

THIS AGENDA BELONGS TO

NAME: _____

HOMEROOM: _____

STUDENT/PARENT HANDBOOK 2018-2019

RED BANK CATHOLIC HIGH SCHOOL

112 Broad Street * Red Bank, New Jersey 07701
Telephone: (732) 747-1774 Fax: (732) 747-1936

The information in this handbook is based on the most accurate information available at the time it was published.

Check school calendar for events during the year.

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This Handbook exists to foster the efficient operation of Red Bank Catholic High School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

RED BANK CATHOLIC HIGH SCHOOL
112 Broad Street
Red Bank, New Jersey 07701

Student's name & grade _____

I give permission for Red Bank Catholic High School to use my name, my child(ren)'s name, and all or a portion of, any quotation in the school catalog, supplementary brochures, and the like.

I give permission for Red Bank Catholic to use photographs in which my child appears while enrolled in any and all programs at Red Bank Catholic High School.

PARENT COOPERATION:

The education of your child is a partnership between school & parent/guardian. If in the opinion of the administration that partnership is irretrievably broken, the parent may be required to withdraw the child.

I understand that Red Bank Catholic employs the use of security cameras at the entrances to the school, in the hallways, and all public areas.

Parent's signature Date

My student and I have read the 2018-2019 Red Bank Catholic High School Student/Parent Handbook and understand its contents, including the special statements on Academic Integrity, Participation in Activities, Acceptable Computer Use/Internet Policy, and Cell Phone Usage (see#8,9 & 10 under Dept of Student Behavior)..

Parent's signature Date

Student's signature Date

I give my student permission to come late/leave early during exam week and for AP exams in accordance with the exam schedule and also in case of emergency closings (see policy on page 45). All juniors and all seniors may leave at 12:00 p.m. on the day of their **OWN** prom. Students attending a prom other than their own will follow the regular early dismissal procedures (see page 44).

Parent's signature Date

I give my student permission to walk to and from off campus retreats within the town limits of Red Bank.

Parent's signature Date

This page must be signed and returned to the student's homeroom teacher by Friday, September 14, 2018.

AMENDMENTS TO THE HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the School administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

SENIORS ONLY

Student's name (please print clearly) _____

I give my senior student permission to attend the following senior class sponsored activities (*please initial next to each event*):

- Halloween Costume Day (see senior class webpage for rules and regulations)
 1. Seniors only will be dressed in costume and will be dismissed from school at 12:00 p.m.
- Out – to – Lunch (see senior class webpage for rules and regulations)
 2. A senior PRIVILEGE for the senior class to be allowed to go off campus for their lunch period. This privilege will take place once a month on assigned days from September through May, when school is scheduled for a FULL day
- Field Day (see senior class webpage for rules and regulations)
 3. The day will be a friendly day of competition between senior homerooms. The day will feature games and competitions with a barbeque picnic, yearbook signing and class t-shirts.
- Spirituality Day (see senior class webpage for rules and regulations)
 4. Students will provide their own transportation to the designated retreat site; the day will feature Mass and celebrating our senior class as they make their educational journey forward.
- Senior Prom (see senior class webpage for rules and regulations)
 5. Everyone must be in appropriate formal attire and in attendance by 7:45 pm. No one will be permitted to leave prior to 10:45 p.m. unless a legal guardian comes and signs their child out.
- Senior Fleece (see senior class webpage for rules and regulations)
 6. This is a senior privilege which allows seniors only to wear a fleece instead of a required school sweater

I have checked the school calendar and the Senior Class e-Board for dates and qualifications needed for each event for students who wish to participate in these privileges.

All seniors are subject to drug/alcohol testing at all events, to include, but not limited to their prom and graduation.

1. RBC students attending a prom other than their own will follow the regular early dismissal procedures.
2. Dates are subject to change at any time when determined to be necessary by the School administration. If changes are made to these dates, parents/guardians will be notified promptly through Naviance or Honeywell (emergency situations only).
3. I also understand if I do not wish my child to participate in one or more of these events that I (the parent) will contact the school in writing as well as a phone call to report my child's absenteeism. See Attendance Policy as covered in the handbook.

Parent's signature

Date

This page must be signed and returned to the student's homeroom teacher by
Friday, September 14, 2018.

MISSION STATEMENT

The mission of Red Bank Catholic High School is to fully engage the minds, hearts, and souls of students in our Roman Catholic community so that they can succeed in every aspect of their lives. Our programs pursue excellence in faith, academics, cultural awareness, athletics, and personal wellness. Red Bank Catholic fosters an environment of Catholic values based on the teachings of Jesus Christ, respecting all human life and the dignity of every individual, and pursuing the leadership that is at the core of our tradition.

BELIEF STATEMENTS

We believe that:

1. A Catholic educational environment fosters the maturation of faith within the student. RBC students Live In Faith Effectively, following in the footsteps of Jesus Christ, by serving others and providing an example of moral leadership.
2. An integral component of Catholic education is the formation of men and women of integrity who possess a moral compass that respects diversity and the rights and opinions of others.
3. Every student has an innate ability to learn and to maximize his or her potential through multiple modes of learning and assessments that are employed to help each student achieve his/her potential.
4. Faculty, family, and community support each of our students in his or her quest for educational excellence.
5. A strong sense of self-esteem is critical to healthy adolescent growth and development. Supporting the physical, mental, and spiritual health of each RBC student is of the utmost importance.
6. Red Bank Catholic provides a forum wherein students can develop social skills, cooperative learning, and a sense of belonging.
7. A 21st century education includes opportunities within religious tradition, academics, community service, art, music, theatre, and athletics.
8. Educated men and women will be accountable and able to live out their ideas, follow their consciences, and assume leadership roles in the family, community, church, and world.

Red Bank Catholic High School Code of Student Conduct

An RBC student shows due reverence to God and country.

An RBC student should always be in compliance with the school dress code and ID policy. Uniforms are powerful visual representations of our school's values, and should be worn properly and with pride.

An RBC student is prompt-arriving to class before the bell rings and turning in assignments on time.

An RBC student is to be respectful of school property, faculty and staff, peers, and self.

An RBC student is prepared-coming to classes, sports, and extracurricular activities with all materials and ready to participate.

An RBC student responds to criticism and correction in the spirit with which it is given, and continually works towards self-improvement.

An RBC student is mindful of the well-being of the community, is polite and inviting to peers, and does not speak maliciously or spread gossip.

An RBC student is neither distracting nor disruptive. All students are entitled to a positive learning environment, and acting out deprives others of opportunities to learn and grow.

An RBC student has academic integrity. Cheating not only defeats the purpose of education, it waters down the value of an RBC diploma for everyone.

AN RBC STUDENT IS ALWAYS AWARE THAT HE/SHE IS A SYMBOL OF OUR COMMUNITY, AND THAT EVERY INDIVIDUAL'S ACTIONS AND WORDS REFLECT ON US ALL.

ACADEMIC INTEGRITY

Red Bank Catholic High School takes seriously the academic integrity of its students. We encourage the use of all forms of research tools, and remind students that all written work handed in, whether as homework, lab reports, research papers, or translations must be the student's own work, and the student should develop and practice habits of academic integrity that involve acknowledging one's resources and assistance received.

The act of appropriating and giving out as one's own the literary or artistic work of another is plagiarism. It is a most serious offense. Students should never pass off as their own the words, works or ideas of others. Where such borrowing is appropriate, it is necessary to cite the reference properly. Students will have access to school purchased software (turnitin.com) to check their papers for proper documentation prior to turning in their work.

Students who are found to have cheated or plagiarized will receive a failing grade, usually a zero, for the particular assignment, test, quiz, or exam. In situations in which two or more students are found to be cheating together (i.e. one student supplies the other(s) with information, answers, or written work), all students involved will be held equally accountable and will receive the same failing grade. A report will be given by the teacher to the Dean of Discipline, who will record the incident. The teacher is also responsible for contacting the parents of the student(s) and the parents will receive a notification letter.

Repeat offenses will result in disciplinary as well as academic penalties including the loss of June exam exemption privileges and may result in suspension or expulsion.

PARTICIPATION IN ACTIVITIES

At Red Bank Catholic participation in activities, both on and off school grounds, carries with it a responsibility to act in a manner fitting the privilege of attending Red Bank Catholic. In order to promote pride in the school and an enjoyable, safe atmosphere for students, the Administration reserves the right to determine eligibility for participation based on attendance, discipline and /or academic records, and the right to take necessary steps to protect the student.

Red Bank Catholic also reserves the right to search students and their belongings at any school function or activity. A breathalyzer test will be required of all attendees at all proms. Spot checks at dances, games, and other events will also take place. If students register positive on the test for being under the influence, they will immediately be sent home in the custody of their parents, suspended from school pending a discipline review, and assessed demerits. If a student is deemed eligible to remain at Red Bank Catholic, he/she will be required to enroll in a program to help the student with any drug or alcohol problem he/she may have. In certain circumstances, police intervention may be warranted. However, in all cases in which drugs or alcohol are brought on school grounds or to any school functions, the student(s) will face immediate dismissal from Red Bank Catholic.

Students must understand that the responsibilities and privileges of being a Catholic school student do not end at the close of the school day. Student conduct and behavior off-site and after school hours may reflect negatively on the school. Red Bank Catholic reserves the right to address such conduct as a school discipline issue. Administrators and/or guidance personnel will also advise parents in advance (when possible) of information the school receives about potentially harmful activities and behaviors on the part of their children.

COMPUTER/INTERNET USAGE POLICY

Red Bank Catholic High School is pleased to continue to provide the availability of Internet access to our students.

The Internet is a global interconnected network of computers. Governments, industries, colleges and universities, schools, and individuals contribute to the rich mix of resources that are the Internet. Collaborative problem solving is a benefit that results from access to information in this new format. We look forward to continuing our long-standing tradition of excellence in education by offering this service.

In order for your child to use RBC's Internet resources, you must read the Acceptable Use Policy, sign the acknowledgment form in the front of the handbook, and return it to the school.

Our goal in providing Internet access is to help students develop the ability to evaluate and synthesize information from a myriad of sources and to enable them to develop the critical thinking and problem solving skills that they will need as citizens in an increasingly electronic and global society.

With the right of access comes the responsibility to use the resources wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible but the school is using Internet screening/filtering software to do as much as possible. We believe that the information and interaction made possible by the Internet far outweighs the possibility that users may acquire materials that do not support the educational goals of Red Bank Catholic High School.

We have developed a set of guidelines to govern the use of the Internet at RBC. Please read the guidelines below and discuss each part with your child.

RED BANK CATHOLIC HIGH SCHOOL SOCIAL MEDIA POLICY

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Red Bank Catholic (RBC) are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in RBC- sponsored sites.

Red Bank Catholic Social Media Comments and Participation Policy

Comments to RBC-sponsored sites, such as its website via RBC blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, explicit, inappropriate, inflammatory or otherwise objectionable.

For the privacy of users and their families, please assume that all postings to RBC-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to RBC-sponsored sites as outlined above, users give RBC the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. RBC reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

RBC also reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy periodically to address issues that may arise and changes in our operations or the law.

In posting material on RBC-sponsored sites, you agree NOT to:

- * **Post material that RBC determines is threatening, harassing, illegal, obscene, defamatory, slanderous or hostile towards any individual or entity.**

- * Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- * Post material that infringes on the rights of RBC or any individual or entity, including privacy, intellectual property or publication rights.
- * Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by RBC, except in designated areas specifically marked for this purpose.
- * Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the RBC-sponsored site.
- * Allow any other individual or entity to use your identification for posting or viewing comments.
- * **Post comments under multiple names or using another person's name.**

RBC reserves the right to do any or all of the following:

- * Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- * Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Red Bank Catholic, its affiliates, directors, employees, successors, and assigns against any damages, losses, liabilities, judgements, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on RBC-sponsored sites.

By posting a comment or material of any kind on a RBC-sponsored site, the user hereby agrees to the Policy set forth above.

Creating and Maintaining Official RBC Social Networking Sites

All "official" RBC social networking sites must be approved by the Webmaster and should adhere to the following standards:

- * Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- * Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within RBC guidelines and is appropriate to the subject matter of the page;
- * Students should not be expected to utilize the site as the only source of important information since Student access to social networking sites is restricted on the RBC network.

Unauthorized pages that have not been approved by the Webmaster will be treated as personal pages, and are therefore limited to the standards provided above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the RBC community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire RBC community and as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

* To protect the privacy of RBC students and faculty, students may not, under any circumstances, create digital video recordings or photographs of RBC community members, that are profane, obscene, offensive, explicit, inappropriate, inflammatory or otherwise objectionable, either on campus or at off-campus RBC events for online publication or distribution.

* **Students may not use social media sites to publish disparaging or harassing remarks about RBC community members, athletic or academic contest rivals, etc.**

* **Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.**

Failure to abide by this Policy, as with other policies at RBC, may result in disciplinary action as described in the Student Handbook, or as determined by the Office of the Dean of Students. RBC reserves the right to amend this policy.

Purpose:

Computers are a valuable tool for education. One of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with our policy.

Goals:

To provide a variety of tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology. To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

Responsibility of User:

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the internet.

- \$ Use of the workstations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- \$ Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- \$ Access of E-mail accounts through the school's computers will be restricted. Access to E-mail accounts may be allowed for educational purposes only and with prior approval first. Instant messaging will not be allowed for any reason.
- \$ Computer games, which are non-approved, will not be allowed.
- \$ Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- \$ Use of the Internet for commercial gain or profit is not allowed from an educational site.
- \$ Users may not move, repair, reconfigure, modify, or attach external devices to the systems.
- \$ The network administrator has the right to monitor all activities.
- \$ Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

School Rules:

7. All students that are using any computer in the building must use his/her unique username and password. Every student must log off when they are finished using the computer. Students should not share their passwords or usernames with any other student. Students will be responsible for all activity or Internet sites accessed under their username.
8. For reasons of personal safety, students will NEVER post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.

9. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
10. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
11. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy other users.
12. Students will not knowingly or recklessly post false information about persons or organizations.
13. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by other means. These actions are illegal.
14. Students will not attempt to connect to the local network, intranet or internet with their personal equipment without prior approval.
15. Students will not move or unplug any technology related equipment without prior approval and assistance from faculty.
16. Illegal downloading of copyrighted software for use on home and school computers is prohibited.
17. **Posting on the Internet photographs, videos, or audio recordings of school personnel or students without the express written consent of the individual is strictly prohibited.**
18. **Inappropriate and/or secret video, audio recording or photographs of any school personnel by a student or adult is strictly prohibited. Violators risk immediate disciplinary probation.**

Discipline:

Violation of any rules/guidelines may result in any or all of the following:

1. Loss of Internet access.
2. Disciplinary or legal action by the school or other involved parties.

**Red Bank Catholic High School – BYOD (Bring your own device)
Student User Agreement**

Purpose:

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, RBC will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

Device Types:

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates with screen sizes of at least 7 inches, iPhones, smartphones, smartwatch, etc., and any and all devices which have the same capability.

Guidelines:

- § Any student who wishes to use a personally owned electronic device within the School Campus must read and sign this agreement and submit it to the Media Center.
- § The student takes full responsibility for his or her device and keeps it with himself or herself at all times. The school is not responsible for the security of the device.
- § The student is responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- § The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated school policies, administrative procedures, or has engaged in other misconduct while using their personal device.
- § Violations of any policies or administrative procedures involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- § The student complies with teachers' request to shut down the computer or close the screen.
- § Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- § The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of the teacher, staff or administrator.
- § **The student should only use their device to access relevant files and curricular activity only.**

- § The student will use the guest wireless network. Use of 3G & 4G wireless connections is not allowed.
No other connections are allowed while at school.
- § All computer network traffic is always subject to monitoring while connected to the wireless guest account.
- § At no time are devices to be used in the Cafeteria during lunch.

Mandatory paperwork for students interested in taking advantage of this program is available in the Media Center or on the *RBC website*.

USE OF SCHOOL NAME AND LOGO

The school and parish own the school name and logo and reserve the right to restrict the use of the school name and/or logo. No one can use either without written permission of the principal or pastor. RBC will not honor any commitments or obligations made by any person or organization not sanctioned by or given written consent to do so by Red Bank Catholic High School.

ADMINISTRATION

Director..... Monsignor Philip A. Lowery
Chaplain..... Father Ariel Robles
Principal..... Mr. Robert Abatemarco
Vice Principal..... Mrs. Karen Falco
Director of Student Services Mr. Mark DeVoe
Dean of Discipline..... Mr. Dennis Harrington
Director of Athletics and Facilities Mr. Joseph Montano
Admissions/Financial Aid Director..... Mrs. Cheryl Thompson
Office of Campus Ministry..... Ann-Marie DeStefano, Sr Marge Scarpone, Mrs. Deborah Flego
Supervisor of instruction/Student Life..... Mrs. Meghan Rabasca

DEPARTMENTS OF INSTRUCTION

Art Mrs. Patricia Valente
English..... Ms. Beth Boylan
Foreign Language..... Mrs. Nicole Piroso
History/Social Science/Leadership..... Mrs. Erin Gillroy & Mr. Gary Gleitz
Mathematics/Business..... Ms. Patricia Geran & Mrs. Jeannine Guarillio
Performing Arts..... Mrs. Stacy Bascom
Physical Education..... Mr. Joseph Montano
Religion Ms. Alycia Bischoff & Sister Margaret Scarpone
Science..... Mrs. Mary Jane Davis

DEPARTMENTS OF SERVICE/OPERATION

Athletic Department

Mr. Joseph T. Montano, Director
Mr. Newton Hausmann, Assistant Director
Mr. Frank Edgerly, Athletic Dean
Ms. Amanda Balarinni, Athletic Trainer
Mrs. Helene Kenney, Secretary

Admissions/Financial Aid

Mrs. Cheryl Thompson
Mrs. Laura Fallon, Secretary

Alumni/Advancement Department

Mr. Matthew Bowen
Mrs. Anne Clabby Byrnes
Mrs. Kate Gotta
Mrs. Joanne Smith

Educational Media Services

Mr. Matthew Bowen, Director
Mrs. Donna Flanagan, Asst Director

Food Services

Mrs. Roseann Pizzulli, Cafeteria Manager

Guidance Department

Mr. Mark DeVoe, Director
Mrs. Melinda Fellingham, Counselor
Mrs. Patricia Hendricks, Counselor
Mr. Ted Jarmusz, Counselor
Mrs. Kelly O’Keeffe-Howlett, Counselor
Mrs. Mary Ellin Sweeney, Learning Consultant/Director of Special Services
Mrs. Tina Schwartz, Secretary
Mrs. Deborah Hemschoot, Registrar

School Health Services

Mrs. JoAnn Winters, R.N.

Student Assistance Coordinator

Mrs. Kathleen Booth

School Office

Mrs. Catherine Herman, Administrative Assistant
Mrs. Ann Byrnes, Book Store Manager
Mrs. Karen Dembinski, Attendance/Secretary
Mrs. Regina Acken, Transportation/Secretary
Patricia Crespo, Bookstore Aide

Department of Student Behavior

Mr. Dennis Harrington, Dean of Discipline

Integrated Technology Services

Mr. Leonard Russo
Mrs. Mary Russo

EXTRACURRICULAR ACTIVITIES PERSONNEL

Athletic Director Mr. Joseph T. Montano
Director of Student Life.....Mrs. Meghan Rabasca
Student Council ModeratorMrs. Meghan Mahoney
Assist. Moderator Student CouncilMrs. Erin Gillroy
National Honor Society.....Mrs. Jeannine Guarillio & Mr. Michael
lentile
DramaMrs. Alana Heron, Mrs. Stacy Bascom & Mr. Shawn
Mack

1902

Level Advisors to Student Council:

Seniors Mrs. Nicole Mercer & Mrs. Colleen Flanagan
Juniors.....Mrs. Karlee Smart & Mrs. Catherine Scaramuzzino
Sophomores.....Mrs. Adrienne Genthe & Mrs. Diana DelValle
Freshmen..... Ms Mallory Kirchner & Mrs. Deborah Flego

Publications:

Yearbook: Emerald Mrs. Patricia Valente
Newspaper: Signpost..... Ms. Mary King
Literary Magazine: Reflections Mrs. Barbara Jacomme & Ms. Julia Gasparini

ALUMNI ASSOCIATION

The purpose of the association shall be:

- § To provide for and support the spiritual, educational, social, and economic development of Red Bank Catholic High School.
- § To encourage cordial association among graduates and coordinate the activities for the Alumni Association
- To establish and maintain a permanent executive staff to administer the means selected by the Association for the accomplishment of these purposes.

PARENT-TEACHER ASSOCIATION EXECUTIVE BOARD 2017-2018

President	Cindie Dnistrian	(203) 545-1902
Vice President	Kelly Meyers	
Second Vice President	Deanna Savino	

BOOSTER CLUB

Here at Red Bank Catholic we are proud to have a Booster Club made up of parent volunteers. Its main purpose is to raise money to support the budget of the Athletic Department. With these funds, the club has been able to provide many necessities for our athletes that may otherwise go unpurchased. The members run the refreshment booths at our home football and basketball games and provide "Meet the Coaches" days for all seasons. Personalized blankets for all seniors who letter in their sport are given at the two banquets that the club sponsors. Meetings are open to all interested parents and are the first Monday of each month, provided school is in session that day. The meetings are in the Eck Center and start at 7:30 p.m.

Booster Club Officers 2017-2018

President: Kathy Cleary
First Vice President: Marisol Duffy
Second Vice President: Mark Gueci
Secretary: Jeannie DiBenedetto
Treasurer: Eric Pollackov

Monsignor Philip A. Lowery and Mr. Joseph T. Montano also sit on the Executive Board of the club.

PERFORMING ARTS PARENTS ASSOCIATION

The Performing Arts Parents Association is under the umbrella of the Red Bank Catholic Performing Arts Program. It is comprised of parents of students from the academic Dance Program, the After School Dance Program, the Casey Players, the after school Drama Club, the academic Theatre Program, and the Music Program.

The parent association's sole function is to support the directors of the dance, drama and music programs. Activities include areas such as chaperoning, costumes, publicity, fund raising and supporting all events.

Contact Mrs. Stacy Bascom or Mr. Shawn Mack for more information

ATHLETICS
Sportsmanship Code

The athletic game is an event which brings together two teams in a spirit of friendly competition in an atmosphere in which spectators become a community whose purpose is to support their team. Sportsmanship should prevail at all times. It is behavior that demonstrates class treatment of everyone at a sports activity. Class is something of outstanding quality which permeates an athletic program. Class is consideration for others. It is shown by understanding that a game is an honest rivalry between two teams, by accepting the results graciously, by treating officials with respect and dignity, and by demonstrating courtesy to all spectators.

At athletic functions, RBC students should exhibit *courtesy, respect, and pride* by observing the following guidelines:

COURTESY

1. No obscenity/profanity or disruptive behavior toward visiting teams, coaches, spectators, and officials.
2. No antagonistic behavior.
3. No displaying signs, banners, or using noisemakers.
4. No throwing of objects.
5. No booing of officials' calls or while a player is shooting a foul.

RESPECT

1. Appreciate talent on both teams and applaud the efforts of all players.
2. Accept the results of a game graciously.
3. Recognize the rights of others who are entitled to enjoy the game free from harassment or any actions which threaten their safety and welfare.

PRIDE

1. Represent RBC well by making the student body a model of sportsmanship for other schools to imitate.
2. Contribute to the school's reputation for excellence through sportsmanship.

Be positive in your behavior.

Cheer for your team and not against the other team.

Red Bank Catholic participates in the following sports:

Fall- football, boys' and girls' cross country, gymnastics, boys' and girls' soccer, girls' tennis, field hockey, cheerleading, girls' volleyball

Winter- boys' and girls' basketball, boys' and girls' indoor track, wrestling, winter cheerleading, boys' and girls' swimming, ice hockey

Spring- baseball, softball, boys' tennis, boys' and girls' golf, boys' and girls' track, boys' and girls' lacrosse, boys' volleyball

Weight training is offered on a year round basis.

ATHLETIC CODE OF CONDUCT

The New Jersey Interscholastic Athletic Association Rules and Regulations regarding eligibility are mandatory. In addition Red Bank Catholic has adopted guidelines for students participating in our athletic program.

A student entering 10th, 11th, or 12th grades will be required to achieve 30 credits in the year prior to participation in the first semester of a school year. To be eligible in the second semester the student must have achieved 15 credits. A 9th grade student will automatically be eligible in his/her first semester.

Students having 2 F=s or 2 D=s and 1 F or 3 D's at the end of any quarter will be placed on academic probation for the following quarter. Students on academic probation are ineligible to participate in athletics. At the midpoint of the next quarter a student's record will be reviewed. If the grades are substantially improved, consideration will be given to declaring the student eligible for participation for the remainder of the quarter. A student on academic probation who receives 2 F=s or 2 D=s and 1 F or 3 D's for a second consecutive quarter (in calendar or school year) will remain ineligible for the entire next quarter. These academic requirements will apply to all cheerleaders, student managers, student trainers, and athletes. Additional information regarding eligibility can be obtained from the Director of Athletics or the Assistant Principal.

AGE ELIGIBILITY

A student cannot participate if he/she has reached the age of 19 prior to September 1st of the current school year.

ATTENDANCE POLICY

In order for a student to participate in a scheduled athletic event or practice, he/she must be in school on the day of the event (FOUR HOURS). An excuse (DMV, Funeral, College visit) must have prior approval from the Director of Athletics or the Principal. On a full day of school, if the athlete is late, he/she must arrive prior to 10:30 a.m. On a half day, the athlete must be in attendance for the entire duration of the school day. **The Administration reserves the right to determine eligibility to participate based on health and medical issues. Students with a medical excuse for academics and/or PE may NOT participate in any physically demanding school activity such as (but not limited to) sports, dance, and cheerleading.**

ATHLETIC EQUIPMENT ACCOUNTABILITY

Athletic equipment used by student participants must be returned or paid for at the end of the sport season. Equipment will not be issued for any upcoming season until all equipment accounts are cleared from the preceding season.

AWARDS

Awards are to be considered a privilege. They can be revoked for violation of athletic code policies. Any athlete who elects to leave a team before the end of the season either by non-participation or quitting, will NOT be eligible for a varsity letter. Said athlete will not be permitted to attend any and all post season activities as well.

If any sport sponsors a celebratory event (i.e., a banquet) at the end of any season, the Coach and Athletic Director must approve, beforehand, any guest who wants to attend.

CAUSE FOR SUSPENSION FROM AN ATHLETIC TEAM

To be eligible a student must have an acceptable academic, citizenship, and disciplinary record. Gambling, stealing, the use of tobacco (in any form), possession, sale, and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will result in school disciplinary action, as well as Athletic Department action: (This policy is in effect both during and after school throughout the season)

1. A first offense violator can be suspended from play for a period of one week. This will include all games and practices.
2. Additional offenses for the same violations listed above can result in his/her dismissal for the remainder of the season.
3. In addition, the student handbook clearly details all aspects of drug, alcohol, substances use and abuse, including the possibility of dismissal from Red Bank Catholic.

Suspension for cause other than the above-mentioned, are at the discretion of the coach and the Director of Athletics. These violations include, but are not limited to insubordination, profanity, fighting, unsportsmanlike conduct, unexcused absences from practices, unsatisfactory attitude, and a failure to follow any additional rules that the coach deems necessary. Discipline infractions and school suspensions are justification for suspension or removal from a team.

CONFLICTING ACTIVITIES DURING SPORT SEASON

Prior to the start of any season, an athlete must realize his/her obligation to the team and refrain from scheduling any conflicting activity during the season. This includes out of season non-school athletic activities.

INJURIES

Any athlete, who sustains an injury during a school related athletic activity, must report it to his/her coach IMMEDIATELY, who in turn will report it to the athletic trainer. The trainer will then be responsible for providing this information to the school nurse. In order to return to a sport, written medical clearance must be provided.

PERSONAL CONDUCT

As an athlete, pride in your school, team and yourself is all part of good sportsmanship. Your pride is reflected in your personal conduct. Student athletes will not violate the rules of common decency with each other. Students shall respect the authority of coaches and other school staff and shall conform to requests made by them.

PARENT/SPECTATOR CODE OF CONDUCT

We feel that parents and spectators play a vital role in the development of our student athletes. Therefore, we believe that we should:

- § Be a positive role model through our own actions to make sure our child has the best athletic experience possible.
- § Be a "team" fan, not a "my kid" fan.
- § Weigh what our children say: they will tend to slant the truth to their advantage.
- § Show respect for the opposing players, coaches, spectators, and support groups.
- § Be respectful to all officials' decisions.
- § Not instruct your children before or after a game, because it may conflict with the coach's plans and strategies.
- § Praise the student athletes in their attempt to improve themselves as students, as athletes and as people.
- § Gain an understanding and appreciation for the rules of the contest.
- § Recognize and show appreciation for an outstanding play by either team.
- § Help our children learn that success is oriented in the development of a skill, and we should make the student-athletes feel good about themselves, win or lose.
- § Take time to talk with coaches in an appropriate manner including proper time and place.
- § Be sure to follow the designated chain of command.
- § Reinforce the schools drug and alcohol free policies by refraining from the use of any controlled substances before and during athletic contests.
- § Remember that a ticket to a school athletic event is a privilege that can be revoked for violations of the code of conduct.

ADMISSION TO ATHLETIC EVENTS

All Red Bank Catholic students are admitted FREE of charge to all home athletic events where admission is charged except the Thanksgiving Day football game and the ice hockey games. The athletic fee does not include any post season championship competition in the jurisdiction of the NJSIAA or the Shore conference.

STUDENT COUNCIL

The purpose of the Student Council is to promote the general welfare of the student body, to act as a liaison between the student body and the administration, to maintain cooperation among students, faculty and administration, to acquire a practical knowledge of self-government, and to bring about higher standards of character, leadership and school spirit. Student Council members are bound by the Articles and By-laws of the Student Council Constitution.

It is the responsibility of students interested in running for Student Council offices to follow all procedures set forth by the Student Council moderator, meet all deadlines, and learn the eligibility requirements for running for office.

**Student Council Executive Board
2017-2018**

President.....Regina Acken
Vice President Danielle Borrino
Secretary..... Anna Cleary
Activities Chairperson.....Allie Horn
Public Relations.....Vincent Bianchi

Senior 2019 Class Level Officers

President Anika Napoleon
Vice President.....Macailagh Hill
Secretary.....Caroline Kane
Activities Chairperson.....James McCaffery

Junior Class Officers

PresidentOlivia Peter
Vice President.....Reagan Pauwels
Secretary.....Mary Huntley & Robert Gonzalez
Activities Chairperson.....Chris Sparber

Sophomore Class Officers

PresidentAlex Scaramuzzino
Vice President Lindsay Mazzucco
Secretary Grace Duborg
Activities Chairperson.....Grace DiStefano

**Freshman Class Officers
(To be elected in October '18)**

STUDENT ACTIVITIES

Foreword

Activities are an integral part of the program of every school. They provide an opportunity for exploration in an area of interest outside the classroom. They serve as the training ground for the practice of real democracy. In an atmosphere of freedom, students learn to express themselves, to share, to work together, to display their talents, to discipline themselves, to learn respect for the rights of others, to work toward a common goal, and to associate with one another. At Red Bank Catholic High School there is a wide and varied program to meet these objectives. However, it should be remembered that success is not measured by the number of activities in which a student participates, but by the quality of his/her participation. It is hoped that all students will participate in at least one activity besides their regular school work and will lend their support to all activities. The extent of the participation and support is the yardstick by which school spirit is measured. A Clubs/Activities listing is also on the Guidance page of the RBC website.

Clubs/activities offered to students include but are not limited to:

*There may be additional activities/clubs for 2018-2019. There may be additional costs or fees for a specific club's activities and/or materials as needed.

PERSONAL INTEREST

A Taste of Red Bank
Art Club
AV/Graphic Arts Club
Autism Awareness Club
Book Club
Car Club
Crochet for Charity
Dance Club
Fantasy Sports Club
Fashion Club
Food for Fun
Improv Club
Military Careers Club
Multicultural Club
Physical Education Club

Lab Assistants
Math SAT Prep
Math Tutors
Mock Trial
Model U.N.
National Honor Society
Physics Competition
Sign Language
Spanish Club
Verbal SAT Prep

Robotics
Science Fiction Club
Scrapbook Club

PERFORMING ARTS & MUSIC

After School Dance (by audition)
After School Drama
Chamber Choir
Concert Choir
Dance Company (by audition)
Drama and Musical (by audition)
Festival Orchestra
Guitar Club
Handbell Choir

SERVICE

Arts from the Heart
Casey Ambassadors
Casey Caregivers
Casey Volunteers
Hot Topics
L.I.F.E. Club
RBC Make-a-Wish
Student Council

ACADEMIC INTEREST

Academic Challenge Club
F.B.L.A.
Junior Statesmen

RELIGIOUS INTEREST

Caseys-4-Life
Catholic Athletes for Christ
Liturgical Ministries
Maryknoll Mission Club

PUBLICATIONS

Emerald (yearbook)
Reflections (literary magazine)
Signpost (newspaper)
Yearbook club

ACTIVITY PERIODS

Activity Periods are integrated into the master schedule in order to provide students with the opportunity:

1. To attend clubs or committee meetings;
2. To attend class level meetings and functions;
3. To make up work or tests missed during an absence;
4. To work on long-term or major class projects;
5. To receive additional assistance in a course or to review course work.

Students are to be profitably and productively occupied during activity periods in order that this innovative program may function as intended. Abuses of the activity period program are detrimental to everyone and will not be tolerated. Students must present a pass to their class teacher or they will not be allowed to leave class. Sponsors of activities must keep the students with them in the activity for the entire activity period.

Students will register on Naviance on a semester basis for the club/activity of their choice or for a "silent study" if they do not wish to join a club. While most clubs meet during the scheduled activity periods, other activities meet before or after school or on a randomly scheduled basis.

Students should contact the club or activity moderator for more information on meeting schedules. A full list of activities/moderators is published in September and periodically updated as needed.

PUBLICATIONS

Newspaper: SIGNPOST. The student newspaper records the history of RBC through publication of student activities, accomplishments and interest. Articles are welcome from anyone within the parent, staff or student community. A possible sequence from reporter to writer to editor ensures in-service learning, advancement toward journalistic excellence and the awarding of academic credit.

Literary Magazine: REFLECTIONS. The literary & photography magazine, open to all students, is published once a year. The purpose of this publication is to present students' creative work in prose, poetry and art. Staff members gain experience in judging writing products and in managing, organizing, and laying out a publication which reflects all subjects of student interest. Themes may be political, religious, personal, or social, and works may be comic or serious in approach.

Yearbook: EMERALD. The yearbook staff is composed of seniors, juniors and sophomores. They capture the activities and highlights of the school year creating a unifying theme throughout. The cooperation of the literary, sports, photography and layout staffs contributes to the overall project.

NATIONAL HONOR SOCIETY

Red Bank Catholic High School has had its charter for the Marian Chapter of the National Honor Society for Secondary Schools since 1954. Selection for Red Bank Catholic High School's National Honor Society takes place only in the fall semester. To be eligible for membership, a candidate must be a junior or senior and have attended RBC for at least one semester. Candidates must have a **minimum** cumulative GPA of **3.6**. Students academically eligible will be notified via Naviance by September of 2018. All eligible students must complete and submit paperwork and supporting documents for further consideration for selection in the National Honor Society by Friday, October 19, 2018, by 8:30 a.m. to Mr. Ientile. All paperwork can be found on Mr. Ientile eboards. **No late submissions will be accepted.** They can be re-submitted the following fall for consideration. Submissions must include all required materials and documentation; incomplete submissions will be returned and not reviewed.

Present members of the RBC NHS do not have to re-submit paperwork but must sign a contract of expectation that will be distributed at the first mandatory meeting, in early September.

All eligible students who submit paperwork on time will be notified regarding acceptance by the middle of November 2018. Students may use the letter of acceptance for notifying colleges of membership.

The Red Bank Catholic High School National Honor Society Induction Ceremony will be held in St. James Church. All new members will receive a certificate and NHS pin. Senior members will receive the gold NHS cords in May to wear at the Baccalaureate and Commencement ceremonies.

Moderator: Mr. Michael Ientile
Assistant Moderator: Mrs. Jeannine Guarillio

2018-2019 NHS Executive Board Members

President.....	Lara Bakhtiarian
Vice President	Olivia Caracappa
Secretary	Alison Gentile
Treasurer	Kaila Domanski
Activities Chairperson	Alyssa Marino

Academically eligible candidates are then evaluated on the basis of service, leadership, and character. **Evaluation of the application is based upon the information the applicant provides.**

When reviewing a candidate for service, leadership, and character **only activities and service hours completed after graduation from eighth grade and prior to the beginning of the current school year are considered.** The Selection Committee weighs activities and service in school and community. A point system has been assigned to various activities with a point requirement of 25 points for juniors and 35 points for seniors. A minimum total of 75 service hours is required of juniors and 100 for seniors. Students who accumulate a substantial number of hours beyond the required hours will be considered eligible for additional points. Service hours are considered legitimate if they benefit a non-profit community based organization. Working for a business without compensation or babysitting for free is NOT community service. Examples of community service are: volunteering at Lunch Break or any other soup kitchen or food pantry, volunteering at a church or synagogue, volunteering at a nursing home or hospital, volunteering for LIFE Club or the Make-a-Wish Club. Participating in a charity event such as a walk or a fundraiser for a certified charity will count. All community service hours must be verified in the form of a letter. No

hours will be accepted without written verification.

Additional community service points will be awarded as follows:

1-25 additional hours = 1 point	26-50 additional hours = 3 points
51-75 additional hours = 6 points	76-100 additional hours = 9 points
101-125 additional hours = 12 points	126-150 additional hours = 15 points
151-175 additional hours = 18 points	176-200 additional hours = 21 points

The following activity criteria give a **general idea** of how activities are considered: sports are according to season, productions are according to show, and choir is according to concert, etc.

4 points:	Signpost editor with staff RBC sports Chamber choir School play cast	Cheerleaders per season Jazz band Dance company Academic Team
3 points:	Life Club Mock Trial competitors Student council executive board Casey ambassador Senior choreography projects School play support staff Sports team manager Dance Department	Festival Orchestra Class level officer RBCHS choir After School Dance School play tech crew Maryknoll Mission Club
2 points:	Hand bell choir Literary Magazine editor Model UN Casey Caregivers	Peer tutoring Arts from the Heart Signpost staff Dance concerts Guest choreographer
1 point	Liturgical dance Literary Magazine contributor	Signpost contributor Event security

These lists are not necessarily all-inclusive, but represent a guideline for the assignment of points.

*All clubs that meet during activity period excluding silent study will be assigned .25 points per quarter. Points will not be rounded up.

*All Life Club members must submit their names to the club moderator for allocation of points and hours.

*Leadership roles in activities, such as a captain of a sport, officer of a club, publication editor-chief, etc., and in-service projects, in the classroom will be given additional credit only if accompanied by a letter stating the specific leadership role and contributions, and include a contact name and phone number.

*All community sports, clubs, activities will count a 1 point per season, production; concert, etc. must be accompanied with a letter.

***Camps, private or paid lessons, and hobbies do not count as part of the RBC NHS eligibility process.**

Character will be judged based on faculty recommendation, discipline (including any academic dishonesty records) and attendance records. Excessive absences or lateness will disqualify a candidate, as will a negative discipline record.

***Eligible candidates do not have to submit letters of recommendation from teachers. Recommendations will be collected through the faculty via a questionnaire.**

Once a member has accepted the honor of membership he or she will be required to continue to uphold the four qualities of the NHS: scholarship, leadership, service, and character. **Members will be required to maintain a 3.6 GPA; maintain a positive attendance and discipline record; and attend meetings** unless excused by the moderator; participate in a minimum of half of the fundraisers or drives, and be available to participate in the NHS Peer Tutoring Program.

Discipline and Dismissal of NHS Members

When a member falls below the standards by which the member was selected, the NHS moderator will notify the member in writing of the nature of the violation, the time period given for improvement, and provide warning of the possible consequences of non-improvement. The letter will also include a date for a conference to discuss the situation. If the member does not make the improvement within the specified time, the student will be subject to whatever disciplinary measures are considered appropriate by the adviser and the Faculty Council.

If the moderator and Faculty Council decide that dismissal may be warranted, the member is allowed to present his or her case at a pre-dismissal hearing before the moderator and the principal. If the member schedules a hearing, a parent/guardian may be present; however, the primary focus of the hearing is to allow the member to present his or her case.

If the member is ultimately dismissed, a written notice will be sent to the member, his or her parents/guardian, and the principal. The NHS member must surrender the NHS emblem and membership card to the chapter moderator. If the member is unwilling to do this, the situation will be treated as a school disciplinary matter.

ADMISSIONS POLICY

Red Bank Catholic High School accepts students of any race, religion, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, color, or national or ethnic origin in administration of its education policies, admissions policies, and athletic and other school-administered programs.

All admissions inquiries should be directed through the Admissions Office. All incoming freshmen must take the Diocesan Placement Examination prior to their acceptance to Red Bank Catholic High School. Admission to Red Bank Catholic High School requires successful completion of the eighth grade at an approved elementary or middle school with satisfactory grades, testing, discipline and attendance record. The student or his/her parents should assume responsibility of submitting a completed and signed application and request of records form. Before enrolling at RBC, applicant families must be current with all financial obligations at prior academic institutions.

Immunization Guidelines will be available through the Admissions office.

Sophomore and junior transfer applicant students will be considered based on high school transcripts, standardized testing, attendance, discipline records, and space availability in the classes that the student needs. All applicants are expected to maintain an excellent discipline record. Excessive absenteeism or tardiness will be carefully reviewed. Reference letters are recommended and an interview is required. Only under extremely rare circumstances are applications considered for the senior year. In addition, foreign applicants will be required to provide TOEFL scores prior to acceptance. Upon acceptance, foreign applicants must have a completed I-20 Certificate of Eligibility for Nonimmigrant (F-1) Students on file with the Office of Catholic Schools. Application and admission information is available in the Admissions Office or by telephoning the Director of Admissions at (732) 747-5113.

GRADE POINT AVERAGE and QUALITY POINT EVALUATION for TRANSFER STUDENTS

Qualified transfer students may be accepted into Red Bank Catholic High School for their sophomore and/or junior year. Transcripts from the previous school(s) will be evaluated and equated to the Red Bank Catholic Grading System and Quality Point Table as they appear in the Handbook. This evaluation may result in a slightly lower or higher GPA. The grades from the previously attended high school(s) will be identified on the Red Bank Catholic High School transcript.

GUIDANCE DEPARTMENT

In keeping with Red Bank Catholic's philosophy, the Guidance Department focuses on the individual student. Every function of the department is designed with the belief that the individual student is of paramount importance. The Guidance staff provides support and encouragement for students as they learn to adjust to new situations and face both personal and academic challenges. The staff provides opportunities for students to learn about their interests and abilities, and to explore personal, educational and career choices. The overall goal is to help students recognize their own potential, and to teach them to use the resources available to develop a personal plan and carry it out, both in the present and future.

GUIDANCE SERVICES

The department has a wide range of services available to all Red Bank Catholic students in grades 9 -12.

Professional School Counselors

Students in grades 10-12 are assigned alphabetically to one of our professional school counselors. *Individual appointments* will be scheduled by the counselors during the school day, as needed throughout the school year. Students are advised to seek out the advice and direction of their counselor whenever needed, for academic as well as personal reasons. Appointment requests may be made with the secretaries in the department. Counselors are always available for quick questions during homeroom and at dismissal time. If a student has a guidance appointment and is absent that day, for any reason, the appointment will be canceled and rescheduled.

Counselors of students in grades 10-12 will meet individually with parents and students yearly to discuss important information pertaining to academic and personal goals. Counselors may confer with subject area teachers if academic problems arise.

Teacher Advisor Program

The Teacher-Advisor program utilizes classroom teachers as adjunct part-time advisors in the Guidance/School Counseling Department to meet the needs of **the ninth grade students**. The teacher advisors work under the direct supervision of the professional school counselors.

Teacher-Advisors are assigned to work with a small group of freshmen students, enabling them to meet on a regular basis and to follow their progress carefully. Students are assigned alphabetically, by homeroom, to a teacher advisor and participate in large and small group interaction experiences in addition to individual appointments. *Individual appointments* will be scheduled by the teacher advisors during the school day, as needed throughout the school year.

Academic Development Program

In keeping with the Red Bank Catholic philosophy, the Academic Development Program will help students with a recommended service plan to recognize their individual learning potential and learning styles. The program will teach these students to use the resources available at RBC to reach their academic goals and to become self-advocates.

Learning Consultant

In keeping with the Guidance Department goals, a learning consultant will be provided for our classified students to help them recognize their own learning potential, and to teach them to use resources available to them. In addition, the learning consultant will serve as their school counselor within the Guidance Department.

Student Assistance Program

The Student Assistance program, under the direction of the Student Assistance Counselor, is a response to the many and varied personal problems that students bring with them to school, including alcohol and other drug related problems. The aim is to identify troubled students and connect them with helping services available to them in the school and the community. This service is based on the educational premise that students who receive help and support with personal concerns will be able to focus more efficiently on their schoolwork and the important tasks of developing academically, spiritually, socially, and emotionally.

Social Worker

Occasionally, personal and social pressures and problems unduly influence a student's development and require on-going counseling to realize improvement. Upon the recommendation of our school counselors, a referral may

be made to our in-house social worker, who is available three days per week in school. The social worker is available to provide short term counseling in school or assessment and referral to community resources.

Community Referral Sources

In an effort to offer students every possible means of assistance, the department cooperates with many local mental health professionals and community agencies such as CPC and Catholic Charities. Outside referrals are available from our school counselors.

GUIDANCE PROGRAMS

Parent/Student Groups

Group workshops for students in grades 9-12 and their parents are scheduled during the school year. These workshops focus on grade level topics such as organization skills and strategies, PSATs, SATs, and the college search, and are meant to enhance student/parent/school communications. Workshop dates can be found on the school calendar. All workshops offer a choice of at least two dates per grade level and are scheduled at 7:00pm on the first date and 8:15 am the following morning.

Parent workshops, speakers, and panel discussions may also be scheduled during the school year. Topics of past workshops have included athletic recruiting and the college search, eating disorders, college financial aid, depression, teen dating issues, discrimination of any type, bullying, internet safety and drug/alcohol use among teens.

Small guidance groups and classroom guidance presentations are also utilized with all students.

Resources

Websites

Students are encouraged to utilize the many resources on college and career planning, especially those on the school website at www.redbankcatholic.org. Here, students can access information on SAT's, college search, careers, financial aid and scholarships. In addition there are direct links to SAT and ACT registration, at www.collegeboard.com and www.act.org. All grade levels can also benefit from the articles, calendars and over 140 web links. Part-time jobs and volunteer opportunities are also posted on the website.

Naviance Student Connection is a comprehensive internet resource to help students and parents make decisions about courses, colleges and careers. It is linked from the school website home page or directly at <http://connection.naviance.com/redbankcatholic>. Every student in grades 9-12 and their parents have their own password protected account. An e-mail feature allows us to communicate important information to all students and parents who are registered users. Freshmen will take the Learning Styles Inventory under the direction of their teacher advisors. Sophomores are urged to use the "Do What You Are" personality/career inventory, the learning styles inventory, as well as the resume tool. Juniors and seniors are encouraged to use the "explore careers" and "explore interests tools" as well as the College Search, Match, Lookup and Compare tools, which perform search functions using the student's GPA and SAT's. These tools also provide comparative data from RBC students and alumni, as well as national data averages.

Resources on File

Paper registration forms for SAT and ACT can be picked up in the guidance office, although most students prefer to register on line. Information on colleges, careers, scholarships, & part-time jobs and volunteer opportunities can also be found in the resource area of the guidance office.

Financial aid forms (FAFSA) are available in the fall, on line at www.fafsa.ed.gov . All scholarships known to be available are posted in the guidance office and on *Naviance*. The scholarship applications are then kept on file in the guidance resource area for student use.

College applications are also kept on file in the resource area, but many colleges prefer that students submit applications on line from their individual websites. Approximately 500 colleges and universities also participate in the Common Application, on line at www.commonapp.org. Paper copies are also available in guidance.

Special Programs

Admissions counselors from many colleges across the nation participate in the *county and state college fair* programs. Numerous college representatives also make **individual college visits** to the guidance office to meet the needs of our students. *Career speakers* may also be scheduled throughout the school year to give students the opportunity to learn more about future careers. These special programs are scheduled so that they complement the educational program and do not conflict with academic priorities.

Job Placement/ Working Papers

From time to time, the Guidance Department receives information about opportunities in full time, part time, school year or summer employment. Job notices are posted on a bulletin board in the Guidance Office and on the guidance website.

An employment certificate (working papers) is required for employment of any minor up to 18 years of age in any occupation except for work in agriculture and street trades, for which special permits are required up to 16 years of age." (New Jersey Child Labor and School Attendance Laws).

Any student who wishes to apply for an employment certificate may secure the necessary form from **the public high school in the district in which the student resides**. The school section requires the principal's signature. After the forms have been completed and submitted together with student's birth certificate, **working papers will be issued free of charge by area public schools**.

Testing

In order to evaluate students' academic promise, as well as their talents and aptitudes, a comprehensive testing program is administered by the Guidance Department. Test results are shared with students and parents to help determine students' academic strengths and weaknesses, to plan course selection and give direction on career and college opportunities. The battery of tests administered over a four-year period includes cognitive ability tests, and reading and math achievement tests.

CogAT/IOWA/ PSAT

Students in grades 9 and 10 participate in a diocesan testing program similar to the New Jersey High School Proficiency tests. Tests administered include the Cognitive Abilities Test and the IOWA testing program. In sophomore and junior years, the PSAT/NMSQT test is administered. The results of this test, in the junior year, determine a student's eligibility for National Merit Scholarship consideration.

SAT and Subject Tests / ACT/AP

In junior and senior years, students take the College Board SAT or the ACT test if such is required for admission to the college of their choice. Some more highly competitive colleges may require a student to take two or three SAT subject tests in their areas of strength. Students should check the admission requirements at these schools. Students, in all grade levels, are encouraged to take an SAT in a subject area after they have completed an advanced course of study in the field.

Students enrolled in all **Advanced Placement** courses are **required** to pay for by the end of the first semester, and take the College Board AP examination in May. Consult school calendar for specific dates. Tests cannot be rescheduled.

The SAT (College Board) code number for Red Bank Catholic High School is **311-295**. This number must appear on all registration forms for College Board tests. The national test dates for College Board test administrations in 2017-2018 are as follows:

SAT and Subject Tests

August 25, 2018	March 9, 2019* (SAT Only)
October 6, 2018*	May 4, 2019
November 3, 2018	June 1, 2019
December 1, 2018	*Held at Red Bank Catholic

Information deadlines, and online registration can be found at:

**www.collegeboard.com
RBC Test Center Code - 31-721**

RBC School Code - 311-295

The ACT (American College Testing) code number for Red Bank Catholic High School is **311-295**. The number must appear on all registration forms for ACT tests. The national test dates for the ACT assessment are as follows:

ACT

September 8, 2018	February 9, 2018*
October 27, 2018*	April 13, 2018*
December 8, 2018	June 8, 2018

*Held at Red Bank Catholic

**Information deadlines and online registration can be found online
@ www.act.org**

Preparation for College Admission

Most colleges require a minimum of 16 core academic units for admission. A core academic unit is given for each full year's work completed in Math, English, Science, Social Studies and World Language. Colleges recommend 4 years of English, 4 years of math, 2-3 years of lab science, 3-4 years of history/social science, and 2-3 years of the same world language. Individual college's course requirements and recommendations can be found on *Naviance*, as can a link to each college's website for course requirements.

College Application Process for 2018-2019

As students begin their senior year, they will begin the college application process. Before any college will make a decision on the admission of a potential student, the student must complete an application for admission online, forward the application fee payment, and request an official transcript, letters of recommendation and other supporting documents be sent directly to the college. This process is outlined on the Guidance website and is as follows:

Prior to requesting your first transcript, a Parent Authorization for Student Transcript/Reporting of Class Rank form (available in the Guidance Office and on the school website) must be completed by the parent and the student. This form, once completed and returned to the Guidance Office, authorizes the release of transcripts and the use of class rank. Although all transcripts include the Grade Point Average(GPA), the release of class rank is optional. Students and their parents must decide if the rank enhances or detracts from the other academic components of the transcript. The parent and student must also decide to release or withhold the use of rank and sign the bottom portion of the form. Once the decision concerning rank is made, it is final. You must also sign on to your Naviance account, go to MY COLLEGES and complete the FERPA waiver/release form for the submission of electronic documents. Your transcript cannot be sent without these first two steps

Students are to secure a Transcript Request/College Application Checklist in Guidance or from the school website for each individual college that you are sending a transcript and/or an application to, complete and return the form to the Guidance Office. Your Recommendation Questionnaire and Parent Brag Sheet should already have been given to your counselor. You should also have requested teacher(s) letters of recommendation (depending on the college's requirements). You should request letters of recommendation from your teachers, coaches etc. at least 10 to 15 days prior to the college's due date. Students are to identify who they have requested letters of recommendation from on the checklist. The counselor's recommendation, any counselor or school forms that must be completed, the RBC School Profile and the student's transcript will be submitted online. For your **first** request, please allow **15** days from the date submitted for materials to be sent contingent upon your having completed all necessary documents and requests listed. Otherwise, please allow **10** school days from the date requested for the completed submission of the supporting documents.

You may check the status of your application and supporting documents through your Naviance account.

A WORD ABOUT THE COMMON APPLICATION...

The common application may simplify the application process for you. If a number of the colleges to which you will apply use the COMMON APPLICATION, you can fill out the application ONCE and make the necessary number of copies to provide one to each college. Check the list on the application or on line to determine which colleges will accept it. Just as you will only fill out the application once, you only need to complete the top section of the school report form and the teacher evaluation once. Then give the appropriate form to your counselor and to your teacher

(at least two weeks before the deadline). We will make the copies necessary, attach our letters and include them in your application packet to be mailed from the Guidance Department.

Transcript Request Procedure

Transcript requests must be made at least two weeks in advance of deadline. Forms are available in the Guidance Office and from the school website. The form(s) must be returned to the Guidance Office for each individual college. Official transcripts must bear the school seal and must be sent directly from Guidance to the College's Admissions Office, they cannot be hand-carried or returned to the student. Transcripts include SEMESTER GRADES from grades 9, 10, and 11. SCHOOL PROFILES AND SENIOR SCHEDULES are also included, as are SENIOR QUARTER GRADES when they become available.

Requests will be handled **in the order in which they are received. There will be no special handling for anyone.**

The first official or unofficial transcript will be sent free of charge. There is a \$2.00 fee for each additional transcript which must accompany the request. A faxed copy is not considered official **unless a copy with the school seal is also mailed.** Students and parents may check transcript receipt/application status, on their *Naviance* account.

MID YEAR GRADE FORMS- Some applications include mid year forms, or request that you send mid year grades. Request forms are available in guidance and should be submitted MID JANUARY.

Course Scheduling

Each February, classroom presentations are made to all students in grades 9-11, outlining graduation requirements, course recommendations for college preparation, available courses, scheduling procedures, and deadlines. In addition, the requirements for level changes, including prerequisites and placement tests, are given. Counselors and Teacher Advisors are then available to the students for individual questions. Students must seek the approval of their current teachers for the courses they select. Course descriptions and prerequisites can be found in the Curriculum Guide. A link to the on-line curriculum guide is available on the school website, the guidance website and *Naviance*. Once schedule requests are submitted and signed by student and parent, the master schedule is constructed based on **on-time** requests.

Schedule Changes

Changes to original requests may be discussed with the guidance counselor and submitted prior to March 2019, as the master schedule is carefully constructed at that time, based on student preferences and needs.

After the school year begins changes requested to remedy serious errors in placement or level, will be considered but only on a space available basis. Requests to improve schedule integrity may be discussed with a counselor and will be considered on a space available basis only. The deadline for such a request is Friday, September 21, 2018.

Procedure for Schedule Changes

1. Students requesting a schedule change noting the dates discussed above, must first meet with their counselors to discuss the reason for the change.
2. If the counselor agrees that the request for a schedule change is valid, the counselor will submit the schedule change forms. The counselor will forward the request to the Director of Guidance, and if approved, will be forwarded to the scheduler. **The fee for a preferential schedule change is \$10.**
3. **If space is available in the course requested and in other classes which may be affected** the scheduler will make the change. Students must understand that such a change may drastically alter their schedule. A drop/add form will then be written and given to the student by the homeroom teacher.

4. The student will then see the necessary teachers, obtain their signatures, and return the form to the Guidance Office for processing. No schedule change will be processed until the Drop/Add Form is returned. Failure to return the form negates the change.
5. Grades earned in the course which is dropped will be transferred to the new course and weighted at that level. **If a class is dropped after the first three weeks, a withdrawal grade of WP (withdrawal passing) or WF (withdrawal failing) will remain on the transcript.**

Recordkeeping

Comprehensive and updated working files on each student are maintained in the guidance department. Maximum security and confidentiality are observed in the retention of these files. Each student's permanent cumulative record is housed in the records vault. A student's permanent cumulative record includes only mandated data such as attendance, health record and pupil progress reports (report cards) and permitted records such as cumulative testing data. Pupil records are retained permanently by RBC.

Parents of students currently enrolled have a right to inspect educational records. No one other than school personnel has access to student records without a release of records form bearing the appropriate signature (a student who is over eighteen must authorize the release of his/her own records; a student who has not yet attained eighteen years of age must obtain his/her parent's signature).

In order to keep school records accurate, it is important that a student notify the Business Office when there is a change of residence or telephone number. The student should then submit in writing the complete address including zip code, new parish(if applicable), and new telephone number. These corrections should be given promptly to the registrar in the Business Office.

Parental Rights to School Records

Red Bank Catholic High School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Upon request and in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the student's essential academic records.

ACADEMICS

Back to School Night/ Parent Conferences

A Parents Back to School Night, scheduled for early September, enables parents to become acquainted with their child's teachers. During this initial meeting, parents follow an abbreviated daily schedule of the student and are informed by each teacher about the contents and requirements of the course. Further opportunities for private conferences, by appointment, are scheduled periodically. Please consult the calendar for the dates of these conferences and the deadline dates for making such appointments.

PARENT PORTAL

In an effort to communicate more quickly and efficiently with our families, we have explored new, more cost-effective ways to communicate. It allows parents and students to examine up-to-date information through a secure, easy-to-use online link to school records. ParentPortal is our primary means of communication for all grading information. This system gives real time access and allows viewing and printing of attendance, grades, progress reports, report cards and unofficial transcripts.

REQUIREMENTS FOR GRADUATION

Graduation from Red Bank Catholic High School is dependent upon the successful completion of the following requirements:

1. Completion of four full years of the approved secondary school program.

2. In general, the credit structure assigns 5 credits to all full year courses and 2.5 credits to all one semester courses. Lab sciences earn 6 credits, and all other sciences earn 5 credits. Physical Education credit and Dance credit is assigned as follows:
Physical Education or Dance not connected with a lab science - 5 credits;
Physical Education or Dance connected with a lab science - 4 credits.

3. 130 credits must be gained and must include the following:
 - 4 years of Religion
 - 4 years of English
 - 3 years of Mathematics
 - 3 years of History (2yr.US History, 1yr. World)
 - 3 years of Science
 - 2 years of the same World Language
 - 1 year of Fine/Performing/Practical Arts
 - 2 years of Physical Education (to include Driver Education and First Aid/CPR and taken in grades 10 and 11)
 - 1/4 year of Health
 - 1/4 year of Leadership
 - 1/4 year of Physical Education (requirement grade 9)

4. In order to advance to the next grade level, the student must accumulate:
 - 30 credits for sophomore entry
 - 65 credits for junior entry
 - 100 credits for senior entry
 - 130 credits for GRADUATION

5. All students must carry a full schedule, to include seven courses (plus leadership for grade 9); their schedule must include lunch.

6. Any senior who does not earn 130 credits by June of his/her graduation year or who receives a failure in a course required for graduation **will not be permitted to participate in the commencement exercises. It is the responsibility of each student to ascertain that he/she has sufficient credits for graduation, has taken all courses required, passed all required courses, and made up any failure necessary in summer school.**

7. **Students medically excused from Phys Ed do NOT receive credit. Students out less than 4 weeks will be given an alternative assignment to augment the grade. Students out beyond 4 weeks must do a special program for credit recovery through an RBC approved program.**

PARTICIPATION IN GRADUATION

Graduation consists of **BOTH** the Baccalaureate Mass and the commencement exercises. **Eligible students are required to participate in both ceremonies, as well as attending the mandatory practices.**

Participation in graduation is a privilege (not a right) reserved for those who have successfully completed all academic graduation requirements. Students must be in good standing at the time of graduation. Students who violate disciplinary probation, are on a discipline contract, or who commit a major disciplinary infraction violating the student assistance contract and warranting expulsion will be ineligible to participate in the ceremonies. Students in such situations may not be granted an appeal to participate.

Students are expected to arrive at the commencement and baccalaureate properly attired and groomed in order to be permitted to participate. NO additions, writing, alterations or expressions of any kind to the Graduation Garb is permitted.

Students arriving under the influence or suspected of being under the influence may be tested and barred from graduation. The appropriate authorities will be contacted immediately.

Students who may cause any vandalism or cleanup issues at the ceremonies will be assessed a fine. Records and transcripts will be held until the fine is paid.

Students and parents will sign a graduation guidelines form prior to graduation, stating their understanding of the rules governing the exercises and the behaviors expected of the graduates.

PREPARATION FOR COLLEGE ADMISSION

Most colleges require 16 core academic units for admission. A core academic unit is given for each full year's work completed in Math, English, Science, Social Studies or World Language. Catalogs or college websites should be consulted for a specific college's requirements.

QUALITY POINTS, and GRADE POINT AVERAGE

Courses are grouped by level of difficulty: Advanced Placement, Honors, Accelerated College Prep and College Prep. A student's grade point average (GPA) is calculated according to the formula:

$$\text{GPA} = \frac{\text{Quality Points x Credits Earned}}{\text{Total Credits attempted}}$$

GPA is calculated based on semester, NOT year end, averages. Refer to GRADE POINT AVERAGE and QUALITY POINT EVALUATION for TRANSFER STUDENT section re calculated GPAs . (see pg 23)

All year-end averages are final grades with credit earned by the year. One semester courses earn their final grade and credit at the end of the semester. Quarter courses earn their final grade and credit at the end of the quarter.

QUALITY POINT TABLE (Effective September 2015)

	A+	A	A-	B+	B	B-	C+	C	D	F
Advanced Placement	5.5	5.0	4.5	4.25	4.0	3.5	3.25	3.0	2.0	0
Honors	5.0	4.5	4.0	3.75	3.5	3.0	2.75	2.5	1.5	0
Accelerated										
College Prep	4.5	4.0	3.5	3.25	3.0	2.5	2.25	2.0	1.0	0
College Prep	4.25	3.75	3.25	3.0	2.75	2.25	2.0	1.75	1.0	0

GRADING SYSTEM

A+	–	98-100
A	–	93-97
A-	–	90-92
B+	–	87-89
B	–	83-86
B-	–	80-82
C+	–	78-79
C	–	74-77
D	–	70-73
F	–	Below 70

Year-end averages will be computed as the average of the two semester grades.

A student failing a course for the year or a one-semester course for the semester or a quarter requirement must attend a certified approved summer school or other approved program for credit retrieval. In all cases, restoration

of credit must be approved by Red Bank Catholic High School and completed no later than the end of the 1st week in August.

SEMESTER EXAMINATIONS

Examinations are useful tools to measure the depth and extent of a student's grasp of the subject taught; they are also an effective means to foster good study habits, encourage comprehensive note-taking, and serve as remote preparation for pre and post-college admission tests.

At Red Bank Catholic, semester examinations are administered during the final weeks of the second and fourth marking periods. The **examination grade is equivalent to 20%** of the semester grade and will be printed on the report card. **Students are expected to be in school during the stated times. Students who are absent on the day of an examination must present a doctor's note for the day of the absence to the Assistant Principal for Instruction, who will then authorize a makeup examination or the student will be considered truant and is given a "0".**

Bus departure schedules vary during the January and June exam weeks. Parents and students can check the school website for information on the January and June exams.

Exam Procedures

Exams will be administered in the following subject areas: English, History/Social Science, World Languages, Science, Mathematics and AP classes at the teacher's discretion. Projects, long-range assignments, papers, etc. will replace exams in all electives and non-core course classes. The grades for these assessments will be incorporated into the second and fourth quarter averages, as appropriate. The religion exams are administered prior to the other exams.

Every student will take all exams at the end of the first semester. Freshmen, sophomores, and juniors will be eligible for two exemptions in June. See below for details on the exam exemption policy.

POLICY FOR EXAMINATION EXEMPTIONS

1. All students may be exempt from two examinations in June. All students in Advanced Placement courses must take their January examinations.
2. To be eligible for exemptions a student must have an *A* average in the subject for the second semester.
3. Seniors may have unlimited exemptions in May. They may not, however, be exempt from doing projects which may be assigned in lieu of an exam.
4. **Incidents of academic dishonesty resulting in demerits will cause the loss of all exam exemptions.**
5. **STUDENT ABSENCES CANNOT EXCEED A TOTAL OF 20 IN A FULL YEAR COURSE OR A TOTAL OF 10 IN A SEMESTER COURSE IN ORDER TO RECEIVE AN EXEMPTION IN THAT COURSE. (Medicals count as an absence)**

HONOR ROLL

The honor roll, published at the end of each quarter, records the names of those students who have achieved academic excellence in the previous semester. The list distinguishes between First Honors and Second Honors. First Honors is awarded to a student with a quarter scholarship grade of *A* in all subjects. Second Honors is awarded to a student with a quarter scholarship grade of *A+*, *A*, *A-* in at least four subjects with not more than 3 *B*'s or *B+*'s.

DEFICIENCY REPORTS / EXTRA HELP

At the midpoint of each quarter, progress reports will be available to parents of students experiencing serious academic difficulty in a subject through access to Parent Portal. (Dates are noted on school calendar). Teachers may also send a deficiency at any other point in the quarter that they deem necessary.

Parents are advised to confer with the teachers in these problem areas. Please be aware that all teachers have office hours two days per week when they are available for extra help. Other extra- help sessions may also be available at the discretion of the teacher.

ACADEMIC PROBATION

Students having 2 *F*'s, or 2 *D*'s and 1 *F*, or 3 *D*'s at the end of any quarter will be placed on academic probation for the following quarter. Students on academic probation are ineligible to participate in any major extracurricular activities or athletics for the subsequent quarter. At the midpoint of that quarter the student's record will be reviewed. If the grades have substantially improved, consideration will be given to declaring the student eligible for participation in activities/athletics for the remainder of the quarter. This decision will be made by the administration.

A student on academic probation who receives 2 *F*'s, or 2 *D*'s and 1 *F*, or 3 *D*'s for a **second quarter** (in a calendar or school year) will remain ineligible for participation in activities/athletics for the entire next quarter. A conference with the Guidance Counselor, Guidance Director, student and parents will be mandatory.

A student on academic probation for three out of four quarters (in a calendar or school year) will be subject to dismissal. If a student is allowed to return on a special academic contract, he/she will be eligible for such a contract only once during their academic career. Continued poor performance including, **but not limited to**, multiple academic probations in succeeding years will result in dismissal from Red Bank Catholic. Repeated academic probations over time may result in the student being placed on an academic contract, even if the academic probations are not consecutive.

Any student who has three year-end failures will not be eligible to return to Red Bank Catholic.

SUMMER SCHOOL ATTENDANCE REQUIREMENTS

Students who receive an *F* in a course required for graduation will be *required* to make up the failed course. Likewise, students whose total credit status is below the minimum required for admission to the next grade will be *required* to make up the failed courses in a fully accredited summer school or program approved by Red Bank Catholic High School.

Summer school attendance with a passing grade in a course will restore the credit lost by the failure, but it will not erase the failure. Both the failure and the summer school grades will appear on the student's transcript. **The summer school grade will not be counted in the computation of a student's grade point average or class rank.** *No exceptions to the requirements for summer school attendance will be granted.*

DEPARTMENT OF STUDENT BEHAVIOR

Foreword

Rules and regulations are necessary for the orderly operation of a school and as an aid to the continuing development of character in students. The administrator reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.

1. All students are expected to conduct themselves according to the philosophy and standards of Red Bank Catholic. Respect for authority and courtesy to fellow students are essential requirements.
2. At change of class, students must enter classrooms as soon as possible. Loitering in corridors and leaning on radiators and window ledges are prohibited. Reasonable behavior as well as corridor courtesy is to be maintained at all times.
3. Loitering in lavatories during change of class is prohibited.
4. Teachers will admit all students to class even if late, and will handle cases of tardiness to class individually. Excessive offenses of tardiness to class should be reported to the Office of Student Behavior. *No late passes to class will be given by the Office of Student Behavior* unless the student has been detained by student behavior personnel.
5. Students summoned by the Office of Student Behavior will receive a pass.

6. Staff members are to issue a pass to a student anytime the student leaves the room. It is the student's responsibility to have a pass in his/her possession.
7. Any student who wishes to be excused from a class for an activity period must obtain an activity pass from the activity moderator. The pass must be signed by the moderator and the subject teacher from whose class the student will be absent. **The student will remain with the activity moderator for the entire activity period.** Students are not permitted to leave the school grounds at any time for any reason unless authorized by a member of the administration.
8. The use of electronic devices by anyone during school hours is prohibited. **All such devices must be turned off and out of sight during school hours from arrival to departure. The devices will be confiscated if visible or used during school hours. They will be returned only to the parent, who must come in person to the Business Office at the end of the school day. Subsequent offenses will result in the assigning of demerits and detention. (See list of Infractions and Penalties page 36)**
9. *Parents are reminded that calling or texting their children during the school day automatically puts the student in breach of this policy. Parents who need to reach students should leave a message with the Business Office.*
10. **Posting on the Internet photographs, videos, or audio recordings of school personnel without the express written consent of the individual and the administration is strictly prohibited. Any such postings will result in severe disciplinary action and possible expulsion. Such postings can be construed as an invasion of privacy and may be subject to applicable NJ laws.**
- 11.* **Acceptable Use Policy governs #s 8, 9, & 10.**

SCHOOL UNIFORM

*WEBSTER'S defines uniform ('yu-ne-form)
as a "dress of distinctive design or fashion
worn by members of a particular group and
serving as a means of identification."*

Students who attend Red Bank Catholic High School wear a school uniform. This uniform is representative of our school and identifies a student as a member of the RBC community. Students are to be in full uniform including wearing their visible current school ID on a lanyard around their neck at all times. They must be in full uniform going and coming anywhere on the campus, including the cultural center.

As a member of this community students are expected to behave, in word and in act, in a manner befitting a student who attends this school, a privilege that is sought by many and granted to only a percentage of those who seek it.

Because attending RBC is a privilege, any student who marks, damages, or destroys the school uniform in any way will have serious sanctions imposed upon him/her.

UNIFORM CODE

YOUNG MEN

1. Preferred Navy Blue Sports jacket (must be neat, clean and properly tailored)
2. Shirts: WHITE dress shirt must be collared, button-down, and tucked in(White tee shirts only under the dress shirt).
3. Tie must complement jacket, shirt and slacks.
4. Khaki uniform slacks ordered through Flynn & O'Hara. NO OTHER style or color will be permitted and **sagging pants, low-riders, and pants exaggerated in length will not be tolerated.** Boys must wear a brown or black belt.
5. Socks /Shoes: White or black socks and casual or **dress solid color black or brown leather shoes.** Hightops, canvas shoes, work boots, work shoes, or sneakers may not be worn. Docksidiers may be worn if in good condition.
6. **Hair must be short, neat and clean; it must be above the eyes, ears, and shirt collar. Tails are not permitted. Exaggerated, unusual hair styles or hair colors will not be tolerated.**
7. **Mustaches, beards, or long sideburns are not allowed. Young men must be clean shaven.**
8. Earrings may not be worn anywhere on the body.

- Young men may not use bandaids to conceal piercings.**
9. Tattoos may not be visible.
 10. Hats are not permitted.

YOUNG LADIES

1. Uniform plaid skirt or khaki skirt ordered through Flynn & O'Hara (must be neat and clean). Skirts are to be worn modestly **at no more than two inches above the knee**. The Administration reserves the right to make all decisions regarding proper skirt length. (A rolled skirt constitutes an infraction).
OR
 Khaki uniform slacks ordered through Flynn & O'Hara.
2. Shirts: WHITE button down collared blouse (long or short sleeve). Blouses are to be buttoned completely except for the top button. Collars must be visible and no colors other than white may be visible. Blouses must remain tucked in at all times.
3. Green school sweater with logo available from Flynn & O'Hara **must be worn with blouse or turtleneck** in customary fashion. Sweater is optional over golf shirts. (Will move to long cardigan in 2018/2019).
4. Shoes: Safe, sensible **solid brown or solid black dress shoes** must be worn. **No** boots, clogs, sandals, sneakers, canvas, open toed or open-heeled shoes are not permitted because of serious safety concerns. Heels may not be more than 1 ½ inches in height and platforms shoes are **not** permitted. *The school reserves the right to determine which shoes are safe for the students to wear.
5. Socks/Tights: Black tights are required with winter uniform. **Tights must be in good condition.** Patterned tights are not permitted. In the fall and spring, solid black or white visible socks (i.e., knee or calf length) must be worn.
6. Hair styles and makeup are to be neat and clean. Extreme, unusual or exaggerated hair styles, hair color, or makeup will not be tolerated. Colored hair extensions are not permitted.
7. Jewelry must be simple, practical, and in good taste. Excessive jewelry will not be permitted. **Earrings may be worn in ears only. Nose piercings and any other visible body piercings are not permitted. Bandaids may not be used to conceal piercings.** The school assumes no responsibility for lost or stolen jewelry.
8. Tattoos may not be visible.
9. Hats are not permitted.
10. **Outerwear, including sweatshirts, may not be worn in the building.** It is recommended that students keep a school sweater in their lockers for unexpected changes in temperature.

OPTIONS FOR ALL STUDENTS

RBC Green or White golf shirt (long or short sleeve) and uniform shorts may be worn in the fall and spring. **White or black ankle or tennis socks may be worn only with the uniform shorts.** Golf shirts may be worn untucked if not oversized. **If tee shirt is worn under any shirt it must be plain white and tucked in. Long sleeved tee may not be worn with short sleeve uniform shirt.** Writing on or defacing uniforms is not permissible. This includes cutting the top or hem of the skirt. Boys may not cut their shirts or the bottoms of their pants. **The change to and from the winter uniform will be determined and announced to the student body.**

OPTIONS FOR SENIORS

Seniors have the privilege of wearing a senior fleece over their RBC golf or uniform shirt. Students who do not order a fleece will follow dress code regulations as defined above.

APPEARANCE OF UNIFORMS

All uniforms must be kept in good condition for appearance, proper fit and cleanliness.

CLOTHING GUIDELINES FOR FIELD TRIPS

Approved school shirt; casual slacks (**no jeans or shorts without special permission from the Administration**); socks; sneakers or shoes. Casual skirts of appropriate length are acceptable for the girls. Certain field trips may require that students be more "dressed up" than these guidelines specify. The sponsoring teacher will advise the students of the appropriate dress for their destination.

DRESS CODE INFRACTIONS

There are places where uniforms have far greater meaning than identification. Certain uniforms are deeply endowed with honor and tradition. They are worn with pride. It is a privilege to wear a Red Bank Catholic uniform. The wearing of it designates the person as a representative of RBC. Our students represent us well. We are proud that their uniforms announce to the world that they are part of this community even before their actions do. We want to ensure that this outward sign of affiliation reflects the pride we have in our school. We are asking that you partner with us in helping our students to understand the importance of being good ambassadors for Red Bank Catholic in every way. Ensuring that they respect and adhere to our dress code policy is one step to that end. We have added some amendments to our dress code policy as a measure to ensure that all of our families fully appreciate the importance of setting and maintaining standards and of wearing our colors with pride.

PENALTIES FOR DRESS CODE INFRACTIONS

First Offense:	Detention
Second Offense:	Detention, 5 demerits for misconduct to RBC, telephone call to parents, followed by a letter.
Third Offense:	Detention, 10 demerits for disrespect to RBC, and mandatory conference at 8:10 a.m. for the parents and the student with a member of the administration. Student may be suspended until the conference takes place.
Fourth Offense:	Administrative review. Repeated offenses will lead to discipline probation and, eventually, to discipline contract.

UNIFORMS AVAILABLE AT: Flynn & O'Hara

Kohl's Plaza
2145 Rte 35 North
Holmdel, NJ 07733 Telephone: 732-888-3885

CLOTHING GUIDELINES FOR DRESS- DOWN DAYS

Occasionally, permission is granted to the student body to "dress down." On these days, the RBC golf shirt or long sleeved shirt (with or without the RBC sweater) must be worn. Jeans (no sweatpants pajama bottoms or scrubs) and sneakers are permitted. (No hiking boots, clogs, sandals, flip-flops, canvas, open-toed or open-heeled shoes). Leggings are not a substitute for pants. Dress down days will be announced in advance. In the spring students must wear golf shirts and uniform shorts or RBC gym shorts.

UNIFORM FOR ALL PHYSICAL EDUCATION STUDENTS

Sneakers (tennis, jogging shoes), white socks, the RBC gym suit and/or gray RBC sweat suit which are available in the school bookstore are to be worn in gym class.

MEDICAL EXCUSES FOR ALL ALTERNATIVES TO FOOTWEAR/UNIFORM

In the event a student needs to wear alternate footwear because of an injury, a doctor's note stating the medical reason for the sneakers must be submitted to the Dean of Discipline. All medical notes will be filed with the nurse. In all cases, students must be in RBC attire(i.e., RBC sweats, shorts, golf shirt).

LIST OF INFRACTIONS/PENALTIES

Offenses	Demerits & Detention
- Eating or drinking anywhere other than the cafeteria	5
- Being in the building without authorization	5
- Parking in the school lot during school hours or parking in any school permit lot without a permit	5 - 10
- Dishonesty (lying, falsified note, cheating, plagiarism, etc.)	5 - 20
- Misconduct (in class, cafeteria, corridors, assemblies, courtyard, etc.)	5 - 10
- Abuse of pass (room pass, nurse's pass, library pass, etc.)	5
- Failure to sign into school	5
- Bus violation (consistent violations may result in revoking transportation privileges)	5 - 10
- Not attending central detention (student must make up missed detention and one additional detention)	10
- Smoking in school or restricted areas or holding a lighted cigarette, smokeless cigarette or vaping device or any type of tobacco product or tobacco, anywhere in the school, on school property and in the neighborhood of the school	10 - 20
- Disrespect/Harassment/Bullying to fellow students/any acts of a discriminatory nature	10 - 20
- Insubordination/Disrespect/Insolence to a teacher (gross disrespect or insubordination may warrant suspension or expulsion - this will include obscene and vulgar language and gesture and materials)	10 - 20
- Damage to school property (financial restitution for damage will be made)	5 - 20
- Cutting class, central detention, Saturday detention, or activity (see policy for Late Arrivals)	10 - 20
- Fighting in school, on school grounds or at school affairs	10 - 20
- Leaving school grounds without permission (also see policy under Truancy on page 40)	10 - 20
- Truancy (see clarifications under Truancy page 46)	20

- Abuse of electronic devices or photographic equipment to include taking pictures and/or videos, text messaging, sending and /or receiving calls (device will be confiscated and detention and demerits issued for multiple offenses). Confiscated cell phones must be intact with battery and SIM card, and not locked. The school reserves the right to search confiscated cell phones. *Additional information regarding cell phones is listed in the DEPARTMENT OF STUDENT BEHAVIOR section in the student handbook* 5 - 20

- Violation of acceptable use computer policy 10 - 20

Penalties for other infractions not covered in the above list will be determined by the Office of Student Behavior. **Demerits will be assigned to students who arrive late without a valid reason and miss class time. Such tardiness is the equivalent of cutting a class.**

DEMERITS

Red Bank Catholic High School maintains a graduated response discipline system in which demerits are assigned to students for various infractions of school regulations and policies. After the accumulation of 10 demerits (and for each subsequent accumulation of 5 demerits) parents will be notified.

1. The accumulation of 20 demerits will warrant a Saturday detention (8:30 a.m. to 12:00 noon) and possible suspension.
2. The accumulation of 30 demerits will warrant the student's being placed on Disciplinary Probation for a minimum of 30 days. (See explanation under "Disciplinary Probation.")
3. Upon the accumulation of 40 demerits the child's status at Red Bank Catholic will be reviewed. *A determination will be made by the Administration as to whether the student may remain at Red Bank Catholic High School. Immediate withdrawal of the child will be a consideration.* However, if a student is allowed to remain after 40 demerits, his/her parent or guardian must sign a contract plus a withdrawal form. Students in this situation will be put on probation for the remainder of the year. ***There is no appeal if the student violates the contract.*** Students will be given only one opportunity for a discipline contract during their career at Red Bank Catholic.
4. Demerits are accumulated and counted for the entire year from the first day of school in September until the last day of school in June.
5. A student who accumulates 10 or more demerits will have a *one time* opportunity to work off 5 demerits at the discretion of the Office of Student Behavior. Arrangements must be made with the Dean of Discipline.

Please note: Any demerits accumulated within the last 30 calendar days of the school year will also carry over until the end of the first quarter of the following school year.

DETENTION

Teachers may detain individual students after dismissal for behavioral reasons with 24-hour notice of the detention. Students may be assigned to Central Detention by the Office of Student Behavior for failure to observe school regulations. **Neither extracurricular activities nor outside employment excuse a student from reporting to detention.**

1. Detention begins promptly at **7:20 a.m.** and ends at **8:00 a.m.** Detention will be held in room 4.
2. Failure to attend, to be on time, in proper uniform, to attend, or to obey all rules will result in further disciplinary action.
3. Students are permitted to do school work.
4. Any student who arrives late to detention *will* be admitted late. Time will be recorded and referred to the Dean of Discipline.

SUSPENSION

The suspension of a student (in school or out of school) should be viewed by students and parents alike as a serious situation. Parents will be notified of their child's suspension.

A student on suspension may not participate in any school-related activity for the entire suspension period. It is the student's responsibility to make up all work missed during a period of suspension.

In addition to the infractions listed previously, the following offenses may warrant ***immediate*** suspension:

1. Truancy
2. Gross disorder or misconduct
3. Fighting in school, on school grounds or at a school-related activity (both parties will share equal responsibility for fighting)
4. Gross disrespect, insolence or profanity directed to a teacher
5. Assault on an individual, physical, cyber, verbal or otherwise
6. Pornography
7. Continued and willful disobedience
8. Use or possession of illegal object, weapons, fireworks, etc.
9. Violation of computer acceptable use policy.
10. Medical or Health Center infractions (this may include signing out ill without proper authorization, failure to comply with medication policy.
11. Gambling
12. Being under the influence of alcohol or drugs in school, on school grounds, or at any school function.
13. Use or possession of cigarettes, tobacco, tobacco like products, or vaping devices, or electronic cigarettes is strictly prohibited.
14. Other reasons deemed appropriate by the Administration.

DISCIPLINARY PROBATION

For a flagrant or gross infraction of school policy or upon the accumulation of 30 demerits, the administration will determine the status of a student at Red Bank Catholic. If permitted to remain, the student will be placed on Disciplinary Probation. Parents will be notified and ***a parent conference with the administration is encouraged. The student may be restricted from school until such a conference takes place.***

Disciplinary probation is to be regarded as an extremely grave situation. **Any student on Disciplinary Probation will be prohibited from participating in all school-related activities including proms during the probationary period, which will be one month from the date of the probation decision.** A student violating the probation is subject to dismissal. If the student is allowed to return on a special discipline contract he/she will be eligible for such a contract only once during their academic career.

THEFT

Any student, while under the direct supervision of the school, who commits an act of theft may be suspended from school, subject to expulsion, and referred to the appropriate law enforcement agency. If need be, the staff has the right to examine personal property, such as knapsacks, pocketbooks, gym bags, etc. The contents will be emptied by the student. If cooperation is not given, the student will be referred to the principal immediately.

DESTRUCTION OF SCHOOL PROPERTY

All damage done to school property including student lockers must be repaired or replaced at the expense of those causing the damage. In the case of damage maliciously done, the student is liable for suspension or expulsion and is referred to the appropriate law enforcement agency. Financial restitution for unexplained damages will be shared by all four levels from the student activity fund.

SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972. Sexual harassment is any unwanted attention of a sexual nature. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

Red Bank Catholic High School is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where students can work and study together comfortably and productively. Red Bank Catholic prohibits any form of sexual harassment or sexual violence.

It shall be a violation of this policy for any student of Red Bank Catholic High School to harass another student through conduct or communication of a sexual nature as defined by school policy. It shall be a violation of this policy for any student of Red Bank Catholic High School to be sexually violent to another student. Red Bank Catholic High School will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student who sexually harasses or is sexually violent to another student.

OFF CAMPUS CONDUCT

The school's Code of Conduct governs student behavior the entire time while the student is enrolled. What students do off campus can detrimentally impact a school or program's reputation. The administration reserves the right to discipline students for off campus conduct.

BULLYING AND HARASSMENT POLICY

Harassment and/or bullying of any type is unacceptable and will not be tolerated at Red Bank Catholic. This policy includes, but is not limited to, intimidation of any kind and cyber harassment. Student Advisors will meet with students, and parents will be brought into the process to resolve the issue. Any actions or remarks of a discriminatory nature, including but not limited to, religious, racial, ethnic or sexual actions or remarks will NOT be tolerated.

DISMISSAL/EXPULSION

The dismissal of a student from Red Bank Catholic will be regarded as a final disciplinary action. As stated above, a student who fails to maintain a satisfactory disciplinary record will be liable for withdrawal.

Furthermore, the following offenses may warrant the student's dismissal from school regardless of status:

1. Any student who brings disgrace or embarrassment upon the name of Red Bank Catholic High School in or outside of school
2. Maliciously damaging or defacing school property
3. Use or possession of any weapon or fireworks (including any type of firecracker)
4. Threatening an individual or assault upon an individual
5. Making terroristic threats of any kind
6. Any action, neglect, defamation, or discrimination that would cause harm to another person physically, emotionally, or spiritually, including, but not limited to, violation of computer/internet acceptable use policy
7. Arson
8. Stealing, unauthorized handling, breaking in or entering of any school or personal property
9. **Possession, use, or distribution of alcohol, drugs, or drug paraphernalia in school, on school property, or at any school function are grounds for immediate dismissal. Please refer to the Alcohol/Drug policy for further statements on dismissal/expulsion.**
10. Involvement in bomb scares or false alarms
11. Any reasons deemed appropriate by the Administration including information received from the prosecutor's office or any law enforcement agencies regarding illegal activity outside of school hours.

EXPULSION

Expulsion is considered a most serious matter and will be used as a last resort and after much serious deliberation. "Expulsion of a student may occur for **EXTREMELY** grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of other students; for continued and seemingly malicious disobedience to, or disrespect for, duly authorized authority." (Handbook of Policies and Practices, Catholic High School, Diocese of Trenton.)

The only real penalty which the school can impose is to deny a student the privilege of attending school. Again, for emphasis, attendance at Red Bank Catholic High School is a privilege extended to only some of the students who apply. The school reserves the right to dismiss students regardless of their scholastic records, if they cannot live in its spirit and according to its regulations. In those cases in which an appeal for reinstatement is

granted, the Administrative Review Board has the authorization to determine whether the student may return to Red Bank Catholic.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

ALCOHOL/DRUGS

Philosophy on Student Alcohol and Other Drug Abuse

In keeping with the philosophy of Red Bank Catholic High School to educate the whole person through spiritual, academic, aesthetic, physical and social programs, the school is obligated to provide a safe, drug-free environment for its students to learn and develop to their potential. The school recognizes that only when students are substance free can optimum conditions for learning exist.

Red Bank Catholic High School regards alcohol and other abuse or dependency as it does any other behavioral/medical problem. The school's primary purpose is to be supportive. Such a purpose demands the cooperative efforts of the parents and the use of the services rendered by local, county and state offices. Therefore, to facilitate the growth process within the individual the high school has established a program to provide education, assistance and support for students affected by chemical dependency.

PLEDGE

As a participant in the Red Bank Catholic's community, I agree to abide by the rules regarding the use of alcohol, tobacco, and other drugs. As a student, I realize that I have an obligation to not only myself and my parents, but also my school and my classmates to perform to the best of my ability. Therefore, I accept and pledge to abide by the rules listed in the RBC handbook regarding chemical use.

To demonstrate my support, I pledge to:

- § Support my fellow students by setting an example and abstaining from the use of alcohol, tobacco, and other drugs.
- § Not enable my fellow students who use these substances. I will not cover for them or lie for them if any rules are broken. I will hold my classmates responsible for their actions.
- § Seek information and assistance in dealing with my own or my fellow student's problems.
- § Be honest and open with my parents about my feelings, needs, and problems.
- § Be honest and open with my teacher, moderator, coach and other school personnel when the interests of my fellow students are being jeopardized.

Alcohol and Other Drugs of Abuse - Prevention and Intervention Policy

Red Bank Catholic High School prohibits the use, possession, distribution and consumption of alcohol and drugs, including anabolic steroids, on school premises, at school-sponsored activities, and on any transportation vehicle provided by this school.

Red Bank Catholic High School is committed to providing the following comprehensive components of a Student Assistance Program:

- a. Provide a Student Assistance Coordinator (SAC) who will work with students affected by the ramifications of substance abuse and the SAC will coordinate a Crisis Team which will address the issues of "at risk" students.
- b. Designate specific roles of appropriate school staff when handling alcohol and/or other drug related situations involving students on or near school property, at any school-sponsored activity on or off school property, or on school-sponsored transportation.
- c. Ensure that all staff members be provided with in-service training in order to educate and update staff on policy and procedure, legal and health-related issues, enforcement of confidentiality regulation, student

referral procedures, identification of students who are using alcohol and/or drugs or live in a home where family members are abusing, and general alcohol and other drug information.

d. Develop and implement procedure pertaining to the evaluation and treatment (not a school expense) of students who manifest emotional or physical problems due to either their own or their family members' use/abuse of alcohol and/or other drugs, and student referral procedures at all grade levels in compliance with applicable Federal laws and private school regulations.

e. School officials and teachers will ensure that the rights of each individual, including confidentiality regulations, are respected in all situations that are applicable to Federal laws and private school regulations involving students.

f. Ensure that specific procedure and sanctions regarding violations of school laws, policies, or regulations concerning alcohol and/or other drugs are followed.

Red Bank Catholic High School shall ensure that the policy and implementation of administrative procedure on alcohol and other drugs shall be reviewed annually, in consultation with members of the school community and local health agencies; shall provide for the availability of the Alcohol and Other Drugs of Abuse Prevention Policy and Procedure annually to all students, parents/guardians, faculty and staff.

Definitions of Terms Used for the Purpose of the Policy

Alcohol - any beverage containing a percentage of alcohol which is prohibited from sale and/or possession by individuals under twenty-one years of age.

Other Drugs - any controlled dangerous substances and analogs, as so designated and prohibited in New Jersey, and chemicals which release toxic or mood-altering vapors, and any mood-altering medications, any medications (including over-the-counter and or homeopathic) which have not been specifically prescribed by the attending physician and not administered according to school policy by a certified school nurse in the school setting. Any vaping paraphernalia is considered drug paraphernalia. **Students carrying, using, sharing or in any way in possession of these items will be drug tested at the parent's expense.**

Anabolic Steroids - synthetic forms of the male hormone testosterone and other synthetic compounds whose chemical makeup is similar to that of testosterone.

Alcohol and Other Drugs of Abuse - Prevention and Intervention Procedures

Part 1 - Students Suspected of Having Ingested or Being Under the Influence of Alcohol or Other Drugs

1. Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the school nurse and the principal or his/her designee and complete a behavioral report. In instances where the school nurse or the principal are not in attendance, the staff member responsible for the school function shall be notified immediately.
2. The student shall be taken to a protective environment for observation by the school nurse. The nurse will visually and externally examine the student. A copy of the report shall be available for the parent/guardian, the Principal, the Director, and the SAC upon request.

Authorized school personnel will conduct an evaluation to determine possible drug use and/or dependency. The parent will be notified, and the school personnel will conduct an on-site urine test. The parent will be told the result, and the test results discussed. If the test is positive, the parent will immediately take the student to a medical facility for a physical examination and medical clearance to return to school. If the parent cannot be reached, a school staff member will accompany the student to a medical facility for examination and follow up at the parent's expense. Following the on-site testing, all non negative specimens are sent on to an accredited lab for confirmation. If the lab confirmation is positive, the parent will be billed for the cost of the testing.

In addition:

- a. **When a urine sample is determined to be diluted, tampered with, or substituted, or the student refuses to cooperate and/or produce a sample of urine, it will be considered a positive result.**

- b. The parent and student are required to sign a medical release form to release information to the school nurse/SAC.
 - c. **Refusal or failure by a parent or legal guardian to comply with the provisions of the N.J.S.A. 18A40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et.seq.) Laws. In these circumstances, the Department of Children, Protection, and Permanency will be notified of the failure to comply.**
***Non compliance will result in the student's immediate dismissal from school.**
3. **A written report of the medical examination shall be furnished to the parent/guardian of the student and the principal by the examining physician within 24 hours, including a doctor's release to participate in any physical or school activity. The principal shall determine, after considering all circumstances, whether the student shall be readmitted to school pending the receipt of the results of the examination.**
4. Once it has been determined that a student was under the influence of alcohol and/or any other drug, either by the student's admission, or as a result of an examination, a conference will be scheduled with the SAC and the parent/guardian to develop a plan to address specific need of the students. In addition:
- a. **in compliance with disciplinary policies, the student may be suspended from school for up to 10 days;**
 - b. any readmission to school will require continued counseling and support services from the Student Assistance Program for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his/her school performance;
 - c. suspension from all extracurricular activities until the Crisis Team and SAC, with the approval of the Administration deem it appropriate to return.
 - d. The student will be subject to random drug testing for the duration of the students career at Red Bank Catholic.
 - e. **The student must adhere to all conditions listed in the Student Assistance Contract.**
 - f. Once a student has tested positive, he/she will be subject to drug testing and/or completion of counseling program. The student's levels must be significantly lower than when originally tested. After 90 days of the original drug test, the student's levels must be lowest level negative, as defined by federal guidelines. Once the student reaches negative, he/she must remain lowest level negative, as defined by the federal guidelines. He/she must remain negative throughout his stay at Red Bank Catholic. Violation of this can result in expulsion from Red Bank Catholic. If violation occurs at the end of student's senior year, he/she will lose the privilege to attend prom and graduation activities.

Part II - Possession or Distribution of Alcohol or Other Drugs

The following steps will be taken if a student is found in possession of or distributing alcohol, other drugs, or any other related paraphernalia:

- 1. The staff member shall report the suspected incident to the principal or his/her designee.
- 2. The principal/designee will remove the student from other students and shall detain him/her in an inconspicuous place.
- 3. The principal/designee shall have the student's personal effects and school storage places searched.
- 4. Any evidence found will be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search.
- 5. The parent/guardian and law enforcement officials shall be notified.
- 6. The student shall be suspended from school and face expulsion.

Part III - Students Voluntarily Seeking Help for Alcohol or Other Drug-Related Problems

Students are encouraged to seek help for problems with or related to substance use. Specific staff members and services are provided for direct assistance or confidential referral for students seeking help with substance abuse or on other problems related to their substance use or use by someone in a close relationship with them. Staff members shall encourage students to speak with the SAC.

At the initial meeting with a student, the Student Assistance Coordinator will provide full disclosure, orally and in writing, of the guidelines governing confidentiality of conversations with students. The student will be advised that the conversation with the SAC will be treated as confidential provided that:

1. the student's health is not in imminent danger;
2. the information does not indicate that the health or safety of another individual is threatened.

The student's age, quantity/frequency of alcohol/other drug use, and the length of time a student continues to use substances will be given consideration when a decision to initiate a referral to a community agency or parent/guardian contact is being weighed. Consultation with the SAC and the appropriate Crisis Team members may also be specified. The individual Team member may continue to work with a student seeking help voluntarily for an extended period of time. However, when the Team agrees that no progress is apparent, the Student Assistance Coordinator will refer the student to a community agency after consultation with the principal.

Part IV - Students Returning from Treatment: Voluntary and Policy Ordered

Students attending a treatment program causing extended absence will be readmitted only upon receipt, by the SAC, of verbal confirmation followed within 5 days of the written recommendation from the treatment program. The absences will be considered in the same manner as other "chronically ill" students and shall not be treated in a manner different from any other student returning from hospitalization, with the exception of aftercare arrangements for treatment. Parents should contact the Student Assistance Coordinator of all treatment including after care programs. The SAC will notify the school nurse of treatment and any medical concerns. The best way to maintain sobriety is through participation in any AA/NA step program. Programs may include issues of peer pressure, maintaining sobriety, behavior and attitudes contributing to relapse and other personal concerns. Participation in programs at school simultaneous with aftercare treatment may be at the discretion of the treatment agency. A student who does not participate in the recommended treatment program will face expulsion proceedings.

Students who demonstrate, through a Behavioral Checklist, a deteriorating condition which may be substance related will have an on-site assessment conducted by the SAC or a staff member; the results will be shared with the parent/guardian.

Part V - Student Weekend Use of Substances or Suspected Use

The school has a moral and legal obligation to identify and assist students whose substance abuse is affecting school performance or behavior, regardless of when it occurs. In addition, a student who is exhibiting deteriorating behavior may need intervention from concerned adults. Such behavior as poor school performance, disciplinary problems, negative personality changes and sickness could be symptomatic of a substance abuse problem. If substance abuse is suspected, the school may recommend a drug screening urinalysis and request an assessment by a provider certified by the New Jersey Board of Examiners and trained in alcohol or substance and drug abuse prevention, to determine the extent of the student's drug or alcohol use and/or dependency. The intent of this intervention is to assist the parent/guardian to deal effectively with a substance-affected child. Positive test results will not necessarily result in academic or disciplinary measure due to the voluntary nature of the assessment. To assure the physical safety of the student, however, a physician's release will be required to allow the student to participate in extracurricular activities. In addition, a student athlete will be held to his/her signed contract with the Athletic Department.

1. The SAC may pass on any information deemed reliable to the affected parent/guardian in a manner which ensures the confidentiality of each student and/or family.
2. The SAC may pass any such information to the principal providing such information does not violate any federal regulations of confidentiality (42 CFR Part 2) or private school policies.
3. The Student Assistance Coordinator may call in a student to express concern about "use" when a parent/guardian or fellow student issues a statement of concern, or to discuss parent/guardian chemical dependency. The contents of this meeting will remain confidential; however, this will not protect the student from future sanctions under existing procedures of this policy.
4. The SAC will meet with any student who has been referred to the school by law enforcement. The contents of this meeting will remain confidential. The SAC may require other formal or informal intervention.

5. An assessment of the student may be conducted in order to determine to what extent chemical use may be affecting performance or behavior. Students who appear to be "at risk" may require formal or informal intervention by the SAC.

Part VI - Confidentiality

The confidentiality of alcohol and drug abuse student records maintained by Red Bank Catholic High School is protected by Federal Law and Regulations. Generally, the Student Assistance Program, or any employee thereof, may not disclose any information identifying a student as an alcohol or drug user, unless:

1. the student consents in writing;
2. the disclosure is allowed by a court order; or, that disclosure is made to medical personnel and a medical emergency exists;
3. qualified personnel use it for research purposes or program evaluation, in which case no names will be given.

Federal Law and Regulations do not protect any information about a crime committed by a student or the threat to commit a crime that is disclosed to a member of the Student Assistance Program (42 CFR Part II).

Part VII - Staff Members' Responsibilities

Staff members are required by law to report any student suspected of being under the influence of or having problems related to alcohol/other drugs through the school procedures. A standard reporting form such as the Behavioral Checklist shall be used by all staff members in identifying students in need of assessment. Staff members unsure about a student's possible use are encouraged to consult with the Student Assistance Coordinator.

No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a student assistance coordinator/counselor, any school nurse or other educational personnel, or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, education personnel, physicians, or other emergency room personnel. (42 CFR Part II).

GENERAL INFORMATION

RELIGION PROGRAM

The Religion Department of Red Bank Catholic High School plays an integral part in both the school's curriculum and its varying activities.

There is a twofold objective within the department. One is to bring the student to a greater awareness and appreciation of the Catholic religion by means of the academic disciplines offered in the curriculum. The other objective extends from the first, that is, the greater awareness and appreciation of one faith will lead a student to a closer relationship with God. The program calls the students to put their faith into action through worship and stewardship.

The Campus Minister is responsible for coordinating all religious activities and liturgies with the Chaplain. Special Masses are also provided at certain times of the year. Other activities center about the observances of the Church calendar throughout the school year.

DAILY PRAYER

Every school day begins with a school-wide prayer.

To familiarize the pupils with many prayers, to counteract thoughtless rote recitation, and to emphasize the liturgical seasons, teachers are urged to use a variety of prayers. Prayers should be chosen for a particular reason, and the students should be aware of why they are saying them.

ENTERING THE BUILDING

Doors will open at 7:50 a.m. to admit students. Students must be in full uniform upon entering the building. Students arriving early must report to the cafeteria, which opens at 7:15 a.m. Breakfast will be available for a nominal fee. Loitering in town and in nearby stores is not permitted.

No student is to enter the building carrying food or beverages, other than water in plastic bottles no larger than 20 ounces. The school reserves the right to spot check the contents of all containers.

HOMEROOM PERIOD

The homeroom warning bell will ring at 8:00 a.m. Students will clear the corridor and report to homeroom. The homeroom bell will ring at 8:03 a.m. Attendance will be taken promptly. Students not in homeroom will be marked UA until their whereabouts are verified.

LATE ARRIVALS

The student will report directly to the Business Office upon arrival after 8:03 a.m., where a late pass will be given so the student may enter homeroom (before 8:20 am) or the first class (after 8:20 am). Students who are tardy will be assigned central detention. Any student who is tardy must see the Dean of Discipline in the cafeteria during lunch and arrange to serve the detention.

If a school bus arrives late, the student must sign in at the Business Office to receive a pass. The tardy will be treated as excused, and no penalty will be incurred. Tardiness due to the late arrival of a school bus is the only tardiness which will be automatically excused.

Appointments which delay a student's arrival to school are definitely discouraged. Parents should make every effort to make such appointments after school. However, should such an appointment be necessary, the student must present a note upon arrival at school from the doctor, dentist, etc. to confirm the appointment or detention will be given.

Unexcused tardiness resulting in a student missing all or most of a class or classes will be treated as a class cut.

12:05 DISMISSAL

From time to time, certain bus companies are not able to pick up their students at 12:05 p.m. The school will provide a place for students to work and remain on the school grounds until the 2:26 p.m. bus pick up.

Students may leave after exams if the parent has signed the authorization on page 3 of the handbook. The students may go to the Peters Place entrance at 2:26 p.m. to catch the bus.

EARLY DISMISSALS

The school strongly encourages parents to make appointments for their child outside of school time. However, there are situations which may warrant a child's early dismissal request as explained below. Students will not be dismissed if this procedure is not followed.

In requesting an early dismissal, a note from a parent explaining the reason for the early dismissal should be presented at the BUSINESS OFFICE ON THE MORNING OF THE EARLY DISMISSAL. If approved, a parent or member of the immediate family over 21 years of age with a valid ID must report to the school and physically sign the student out of school at the time requested. A senior may sign him/herself out with WRITTEN VERIFIABLE PARENTAL PERMISSION brought to the Business Office before homeroom. Telephone calls and/or note alone are not sufficient. Students who drive to school should carefully note this procedure.

Only in extreme emergencies will a student be called out of class without earlier notice. In the event of a family emergency or an unexpected doctor appointment, a phone call to the school allows us time to

contact the student without necessarily disturbing classes. Parents must realize that to locate and page a student during the school day disrupts the teacher and class, resulting in lost learning time.

SENIOR "SIGN OUT OF SCHOOL EARLY" PROCEDURES

Senior students **ONLY** are permitted the privilege of signing themselves (not another student) out early. The following protocol is **MANDATORY**:

- **A SIGNED note from the parent/guardian must be presented to the Business Office during Homeroom. The note must include time of exit, parent/guardian telephone number and parent signature. Only then will an early dismissal pass be given to the student.**
- **The Business Office will then certify the note with a phone call to the parent/guardian.**
- **Email/Fax notes will NOT be accepted under any circumstances.**
- **In case of emergency and you need to reach your student, please call the Business Office for assistance. 732-747-1774**

FOUR HOUR POLICY

Please note that in order for a student to be considered present in school, the student must be in school a total of four hours. Therefore, the student should remain in school until the end of period five (12:05 p.m.) or arrive at school prior to 10:30 a.m. On short days, students must be in attendance for the entire duration of the school day in order to be considered present. Students arriving late or leaving early automatically accumulate absences in their missed classes.

Students (including all athletes) absent from school may not participate in any extracurricular activity held on the date of the absence. A student must attend school at least four hours on the day of the school activity (game, practice, meet, dance, award ceremony, performance, etc.) in order to participate in the activity.

SNOW /EMERGENCY CLOSING PROCEDURES

Sometimes, although rarely, we need to dismiss early because bad weather creates hazardous driving conditions. On those days, we do 3 things.

- We try to coordinate early dismissal with MOESC for Freehold buses and the Catholic/private schools who work with them, to dismiss.
- We await word from independent bus districts for all other students as to when they will be arriving. We dismiss those students when the buses arrive.
- When RBC closes, walkers and drivers will be allowed to leave. All other students will be dismissed as buses arrive.

In situations when numerous public school districts have delayed openings, RBC will open at the regular time to admit students who arrive early. We will then implement a Weather delay schedule. Note: If your district is opening late, your son/daughter's bus will run on the delayed schedule. Taking the delayed bus will not penalize them.

1. **If your school district in which you live is closed** and Red Bank Catholic is opened you will not have a bus that day. If you can make arrangements, please come to school, if not you will not be penalized.

All families are registered by home telephone number with the Honeywell Instant Alert System. Please check your information and update if needed. The website is:

<https://instantalert.honeywell.com>. This is our primary means of emergency notifications.

2. **Use your good judgment** - If the conditions are bad in your area and we do have a wide variety of weather related conditions in Ocean/Monmouth County, be assured we will not penalize your son/daughter if they need to stay home or arrive late. Just call, and we'll work with you. Also, urge students who drive to use common sense when bad weather is predicted. They always have the option of using the bus.

Please check the web-site, as information will be posted there as soon as possible.
3. **Please listen** to the radio in the morning, in particular, **101.5** or **TV Comcast**, as we've had some problems with other stations. We normally make a decision by 6 a.m. and send it directly to the radio by then. You may also check the local radio station and/or their web site.

ATTENDANCE POLICY

The State of New Jersey mandates 180 days as a legal school year. Red Bank Catholic applies the same requirement. In order for a student to do his/her best, it is imperative that the student attend school regularly. Parents and students must assume responsibility for regular attendance at school and must curtail absences for unnecessary and/or frivolous reasons. Students whose attendance record (whether for absences or tardiness) becomes a concern will meet with a faculty panel to review the situation and consequences of continuing attendance problems.

Students who exceed 20 absences from school or from any full year course(s), or 10 absences in any semester course(s), or 5 absences in any quarterly course(s) will risk losing credit for the course(s) and will be ineligible for June exam exemptions. A review board will convene and determine if and how credit can be reinstated. Only bonafide absences for medical reasons (with doctor's note verification) and circumstances beyond a student's control will be considered when determining course credit. **All midterm & final exams must be completed at Red Bank Catholic.**

PROCEDURE

1. To confirm a student's absence on a given day, the parent must call the school between 8:00 and 9:00 to report the absence. Upon the student's return, he/she must present the homeroom teacher with a note signed by the parent giving the date of the absence and reason for the absence. The homeroom teachers will send notes to the attendance office.
2. Parents are **strongly** advised to plan family travel and vacation to coincide with school vacation. A student who nevertheless will be absent due to a vacation scheduled during school time **must** obtain an anticipated absence form from the Business Office and return the completed form **at least four school days prior to the vacation or travel**. Failure to complete and return the form may result in the student being denied the opportunity to make up missed work, tests, quizzes, etc.
3. **Juniors, Seniors, & Sophomores are permitted two excused college visit days during each school year. In order to receive an excused absence, the student must present to the attendance officer proof of attendance at a college open house or admissions appointment on college letterhead.**
4. All work which is missed due to legitimate absence must be made up on returning to school. Students are expected to make up work the day they return unless arrangements are made with the teacher. In all cases it must be made up within one week. **It is the student's responsibility to check the teacher's Dashboard and to contact each teacher to arrange for make up work, tests quizzes, etc. Making these arrangements is the student's, not the teacher's, responsibility.** Missed work will be recorded as zero "0" and missing "m". If work is not made up within the allotted time the zero "0" will remain.
5. Students are to check the Dashboard & contact classmates for missed work due to absence. Contact Guidance for assistance.

6. A tired student does not learn effectively or concentrate well. Parents should carefully monitor the number of hours their child works at after- school or evening jobs.
7. **Students with extended absences must work with an ESTABLISHED SCHOOL PLAN and meet expectations to earn credit.**

TRUANCY

A student who is absent without the prior consent of the parent, whose parent does not notify the school of the absence on the day of the absence, and who fails to submit a written excuse to the homeroom teacher the day following the absence **is truant**. A student is also truant if he/she leaves school at any time during the day without obtaining permission from the administration, regardless of reason. Students who are on school grounds and do not attend classes are truant. A truant student willfully and wrongfully misses school work and thereby relinquishes any rights to make up work missed. Depending upon teacher and/or departmental policy, absence from class due to truancy may warrant dropping the student's marking period grade.

CUTTING OF CLASSES

Cutting of classes, including lunch and homeroom, is defined as an unexcused absence from a class, activity or assigned area. Students who are excessively late to a particular class or activity without sufficient reason may also be regarded as having cut class. Students who cut class may not be allowed to make up missed work, tests, etc. If the student's name does not appear on the absentee list and the student is not present for class or assigned location, the student's name will be submitted to the Office of Student Behavior.

PASSES

Whenever it is necessary to leave a classroom or assigned area during the school day, the student must secure a pass from the teacher in charge. A **General Teacher's Pass** is issued for brief routine absences from the room. A **Special Pass** must be processed when a student goes to the library, the nurse, the Office of Student Personnel Services, etc., for a period of time. If a student is to be out of class, the student presents the pass before leaving class and returns the pass to the teacher upon returning to class. The date, pupil's name, destination and time of leaving must be recorded and the pass must be signed by the teacher. Similarly, the staff member accepting the pass records the time that the pass is presented and the time that the student leaves his or her jurisdiction, and signs the pass. The student then returns the pass to the teacher who issued it.

EXTRACURRICULAR PARTICIPATION

Students (including all athletes) absent from school may not participate in any extracurricular activity held on the date of the absence. A student must attend school at least four hours on the day of the school activity (game, practice, meet, dance, award ceremony, performance, etc.) in order to participate in the activity. If a student attends a school activity or function on the day of an absence, that student will be addressed by the Student Behavior Department. Students are expected to be in each class during the day of an activity, game, performance, etc. Students who are sent home ill on the day of a school-sponsored activity or athletic event will not be permitted to participate in that event. Students on home-bound instruction may not participate in school-sponsored activities or athletic events. **Students will not be granted an excused late or absence the day after a school activity. Students with a medical excuse for academics and/or physical education may not participate in any physically demanding school activity such as (but not limited to) sports, dance, and cheerleading.**

DANCE POLICY

Most school-sponsored dances run from 7:00 to 10:00 p.m. or 7:00 to 11:00 p.m. Students may arrive up to one hour after the dance has begun. They are not permitted to leave until the end of the dance. Special circumstances must be approved of **in advance of the dance** by the Dean of Discipline. All dances except semi-formals and proms are open to Red Bank Catholic students only. Guests at semiformal and formal events must complete a special permission form. Dance regulations will be posted before each dance. The school discipline code applies at all school dances. Students will be subject to breathalyzer tests.

OVERNIGHT TRIPS

Participation in any school-sponsored overnight trip will be denied to any student who has accumulated 20 demerits. Poor attendance as defined in the student handbook's attendance policy and/or poor academic performance will also result in a student's being denied the privilege of going on the trip.

ACTIVITY/FIELD TRIP CLEARANCE

Any student who signs up for an activity that is physical in nature (for example, retreats, band, pep rallies, tech-crew, class competitions, field day, powder puff, ski trips, blood drive, etc.) or one which requires the student to pay fees or expenses must receive clearance to participate.

No later than one week before the date of the activity, the faculty member in charge must submit lists of participants to:

1. Mr. Robert Abatemarco for a tuition clearance;
2. Mrs. JoAnn Winters for a medical clearance;
3. Mr. Dennis Harrington for a discipline clearance;
4. Administrator for an academic clearance.
5. Attendance officer for an attendance clearance.

Students should understand that, in the event that they are not currently taking gym for medical reasons, they will not receive clearance for physically-oriented activities.

ASSEMBLIES

Assemblies provide a variety of educational and social experiences for RBC students, so special care will be taken to extend courtesy and attention to any guest or organization presenting an assembly. Students will be called to the assembly site over the PA and accompanied by their teacher

SCHOOL BUSES

The buses depart ten minutes after dismissal. **There are no late buses.** The school and bus officials forbid smoking, smokeless cigarettes, or any tobacco product used by students on the buses.

Pushing or crowding will not save time. For the sake of courtesy and safety, students should take their time and wait their turn before loading the bus. Conversation on the bus should be polite and courteous. Responsible students are required to bring to the attention of the Department of Student Behavior all cases of vulgarity, profanity, unnecessary loudness, or discourtesy to the bus drivers. The throwing of anything inside or out of the bus is not only out of place, but also dangerous.

Extending head or arms out of bus windows is a violation of the State Motor Vehicle Code. Such a practice is dangerous to the rider and confusing to the drivers of automobiles.

Students must ride the bus to which they are assigned by their local Board of Education. They are subject to the rules of that particular Board of Education. Bus drivers are not permitted to allow students not registered on their bus to take the bus to go to a friend's home. In such cases, other transportation arrangements must be made.

For the safety of all, students must remain seated at all times while buses are in motion. Students, when assigned to a specific seat on the bus, will be expected to continue to use the assigned seat for the entire trip. This directive applies to all students riding all buses including field trips, athletic events and the like.

The school bus represents an integral part of the school and as such, the same standards that apply to a school also apply to a bus. **A pupil may be excluded from the bus for disciplinary reasons and his parents shall provide for his transportation to and from school during the period of such exclusion.**

STUDENT PARKING

1. Students driving to school are **not** permitted to park their cars in the school yard during school hours.
2. No student is to drive his/her vehicle into the school parking lot until **2:45 p.m.**
3. Any student's car illegally parked in the school yard will be towed at the owner's expense.
4. Students are reminded not to park in private lots or municipal lots. Local merchants will have the cars towed. Students should respect local business environment and their behavior should reflect the values & rules of RBC.
5. Parking is available in several locations. Spaces are limited. All parking arrangements are made through the Business Office. **All financial obligations must be current in order to be eligible for parking.**

Courteous and safe driving habits must be observed. Violators will be referred to the local law enforcement agency.

STUDENT DRIVERS

Students at times will be permitted to drive to various events with parent permission. To ensure that all parents and students of Probationary License drivers comply with the New Jersey GDL Law, students and parents should be aware that Probationary License drivers:

- * May not drive between 11:01 p.m. and 5:00 a.m.
- * May transport only one passenger in the vehicle unless accompanied by a parent
- * May not use a cell phone (handheld or hands free), Ipod, portable GPS, or any other wireless device.
- * Must ensure that all vehicle occupants wear seatbelts.
- * Must display a reflectorized decal on the front and rear license plate.

After completion of the Probationary/Provisional phase, students must change their drivers license to a Basic License at Motor Vehicle Commission.

ACCESS to SCHOOL PARKING LOT

Only employees of Red Bank Catholic or St James School are permitted to enter the school parking lot from 7:00am to 2:45pm.

IDENTIFICATION CARDS

New identification cards will be distributed to all Freshmen and Juniors by the Student Council in September. **All students are required to CARRY their current ID cards at all times and**

produce when asked. This requirement is a safety and security measure. The ID card is necessary for access to the building, printing on school computers and purchasing lunch with our Cashless Cafeteria system. Persons without an ID card can be readily identified as unlawful visitors in the building. There will be a **\$20** fee to replace a lost ID card.

CAFETERIA

1. At lunch time, every student must go to the cafeteria.
2. Students arriving late to the cafeteria will be subject to disciplinary action.
3. After finishing lunch each student is required to clean up his/her place at the table. All refuse is to be placed in the proper containers, and trays and dishes in proper receptacles.
4. No food or drink is to be taken out of the cafeteria.
5. Each student will be assigned cafeteria cleanup on a rotating basis.
6. **No food deliveries may be made to students.**
7. Students who wish to purchase lunch must use the Cashless Cafeteria system. Students also have the option of bringing their own lunch. Contact the business office for additional information.

VISITORS

Students are not permitted to bring visitors into school during class time for any reason. Violation of this policy will result in immediate discipline probation. All visitors must report to the Business Office for a pass. Visitors must be over 18 years of age with a valid ID or accompanied by their parent.

FIRE & EMERGENCY DRILLS

Fire and emergency drills are held periodically in accordance with state regulations. Drill directions are posted in each room. A comprehensive emergency plan is on file with the Red Bank Police Department.

When the fire alarm sounds, all classes are to move quickly and silently to their assigned places outside the building where they report to their homeroom teacher **in alphabetical order**. All windows, classroom doors, and building doors are to be closed. After the students have exited the building, each homeroom teacher is to take attendance and send the information to the command post.

ILLNESS DURING SCHOOL

A student who becomes ill during the school day must receive a pass from his teacher to report to the school nurse. If the school nurse is not in the office, the student must report to the Guidance Office, where he/she will be advised as to what procedure to follow. ***UNDER NO CIRCUMSTANCES SHOULD A STUDENT LEAVE SCHOOL GROUNDS OR REMAIN IN THE LAVATORY BECAUSE OF ILLNESS.*** If the illness requires the student to leave school, ***the school nurse, not the student, will notify the parents*** who must then appear in person to pick up the student. This applies to students who drive their own cars; they ***must*** be picked up by a parent/guardian. Failure to follow this policy will result in the absence being treated as a ***“cut” or “truancy”***.

Seniors will need administration approval to leave from the medical office. The nurse will speak to the parent and receive consent for the senior to drive himself/herself home. Nurse will document date and time of the conversation and parent’s telephone number.

In the event of a medical emergency at RBC, the procedure is as follows:

If a student becomes injured/ill and requires immediate medical care in a hospital the nurse/administrator will:

- a. Call the parent to advise of the situation as soon as possible and instruct him/her to immediately call the hospital emergency room to authorize consent for basic care; then transport the child via ambulance to the nearest hospital -Riverview Medical Center 732-741-2700.
- b. Call for ambulance transportation - Red Bank First Aid 732-530-2700. This may be done prior to calling the parent depending on the urgency of the medical problem.
- c. A staff member will accompany the student to the hospital and remain with the student until a family member arrives.
- d. Nurse will submit a written report of the incident on the appropriate reporting forms and will review the report with the principal.
- e. If the emergency requires additional assistance, the physical education department will be called upon to send CPR/FA certified instructors to assist the nurse with medical care.

PHYSICAL EXAMINATION REQUIREMENTS

1. All new students (freshmen, transfers) must submit a physical completed by their own physician prior to July 31st.
2. All 11th grade students must have a physical, in accordance with New Jersey State guidelines. If a student participates in any sport, a copy of the sports physical can be turned in to the nurse to fulfill the requirement. All other students must see their personal physician to have required physical form completed. Physical is due to the nurse by March 15th.
3. **Sports Physicals:** all participants must have a physical to participate in any sport. Sports physicals are to be given to the Athletic Director.
4. Health screenings: scoliosis screenings are performed on students in grades 10 and 12 as per New Jersey State guidelines; vision and hearing screenings are performed on students in grade 10; height, weight and blood pressure screenings are performed on students in grades 10 and 12. Any parent not wishing his/her child to participate should send a note to that effect to the school nurse.
5. Concussions Policy information is available on the school website.

MEDICATION POLICY

Medication, in general, should be given in the home, but in the event of specific problems, it can be given in school. According to New Jersey State guidelines for the administration of medication in school, the following requirements must be met:

1. **A doctor's written prescription with**
 - a. Student's name
 - b. The dosage and frequency of administration, including the duration the medication should be given, or if it is to be given as needed
 - c. Reason for medication
2. Medicine must be in its original container.
3. Parents' note of permission.
4. If a student needs to administer or have administered an Epi Pen, the student will then be transported to the hospital

Under no circumstance should a student take any medication other than in the Nurse's Office in the presence of the nurse. Any violations will be referred to the Office of Student Behavior. **Students are allowed by law, with a written physician's order to the nurse, to carry an inhaler, an epi-pen, or diabetic supplies.** It is the parents' responsibility to provide the nurse with any needed medication. All medication will be locked in the medication cabinet, and at the end of the school year, arrangements will be made for all remaining medication to be picked up. However, the school reserves the right to reject extraordinary and unusual requests for the administration of medication.

INJURIES/INSURANCE

Any injury that occurs at school, or during a school-sponsored function, must be reported immediately to the teacher, moderator, or coach in charge. In addition, the student must see the nurse to report any such

occurrence as soon as they return to school. Parents must follow their own insurance procedures for obtaining medical care including obtaining any and all necessary referrals from the primary care physician before obtaining specialty care. The school's insurance policy is an in-excess only policy, not primary insurance. Therefore, all claims must first go through the family insurance carrier.

USE OF THE ELEVATOR

Elevator keys will be issued by the Business Office for serious medical reasons only. The student must present a doctor's note which specifies the nature of the illness and the starting and ending dates for use of the elevator. There is a \$10.00 deposit fee required, and it will be refunded when the student returns the key. An additional \$20.00 replacement fee is charged if the elevator key is lost. Students authorized to use the elevator are not to have other unauthorized students on the elevator with them. Detention will be given for unauthorized use of the elevator.

SCHOOL STORE

The school store is operated as a convenience for students. Supplies, gym suits, and school novelties may be purchased there. Hours of operation are 8:00 a.m. to 2:00 p.m. during regular school hours.

THE MEDIA CENTER

The Red Bank Catholic Media Center is open every day from 7:30 a.m. until 3:30 p.m.. Students are permitted to take out up to four items for specific periods of time, usually two weeks. The date due is indicated on the pocket in the back of each book and on envelopes containing clippings, pamphlets, and periodicals. Under certain circumstances, reference books may be taken out. There is a fine of 5 cents per day, per item, on all overdue books except reference books. Reference books can only be taken out overnight with a fine of 50 cents if not returned on time. Books on literature (800 series) will be restricted to 2 books per student for a limited period of time. Videos may be checked out, overnight only, with a fine of 50 cents per day if not returned on time.

Copy machine and computer copies are 15 cents per paper. Notes can only be copied if a teacher gives permission. The staff reserves the right to limit the number of copies made.

Students who wish to use the Media Center during the lunch period or homeroom must first obtain a pass from the Media Center on that day. The pass must be signed by the proctor on duty in the cafeteria. Passes for activity periods can be reserved the **day before**, at any time during the day. No passes will be issued on the day of the activity period.

An acceptable use policy governing use of all technology - hardware, software, Internet access - is on file in the Media Center and computer labs. Students are expected to become familiar with this policy before using technology at RBC.

Regulation passes should be used by teachers for students to come to the Media Center.

No food or drinks are permitted in the Media Center at any time.

STATE AID TEXTBOOKS

Depending on the course in which a student is enrolled, he/she will be issued one or more numbered state aid textbooks for use during the year. At the end of the school year, the student must return the same textbook which was issued to him/her or he/she will be required to pay for the textbook. Returning another book as a replacement for a lost book does not excuse the student from paying for the missing book. It is the responsibility of the student to pay for the missing book, regardless of the manner in which it is lost. State aid textbooks are to be maintained in good condition. Since the books do not belong to the student, writing in state aid texts is prohibited. **Replacement costs will be assessed for any damage to books. Purchasing a replacement book from a bookseller is not permitted.**

STUDENT LOCKERS

Each student is assigned a locker for four years at the beginning of freshman year. The locker is the responsibility of the student and is to be maintained in good order and kept neat and clean. The locker is not to be shared with another student. To monitor contents of lockers, as well as reasons of health and safety, **school officials will conduct periodic locker inspections and cleanouts.** Students in violation of school policy, as a result of locker inspection or cleanout, will be dealt with according to the school disciplinary code. Problems or difficulties with lockers are to be reported to Mr. Dennis Harrington immediately.

Students are responsible for keeping their lockers locked at all times. The school assumes no liability or responsibility for missing, lost, or stolen items. Students who damage or deface their lockers will be assessed a fine. No student is to change the location of his/her locker without permission from Mr. Harrington. Any student violating this rule will be addressed by Student Behavior.

FINANCES

Upon enrolling a student in Red Bank Catholic High School and being informed of the tuition rate, parents enter into a contract with the school to pay the tuition. The income on which Red Bank Catholic is maintained is derived primarily from the tuition charged. When parents fall behind in their payments, a serious financial situation results. It is mandatory, therefore, that strict adherence to the tuition due dated be observed by all parents. Their cooperation in this critical matter is very much appreciated.

FINANCIAL AID

Red Bank Catholic High School has limited financial aid available for families with demonstrated financial need. Due to limited money and the large number of applicants, **there is a strict adherence to a deadline.** Applications after the deadline may not be accepted. All applications are processed on line through the FACTS website. A direct link to FACTS may be found on the RBC website through the admissions page.

To qualify, families must demonstrate financial need, be in good standing academically, and conduct themselves according to the philosophy and standards of Red Bank Catholic High School. **STUDENTS WHO ARE PUT ON ACADEMIC ACADEMIC OR DISCIPLINARY PROBATION RISK LOSING THEIR FINANCIAL AID AWARD.**

The process for applying for financial aid through FACTS begins on September 3, 2018. The deadline for filing is November 15, 2018. Notification of financial grants will be made on or about Dec 14, 2018. Late applications will be considered on a a case by case basis as funds permit.

Students who apply in subsequent years for financial aid must follow the FACTS process each year.

TUITION

The tuition for the 2018-2019 school year is \$14,796 for all students (this includes students who are on home tutoring).

Families having four children enrolled at one time will not be charged for the fourth child. For new enrollees, tuition contracts must be completed and returned to RBC at time of enrollment. Upperclassmen contracts must be completed prior to corse selection.

Tuition payment options are as follows:

- 1. Prepayment in full** Payable through **FACTS MANAGEMENT CO.** Full payment due **June 2018.** Automatically deducted from your checking/statement savings/credit card. No enrollment fee for prepayment in full. Discount of \$125 for payment made in June only.
- 2. Two payment plan** Payable through **FACTS MANAGEMENT COMPANY.** Automatically deducted from your **checking/statement savings/credit card.** The 1st payment of **\$7,398** due June 2018. The 2nd payment of **\$7,398.** due December 2018. A **\$10.** annual enrollment

- fee per agreement will be automatically debited at the time your application is processed by FACTS.
- 3. Monthly payments** Payable through **FACTS MANAGEMENT COMPANY**. Automatically deducted from your **checking/statement savings/credit card**. Twelve (12) monthly payments of **\$1,233** deducted **May through April**. A **\$43** annual enrollment fee per agreement will automatically be debited at the time your application is processed by **FACTS**.
- Credit Cards** **MasterCard/Discover/AmericanExpress, Visa** is accepted with all of the above **FACTS** payment plans. *A 2.75% convenience fee will be charged in addition to your selected payment plan when using a credit card.

The following **TUITION POLICY** will apply if the student is **WITHDRAWN** from RBC: *

Date of withdrawal	Amount due RBC
Prior to July 31, 2018	25% of tuition
August 1 through October 31, 2018	50% of tuition
November 1 through December 31, 2018	75% of tuition
Withdrawal after December 31, 2018	100% of tuition

*Based on 100% of year's tuition

TUITION POLICY

Tuition payments must be current before a student will be permitted to attend classes. A schedule for the next academic school year will not be released in August to students unless the tuition payments are up-to-date. Payments are considered delinquent when they are more than one month in arrears. When this occurs, a reminder is sent. Failure to respond within a reasonable time may result in the student(s) being asked not to report to school until the tuition is brought up-to-date.

The following is school policy when tuition payments are not up to date:

1. Report cards will not be released.
2. Transcripts will not be released.
3. Withdrawal of the student may be required.
4. For seniors, diplomas, as well as senior announcement and cap and gowns will be withheld.
5. Participation in extracurricular activities, field trips, and/or application for school-sponsored parking permits may be withheld.

BELL SCHEDULE

7:50 - Students report into building
8:00 - Warning Bell
8:03 - Homeroom Bell
8:03 - 8:20 - Prayers, Announcements, Homeroom Business

:	B & F	C & G	D & H
	2	6	8
	6	8	1
	3	3	3
	4	4	4
	5	5	5
	8	1	2
	7	7	7
	1	2	6

EANUP and DISMISSAL

nents 12:52 to 12:56 p.m.

EARLY DISMISSAL SCHEDULE

7:50 - Students report into building
8:00 - Warning Bell
8:03 - Homeroom Bell

8:03 - 8:16	Prayers, Announcements, Homeroom Business
8:20 - 8:45	Period 1
8:49 - 9:14	Period 2
9:18 - 9:43	Period 3
9:47 - 10:12	Period 4
10:16 - 10:41	Period 5
10:45 - 11:10	Period 6
11:14 - 11:39	Period 7
11:43 - 12:08	Period 8
	12:08 - 12:12 Room Clean, Announcements, Dismissal

“T” Day Schedule

8:03-8:16	Business	Prayers, Announcements, Homeroom
8:17-8:52	Period 1	
8:55-9:30	Period 2	
9:33-10:08	Period 6	
10:11-10:47	Period 3	
10:50-11:26	Period 4	
11:29-12:05	Period 5	
12:08-12:56	Activity Period	
1:00-1:40	Period 7	
1:44-2:26	Period 8	

“M” Day Schedule

8:03-8:14	Prayers, Announcements, Homeroom Business
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8:17-8:53	Period 1
8:57-10:03	Activity Period
10:07-10:41	Period 3
10:44-11:18	Period 4
11:21-11:55	Period 5
11:58-12:32	Period 6
12:35-1:09	Period 2
1:12-1:46	Period 7
1:49-2:26	Period 8

“S” Day Schedule

8:03-8:15	Prayers, Announcements, Homeroom Business
8:19-8:54	Period 1
8:57-9:32	Period 2
9:35-10:10	Period 6
10:13-10:48	Period 3
10:51-11:26	Period 4
11:29-12:05	Period 5
12:08-12:56	Period 8
1:00-1:33	Period 7
1:36-2:26	Activity

(Pep Rally) Schedule

8:00	Warning Bell
8:03 - 8:20	Homeroom
8:25 - 8:55	Period 1
9:00 - 9:30	Period 2
9:35 - 10:05	Period 6
10:10 - 10:40	Period 8
10:45 - 12:10	Pep Rally
12:12	Dismissal

EXAM SCHEDULE

8:15	Warning Bell
8:25	Students to be in Classroom
8:30	Start of Exam
10:00	End of Exam
10:10	Homeroom
10:35	End of Homeroom
10:40	Start of Exam
12:12	Dismissal

WEATHER DELAY SCHEDULE
(as per INSTANT ALERT notification)

7:50 am Buildings Open; Library & BSA available

Once students enter the buildings, they MUST remain in school as leaving the school grounds may be considered truant or cutting.

