement on ethical computer use. Falsifying or failing to give credit for sources in student portfolios.
- Plagiarism in any form.

### **Guidelines for 18 Year Olds**

**"As a student 18 years of age or older, you must still obey school rules and regulations. Any rule or practice which is appropriate, to the orderly and productive administration of a school community may be applied to all within that community including adult students. Whether you are under 18 or older, you may be held accountable--in terms of grades, disciplinary sanctions, or otherwise—for your attendance and conduct in school." Excerpts from: Chapter 8I, P.L. 1972 and interpreted by the New Jersey Attorney General. Even though a student may be considered an adult legally, while he/she is living at home the school has an obligation, regardless of the individual's age, to inform the parents/guardians of the progress or conduct of their son/daughter; therefore, any correspondence from the school will be directed to the parents or legal guardians. We do not accept notes from 18 year olds unless the student is emancipated.**

### **Search of Lockers**

Since student lockers are considered school and not personal property, periodic locker inspection will be conducted. Other inspections will be made on the basis of reasonable suspicion. Therefore, students should not place illegal materials or equipment in lockers since legal prosecution can result. Students should not give other students their combination or share lockers.

### **Search of Vehicles**

Upon entering school property, vehicles are subject to search if deemed necessary by the Administration and/or the Tinton Falls Police.

## **STUDENT PARKING RULES & REGULATIONS**

It is considered to be a privilege to park on school grounds. To become eligible to drive and park on Monmouth Regional High School property, students must present the following items to the Assistant Principal's Office: Student's driver's license, vehicle registration and insurance card and MRHS parking contract signed by both student and parent. Any student seeking permission to drive to school must attend a Safe Driving presentation

through MRHS. A parking tag **MUST** hang from the rear view mirror of the car with number facing out. Seniors and Co-op/vocational students will be given first preference for parking privileges.

Students are **NOT PERMITTED** to park in staff or visitor parking areas. Senior student parking is permitted in the south parking lot with additional parking on the East side of the lot, for Co-op students, adjacent to the soccer field. The junior parking lot is in the back lot behind the baseball field. Students must leave the vehicle and parking lot immediately upon parking. *SMOKING is not permitted in cars.* Students are not to return to the vehicle unless they are leaving the school grounds at the end of the school day or have permission from an administrator. Students involved in work programs must leave the school grounds upon completion of their scheduled classes.

Vocational school students eligible to drive to Monmouth Regional are not allowed to drive to Vocational school.

Loitering is not permitted at any time in the parking lot, in or outside vehicle.

**The Board of Education of Monmouth Regional High School is NOT responsible for theft or damage to any vehicle parked on school property.**

Speed Limit of (12 MPH) must be observed.

Mopeds/Motorcycles are not to be operated on sidewalks. Moped/Motorcycle drivers are required to wear helmets and have in their possession a valid license, registration, insurance card and have license plates displayed on rear of vehicle. You must apply for a parking permit in the Assistant Principal's Office. Infractions of these parking rules and regulations may result in either temporary or permanent revocation of individual's parking permit. Other disciplinary action may also result. Anyone who is parked illegally or without a school issued permit may be towed at the owner's expense.

### **STUDENT LOCKERS**

#### **Hall Lockers**

#### **Each student will be assigned a locker**

- Students are not to share their lockers or combinations with other students.
- Students are held responsible for good housekeeping in their lockers.
- Students may go to lockers only before homeroom, at the end of period preceding lunch, and at the end of the day.
- Students should plan to take all the books they will need during the morning to homeroom. At the end of period preceding lunch periods, students will obtain from their lockers materials needed for lunch and the afternoon activities.
- Students will have the same hall locker for four years.
- Students are advised not to store valuables or money in lockers.

#### **Gymnasium Lockers**

Gym lockers will be assigned to students by the physical education teachers at the beginning of the school year and upon entering school for the first time. There will be a deposit for a combination lock issued. This lock is to be kept by the student until he/she leaves the school. No student should leave an open locker unattended at any time unless all articles have been removed. Loss of lock will call for forfeiture of deposit.

### **EVACUATION DRILLS**

Evacuation drills will be conducted at least twice each month. During drills, students are expected to follow the directions of school personnel without question or deviation. Students must leave the building quickly and quietly.

Directions for exit routes are posted in every classroom, and will be followed for drills held while students are in classrooms under supervision of a teacher. In addition, each homeroom will be assigned a position away from the building to which students must immediately report if a fire drill is held during passing time, dismissal time, or whenever students are not under faculty supervision.

### **USE OF BUILDING AFTER SCHOOL**

Students are encouraged to remain after school to participate in an extracurricular program or to receive extra help from the teachers. The Media Center is also available to students on Tuesday, Wednesday and Thursday. If students are neither participating in any activity nor receiving extra help then they are to leave the building immediately at the end of the school day. Students who are staying after their regular school day must report to their teacher at the time specified. Loitering is not permitted in the building or at the entrances. These areas must be clear between dismissal and arrival of the late bus. Students who remain after their school day and ride the late bus home will be required to show a signed late bus pass from a teacher or Media Center Staff.

### **SCHOOL VISITORS**

All visitors must report to the General Office with valid Identification for official approval to be in the school building. All visitors will be escorted to their intended destination within the school. Students are not permitted to bring visitors to school during the school day. For your convenience, it is highly recommended that you make an appointment if you wish to speak to a certain staff member as they are not always readily available during the school day.

### **SCHOOL TRIPS**

All school-sponsored trips must have prior approval by the Board of Education. Students who request permission to go on school trips must have parent/guardian approval and complete the form which is provided for this purpose. Parents are advised that unless they receive the Official Monmouth Regional High School Parent/Guardian permission form for completion, any other trips off school grounds are not school-sponsored.

Any student misbehaving during a field trip will be subject to disciplinary action and may be excluded from any future trips.

Criteria for approval to attend school field trips:

1. Student is passing all their classes up to the date of the field trip. If a student has already paid for the trip and then is failing a subject they will be reimbursed.
2. Students must be in good standing regarding discipline. Please see chart of consequences for loss of privileges.
3. Student who have had major infractions will not be eligible for field trips for 45 days after their infraction.
4. Student attendance must be equal or greater to 90% of the total days of attendance. For example, in one marking period consisting of 45 days, 90% equals 4.5 days. Since we don't account for ½ days in the attendance it will be rounded to 5 days.\*

\*Attendance will be reviewed to account for extenuating circumstances.

## **CARE OF SCHOOL PROPERTY**

The taxpayers of Monmouth Regional High School District have provided us with excellent educational facilities of which we are justly proud. We expect all students to show proper respect for school property, including furniture, equipment, textbooks, etc. Care will be required of all textbooks, and proper treatment is recommended. Any damage will be paid for by the student to whom the book/material is assigned. Students are asked to take pride in their school.

## **FOOD CONSUMPTION AND WATER BOTTLES**

AM food sales will end at 7:30 a.m. Students must consume all food prior to 7:50. Food is not to be consumed in the hallways or classrooms.

- Students are permitted to carry clear plastic bottles containing water ONLY, no larger than 32 ozs.
- Candy sales are prohibited during the regular school day from 7:41 a.m. to 2:13 p.m. During lunch time, all food must be consumed in the cafeteria.

## **LAVATORIES**

Lavatories have a definite purpose and should not be used for socializing. Disciplinary action will be exercised to discourage vandalism, loitering, and smoking in these areas. Students must have signed pass upon leaving class to go to the lavatories and also sign the sheet with the hall monitor.

It is the student's responsibility to report to the Assistant Principal's Office any graffiti or other writing on walls, lack of necessary supplies, or general concerns.

## **LOST AND FOUND**

The lost and found area is in the General Office. Please return all articles found in or around the school to this Office. If lost and found articles are not claimed within a reasonable amount of time, they will be donated or discarded. All lost phones should be turned into the AP OFFICE.

## **WHAT TO DO IF...**

**YOU ARE HAVING DIFFICULTY WITH ANOTHER STUDENT** - See the Principal, Assistant Principals, Guidance Counselor, or your teacher.

**YOU ARE ABSENT**- Be sure to bring a note from home to your homeroom teacher on the morning of your return, listing your name, all school days missed, homeroom number and reason. Check with each of your teachers to obtain missed assignments.

**YOU ARE LATE TO SCHOOL** - Report to the Assistant Principal's Office upon arrival for an admission slip, and be sure to bring a note indicating the cause for the lateness.

**YOU ARE LATE TO CLASS** - (1) Report directly to class for which you are late. (2) If late without valid excuse, your teacher will discipline you. (3) In the event your lateness was valid, you must present a pass from a faculty member by the next time that the class meets.

**YOU ARE ILL** - Obtain a pass from your teacher and report to the Health Office. **Do not call your parents directly.** Go to the nurse's office and she will call your parent for you or you may call yourself, to see if you will be permitted to go home.

**YOU CHANGE YOUR ADDRESS OR PHONE NUMBER** - Report at once to the Registrar's Office for a change of address form.

**YOU WISH TO OBTAIN WORKING PAPERS OR YOU FORGOT YOUR LOCKER COMBINATION** - Report to the Guidance Office.

**YOU LOSE OR FIND ANY OTHER ARTICLE** Report to the Lost and Found in the General Office. Students should not bring valuable jewelry, personal property or large amounts of money to school.

**YOU WISH TO PARTICIPATE IN A CLUB OR ATHLETICS** - Check with advisor of club activities, or check with coach of sport or the Athletic Director. Your homeroom teacher can help you with this.

**YOU WANT TO SEE YOUR GUIDANCE COUNSELOR** - Complete a request for appointment form through homerooms, Guidance or General Office.

**YOU NEED HELP IN A COURSE OR ARE IN DANGER OF FAILING** - Teachers are available for extra help until 2:45 p.m. each day. Make an appointment with your teacher.

**YOU NEED TO CALL YOUR PARENT** – Do not use your cell phone. Go to the Assistant Principal's Office or the General Office and ask to use the telephone.

**YOU SUSPECT ANOTHER STUDENT OF POSSESSION OF ANY WEAPON** - Immediately report your suspicion to any Monmouth Regional Staff Member.

