

101 Things

The Upper School Student Guide, 2020-2021

Rutgers Preparatory School

Introduction

Welcome to Rutgers Prep for the 2020/21 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 materials you will need for the class.

If you are **tardy**, you must sign-in at the Upper School Office, regardless of the reason. After eight tardies per semester, students will lose privileges.

In order to participate in any extra-curricular activity, you must have arrived in school by 9:30 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.

Morning Meeting/Advisory is a regular and important part of our day. You must be in your advisory classroom by 9:30 AM daily. 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 or loss of privileges, 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 *ArgoNet*. Following absences of one or two days, you will be expected to submit all work due and to take scheduled quizzes or tests. Your teacher or

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 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.

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 only 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.

Parking in the gym parking lot is not permitted.

Irresponsible driving will result in loss of driving privileges.

BOOKS

Books may be ordered from our outside supplier, Follett, using this link:

<https://www.bkstr.com/rutgerspreparatorystore/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. Students who record 50 or more hours of service receive Honors designation on their final report cards and transcripts. Students who record 250 hours of service earn the extraordinary designation of Honors 250 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, Mark Nastus, monitors the RPS computer network. The Technical Services Department serves to uphold the network policy as defined below, answer technical questions regarding devices 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) Use of RPS computers, student owned devices including, but not limited, to iPads, laptops, and smartphones, use of our student information system called *ArgoNet*, use of our Google Suite applications, and use of the computer network is a privilege.
 - a. Those individuals who enjoy this privilege also:
 - i. 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.
 - ii. 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.
 - iii. 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.
 - iv. 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 Technical 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.
 - v. 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.

- vi. Must not copy any unauthorized files to computers or the network, including games and unlicensed software, without the express permission of the Director of Technical Services.
- vii. 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.
- viii. 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.
- ix. Must not share his or her password nor obtain another's password by any means.
- x. 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.
- xi. 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 Technical 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.

COUNSELING

Upper School Counselors: Ms. Bodie-Young, Mr. Gill and Ms. Pizzuto and 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 yourself 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 College Counselor 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 and formulating the strongest possible program. A College Counselor will review programs at the end of the junior year.

CURRICULUM

A minimum of 5 courses per semester are required within the 8-period, rotating schedule, including a minimum of 4 courses from the Humanities, Mathematics, Science, and World Languages Departments, as well as fulfilling all grade level course requirements. Choir, Orchestra, Band, or Dance may be scheduled during “9th period” (2:20-3:05 pm) in addition to the minimum five courses.

As a maximum, students are allowed to schedule 7 courses in the schedule, with a maximum of 6 core academic courses. In addition, Study Hall and one course within the PE/Health/Driver’s Education/Junior Seminar/Senior Seminar sequence are also required each year as part of a student’s schedule.

NOTE: Students signing up for AP courses and all students signing up for senior electives - Enrollment requires permission of the department, and for some courses a writing sample or placement test.

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 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 Chair, Assistant Principals or Principal, and there are limits to the number of courses a student may normally be allowed to enroll in each year. Underclassmen are required to take the National Exam in May (for which there is an additional fee), while Seniors have the option to opt out of the National Exam with their parents’ permission.

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.

Full year courses receive 1 credit; semester courses receive 0.5 credits. A minimum of 20 credits is required for graduation.

HUMANITIES: A full year of English is required in grades 9-12. Students are required to take a full year of History in grades 9, 11, and 12. Foundations of Civilizations is required in 9th grade, U.S. History is required for 11th graders, and 12th graders must elect a year of History. 10th Grade History study, although not required, is strongly advised.

MATHEMATICS: Students are required to take at least one full-year math course during grades 9, 10, and 11 through Algebra 2 and, at least, one elective course (either semester or full year) during grade 12. Introduction to Computer Science and AP Computer Science may be considered mathematics electives.

SCIENCE: Students are required to take two years of a laboratory Science. One year must be a life science (Biology) and one year must be a physical science (Chemistry or Physics). Advanced study is strongly advised.

WORLD LANGUAGES: All students are required to take two consecutive years of the same World Language. Advanced study is strongly advised. Beginning in the sophomore year, students may elect to take two World Languages. International students who start at Rutgers Prep in 9th grade are required to fulfill this graduation requirement, but may delay the start of World Language study until 10th grade, if necessary.

VISUAL ARTS, THEATER & DANCE, MUSIC, COMPUTER EDUCATION: All students must take two credits in Visual Arts, Theater & Dance, Music, or Computer Education. Computer Design and Multimedia Design, courses offered in the Computer Education Department, may be considered art electives.

HEALTH: All students are required to take one semester of Health in 9th (spring semester), 10th (fall semester - Drivers Education), and 11th grade (fall semester), as well as participate in the College Bound program in 12th Grade.

PHYSICAL EDUCATION: All students are required to take one semester of Physical Education in 9th and 10th Grade. Semester electives are available for 10th, 11th and 12th graders.

JUNIOR SEMINAR/SENIOR SEMINAR: All students are required to take Junior Seminar during the spring semester of 11th Grade and Senior Seminar during the fall semester of 12th grade.

COMMUNITY SERVICE: All students are required to complete a minimum of 10 hours of community service in each grade level, with at least 5 hours of service taking place outside of Rutgers Preparatory School. Honors (50 hours or more) and Honors 250 (250 hours or more) are possible. Honors 250 is denoted with special designation on the transcript.

DAILY ROUTINE

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.

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

Community Time is scheduled to support extracurricular activities, to provide time to get extra help from a teacher, or to enable you to safely 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. physically distanced social activity

During free time you may go to see teachers or go outside (except on the playing fields). Generally you should not expect to go to the Lower School or Middle School. Athletic locker rooms, 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.

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.

Points/demerits result from infractions of school rules, such as dress code violations, gum chewing or inappropriate behavior. Three points/demerits will result in a detention. They accumulate on a semester basis.

Detention is served monthly during Community Time. You may ask to postpone a detention for one week if necessary. Permission for a postponement must be arranged with Mrs. Bautista-Burk in advance. 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 accumulate on a semester basis.

RPS may immediately and temporarily separate a student from the community for a short period if the Principal and Head of School 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 nine 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 and Vice-President.
4. One male student and one female student from the senior class and one male student and one female student from the junior class elected each academic year.

Judiciary Board Procedures:

- The Judiciary Board meets when called by the Chair to consider matters referred to it by the Principal or Assistant Principals 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 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 Assistant Principals, Upper School Principal and the Head of School.

Suspensions follow logically if one is unable to live reasonably within the School's rules. Suspension decisions are made by the Assistant Principals and Principal.

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 Head of School. The ultimate decision of expulsion is made by the Head of School.

Appeals regarding decisions made by the Assistant Principals and Principal may be made in writing to the Head of School. Appeals regarding decisions made by the Head of School 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, Behavioral Warnings, Academic Warnings, In-School Separations
- Reported: Suspensions, 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, and Senior Prefect.

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

DRESS CODE

In light of the health-related changes to our school day, including the requirement that students wear a face mask both inside school buildings and outside on school grounds, when social distancing cannot be maintained, the Rutgers Preparatory School student dress code has been revised to permit flexibility and comfort in support of our learning community.

Students may wear:

- Rutgers Prep t-shirts, polos, fleeces or sweatshirts
- Sweatshirts, polos, t-shirts and fleeces with collegiate logos may be worn on Fridays.
- Athletic wear including: leggings (yoga pants), sweatpants, and track pants
 - Leggings must be solid black in color and not partially transparent (mesh)
 - Sweatpants must be either Rutgers Prep athletic sweatpants or solid black or gray in color

Students may also wear:

- Trousers, khaki pants, or knee-length skirts and dresses
- Boys may substitute a button-down shirt with a tie instead of t-shirt, polo or sweatshirt
- Shirts and tops must have sleeves and be long enough to cover the waistband

Footwear:

- Shoes must be suitable for walking and outdoor activities
- Sneakers or athletic shoes are permitted
- Shoes which require laces must be tied for the sake of safety
- NO flip flops, sandals, or open toed shoes

Students may NOT wear:

- Torn or tattered clothing
- Blue jeans
- Camouflage clothing
- Non-RPS t-shirts, sweaters, fleeces or sweatshirts

Clothing must be in good repair and suitable for weather conditions.

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 Assistant Principals and Principal. If the Principal concludes that the suspicion is warranted, following consultation with other personnel, who might include teachers, the Assistant Principals, School Nurse and the Head of School, 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 a 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 Assistant Principals and Principal investigate 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 Head of School 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 (including marijuana vapor pens) 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 Head of School. The student will face disciplinary action including suspension or expulsion. Where appropriate, the School will recommend referrals to appropriate outside resources.

Students are not allowed to use or possess tobacco products or other nicotine delivery devices (for instance, tobacco or non-nicotine vapor pens) on campus or during school events. Violation of this rule results in disciplinary action.

ELECTRONIC DEVICES

iPads

The Upper School at Rutgers Prep is a 1:1 school, which means that every student has an iPad to facilitate learning in and outside of the classroom. 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 (smart phones, smart watches, 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 or outdoors. They may not be used during Morning Meeting, 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 will require students to place cell phones, smart phones and smart watches in a common designated location.

EXAMINATIONS

Mid-year and final exams will be scheduled in some courses. Exam schedules will be provided to students and parents in advance.

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

The final grade is the only grade 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 Assistant Principals and Principal must approve.

I A grade of “incomplete” is generally given when illness or other extraordinary issue 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.

GRADE SYSTEM (based on a 4.0 scale)

Grade	Numerical Percentage	GPA Points	Honors GPA Bump	AP GPA Bump
A+	100 - 97	4.333	4.666	5.0
A	96 - 93	4.0	4.333	4.667
A-	92 - 90	3.667	4.0	4.334
B+	89 - 87	3.333	3.666	4.0
B	86 - 83	3.0	3.333	3.667
B-	82 - 80	2.667	3.0	3.334
C+	79 - 77	2.333	2.666	3.0
C	76 - 73	2.0	2.333	2.667
C-	72 - 70	1.667	2.0	2.334
D+	69 - 67	1.333	1.666	2.0
D	66 - 63	1.0	1.333	1.667
D-	62 - 60	0.667	1.0	1.334
F	59 - 0	0	0	0

Honor Roll: Academic Honors are determined at the end of each semester and indicated on the report card. Academic Honors for the year are indicated on the transcript.

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. To pass a semester course, you must have at least a D- unrounded average.

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 and Innovations, will appear on your final transcript. Cumulative weighted grade point average (GPA) is calculated for all students at the midyear and again at the end of the year following final grades for classes and credits earned. Year GPA is also included on transcripts for each grade level.

Course selection: Course Requests for the subsequent academic year will take place in the spring of the current academic year. Prior to Course requests, teachers will enter Course Recommendations into ArgoNet based on performance in the current year courses and most appropriate placement for the following year. Students have the opportunity to appeal Course Recommendations for reconsideration by the Department. Course Requests then require parental approval before entered by Advisors and students into ArgoNet.

GUM

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

HARASSMENT AND DISCRIMINATION

We are a community centered on trust and respect and will not tolerate harassment and discrimination 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 online. 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
Assistant Principals
Counselors
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 and discrimination. The School will follow its administrative policy regarding harassment and discrimination, which is to investigate all concerns through a committee formed by the Head of School in response to allegations presented in person or in writing, not anonymously. Anyone who retaliates against an individual who reports a harassment and discrimination 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 and discrimination 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 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 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: 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 Principals. All tutoring arrangements should be reported to the School so we can facilitate communication between your tutor and your teachers.

LIBRARY/TECHNOLOGY LOUNGE

The Silverman Library 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.

LOCKERS

Lockers and locker rooms are not available during the 2020/21 school year.

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 Library. 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. Students may not order food delivered to school at any time, including after school hours.

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 via *ArgoNet* or through email.

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.

PRIVILEGES

Students are in “good standing” if they have:

- no grades below C-
- no more than 2 unexcused absences per semester
- no more than 8 unexcused tardies per semester
- no suspensions;
- no formal academic warnings.

Seniors, juniors, and sophomores in good standing may sign out of periods 1-8 study hall. When signed out of a Study Hall, students may go to the Lounge, the Library, or the Quad.

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

Below is a description of the procedures to add a course, drop a course, or change levels of a course for each school year. Exact dates will vary annually based on the Upper School calendar.

The add/drop period for courses will occur to start both the fall and spring semesters. "Course Change" forms are available in the Upper School office and the ArgoNet Resource Board "US Curriculum & Scheduling", and require signatures from parents, teachers, advisors, and administrators before any change of schedule shall take place.

Please check in with the Upper School Dean of Academics to see if there is space in a course and can be placed in your schedule before completing the required paperwork.

Adding and/or dropping a course must preserve the minimum number of courses required (5), the maximum number of courses (7), must preserve at least one study hall period either during the Periods 1-8 rotation or 9th period, and must preserve any required courses for your grade level.

Adding a Course

The deadline to add a fall semester course is within the first three class meetings of the course. There must be space available in the course and it must fit into your schedule to be considered.

The deadline to add a yearlong course is within the first six class meetings of the course. There must be space available in the course and it must fit into your schedule to be considered.

The deadline to add a spring semester course is within the first three class meetings of the course. There must be space available in the course and it must fit into your schedule to be considered.

Dropping a Course

The deadline to drop a fall semester course without any record on your transcript is within the first month of courses (exact dates will be provided from year to year). Between the first month and the fall mid-semester point for Grades 9-11, you may drop a fall semester course with a WP (Withdrawn Passing) or WF (Withdrawn Failing) on your transcript. Seniors are not allowed to have a WP or WF on a transcript. No drops will be allowed for fall semester courses after the fall mid-semester point.

The deadline to drop a yearlong course without any record on your transcript is fall mid-semester point. Between the fall mid-semester point and approximately the beginning of December (exact dates will be provided from year to year), you may drop a yearlong course with a WP or WF on your transcript. Seniors are not allowed to have a WP or WF on a transcript. No drops will be allowed for yearlong courses after the beginning of December (exact dates will be provided from year to year) .

The deadline to drop a spring semester course without any record on your transcript is within the first month of courses for the spring semester (exact dates will be provided from year to year). Between the first month of spring semester courses and the spring interim point for Grades 9-11, you may drop a fall semester course with a WP (Withdrawn Passing) or WF (Withdrawn Failing) on your transcript. Seniors are not allowed to have a WP or WF on a transcript. No drops will be allowed for fall semester courses after the spring interim point.

Changing Levels of a Course (AP to Honors OR Honors to Regular)

The deadline to change levels of a course with no record on your transcript is the Fall Mid-Semester point (typically the beginning of November; exact dates will be provided from year to year). After this point, no level changes will be permitted.

SCHOOL CLOSING

See the *RPS Handbook* about school closing.

SPORTSMANSHIP

RPS expects every member of the community to support the NJSIAA'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. Students are not permitted to sign out of 9th period study halls.

SUPPLIES

Students may purchase school supplies, RPS-labeled items, and RPS attire from the School Store, located across from the Dining Commons. The School Store carries a large selection of regulation shirts as well as sweatshirts, sweatpants, t-shirts, shorts and much, much more.

Please use the following link for operating hours:

<https://www.rutgersprep.org/rps-school-store>

The School Store is closed on weekends and all school holidays.

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 (NMSQT). 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 and College Counselors 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, underclassmen are required to take the Advanced Placement examination in May. Seniors, with approval, may choose to opt out of AP tests. You will need the permission of the Department Chair 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 Director of Learning Support, 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.

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.