



MONMOUTH ACADEMY



FAMILY HANDBOOK

2009 ~ 2010

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www.monmouthacademy.org

MISSION STATEMENT

To provide an exemplary academic program and a well-rounded educational experience to ensure all students reach their fullest potential and realize success

CORE VALUES

As part of our mission, we will inspire and encourage the following core values through our words and actions:

Enthusiasm for Learning

Curiosity and an eagerness for knowledge

Respect

Esteem for oneself and appreciation of others, including their diversity and opinions

Honesty and Integrity

Honorable in intentions and actions, truthful, and strong in character

Responsibility

Ability to work independently or as part of a group and fulfill one's obligations, trustworthy, reliable, and accountable for one's words and actions

Sense of Community

An environment that is cooperative, collaborative, and fosters a spirit of camaraderie both within the School and for broader communities at large

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HONOR CODE

Our Honor Code helps to build trust among students and faculty and maintain the importance of our shared Core Values.

By virtue of enrolling at Monmouth Academy, a student pledges to have:

- Respect for Academic Honesty in all my scholastic efforts. Not only will I not cheat or represent the work of others as my own or allow others to copy my work or plagiarize, but I will at all times aim for the highest academic achievement.
- Respect for Others in all my words, expressions, and actions. I will be kind and polite to teachers, staff, fellow students, and visitors and refrain from hurtful remarks about appearance, race, religion, family, intelligence, and sexuality. I will respect every person's privacy.
- Respect for Property at all times. I will not steal, deface, destroy, or litter. I will take pride in my school. I will treat the property of others as private and not touch it without their permission.

Students also make the following pledge:

- I will have respect for myself in everything I do. I understand that my academic work, my conduct with others, my attitude towards property, my personal honor, and the honor of Monmouth Academy are my personal responsibility. I will uphold this code by observing it myself and helping the school community observe it, too. I understand that if I witness violations of this Honor Code and do not stand up and uphold it, I have violated the code.

BOARD OF TRUSTEES

The Board of Trustees of Monmouth Academy is the governing body responsible for the School's well-being. The School's Mission Statement is defined by the Board and serves as the framework for the Board and their decision-making. The Board is governed by their Bylaws and ensures the School's well-being by overseeing finances and physical resources, by understanding and operating within legal parameters, and by enacting policies that enable Monmouth Academy to flourish.

President	Nanci Lucas
Vice President	David Wilson
Treasurer	Patti Roth
Secretary	Natasha Wilson
Trustees	Larry Costello
	Shawnda Floyd
	Ben Kirsch
	Ray Leahy

ADMINISTRATION

Director & Dean of Admission	Timothy Costello
Dean of Primary School & Assistant Dean of Admission	Karen Yurman
Dean of Upper School & Transportation Coordinator	J. Nicholas Whelan
Dean of Middle School	Kathy Ford
Academic Scheduling	Rose Stolz
Office Manager	Lisa Flynn
Office Secretary	Sallie DiFedele
Networking Manager	James Doherty

FACULTY DIRECTORY

Primary School

Elizabeth Cruz
Vita Hansen
Susie Rindner
Karen Yurman

English and Social Studies

Kathy Ford
Larry Goebel
Derek Pollard
J. Nicholas Whelan

Mathematics, Science, and Computer

James Doherty
Jared Egerer
Lisa Elmo
Rose Stolz
Christine Wiemer

Fine and Performing Arts

Theresa DeSalvio
Marjorie Enerson
Thomas LaBella
Meghan McAleavy

Wellness and Health Education

Timothy Costello
Vivian Mikovic

World Languages

Susana Dias
Aida Faryar
Cindy Liu

FACULTY ADVISORS

Grade 5 Kathy Ford

Grade 6 Rose Stolz

Grade 7 Vivian Mikovic

Grade 8 Aida Faryar

Grade 9 Christine Wiemer

Grade 10 Lisa Elmo

Grade 11 J. Nicholas Whelan

Grade 12 Timothy Costello

SPECIAL SERVICES

Monmouth-Ocean Educational Services Commission provides children with support in speech, supplemental instruction, and compensatory education.

Nurses

Kelley Favata & Pat Peck

Food Services

Steve Mayer

Custodian

Thomas Hardy

2009-2010 CALENDAR

2009

September	3	Thursday	Faculty Meeting (9:00 am to 3:00 pm)
	8	Tuesday	Guidance Day
	9	Wednesday	First Day of Classes
	16	Wednesday	Back-to-School Night
October	28	Monday	NO SCHOOL Yom Kippur
	5	Week of	First Notification of progress
	6	Tuesday	Faculty Meeting (3:00 – 5:00 pm)
November	30	Friday	First Quarter Ends
	13	Friday	NO SCHOOL Parent -Teacher Conferences
December	25-27	Wed – Fri	NO SCHOOL Thanksgiving Recess
	7	Week of	Second notification of progress
	18	Friday	Winter Recess begins at 3:00 pm
2010			
January	4	Monday	Classes resume at 9:00 am
	15	Friday	Second Quarter ends
	18	Monday	NO SCHOOL Martin Luther King Day
	19-21	Tues – Thurs	Midterm Exams Dismissal at 3:00 pm
February	15-19	Mon – Fri	NO SCHOOL President’s Week Recess
	22	Week of	Third notification of progress
March	12	Friday	NO SCHOOL Parent-Teacher Conferences
	24	Wednesday	Faculty Meeting (3:00 – 5:00 pm)
	26	Friday	Third Quarter Ends
	26	Friday	Spring Break begins at 3:00 pm
April	12	Monday	Classes resume at 9:00 am
May	10	Week of	Fourth notification of progress
	21	Friday	Last day of classes for Seniors
	31	Monday	NO SCHOOL Memorial Day
June	10	Thursday	Fourth quarter ends
	11-15	Fri, Mon & Tue	Final Exams Dismissal at 3:00 pm on Fri. & Mon.
	15	Tuesday	Last day of classes for Pre-K - 12 & Primary School Graduation Dismissal at 1:00 pm
	19	Saturday	8 th & 12 th Grade Graduations & Founder’s Day

- Please note:
- 1) This is a tentative calendar and subject to changes.
 - 2) If weather conditions or other unforeseen circumstances arise that cause School to be cancelled a significant amount of days throughout the course of the year, the School may decide to extend the end of the school year.

ACADEMIC PROGRAM

Primary School

Students in grades Pre-Kindergarten through 4th grade experience an enriched, multi-disciplinary curriculum within a nurturing, multi-age environment. Students are provided with a variety of interactive learning experiences in a theme-based program that integrates all academic areas: Reading, Writing, Language Arts, Mathematics, Science, and Social Studies.

- **Reading:** Reading is an integral part of the curriculum. Children are introduced to a wide range of literature that focuses on encouraging and developing a community of learners and readers. Supported by a comprehensive phonics program, it is a systematic and balanced approach, rich with language experiences to actively engage all children.
- **Writing:** Integrated into all areas of the curricula, students are guided through stages of writing as they explore different forms and techniques, including journal writing, poetry, and stories.
- **Language Arts:** Language mechanics, spelling, and penmanship are emphasized and integrated into all academic areas.
- **Mathematics:** Students are provided many and varied experiences with numbers and symbols. We strive to create a balance between mastery of basic computation and exposure to a variety of problem-solving strategies. Children are encouraged to be flexible and apply a variety of approaches that are appropriate for solving a particular problem. Our goal is to develop mathematical literacy so children will make sense of numbers, apply their skills appropriately, and understand the function of mathematics in their daily lives.
- **Science:** Students are provided an opportunity to conduct hands-on investigations in the life, earth, and physical sciences, to learn how to research and read for information, and to collect and organize data. Children learn to work in cooperative groups.
- **Social Studies:** Through individual and group studies, students develop critical thinking and study skills, as well as an understanding and appreciation for the global community. Varied thematic units are supported by an exploration of our multi-ethnic communities, national regions, state history, and contemporary issues.

The curriculum is enriched with a study of three World Languages and the experiences of Computers, Music Appreciation, Performing Arts, Visual and Fine Arts, Wellness Education, and off-campus trips.

In place of the traditional letter-grading system, students are evaluated and their progress is documented in narrative reports three times per year. Fall and winter narratives are generated for and discussed at our Parent-Teacher-Student Conferences. A final narrative is mailed home in June.

Middle School

Our Middle School (grades 5-8) academic program responds to the distinctive developmental needs and characteristics of young adolescents. We expect students to participate in a variety of courses and activities and encourage them to be actively engaged in their learning. One goal of our program is to develop students' appreciation of academic pursuits, honesty, a diligent work ethic, and responsibility. Our Middle School students develop as independent learners with strong study skills. Each year, our Middle School students are required to take these core curriculum courses: Computers, Language Arts and Literature, Mathematics, Science, Social Studies, and World Language, along with Wellness. In addition, Middle School students must complete one year of the following electives: Visual and Fine Arts (Art, Photography, or Puppetry), Music, and Performing Arts.

Monmouth Academy grants a Middle School diploma to those students who successfully complete all required and elective courses taken.

Upper School

In order to excel in the 21st century, students need to be independent thinkers, cooperative members of a group, and culturally aware. Through their work in the rigorous curriculum, Upper School (grades 9-12) students build a foundation to meet these challenges.

All Upper School courses at Monmouth Academy are college preparatory. Each department provides a variety of course offerings. Our small class size facilitates intensive peer and student-teacher interaction. Students who demonstrate superior ability in specific academic areas are encouraged to pursue more rigorous courses, including Honors or Advanced Placement (AP) classes.

All students are required to take core curriculum courses drawing from English, Science, Mathematics, Social Studies, World Language, and Wellness during each academic year. Students also select from a menu of electives including Computers, Visual, Fine and Performing Arts, and Music. Each Upper School student must select a minimum of six courses per year. Consideration for an exception to this requirement may be made to the Director.

Grading Criteria

Middle and Upper School students receive quarterly grades and midterm/final examination grades (when required). These grades are reflected on both report cards and the Monmouth Academy transcript. Grade Point Average (GPA) is based upon a traditional, non-weighted 4.0 scale. Monmouth Academy does not rank our students. Effective September 2009, grades, numerical equivalents, and point averages are designated as follows:

Grade	Numerical	Point Average	
A+	97-100	4.0	
A	93-96	3.75	
A-	90-92	3.5	
B+	87-89	3.25	
B	83-86	3.0	
B-	80-82	2.75	
C+	77-79	2.5	
C	73-76	2.25	
C -	70-72	2.0	
D+	67-69	1.75	
D	63-66	1.5	
D-	60-62	1.0	
F	Failure (no credit)	below 60	0.0
I	Incomplete		
P	Successful Completion of a Pass/Fail Course		
W	Withdraw		

Midterm and Final Exams

Midterm and final exams each count for 10% of the student's grade.

Final Examination Exemptions

Only Seniors may be exempt from final examinations. If a course has a final exam, it is at the teacher's discretion to grant exemptions to the exam. If an exemption is being considered, the Senior must minimally achieve an average grade of A- for the year. However, any student who is enrolled in an Advanced Placement course and takes the Advanced Placement exam may be exempt from the final examination.

Incompletes

An incomplete grade (I) signifies that due to medical or extraordinary circumstances all objectives of a course were not met. A student will be granted a period of time up to two weeks as an extension of time in which to complete all course objectives unless there are extenuating circumstances. If the work is not completed by the designated deadline, the grade for the unfinished work will automatically be changed to an "F." The grade for the course will be calculated with the grades received for previously-submitted work and the "F" for the unfinished work.

Honor Roll

Quarterly, the School has three honor rolls for academic achievement:

- *High Honor Roll*: a student must earn a minimum of A– in all courses taken
- *Honor Roll*: a student must earn at least one A or A– and in all other courses must earn a minimum of B–
- *Honorable Mention Honor Roll*: a student may have only one grade in the C range, one grade in the A range, and in all other classes must earn B– or above.

National Honor Society

Upper School students are eligible for placement in the Monmouth Academy Chapter of the National Honor Society upon entering their junior year. Students must have a cumulative grade point average of at least 3.3 and have consistently demonstrated good character, leadership, scholarship, and service as defined by the National Honor Society standards set by the National Council of the National Honor Society (see NHS website). Beginning with the Class of 2010, students must have taken at least one Honors or Advanced Placement course. Before their induction and thereafter, students must continue to demonstrate academic excellence, provide service to the community, uphold a strong moral character, and exemplify leadership as defined by the National Honor Society. Students interested in becoming a member of the National Honor Society should check with the chapter’s faculty advisor at School.

Transfer students will be eligible for National Honor Society as per above with at least one full year of Monmouth Academy courses.

Graduation Requirements

Credits for graduation are obtained through completion of courses while in the Upper School only.

Subject Area	Minimum # of Credits	Requirements
English	5	Etymology and four units of Literature, including Literature and Composition
Social Studies	3	Two units of U.S. History, and one unit of World History
Mathematics	3	Courses through Algebra II
Laboratory Science	3	Life/Physical Sciences
World Language	2	Both credits in the same Modern or Classical Language
Computer Science	1	
Wellness Education	4	
Fine or Performing Arts	1	Art, Music, Photography, or Theater
Career Experience	.5	

It is further required that each Upper School student choose at least one major. A major is established when a student takes one or more full-credit courses beyond the requirement in a specific core curriculum area (English, Science, Mathematics, Social Studies, or World Language).

Each Upper School student must successfully complete all courses taken in order to receive a Monmouth Academy diploma. In an Advanced Placement course, this includes taking the College Board's Advanced Placement Exams.

Graduation With Distinction

Students must have completed at least two full academic years at Monmouth Academy to be considered for Graduation with Distinction in their division. Middle and Upper School students may graduate with distinction if they have successfully completed their coursework within the required period of time. Additionally, Upper School students must have taken, on average, at least one Honors or Advanced Placement course per academic year. The three levels of Graduation with Distinction are as follows:

- *With Highest Honors*: Graduate attains a cumulative grade point average of at least 3.75
- *With High Honors*: Graduate attains a cumulative grade point average of at least 3.5
- *With Honors*: Graduate attains a cumulative grade point average of at least 3.3

Schedule Changes

At Monmouth Academy, we do our best to place students in courses at the proper level so that they will be challenged appropriately. Occasionally, it becomes clear that a student has been misplaced.

Teacher-Initiated Changes

If a teacher feels that a student has been placed incorrectly in a course, the teacher may recommend that the level of the course be changed or the course be dropped. However, teachers only advocate such action if the circumstances are compelling. The student will not receive a "W" for teacher-initiated changes.

Student-Initiated Changes

Students may drop or add a course only during the first three weeks of the inception of the course. Nothing is noted on the transcript when this type of change occurs. Students must use the Drop/Add Form from the

Scheduling Coordinator, which requires signatures of the subject teacher, advisor, Director (for Seniors only), and parent. After the first three full weeks of school, students will only be allowed to drop a course in the most exceptional cases. A “W” will then appear on the student’s transcript.

Transfer Students

Students entering Monmouth Academy’s Upper School as sophomores, juniors, or seniors will be granted Upper School unit credits for previous courses with final grades of C - or better. However, the Monmouth Academy cumulative grade point average will be based upon Monmouth Academy courses only. Transfer students will be eligible to graduate with distinction if two full years of Monmouth Academy courses have been completed.

Courses Taken Outside of Monmouth Academy

If a student takes an acceptable summer, on-line, etc. course at any school other than Monmouth Academy, the student may receive credit for such course. However, the grade earned will not be calculated in the student’s Monmouth Academy cumulative grade point average.

To ensure credit, families must obtain approval of the course curriculum prior to enrolling by discussing it with the Director. Students must receive a grade of C or better to earn the credits. If the course is a graduation requirement, the student may be required to pass Monmouth Academy’s corresponding final exam.

Academic Probation and Re-enrollment

Academic Probation is based upon a review of student records by the Director and Academic Dean and takes into consideration attitude, aptitude, effort, and achievement. The conditions set forth in the probation relate specifically to GPA but also allow for subjective evaluations of attitude and deportment.

- Academic probation is based upon a student’s grades for the current academic year. Students will be evaluated and may be placed on academic probation at the end of each academic year. Students who fail a course or have two or more final course grades of D+ or below or have an average of below C- (or 1.75) will automatically be placed on academic probation.
- The Academic Dean will notify the Grade Advisor of any student placed on academic probation. Subsequently, the Academic Dean will meet with the student and parent(s). A letter confirming the conditions of the probation will be placed in the student’s permanent file.

- Any student placed on academic probation will be re-evaluated by the Director at the end of the next academic review period. At that time, the student's probation status will be determined and the student and parent(s) will be notified of the student's progress on a quarterly basis.
- When a student is in serious academic jeopardy, the Director and Academic Dean will meet with the student and parent(s).
- Continued academic probation may affect that student's re-admission to Monmouth Academy. Re-enrollment agreements for students on academic probation are based upon a faculty and administrative review of students' records in June.
- Seniors on academic probation will automatically lose their off-campus lunch privileges.

COURTESY AND CITIZENSHIP

At all times, members of the Monmouth Academy community are expected to display good manners, behave appropriately, and contribute to the sense of community by showing respect for visitors, parents, faculty, staff, peers, and school property. Monmouth Academy students are to be attentive and respectful to all speakers, including other students, faculty, or guests.

When Monmouth Academy students represent the School in any extra-curricular activities, field trips, and athletic events, the School expects and requires that students will demonstrate scholarship, sportsmanship, professionalism, and citizenship.

Attendance Policy

Because of the cumulative nature of learning, subject matter is presented to students in a sequential manner. Reading about a topic, discussing it, and practicing associated skills lead to greater knowledge and understanding of a topic. Therefore, Monmouth Academy believes it is extremely important that students attend School everyday to:

- ensure the greatest continuity in learning subject matter and practicing skills
- sustain higher achievement levels
- develop consistency in fulfilling obligations for successful completion of courses
- minimize disruption to planned classroom instruction.

The fundamental responsibility for School attendance lies with the student and parents. The School requests that parents schedule doctor appointments after School hours so that students do not miss class. Additionally, families are asked not to request extra vacation days.

All students are asked to arrive between 8:30 a.m. and 8:50 a.m. Attendance will be taken by all Middle and Upper School advisors at 8:55 a.m. Classes begin at 9:00 a.m. and conclude at 3:00 p.m. Students must be at school by 11:15 a.m. to participate in extra-curricular activities.

If the date is known in advance of an absence, a student is responsible for informing his/her advisor and teacher(s) of the upcoming absence as well as being prepared upon return to class. Parents are responsible for informing the Main Office.

If an absence is unexpected, parents are asked to call the Main Office by 8:45 a.m. to indicate the student's absence, late arrival, or early departure. Parents may leave a message by 8:30 a.m. If no phone call is received by 9:00 a.m., School personnel shall call the parents' home or place of employment to determine the reason for absence. For students transported by bus, parents are reminded to call the bus driver by 6:30 a.m. or one stop ahead before the morning pick-up.

In the event dismissal arrangements change during the course of the School day, a parent should call the Main Office before 2:00 p.m. If a student leaves campus without the School having received appropriate notification prior to the departure, the student may be subject to disciplinary action.

In case of a prolonged illness or absence in excess of two weeks, the student's teacher or advisor should be notified to discuss arrangements.

Students shall be responsible for the completion of assignments or tests missed. It is the obligation of the student to make appropriate arrangements for the completion of the work. If a student delays in making up assignments, the teacher may provide a final deadline. If the student has not made up the assignment by the deadline, the teacher has the option of giving a grade of "F" for the work.

Cumulative Absences

While there may be reasons such as illness, death in the family, religious observance, or college visits/interviews that may cause a student to be late, leave School early, or be absent for the School day, all absences from class or from School will be documented and shall be cumulative.

Once a student has seventeen unexcused absences, that student will lose credit for the school year, at the discretion of the Director.

Please note that class participation is a factor in Monmouth Academy's grading policy. Academic and disciplinary consequences may result from excessive absences from class and/or School.

Cumulative Lateness

The school day begins at 8:55 a.m. If a student reports to class after 9 a.m., that student is considered tardy. Any student who has five unexcused late arrivals per quarter is subject to disciplinary action by the Director.

Primary School Attendance Guidelines

- Students are required to arrive on campus in time to be in their classrooms between 8:30 a.m. and 8:50 a.m. unless previous arrangements have been made for Before School Supervision. The children will then follow morning procedures as designated by their classroom teacher.
- If the lateness is caused by the Transportation Department, the Transportation Coordinator will notify the Main Office of such, and the students should go directly to their appropriate classes when they arrive at school.
- Students who arrive at school after 11:15 a.m. must get approval by the classroom teacher before they may participate in any extra-curricular school activity.
- The classroom teacher will provide the student with any assignments and tests that are to be made up because of an absence.
- Parents must send a note to the classroom teacher or call the Main Office before 2:00 p.m. for any changes in their child's dismissal schedule. This includes pick-up, bus transportation, After School Supervision, and after-school clubs.
- For early dismissal, children will be released only from the Main Office or Nurse's Office. For your child's safety, we will release children only to the parents or the confirmed adult designee.
- Play dates must be pre-arranged prior to the School day. Notes from both families must be sent to the classroom teacher on the day that there will be a change in the student's regularly scheduled dismissal plan.
- Any plans to ride on a different School bus must be pre-approved by the Transportation Coordinator. Written permission from all involved families is required.

Middle and Upper School Attendance Guidelines

We ask that students and parents follow the attendance guidelines below:

- Upon arrival, from 8:30 a.m. to 8:55 a.m., Middle and Upper School students are to go to their lockers and then report to their advisor's rooms.
- It is the responsibility of the late-arriving student to sign in at the Main Office immediately upon arrival.
- If the lateness is caused by the Transportation Department, the Transportation Coordinator will notify the Main Office of such, and the students are to go directly to their classes upon arrival.
- Students who arrive at school after 11:15 a.m. must get clearance by the Director before they may participate in any extra-curricular school activity.
- Students are to remain on campus until the 3:00 p.m. dismissal.
- For early dismissal, parents must notify the Main Office directly before 2:00 p.m. for any changes in their child's dismissal schedule.
- Middle and Upper School students are to sign out in the Main Office whenever they leave campus early.
- If plans involve arrangements with another Monmouth Academy student, notes from both families must be sent to the advisor on the day that there will be a change in the student's regularly scheduled dismissal plan.
- Any plans to ride on a different school bus must be pre-approved by the Transportation Coordinator. Written permission from all involved families is required. An additional fee may be assessed.

Book Bags

To keep our campus safe and in compliance with fire-safety codes, students are not permitted to use book bags, backpacks, bags-on-wheels, or similar carry-alls during the school day. All such items must be stored in the students' lockers or other authorized areas. Small bags that can be placed on the rack under the chair are acceptable.

Food and Drinks

No food and drinks are to be consumed in the Middle and Upper School classrooms with the exception of those students whose schedules do not accommodate a lunch period or who have health needs that necessitate it. Food may be included in celebrations for birthdays, holidays, and cultural experiences. Food in the Primary School classrooms is at the teacher's discretion.

Legal Custody

A parent is responsible for providing the School with documentation that is signed by a judge regarding legal guardianship/custody of his/her child. If one parent has been awarded custody of the student in a divorce settlement, the other parent/guardian shall present to the Main Office a letter from the parent with custody authorizing him/her to accompany the child from School before the child may be released to him/her.

School Lockers

All members of the Monmouth Academy community need to assist in maintaining a safe, clean, and presentable campus. Lockers and other designated areas are available for students to safely and neatly store their book bags and other belongings.

School lockers remain the property of Monmouth Academy even when used by students. As such, lockers are subject to administrative search at any time during the year in the interests of school safety, sanitation, discipline, and enforcement of school procedures, as well as search by law enforcement officials.

Senior Privileges

Seniors in good standing at Monmouth Academy may leave the School premises for one lunch period each school day. This privilege will be granted on the basis of grades, behavior, and attendance. However, seniors may not leave campus at any time during the School day without prior permission from their parents and the Director or Upper School Dean. It is required that each senior sign out in the Main Office when leaving campus and sign in upon returning. No food deliveries are permitted on campus. If a student's actions off campus reflect negatively on the School, disciplinary action may incur.

COMMUNICATION

Teachers, parents/guardians, and staff work together to cultivate our students' education and development. Open and ongoing communication between parents/guardians, staff, and teachers is a crucial component to a successful school experience. Establishing a successful system of communication with your child's teacher, advisor, or the school staff can be accomplished easily.

- Our monthly School mailing is done electronically. As we approach each new month, our families are asked to go to our website (www.monmouthacademy.org) to access information for the following month: the monthly school calendars (activities and athletics), lunch menu, Monmouth Academy Parents' Association information, and any other important notices. If you do not have access to a computer, you may call the Main Office and request to have this information mailed to your home.
- Many teachers are available before or after school hours, or they set aside time during the day for phone conferences. Each teacher announces these times on Guidance Day and Back-to-School Night.
- Notes may be sent into school with your child.
- Voice messages can be left before or after school hours.
- Communication through e-mail is quite effective. Teachers may be reached at their Monmouth Academy e-mail addresses. The e-mail address is the teacher's first initial and last name followed by @monmouthacademy.org (e.g. Jane Doe's address would be jd@monmouthacademy.org). All members of the faculty are listed in this Family Handbook (see page 3).

Parents are encouraged to address concerns immediately rather than wait for a scheduled conference. Open communication allows us to share insights, develop an understanding of a situation, and work toward a successful solution.

Academic Reporting

Mid-Quarter Progress Reports

Each student's advisor or classroom teacher will call the parent or guardian with notification of progress at the middle of the quarter. Check the School Calendar for dates when quarterly notifications of progress will be made.

Parents of students in grades 5-12 who are in danger of receiving a "D" or "F" for the quarter or for the end-of-year grade will receive a Notification Letter that provides suggestions for improvement. Any additional support will be provided on an individual basis.

Conferences

Parent-Teacher-Student conferences are scheduled in the fall and spring. They provide an opportunity to learn about your child's progress in detail. Student attendance is welcome. The conference schedule will be placed on the School's website. Please call the Main Office or contact your child's teachers to notify them of a need to change the conference time.

Throughout the year, additional conferences can be initiated by the parent or the teacher.

Evaluations

Primary School

Evaluations are written narratives that provide parents with detailed information during the November and March conference periods. A final written evaluation is sent home in June.

Middle and Upper Schools

Report cards are mailed home at the end of every quarter.

Faculty Advisors

Monmouth Academy advisors are responsible for guiding students, monitoring the academic and personal progress of their advisees, as well as serving as liaisons between the School and home. The Director may be called upon for complex or personal reasons.

Assignment Sheets for Middle and Upper Schools

Assignment sheets for Middle School and Upper School students are given on a weekly basis. Please be aware that assignment changes can occur due to unforeseen circumstances. Teachers will notify students accordingly. Teachers post their assignments on our website as well.

Cell Phones

Cell phones are not allowed in the student's possession. While on campus, students may not carry any electronic devices at all. They are to be turned off and securely stored in each student's locker. If these items are visible or used during school hours, they will be confiscated and given to the Director. The Director will return said electronic devices to the student's parent or guardian. A student may face additional disciplinary action if this becomes a repetitive problem.

Students who need to contact their parents because of school-related issues may use the telephone in the Main Office.

Students are urged to inform friends and relatives that the School's telephone and fax lines must be kept open for official school business and emergencies.

Students who participate in after-school activities may wish to bring their cell phones with them in order to coordinate pick-up times with their parents. The School, however, is not responsible for any lost or damaged electronic devices.

Early Dismissals and School Closings

In the event of dangerous weather conditions or emergency situations that would jeopardize the safety of the students, faculty, and staff, there are three options that can be implemented: announce a delayed opening, declare an early dismissal, or have a school closing.

All communications about school closings will be announced on NJ 101.5 FM Radio and NJ News 12 cable television and will appear on their websites as well. Your child's advisor or classroom teacher will call your home. It is imperative that the Main Office and your child's teacher or advisor have updated phone numbers and e-mail addresses.

Messages

During the school day, parents who need to contact their child may do so by calling the Main Office. A staff member will relay the message to the child. Please make every effort to call the School at least one hour before dismissal. Of course, emergencies and circumstances beyond your control do occur, and every effort will be made to deliver your message.

Personal Telephone Calls and Messages

Students must have permission to use the school telephones. We ask that students make arrangements for transportation or social activities before school hours and not through use of the School's phone system.

Parent Involvement

Monmouth Academy Parents' Association (MAPA)

The Monmouth Academy Parents' Association's mission is to promote a sense of community while supporting the School through various extra-curricular and fundraising events. MAPA promotes active involvement of staff and families in special programs, events, fundraisers, and contributions that enhance the Monmouth Academy experience. Please see the Monthly Calendar or the M.A.P.A. link on the School's website (www.monmouthacademy.org) for dates of meetings and events.

How to Get Involved

- Attend meetings. You are always welcome.
- Participate on a committee or project. Don't be shy. Help is always needed and appreciated. (Check the monthly calendar on our website.)
- Be a Parent Volunteer.
- Contact a faculty member, faculty advisors to MAPA, or our Director with ideas or opinions you would like to voice.

Publications

Café Blah Blah

Monmouth Academy's annual literary journal, edited by students in the Poetry Club, and featuring creative writing by students, alumni, faculty, and Staff.

Notices

As necessary, notices about various school events or activities will be sent home with students or posted on our School website. Please remember to regularly check the School's website for updates.

Primary School Newsletters

Each Primary School teacher distributes classroom newsletters. They are sent home periodically with the students via e-mail or hard copy, if preferred.

School Newspaper

The MA Times is a periodical published by Middle and Upper School students in the Journalism Club.

Yearbook

Monmouth Academy creates a yearbook that each student receives at the end of the year. A staff of students and faculty coordinate the yearbook.

Website

Monmouth Academy's website, www.monmouthacademy.org, provides our families with an opportunity to quickly access information regarding upcoming events, admission, athletics, curriculum, M.A.P.A., alumni, and fundraisers.

DISCIPLINE AND CONDUCT

Progressive Discipline and Reporting

School policy and procedures are in effect during normal School hours and during School-sponsored activities. The Discipline Policy is explained to each grade early in the School year. Although most of our students consistently demonstrate good citizenship, there are times when students make poor choices. Disciplinary action will be imposed upon a student who does not meet the responsibilities of a student of Monmouth Academy or violates our conduct and discipline codes.

School responses to violations include a continuum of actions. The Director will assume responsibility for all disciplinary action. The Director may deny participation in extracurricular activities, School functions, sports, or graduation exercises as disciplinary consequences where such measures are designed to maintain the order and integrity of the School environment. To the extent a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student will be immediately removed from School. A student's parents shall be notified as soon as possible.

Depending on the severity of an infraction, the following steps may be used singly or in combination as consequences:

Offenses	Discipline Action
<u>Drugs</u> Possessing, purchasing, providing or using illicit drugs, alcohol or prescription medications	Student should expect to be dismissed from Monmouth Academy.
<u>Weapons</u> : Possessing, purchasing, or using firearms, explosives, or any object that may be used as a weapon	
<u>Conduct</u> which is dangerous to the well-being of the School community	

<p><u>Bullying & Harassment</u>: Electronic, physical, written, or verbal intimidation, harassment, or hazing of any kind; fighting, acts of bigotry, taunting, any intolerant act; threats; obscene and/or sexually explicit behavior; and bullying</p>	
<p><u>Academic Dishonesty</u>: Cheating and plagiarism; unauthorized assistance on academic assignments may also be considered academic dishonesty. Students need to cite sources appropriately as improper citations may be considered plagiarism</p>	<p>Student may be punished by dismissal from Monmouth Academy. If dismissal does not occur, student should expect to be placed on conduct probation and other penalties, including but not limited to, suspension, restrictions, or any combination thereof .</p>
<p><u>Dishonest Behavior</u> including lying; stealing; false identification; possessing or using unauthorized keys; unauthorized use of computers; falsifying information</p>	
<p><u>School Property</u>: Destroying or defacing School property or the property of others; igniting a flame inside a building or bus; on campus or setting off a false alarm; using school facilities without permission</p>	
<p><u>Use of Tobacco Products and Gambling</u></p>	
<p><u>Skipping School</u>: Being absent from the School for a day without prior approval or leaving campus without permission</p>	<p>Students may be placed on conduct probation, be suspended, or given extended disciplinary restrictions.</p>
<p><u>Repeatedly breaking minor school rules.</u> Examples include disruptive behavior, being late to class or school often, being absent numerous of times</p>	
<p><u>Minor rules</u>: Dress code, inappropriate behavior or language, misbehaving on bus</p>	<p>Students may receive a warning, detention, temporary removal from bus, loss of privileges, or be suspended.</p>

Certain infractions occurring outside of the School, especially those involving criminal matters such as arrests for sale/distribution of drugs, assault with weapons and other offenses deemed to endanger the health, safety and welfare of all students and personnel in the School, may also result in discipline up to and including expulsion.

Information concerning disciplinary action taken against a student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the School community will be maintained in the education records of the student until such time the record is no longer needed to serve the student adequately or is no longer needed to maintain safety.

Conduct Probation

Conduct probation places a student on notice that his or her behavior is of grave concern to the School. If the student repeats such an infraction or another major violation within one calendar year, the student may face expulsion. Student leaders and those who participate in sports and significant extra curricular activities are seen by the School Community as role models and must understand violation of the School's rules may place their leadership positions and participation in jeopardy.

Class Trips

Monmouth Academy encourages student participation in off-campus field trips. Students are expected to represent the School with behavior that is appropriate, adhere to all school rules, and behave in a safe and responsible manner.

A student whose conduct is considered inappropriate will face disciplinary action. Parents will be notified immediately of the situation.

Please see pages 29 and 32 for more information regarding Class Trips.

Dress Code

Monmouth Academy respects a student's right to choose a style of dress or appearance. Students should present themselves in a manner that is appropriate to the School environment, is conducive to the learning process, and demonstrates respect for the School and others. Attention should always be given to neatness, cleanliness, and safety. Attire should avoid extremes that disrupt the educational process. These guidelines apply to all students.

- Any clothing that exposes any portion of the waist, hips, midriff, or upper thigh is not appropriate. Shorts or skirts must be at least mid-thigh length.

- Shirts, tops, and dresses must be buttoned high enough to cover the chest and the back of the body. Low-cut, see-through, backless, or tube tops are not allowed.
- Halter tops, strapless tops, spaghetti straps, and any bare-shouldered tops must be worn under a shirt.
- At all times, appropriate outer clothing must conceal undergarments.
- Hats, hoods, bandanas, sweatbands, sweatpants, and sunglasses are not to be worn in school except for religious or medical reasons or as a requirement for a class or sporting event.
- Clothing that is imprinted with offensive or inflammatory words, pictures, or symbols, including those that advertise or advocate the use of drugs or alcohol, are not permitted.
- Clothing that is too tight, such as spandex bicycle/biker shorts, will not be allowed.
- Footwear must be worn at all times. During Wellness Education, sneakers must be worn. Sneakers with wheels are not permitted on campus.
- Clothes that appear to be pajamas or bedroom slippers are not permitted even if they are not technically such items.

All faculty members have the authority to enforce the School's dress code in a manner that is age appropriate.

Harassment and Discrimination

Monmouth Academy is committed to providing an educational atmosphere that is free of any conduct that is harassing, discriminatory, or abusive. The School recognizes and will protect the right of all members of the School community to be treated with respect, courtesy, and tact. Behavior may not be considered harmless if it makes a person feel uncomfortable or creates an intimidating, hostile, or offensive environment. Actions or comments by students or adults that result in such behavior will not be tolerated.

A student who has experienced harassment, bullying, or discrimination of any kind has a choice of responses.

- The student may confront the harasser(s) directly to convey that the action is unacceptable and against School policy.
- The student may confer with a trusted adult to plan a course of action. The adult must then confer with the Director.
- The student may confer with the Director to plan a course of action.

Monmouth Academy will respond promptly to any allegation of harassment, bullying, or discrimination, always keeping in mind the respect and confidentiality due to all students and adults. A School employee, student or volunteer who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying should report the incident to the Director. The School will not tolerate retaliation connected to the reporting of any form of harassment, and any person who engages in any form of harassment or retaliation will be subject to further discipline. Such conduct, when substantiated, will result in disciplinary action up to and including expulsion.

Searches

School lockers remain the property of Monmouth Academy even when used by students, and the School reserves the right to periodically conduct a general search of them. Lockers are subject to administrative search and to search by law enforcement officials at any time during the School year in the interests of School safety, sanitation, discipline, and enforcement of School procedures.

If the Director considers that there is reasonable suspicion that a student has broken a major School rule, a search of the student, his/her locker, or his/her personal property may be conducted. Searches shall be carried out in the presence of a second adult in a setting that protects the privacy of the student to the greatest degree possible. Searches shall only be completed as is reasonable to find the specific materials under suspicion. Student property may be confiscated.

Substance Abuse

Alcohol and drugs are illegal and prohibited on campus. If it is determined that Monmouth Academy students have participated in either the sale, distribution, possession, or consumption of alcohol or a controlled substance on campus, they will be subject to disciplinary action up to and including expulsion.

Any student suspected to be under the influence of drugs or alcohol shall be brought to the Director who will then take the student to the Nurse. The Nurse will conduct a cursory evaluation of the student to confirm the suspicion. If confirmed, the parents will be contacted to come to the School immediately and take their child home. Parents may be required to have their child tested under a physician's supervision and submit the results of the test(s) to the School as soon as they are available. The Director will then decide upon a course of action for the student. If the Nurse decides the student is not under the influence of drugs or alcohol, the parents will be notified of the behavior that caused the suspicion, and the student will be allowed to attend classes.

If a student reaches out to a teacher, administrator, or any other staff member in an effort to seek help for any of the aforementioned issues, the Director will be alerted and will notify the parents and attempt to help the family get timely assistance for their child. These instances may not involve disciplinary action.

Computer and Internet Use

Monmouth Academy provides computers with networking and Internet access as tools for educational purposes. See page 31 for our Technology Policy.

Tobacco

Monmouth Academy is a tobacco-free school zone. The use of tobacco is not permitted on school property. This rule applies to students, faculty, and visitors.

EMERGENCY PLAN

Monmouth Academy is engaged in safety and emergency management planning in accordance with recommendations for the National Incident Management System (NIMS). Emergency plans are devoted to the welfare and safety of everyone in the School community.

Should there be an emergency such as a fire, tornado, explosion, etc., students may be required to remain in the care of School personnel until it is deemed safe to be released by the School, emergency management, or local law enforcement authorities. Monmouth Academy may also select a location away from School property if deemed appropriate for responding to an incident or hazard. In either situation, the School will notify parents of the actions being taken and the student release process that will be initiated when it is safe to do so.

It is important that parents speak with friends and/or relatives familiar to their children to determine who could be contacted if we are unable to reach a parent in the event of an emergency. As the Health History Update form is confidential and only shared by the Nurse on a “need-to-know” basis, we also request that parents submit a completed Supplemental Health Form. It is essential the emergency contact information provided on these forms is accurate, updated whenever changes occur during the School year, and includes individuals authorized to assume responsibility for each child in their parents’ absence.

The primary goals of our emergency plan are to:

- Keep our students safe and calm
- Maintain communication with families
- Expedite the return of students to their parents.

Depending on the nature of the emergency, we will use the following procedures to achieve these goals:

- Move students and personnel to a safe area, whether on or off campus.
- Initiate and maintain contact with First Responders (e.g., fire, police, or Office of Emergency Management personnel).
- Initiate and maintain communication with parents by cell phone, telephone, or e-mail.

We may communicate through our website.

- Direct parents or guardians to have authorized family members or friends pick up their children according to a schedule determined by the School and local authorities.

FINANCIAL SUSPENSION

If a student's account is past due, the parent will be notified that the student is being placed on financial probation. When a student's account is delinquent and the parent does not take appropriate action to pay delinquent charges, the student will be placed on financial suspension.

When financial suspension occurs, the student is ineligible to receive bus service, attend classes, take examinations, receive grades, participate in athletic or other school-sponsored events, participate in graduation ceremonies, or have transcripts forwarded.

HEALTH SERVICES

Monmouth Academy seeks to ensure the safety and health of its students. The following procedures have been established to ensure proper health-care for our students and the school community.

In order for a student to be completely enrolled at Monmouth Academy, the Health History Update and Supplemental Health Forms need to be completed and returned by Guidance Day. The School Nurse may:

- Provide vision, hearing, and scoliosis screening
- Annually measure height, weight, and blood pressure
- Examine a student's general condition and notify parents of any suspected deviation from a recommended standard
- Conduct periodic lice checks
- Provide care for students who are injured or become ill

Parents may exclude their children from these health services by contacting the School Nurse and filling out the required forms.

Illness During School

A student who is ill and whose attendance may be harmful to the welfare of other students shall be excluded from regular classes. Teachers and other staff personnel will refer to the Nurse any student showing any indication of illness. Parents will be notified and arrangements will be made to send the student home.

If it is determined the student has a communicable disease, i.e., chicken pox, a physician's note will be required to return to school.

Absence from School Due to Illness

Please see the Attendance section of this *Handbook* on page 11.

Extended Illness

For recurring and extended illnesses longer than 5 consecutive days, a written note is required from a student's physician in order to be considered an excused absence. In case of extended illness, the parent will be notified by the student's advisor regarding missed work.

Medication

In accordance with New Jersey law, only the School Nurse or a parent may administer medication to a student unless a physician's permission is granted for a student to self-administer medication. The School Nurse may administer medication to a student provided the School receives a physician's approval for both prescription and non-prescription medications. The following forms are available from the Nurse:

- *Administration of Medication* (includes physician's certification)
- *Self-Administration of Medication Request/Permission* (includes physician's certification).

The parent must bring in all medication. Medications must be in the pharmacy's original container, appropriately labeled with the student's name, name of medication, and instructions for administration. Non-prescription medications must be in the original container.

Medication on Field Trips

If a student requires medication while on a field trip or while participating in after-school activities where the School Nurse will not be in attendance, the parent must meet with the School Nurse to provide the Self-Administration of Medication Request/Permission form only for situations permitted by law and authorized by the student's physician or make arrangements either to join the class trip or to meet the student at a designated place to dispense the medicine.

Student Health Records

As required by law, the School Nurse maintains student health records. Health information is confidential and will be shared by the Nurse with school personnel or emergency medical providers on a "need-to-know" basis only.

Substance Abuse

Please see the Substance Abuse section of this *Handbook* on page 24.

Tick Alert

Please be aware that the tick population continues to thrive. Parents are advised to check their children daily.

Athletics

Parents are required to complete an annual Athletic Permission Form prior to their child beginning practice. If a student is not able to participate in athletic or after-school activities due to a prolonged illness or injury of five (5) days or more, an authorization from the student's physician must be submitted to the School Nurse indicating re-admission approval. If there are any questions about athletics, please call the Director.

STUDENT SERVICES

Monmouth Academy establishes and provides supportive assistance to students by promoting a learning environment that enhances student achievement, eliminates barriers to learning, and facilitates personal growth.

Academic Accommodations

Monmouth Academy seeks to meet the learning needs of its students; however, the School is unable to provide extensive accommodations. Most of the time, instruction in the classroom or in extra-help settings is sufficient. When adjustments are made to meet individual needs, the School can offer the following accommodations:

- Preferential seating
- Use of a voice tape recorder for note-taking*
- Use of a computer for in-class evaluation and note-taking*
- Extended time (time and a half)**
- Alternative supervised testing location
- Extra help
- Speech
- Course changes

*It is the responsibility of parents to provide personal voice tape recorders and computers.

** Exceptions to this accommodation will be handled on a per-case basis and will only be granted in exceptional circumstances. In these cases, the Director will make the decision after consulting with the parent(s) and teachers.

Requests for accommodations shall be considered on a case-by-case basis by the Director and the respective Academic Dean. When asking for consideration of an accommodation, parents should provide to the Director or Academic Dean a current psycho-educational evaluation (completed within the last three years).

Activities Program

Co-curricular and extra-curricular activities are an integral part of a student's education. Check our website for upcoming trips and events. If you are interested in volunteering to start a club on campus, please call the Director. Following is a list of some activities that are typically offered during the school year.

Primary School

- Clubs: Book Club, Community Service, Girl Scouts, Little Engineers, Poetry Club, Science Olympiad, Walking Club

Middle School

- Athletics: Interscholastic Sports Program - Basketball (M & F), Baseball (M), and Soccer (co-ed)
Intramural - Bowling (co-ed, grades 8-12)
- Clubs: Backgammon, Calligraphy, Community Service, Science Olympiad, Student Council, World Language

Upper School

- Athletics: Interscholastic Sports Program - Basketball (M & F), Baseball (M), Soccer (M), Tennis (F)
Intramural - Bowling (co-ed, grades 8-12)
- Clubs: Backgammon, Calligraphy, Community Service, Science, Student Council, World Language
- Mock Trial
- Model U.N.

Monmouth Academy does not provide transportation home for students participating in after-school activities.

To ensure the safety of our students, parents must make arrangements for their children to be picked up on time after each activity.

Class Trips

Field trips and in-school programs are approved by the Director. The School Calendar details trips and events for the coming month. We welcome suggestions for new, interesting, and educational programs that we can present to our students. Please send suggestions to your child's teacher or to the respective Academic Dean.

Parental permission for off-campus trips is granted through a student's enrollment contract. However, a separate consent form is required for each overnight trip.

Monmouth Academy requires a pre-trip meeting for each overnight trip. Attendance by trip participants and their parents or guardians is mandatory. While on overnight trips, students are expected to adhere to all school rules and behave in a manner that is always respectful, safe, and appropriate.

Cafeteria

Breakfast and lunch are provided on a daily basis. Breakfast items include cereal, breakfast pastries, bagels, and muffins. A standard lunch menu includes soup, sandwiches, pasta, and a rotating menu of entrees. Drinks and snacks are available as well.

Check our website for each month's menu. A pre-paid monthly account can be set up, or items can be paid for on a daily basis.

If you have any dietary concerns or needs, please contact the Director.

Before and After School Supervision

Primary School

- Before and After School Supervision is available for students in grades Pre-K through 4 from 8:00 a.m. – 8:30 a.m. and 3:00 p.m. – 6:00 p.m.
- Between 8:00 a.m. – 8:30 a.m., Primary School students are to go to Mrs. Hansen's room.
- At 8:30 a.m., Primary School students begin their morning recess period in the gymnasium or on the playground, weather permitting.
- Between 3:00 p.m. – 5:00 p.m., Primary School students go to the Pre-K room. Parents or other designated adults should pick up their children at that location.
- Between 5:00 p.m. – 6:00 p.m., Primary School students will be in the Director's office. Parents or other designated adults should pick up their children at that location.

Middle School and Upper School

- All Middle and Upper School students who arrive at School between 8:00 and 8:30 a.m. must report to Mr. Whelan's room (Room 2).
- At 8:30 a.m., Middle School students will report to their Homerooms while Upper School students may go to the Library, Cafeteria, or Homeroom.
- At 8:55 a.m., all students must be in their Homerooms.
- Between 3:00 p.m. – 5:30 p.m., Middle School students are to report to the Library where they will remain until they are picked up.
- Until their transportation arrives, Middle and Upper School students who are participating in Monmouth Academy's Athletic Program should stay in the library before the after-school program begins.

All Monmouth Academy Families

- If your child is participating in the After School Supervision Program, please be considerate of the needs of our staff and pick up your child on time. Monmouth Academy recognizes that unusual circumstances do occur from time to time. If parents are chronically late, Monmouth Academy reserves the right to deny use of this service without a refund of the prepaid fee.
- Before and After School Supervision is available only when School is in session.
- If you need Before or After School Supervision for your child and have not made arrangement for such, please call the Main Office.

College Counseling

Students and parents should feel free to make an appointment with the Director to discuss:

- College counseling
- Educational planning
- Career guidance
- Transfer student services

Lost and Found

Misplaced clothing, books, and miscellaneous items are kept in the gym in a large basket. At the end of the year, any items that are unclaimed are donated to charities. It is the responsibility of the owner to retrieve their articles in the Lost and Found.

Student Portraits

Student portraits and class pictures are taken in the fall. An information packet will be sent home to each family.

TECHNOLOGY POLICY

Computer and Internet Use

Monmouth Academy provides computers with networking and Internet access as tools for its educational programs. The use of this technology carries with it certain responsibilities so that we do not thoughtlessly or recklessly interfere with the rights of others or cause harm to school computers. While using this technology, students are responsible for academic honesty and good citizenship just as they are in all other areas of the School.

Guidelines

- During the school day, students' use of the technology systems should be directly related to class assignments or specific school activities, such as the yearbook.
- After-school computer use may be expanded to include non-educational games with faculty approval and supervision.
- Students shall not disrupt or change computer profiles or network systems.
- Students are prohibited from using personal e-mails, instant messaging, MySpace, chat rooms, or other similar sites.
- Students may not copy or modify another user's files or information without the owner's permission.
- Students shall not plagiarize material found on the Internet or in other students' files.
- Students shall not violate copyright laws by copying or transmitting protected materials without the permission of the copyright owner.
- Students shall not use the School's technology system to send or view inappropriate materials.
- Students are prohibited from using the School's technology to buy or sell items or conduct any other type of business.
- Students must ensure they are properly citing sources found on the web, as this may be seen as a form of academic dishonesty.

Harassment

Monmouth Academy is committed to providing an educational atmosphere that is free of any conduct that is harassing, discriminatory, or abusive. A student who is being harassed on-line should immediately follow the procedures outlined in the Monmouth Academy Harassment and Discrimination Policy.

Portable Electronic Devices

When Middle School and Upper School students arrive on campus for the School day, they are to store all electronic devices in their lockers. Portable Electronic Devices are not allowed on students' possession during the School day. At the discretion of the classroom teacher, students are welcome to use laptops, calculators, or other electronic devices as learning tools.

The use of portable electronic devices such as cell phones, iPods, CD players, MP3 players, and gaming devices is permitted on the bus. Students must use headphones and keep the volume inaudible to others around them. Safety necessitates that the use of these items does not distract the driver. Use of electronic devices should not interfere with the comfort of others. Use of these devices after school is at the discretion of the supervisor of the activity.

The use of electronic devices is a privilege and may be revoked at any time by the Director. A teacher or administrator may confiscate any portable device being used or displayed in violation of these guidelines. The device will be returned to the student when the student leaves campus for the day. A student may face additional disciplinary action if this becomes a repetitive problem.

Students who bring electronic devices and other valuable articles to School or School events are responsible for their safekeeping. The School is not responsible for the loss or damage to students' possessions.

Students are not allowed to bring laser pointers or any other potentially dangerous electronic devices to school.

TRANSPORTATION

Assignment to Bus and Arrangements

While the Board desires to accommodate families, it is not always possible to provide door-to-door service from the many surrounding towns in which students reside. Students requesting transportation will be assigned to a designated bus route and will be picked up and discharged only at the designated stops, except in the event of an emergency. If assigned to take a Monmouth Academy bus, each student must take the assigned bus to and from School unless other arrangements have been made in advance through the Transportation Coordinator. To ensure that our students follow their designated dismissal plan, it is essential that all changes be made by calling the Transportation Coordinator or Main Office before 2:00 p.m.

Insurance requirements prohibit bus drivers from transporting students who are not on their assigned routes unless boarding passes have been purchased in advance or arrangements have been made and approved. The Transportation Coordinator must receive a written explanation of any changes from the parents of each student involved.

Parents will be provided a bus roster at the beginning of the School year. Times listed on the roster are estimated; they will vary due to rider changes, traffic conditions, and the weather. Please understand the first riders are on the bus for a long time. We ask students be outside waiting for the bus approximately 10 minutes before the scheduled arrival time.

If you are not attending School on any given day, please call your driver or the rider at a stop before you. Drivers usually leave their residences by 6:30 a.m. Try to reach that number first.

If a student misses the pick-up, parents can meet the bus at a subsequent stop. Please do not ask the driver to turn around or wait at a different stop. We ask that you not attempt to contact the bus driver directly while he/she is driving; he/she will be in violation of state law. Please contact the Transportation Coordinator who will relay a message to the driver. Riders who carry cell phones may want to exchange phone numbers to convey information. Should the bus be delayed, the School will contact you.

Routes may be adjusted throughout the School year in response to student enrollment changes. Parents will be provided a new route during the School year if the assigned driver is changed or a route is altered.

Safety and Decorum on the Bus

Pupils who must cross a road to board a bus should wait until the driver signals for the student to cross. After exiting a bus, a student should cross at a point 10 feet or more in front of the bus, stop before reaching a position in line with the left side of the bus, and wait for a hand signal from the bus driver before starting across a road. Students should not board a bus unless the driver or another School employee is on the bus.

For the safety of all passengers and by law, students should be seated, and seat belts must be worn at all times. All persons on the bus must conduct themselves in an appropriate manner by observing School codes of conduct, policy, and procedures. Students are expected to cooperate with and follow the requests of the driver. This applies to any driver of any public or private vehicle that is used by Monmouth Academy. The driver will report any violations of improper conduct to the Transportation Coordinator and appropriate disciplinary action will be taken. Significant or repeated inappropriate behavior by a student may lead to temporary loss of bus privileges. At such a time, the parents will be responsible for providing transportation to and from school but will still be responsible for paying all fees and financially liable for all damages caused by the student to School property or other person's property.

Students traveling in the School's buses are responsible for maintaining cleanliness and order on the vehicle. Students are to dispose of all trash.

Use of Electronic Devices

The use of portable electronic devices such as cell phones, iPods, CD players, MP3 players, and gaming devices is permitted on the bus. Students must use headphones and keep the volume inaudible to others around them. Safety necessitates that the use of these items does not distract the driver. Use of electronic devices should not interfere with the comfort of others.

Deviations from Typical Bus Schedule

Delayed Opening and School Closing

Parents are notified of a delayed opening and/or school closing due to inclement weather by a student's grade advisor usually early in the morning. If for some reason the start of a bus run will be delayed, the Transportation Coordinator will contact parents of all students on the bus indicating an estimated time for pick-up.

Arriving Late to School

If the lateness is caused by difficulties encountered by the driver en route to School, the driver shall notify the Transportation Coordinator who will then notify the Main Office of all latecomers. Students should go directly to their appropriate classes.

Delays en route to Students' Bus Drop-off Points

When the bus is delayed due to difficulties encountered by the driver when taking students home, the driver shall notify the Transportation Coordinator. Should a bus have a mechanical breakdown, students shall remain on or together near the bus and be supervised by the driver until alternate transportation is sent by the Transportation Coordinator. When arrival to the bus stop is delayed more than 30 minutes, the Transportation Coordinator shall contact the parents of all students on the bus to provide notification of the delay and an estimated arrival time. During a delay, if a parent chooses to pick up a student where the bus is located, the parent must present identification to the driver.

Early Closing of School

The Main Office will call your home or preferred contact provided to the School to alert you to the student's earlier arrival at home. Parents are encouraged to make arrangements with a neighbor or relative and discuss with their child what to do in the event School closes early and notify the School of such. In the event of an early closing when a parent or contact cannot be reached, the student will remain at or be returned to School upon completion of the bus route.

Delayed Departure from School

When severe weather is eminent or in the event of an emergency, all buses may be delayed from departing School to ensure the greatest safety of the students.

Driving to and Parking on Campus

All drivers are asked to enter the school grounds by the entrance on the far west side of the campus and exit through the center of the parking lot. Faculty members and parents are asked to park in spots designated for faculty or visitors only (see map provided by Transportation Coordinator). Likewise, students must park in the spots designated by the Transportation Coordinator. If all of the appropriate spots are filled and the automobile needs to be parked in a different area, the Transportation Coordinator must be notified. Overflow parking is in the rear of the School. Please do not park in an area that would block the School's entrance or exit.

Parents

To prevent traffic congestion at dismissal time, we ask that parents pick up their children at 3:05 p.m.

Student Driver Procedures

Driving to and parking on campus is a privilege extended by the School to all licensed Monmouth Academy students willing to abide by the guidelines established by the School. In order to receive permission to park on campus, students must register their cars through the Transportation Coordinator, return to the School a student driver procedure form signed by the student and parent, as well as receive a parking pass for their rear view mirrors. Parking on campus without permission may result in disciplinary action.

Prudent, safe, and quiet operation of a vehicle is required at all times. This includes abiding by the 5 mph speed limit and keeping the volume of the stereo at a low level. Any inappropriate driving or noise by a student driver or their passengers may result in loss of parking privileges.

When Monmouth Academy provides transportation for School-sponsored activities, participating students shall be expected to ride on the School buses. Monmouth Academy students must obtain parental permission to be a passenger in another student's car or to drive to games, practices, and/or other school events. Forms are available from the Transportation Coordinator.

Monmouth Academy is not responsible for vandalism to, theft from, or accidents between vehicles on campus. The School reserves the right to suspend or rescind the privilege of driving and/or parking on campus for any student who does not follow the guidelines.

VALUABLES

Students who bring valuable articles to School are responsible for their safekeeping. When not carried by students, such items must be locked in their lockers. The School is not responsible for the loss or damage to students' valuables.

VISITORS

Monmouth Academy welcomes visitors to our concerts, plays, sporting events, and other featured programs when accompanied by students, parents, faculty, or staff members. All guests are expected to abide by the School's regulations.

During class hours, visitors are to sign in at the Main Office. When departing, visitors are asked to sign out before leaving.

Students who wish to invite their friends to accompany them to school must request permission from the Director prior to the day of the visit. The student will be responsible and accountable for his/her friend's actions.

NJISSA Sportsmanship Code

All spectators must conduct themselves in a positive manner reflecting sportsmanship and the educational values of interscholastic athletics. Noisemakers and handmade banners are prohibited. Harassment in any form will not be tolerated. Spectators must remain in designated areas for the safety and enjoyment of the game for all.