



101 Things  
The Upper School  
Student Guide  
2016-2017

Rutgers Preparatory School

**Rutgers Preparatory School**  
101 Things that Upper School Students  
Need to Know

2016-2017

**1766**



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**Introduction**

Welcome to Rutgers Prep for the 2016-2017 academic year. As a school, we try to have as few rules as possible. We count on people to be reasonable and considerate as members of a small community. We rely on a common-sense approach to situations. However, the rules we do have we feel are important, and we enforce them fairly and consistently. Whether you are new to the School or a thirteen-year veteran, please read through this guide and be familiar with it as well as the *RPS Handbook*. If you have suggestions that would help to improve it, please speak with your advisor or with Dr. Chodl.

## MISSION STATEMENT

Through excellence in education, we inspire students to discover and pursue their passions, embrace intellectual curiosity and creativity, and lead with confidence.

## STATEMENT OF PURPOSE

### **Rutgers Preparatory School**

*Values Tradition, Diversity, and Excellence.*

We provide an education of the highest quality from Pre-Kindergarten through the final stages of college preparation.

*Develops Personal Integrity, Respect, Empathy, and Perseverance.*

We work together to identify and achieve international, community, and individual goals.

*Instills Intellectual Curiosity and Creativity, Academic Mastery and Technological Fluency.*

We equip students to skillfully navigate and lead with conviction in our rapidly changing world.

## 101 Things

### That Upper School Students Need to Know

#### ATTENDANCE

You must be in your first class of the day by 8:20 a.m. with all of the books and materials you will need for the class. It is advisable to have all of the books and materials you will need for your first two classes of the day, since there is not a great deal of passing time between classes.

If you are **tardy**, you must sign-in at the Upper School Office, regardless of the reason. Excused tardies include late buses and horrendous traffic that interferes with the arrival of everybody at Prep. After five unexcused tardies per semester, a detention will be assigned for every three tardies.

In order to participate in any extra-curricular activity, you must have arrived in school by 10:05 a.m. and remain there for the rest of the day. The only exemptions to this rule are a previously scheduled driving test, court appearance or doctor's appointment. In order to receive the exemption, you must fill out a form in the office and show official proof of the appointment no later than the day before the appointment.

Morning Meeting/Advisory is a regular and important part of our day. You must be in the lounge area or with your advisor by 10:05 a.m. Your advisor will take attendance so make sure to touch base with him/her. Please be prepared to listen attentively to the announcements. You are certainly welcome to be an active participant in the meeting.

If you will be **absent**, a parent or guardian must call the Upper School Office to report that fact. If we do not receive a call, we call your parent at home or the office. If we get a call, we do not require a note. If a parent or guardian is unavailable to call, you will have to bring a note to explain your absence immediately upon your return to school.

**Attendance** at all regularly scheduled classes, labs, seminars, assemblies, study halls or conferences is required. Prep has a "no cut" policy, and unauthorized absence from class will result in detention, and cutting school will result in disciplinary action. If you know you will be absent for a field trip, college visit, etc., assigned work should be completed before the absence if at all possible. You should alert your teachers to the absence well in advance. If you are absent unexpectedly, call a classmate for assignments or check the schoology website. Following excused absences of one or two days, you will be expected to submit all work due and to take scheduled quizzes or tests. Your advisor will help you devise a schedule for completing work following an extended excused absence. Absence from a class more than 20% of any quarter may result in losing credit for that course.

Please make every effort to make routine **appointments** either after school or on days when school is not in session. Time away from class, even for very good reasons, is deleterious to success in school.

As a senior, you may be excused from classes to **visit college campuses** with the permission of a college counselor. Notify your teachers in advance of your absence as a courtesy to those people who will be supporting your application. You may also be excused from classes to meet with college representatives visiting Prep, with the approval of your teachers in advance.

As a junior, you may meet with visiting college representatives if you do not miss classes, or if you have prior permission of either a college counselor, and your teacher. You may visit college campuses during the spring with the approval of a college counselor, if visiting on school days.

**Leaving campus** before the end of the day, regardless of whether classes have begun or not, is possible only if you have permission to leave and sign out in the Upper School Office. See additional information under “Privileges” and “Examinations.”

If you leave campus at the end of the day and then return later for an after-school event, the School is not responsible for you while you are off campus.

### **AUTOMOBILES**

If you will be driving to school, you must register your automobile in the Upper School office. Observe the 15 M.P.H. speed limit, park in the designated student area and lock your car. Once you have arrived on campus, regardless of whether the school day has begun, you may not return to your car until the end of the school day except for seniors with privileges, who may use their cars during the lunch period. Irresponsible driving will result in loss of driving privileges.

### **BOOKS**

You may purchase supplies from the School Store, located across from the Dining Commons. All Upper School books and eBooks can be purchased through Classbooks.com. If you go to the website and enter your name and email address (as provided by RPS), you can order your books online for delivery to your home.

### **COMMUNITY SERVICE**

In addition to curricular requirements, each student in the Upper School must complete 10 hours of community service each year in order to advance to the next grade or to graduate. In most cases, half a student’s hours must be performed in an off-campus activity, and completed forms must be submitted before the end of the marking period in order to receive credit for work performed during that marking period. A failure entered on a student’s transcript remains there permanently, but community service work that makes up that failure will be noted as well. Students who record 50 or more hours of service receive Honors designation on their final report cards and transcripts.

### **COMPUTERS**

The computer equipment, including the work of other students on digital media, must be respected and used appropriately. The computer faculty and media specialist will help you with questions.

A joint task force of Middle and Upper School students and faculty convened

to examine the role of technology in the lives of students, and they created the following statement, which was then shared with the entire community and adopted.

### **Statement of Ethics and Values**

Rutgers Preparatory School values intellectual curiosity and personal integrity, seeking to stimulate their development at every level. We believe that our students grow and learn best in an environment of trust, cooperation, and open communication. While recent technological advances offer an academic community vast resources for research and communication, we acknowledge that the RPS network is exclusively for the advancement of the work of our students and faculty. We further believe the educational experience of each individual student is most successful when students, parents, faculty, and administration together support the School's aims and values.

To paraphrase the immortal words of Thomas Jefferson, we the members of the RPS Community hold these truths to be self-evident.

- We treat our friends, teachers, and all members of the community with the respect and consideration that we would like to receive from them in every form of communication.
- Whether or not someone is with you, talk about them in the same way.
- We recognize that the World Wide Web is a vast network, accessible by anyone. Websites which are targeted solely for close friends and peers can be infiltrated by any unknown outside source. Once posted on the Internet, we lose control over the privacy of our information.
- We value the work of others and will give credit when it is used.

Therefore, our actions will reflect consideration, compassion, and respect and will be taken only after thoughtful, careful deliberation of their potential consequences for the broader Rutgers Preparatory School Community, its members, and for ourselves.

### **Rutgers Preparatory School Acceptable Use Policy**

Rutgers Preparatory School values academic and personal integrity among the defining characteristics of its students. The computer network enhances communication and learning. Since information is a form of property and electronic mail (e-mail) is a form of speech, the same ethical questions and rules apply to electronic situations as to other spheres of life at RPS.

The Technical Services Department and its Director, Peter Richardson, monitors the RPS computer network. The Technical Services Department serves to uphold the network policy as defined below, answer questions regarding the computer system and network policy, help students and faculty use the school's electronic resources, and run all network operations as carefully as possible.

- 1) "Dishonesty, stealing, gambling, vandalism, harassment, disregard for the dignity of others or behavior by students on or off campus, which violates School rules... or may hinder its ability to fulfill its mission... will result in disciplinary action." (RPS Handbook) The damaging of computer hardware and/or software is considered malicious destruction of property, which is a major violation and "may subject one to immediate expulsion upon the first occurrence." (RPS Handbook)

2) “We will not tolerate language or actions which are unkind, sexist, racist, obscene, or of such character as to constitute a danger to the physical well-being of oneself or other student... [Further], behavior will be considered inappropriate when it infringes on the privacy or rights of others, victimizes an individual or makes others uncomfortable.” (RPS Handbook) We reserve the right to suspend, and when circumstances warrant, to dismiss students whose behavior is disruptive, immoral, illegal, or at odds with promoting our school’s environment.

3) Using the RPS computers, student owned devices including, but not limited, to iPads, laptops, smartphones, etc., and the computer network is a privilege. Those individuals who enjoy this privilege also:

Must not post messages to conferences, public or private lists using inappropriate and/or offensive language. Obscenities, even with alterations or missing letters are considered inappropriate. Such an offense may result in the loss of computer and/or network privileges. Messages that are extremely severe will be referred directly to the Division Head and may lead to an appearance before the Judiciary Board.

Must abide by appropriate etiquette when accessing the Internet and communicating with others over the Internet. Use of inappropriate language, bullying, harassing, etc. addressed to off-campus persons will be treated no differently than if addressed to other members of the RPS Community and, therefore, may result in the loss of computer privileges or an appearance before the Judiciary Board.

Must not be involved in any activities prohibited by law, including the transmission of sexually explicit material. Such an offense may result in an appearance before the Judiciary Board.

Must not use the RPS Network to access any database, service, or download data or software which charges a fee for such service or access without the express permission of the Director of Information Services. If anyone does any of the aforementioned, that individual will be held liable, charged accordingly, and may lose their computer and/or network privileges.

Must abide by the copyright and licensing agreements of published software. These agreements usually state that copying, altering, or distributing licensed software is illegal. Such offense would be considered plagiarism or theft and would be in direct violation of the School’s policy on Academic Honesty.

Must not copy any unauthorized files to computers or the network, including games and unlicensed software, without the express permission of the Director of Information Services.

Must not violate the privacy of e-mail messages addressed to others. This would be considered a form of theft, which is a major violation and might result in immediate expulsion upon the first occurrence.

Must not take advantage of an on-line account inadvertently left on and must not send messages masquerading as someone else. This is a form of lying, which is in direct violation of the School’s Honor Code.

Must not share his or her password nor obtain another’s password by any means.

Must not make any attempt to break the School’s security system. This would be considered malicious destruction of property, which is a major violation as defined by the School’s Handbook.

Recognize that the School, through the Director of Information Services, will establish procedures and policies for the use of technology on campus and that failure to adhere to them may result in the loss of computer and/or network privileges.

4) If one is found in violation of this “Acceptable Use Policy”, punishment will depend on the severity of the infraction. Punishment may range from a warning to the permanent loss of account and computer privileges. First offenses usually receive a warning. However, at the discretion of the Director of Information Services, more serious action may be taken and if the infraction violates other policies of the RPS Handbook, the matter may be referred to the appropriate Division Head and/or the Judiciary Board.

Student’s Name (Please Print): \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## **COUNSELING**

**Upper School Counselor:** Mr. Gill and Ms. Bodie-Young are available to meet with you and/or your parents about academic, social, or emotional issues. You may initiate a meeting with either of them or it may be requested by your parent, teacher, or administrator. Your privacy will be protected in accordance with the law and professional ethics. Anything shared with a counselor will be kept confidential unless you give permission that it be shared or unless it reveals a clear and present danger to self or others.

**Upper School Advisors:** You are assigned an Advisor when you enter the Upper School. Advisors provide guidance on a wide variety of school issues ranging from locations of rooms to registering for courses to extracurricular activities. Your advisor is an adult in the community that you can turn to for the answer to a question, or to use as a sounding board. If your advisor is unable to provide assistance he or she can refer you to the appropriate resource for help. Advisors generally work with their advisees until they graduate.

**College Counseling:** A Director of College Counseling will begin working intensively with both you and your family during your junior year. Group meetings and individual conferences are arranged to provide adequate counseling during the college application process. Your permanent record and faculty evaluations form the basis for the school’s reports and recommendations, which are sent to colleges.

**Upper School Academic Planning:** Your transcript is the most important single document used for college admissions purposes. Therefore you will meet individually, generally beginning in the spring of Grade 9, with your advisor to plan your programs for upcoming years. You will review completing graduation requirements, choosing electives, and formulating the strongest possible program. A Director of College Counseling will review programs at the end of the junior year.

## **CURRICULUM**

Students required to take a minimum of five credits each year and must pass each course taken in their senior year in order to receive a diploma.

Twenty credits are required for graduation. Specific requirements are:

**English** 4 credits

**Mathematics** 3 ½ credits

Algebra I, Geometry, Algebra II and one elective are required.

**History** 3 credits

Foundations of Civilization, US History and a senior elective are required.

**World Languages** 2 credits

Two consecutive years of a language are required. Advanced study strongly advised.

**Science** 2 credits

A physical science & Biology are required.

**Fine Arts** 2 credit

**Computer Literacy** demonstrated proficiency

**Physical Education and Health** 3 years

In addition to those required courses, a wide range of electives are available especially in Grades 11 and 12.

**Advanced Placement:** A wide variety of Advanced Placement courses are available to students in the Upper School. Our goal is to provide an appropriate challenge to our students. While we encourage any student to consider this curriculum, those interested in studying at the Advanced Placement level (which requires them to do college-level work) will be accepted **ONLY** after consideration of their standardized test scores, their performance in relevant course(s) the previous year, and the recommendation of their teacher(s) in those course(s) so that students are not placed in situations which limit their opportunities for success. Permission to enroll is granted by the Department Head and/or the Principal, and there are limits to the number of courses a student may normally be allowed to enroll in each year. Students are required to take the National Exam in May (for which there is an additional fee).

**Independent Study** affords Upper School students the opportunity to pursue a course of study that is unavailable to them through the established curriculum. This may encompass deeper exploration of a topic that the student has been introduced to in a previous course, or of a topic that is not directly associated with an established course. Students interested in submitting an Independent Study proposal should pick up an application and guidelines in the Upper School office. The deadline for yearlong or first semester proposals is May 1; for second semester proposals the deadline is November 1.

## **DAILY ROUTINE**

Extra help is available from 8:00 a.m. to 8:15 a.m. The first class of the day begins at 8:20 a.m. You should arrive to class on time or request a pass from the teacher or administrator who detained you. You may not leave campus during the day without parental authorization by telephone, note or in person. If you have permission to leave you must sign out in the Upper School Office. Students attending evening events such as games, performances, or dances, must

arrange appropriate and timely transportation home. After waiting a reasonable period of time, faculty sponsors or coaches may arrange for a cab to take a student home, and the Business Office will bill the student's parents for the cost.

**Student Obligations:** You must attend all classes and regularly scheduled events during the school day, meet all appointments, and complete your work on time.

The **Community Time** is scheduled to support extracurricular activities, to provide time to get extra help from a teacher, or to enable you to socialize with your friends. In deciding how to use this time, the following is a list of activities in order of priority:

1. required advisory, class meeting or assembly
2. extra help from a teacher
3. scheduled activity--club, publication, etc.
4. social activity

During free time you may go to see teachers, to the Student Lounge, outside (except on the playing fields), to the Silverman Library/Technology Center, computer lab or Klein Counseling Center, or to the O'Connell Field House to use the book store, cafeteria or vending machines. Please take care not to interfere with Lower or Middle School classes if you go to the Silverman Library/Technology Center. Generally you should not expect to go to the Lower School or Middle School. Athletic locker rooms, the parking lots, playing fields, or any area beyond the Art Building or the Barn are all prohibited areas. If you have a special need, you must get permission from a teacher or administrator for those areas.

## **DISCIPLINE AND ACADEMIC HONESTY**

At any academic institution, **Academic Honesty** is extremely important. We do not tolerate cheating in any form since it interferes with our ability to identify and work with a student's strengths and weaknesses and to help him/her to learn.

Please review carefully the Honor Code section in the *RPS Handbook*.

If you are placed on **Academic Warning, Behavioral Warning or Behavioral Probation** your progress is reviewed periodically by the Principal. You may be denied specific privileges and may be restricted in participating in some trips or activities.

**Demerits** result from infractions of school rules, such as dress code violations, gum chewing or inappropriate behavior. Three demerits will result in a detention. They are accumulated on a semester basis.

**Detention** is served on Wednesday afternoon from 3:15 p.m. - 4:00 p.m. Detention takes priority over team practices and games; you may ask to postpone a detention for one week if necessary. Permission for a postponement must be arranged with Ms. Corrigan in advance. If you accumulate five detentions, you will be assigned a Saturday Detention, between 8:00 a.m. and 12:00 p.m. After a sixth detention you will be referred to the Judiciary Board. If

you cut a detention, you will be assigned an additional detention. Detentions are cumulative over the academic year.

RPS may immediately and temporarily separate a student from the community for a short period if the Principal and Headmaster have reason to believe that the student is a danger to himself, to others, or to property, pending a full hearing. In addition, the School reserves the right to search a student's locker, car or other possessions in the process of investigating major violations of school rules.

**The Judiciary Board** consists of six members who provide a consistent and balanced forum for the purpose of reviewing disciplinary and academic honesty cases and counseling students on behavioral probation. The Board will be comprised of:

1. One teacher, selected by the Principal, serving as Chairperson for one year.
2. Two other faculty members chosen by the Principal.
3. The School Council President.
4. One student from the senior class and one from the junior class elected at the end of each academic year for the next school year.

#### **Judiciary Board Procedures:**

- The Judiciary Board meets when called by the chair to consider matters referred to it by the Principal or Dean of Students and to review the status of any student on behavioral probation.
- A student whose case is to be considered by the Judiciary Board will be given written notice of the time and place of the meeting and the nature of the charge at least 24 hours in advance. Parents will be notified. The Board will often meet after regular school hours.
- The Judiciary Board or the student may invite any member of the school community to appear separately before the Board to present relevant information regarding the charge. Parents have the right to make a statement in person to the Board. However, there is no obligation for them to address the Board. After reviewing each case, the Board will judge the offense and recommend appropriate penalties, subject to the review of the Upper School Principal and the Headmaster.

**Suspensions follow** logically if one is unable to live reasonably within the School's rules. Suspension decisions are made by the Principal. Teachers are not obliged to allow students to make up work missed during a suspension. That decision is left up to the individual teacher.

**Expulsion** results from a grave violation of school rules or exceptionally inappropriate behavior. The Judiciary Board may recommend expulsion, or a situation may be deemed serious enough to be brought directly to the Headmaster. The ultimate decision of expulsion is made by the Headmaster.

**Appeals** regarding decisions made by the Principal may be made in writing to the Headmaster. Appeals regarding decisions made by the Headmaster may be made in writing to the President of the Board of Trustees.

The School will not initiate reporting to other institutions, however it will answer all appropriate inquiries from colleges candidly. When asked, the Upper School reports disciplinary consequences in the following manner:

- Not reported: Demerits, Detentions, Saturday Detentions, Behavioral Warnings, Academic Warnings, In-School Separations
- Reported: Suspensions, Probations, Expulsions

Disciplinary issues may also have consequences with regard to earning or retaining leadership roles in the community. Examples of these include class officer, athletic captain, Peer Leader and Senior Prefect.

Please review carefully the Discipline section in the *RPS Handbook*.

## **DRESS CODE**

The purpose of the school dress code is two-fold. Most importantly, the dress code sets a community standard that allows students to focus on their educational and extra-curricular endeavors, while minimizing distractions. Secondly, the dress code indicates to those visiting our community that we believe it is important to dress for school in an intentional fashion.

Students should dress for school so that they look appropriately attired, feel comfortable, and allow for those around them to feel comfortable. All clothing should fit appropriately, neither being too tight nor too loose, and should be conservative in style. In particular, clothing should not be revealing and should be in good repair.

### **Girls may wear:**

- a **dress**. Dresses must have sleeves that cover the shoulders, must not have a revealing neckline, must not be see-through, and must be at least knee-length.
- a **skirt with dress shirt or top**. A skirt must be worn at the waist, must be at least knee-length, and must not be see through. A dress shirt or top must have sleeves that cover the shoulders, must not have a revealing neckline or expose the midriff, and must not be see-through.
- **slacks, khakis, or capri pants with shirt or top**. All pants must be worn at the waist. Capri pants must fall below the knee, even when sitting, or else they will be considered shorts.
- Tights, leggings, stockings, yoga pants, and other styles of skin-tight pants are only permitted if worn with a dress or skirt that is at least knee length. These types of pants are inappropriate to be worn as pants alone.

### **Boys may wear:**

- **slacks or khakis**. Pants must be worn at the waist.
- a **dress shirt** with a tie
- a **dress shirt** with a sweater, a vest, or sport coat (a tie is not required)
- a dress shirt must be tucked in at all times
- a regulation **Rutgers Prep collared shirt**
- a **sweater** with a collar or collar-less shirt underneath

**Shoes** - must be regular leather or canvas shoes. **Not acceptable:** sneakers, beach shoes, flip-flops, and work boots.

**Hats, jackets, and sunglasses** are typically not permitted in school buildings. A student must have special permission from a school adult in order to wear one of these items.

**RPS sweatshirts and fleeces** may be worn over a shirt that is within dress code from November 1 to Spring Break.

**Never allowed:**

- T-shirts, including any type of shirt that does not have sleeves covering the shoulders. Collar-less shirts that have words and/or pictures generally will be considered t-shirts.
- Non-RPS sweatshirts and fleeces
- Jeans of any color, overalls, and “work clothes”
- Cargo pants and camouflage clothing
- Non-regulation golf (soft-collared) shirts.
- Shorts

Recognizing there is a large gray area concerning dress, the School will make the final determination of whether particular attire is appropriate. All students are expected to be in dress code when they are in the academic buildings. Students arriving out of dress code may be required to purchase appropriate clothing from the School Store. Those who repeatedly are outside the dress code will be disciplined. On Dress-Down Days, students may wear jeans, non-RPS sweatshirts, t-shirts and sneakers. Dress-Down requires students to exercise more judgment to be sure that what they wear is appropriate and in good repair.

**DRUG AND ALCOHOL USE**

Possession or use of alcohol, drugs, mood-altering substances or paraphernalia on campus or during school events, even if they are off campus, is not allowed. When a member of the Prep staff suspects a student may be under the influence of drugs, alcohol or mood-altering substances, that concern will be shared with the Principal. If the Principal concludes that the suspicion is warranted, following consultation with other personnel, who might include teachers, the Assistant Principal, Director of Counseling Services, School Nurse and the Headmaster, and, where circumstances permit, an interview with the student, the student’s parents will be notified that he/she will be taken by a member of the RPS staff for an immediate examination and tests by a doctor at Prompt Medical Care, Somerset, or other medical care facility. The purpose of the examination is to determine whether alcohol or other drug use is influencing a student’s physical and mental ability to perform in school. A written report from the examining physician shall be received by the Principal or School Administration within 24 hours. If needed, the student will be counseled or disciplined, at the discretion of the school. Parents will pay for the cost of the examination and screening.

A student who has an alcohol, drug or mood-altering substance related medical emergency would first receive proper first aid before the Principal investigates the incident. The investigation may include a search of the student's locker, car or other possessions. The proper authority will be notified and the Headmaster will decide what actions are to be taken, including suspension or expulsion. A student suspected of or found with alcohol, drugs, mood-altering substances or paraphernalia on campus or at any school sponsored event will have the material confiscated and will be sent home at his or her parents' expense. The student and his or her possessions will be searched and the Principal will report the results of an investigation to the Headmaster. The student will face disciplinary action including suspension or expulsion. Where appropriate, the School will recommend referrals to appropriate outside resources.

## **ELECTRONIC DEVICES**

### **iPads**

The Upper School at Rutgers Prep is a 1:1 school, which means that every student has a digital device (iPad) to facilitate learning in and outside of the classroom. Every Upper School student must have an iPad with at least 32 GB. Students are responsible for the care and maintenance of their iPad and are expected to bring a fully charged device to school each day. Students must abide by all practices and expectations outlined in the Rutgers Prep School Acceptable Use Policy.

### **Personal Electronic Devices:**

During the school day, students may use personal electronic devices (iPods, smart phones, iPads, laptops, etc...) only with headphones or with sound turned off, and only in designated areas and at approved times. They may be used during free time outside of a classroom, in the lounges, the Learning Lab, the library, the cafeteria or outdoors. They may not be used during Morning Meeting, homeroom advisory, assemblies, or in Study Hall classrooms, except for when completing class work.

No sound or image-recording device may be used in the classroom or any area where others should legitimately be able to expect privacy (ie—bathrooms, locker rooms, etc...). All sound or image recording must fall well within the boundaries of respecting others. This means any individual being recorded must give his or her expressed permission to be recorded.

### **Telephones:**

Office telephones must be kept open and available for school business and are therefore not available for student use. Cell phones may not be allowed to interfere with school events. Failure to control them will result in a detention and the phone being kept in the office during the school day.

Cell phones and smart phones may be used in a manner that abides by school rules. They may only be used as telephones and for text messaging or internet access outside of the classroom (and in conformity with the school's Internet Use Policy for computers) or with the expressed permission of the classroom teacher. They may be used as personal music devices in accordance with the

“Personal Electronic Devices” policy (above). During testing situations, teachers may require students to place cell phones and smart phones in a common designated location.

## **EXAMINATIONS**

All students take mid-year and final examinations. In some cases, classroom teachers may exempt seniors from taking their final examinations. The examination(s) will be the only commitment(s) for that particular day. Seniors with privileges may go off campus for lunch between exams, but otherwise students must remain on campus. Students with a note from a parent may leave campus to go home at the end of the morning exam if they have only one exam that day.

## **EXTRA-CURRICULAR ACTIVITIES**

Extracurricular activities are a vital part of the School’s program. Upper School students have many opportunities to become involved in clubs, publications, music, drama and athletics. Student interest determines what is available. Activities take place on and off campus, during free time, regularly scheduled Community Time, as well as after school and on weekends.

## **GRADES**

In the Upper School, the quarter grades comprise 80% of the final grade, while the midterm and final exams count 20% of the final grade. The final grade is the only one that appears on the permanent, Upper School transcript.

Beginning in the Middle School, the grading system runs from A+ to F.

- A** Indicates work of excellence
- B** Indicates work of good quality
- C** Indicates work of acceptable quality and is the minimum level expected of all Prep students.
- D** Indicates work which is generally weak. If you achieve below “C-“ in sequential courses (Mathematics and World Languages) you will be required to do some remedial work during the summer in order to advance to the next class in the sequence.
- P** Indicates passing work in non-graded classes
- F** Indicates work that is unacceptable and carries no credit. You will have to repeat the course or replace it with an alternative, which the Principal must approve.
- INC** A grade of “incomplete” is generally given when illness has prevented you from completing the work of a course before the end of a marking period. In most cases, Incompletes should be cleared within a two-week period.

Grades are reported on a 4.0 system:

A+	(4.33)	97-100	A	(4.0)	93-96	A-	(3.67)	90-92
B+	(3.33)	87- 89	B	(3.0)	83-86	B-	(2.67)	80-82
C+	(2.33)	77- 79	C	(2.0)	73-76	C-	(1.67)	70-72
D+	(1.33)	67 -69	D	(1.0)	63-66	D-	(0.67)	60-62

**Honor Roll:** Academic Honors are determined at the end of each quarter. Honors with Distinction will be awarded to those whose grades in all subjects are A- or better. Honors will be awarded to those whose grades in all subjects are B or above.

**Academic Warning:** If your academic achievement falls below a C- average, you will be placed on Academic Warning. Failure to work at a C- level or better while on Academic Warning may result in your dismissal from Prep for academic reasons.

**Advancement to the next grade:** You will not normally be advanced to the next grade if you have an academic average below C-. If you are in a language class or any mathematics class, you must achieve at a C- average or above to be advanced to the next course in the sequence. Work below a C- will necessitate taking a summer school review course to demonstrate adequate control over the material.

In order to pass a full-year course, you must have at least a D- unrounded average and must have a passing grade in three out of the six grade reports (four quarters, mid-year exam, final exam), one of which must be either the fourth quarter or the final exam. To pass a semester course, you must have at least a D- unrounded average and must have a passing grade in two of the three grade reports (two quarters and a final exam), one of which must be the second quarter of the course or the final.

**Grade Point Average:** In computing your GPA, we give added weight to Advanced Placement courses and to Honors courses and use only those grades you have earned at RPS during the regular school year. However, all of your high school grades, including any summer work you may have done, will appear on your final transcript.

## **GRADUATION REQUIREMENTS**

Courses and credits needed are listed under curriculum. In addition, you must meet our Community Service expectation of 10 hours each year and pass the Senior Explorations requirement. Seniors must also successfully complete all of their courses in order to receive a diploma. Courses failed by seniors, regardless of the number of credits they have earned in their high school career, must be made up in summer school or in college before a diploma is awarded.

## **GUIDANCE**

You will be assigned an advisor, and in many cases you will remain with that person throughout your career at Prep. You are also encouraged to speak with any member of the community about concerns you have. Frequently students find they discuss concerns with a wide variety of adults here.

Mr. Gill is the Director of Student Counseling Services. His office is in Room 133. Ms. Bodie-Young is also an Upper School Counselor. Her office is located in the Middle School. Please feel free to drop in at any time you wish to speak with them.

Ms. Krause and Mrs. Riggi are Co-Directors of College Counseling. Ms. Krause's office is located in Room 134. Mrs. Riggi's office is located in Room 125. Mr. Wise is a member of the faculty and the Associate Director of College Counseling. His office is located in Room 124. During the fall, they generally work closely with members of the senior class, meeting with them in small groups and individually. Juniors begin to work intensely with them in the spring. They will be reviewing programs at the end of the junior year and will be available to speak with you whenever you have questions about the college admissions process.

Dr. Jill Cooper serves in two roles: as a member of the faculty and as the Associate Director of College Counseling. In addition to working with seniors, she also provides underclassman and their parents "pre-college counseling". Dr. Cooper will assist and advise on academic course selection and participation in activities and summer programs. She will help to guide students toward the start of the college process, which begins officially in the spring of the junior year. Her office is located in room 106. Freshman, sophomore and junior students and their parents are welcome to contact her with questions.

**Course selection:** In the spring, you will register for courses with the help of your advisor. Dr. Chodl, Dr. Cooper, Ms. Krause, Mrs. Riggi and Mr. Wise will review these choices, and parents will be mailed your course proposals. If you wish to add or drop courses after the school year has begun, you must fill out a "Course Change" request form, following the timetable outlined in the section entitled "SCHEDULE CHANGES." No changes go into effect until you receive a new schedule.

## **GUM**

You may not chew gum anywhere on campus or in school vehicles.

## **HARASSMENT**

We are a community centered on trust and respect and will not tolerate harassment of individuals because of ethnic or religious background, gender, race or sexual orientation, nor will we tolerate bullying of any kind, either in person or on-line. We recognize and support strong and caring relationships among members of the community, but we expect everyone to exercise discretion and good judgment in their relations with others. Behavior will be considered inappropriate when it infringes on the privacy or rights of others, victimizes an individual or makes others uncomfortable.

Sexual harassment is not social or courting behavior. It may be generally defined as uninvited and unwanted and directed at a person because of his or her gender or sexual orientation. Examples of sexual harassment can include obscene comments or jokes, displaying sexually explicit pictures or drawings, sexual innuendoes, uninvited touching and insults.

We have well-established procedures for reporting harassment. Confront the harasser directly, stating that the behavior is unacceptable or, if an individual does not feel comfortable speaking directly to the harasser, there are adults who

are available to help decide on a course of action.

Report the problem to:

**Principal** – Dr. Chodl

**Assistant Principal** – Ms. Corrigan

**Counselors** – Mr. Gill or Ms. Bodie-Young

**Teacher or Advisor**

Inappropriate conduct between adults or between adults and students or between students must be reported. We will treat seriously and respond to any allegations of harassment. The School will follow its administrative policy regarding harassment, which is to investigate all concerns through a committee formed by the Headmaster in response to allegations presented in person or in writing, not anonymously. Anyone who retaliates against an individual who reports a harassment problem will be disciplined. Anyone who retaliates against an individual who testifies, assists or participates in an investigation, proceeding or hearing relating to a complaint of harassment will be disciplined. An investigation shall begin upon receipt of a complaint. The investigator(s) shall provide a report of the status of the investigation to the alleged victim, the alleged perpetrator and the Head of the School.

The investigation may consist of personal interviews with the alleged victim, the alleged perpetrator(s) and others who may have knowledge of the incidents or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the investigator, including monitoring of on-line behavior and representation. Guidance and/or disciplinary action will follow an investigation.

If an alleged victim or perpetrator disagrees with the results of the investigation, she/he has the right to appeal to the Head of the School and request another investigation. The victim also has the right, at any time, to pursue other options of recourse, including the RPS Judiciary Board, State Department of Human Rights and/or civil action or redress under criminal statutes.

In accepting its responsibility to provide a healthy environment in which to live and work, the School will not accept actions that violate the spirit of these principles or the letter of our regulations. In all matters relating to the discipline in and conduct of this school and its students, teachers and other employees shall maintain discipline in the school, including school grounds. Members of the Administration may discuss the results of disciplinary procedures with the school community when it is deemed to be appropriate. Teachers and other employees shall stand in the relation of parents and guardians to the pupils at this school. This relationship shall extend to all activities connected to the school program, including all athletic and extracurricular programs and may be exercised any time for the safety and supervision of the pupils in the absence of their parents and/or guardians. Appropriate disciplinary action will follow any violations.

## **HOMEWORK/EXTRA HELP**

**Homework** is an important and integral part of Rutgers Preparatory School's program. It is your responsibility to practice and review skills taught in class that will help develop regular habits of organized, self-directed work. Parents can help establish a regular study routine at home in an appropriate area, but they should not become involved in the actual work that has been assigned, which is your responsibility.

**Extra Help in Course work:** In the Upper School, each teacher is available every morning from 8:00 a.m. to 8:15 a.m. and once a week until 4:00 p.m. for extra help. If you want extra help, make an appointment with your teacher. Teachers may require students to attend an extra-help session. There are also times during the day when most teachers will be available.

If you feel a tutor would be of help, it may be arranged through the Assistant Principal. All tutoring arrangements should be reported to the School so we can facilitate communication between your tutor and your teachers.

## **LIBRARY/TECHNOLOGY CENTER**

The Silverman Library/Technology Center serves the needs of the entire RPS community. It has a rich collection of reference and circulating books, periodicals, and audio-visual materials. RPS participates in the statewide Interlibrary Loan System, JerseyCat, that provides access to the collections of other schools, public and special libraries, colleges, and universities throughout the State. The Library also loans A-V equipment and laptop computers for faculty and student use. Students may use A-V equipment from the Library for class-related projects only if the teacher signs it out. All parents are automatically members of the Rutgers Preparatory School Library Association. Those interested in active support of this Association should speak with the Director of Library/Media Services.

## **LOCKERS**

You will be assigned a locker both in the Upper School building and in the Field House. Keep your possessions in your locked locker, and do not broadcast your combination to your friends. Purchase a combination lock from the School Store for your athletic locker. That way the coaches can give you a hand if you forget your combination. The Upper School Secretary can help you if you forget the combination of your Upper School locker.

## **LOST AND FOUND**

Take items you find lying around the campus to the Upper School Office. If you lose something, check in the Upper School Office, with the athletic staff or at the Media Center. After a reasonable period of time and several announcements at Morning Assembly, Lost and Found items are donated to charity.

## **LUNCH**

Lunch is available at no additional charge in the Dining Commons, or you may bring it to school. It may be eaten in the Dining Commons or outside; you may bring food into the Upper School building only in designated areas when

supervised by a faculty member. Food may be delivered to campus only for a teacher supervised lunchtime activity.

## **MEDICATION**

See *RPS Handbook*: Health Related Issues

## **MESSAGES**

We will put messages for you in the window of the Upper School Office. Only in emergency situations will we make an effort to locate you during the school day to deliver a message.

You may leave messages for teachers either in the individual's mailbox in the School Office, or you may call the teacher's voice-mail.

## **OBLIGATIONS**

All your obligations to the School, including returning all library books and athletic equipment and meeting any financial deadlines, must be met before the school will release report cards or transcripts. If you have unmet obligations, we will notify you in advance of exam week.

## **PHOTOCOPY MACHINES**

A photocopy machine is available in the Silverman Library/Technology Center to photocopy library materials. The media specialist will help you with it.

## **PRIVILEGES**

Students are in "good standing" if they have:

- no grades below C-;
- no more than 2 unexcused absences per semester;
- no more than 5 unexcused tardies per semester;
- no more than 2 detentions per semester;
- no Saturday detentions;
- no suspensions;
- no formal academic warnings.

Seniors in good standing may sign out of study halls. They may sign out for lunch with parental and school approval if they arrive on time (8:20 a.m.) for the first class of the day and arrive on time (10:05 a.m.) for Morning Meeting/Advisory. They may sign out to leave school at 2:15 p.m. if they have a study hall for their last class and have met all of their obligations for the day. Seniors leaving campus for lunch may neither take an underclass student with them nor bring food back to campus. The maximum time permitted to be off campus for lunch is 11:55 a.m. to 1:15 p.m. Upon returning, seniors must sign in at the Upper School Office. Seniors may "dress down" for mid-year exams as long as their dress meets the School's standards of good taste.

Sophomore and junior students in good standing may sign out of a study hall.

## **RESPECT**

We expect members of the community to respect other people and property. Upper School students should be aware that we are a Pre-Kindergarten through Twelfth Grade community, and should behave as role models at all times. Students should use appropriate language in public spaces, and should not engage in rough, physical play. Public displays of affection cause other people embarrassment and are inappropriate in a school setting.

## **SCHEDULE CHANGES**

Students wishing to make changes to their schedules once the school year has begun must fill out the “Course Change” form available in the Upper School office, and get all the necessary signatures, before any request can be considered. No schedule changes go into effect until a new schedule has been given to the student.

### **Adding a Course**

All students may add a course during the first ten days of a year-long course or the first five days of a semester-long course, provided that they receive approval and that there is space available. After that time it becomes difficult to make up missed work, and requests for course additions will be considered on a case-by-case basis by the administration and department chairs.

### **Dropping a Course**

All students may drop a *semester-long course* without any record of it before the first Interim reports are due. Students in grades 9-11 may drop with a “WP” (Withdrawn Passing) or “WF” (Withdrawn Failing) indication on the their transcript, along with the date, between the Interim and the end of the first quarter. After first quarter grades have been recorded, students will not be allowed to drop a semester-long course.

All students may drop a *year-long course* without any record of it before the end of the first quarter. Students in grades 9-11 may drop with a “WP” or “WF” indication on their transcript, along with the date, before the second quarter Interim reports are due. After second quarter Interim reports have been recorded, students will not be allowed to drop a year-long course.

Seniors must successfully complete all of their courses in order to receive a diploma. Therefore, Seniors may only drop courses during the proscribed drop period. No student may have a “WP” or “WF” recorded on the transcript for Senior year.

### **Moving from an AP or Honors to a regular section**

Students may move from an AP or Honors section of a course to a regular section with no record of the move on their transcript before second quarter Interim reports are due. After second quarter Interims have been recorded, no change will be permitted.

## **SCHOOL CLOSING**

See the *RPS Handbook* about school closing.

## **SENIOR EXPLORATIONS**

In addition to curricular requirements, each senior must undertake and pass a Senior Explorations project in order to graduate. Senior Explorations take place after final exams, and are evaluated on an “Honors,” “Pass,” or “Fail” basis. Any student who fails Senior Explorations will have to make up the experience during the summer before a diploma is awarded.

## **SPORTSMANSHIP**

RPS expects every member of the community to support the NJISAA’s Sportsmanship Code:

1. All spectators must conduct themselves in a positive manner reflecting sportsmanship and the educational values of interscholastic athletics
2. Noisemakers and handmade banners are prohibited.
3. Harassment in any form will not be tolerated.
4. Spectators must remain in designated areas.

Likewise, the NJSIAA Constitution states: “Good sportsmanship, respect for rules, respect for others, and fair play, are basically the motives through which an interscholastic athletic program is justified and defended.”

Failure to comply with these rules may result in ejection from the premises.

## **STUDENT GOVERNMENT**

The Upper School Council is the governing body that discusses and decides matters of student business. The student body elects students in good standing, as defined by the Council Constitution, as its Officers and Representatives to the Council. The officers are responsible for calling class meetings periodically, for submitting minutes, and for submitting Treasurer’s Reports. The faculty elects two faculty representatives and the Upper School Principal appoints a third. The Council provides assembly time for club presentations and funds budget requests from clubs.

The School Council arranges several after-school events, such as dances, barbecues, or outings, each year. These events provide opportunities to organize and execute meaningful activities. Guidelines have been established to ensure that these activities fulfill the School’s broad educational goals.

## **STUDY HALLS**

Study halls are regularly scheduled and required. If you have privileges, you may sign out, but otherwise be prepared to work quietly and productively during the study hall. If you do not have privileges, you may sign out only with a pass from one of your teachers to see that teacher or to do specific work for him/her.

## **SUPPLIES**

Students may purchase books, supplies and RPS-labeled items from the School Store, located across from the Dining Commons. The School Store, which is open every day during the School year, carries a large selection of regulation shirts as well as sweatshirts, sweatpants, t-shirts, shorts and much, much more.

Starting September 15, 2015, Store hours are Monday, Tuesday and Thursday from 10:30AM- 3:30PM, as well as Wednesday and Friday from 11:30 AM - 1:30 PM.

The School Store is closed on weekends and all school holidays. Students should not put their names in any book until they are sure it is the correct book. Students may return books for full refund or exchange within the first two weeks of classes, if they are unmarked and if the student has a School Store receipt.

During the week of final examinations, the School Store will buy back any hardcover text in good re-saleable condition if it will be used the following academic year. Credit memos will be issued.

Students who have completed and submitted the appropriate certificate at the time of book purchasing may avoid paying New Jersey Sales and Use Tax.

## **TESTING**

There are several kinds of standardized tests that you might take while at Prep.

**The Preliminary Scholastic Assessment Test (PSAT)** is taken in the fall of your junior year, when the scores are also used as the **National Merit Scholarship Qualifying Test (NMQT)**. The PSAT's are helpful in predicting how you might do on the SAT I. In your sophomore year you will take a practice PSAT. The results are used to provide academic guidance.

**The Scholastic Assessment Test I (SAT I: Reasoning Tests)**, is taken initially in the spring of junior year. It provides information about your ability to work in the areas of critical reading, mathematics, and writing. Success in the SAT I is determined very much by the background you have acquired over a long period of time in school. Some coaching may be helpful, but improvement needs to be based on a pre-existing foundation. Your SAT scores are reported directly from the College Board to the colleges to which you plan to apply. You may wish to take the SAT again in the fall of your senior year.

**The Scholastic Assessment Tests II (SAT II: Subject tests)** are given in particular subject areas, Biology or French Language, for example. Your teachers, Mrs. Riggi and Ms. Krause will provide help in deciding which SAT II Tests you should take and when.

**The ASPIRE** (pre-ACT) test is taken by sophomores after the end of the first semester. It is administered during the school day, and can be helpful in predicting performance on the ACT test as well as areas of possible career interest.

**The ACT** test is taken initially in the spring of junior year. It is a curriculum-based test that provides information about your ability to work in areas of English, mathematics, reading and science. It also includes an optional writing component. Your scores are reported directly from the ACT organization to the colleges to which you plan to apply. You may wish to take the ACT again in the fall of your senior year.

**Advanced Placement Tests (AP)** for all Advanced Placement courses at Prep are taken in May. When you register for an Advanced Placement course, you are required to take the Advanced Placement examination in May. You will need the permission of the Department Chairperson or the Principal to take an advanced placement course. Teachers will explain the test format, which includes multiple choice and essay questions. If you score well on an AP Test, you can get advanced standing and sometimes college credit as well.

**Special Accommodations:** Upon approval by the Upper School Academic Review Team (composed of the Principal and designated faculty), a student may be eligible for some or all of the limited academic accommodations RPS provides. This approval typically requires current educational testing and a conference with parents and faculty, and will result in a Rutgers Prep Accommodation Plan. This Plan is not designed to assist students with behavioral challenges, but rather is focused on our academic mission of college preparation.

RPS will also assist students with accommodations and their parents in making application to the College Board and/or ACT organizations to request accommodations for standardized tests they administer. These organizations take several weeks to process applications; we recommend applying for accommodations well in advance of the anticipated testing date.

## **TOBACCO**

Students are not allowed to use or possess tobacco products or other nicotine delivery devices on campus or during school events. Violation of this rule results in disciplinary action.

## **TRIPS**

In most cases, the general permission slip you submitted to the Upper School Office at the beginning of the year will be adequate for any trips you will take, but your teacher may require specific permission in some cases. Students off campus are considered to represent RPS to the outside world, and you must therefore be especially alert that your behavior is appropriate. We must rely on your “common sense” and expect that you will seek the guidance of your teacher, coach or activity sponsor if you are uncertain about what is expected.

