

STUDENT HANDBOOK

2024-2025



Monmouth Regional High School
HOME OF THE FALCONS

Hello Falcon Family,

Welcome to Monmouth Regional High School for the 2024-25 school year. Our administration, teachers, and staff at MRHS are excited for this school year.

In this handbook, you will find a lot of useful information that will assist you throughout your journey at Monmouth Regional. Please be sure to read it and discuss it with your parents/guardians, and if you have any questions, you can always ask.

Let's make this another awesome year for the Falcon Family.

Sincerely,

Mr. Brian Evans
Chief School Administrator
Monmouth Regional High School

Acknowledgement of Review of the Student Handbook

Please review the *Student Handbook*. The school policies, regulations, and student code of conduct are an important part of daily student life, supporting a safe and secure learning environment.

It is essential that we work together to assure that all students meet the high expectations that we set. Following the provisions of this handbook enables students to succeed in school and the community.

After you have reviewed the Student Handbook, please visit your Genesis Portal to check off your review of the student handbook.

Please note that the student handbook applies 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.

MONMOUTH REGIONAL HIGH SCHOOL

2024-2025

One Norman J Field Way

Tinton Falls, NJ 07724

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

ADMINISTRATION

Brian Evans - Chief School Administrator

Maria Parry - Board Secretary/Business Administrator

Kathleen Mihalko - Assistant Principal/Supervisor/District Homeless Liaison

Salvatore Spampanato - Assistant Principal/Student Activities Coordinator

Amy Kelly - Director of Guidance/Testing Coordinator

Anthony DeOrio – Director of Athletics/Title IX Officer

Mrs. Corey McCook-Director of Special Services/504 Coordinator

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.

TO THE PARENT/GUARDIAN:

The law requires every school district to summarize the general rules and regulations regarding rules, regulations, and student conduct. 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 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, you may contact our Affirmative Action Officer at 732- 542-1170.

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Block Schedule 2024-2025

- Block 1:** 7:45am - 9:10am
Block 2: 9:14am - 10:34am
Block 3: 10:38am - 12:27pm (Lunch Blocks)
Block 4: 12:31pm - 1:51pm

Grading

Student progress reports and report cards are available for viewing on Genesis Parent Portal. Progress reports and report cards are not mailed. All students are expected to take pride in their academic achievement and to work to their fullest abilities at all times. Monmouth Regional uses a numerical grading system. A passing grade average of 70% for all 4 marking periods (including the final exam) must be attained to earn credit for a course. The lowest grade that a student can receive for a marking period is a 50. The final exam grade has no minimum, and the students will receive what they earn on the final exam.

| <u>Numeric Grade</u> | <u>Letter Grade Equivalent</u> |
|----------------------|--------------------------------|
| 96-100 | A+ |
| 92-95 | A |
| 88-91 | B+ |
| 84-87 | B |
| 80-83 | C+ |
| 77-79 | C |
| 74-76 | D+ |
| 70-73 | D |
| 69-below | F |

- WP** Withdrawn Passing - A student drops a class and their average was 70 or higher
WF Withdrawn Failing - A student drops a class and their average was 69 or lower.
X Final grade when Department requirements have not been fulfilled. See below.
N/C No Credit
P Attendance Probation
I Incomplete- Refer to Policy #6154

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/6154%20Homework%20makeup%20work.pdf>

Honor Roll

High Honor Roll - All grades 92 or higher

Honor Roll - All grades 84 or Higher

MONMOUTH REGIONAL HONOR CODE

Academic dishonesty (giving or taking information) related to class work, homework, tests, quizzes, research (both print or electronic) or any other academic task is not permitted. The classroom teacher will inform the subject supervisor of the incident and notify the parent/guardian, guidance counselor, and CSA. The guidance counselor will notify the case manager, if applicable.. The CSA will note the infraction in the student's record. This record will be made available to the National Honor Society.

In most first offense cases, a grade of "0" will be recorded in the student's gradebook for the assessment where the infraction occurred. The student and the parent/guardian will be granted due process, and have the opportunity to provide an explanation for the infraction. The CSA will have the final decision on any action that will be taken. 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 tests, quizzes, examinations or homework assignments.
- 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#6162.1 statement on ethical computer use.
Falsifying or failing to give credit for sources in student portfolios.
- Plagiarism
- Unauthorized use of Artificial Intelligence (AI)
- <https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/6162x1%20Intranet-internet.pdf>

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.)

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 CSA, to obtain the CSA's approval.

A letter from the CSA 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 9th to 10th grade in class standing if he /she successfully completes 30 credits; from 10th to 11th grade with 60 credits; and from 11th to 12th grade with 90 credits. 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, Geometry, and a third year building on those concepts
- 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.

VALEDICTORIAN and SALUTATORIAN

The highest-ranking student in the senior class is chosen as valedictorian. This is derived by ranking the members 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 weighted 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 homeschooled will not have any of their homeschooling courses weighted.

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 4.25 or higher on the weighted grades scale.

Students who meet the standards for scholarship and wish to be considered for membership will be invited to 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 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 a 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 excellence, which will qualify them for admission to the Monmouth Regional Chapter of the National Honor Society.

ATTENDANCE

Monmouth Regional High School believes that the regular attendance of students in each class and in school in general is critical to its educational mission and student success. 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 CSA 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.

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/5113%20Absences%20and%20Excuses.pdf>

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 workforce.

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.

STUDENT 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 proceed to his/her appointment.

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 ensure 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 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. 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.

COURSE WITHDRAWAL

The following procedures will occur in the event that a student wishes to drop a class:

1. A student can withdraw from a course, without penalty, within the first marking period.
2. Once the second marking period begins, if a student would like to drop a course they would be given a study hall and the course would appear on their transcript as a Withdrawal Pass (WP) or Withdrawal Fail (WF) (depending on their current grade) and 0.00 credits would be earned. GPA/Rank would not be affected.
3. A withdrawal after the second marking period will only be approved under extreme, documented circumstances. Requesting a late withdrawal due to the following will not be honored:
 - a. a low grade in the class,
 - b. lack of interest in the subject matter, or
 - c. having a different learning style from that of the teacher

Please note that extenuating documented circumstances, substantiated by both a letter to and meeting with the principal is needed prior to a decision being made. If approved, students will receive a WP or WF depending on the student's grade at time of withdrawal.

MRHS VIRTUAL COUNSELING

At certain times, the MRHS School Counseling Department may offer guidance, support services, and parent meetings virtually through a platform such as Zoom or Google Meets. This may occur during certain school closures, summer hours, or to accommodate a parent/student when it is deemed appropriate. Communicating online provides flexibility for the counselors as well as accessibility for students and parents. All school policies will remain in effect while virtual meetings are taking place.

** Limitations: It's important to know that Confidentiality and Privacy cannot be guaranteed with services provided through online platforms.

SPECIAL EDUCATION

The Special Services department provides educational plans to identified students that require individualized instruction as part of their educational program. The Child Study Team is a group of professionals with specialized training to identify, test and evaluate students suspected of having a disability. The Child Study Team follows protocol and procedures as designated by the State of New Jersey Department of Special Education and Federal IDEA codes. The Child Study Team is composed of a school psychologist, school social worker and a LDTC (Learning Disabilities Teacher Consultant).

The Learning Disabilities Teacher Consultant is responsible for providing teachers with strategies, conducting, scoring and interpreting the educational evaluation. The consultant has an individual caseload to ensure that students are provided the necessary supports as dictated in the individualized education program (IEP).

The School Psychologist is responsible for conducting, scoring and interpreting the cognitive evaluation, which measures cognitive, intellectual and emotional levels. They are also responsible for collecting and measuring data as well as providing guidance to families, staff and students on issues regarding behavioral needs.

The School Social Worker is responsible to collect, organize and evaluate the student's family background information as well as be the communication liaison between the school and family. Social workers carry a caseload and provide crisis and ongoing counseling to identified students.

The department has related service providers in the areas of speech, OT, PT and a behaviorist.

A referral to the CST can be made by any member of the Monmouth Regional community, parent, family member, 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 CST. 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.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) prohibits 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 of 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.

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 make a request to their classroom teacher who will fill out and sign the appropriate pass with the student's name, date and time. Students will not be accepted to this office without it. Except in cases of emergency, 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 or the student will be subject to disciplinary action. No ill student will be allowed to drive themselves home.

Physical Examinations

Any student wishing to participate in sports will have a school physician approved physical examination and update if appropriate prior to any participation in the sport or practice. All sport physicals done by private physicians must by law be reviewed by our school physician. All physical paperwork must be turned in to the Health Office and will be reviewed by the school physician on his/her scheduled dates. All 10th grade students will have their vision and hearing screened. If you prefer to have your child examined by your private physician, at your expense, for any of the above, you can obtain the forms from the Health Office. 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. All 9th graders, new registrations and transfer students are required to have a physical. Our school physician is available during the school year to perform physicals. Physicals will be reviewed by our school physician on specified dates noted on our school website.

Immunizations

New Jersey State law requires that all students be immunized against Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Varicella, Meningitis 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 students entering from schools within certain districts in NJ, and on students entering from other states or countries designated by the NJ State Board of

Health. 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 EpiPens for anaphylactic reactions. This requires proper physician documentation 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 in possession of or taking any medication in school without Health Office approval will be subject to discipline and possibly the substance abuse policy #5131.61.

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/5131x61%20substance%20abuse.pdf>

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 medical note, from his/her physician to the Health Office with a diagnosis, prognosis, treatment plan, return date, and next evaluation date. All requests for home instruction must first be approved by the school physician for approval.

Students on home instruction will not be permitted to attend extra curricular activities without pre approval from school administration and written permission from a physician.

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, fire drill and other 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, discipline will be assigned (i.e. taking other students on the elevator). No other student shall be released from class early due to another's injury.

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 immediately if possible, but no later than 24 hours after the incident. 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 and trainer, 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 coach and the trainer, and the nurse on the following morning or on the first day he/she returns to school. An accident report will be prepared and given to the Health Office within 24 hours. An insurance form will be given to the injured student if medical care was obtained after receiving medical documentation and an accident report for the incident.

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 and/or hospital and forwarded to the insurance company.

Health Information

All medical information is protected under the Health Insurance Portability and Accountability Act (HIPAA) and is stored in the Health Office. Please hand deliver all medical information directly to the nurse. No medical information should be handed into teachers or coaches.

STUDENT ASSISTANCE COUNSELOR (SAC)

The Student Assistance Counselor (SAC) is certified by the NJ Department of Education to coordinate and oversee the overall components of the Student Assistance Program (SAP). SACs provide confidential counseling and referral services to at-risk youth. Students that are coping with the social, emotional and behavioral issues related to their own substance use, a peer, dating partner, or family members use, or are at risk for using, may receive counseling support services.

Anyone can refer a student to the SAC by email or calling directly. Referrals and services are confidential and voluntary, unless there is a school policy infraction in which case services may be mandatory.

SUBSTANCE USE

Monmouth Regional High School is a Drug Free School Zone.

Under NJ State law, any student suspected of being under the influence of a substance during the school day, or during any school sponsored event will be considered a medical event requiring immediate medical attention. Please see Board of Education Policy 5131.61 for full details.

Any student in violation of the Board of Education Substance Use policy 5131.61 for use or possession of substances will be subject to disciplinary action.

MENTAL HEALTH COUNSELOR

The Monmouth Regional Mental Health Counseling Program provides free, voluntary and confidential mental health counseling for all students in need. The Mental Health Counselor (MHC) is a clinically licensed therapist with training and experience in the field of mental health counseling, school counseling and crisis intervention. The mental health services at Monmouth Regional High School have been designed and organized to assist students (and families) with their personal, social, emotional, and behavioral challenges. The purpose of this program is to provide a confidential, safe and comfortable space for students to receive mental health support services for a wide variety of challenges, such as anxiety, depression, trauma, LGBTQ+, personality disorders, eating disorders, etc. For substance use/abuse concerns, referrals will be made to the Student Assistance Counselor (SAC). For more information regarding mental health counseling at Monmouth Regional High School, see the MHC website at <https://www.monmouthregional.net/site/Default.aspx?PageID=2337>.

According to NJ State Law, a minor may seek counseling services provided by the Mental Health Counselor (MHC) or Student Assistance Counselor (SAC) without parental consent. The MHC and SAC will make every effort to include the parent(s) in the process and services provided, but student consent for parent communication/involvement is required (please visit the MHC website for limits to confidentiality). Guidance counselors, the Child-Study team, Student Assistance Counselor, School Nurse, administrators and I&RS may refer a student to the MHC for a variety of reasons. Parents, teachers, and students are also able to make referrals to the MHC, as well as a student reaching out for services for themselves. Similar to the SAC, in situations in which a student has a disciplinary infraction, school administration may mandate that a student be seen by the school MHC or SAC for a specific number of sessions. The information discussed in these sessions will still remain confidential, however the number of sessions attended and level of participation will be shared. For additional assistance or information, the MHC may be reached at 732 542-1170 Ext. 1157.

*In the event of a health or other emergency, should the school run on an e-learning platform, the SAC and MHC will continue services with students through virtual counseling. For benefits and limitations of telehealth sessions, please see the section on virtual counseling in the Guidance Department section of the handbook.

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/5131x61%20substance%20abuse.pdf>

SUBSTANCE USE/MENTAL HEALTH CONCERNS

Students that participate in a substance use and/or mental health treatment program outside of school are strongly encouraged to get additional support from the Student Assistance Counselor (SAC) or Mental Health Counselor (MHC). It is also strongly recommended that a Release Authorization be signed so that the SAC/MHC can communicate with the treatment program. Students that attend a treatment program for a full day, during school hours, will have to participate in a re-entry meeting before returning to school. This meeting will include the student, parent/guardian, SAC or MHC, guidance counselor and/or CST member, school nurse.

SUICIDE ASSESSMENT PROTOCOL

If during the course of the school day a student verbally or in writing expresses any intention to harm themselves and/or others, the student will be immediately sent to one of the following individuals; a guidance counselor, member of the child study team, the student assistance counselor, or the mental health counselor. That professional will then assess the student and the parent will be called and notified of the assessment conducted.

If the student's results demonstrate a high risk for self-harm and/or harm to others, that student must be immediately evaluated in one of two ways. The school professional conducting the assessment will contact Monmouth Medical and a member of the Psychiatric Emergency Screening Services (PESS) will come to the school, if available at no cost, to conduct further assessment. If PESS is unavailable, the parent must immediately pick the child up from school and bring them to the nearest emergency room for screening.

Once services are rendered a '*Return To Learn*' meeting will take place, which will include the student, parent, guidance counselor/case manager, school nurse, an administrator and either the SAC or MHC. A plan for support services will be discussed.

In the event that a student visits the emergency room during non-school hours we request but do not require a parent to notify either the school nurse, SAC, or MHC. We highly recommend having the '*Return to Learn*' meeting so that we may support your child to the best of our ability during the course of the school day, while also providing resources for the parent/guardian.

MEDIA CENTER

The Media Center opens at 7:00 a.m. and remains open throughout the entire school day until 1:51pm. There may be times during the day when the media center is not available to students due to testing, events, or other circumstances. The MRHS homework Club is available after school for students to do work from 2:00pm to 2:50pm. There are no late buses available for student transportation.

Circulation records are maintained on a computerized system. If borrowed materials are lost, damaged or not returned, a 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. .

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 not permitted
- 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 materials or accessing or printing inappropriate materials will lose computer privileges and be referred to the Assistant Principal's office for appropriate discipline.

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.

GUIDELINES FOR INTERNET USAGE

1. Students may not download and may not save games or inappropriate materials on their student drives.
2. Respect for the equipment of the school and its network is a condition for use of the computers.
3. Students are to notify the teacher/media center specialist immediately of any disturbing material they may encounter on the web or in email.
4. Students are not to give out personal information like telephone number, full name, address, etc. to anyone on the Internet.
5. Students are to not give anyone their password to any of their accounts or allow another student to use their account to access the Internet or school network.
6. Students must gain clearance from the teacher/media center specialist prior to downloading any programs from the Internet.

Violation of any of these rules may result in forfeiture of permission to use the Internet and school network and/or appropriate disciplinary action.

ARTIFICIAL INTELLIGENCE (AI)

All submitted work or assignments to meet course requirements (including classwork, homework, research papers, projects, quizzes, tests, exams, computer programs, presentations, etc) must either be the student's own original work, or must clearly acknowledge the source. The use of artificial intelligence without the direction and consent of the classroom teacher will be considered a violation of the MRHS Honor Code.

FOOD SERVICE
(Breakfast/Lunch Program)

Monmouth Regional High School has a full service cafeteria which we have named "The Commons.". Students wishing to bring their own lunch from home are welcomed to do so. Lunches brought from home must be left in lockers or backpacks until the passing period before lunch. Students will not be permitted to leave the building to retrieve lunches from automobiles without permission of the administration.

While eating lunch, 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.

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 Business/Board Office in the 300 wing.

You may deposit money into your Pay Schools Central account available through the www.monmouthregional.net website or you may pay through the Business/Board office.

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 International | Images |
| Animal Friendly (AFO) | Jazz Band |
| Art Club | Junior Class |
| Asian American Experience Club | Key Club |
| Battle Bots Club | K-Pop Club |
| Best Buddies | Kulture Lab Club |
| Chess Team Club | Marching Band |
| Chorus | Math Club/Team |
| Color Guard/Twirling | Model UN |
| Cursive Writing Club | National Honor Society |
| Debate Club | Outdoor Adventure Club |
| DECA | Pep Band |
| Drama Club | Production Design |
| Environmental Club | SADD - Students Against Destructive Decisions |
| Equity Council | School Play |
| Fashion/Knitting | Senior Class |
| Falconaire | Sign Language Club |
| FBLA | Spanish club |
| FCCLA | Sophomore Class |
| Fellowship of Christian Athletes | Support the Troops |
| French Club | Student Council |
| Freshman Class | Teen Arts |
| Gamers United Club (GUC) | Volleyball Club |
| Gay, Straight, Alliance (GSA) | Wellness Club |
| Girls Who Code Club | Writing Club |
| Health Occupations Students of America Club (HOSA) | Yearbook |
| Heroes and Kool Kids | |

THE STUDENT COUNCIL

The government of the student body is the Student Council. The Council exists for the benefit of the entire school, and works at the students' 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 that will aid the student body, such as new clubs, sports activities, social affairs, and scholarship funds.

The Student Council consists of 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.

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 and functions. 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:

Fall

Cheerleading
Cross Country
Field Hockey

Winter

Bowling
Cheerleading
Basketball

Indoor track
Swimming
Wrestling
Ice Hockey (co-op)

Spring

Baseball
Golf
Girls Lacrosse

Softball
Boys Tennis
Track and Field

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 1st 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#6145)
<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/6145%20extra%20curricular%20eligibility-revised2017.pdf>

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

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/6145%20extra%20curricular%20eligibility-revised2017.pdf>

Consequences - Student disciplinary actions will not be reassigned for athletes. Student-athletes not attending their assigned disciplinary actions will incur additional disciplinary actions as deemed appropriate by the administration.

Hazing - Hazing, defined as any reckless or intentional act which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization, is strictly prohibited. The express or implied consent of participants will not be an excuse. Apathy or acquiescence in the presence of hazing are not neutral acts; they will also be considered violations of this policy. Every student, regardless of ability, race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability or by other distinguishing characteristic, has the right to participate free of physical, verbal, and emotional abuse.

Consequences of Misbehavior - 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:

1. **Out-of-School Suspension (OSS)** – upon a player's return from OSS the athlete is to be benched for 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. **2nd Suspension** – upon a players return from OSS the athlete will not participate in the next 2 scheduled contests. If the suspension is on a contest day, that will serve as a day of non-participation. However, if the suspension is on a practice day, the athlete will not participate in the next 2 scheduled contests. This action is from the administration and overrides any team/coaches agreement of team rules and regulations. Administration also reserves the right to remove a player from the team entirely.
3. **3rd Suspension** - The athlete will be dismissed 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 9:15 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 arrangement 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 rescheduled. Attendance on Friday is required for activities scheduled on Saturday or Sunday unless approved by the CSA. 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 9:15 a.m. to be eligible to participate. Students that have accumulated 30 or more demerits will not be eligible to participate in after school activities.

Students must have prior admin approval for all appointments in order to maintain eligibility. A student sent home due to illness is not permitted to participate that day.

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.

RANDOM DRUG AND ALCOHOL TESTING PROGRAM

Participation in athletics, co-curricular activities, and parking on school grounds is a privilege and voluntary. Therefore the Board of Education has approved the implementation of a random drug and alcohol testing program. In order to participate in clubs, activities and sports and to be eligible to park a vehicle on school property, all students must consent to being randomly tested for alcohol and drug use. Failure to consent to this testing eliminates the opportunity to participate in all activities. Please see Board of Education policy 5142X1 for further details.

STUDENT RESPONSIBILITY AT ATHLETIC EVENTS AND OTHER SCHOOL-SPONSORED EVENTS

Students attending extracurricular activities are subject to all school rules, regulations, 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.

Any Monmouth Regional student that acts inappropriately during a school sponsored event, including but not limited to sporting events, plays, assemblies, dances, etc will face disciplinary consequences and may lose the privilege of attending future events.

SPECTATOR CODE OF CONDUCT POLICY

Since 2021, NJSIAA member schools have reported increasing concerns about the behavior of spectators and fans at interscholastic events. There have been reports of fans fighting with coaches, players, and other fans; reports of fans accosting officials; and reports of fans berating players and officials with expletives and bias language.

NJSIAA's Sportsmanship Rule/Policy requires that "high standards of courtesy, fair play and sportsmanship must be featured at association competitions...good sportsmanship, respect for rules, respect for others, and fair play, are basically the motives through which an interscholastic athletic program is justified and defended....unsportsmanlike conduct shall subject the individual to disciplinary action."

Additionally, NJSIAA's Mission, Vision and Values prioritizes a physically and emotionally safe and healthy playing environment and insists that good sportsmanship be exhibited at all times by student athletes, coaches, officials, and spectators.

The NJSIAA is recommending that beginning 2024-2025 school year that every school adopt a policy regarding the Spectator Code of Conduct. The policy must be provided to the parents/guardians of participating student-athletes and require a sign-off indicating understanding of the policy during the school's sports registration process.

Under the Sportsmanship Rule/Policy, as it is currently written, unsportsmanlike conduct includes, but is not limited to, actions of a fan or spectator who:

- strikes or physically abuses an official, opposing coach, player, or spectator;
- intentionally incites participants or spectators to violent or abusive action;
- uses obscene gestures or profane or unduly provocative language or action towards officials, opponents, or spectators;
- engages in harassing verbal or physical conduct related to race, gender, ethnicity, disability, sexual orientation or religion at an interscholastic event

The list of covered persons should also include school staff and school security – this is in addition to officials, opposing coach, player, or spectator currently identified by the NJSIAA Sportsmanship Rule/Policy

This list of unsportsmanlike actions is a minimum. In addition, NJSIAA recommends that a member school's policy also prohibit the following.

- Use of profanity, threatening comments, or biased language before, during, or after an interscholastic event.
- Verbally harasses an official or opponent participant (i.e., coaches or players from any participating school) by using names or uniform numbers.
- Entering the field of play – before, during, or after an interscholastic event.
- Physical altercation with an official, coach, player, school staff, school security, or spectator – before, during, or after an interscholastic event.
- Use of artificial noisemakers or other instruments intended to disrupt the interscholastic event or distract the participants during an interscholastic event.
- Use of obscene or profane signage or apparel.

Disciplinary Actions

Monmouth Regional High School's policy includes the following disciplinary actions for violations of the code of conduct:

- Immediate removal from the event and school premises.
- Suspension from the next home interscholastic event for a first offense.
- Second Offense – suspension from all activity/attendance for the duration of the season.

COMPLETION OF REQUIRED EDUCATION COMPONENT(S) BEFORE ATTENDANCE AT FUTURE HOME INTERSCHOLASTIC EVENT (REGARDLESS OF OFFENSE)

NJSIAA recommends the following educational components, which can be accessed at the National Federation's "NFHS Learn" website (www.nfhslearn.com):

- Positive Parenting within School Programs
- Sportsmanship
- Teaching and Modeling Behavior
- The Parent Seat

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 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 CSA 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 #5145.6, a grievance can be initiated in writing (within 10 days) from the time of the incident.

<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/5145.6%20pupil%20grievance%20procedures.pdf>

Procedure

1. Discuss the situation with Department Supervisor in order to address/rectify the issue
2. If, as a result of the discussion, the matter is not resolved, the student has 5 days to initiate a written grievance to the CSA 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 CSA shall communicate his/her decision in writing to the student within 10 school days.
4. The student, if still dissatisfied, has 10 days from receipt of the CSA's decision to appeal to the Board of Education in writing.

STUDENT PARKING RULES AND 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 the 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 permitted to drive to Vocational school unless written consent is provided by both the Vocational school and the parent/guardian.

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

You must apply for a parking permit in the Assistant Principal's Office.

Infractions of these parking rules are as follows:

- Anyone who is parked illegally or without a school issued permit may be towed at the owner's expense.
- They will receive 1 warning.
- The 2nd infraction will result in a \$3.00 fine.
- Every infraction thereafter will be a \$5.00 fine.

STUDENT LOCKERS

- 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.

GYM 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.

THE FALCON STANDARD

The faculty at Monmouth Regional High School has high expectations for our students. A Falcon treats all peers, faculty, staff, and other adults with respect and dignity. A Falcon comes to school on time, dressed appropriately and does their best in their classes. A Falcon follows school policies and strives to be a positive influence in our school and community. This is the Falcon Standard.

Any student that does not meet this standard will be put on probation once they accumulate 30 demerits and will remain on probation until they fall below 15 demerits.

State law provides that the participation in extra or co-curricular activities is a privilege and not a right and that privilege may be revoked by the district where circumstances warrant. Therefore, any student not meeting the Falcon Standard will be prohibited from attending games, participating in practices, games, competitions, dances, prom, field trips, pep rally, Battle of the Classes and any other school functions.

For seniors this includes senior field trips, prom and graduation.

While on probation, students may not be on school property following the end of the school day unless accompanied by a teacher for academic reasons.

DEMERIT SYSTEM

15 Points

Letter sent home
Referral to Counselor for assessment and support services
Meeting with Assistant Principals
Behavioral Intervention Plan

30 points

Student referred to I&RS Intervention and Referral Services Committee
Meeting with parents/guardians
Student will not be permitted to attend school functions as stated in the Falcon Standard.
Student will remain on probation until demerits fall below 15 points

50 points

Meeting with Parents/guardians, Assistant Principals, and CSA
Program and placement review and possible BOE action

REWARD SYSTEM

The point system at Monmouth Regional High School allows students to have demerits removed for improved behavior.

1. If a student goes thirty (30) consecutive days without a demerit, the student will have five (5) demerits removed.
****It is the responsibility of the student to contact the Assistant Principal's office for this to occur. It will not automatically be done.**
2. If a student attends an assigned office, one (1) demerit will be removed.
3. Students can have demerits removed by performing community service. The community service can be performed in school or outside of school. Community service must be pre-approved by the administration. In school community service needs to be verified by a teacher. Out of school community service needs to be on the official letterhead of the organization that the community service was performed with.
4. Students can earn back demerits by performing good deeds. A good deed can be breaking up/preventing a fight, providing information about an illegal or dangerous situation in or outside of school or any other behavior deemed a good deed by administration.

DISCIPLINE AND RULES

One of the major correlates identified by Essential Schools Research, which contributes to improved achievement by all students, is a safe and orderly environment. The environment created is free from oppression and promotes academic success. It is imperative that everyone involved supports a unified discipline management system. The system must be consistently and effectively applied. In an effective, successful school, **all staff** share a responsibility for discipline and student behavior.

Another correlate that is directly related to a consistent discipline system is the desire of the school district to hold high expectations for student achievement. These expectations, while generally applied to academic achievement, also applies to student behavior and their recognition that their behavior and actions have consequences.

Within the school environment, the teacher is responsible for developing the initial stages of behavior management within their classrooms and hallways.

To ensure the success of our students, the administration has come up with the following code of conduct. In addition to the list of infractions and consequences, this code of conduct also contains an explanation of our demerit system/merit recovery system. The demerit system is designed to reverse the inappropriate behavior of the student.

In summary, this code of conduct, developed by the Monmouth Regional administration, with input from students and staff, focuses on the behaviors needed to be successful in life. All are held to the same standards of socially acceptable behavior and it is one of the goals of Monmouth Regional High School to produce students that are prepared to function in this demanding world in which we live in.

Failure by students to meet these responsibilities will result in the following consequences as well as parental contact, loss of privileges (school activities, clubs, sports, etc.), and possible police notification as deemed appropriate by the administration:

MINOR INFRACTIONS

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|---|--|--|---|---|
| Unexcused Tardy to School Per MP <u>Tardy after 8:25 automatic office detention</u> <i>Excessive excused lates could result in disciplinary and/or intervention procedures</i> | 3 Lates= Warning 1 DEMERIT | 6th Late= 1 - OD 1 DEMERIT | 9 Lates= 2 - OD 1 DEMERIT | 12th Late= 1 - ISS 1 DEMERIT |
| Unexcused Tardy to Class 1-4 minutes | Warning by Teacher | 1 - Teacher Detention Parent Notified | 1 - Teacher Detention Parent Notified | 1 - Teacher Detention Parent Notified |
| Violation of Dress Code | Warning and Change of Clothes | Change of Clothes 1 - OD 1 DEMERIT | Change of Clothes 1 - ISS 1 DEMERIT | Change of Clothes 1 - OSS 1 DEMERIT |
| Misuse of school property | Teacher/Student Conference | 1 - OD 1 DEMERIT | 1 - ISS 1 DEMERIT | 1 - OSS 1 DEMERIT |
| Hall Roaming/Failure to present Hall Pass | Warning--AP office notified | 1 - OD 1 DEMERIT | 1 - OD 1 DEMERIT | 1 - ISS 1 DEMERIT |
| Forging Parent/Teacher/Staff Member signature | 1 - OD 2 DEMERITS | 2 - OD 2 DEMERITS | 1 - ISS 2 DEMERITS | 1 - OSS 2 DEMERITS |
| Unsafe Conduct/Horseplay | 1 - OD 2 DEMERITS | 2 - OD 2 DEMERITS | 1 - ISS 2 DEMERITS | 1 - OSS 2 DEMERITS |
| Classroom Disruption | Teacher Detention | 1 - OD 2 DEMERITS | 1 - OD 2 DEMERITS | 1 - ISS 2 DEMERITS |
| Profanity/Obscene Language | 1 - OD 2 DEMERITS | 2 - OD 2 DEMERITS | 1-ISS 2 DEMERITS | 1 - OSS 2 DEMERITS |
| Failure to Attend Office Detention | Reassign Office Detention 1 Demerit | 1 - ISS 2 Demerit | | |

Major Infractions

| Infraction | 1st Offense | 2nd Offense | 3rd Offense | 4th Offense |
|--|---|--|--|---|
| Insubordination | 1 - OD Teacher Notifies Parent 2 DEMERITS | 2 - OD Parent Notification 2 DEMERITS | 1 - ISS Parent Meeting 2 DEMERITS | 1 - OSS Parent Meeting 2 DEMERITS |
| HIB/Hazing/Sexual Harassment | Automatic referral to Anti-Bullying Specialist to convene investigation. CONFIRMED HIB VIOLATION = 5 DEMERITS | | | |
| Cheating/Plagiarism | REFERRAL to Honor Code Committee | | | |
| Cutting Class Late arrival to class (more than 5 minutes) without a valid excuse/pass from staff member | 1 - OD Teacher Notifies Parent 2 DEMERITS | 1 - ISS Parent Notification 2 DEMERITS | 2 - ISS Parent Notification 4 DEMERITS | Administrative Review for Possible Loss of Credit |
| Cell Phone/Headphones/ Earbuds | Students are permitted to possess and use their cell phones/headphones/earbuds during the passing of classes and in the lunchroom. Cell phones/headphones/earbuds may be used at the discretion of the teacher for educational purposes in the classroom. Students should not bring cell phones into the bathrooms, Any inappropriate use of a cell phone involving photos or videos will have consequences in accordance with our insubordination rules. If a student is asked by any staff member to put away any device and does not follow the instruction, the following disciplinary action will apply: | | | |
| Cell Phone/Headphones/ Earbuds | Teacher Notifies Parent Call/Email Home | Teacher Detention | 1 - OD 2 DEMERITS | 1 - ISS 2 DEMERITS |
| Profanity to Staff | 2 - ISS Parent Notification 4 DEMERITS | 2 - OSS Parent Meeting 4 DEMERITS | OSS - Pending Administrative Hearing | |
| Leaving School Grounds | 1 - OD Parent Notification 3 DEMERITS | 1 - ISS Parent Notification 3 DEMERITS | 2 - ISS Parent Meeting 3 DEMERITS | |

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|---|---|---|---|
| Possession of Nicotine/ Vapes/E-Cigs/Dangerous Substance on School Grounds | <p>2 Days I.S.S.</p> <p>5 Demerits</p> <p>Referral to Nurse for medical assessment</p> <p>Referred to Student Assistance Counselor (SAC)</p> | <p>3 Days I.S.S.</p> <p>5 Demerits</p> <p>Referral to Nurse for medical assessment</p> <p>Referred to Student Assistance Counselor (SAC)</p> | <p>5 Days ISS</p> <p>5 Demerits</p> <p>Referral to Nurse for medical assessment</p> <p>Referred to Student Assistance Counselor (SAC)</p> <p>Administrative Hearing</p> |
| Use of Nicotine/ Vapes/E-Cigs/Dangerous Substance on School Grounds | <p>3 Days ISS</p> <p>5 Demerits</p> <p>Urine Screening (refusal =positive result)</p> <p>Must return to school with a: 'Fit to Return Form' signed by a medical doctor, within 24 hours.</p> <p>Referred to Student Assistance Counselor (SAC)</p> <p>* POSITIVE drug screen results will require a parent meeting.</p> | <p>5 Days ISS</p> <p>5 Demerits</p> <p>Urine Screening (refusal =positive result)</p> <p>Must return to school with a: 'Fit to Return Form' signed by a medical doctor, within 24 hours.</p> <p>Referred to Student Assistance Counselor (SAC)</p> <p>* POSITIVE drug screen results will require a parent meeting.</p> | <p>5 Days ISS</p> <p>5 Demerits</p> <p>Admin Hearing</p> <p>Urine Screening (refusal =positive result)</p> <p>Must return to school with a: 'Fit to Return Form' signed by a medical doctor, within 24 hours.</p> <p>Referred to Student Assistance Counselor (SAC)</p> <p>* POSITIVE drug screen results will require a parent meeting.</p> |

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| Fighting (for any reason) on school grounds/school events (NJSA 18A:37-2) | <ul style="list-style-type: none"> ● 5-10 Days OSS ● 5 DEMERITS ● Police Notified ● Behavioral Intervention Plan ● Possible outside placement |
| Theft, Vandalism and or Defacing School Property (NJSA 18A:37-2&3) | <ul style="list-style-type: none"> ● 1-10 Days OSS ● 5 DEMERITS ● Police Notified ● Reimbursement of monetary |

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| | damages to the district and/or victim(s) |
| Physical Assault on another student | <ul style="list-style-type: none"> • OSS pending Hearing (10 Day Minimum) • Police Notified |
| Physical Assault and/or threat towards any BOE Employee (NJ 18A: 37-2) | <ul style="list-style-type: none"> • OSS pending Expulsion Hearing • Police Notified |
| Threat towards another student | <ul style="list-style-type: none"> • Up to 5 OSS/3 DEMERITS • Police Notified |
| Possession of Firearm, Weapon or Look-a-Like Weapon | OSS pending Expulsion Hearing to be scheduled no later than 30 days following day of suspension (NJ Statutes 18A: 37 – 10) |

Legend: TD: Teacher Detention, OD: Office Detention, EXTD: Extended Detention, ISS: In-School Suspension
OSS: Out-of-School Suspension

Any student behavior not listed above that is deemed inappropriate will result in disciplinary action at the discretion of the administration of MRHS.

If a student is absent on the day of an assigned detention or ISS, the student will serve that disciplinary consequence on the next day they are present in school.

Any student that is suspended (OSS) twice will need to have a mandatory meeting and a behavior intervention plan (BIP) will be created..

Please Note - The High School Administration will always notify the police for any criminal behavior.

The school has the right to impose consequences on a student for conduct away from school grounds consistent with NJAC 6A;16-7.7, Conduct away from school grounds. According to the ABR (Anti Bullying Rights Act) schools are now required to address HIB occurring off school grounds when the HIB substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

VAPES/E-CIGARETTES

While these devices are being marketed to our young people as being a safe alternative to conventional cigarettes, they actually cause very significant health risks. The laws of New Jersey and our district state clearly that e-cigs/vapes are not allowed on school grounds and are illegal for anyone under age 21. Possession and use of these devices on school grounds or at school functions will result in

OFFICE DETENTION RULES

- Office Detention is issued for attendance/discipline offenses as determined by the Administration. We believe that office detention is more advantageous to your child's education than a suspension in that it avoids the loss of instructional time. The regulations concerning office detention are outlined below:
- Time 2:00 to 3:00.
- Students must provide their own transportation home.
- Lateness is not allowed.
- Students must bring school work to keep them occupied for the entire detention period. 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.
- Students will be assigned seats in detention.
- Eating/drinking or any other actions considered disruptive will not be allowed.
- If a student is considered disruptive, he/she will be removed from office detention and assigned a (1) day ISS.
- 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 a parent note and re-assigning a make-up office detention or rejecting the note and assigning different discipline. Unexcused absences will result in one reassignment of the office detention. Additional unexcused absences on the date of office detention will result in ISS.

DRESS CODE

Administration has the discretion of sending students home who are inappropriately dressed and cannot make the appropriate changes.

All clothing must be in good taste, as decided by the administration, and not distract or interfere in any way with the educational process.

Allowable Dress & Grooming

- *Students must wear clothing including both a shirt with pants or skirt, or the equivalent (dress, shorts, etc.) and shoes.*
- *Shirts and dresses must have fabric in the front and on the sides.*
- *Fabric covering all private parts must not be see through.*
- *Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff.*
- *Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.*
- *Specialized courses may require specialized attire, such as sports uniforms or safety gear.*

Non-Allowable Dress & Grooming

- *See-through blouses, halters, bare midriffs, blouses tied at the midriff, and/or any shirt/skirt which displays excessive nudity such as cleavage or skin above the waist are not acceptable.*
- *Tank tops and sleeveless undergarments, muscle or basketball shirts without undershirts are not acceptable.*
- *Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances.*
- *Clothing may not depict pornography, nudity or sexual acts.*
- *Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.*
- *Clothing, including gang identifiers, must not threaten the health or safety of any other students or staff.*
- *Bandanas are not to be worn*
- *Sunglasses and/or goggles are not to be worn*

Please note that all dress code infractions are subject to disciplinary action as outlined in the MRHS Student Handbook.

The administration has the discretion of sending students home who are inappropriately dressed and cannot make the appropriate changes.

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, 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.

EQUAL OPPORTUNITY/NON-DISCRIMINATION/AFFIRMATIVE ACTION/ANTI-BIAS

No student enrolled in the district schools shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, gender identity or expression, genetic information, sex, disability or atypical hereditary cellular or blood trait of any individual, or because of liability for service in the armed forces of the United States, nationality, place of residence in the district, social or economic condition, non-applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test, or pregnancy. The affirmative action team as led by the affirmative action officer shall be responsible for planning, implementing and monitoring the district's affirmative action program with respect to school and classroom practices.

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.

OTHER THINGS TO KNOW

SAFETY DRILLS

Safety 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. In a drill where students must leave the building, they must do so quickly and quietly. When necessary to evacuate the building, exit routes are posted in every classroom, and must be followed.

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. 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.

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. The form must also be signed by an Assistant Principal, excessive absences may hinder a student's ability to attend a field trip. 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. Students are 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 the chart of consequences for loss of privileges.
3. Students 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 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 7:45. Food is not to be consumed in the hallways or classrooms.

- Students are permitted to carry clear plastic bottles containing water ONLY.
- Food sales are prohibited during the regular school day from 7:00 a.m. to 1:51p.m. During lunch time, all food must be consumed in the cafeteria.

BATHROOMS

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 a pass upon leaving class to go to the lavatory and also sign into Turnstile with the hall monitor. Only 3 students are allowed in the bathroom at the same time. 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.

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.

WHAT TO DO IF...

YOU NEED TO CALL YOUR PARENT – Do not use your cell phone in class. Ask your teacher for a pass to the Assistant Principal's Office or the General Office where you can make a phone call.

YOU WISH TO PARTICIPATE IN A CLUB OR ATHLETICS - Check the news for meeting times and dates of Clubs and Activities. If you can't find what you're looking for, contact Mr. Spampinato for clubs or check with Mr. De'Orio, the Athletic Director for sports information..

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 for absence. Check with each of your teachers to obtain missed assignments.

YOU ARE LATE TO SCHOOL - Sign in at the General Office to receive an admission slip and provide a written note indicating the cause for the lateness.

YOU ARE LATE TO CLASS - Report directly to class for which you are late. If you arrive late without a valid excuse, you are subject to disciplinary consequences.

YOU DON'T FEEL WELL - 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 parents for you or you may call yourself, to see if you will be permitted to go home.

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

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

YOU NEED HELP IN A COURSE - Most teachers are available for extra help after school until 2:25 p.m. each day. Make an appointment with your teacher.

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

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