

Monmouth Regional High School

HOME OF THE FALCONS

September 2022

Dear Falcon Family,

Welcome to Monmouth Regional High School for the 2022-23 school year.

Our teachers, staff, and administration are ready to make this the best year ever! We are here to help and support you. There is something for everyone at MRHS, so get involved and make the most of your time with us.

We will continue to meet each challenge head on, and do whatever we can to help all of our students find success.

Brian Evans

Principal

Twitter: @MRHS_Evans

Use #FalconFamily to share MRHS happenings.

Monmouth Regional High School

Acknowledgement of Review of the Student Handbook

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

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

After you have reviewed the Student Handbook and the Code of Student Conduct with your child, please visit Genesis to check off your review of the student handbook.

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

MONMOUTH REGIONAL HIGH SCHOOL

2022-2023

Student/Parent Handbook

Home of the Falcons

One Norman J Field Way – Tinton Falls, NJ 07724

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

*****ADMINISTRATION*****

Andrew Teeple - Superintendent

Maria Parry - Board Secretary/Bus. Administrator

Brian Evans- Principal

Kathleen Mihalko - Assistant Principal/Supervisor of Applied Technology

Media Center & Music

**Salvatore Spanpanato - Assistant Principal/Harassment Intimidation and Bullying
(HIB) Specialist/School Safety Specialist/ Supervisor of Student Activities**

Amy Kelly - Director of Guidance/Health Services

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

Mrs. Corey McCook-Director of Special Services/ Section 504 Compliance Officer

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

TO THE PARENT/GUARDIAN:

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

Statement of Non-Discrimination

The Monmouth Regional High School Board of Education does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Monmouth Regional High School Board of Education also does not discriminate on the basis of disability with regard to admission, access to services, treatment, or employment in

its programs or activities. If you have any concerns or complaints, you may contact our Affirmative Action Officer at 732- 542-1170.

RULES CONCERNING BUS TRANSPORTATION

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

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

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

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

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

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

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

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

Class Schedule 2022-2023

Block Schedule

HR/Block 1	7:45-9:10
Block 2	9:14-10:34
Block 3	11:07-12:27
Block 4	12:31-1:51

EMERGENCY SCHOOL CLOSING

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

GUIDANCE AND COUNSELING SERVICES

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

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

MRHS VIRTUAL COUNSELING

During the closure of schools due to a health emergency, the MRHS School Counseling Department will be operating virtually. School Counselors, the Student Assistance Counselor, and the Mental Health Coordinator are all available through email and virtual meetings (e.g., Zoom, Google Hangouts). School counselors will be checking their voicemails from home, and email is the best avenue to reach your school counselor.

Benefits and Limitations of Virtual Counseling Explained:

The MRHS School Counseling Department would like to ensure that students and parents are fully informed about the benefits and limitations of a virtual counseling platform. These benefits and limitations apply to our school counselors, the Student Assistance Counselor (SAC) and the Mental Health Coordinator (MHC).

Benefits:

- Online platforms provide school counselors with the ability to communicate and disseminate information to the student body as well as parents/guardians in an efficient manner.
 - Communicating online provides flexibility for the counselors as well as accessibility for students to review information at their convenience.
 - Communicating online during periods of virtual learning allows the SAC and MHC the ability to stay connected with students whom they have a working relationship with. In addition, to create a working relationship with those students who are referred during e-learning periods.
 - Parents also have more flexibility to participate in meetings through alternative methods (e.g. Zoom).
- Certain students may feel more comfortable using the school counseling services through a virtual platform compared to appointments in person.
 - Less anxiety may be associated with disclosing information electronically to school counselors.
 - Online services can give students a greater sense of autonomy and empowerment to use school counseling services.

- School counselors have the ability to collaborate with other staff/teachers online to make sure the students are receiving the proper services needed for their success within and outside of the classroom.

Limitations:

- Confidentiality and Privacy cannot be guaranteed with services provided through online platforms.
 - In the event that a student/parent identifies or a school counselor believes that the virtual meeting is not private or other participants not anticipated are observed, the meeting will be rescheduled for another time when confidentiality and privacy can be ensured.
 - Headphones with a microphone are recommended for students and counselors.
- Depending on each individual student's needs, telehealth may or may not be the best medium. School counselors will try to recommend the best medium based on each individual student and their visual and/or verbal needs.
 - In a crisis situation, please dial 911. Counselors will continue to use the same ethical, legal, and school policy rules to govern times of crisis. If a counselor can not reach a parent immediately, the counselor will contact 911.
- Timing of connections with students and parents based on virtual activity. These times may be outside of the e-learning school day hours in order to accommodate the student.
- Students who do not have access to a computer or the internet should contact their school counselor.
- Technical issues:
 - In the event of technological failure during a meeting, the school counselor will make attempts to reconnect for ten minutes. If the internet or technological failure cannot be resolved, the school counselor will attempt to call you back via the telephone, or will send an email.
 - If the technological failure interferes with the goals of the meeting being achieved, another meeting will be scheduled at a mutually convenient date and time.

Grading

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

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

X Final grade when Department requirements have not been fulfilled.

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>

Valedictorian, Salutatorian and Class Standing

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 weighing courses. Students transferring from other high schools may not transfer more honors classes than are available to MRHS students at that point in their academic pursuits for the purposes of class rank, but may do so for graduation requirements. Students who are homeschooled will not have any of their homeschooling courses weighted.

Honor Roll

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

High Honors - All grades 92 or higher

Honors - All grades 84 or Higher

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

Departmental "X"

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

Procedure

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

A letter from the Principal will be sent advising the parents of a possible "X" grade and stating the reasons for the grade. If the conditions for the "X" grade are not corrected by the end of the semester, the student will receive the W grade and may repeat the course during summer school (if offered) or the following year. A student who stops making an effort in a course or who fails to complete a major project after the "X" grades deadline can still receive an "X" grade if the teacher feels it is warranted.

GRADUATION REQUIREMENTS

Students at MRHS are required to take a **full program of studies** for each of their four years. Students are allowed only one full study hall with parental written permission. The promotions policies are as follows: A student may advance from 9th to 10th grade in class standing if he /she successfully completes 25 credits; from 10th to 11th grade with 50 credits; and from 11th to 12th grade with 85 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.

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

Course Changes (Permission Time Limited: Check with Guidance)

1. The school master schedule is built upon careful and deliberate on-time course selections made by students. During the course selection process, every effort should be made by students, parents and teachers to 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 after March 15th, 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.

Withdrawal from a Course

Withdrawal Passing/Failing

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.

SECTION 504

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

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

The district will evaluate, identify, and provide free appropriate education to all students who are individuals with disabilities under Section 504 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.

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). A Speech Pathologist is on staff to provide services to those students mandated to receive speech services.

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.

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.

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 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>

Student Assistance Counselor (SAC)

Student Assistance Counselors (SAC's) are certified with advanced training and experience in the field of substance abuse and mental health. SAC's provide both individual and group support services intended to help students, and their families, with problems affecting their personal lives and overall academic performance. Anyone can refer a student to the SAC, including teachers, administrators, school nurse, parents, peers, and self-referrals. All counseling and referral services are confidential and voluntary. In situations in which a student has a disciplinary infraction, school administration may mandate that a student be seen by the school SAC for a specific number of sessions. These sessions will still remain confidential however participation records will be shared.

According to NJ State Law, a minor may seek counseling services provided by the SAC without parental consent. Therefore, although the SAC will make every effort to include the parent(s) in the process and services provided, the student must consent. In the event of a health or other emergency, should the school run on an e-learning platform, the SAC will continue services with students through virtual counseling. For benefits and limitations please see the section on virtual counseling in the Guidance Department section of the handbook. The Student Assistance Counselor may be reached at 732 542-1170 Ext. 1142.

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 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.

Core Team

A school-based team intended to support students that are most at risk due to behaviors which interfere with their school achievement.

The Core Team will recommend both prevention and intervention strategies in an effort to assist the students overall success and well-being in school.

The Core Team is composed of the Student Assistance Counselor, Mental Health Counselor, an Administrator, one Child Study Team Member, one member of the Guidance Department and the school Nurse. All information is Confidential.

Substance Use

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

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

Substance Use and/or 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) for additional support services. 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. This meeting may take place through a virtual platform such as zoom meeting if that is more favorable.

Suicide Assessment Protocol

If during the course of the school day a student verbally or in writing expresses any intention to harm themselves, 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, 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 Services (PES) will come to the school, if available at no cost, to conduct further assessment. If PES 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, school nurse, 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.

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.

WEINHEIMER MEDIA CENTER

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

The Media Center opens at 7:00 a.m. and remains open throughout the entire day. After the 2:02 dismissal, the Media Center is open until 3:00 p.m. daily (late buses are only available Tuesday, Wednesday and Thursday) thus enabling the students to use the facility after school on these specified days. Passes are required during and after school.

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

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

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

- Loud, boisterous behavior is not permitted.
- Cell phone use is not permitted
- Food and drink are prohibited
- Any infraction of school rules will result in a discipline referral.
- Any student found vandalizing or stealing library materials will be referred to the Assistant Principal's Office for appropriate discipline.
- Any student found tampering with library computers or accessing or printing inappropriate materials will lose computer privileges and be referred to the Assistant Principal's office for appropriate discipline.

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

Guidelines for Internet Usage at MRHS

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/librarian 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/librarian before 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.

FOOD SERVICE

(Breakfast/Lunch Program)

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

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 Board Office.

You may deposit monies into your "PAYFORIT" account available through the www.monmouthregional.net website or you may pay through the business office.

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.

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 student's will. The Student Council discusses the problems of the student body and attempts to find solutions agreeable to both the students and the administration. The Council also brings up new ideas that will aid the student body, such as new clubs, sports activities, social affairs, and scholarship funds.

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

THE NATIONAL HONOR SOCIETY

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

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	Marching Band
Animal Friendly (AFO)	Math Club/Team
Art Club	Mock Trial Team
Asian American Experience Club	Model UN
Best Buddies	National Honor Society
Chess Team Club	Outdoor Adventure Club
Chorus	Pep Band
Color Guard/Twirling	Physics Club/Team
Congressional Awards	Production Design
Debate Club	SADD - Students Against Destructive Decisions
DECA	School Play
Drama Club	Senior Class
Environmental Club	Sign Language Club
Falconaire	Spanish club
FBLA	Sophomore Class
FCCLA	Support the Troops
Fellowship of Christian Athletes	Student Council
French Club	Teen Arts
Freshman Class	Twirling/Color Guard
Gamers United Club (GUC)	Wellness Club
Gay, Straight, Alliance (GSA)	Writing Club
Health Occupations Students of America Club (HOSA)	Yearbook

Heroes and Kool Kids
Images
Jazz Band
Junior Class
Key Club

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

CLASS ORGANIZATION FOR GRADES 9-12

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

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

ATHLETIC PROGRAMS

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

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
Cheerleading	Bowling	Baseball
Cross Country	Cheerleading	Golf
Field Hockey	Basketball	Girls Lacrosse
Football	Indoor track	Softball
Soccer	Swimming	Boys Tennis
Girls Tennis	Wrestling	Track and Field
	Ice Hockey (co-op)	

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, drinking alcoholic beverages and illegal drug usage are direct violation 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:

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.

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

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

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

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

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

Late to School - **Athletes not in school by 9:15 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 otherwise pre-approved by the principal. A student must be in attendance a full day on the day of activity, or on Friday for a Saturday activity, and may not report later than 9:15 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 administrative approval for all appointments in order to maintain eligibility. A student sent home due to illness is not permitted to participate that day.

Random Drug and Alcohol Testing Program

The Monmouth Regional Board of Education and administration are committed to being proactive in ensuring the safety of all students participating in athletics, co-curricular activities and driving to and from school. Likewise, we expect the school to be represented by only those students who possess good character and are drug and alcohol free. Because participation in athletics, co-curricular activities and parking on school grounds is a privilege and strictly voluntary, the MRHS BOE has approved the implementation of a random drug and alcohol testing program. (See *U.S. Supreme Court ruling, Board of Education of Independent School District No. 92 of Pottawatomie County et al v. Earls et al.*, U.S. 822 (2002) and *New Jersey Supreme Court ruling in Joye v Hunterdon Central Regional High School Board of Education*, 176 N.J. 568 (2003)) 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.

In order to assure randomness in selection, Monmouth Regional will employ the services of AEGIS. This company (which we already use for drug screens) utilizes the Substance Abuse Management System (SAMS) that only uses student identification numbers during the selection process.

We hope that this new program, (in conjunction with guidance from our Student Advisor Counselor and Mental Health Counselor), monthly lessons from Natural High, guest speakers and outside agencies that assist the school with family services) will aid in our commitment to teach our students the importance of making healthy decisions while keeping them safe.

Student Responsibility at Athletic Events and Other School Sponsored Events.

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

NCAA Clearing House Regulations

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

ATTENDANCE

Attendance, Absences and Excuses

The Monmouth Regional High School Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational

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

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

For further details please refer to Policy# 5113.

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

Student Grievance Procedures

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

In the event that a student feels that he/she has experienced unfair treatment by a teacher in violation of BOE policy#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 the Department Supervisor in order to address/rectify the issue
2. If, as a result of the discussion, the matter resolved, the student has 5 days to initiate a written grievance to the Principal specifying:
 - a. The nature of the grievance
 - b. The result of the previous discussion
 - c. His/her dissatisfaction with the decision previously rendered
3. The Principal shall communicate his/her decision in writing to the student within 3 school days.

4. The student, if dissatisfied, has 5 days from receipt of the Principal's decision to appeal to the Superintendent in writing.
5. The Superintendent shall attempt to resolve the matter within 10 school days.
6. The student, if still dissatisfied, has 5 days from receipt of the Superintendent's decision to appeal to the Board of Education in writing.

Discipline and Rules

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 student, parent and staff surveys, focuses on the behaviors needed to be successful in life. The world after high school does not make concessions for anti-social behavior because of socio-economic status, gender, ethnicity, race or religion. 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= 1 - OD 1 DEMERIT	12th Late= 1 - ISS 1 DEMERIT
Unexcused Tardy to Class	Warning by Teacher	1 - TD	1 - OD -1 DEMERIT	1 - OD- 1 DEMERIT
Violation of Dress Code Dress Code is outlined in handbook pg.28-29	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 DEMERT
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/Student Conference Possible TD	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
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Failure to attend Detention	Teacher Detention 1-OD 1 Demerits	Office Detention 1-OD . 1 Demerit	Office Detention 1-OD 1-Demerit	2ND OD Detention 1-ISS 1-Demerit
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Major Infractions

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense
Insubordination	1 - OD 2 DEMERITS	2 - OD 2 DEMERITS	1 - ISS 2 DEMERITS	1 - OSS 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	1 - OD 2 DEMERITS	2 - OD 2 DEMERITS	1 - ISS 2 DEMERITS	Administrative Review Possible Loss of Credit Possible Removal from Class.
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.			
Cell Phone/Headphones/ Earbuds	Teacher Warning	Teacher Calls/Emails Home	Teacher Detention	Insubordination Guidelines
Profanity to Staff	2 - ISS 4 DEMERITS	2 - OSS 4 DEMERITS	2 - OSS 4 DEMERITS	OSS - Pending Administrative Hearing
Leaving School Grounds	1 - OD PARENT NOTIFICATION 3 DEMERITS	1 - ISS PARENT NOTIFICATION 3 DEMERITS	2 - ISS PARENT NOTIFICATION 3 DEMERITS	

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

Fighting (for any reason) on school grounds/school events (NJSA 18A:37-2)	<ul style="list-style-type: none"> 5-9 days OSS/5 DEMERITS
Theft, Vandalism and or Defacing School Property (NJSA 18A:37-2&3)	<ul style="list-style-type: none"> OSS/ 4 DEMERITS Police Notified Reimbursement of monetary damages to the district and/or victim(s)
Physical Assault on another student	<ul style="list-style-type: none"> OSS pending Expulsion Hearing (10 OSS Min)

	<ul style="list-style-type: none"> • Police Notified
Physical Assault and/or threat towards any BOE Employee (NJ 18A: 37-2)	<ul style="list-style-type: none"> • OSS pending/5 DEMERITS • 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)
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.

Any student that commits 3 offenses of the same infraction will be required to attend a mandatory counseling session with the SAC/ Mental Health Counselor.

Please Note- The High School Administration will always call 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.

Demerit System

15 Points

Letter sent home

Referral to SAC/ Mental Health Counselor for assessment and support services

Meeting with Assistant Principal

30 points

Letter sent home

Student referred to IR&S Intervention and Referral Services Committee

Meeting with parents/ guardians

Student will be assigned a mentor

Student will be put on “**Falcon Standard**” probation contract-Students will remain on The Falcon standard probation contract until demerits fall below 15 points

50 points

Letter sent home

Meeting with Parents/guardians, assistant Principals, Principal

Program and Placement review and possible BOE action

The Falcon Standard

We at Monmouth Regional High School have 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 social probation once they accumulate 30 demerits and will remain on social 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, cruise, prom and graduation.**

For additional consequences, see 30 points above.

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.

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 two (2) demerits removed.

****It is the responsibility of the student to contact the Assistant Principals office for this to occur. It will not automatically be done.**

2. If a student attends an assigned office or extended detention, 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.

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 the 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 extended detention are outlined below:

- Time 2:00 to 3:00.
- Transportation will not be provided.
- Lateness is not allowed.
- Students must bring school work to keep them occupied for the entire detention period. Detention is educational, rather than recreational in nature. Students will not have access to their lockers; consequently they are to bring books, pencils, etc. when they arrive.
- Talking, sleeping, board games and electronic devices will not be permitted. Getting out of the assigned seat, eating/drinking or any other actions considered disruptive will not be allowed.
- If a student is considered disruptive, he/she will be removed and assigned a (1) day 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 the note and re-assigning a make-up Office Detention or rejecting the note and assigning Suspension. Unexcused absences will result in an ISS.

DRESS CODE

Administration has the discretion of sending students home who are inappropriately dressed and cannot make the appropriate changes. Refer to: Board Policy#5132. <https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/5132%20student%20dress%20code.pdf>

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

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

Computer Misuse

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

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING

The Monmouth Regional High School Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation and bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, 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.

MONMOUTH REGIONAL HONOR CODE

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

A conference will be held with the student, teacher, supervisor, parent or guardian. At that time the subject supervisor will advise both the student and the parent/guardian of the seriousness of the infraction, and students will be granted due process and have the opportunity to respond. Any additional incidences of academic dishonesty may result in loss of credit for the course.

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

- Use of illicit aid on a test, quiz, examination or homework assignments.
- Giving or receiving illicit aid on 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 in any form.
<https://www.monmouthregional.net/cms/lib/NJ01912813/Centricity/Domain/50/6162x1%20Intranet-internet.pdf>
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Guidelines for 18 Year Olds

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

Search of Lockers

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

Search of Vehicles

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

STUDENT PARKING RULES & REGULATIONS

It is considered to be a privilege to park on school grounds. To become eligible to drive and park on Monmouth Regional High School property, students must present the following items to the Assistant Principal's Office: Student's driver's license, vehicle registration and insurance card and MRHS parking contract signed by both student and parent. Any student seeking permission to drive to school must attend a Safe Driving presentation through MRHS. A parking tag **MUST** hang from the rear view mirror of the car with number facing out. Seniors and Co-op/vocational students will be given first preference for parking privileges.

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

classes. Vocational school students eligible to drive to Monmouth Regional are not 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 rear of 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 and every infraction thereafter will be a \$5.00 fine.

STUDENT LOCKERS

Hall Lockers

Each student will be assigned a locker

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

Gymnasium Lockers

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

EVACUATION DRILLS

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

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

USE OF BUILDING AFTER SCHOOL

Students are encouraged to remain after school to participate in an extracurricular program or to receive extra help from the teachers. If students are neither participating in any activity nor receiving extra help then they are to leave the building immediately at the end of the school day. Students who are staying after their regular school day must report to their teacher at the time specified. Loitering is not permitted in the building or at the entrances. These areas must be clear between dismissal and arrival of the late bus.

SCHOOL VISITORS

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

SCHOOL TRIPS

All school-sponsored trips must have prior approval by the Board of Education. Students who request permission to go on school trips must have parent/guardian approval and complete the form which is provided for this purpose. 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, no larger than 32 ozs.
- Candy sales are prohibited during the regular school day from 7:30 a.m. to 1:51p.m. During lunch time, all food must be consumed in the cafeteria.

LAVATORIES

Lavatories have a definite purpose and should not be used for socializing. Disciplinary action will be exercised to discourage vandalism, loitering, and smoking in these areas. Students must have signed a pass upon leaving class to go to the lavatory and also sign into Turnstile with the hall monitor. It is the student's responsibility to report to the Assistant Principal's Office any graffiti or other writing on walls, lack of necessary supplies, or general concerns.

LOST AND FOUND

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

WHAT TO DO IF...

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

YOU ARE ABSENT- Be sure to bring a note from home to your homeroom teacher on the morning of your return, listing your name, all school days missed, homeroom number and reason 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 ARE ILL - Obtain a pass from your teacher and report to the Health Office. Do not call your parents directly. Go to the nurse's office and she will call your parents for you or you may call yourself, to see if you will be permitted to go home.

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

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

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

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

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

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

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

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