

# HOLMDEL HIGH SCHOOL



## STUDENT AND PARENT HANDBOOK 2020-2021

# District Information for Parents & Students

## Mission Statement

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every pupil into achievement. In partnership with our community, the school district will support all our pupils' efforts to meet and exceed the New Jersey Student Learning Standards, and to become responsible and resourceful citizens and life-long learners.

## Educational Philosophy

The educational program in the Holmdel Township Public Schools is designed to enable all students to excel academically and personally in an environment which acknowledges their individual needs, develops their unique strengths, and supports them in reaching their full potential.

In support of this program, the Holmdel Township Board of Education and its staff are committed to achieving educational excellence by:

- Providing a challenging academic program that develops students who are effective communicators, independent thinkers, and creative problem solvers;
- Preparing each student to be a life-long learner and to live and to compete in a rapidly changing global community of the twenty-first century;
- Enabling students to participate in a rich educational experience that includes the arts and athletics, as well as other co-curricular activities;
- Encouraging social responsibility, as well as respect for oneself and others; and pursuing an active educational partnership that encourages student commitment, staff dedication, parental involvement, and community support.

### Advisory

The school administration will make every effort to avoid changing policies and procedures during the course of the school year. This does not pertain to changes mandated by Federal or State law, or code, policies, rules and regulations issued throughout the school year by the New Jersey State Department of Education. Also, changes will be made if it affects the safety, health and well-being of students. If changes are required, wherever possible, a two-week transition will take place for discussion, student (Student Advisory Board) and staff/faculty input and parental notification.

**Academic Integrity (5701)**

The Academic Integrity Policy promotes an environment of intellectual honesty, integrity, fairness, and mutual respect. This will enable pupils to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

**Affirmative Action - Equal Opportunity Non-discrimination (5750)**

The District Affirmative Action Officer is Dr. Jeff Charney, 65 McCampbell Road, Holmdel, NJ 07733, 732-946-1800. The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

**Care of School Materials (5513)**

Lockers, textbooks, classroom materials, library books, tapes, AV equipment, athletic uniforms and equipment, and other materials, are the property of the Board of Education and are on loan to students. Therefore, all materials are subject to inspection by appropriate personnel as deemed necessary.

Proper care of such items is the responsibility of the student. Since school property must be used by many students over a number of years, students are financially responsible for all damaged, lost, or stolen property lent to them by the school. School officials keep a record of damages owed, and students may be denied privileges (i.e. driving to school, attending school events) if fines or financial obligations are not met. When the school lends books or equipment to someone, that person is responsible for safeguarding the item so that it can be returned to the school for further use. If the item is damaged, lost, or stolen, the loss is to the borrower, not to the school.

**Channels of Communication - District Organization (1101)**

If a concern has not been resolved, then it is logical to communicate with someone at the next level. It is district policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted.

The proper channeling of communication should be as follows:

**For Academic Concerns:**

- Teacher
- Supervisor
- Asst. Principal/Principal
- Superintendent
- Board of Education

**For Athletic Concerns:**

- Coach
- Director Director of Athletics
- Principal
- Superintendent
- Board of Education

## **Clubs and Activities ([2430](#))**

Activities, descriptions and advisors are posted on each school's website.

## **Code of Student Conduct ([5500](#) and [5600](#))**

Policies and Regulations 5500 (Expectations of Students) and 5600 (Student Discipline/Code of Conduct) are reviewed and approved annually by the Board of Education. These policies and regulations outline students' rights and responsibilities, behavioral expectations, appropriate dress for school, internet and email usage, as well as the use of cell phones and other communication devices. It also communicates the process, along with behavioral expectations, for detentions, as well as in-school (ISS) and out-of-school (OSS) suspensions. Finally, these policies and regulations also identify the various levels of student conduct infractions (and possible consequences), highlight the district's attendance policy and HIB policy, and share information about the district's student counseling services. [To view your school's Code of Student Conduct, please visit their website.](#)

[High School Code of Conduct](#)

## **Course Placement**

The [Holmdel High School Program of Studies](#) and [William R. Satz Program of Studies](#) provide planning guidance to the courses of study at each of the schools. They contain information regarding approved courses, descriptions, credit value (HHS only), length and prerequisites.

The Course Placement process and criteria for the following school year is revised annually and published in September. The process commences in February and concludes in June for the following school year. Course Placement Criteria for Rising Grades 6-8 may be found [here](#). Course Placement Criteria for Rising Grades 9-12 may be found [here](#) and should be used in conjunction with the aforementioned Programs of Studies for HHS and WRS.

## **Curriculum and Instruction**

[Curriculum and Instruction Webpage](#)

The C&I Webpage includes all of the Board approved curricula within the content areas listed below:

- Health and Physical Education
- Humanities
- Mathematics and Science
- Technology, Engineering and Media Centers
- World Languages
- Visual and Performing Arts

## **Guidance Services (2411)**

### [Counseling and Guidance Services Webpage](#)

As fully as possible the Guidance Services Program will provide the information needed by students and parents/guardians to make informed decisions. The Holmdel Guidance Services Staff is committed to providing high-quality personal services in an atmosphere of trust and support. Therefore students are encouraged to seek assistance from their counselors.

It is the goal of the Holmdel Guidance Services Program to:

- be available for counseling and assistance for all students.
- help students discover their social and academic abilities, interests and potential.
- assist students with course selection and academic planning to maintain accurate student records including test scores, grades and educational history.
- assist students with the college search/application/admission process to make available information on scholarship, financial aid and volunteer opportunities .
- interpret the guidance services program to parents/guardians and the community.
- be proactive in identifying and providing services to special needs populations including, but not limited to, gifted and talented, at-risk, special education, limited English proficient, and disaffected students.

### **High School NJSLA Requirements for Graduation from the New Jersey Department of Education:**

The State Board of Education approved updated state regulations for the high school graduation assessments requirements in both English language arts (ELA) and mathematics for the Classes of 2016 through 2021, and beyond. These state regulations (N.J.A.C. 6A:8-5.1) became effective on September 6, 2016.

- <http://www.nj.gov/education/assessment/parents/GradReq.pdf>

### [InfoSnap](#)

InfoSnap is an online student registration and data validation system. It is a secure and “green” process which allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

### [PowerSchool Student Management System](#)

Parents and Students may access individual student attendance and academic information through the PowerSchool Portal. Information and directions is fully described on the district website which may be accessed through this [link](#):

### [Parent Resources](#)

The District website has a full listing with links of resources for parents.

### [Parent-Teacher Communication](#)

Communication is encouraged on an as-needed basis. Always try to deal as closely with the source of a problem as possible; contact the teacher at the first sign of a problem. If the problem seems more pervasive, then parents may wish to contact their child's school counselor.

Parents are encouraged to contact teachers whenever they feel the need to do so. Many times, a few moments on the phone can prevent major problems from developing. Teachers are likewise encouraged to contact parents for the same purpose.

A teacher may be contacted in one of two ways. The most expedient is to request a phone call or conference by contacting the teacher via email. Use the first initial of the teacher's first name, followed by **his or her full last name @holmdelschools.org (i.e. jsmith@holmdelschools.org)**. Parents may also call the Main Office, and a secretary will notify the teacher to make a return contact. Please visit your school's website for information regarding school-wide parent-teacher conferences.

### [School Closings Information](#)

In the event of a school closing, delayed opening or early dismissal due to weather conditions or other circumstances, an announcement will be made in the following ways:

- View the district website at [www.holmdelschools.org](http://www.holmdelschools.org)
- Receive an automated phone broadcast from our School Messenger System. If you have not completed your annual student data validation please update on PowerSchool
- News 12 - NJ television station

Note: In the event of a delayed school opening and/or closure, please check the website: [www.holmdelschools.org](http://www.holmdelschools.org) for the status of afternoon and evening activities.

**Delayed Openings/Early Dismissal;** In special circumstances, the Holmdel schools may have a delayed opening. This simply means that all schools will commence at a later starting time. Please note the following schedules relevant to delayed openings/early dismissals:

School	Schedule
Village School (Grades 1-3)	Delayed Opening - 11:05 a.m. - 3:35 p.m. Early Dismissal - 9:05 a.m. - 1:25 p.m
Village School (AM Pre-K & AM Kindergarten)	Delayed Opening - 11:05 a.m. - 1:20 p.m. Early Dismissal - 9:05 a.m. - 11:15 a.m.
Village School (PM Pre-K & PM Kindergarten)	Delayed Opening - 1:20 p.m. - 3:35 p.m. Early Dismissal - 11:15 a.m. - 1:25 p.m
Village Full Day PreSchool	Delayed Opening - 11:05 a.m. - 2:35 p.m. Early Dismissal - 9:05 a.m. - 12:35 p.m.
Indian Hill School	Delayed Opening - 11:05 a.m. - 3:35 p.m. Early Dismissal - 9:05 a.m. - 1:25 p.m
William R. Satz School	Delayed Opening - 10:17 a.m. - 2:44 p.m. Early Dismissal - 8:17 a.m. - 12:37 p.m.
Holmdel High School	Delayed Opening - 9:21 a.m. - 2:10 p.m. Early Dismissal - 7:21 a.m. - 11:53 a.m.

Also note:

- When there is a 2 hour delayed opening, PrimeTime will open from 9am until 11am start of school.
- Lunch service is provided at HHS/W.R.Satz when there is a delayed opening or early dismissal.
- Lunch service is not provided at Village and Indian Hill when there is a delayed opening or early dismissal.

### **Student Assistance Counselor**

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the Student Assistance Counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government Regulation. Students may be referred to the Student Assistance Counselor by teachers or parents. Students may also refer themselves. Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of

coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

### **Student Assistance Helpline**

The Monmouth County's Youth Hotline, The 2nd Floor, is a place for you to call any day from 9am to 12 midnight. It's free and it's safe. It's your call. 1-888-222-2228. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem and self image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. They won't tell anyone you called, unless you want them to speak to someone for you, or you or someone else is in danger.

### **Student Programs**

A variety of programs are available to meet the unique needs of individual students.

- [Achieve Program](#) (Supplemental Services)- Provides supplemental programming for identified students that are in danger of meeting Minimum Levels of Proficiency in reading, writing or mathematics. Students are often identified through the Intervention and Referral Services (I&RS).
- [Guidance Services](#)
- [Intervention and Referral Services \(I&RS\)](#).
- [Section 504](#)
- [Special Education Services](#)
- [Voyagers](#) (Gifted and Talented Services)

### **Student Registration/Returning Student Information**

Follow [this link](#) to the student management system.

### **Student Valuables and Thefts**

Students are not to bring valuable items, or large amounts of money to school, and if they wear glasses or watches, they are asked to keep track of them at all times. Students are responsible for their own personal property. All thefts should be reported by the student to the school administration. At no time shall an agent or an employee of the Holmdel Township Board of Education assume any liability for a lost or damaged item, article or device. In order to prevent thefts, students are urged to take the following precautions: Never leave personal belongings unattended, even for a few seconds. Do not share locker combinations with other students for any reason. Never leave a lock set on the second number so that random turning will open it. Do not place a pencil in the mechanism to override the lock for your convenience. Be sure to close locker doors completely by lifting the handle and pushing the catch down into position.

## **Visitors to Our Schools ([9150](#))**

In an effort to maintain normalcy and to ensure safety during the school day, any individual who enters the building must have a specific reason for doing so. Given the circumstances surrounding Covid-19, visitation to Holmdel High School will be significantly restricted. Any visitations by recent graduates or students from other schools must be approved by administration. Each campus is “secure”; exterior doors are locked at all times; visitors to our school requesting access must do so by ringing the doorbell in the main foyer near the Main Office. Upon entering and signing in, visitors will be asked to submit a driver’s license or some other form of Photo ID in order to receive a "visitor badge”, which must be clearly visible at all times while in the building. Upon return of the visitor’s badge to the main office, the Photo ID will be returned to the visitor.

## **Board of Education Policies**

A full set of Board of Education policies are available on the District Web site or may be accessed directly through this [Link to Policies](#). Frequently Accessed Policies are listed below:

### **Campus Information**

- Care of School Materials ([5513](#))
- Cell Phones and Other Electronic Devices ([5516](#))
- Food Services ([8500](#))
- Lockers ([5513](#) and [5770](#))
- Visitors ([9150](#))

### **Co-Curricular Information**

- Athletic Eligibility Requirements ([2431](#))
- Organizations and Associations ([5820](#))
- Student Activities ([2430](#))
- Student Publications ([5721](#))

### **Student Expectations**

- Academic Integrity ([5701](#))
- Alcohol and Other Drugs ([5530](#) and [5535](#))
- Code of Conduct ([5500](#) and [5600](#))
- Dress and Grooming ([5511](#))
- Hazing ([5145](#))
- Student Illness during the Day ([8441](#))
- Suspension from School ([5610](#))
- Weapons and Fireworks ([5600](#), [5610](#) and [8467](#))

## **Student Attendance Information**

- Attendance Policy and Absence Procedures ([5200](#))
- Make-Up Work ([5200](#))
- Tardiness to School ([5240](#))

## **Additional School-Related Policies**

- Affirmative Action ([5750](#))
- Allergies: Management of Life-Threatening Allergies ([5331](#))
- Busing Information ([8600](#))
- Electronic Communications Between Staff and Students ([3283](#) and [4283](#))
- Gifts for Staff ([3211](#) and [3214](#))
- Graduation Requirements (Policy [5460](#))
- Harassment, Intimidation and Bullying ([5512](#))
- Health Examinations and Immunizations ([5320](#))
- Homework ([2330](#))
- Honor Roll ([5440](#))
- Information Technology and Facilities Access ([2360](#) and [2361](#))
- Internet and E-mail Rules ([2361](#))
- Make-Up Work ([5200](#))
- Medication administration in school ([5330](#))
- Promotion ([5410](#))
- Reporting Incidents of Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Abuse ([5512](#))
- School Closings Information ([8220](#))
- School Nutrition ([8505](#))
- Sexual Harassment ([5751](#))
- Student Insurance ([8760](#))
- Suicide Prevention ([5350](#))

# HHS Student and Parent Handbook

## Table of Contents

### Introduction

BOE / District Administration	16
School Mission and Beliefs Statement	17
High School Administration	18
2020-2021 Professional Staff	19-20
2020-2021 District Calendar	21
2020-2021 Marking Period Dates, Daily Bell Schedule	22
School Traditions	23

### General Information

Administering Medication(s)	24
Board of Education Policies	25
Busing Information	25
Equal Opportunity / Non-Discrimination	26
Evacuation Procedures	27
Gifts for Staff	27
Health Examinations and Immunizations	27
Management of Life-Threatening Allergies	28
School Nutrition	30
Student Insurance	31
Student Records	31
Teacher-Parent Conferences	31
Visitors to Our School	32

## **Academic Information**

Academic Integrity	32
Advanced Placement Criteria and Appeals	33
Departmental Honors	33
Early Graduation	34
Electives	34
Electronic Communication Between Staff and Students	34
Final Exam Exemptions Policy / Grading Systems	36-37
Graduation Requirements	38
Guidance Services	38
Homework	40
Honor Roll	41
Information Technology and Facilities Access	41-43
Internet and E-Mail Rules	43-44
Make-Up Work	44-45
Minimum Credits and Course Requirements	45-47
National Honor Society	47-48
Promotion	48-49
Schedule Adjustments	49
Summer School	49-50
Tutoring	50
Valedictorian and Salutatorian Selection	50
Withdrawal from a Course	50
Working Papers	51
World Languages Honor Society	51

## **Co-Curricular Information**

Athletic Eligibility Requirements	51-53
Organization and Associations	53-54
Student Activities	54-55
Student Publications	55

## **Campus Information**

Care of School Materials	55-56
Cell Phones and Other Electronic Devices	56
Commons Area	56-57
Food Services	57
Lavatories	57
Library	57
Lockers	57-58
Lost and Found	58-59
Motor Vehicle Regulations	59-60
Restricted Locations for Students	60
Staff Absence from Class	60
Student Assistance Counselor	61
Student Assistance Helpline	61
Student Valuables and Thefts	61
Suicide Prevention Policy	62
Unit Lunch and Study Halls	62-63

## **Expectation of Students**

Code of Conduct / Students' Rights	63
Dress and Grooming	63-64
Students Aged 18 or Older	64

## **Attendance Information**

Attendance Policy and Absence Procedures	65-66
Credit for Full-Day Attendance	67
Cutting Classes	67
Early Dismissal	68
Student Illness during the Day	68
Tardiness to School	68
Holmdel High School Code of Conduct	69-72

# PRINCIPAL'S MESSAGE



Dear Students and Families,

Welcome back to what promises to be the best year ever at Holmdel High School! I hope everyone had a restful summer enjoying time with family and friends. We have been busy at the building to ensure we are off to a great start for the school year. This handbook provides a great deal of information about the operations here at Holmdel High School. Please take the time to review our school procedures to make sure everyone is off to a great start. No doubt this will be a rewarding year for all of us.

Our staff is committed to providing a safe environment, conducive to our students' learning and **ACHIEVING** their potential. We believe it is important to help our young people develop into well-rounded individuals, who can demonstrate positive character traits to engage with the world around them. With that in mind, we believe very strongly in providing opportunities inside and outside the classroom for our students and promote their abilities in academics, athletics, and the arts.

We look forward to a wonderful year at Holmdel High School. Thank you for partnering with us to ensure the best for our school community!

Sincerely,

Brian Schillaci

\*\*\*Please note that school wide email announcements will be sent periodically to keep you up to date about important building information. The email(s) you have provided will enable these communications to be successful for everyone.\*\*\*

# DISTRICT ADMINISTRATION

65 McCampbell Road  
Holmdel, New Jersey 07733  
732-946-1800  
FAX 732-946-1875  
[www.holmdelschools.org](http://www.holmdelschools.org)

Dr. Lee Seitz	Interim Superintendent of Schools
Dr. Jeffrey Charney	Interim Asst. Superintendent of Curriculum & Instruction
Mr. Michael Petrizzo	Business Administrator / Board Secretary
Mrs. Mandie Peart	Human Resources Manager
Ms. Lara Carducci	Director of Community Programs and Student Transportation
Mrs. Alicia Farese	Supervisor of Humanities, Grades P-12
Mr. Anthony Gattini	Director of Technology
Mrs. Meryl Gill	Director of Special Services
Mrs. Alicia Killean	Supervisor of Math & Science, Grades P-12
Mr. Matt Kukoda	<i>Supervisor of Athletics, Health &amp; Physical Education (K-12)</i>
Mr. Steve Lelivelt	Network Engineer
Mrs. Caren MacConnell	Supervisor of Business/Technology/Library Services
Ms. Jessica DeWysockle	Asst. Business Administrator / Board Secretary
Mr. Steven Rogers	Asst. Director of Plant, Operations and Maintenance
Mr. Kenneth. Stromsland	Director of Plant, Operations and Maintenance
Mr. Eric Swensen	Director of Student Personnel Services, Grades PK-12
Ms. Emily Wright	Supervisor of Special Education
Mrs. Denise Wrubel	Supervisor of Supplemental Program

## **Holmdel High School Mission and Belief Statements**

Holmdel High School, in a safe, student-centered, and rigorous learning environment, promotes academics, athletics, and the arts, values the cultural diversity of its community and, through varied curricular and co-curricular programs, empowers all students to develop their potential to achieve and take their place in our global society as ethical decision makers and life-long learners.

### **We believe:**

1. Education is a shared responsibility among parents, teachers, students, administration, and the Holmdel community.
2. Respecting and embracing cultural diversity and cultivating individuality enhances the educational experience.
3. All children deserve the opportunity to fulfill and exceed their potential in a safe and nurturing learning environment.
4. All students can learn, but not necessarily in the same way.
5. Teaching students how to learn provides the foundation for life-long learning in a rapidly changing world.
6. Knowledge empowers individuals, and students' active involvement in their own learning is a key to student achievement.
7. Risk-taking, a willingness to change, a commitment to continuous improvement, and a collaborative decision-making approach are essential elements of a successful learning environment.
8. Students should know how to use contemporary and emerging technological resources in diverse and changing personal, community, and workplace environments.
9. Teaching students critical and creative thinking skills, such as logical reasoning, analytical thinking, and problem-solving techniques will help them achieve success in their post-secondary endeavors.
10. Students should understand the principles of effective oral, written, and multimedia communication.
11. Character and career education are integral to the development of positive self-esteem and self-growth.
12. Holmdel High School is a source of pride and unity in our community.

## HIGH SCHOOL ADMINISTRATION

36 Crawfords Corner Road  
Holmdel, New Jersey 07733

732-946-1832

FAX 732-946-0093

[www.holmdelschools.org](http://www.holmdelschools.org)

Mr. Brian Schillaci - Principal  
Mr. Jamie Brown - Assistant Principal  
Mrs. Jennifer Riggi – Assistant Principal

Main Office	732-946-1832
Guidance Office	732-946-1839
Athletic Office	732-946-1843
Info Center (Library) Office	732-946-1841
Nurse's Office	732-946-1855
Special Services / CST	732-946-1186
Transportation	732-946-1847
Student Assistance Counselor	732-946-1825
Humanities Office	732-946-2121
Science/Math Office	732-946-2121
Supplemental Programs / G & T	732-946-1832

# HOLMDEL HIGH SCHOOL 2020-2021 PROFESSIONAL STAFF

## **Guidance Services**

Mr. J. Clores  
Mr. D. DeStefano  
Ms. T. Marasco  
Ms. K. Phelps  
Ms. L. Vona

## **English**

Ms. N. Bosmans  
Mr. S. Dante  
Mr. S. Dowd  
Ms. A. Fox  
Mr. T. Herman  
Ms. M. McDonald  
Ms. K. Pharo  
Ms. J. Peters  
Mr. S. Touma  
Ms. J. Zezza

## **World Languages**

Ms. S. Atherley  
Ms. K. Bazley  
Ms. L. Cogger  
Ms. Y. Knice  
Ms. E. Malolepszy  
Mr. S. McCafferty  
Ms. K. Taylor  
Ms. K. Tomiak  
Ms. Y. Ping Wang

## **Social Sciences**

Ms. K. Dougherty  
Mr. J. Gelpke  
Mr. S. Guastella  
Mr. D. Gurney  
Ms. K. Herthel  
Ms. L. Lepore  
Ms. S. McBride  
Ms. A. Rein

## **Mathematics**

Mr. A. Berger  
Mr. J. Bird  
Ms. J. Buscema  
Ms. J. Corboy  
Ms. N. Fiorletti  
Mr. J. Lewis  
Ms. G. Picascia  
Ms. P. Satkovich  
Ms. M. Tran-Carrie  
Mr. J. Vallo

## **Science**

Dr. J. Blaha  
Ms. L. Blustein  
Ms. M. Cantwell  
Mr. K. Chang  
Mr. J. Cole  
Ms. E. Hoheb  
Mr. P. Keller  
Mr. E. Kinch  
Mr. T. Mester  
Ms. S. Michaud  
Ms. C. Pannone  
Ms. C. Sportelli  
Ms. T. Tagliaferri

**Health/Physical Education**

Mr. C. Arecchi  
Mr. H. Anderson  
Ms. M. Brenner  
Ms. D. Bennett  
Ms. S. Davis  
Ms. D. Emery  
Mr. D. Franke  
Mr. C. Hart  
Mr. J. O'Connor  
TBD - Athletic Trainer

**Business and Technology**

Mr. E. Cohen – Business Education  
Ms. M. Davidson – Business Education  
Mr. B. DeNovellis -Television Production  
Mr. G. Mazzeo – Graphic Arts  
Mr. Pietrocola -Engineering/Technology Education  
Mr. T. Bocchino, Robotics Teacher

**Visual, Performing and Culinary Arts**

Mr. M. McCormick – Choral Music  
Mr. J. Harkness – Culinary Arts  
Mr. J. Koryat – Instrumental Music  
Ms. J. Lagoa – Visual Art  
Ms. A. Lazar – Visual Art

**Special Services**

Ms. R. Bandini  
Ms. K. Bongiovanni  
Mr. M. Cimino  
Ms. A. Clark  
Ms. K. Zuczek  
Ms. S. Kuczynski  
Ms. M. Menges  
Ms. K. Mulhern  
Ms. M. Murphy  
Ms. D. Reichardt  
Ms. E. Roth  
Ms. E. Sheehy  
Ms. M. Snodgrass  
Ms. A. Westerweller

**Child Study Team**

Ms. M. Glennon– School Psychologist  
Ms. C. Marzigliano – Learning Consultant  
Ms. A. Dengler – Learning Consultant  
Ms. C. Galiano–School Psychologist

**School Nurse**

Ms. S. Campuzano

**Student Assistance Counselor**

Ms. C. Kudisch

**Librarian/Media Specialist**

Mr. W. Baronowsky

**Secretarial Services**

Mrs. L. Amabile - Special Services  
Mrs. L. Billi – Assistant Principal  
Ms. R. Catanio – Humanities / Math & Science  
Mrs. A. DeDonato- Assistant Principal  
Mrs. R. Gogliormella – Special Services  
Mrs. J. Panepinto – Athletics  
Ms. Paula Rispoli – Principal  
Mrs. D. Soffientini – Guidance Services  
Mrs. D. Todaro – Guidance Services

**Custodial Services**

Mr. C. Blair  
Mr. M. Ennis  
Mr. A. DiSanto  
Ms. T. Ferguson  
Mr. M. Norton  
Mr. E. Sievers  
Ms. G. Sturt  
Ms. D. Valentin

**2020-2021 School Academic Calendar -**

[2020-2021 Academic calendar .pdf](#)

## MARKING PERIOD DATES AND BELL SCHEDULE

### *Marking Period Closing Date*

1<sup>st</sup>. MP - November 19, 2020 / 2<sup>nd</sup> MP – February 3, 2021

3<sup>rd</sup> MP – April 13, 2021 / 4<sup>th</sup> MP – June 23, 2021

### *2020-2021 Bell Schedules*

Block	<i>“Full Day”</i>	Duration
1	7:21 - 8:17	56
2	8:21 - 9:17	56
3	9:21 – 10:17	55
Unit Lunch	10:21 – 11:10	49
4	11:14 - 12:10	56
5	12:14 - 1:10	56
6	1:14 - 2:10	56

Block	<i>“Shortened Day”</i> <b>Limited Food Service</b>	Duration
1	7:21 – 8:00	39
2	8:04 -- 8:43	39
3	8:47 -- 9:26	39
Break	9:26 – 9:46	20
4	9:46 – 10:25	39
5	10:29--11:08	39
6	11:12 – 11:51	39

Block	<i>"Delayed Opening"</i>	Duration
1	9:21 – 10:00	39
2	10:04 -- 10:43	39
3	10:47 -- 11:26	39
Unit Lunch	11:26 -- 12:05	39
4	12:05 -- 12:44	39
5	12:48 – 1:27	39
6	1:31 -- 2:10	39

Due to a hybrid model to begin the school year, Our schedule, may need to be modified during the 20-21 school year. On occasion, we will run a NO ROTATION schedule; on those days, all eight periods will meet – the length of each period will be determined by the reason for the NO ROTATION (e.g. Pep Rally, PSATs, etc.). If school is closed due to inclement weather, we will resume the schedule where we left off. For example, if Tuesday is scheduled to or a “B Day” and we are closed due to inclement weather, Wednesday would then become a “B Day.

## **SCHOOL TRADITIONS**

### **SCHOOL MOTTO**

“A Commitment to Excellence”

### **SCHOOL MASCOT**

The Hornet

### **SCHOOL COLORS**

Blue, White and Silver

### **FIGHT SONG**

Words and Music by Mr. John Carr

Let's Give A Cheer For Holmdel  
They Are Right For The Fight To-Day,  
We'll Nev-er Let Them Down  
For We Will Al--ways Say  
Fight! Fight! Fight!  
Cheer For The Holmdel Hornets,  
For They Are On Their Way--  
“H-O-L-M-D-E-L.” For Holm-del  
Is Here To Stay---, Stay---

### **ALMA MATER**

Words by Debra Kandler '75  
Music by Mr. William J. Buckner

To Holmdel High School Now We Sing,  
We Guide Her Thru The Years,  
We'll Build Her Strength Thru Loy-al-ty,  
Suc-cess Our Souvenir.  
We'll Cheer Our Hornets On To Win,  
Per-fec-tion Sees Us Thru.  
We'll Strive For Peace And Honesty,  
Our Col-ors White and Blue.

# GENERAL INFORMATION

## Administering Medication(s)

(Policy 5330)

Please refer to the school district website for a detailed copy of this policy

The Nurse's Office is located just off the Commons. Students who suffer an emergency accident or illness during the day are to report immediately to the nurse. In all other medical incidents the student should receive a hall pass from their teacher. All accidents should be reported to the school nurse as soon as possible. If the nurse is not available, the ill or injured student should report directly to the Main Office.

**In accordance with New Jersey State Narcotic and Dangerous Drugs Law, students requiring medication during school hours must leave the prescription (in its original container) at the nurse's office upon entering the school building. The container must be properly labeled to indicate dosage and frequency of administration. It will be the student's responsibility to report to the nurse at the proper time to take the medication.** The nurse is not allowed to dispense medication of any type including "over the counter medication" that is not in prescription form (including aspirin). In the event of illness or accident, school personnel will give emergency care as needed, and every effort will be made to contact Families directly.

Students who become ill during the school day must report to the nurse in order to be sent home. The nurse will contact families. **Students may not call families directly and request to be taken home. Students are not permitted to self-medicate except as listed below.**

**The Board of Education may permit the self-administration of medication by a student for asthma or other potentially life-threatening illnesses provided that the family of the student gives the Board of Education written authorization for the self-administration of medication.** The family of the student shall provide to the Board of Education written certification from the physician of the student that the student has asthma or another potentially life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. the Board of Education shall inform the family of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student; The family of the student signs a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the family shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student at all school-sponsored events, trips, and athletic events conducted on or off school property or during school time. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in school policy.

# BOARD OF EDUCATION POLICIES

A full set of Board of Education policies are available on the District Website

<http://www.holmdelschools.org/boe/policies/index.shtm>

Printed copies are available in the Holmdel Board of Education's central office.

## **Busing Information**

**(Policy 5600 / Regulations 5600 and 8600)**

**Please refer to the school district website for a detailed copy of this policy**

Morning pick-ups commence between 6:30 A.M. and 6:45 A.M. Buses depart from the high school at 2:10 P.M. (regular dismissal) and 4:15 P.M. for students staying for after-school help and extra-curricular activities. Bus passes are necessary to ride the 2:50 P.M. Satz bus for students with extra help or club meetings.

According to NJSA 18A:25-2 "A teacher or other person in authority over such student shall hold every student accountable for disorderly conduct in school and during recess and on the playgrounds of the school and **on the way to and from school**. The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to the principal of the school which he/she attends."

The school bus drivers have complete authority over students during the time they are being transported. Any offensive act committed by a student will be handled as a violation of a school rule. In the event of an emergency, students should remain calm, seated, and quiet until the driver has given instructions. If the driver is incapacitated, students should leave the bus immediately in a safe and orderly manner, as soon as possible and assemble in a safe distance while emergency personnel arrive.

- Students being transported to and from school will ride on their assigned school bus. Under certain medical conditions or other rare incidents, individual exceptions can be made only if requested **in writing** by a physician and a parent or guardian. If approved by the transportation coordinator, and if a seat is available on another bus, the request may be approved.
- Students waiting for a bus should stand back from the edge of the road and not enter the road until signaled by the bus driver.
- When entering and exiting a school bus, students should step off quickly and quietly.
- Upon entering or leaving the bus, students must always cross the road in **front of the bus**. Students should wait for the driver to signal when it is safe to do so.
- **Individual students and their parents will be held responsible for any damage to private property and school buses.**
- During the bus ride, students must remain seated and belted until the bus comes to a complete stop at its destination.

- The throwing of any material or object within the bus or out through a window is strictly prohibited.
- **Eating or drinking is forbidden on a school bus.**
- **Smoking is prohibited on all school buses or at the bus stops.**
- Windows on school buses may be opened only halfway.
- No glass containers should be brought onto school buses. **Extending any part of the body such as head, arm, hand, or foot out of the school bus window is forbidden.**
- **Aisles must remain clear at all times.**
- **Conversation should be conducted in normal tones.**
- Students are to get off the bus at their assigned stops.
- No weapons or facsimiles of weapons are permitted on school property at any time including school buses or other school vehicles.
- The bus driver has the right to assign seats in order to maintain order.

Misconduct on the bus can result in serious injury or in a tragic accident due to the distraction of the bus driver. In the event a bus driver needs to report a violation of these rules to the Principal and/or Assistant Principal(s), disciplinary action and/or suspension of riding privileges will apply for misconduct. If a student is suspended from riding the bus, notification will be given to the parents and it will become the parents' responsibility to provide transportation for the duration of the suspension.

## **Equal Opportunity**

### **Non-discrimination / Affirmative Action**

(Policy 5750 and Regulation 5750)

Please refer to the school district website for a detailed copy of this policy

The Holmdel Township Board of Education guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or nonrenewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure. The board designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future

The Affirmative Action Officer for the Holmdel Township Board of Education is:

Ms. Mandie Peart  
 Holmdel Township Board of Education  
 65 McCampbell Road  
 Holmdel, NJ 07733  
 732-946-1800

The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

## **Evacuation Procedures**

### **(Policy 8420 and Regulation 8420)**

**Please refer to the school district website for a detailed copy of this policy**

Building evacuation drills are required by law and are an important safety precaution. When the first signal is given, it is essential that everyone leave the building by the prescribed routes. The teacher in each classroom will give specific exit directions. Students should not return to the building until given a verbal direction, even if the alarm tone has stopped. Students are to remain, from the start to the end of the drill, with their teacher of record for that period.

## **Gifts for Staff**

### **(Policies 3211 and 3214)**

**Please refer to the school district website for a detailed copy of this policy**

It is natural for students and/or their families to show their appreciation for the efforts of individual teachers in the form of gifts. However, BOE policies 3211 (Code of Ethics) and 3214 (Conflict of Interest) are very clear in discouraging the presenting of gifts of anything greater than nominal and/or sentimental value as it “may embarrass students with limited means and give the appearance of currying favor.” Further, these policies prohibit staff members from accepting any “gratuity, gift, or favor that might impair or appear to influence professional decisions or actions.”

## **Health Examinations and Immunizations**

### **(Policy 5320 and Regulation 5320)**

**Please refer to the school district website for a detailed copy of this policy**

Parents/Guardians must present evidence that prior to attending school, students have been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles (Roseola and Rubella), Hepatitis B and Mumps. For medical or religious reasons, exceptions to this policy will be granted only as provided by state law. In such cases a statement signed by a physician (in the case of medical exemption) and by a parent/guardian (in case of exemption on religious grounds) will be submitted to the Principal.

Any student failing to comply with any part of this policy will be excluded from school. Furthermore, students may be excluded from school upon the recommendation of the school physician or school nurse for the following reasons:

- Illness
- Exposure to communicable disease
- Tuberculosis

- Other cause deemed detrimental to the health, safety and welfare of other students in the school.

**In all such cases, the parent/guardian shall be notified of the reason for excluding the student from school. In accordance with the rules of the State Board of Education, tests may be administered periodically. Visual and audiometric screenings shall be conducted for all 10th grade students.**

### **Management of Life-Threatening Allergies**

(Policy 5331 and Regulation 5331)

Please refer to the school district website for a detailed copy of this policy

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

#### **Parents must:**

Advise the principal and school nurse about the student's severe allergy;

Provide and keep emergency contact information current, and assist the principal and school nurse by asking the student's medical doctor to complete the Severe Allergy Alert Form;

Provide the school nurse with a case containing at least one unexpired injector or other medication as prescribed by a physician and, if the student is approved for self-administration of medication, that the student has the case or medication readily available, while at school on field trips or at other school events and activities (all medication should be in its original labeled container);

Check expiration dates of medication and injectors and replace them as necessary, and provide medically-approved snacks and lunches for the student.

#### **Students with Severe Allergies must:**

Eat only foods brought from home unless authorized by the parents in writing;

Wash their hands before eating;

Learn to recognize symptoms of a severe allergic reaction;

Promptly inform a teacher or an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;

If the student is approved for the self-administration of medication, keep an injector or medication available at all times.

**The School Nurse must:**

Consult with and advise the parents of the student with severe allergies as well as the school community, of school-specific procedures regarding severe allergies, and administration of medication at school;

Request and ensure that the parents and primary physician sign the authorization to administer medication;

Advise all staff members of students who have potentially life-threatening allergies as soon as possible;

Request the consent of the parent to post the student's picture and the Severe Allergy Alert Form to the teacher's planning book, field trip packet and display student's picture and emergency care plan in the lunchroom.

Ensure that an Action Allergy Alert Form is developed for each student with severe allergies in cooperation with the parents/guardians, the student's physician and where the nurse deems it necessary, other staff or consultant;

Ensure that appropriate medication is taken on field trips;

Follow school policies for reducing risk in classrooms and common areas.

**The Principal must:**

Ensure that all members of the school community have appropriate information about severe allergies, including information on allergies, anaphylaxis and safety procedures, and advise the school bus driver and aides to recognize the signs of the student's severe allergies;

With the consent of the parent/guardian, ensure that the classroom teacher and the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students. Strategies to reduce teasing and bullying must be incorporated in this information.

Further, the principal must ensure that:

An emergency response protocol is developed for the school, including collection and storage of injectors, education of all parties, procedures to be followed,

Location of the medication, photographs of students, field trip and lunchroom procedures are readily known;

Any injectors provided by parents/guardians, and, which are not in the student's possession, are appropriately stored in a secured area of the Nurse's Office;

He or she is aware of the location, and has access to, these injectors.

**The Classroom Teacher(s) must:**

Assist the school nurse to facilitate communication with other parents/guardians, instructing them to avoid allergenic foods and substances for classroom events;

Leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers.

**The Lunchroom Supervisor (Security Monitors) must:**

Know the school's emergency response protocol; encourage students not to share or trade food;

Encourage the student with severe food allergies to eat only what they bring from home.

## **School Nutrition**

### **(Policy 8505 and Regulation 8505)**

**Please refer to the school district website for a detailed copy of this policy**

The Board of Education recognizes child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health and their ability and motivation to learn. The Board is committed to: providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging students to select and consume all components of the school meal; and providing students with the opportunity to engage in daily physical activity.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by USDA regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This Policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for

## **Student Insurance (Policy 8760)**

**Please refer to the school district website for a detailed copy of this policy**

**The school district does not carry any policy to cover students, and only a limited policy to cover athletes.** Family insurance is the primary coverage for all students. Additionally, student accident insurance is available to every student through the Markel/Bob McCloskey Insurance (BMI) Company.

## **Student Records (Policy 8330 and Regulation 8330)**

**Please refer to the school district website for a detailed copy of this policy**

The parent or guardian of a student, the adult student, or an authorized representative of the parent(s) or guardian, or adult student, (i.e. advocate) may have access to the records upon written consent of the parent or adult student pursuant to the Family Educational Rights & Privacy Act (**F.E.R.P.A.**) and the Health Information Privacy Act (**H.I.P.A.**). F.E.R.P.A. and H.I.P.A. forms may be obtained upon request to the building principal or appropriate designee. An appointment to examine records must be made within thirty calendar days of the request, or the records will be returned to file. Please consult the District's website for further information in this area.

### Teacher – Parent Conferences

Teacher-parent conferences are encouraged on an as-needed basis. Always try to deal as closely with the source of a problem as possible; **contact the teacher at the first sign of a problem.** If the problem seems more pervasive, affecting a number of courses, then you might want to contact your student's counselor. Parents are encouraged to contact teachers whenever they feel the need to do so.

Many times, a few moments on the phone can prevent major problems from developing. Teachers are likewise encouraged to contact parents for the same purpose.

A teacher may be contacted in one of two ways. The most expedient is to request a phone call or conference by contacting the teacher via email. Use the first initial of the teacher's first name, followed by his or her full last name @holmdelschools.org (i.e. [jsmith@holmdelschools.org](mailto:jsmith@holmdelschools.org)). Parents may also call the Main Office, and a secretary will notify the teacher to make a return contact.

## **Visitors to Our School (Policy 9150 and Regulation 9150)**

**Please refer to the school district website for a detailed copy of this policy**

In an effort to maintain normalcy and to ensure safety during the school day, any individual who enters the building must have a specific reason for doing so. Any visitations by recent graduates or students from other schools **must be approved by administration.**

Holmdel High School is a “secure” campus; exterior doors are locked at all times; visitors to our school requesting access must do so by “buzzing into” the Main Office at Door #1. Upon entering and signing in, visitors will be asked to submit a **driver’s license or some other form of Photo ID** in order to receive a **"visitor badge"**, which must be clearly visible at all times while in the building.

## **ACADEMIC INFORMATION**

### **Academic Integrity (Policy 5701 and Regulation 5701)**

**Please refer to the school district website for a detailed copy of this policy**

Academic integrity is at the core of academic excellence at Holmdel High School. To that end, we will strive to create an environment of intellectual honesty, integrity, fairness, and mutual respect within a culture of trust, where students will develop into responsible learners, striving for academic excellence while at the same time embracing a sense of ethics and social responsibility.

Our commitment to Academic Integrity includes the following four principles:

**Honesty:** Academic and professional honesty is required in the production and pursuit of knowledge in a highly academic setting. Students will properly acknowledge all sources of research that are not originally theirs;

**Integrity:** All sources must be acknowledged and credit must be given with all academic submissions;

**Fairness:** Although individual differences exist, there will be equity in implementing the academic integrity standards; and

**Mutual Respect:** There will be mutual respect among teachers, students, and administrators.

The Holmdel High School community knows that this task will require consistency and fairness in its implementation. It is with this in mind that our initiative will include the shared responsibilities of teachers, parents, students, and administrators.

## **Responsibilities of Students, Parents, Teachers, and Administrators**

**Students** are expected to uphold the standards of academic integrity at all times. They will hand in original work without exception. Students with knowledge about a violation of academic integrity are expected to share this knowledge with their teacher.

**Parents** are expected to support and reinforce the ideals put forth in this initiative. If a parent has questions about an assignment or a potential violation, their initial point of contact should be the teacher.

**Teachers** are expected to review the expectations related to academic integrity on a regular basis with their students throughout the school year. They will consistently enforce and report all potential violations to their supervisor/administrator. Teachers will also clarify specific directions for assignments and communicate with parents and students when appropriate. They may also require statements of academic integrity from students for designated assignments.

**Administrators** are expected to consistently uphold and enforce the consequences for violations of academic integrity. They will discuss their expectations for academic integrity and will clarify their role in this initiative at class and parent meetings. For the purpose of tracking student violations consistently, school administrators will document all academic integrity violations in a central location.

## **Advanced Placement Criteria and Appeals**

All prerequisites for AP courses are listed in the *Holmdel High School Program of Studies*. Students who wish to register for Advanced Placement courses must meet the published prerequisites for each course. Placement is based solely on the prerequisite criteria.

## **Departmental Honors (Policy 5440)**

**Please refer to the school district website for a detailed copy of this policy.**

Departmental Honors are awarded in every area of the high school curriculum. Simply stated, students who achieve a 3.75 average and who have accumulated at least 15 credits in a given department will receive **Departmental Honors** recognition. The honor is based on the record achieved during the first 3 years of high school in the academic areas and in the first 3 ½ years in the elective areas. Additionally, to earn Departmental Honors in English, Math, Science, Social Science, or World Language, a student must be enrolled in a course in that department during his/her senior year.

## **Early Graduation** **(Policy 5465 and Regulation 5465)**

**Please refer to the school district website for a detailed copy of this policy**

In general, early graduation is discouraged. Only those students with strong academic backgrounds and unique needs will be recommended to the Superintendent of Schools for such approval.

Students applying for early graduation must do so during the school year **preceding** the intended graduation date to ensure that due consideration is given to their requests and that there is time for proper planning. Therefore, students desiring to graduate at the end of the first semester of senior year or at the end of junior year must submit a letter of petition to the principal no later than November 15 of junior or sophomore years, respectively. The letter of petition must clearly state the requested graduation date, the reasons for the request, and a specific post-high school plan. A supporting letter signed by the parent/guardian is required as well. Interviews and review by a faculty committee is required. Students who wish to pursue a request of this nature should begin the process by speaking with their school counselors. Each year, all students must be *enrolled* in courses equivalent to 35 credits (**excluding 12<sup>th</sup> grade students with a second study hall**). With the approval of the school counselor and/or an administrator, students in all grades may carry a maximum of 43 credits (**eight classes – which may include three science labs**)

## **Electives**

Elective courses may help students meet the entrance requirements for specific schools, provide opportunities for exploring individual interests and offer enrichment in areas of special talent. It should be noted that certain elective courses fulfill a state-mandated graduation requirement. Students should try to fulfill such graduation requirements as early in their high school careers as possible, thereby providing as much flexibility as possible during junior and senior years.

## **Electronic Communications Between Staff and Students** **(Policy 3283 and 4283)**

**Please refer to the school district website for a detailed copy of this policy**

**Electronic communications between a teaching staff member and a student**, including but not limited to e-mail, telephone or cell phone, text message or instant message, computer, social media or other internet platform, that is of a **personal nature** is considered **“inappropriate”** and **is strictly prohibited**. Inappropriate electronic communication between a teaching staff member and a student includes, but is not limited to:

1. Communications of a sexual nature, sexually oriented humor or language, sexual advances, or content with a sexual overtone;

2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that a member of the school administration would determine to be inappropriate.

**All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system.**

A teaching staff member shall not provide a personal e-mail address to any student. Communications between a teaching staff member and a student via a personal cellular telephone or text message is also prohibited. However, a teaching staff member may, with prior approval of school administration, communicate with a student using a personal cellular telephone or via text message if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications or text messaging shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

A teaching staff member shall not accept "friend" requests from any student on a personal social networking website or other Internet-based social media website. Communication between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

**It is strongly recommended that a third-party messaging service (such as “Cell-y” or similar program) be used when communicating with student groups (classes, athletic teams, student clubs and/or activities). Additionally, Instagram or Twitter Accounts created for communication purposes must be in a CLOSED format, and must include at least one building administrator.**

In the event an improper electronic communication is sent by either a teaching staff member or a student, it shall be reported to the Principal or designee by the next school day. The Principal or designee will take appropriate action as necessary. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

## **Final Exams and Exemption Policy**

### [Final Exam Schedule](#)

For planning purposes, here is the Final Exam Schedule for June 2021

<b>Date</b>	<b>Periods</b>
Thursday, June 17 <sup>th</sup>	Periods 4 and 8
Friday, June 18 <sup>th</sup>	Periods 2 and 6
Monday, June 21 <sup>st</sup>	Periods 1 and 5
Tuesday, June 22 <sup>nd</sup>	Periods 3 and 7

Test Session 1	7:30 am – 9:30 am
<b>BREAK</b>	<b>9:30 am – 10:00am</b>
Test Session 2	10:00 am – 12:00pm

#### **Exemption Policy:**

[11<sup>th</sup> and 12<sup>th</sup> grades](#) – overall average of 90 or better heading into the final

[AP Classes \(all grades\)](#) – overall average of 80 or better **AND** took the AP Exam.

## **Grading System**

Holmdel High School employs a numerical system (see below), and student grades for all classes are maintained through **Power School**. Parents are asked to review the Power School “parent portal” on a regular basis in order to note the teacher comments and attendance information provided to give a more complete picture of student achievement during and at the end of each marking period. **Students who exceed established limits of absenteeism are subject to a loss of credit for their courses** (For more information on loss of credit, please read the section regarding absenteeism and course credit loss). **Under certain conditions, marking period dates may be subject to change.**

## GRADING SCALE

<u>Grade</u>	<u>Numerical Equivalent</u>
A	90-100
B+	87-89
B	80-86
C+	77-79
C	70-76
D+	67-69
D	60-66
F	59 and below

### *CALCULATION OF FINAL GRADE:*

FULL YEAR COURSE		SEMESTER COURSE	
1 <sup>st</sup> MP	22.5%	1 <sup>st</sup> OR 3 <sup>rd</sup> MP	50%
2 <sup>nd</sup> MP	22.5%	2 <sup>nd</sup> OR 4 <sup>th</sup> MP	50%
3 <sup>rd</sup> MP	22.5%		
4 <sup>th</sup> MP	22.5%	FINAL GRADE	100%
FINAL EXAM	10%	<b>MP COURSE (PE/HEALTH)</b>	
		1 <sup>ST</sup> MP	25%
FINAL GRADE	100%	2 <sup>nd</sup> MP	25%
		3 <sup>rd</sup> MP	25%
		4 <sup>th</sup> MP	25%
		FINAL GRADE	100%

**Regarding the “rounding” of grades:** the BOE has established a policy that provides for marking period and final grades **.5 and higher** to be rounded to the next higher whole number. For example:

$$89.45 = 89$$

$$89.5 = 90$$

## Graduation Requirements

(Policy 5460)

Please refer to the school district website for a detailed copy of this policy

Students must satisfy **ALL** local and New Jersey State graduation requirements to earn the *privilege* of participating in the graduation ceremony. Students who fail to meet minimum requirements, due to either academic or attendance-related issues, will be **excluded** from the ceremony and not awarded their diplomas until they have met the requirements. Poor disciplinary records or behavior patterns that portend high risk at a formal occasion are also grounds to exclude students from the graduation ceremony. In such cases those students would receive their diplomas privately.

## Guidance Services

(Policy 2411 and Regulation 2411)

Please refer to the school district website for a detailed copy of this policy

As fully as possible the Guidance Services Program will provide the information needed by students and parents/guardians to make informed decisions. The Holmdel Guidance Services Staff is committed to providing high-quality personal services in an atmosphere of trust and support. Therefore students are encouraged to seek assistance from their counselors.

It is the goal of the Holmdel Guidance Services Program to:

- be available for counseling and assistance for all students.
- help students discover their social and academic abilities, interests and potential
- assist students with course selection and academic planning.
- maintain accurate student records including test scores, grades and educational history.
- assist students with the college search/application/admission process.
- make available information on scholarship, financial aid and volunteer opportunities.
- interpret the guidance services program to parents/guardians and the community.
- be proactive in identifying and providing services to special needs populations including, but not limited to, gifted and talented, at-risk, special education, limited English proficient, and disaffected.

## Homework

(Policy 2330 and Regulation 2330)

Please refer to the school district website for a detailed copy of this policy

The Holmdel Township Board of Education believes that one of the most important purposes of schooling is to develop each person into an independent learner capable of applying the skills, attitudes and habits of an education acquired over a lifetime. Cognizant of this goal and aware of the fact that learning may take place in many different settings and with a wide variety of

resources, the Board directs that homework be an integral part of the educational process and that it address one or more of the following objectives:

- to enrich and extend the school experience;
- to direct students toward good work habits;
- to bring students into contact with out-of-school learning resources to help children learn to budget time;
- to provide essential practice in developing skills;
- to permit growth in self-responsibility, self-direction, and learning;
- to increase the students' sense of self-worth and self-efficacy; and
- to involve the family in a shared learning experience.

Homework is to have specific objectives. It should be planned, assigned carefully, and followed up by members of the teaching staff. Homework may consist of either “study time” or “tasks assigned.” “Study time” is defined as the review of notes, textbooks, and other materials for reinforcement, required reading, or test preparation. “Tasks assigned” necessitates the preparation of a specific product.

Students of all ability levels will be assigned homework on a regular basis. As appropriate, assignments in a content area will reflect the range of student abilities.

Homework is to be done primarily by the student, although parents/guardians may assist if deemed necessary. Parental support of homework assignments is encouraged as a form of feedback to the students. Homework assignments may be designed to involve parents in the learning experience and to promote a link between home and school.

The Board of Education recognizes that homework, as an effective tool for instruction, relies on the cooperation of these separate yet independent groups:

- Teacher provides the assignments and follow-up activities which are an integral part of the district curriculum;
- Parents provide the guidance, support and environment to assist students in the completion of homework assignments; and
- Students provide the dedication, motivation and organization to understand, complete, submit, and follow-up their assignments as required.

**Types of Homework** may include, but are not limited to the following:

- Written activities and/or drills to reinforce classroom learning
- Research assignments using outside information and use reference materials
- Supplementary reading to gather information or to practice reading skills
- Video viewing to enhance knowledge of a specific topic

- Study time to organize information and commit facts to memory
- Special projects to enhance and extend student-learning experiences

### **Time Allotments**

The following time allotments for homework should serve as guidelines for faculty, students, and parents in Holmdel Township. It must be kept in mind that the length of homework assignments may vary from night to night and at different times in the year, depending upon the curriculum, as well as upon the skills and abilities of students. The following guidelines are based upon an “average” student:

#### **Holmdel High School Homework Grade 9-12 75-150 minutes daily**

- Homework may be assigned five days each week and over weekends.
- Homework and long-term projects, except to encourage reading, **will not be assigned with a due date of the first day back from a winter or spring recess.** Long-term projects may be assigned no later than a minimum of one week before a recess period.

In general, students will have two days to makeup class work and homework for every day absent from school for illness and other “excused absences.” When warranted, teachers shall make reasonable accommodations to extend time for students.

#### **Students Are Expected To:**

- Keep a record of all homework assignments in their planner or by another appropriate method.
- Complete homework assignments in accordance with specified timelines.
- Submit homework at a quality level that is comparable to the students’ regular class work.
- Make up assignments promptly when absent from school; the amount of time allotted for make-up work in this regulation is a maximum and completion of make-up work in a shorter period of time is encouraged.
- Communicate to the teacher about any problems encountered with homework assignments.

#### **Parents Are Expected To:**

- Provide an environment which is conducive to the completion of homework.
- Make available materials necessary for the completion of assignments.
- Assist, support, and monitor the student without doing the work for him/her.
- Request assigned work during an absence.
- Encourage their son/daughter to read for pleasure, as well as to complete assignments and study.
- Ensure that their student has allocated adequate time for the completion of assignments.

**To obtain maximum benefit from homework, teachers, students, and parents must meet their responsibilities and work cooperatively.**

Teachers' discretion, within the guidelines of the Board-approved curriculum and district instructional program, is paramount in the determination of the number, type, and length of assignments. However, consistency in the assignment of homework is a primary consideration for all grade levels and subject areas.

## **Honor Roll (Policy 5440)**

**Please refer to the school district website for a detailed copy of this policy**

An honor roll is published once a year based on the final grades earned by students. Students earning a 4.0 for the year in all courses will be given **Honors with Distinction**; those achieving 3.5 or above will be designated **Annual Honors**.

## **Information Technology and Facilities Access (Policy 2360 and 2361 and Regulation 2361)**

**Please refer to the school district website for a detailed copy of this policy**

The Holmdel Township Board of Education defines information technology to be the access to information through the use of various media such as voice, video, and data. The Board believes that contemporary society presents unique challenges and opportunities for the individual. The variety of information technology in daily life must be accessed and utilized to assist each student in meeting these challenges and taking advantage of these opportunities.

**Information technology provides the tools to extend and enhance the instructional process for students and staff in all curriculum areas.** Education, in the Holmdel Township Public Schools, from kindergarten through twelfth grade must challenge and expand the vision of all students and ensure that they can acquire the skills to compete in a technological environment.

**The Holmdel Township Public Schools network and computing systems are expected to be used exclusively by students and staff for instruction and education-related functions and applications.** The District wishes to make computer facilities available to authorized and legitimate users, while maintaining security and protection against unauthorized access and improper use. This regulation is a statement of expected standards of use.

**The Holmdel Township District desires to provide students and teachers with access to the wealth of valuable and educationally worthwhile data and information available on the Internet.** Because access to the Internet provides connections to other computer systems located all over the world, users and parents of student users need to understand that some of the information available is offensive and may be inappropriate for viewing in a school environment.

**The District reserves the right to limit or curtail the use of the computer facilities. This right applies to all access to data and information available to users of the computer**

**facilities. Any attempt to violate the provisions of this regulation may result in disciplinary action which could include denial of access to the computer facilities, removal from present courses that require use of the system, and suspension from school.** If appropriate, criminal charges may be sought.

**The users of the computer facilities will adhere to local, state, federal, and international laws. Any attempt to use the school's computer facilities to break those laws may result in litigation against the offender.** The Holmdel Township Public Schools are obligated to cooperate fully with local, state, or federal officials in any investigation concerning or relating to **email** transmissions or misuses of the network and computing systems.

**Systems administrators have access to all files, including email.** As such, users should have no expectation of privacy with respect to said files or **email**. However, without the consent of the sender or the intended recipient, the systems administrators will not normally inspect the content of files stored on the computer facilities by users, or electronic mail sent by one user to an intended recipient unless required by law or by policies of the Holmdel Township Board of Education, or to investigate complaints regarding files or electronic mail which is alleged to contain defamatory, abusive, are obscene, sexually oriented, threatening, racially offensive, or illegal material. **Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway.** Communications on the network are often public in nature. General school rules for behavior and communications apply. **The network is provided for students to conduct research and to communicate with others.**

Parent permission is required for use. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. An Information Technology and Facilities Access form must be signed by both the student and the student's parent/guardian. Please read this document carefully. When signed by the student and a guardian/parent, it becomes a binding agreement. Failure to follow its rules will result in the loss of your use of computer access.

Students are to use technology systems in the school environment responsibly and within the scope of teachers' assignments. Students are to access only those informational systems (such as the Internet) that are sanctioned by teachers' approval and that are consistent with curricular structures. The use of technology such as e-mail is limited to prescribed programs. Any student using such technologies to harass another student, input or extract inappropriate information, and the like will be subject to in or out-of-school suspension at the discretion of the school administration as per district policy.

The Board of Education and the Administration of the Holmdel Township Public Schools are pleased to provide the students with access to the district computer network for electronic mail and the Internet. The Board has established an Acceptable Use Policy to restrict access to material that is inappropriate in the school environment and has directed the installation of an

Internet filtering system that limits access to inappropriate material. **However**, because new web sites are posted daily, it is impossible to block all sites or guarantee that your child will not gain access to inappropriate material. While the Board’s intent is to make Internet access available for educational goals and objectives, students may find ways to access other materials as well. The Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for–setting and conveying the standards that their children should follow when using medial and informational services. To that end, the Board of Education of the Holmdel Township Public Schools support and respect each family’s right to decide whether or not to apply for access.

**Note to Parents and Students** – Holmdel High School permits its students to bring their personal electronic devices to school and to use them, with prior teacher permission, in classes for appropriate educational purposes. Students may also use their personal devices during their lunch periods, passing time between classes and in study hall periods, and before and after school. At all times, district policies and regulations regarding technology usage are in effect, and the district bears no responsibility for any loss of, or damage to, these personal devices.

## **Internet and E-mail Rules** **(Policy 2361 and Regulation 2361)**

**Please refer to the school district website for a detailed copy of this policy.**

Network storage areas will be treated like school lockers. District personnel may review files and communications to maintain system integrity and to ensure that users are accessing the system responsibly. Users should not expect that files stored on District servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility, just as they do for television, telephones, movies, radio and other potentially offensive media.

**As outlined in the Board of Education policy and procedures), the following rules apply:**

### **1. Personal Safety**

- Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, screen name, telephone numbers, and the like.
- Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate that makes them feel uncomfortable.

## 2. **Illegal Activities**

- Users will not attempt to gain unauthorized access to the District network. Such action includes attempting to log on through another person's account or to access another person's files.
- Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- Users will not use the District system to engage in any illegal act.

## 3. **System Security**

- Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from accessing their account.
- Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.

## 4. **Inappropriate Language**

- Users will not use obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

## 5. **Unacceptable Activities**

- send or display offensive messages or graphics;
- harass, insult, or attack others;
- intentionally waste limited resources;
- download songs, games, and other non-curricular information;
- use a password other than their own;
- utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or on district hardware, copy or display any unauthorized or inappropriate information received

## **Make-Up Work**

(Policy 5200 and Regulation 5200)

Please refer to the school district website for a detailed copy of this policy

Holmdel High School **strongly discourages** family vacations while school is in session. Teachers are not responsible for providing assignments for the extended period of time that a student will be absent due to a family vacation. Students are responsible for obtaining assignments from classmates and for making up all missed work upon his/her return.

These are the procedures and timelines established for the completion of class work, tests, and assignments missed because of **excused (or "exempted") absence(s) from school:**

Students returning from an excused absence of from 1 to 10 days (consecutively) will be permitted from 2 to 20 days maximum to make up the work missed.

- Students who have been on homebound instruction will be given full credit for all work completed at home.
- Where possible, at least 50 percent of all missed time not satisfied by homebound instruction may be made up by special scheduling arrangements.
- During Marking Periods 1, 2, and 3, students who are missing more than 25 percent of the assigned work will earn a grade of **“Incomplete.”** This grade must be converted to a regular grade when the work is turned in or the time agreement expires.
- Grades during marking Period 4 will be based on work completed during the marking period.
- Students will have 10 school days following the end of a marking period to make-up work for the purpose of removing a grade of **“Incomplete.”** **If this is not done, the “Incomplete” reverts to a grade of “F.”**

**A department supervisor must approve any extenuating circumstance.**

## **Minimum Credit and Course Requirements** (Policy 5460)

**Please refer to the school district website for a detailed copy of this policy.**

To receive a New Jersey State endorsed diploma from Holmdel High School, each student must earn a *minimum* of 120 credits and a passing mark on a state-approved assessment, or equivalent. Minimum passing scores are set by the New Jersey State Department of Education.

Each year, all underclassmen must be *enrolled* in courses equivalent to 35 credits. With the approval of the school counselor and/or an administrator, students in all grades may carry a maximum of 42 credits.

<i>SUBJECT AREA</i>	<i>NEW JERSEY GRADUATION REQUIREMENTS</i>	<i>MINIMUM COLLEGE REQUIREMENTS</i>	<i>COMMENTS</i> <i>A FULL YEAR COURSE (5 OR 6 CREDITS) EQUALS ONE CARNEGIE (ACADEMIC) UNIT</i>
English	4 years (20 credits)	4 years	
Mathematics	3 years (15 credits)	3 years Algebra 1 Geometry Algebra 2	4 years of mathematics is preferred and may be required for entrance into competitive colleges/ universities and/or certain majors, including engineering, science and architecture.
Science	3 years (15 credits)	2-3 years Lab Sciences	Most colleges/universities require biology and chemistry. Four years of science is preferred and may be required for entrance into competitive

			colleges/universities. Physics may be required for certain majors, including engineering, science and architecture.
Social Science	3 years (15 credits) World Civilization U.S. History 1 U.S. History 2	3-4 years	
World Language	1 year (5 credits)	2 years	Most colleges require a 2 -year minimum of a single world language. Three or more years of study is recommended for admission to competitive colleges/universities.
Health and Physical Education	4 years (20 credits)		
Visual or Performing Arts	1 year (5 credits)		
Technology Literacy, Career Education and Life Skills or Voc-Tech Ed	1 year ( 5 Credits)		
Financial and Economic Literacy (Beginning w/ Class of 2014)	1 semester (2.5 credits)		
Electives	(credits will vary)		These may be academic and non-academic courses.

Students are required to take one-marking period (9 weeks) of instruction in each of the following Health and Safety courses:

Health - Grade 9

Driver Education - Grade 10

**Full details on all course offerings, their prerequisites, their length, and the number of credits they are worth are contained in the Program of Studies brochure**

## **National Honor Society**

**Helen Ackerson Chapter  
(Policies 5820 and 2430 and Regulation 2430)**

**Please refer to the school district website for a detailed copy of this policy**

Juniors and seniors who have accumulated a grade-point average of 3.66 or higher (4.0=A; 3.0=B) are eligible for nomination to the Helen Ackerson chapter of the National Honor Society. The grade point average for the junior year is computed after the completion of eight full marking periods. Senior year grade point averages are computed after the completion of twelve full marking periods. The criteria for selection to the National Honor Society are as follows:

**Character:** Candidates must demonstrate outstanding character, as evidenced by a school record that is free of suspensions and other serious disciplinary actions. Each candidate's school record will be reviewed by the high school administration.

**Service:** Candidates must have demonstrated significant service to the school and/or the community, by submitting proof of at least 200 hours of service performed **since entering high school**. A minimum of 25 hours (with a maximum of 100 hours) of participation in a school-related activity (sports, clubs, etc.) is required. **Personal development activities done outside of school, like piano, karate, etc. will not be counted toward this 200-hour community service requirement.** Previously accepted volunteer activities include: volunteering at hospital, food bank, library, senior center, recreation department, summer camps, assistant teachers at religious schools, Project Graduation, First Aid (and first aid training), fireman ( and training) , police explorer, or participation in Boys Scouts/Girl Scouts, tutoring, Leo's Club. Other volunteer activities may be accepted – please consult the organization's web site, or contact the advisor directly, for more information.

**Leadership:** Candidates should have exhibited leadership qualities in their academic and extracurricular activities. In any school or community organization, obvious leadership is demonstrated by those who hold office or positions of responsibility (whether elected or appointed) by being a positive role model or influence in your groups, organizations, and classes, where actions and attitude demonstrate leadership.

When a candidate has submitted the necessary documents, and he/she has been reviewed by the Faculty Council, he/she will be notified of acceptance as a candidate for induction into the National Honor Society. At that time, he/she will be asked to nominate a teacher to honor at the induction ceremony. The teacher may be chosen from any past level of educational experience; whether in a classroom setting or an extracurricular activity. Such recognition should be given serious and private thought; as each candidate is choosing to honor an educator who has been most influential in his or her development.

## **Promotion**

### **(Policy 5410 and Regulation 5410)**

**Please refer to the school district website for a detailed copy of this policy**

Although grade designation is largely for administrative purposes, grade assignment is determined by accumulation of credits. Below are listed the credits necessary for each grade placement:

Grade 10	30 Credits Minimum
Grade 11	60 Credits Minimum
Grade 12	90 Credits Minimum

#### Schedule Adjustments

#### ***PRIOR TO SCHOOL YEAR:***

If it becomes necessary to make a schedule adjustment prior to the 2019-2020 school year beginning, students must complete the *Schedule Change Request Form* issued by their guidance counselor. Students will be asked to identify the reason for the request before the form will be accepted for processing. Valid reasons for which a student may request a change of class include:

- An error in placement; prerequisite(s) met; prerequisite(s) not met; summer school attendance
- An error or omission in data entry
- Meeting a graduation requirement (seniors)

#### ***AFTER SCHOOL YEAR BEGINS:***

##### **Full year course:**

The above applies, as well as the following:

If, after school begins, it is determined that a student's placement in a **full year** class is not appropriate, a transfer may be necessary. Such an adjustment must take place by **November 30, 2020**. In those cases, the grade will be calculated on a composite basis, prorated to reflect the amount of time spent in each class. Only the name of the new class will appear on the transcript.

If there is not a class or seat available to accommodate the transfer, the student must remain in the class until the second semester; at which time they can transfer into a semester course. In the aforementioned situation, the student would receive a WP or WF on their transcript for the dropped course.

**Please Note:** No schedule adjustments will be permitted once the school year begins, so PLEASE CHOOSE WISELY DURING REGISTRATION.

*All COURSE CHANGES are subject to seat availability.*

## Summer School

Prior approval is needed before enrolling in any summer school program.

LOSS OF CREDIT DUE TO FAILURE	LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES OR CUTS	REVIEW COURSE FOR THE PURPOSES OF PLACEMENT ONLY*
<b>Prior approval from Guidance</b>	<b>Prior approval from Guidance</b>	<b>Prior approval from the Department Supervisor</b>
State accredited HS program (60 hrs) or college course	State accredited HS program (60 hrs) or college course	State accredited HS program (60 hrs) or college course
Private instruction not acceptable	Private instruction not acceptable	Private instruction by certified Teacher (min. 30 hrs)
No District Test required	No District Test required	District Test required prior to August 15; <b>must meet course criteria</b>
Course grade listed on transcript and calculated as part of GPA	Completion certificate included in student folder; course listed on transcript; grade listed and calculated as part of GPA	Completion certificate included in student folder No grade, no credit

\*For students who do not meet the prerequisite for the **next** sequential course

## Tutoring

Students having academic difficulty should immediately contact their teachers in order to resolve the problem. Students should first take advantage of the Extra Help Program. Students who need tutoring should see their counselors for guidance.

## Valedictorian and Salutatorian Selection

(Policy 5430 and Regulation 5430)

Please refer to the school district website for a detailed copy of this policy

The Holmdel High School valedictorian is the student with the highest academic ranking in the graduating class. Holmdel High School will also award the designation of salutatorian to the student with the second highest academic ranking in the graduating class. The valedictorian and the salutatorian will be notified by the building principal during or before the last week of the fourth marking period after a committee has done the required calculation to determine the honors.

Students transferring to Holmdel High School from other high schools will not have more Honors courses considered, for a given academic year, than are available to Holmdel High School students.

**To be considered for valedictorian/salutatorian status, students must attend Holmdel High School for a minimum of two academic years.**

To be considered for valedictorian or salutatorian, a student must have earned a minimum of 35 credits during each year of high school, and have earned an “A” in each course. 36 credits per year provide the base for calculation. All courses required for graduation must be included in the sequence. The course grades that afford each student the strongest academic average will be included in the calculation to identify the valedictorian and salutatorian.

## Withdrawal from a Course

Students may withdraw from a course, providing school policy with regard to course termination is followed; Students withdrawing from a course must complete the course termination request form in Guidance Services and **must receive approval from parent, teacher, department supervisor and counselor before withdrawal from a class.**

## Working Papers

All students between the ages of fourteen and eighteen must have working papers to be employed. Students must have a promise of employment before they obtain working papers. If you wish working papers, apply at the school Guidance Services Office. Should there be any

indication that work is interfering with the satisfactory progress of a student; the working papers may be revoked. A student absent from school, but reporting to work, may suffer the loss of his working papers. **Working papers are obtainable during the summer months.** One copy of the employment certificate is given to the student who has been promised employment. He must complete the copy by getting his parent's signature. The employer must complete the copy, as well as the students' physician. After all this has been accomplished, the student returns to the Guidance Services Office with the completed certificate and some proof of his birth date. One of the secretaries in the Guidance Services Office will sign working papers and give the student one copy for his employer. The other two copies go to Trenton for processing.

## **World Languages Honor Society (Policy 2430 and 5820 and Regulation 2430)**

Honor societies in Chinese, French, Italian, Latin and Spanish are affiliated with nationwide professional organizations for the teaching of the respective languages. Each society has its own set of criteria for membership which include a 3.5 average in the language and no less than a 3.0 average overall. A formal induction ceremony is held each year and the societies pursue service and similar club-type activities.

# **CO-CURRICULAR INFORMATION**

## **Athletic Eligibility Requirements (Policy 2431)**

**Please refer to the school district website for a detailed copy of this policy.**

All students at Holmdel High School wishing to participate in athletic programs under the sponsorship of the school are subject to the New Jersey State Interscholastic Athletic Association eligibility requirements. Failure to meet these requirements prohibits participation in the athletic programs. These eligibility requirements are not applicable to classified students; eligibility is determined by the IEP and the decision of the Child Study Team. These eligibility requirements may be superseded by specific rules and decisions of the Shore Conference of High Schools and the NJSIAA, in which Holmdel High School holds membership.

- An entering freshman is automatically eligible for fall and winter athletic programs in the school.
- A student must pass at least 30 credits (six courses) each year to be eligible for the athletic program in the first semester of the succeeding year. Summer school credits are applied to the preceding school year.
- A student must pass 15 credits (three courses) during the first semester to be eligible for any program that begins in the second semester (spring season).
- A student, once eligible for a sport, is entitled to continuous participation until that specific sports season concludes.

- Any student who reaches the age of 19 prior to September 1<sup>st</sup> will not be eligible to participate in the athletic program under NJSIAA rules and regulations.
- Consideration of gender, religion, race or politics shall not prohibit participation in athletic programs.
- Students should be aware that in order to participate on a collegiate level in NCAA Division I or II athletics, their high school records must be evaluated by the NCAA Clearinghouse. There are very specific standards which must be met including a minimum number of academic courses and a minimum GPA which are correlated with SAT results.

Holmdel High School sponsors the following athletic teams:

**Boys Athletics:**

Fall: Football, Soccer, Cross Country  
 Winter: Basketball, Wrestling, Track, Swimming, Ice Hockey (Co-Operative Program)  
 Spring: Baseball, Track, Tennis, Golf, Lacrosse

**Girls Athletics:**

Fall: Tennis, Field Hockey, Cross Country, Cheerleading, Soccer, Gymnastics, Volleyball, Dance  
 Winter: Basketball, Track, Cheerleading, Swimming, Dance, Ice Hockey (Co-Operative Program), Fencing, Figure Skating  
 Spring: Track, Softball, Golf, Lacrosse

All students wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products. An initial violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-day suspension from all activities and a referral to the school’s Student Assistance Counselor; the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. A second violation of the policy will result in a 60-day suspension from all activities and a 3<sup>rd</sup> offense will result in a 1-year suspension likewise, appropriate referrals for professional intervention will be made.

**Organizations and Associations  
 (Policy 5820)**

**Please refer to the school district website for a detailed copy of this policy**

The Holmdel Township Board of Education believes that co-curricular, instructionally-related activities should be an integral part of the total program of the schools. Through such activities students have the opportunity to explore and develop their special interests as well as to extend their knowledge in certain subjects beyond the classroom. A co-curricular organization may or

may not be related directly to a subject area, but it must provide a worthwhile experience for its members. Activities that are contrary to policies, procedures, rules, regulations, State statutes and to the best interests of the school are forbidden.

As the needs and interests of the student body expand, the number and variety of societies, clubs and/or organizations may change from year to year.

To guide the certificated staff and students in the conduct of co-curricular societies, clubs and/or organizations, the Board of Education sets forth the following policy guide: In order for students to participate in any co-curricular activity or hold class office they must be in good disciplinary standing. This is defined as someone that complies with the school student conduct code and other school rules and regulations. If the administration determines that a student fails to meet this standard they may be removed from their position or co-curricular activity.

- A. **The Student Advisory Board/Student Council** is the organization through which students may express their opinions, provide input into the administration of the school, and participate in the management of school enterprises. The council shall promote leadership, and initiative among its members. The Student Advisory Board will also promote “open forums” once a semester where the student body can discuss issues relevant to student life.
- B. **Co-curricular organizations and societies** will be recognized as authorized school organizations if they are organized by the school, sponsored by school personnel, composed completely of current student body members, hold their meetings at school, have a democratic plan for the selection of members, establish aims which are educational, which are of school or community interest, and which meet all those conditions hereinafter set forth for recognized school-sponsored organizations. A faculty advisor appointed in accordance with established district procedures shall direct school-sponsored organizations.
- C. **Secret societies and other non-school clubs:** Membership in secret fraternities, sororities, and/or other non-school clubs is prohibited throughout the Holmdel Township Public Schools. All groups that are not specifically authorized and organized by the school are considered to be “**non-school**”, and beyond the jurisdiction and responsibility of school authorities. Such non-school clubs shall not conduct activities during the school day or at other school functions without permission of the superintendent. Non-school clubs may become recognized as school-sponsored co-curricular activities by conforming to the criteria for school activities, organizations and societies stated earlier.

All students at Holmdel High School wishing to participate in the co-curricular programs (sports, clubs, and other activities) under the sponsorship of the school are subject to the eligibility requirements listed below. Failure to meet these requirements proscribes participation in extracurricular programs. These eligibility requirements may not be applicable to classified students; questions about their eligibility should be discussed with their respective case managers. These eligibility requirements may be superseded by specific rules and decisions of the Shore Conference of High Schools and the New Jersey State Interscholastic Athletic Association, in which Holmdel High School holds membership.

- An entering freshman is immediately eligible for all extra-curricular programs in the school.
- Sophomores, juniors and seniors must have earned at least 30 credits during the preceding school year, in order to be eligible for the first semester and must be passing 15 credits during the first semester to be eligible for second-semester activities.
- A student, once eligible for a program, is entitled to continuous participation until that specific program, sports season, production, or other activity concludes.
- No age restrictions, except those applicable to athletes under Shore Conference and NJSIAA rules, shall govern eligibility for participation in extracurricular programs.
- No gender, sexual orientation, religious, ethnic, racial, or political restrictions shall govern eligibility for participation in co-curricular programs.

## **Student Activities**

### **(Policy 2430 and Regulation 2430)**

**Please refer to the school district website for a detailed copy of this policy**

All students are encouraged to participate in co-curricular activities. It provides the student with additional avenues for enrichment, service, interaction and enjoyment. Students are reminded that sporting events, dances, plays, concerts, junior and senior prom, participation in graduation ceremony and field trips are school-related activities, and all rules and regulations pertaining to the school apply to these activities. Also, unless otherwise approved, food sales benefiting school clubs should not take place during lunch hours or during classes. Selling food before or after school is permissible, provided such sales have been approved by the Student Advisory Board (SAB) prior to the event.

All students wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products. An initial violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-day suspension from all activities and a referral to the school's Student Assistance Counselor; the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. A second violation of the policy will result in a 60-day suspension from all activities and a 3<sup>rd</sup> offense will result in a 1-year suspension likewise, appropriate referrals for professional intervention will be made. A complete list of co-curricular clubs can be found on the school's website - [www.holmdelschools.org](http://www.holmdelschools.org).

## **Student Publications**

### **(Policies 5721 and Regulation 5721)**

**Please refer to the school district website for a detailed copy of this policy**

The Holmdel Township Board of Education supports student publications as important elements of the instructional program. Students are encouraged to develop skills of written and verbal communication and to exercise the right to express their opinions freely and responsibly.

The rights of free speech and free expression of students in public schools pursuant to the First Amendment are not automatically Equal to the rights of adults in other settings and shall be applied in light of the special characteristics of the school environment. The Board of Education reserves the right to exercise pre-publication control over school-sponsored publications through administrative staff and faculty. Students shall have the right to appeal the exercise of censorship by school grievance policy.

Student expression may be restricted if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when censorship action is reasonably related to legitimate educational concerns. Students who violate this policy by expression, publication or distribution of any materials which are biased, prejudiced, vulgar or profane, unsuitable for immature audience, or which do not meet the District's high standards of learning and propriety consistent with its educational goals and objectives may be subject to appropriate discipline.

## **CAMPUS INFORMATION**

### **Care of School Materials**

#### **(Policy 5513 and Regulation 5513)**

**Please refer to the school district website for a detailed copy of this policy**

Lockers, textbooks, classroom materials, library books, tapes, AV equipment, athletic uniforms and equipment, and other materials, are the property of the Board of Education and are on **loan** to students. Therefore, all materials are subject to inspection by appropriate personnel as deemed necessary.

Proper care of such items is the responsibility of the student. Since school property must be used by many students over a number of years, **students are financially responsible for all damaged, lost, or stolen property lent to them by the school.** School officials keep a record of damages owed, and students may be denied privileges (i.e. driving to school, attending school events) if fines or financial obligations are not met. When the school lends books or equipment to someone, that person is responsible for safeguarding the item so that it can be returned to the

school for further use. If the item is damaged, lost, or stolen, the loss is to the borrower, not to the school.

## **Cell Phones and Other Electronic Devices (Policy 5516)**

**Please refer to the school district website for a detailed copy of this policy**

As cell phones/electronic devices have become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. Therefore, it is imperative that we teach our students how to use these tools responsibly. With this in mind, students will be able to use their cell phone/electronic devices before and after school, in the commons during their lunch period, and in the hallways during the passing of classes. **Use of all cell phones/electronic devices during class periods (unless teacher directed) is strictly prohibited.** Cell phones should be placed in the designated area in each classroom.

Taking photographs, audio recordings or videos of staff or students without the permission of the administration is prohibited and will be subject to disciplinary action.

Violations of this policy may result in the confiscation and/or search of the cell phone/electronic device. Please refer to the student code of conduct for specific consequences regarding this policy.

## **Commons Area**

The Commons is a multi-purpose area of the school that during the school day serves as a social and dining center for the students. During non-school hours, the Commons serves as an area for meetings, practices, dances, exhibits, and dinners.

The following rules apply to the Commons:

- Wait your turn in line — no cutting or being let in by a friend
- Do not take food and beverages into the corridors and classrooms. **All sales of food stuffs will end five minutes before the end of the lunch period**
- Dispose of your trash in the barrel. Your table must be clear of all disposable trash before you are permitted to leave the table. **Failure to do so may result in the loss of Common privileges for lunch purposes or other disciplinary action.**
- Consistent failure to clear your table of trash will result in **loss of or an assigned table for lunch**
- Do not **sit, stand or walk** on tables
- **Do not run!**
- Keep your voice at a normal conversational level
- Be respectful and attentive to adult direction while in the commons area and/or in the “Hive”

- **During the unit lunch, students may eat in the commons area, the Satz School Cafeteria and “The Hive” cafe. Students are not to wander the building. The Library will be open for studying.**

## **Food Services (Policy 8500)**

**Please refer to the school district website for a detailed copy of this policy**

A varied lunch program, including hot meals and deli sandwiches, is in operation daily. Snack service is also provided throughout the school day. Food services will not be available five minutes before the bell rings to announce the end of the lunch period.. **Food and drinks shall not be taken to class, unless there is prior approval from the teacher.** There will be limited food service on days with delayed openings.

## **Lavatories**

Lavatories are not to be used for socializing or loitering. These facilities are constantly monitored by building personnel. **In the event of illness, students should report immediately to the school nurse.**

## **Library**

The Library is an extremely important part of our high school. It provides a valuable collection of materials necessary for research, as well as a quiet area to study. In addition to its excellent collection of books, the Info Centre offers a number of periodicals, newspapers and audiovisual materials, and has computers available for student use. Inter-library loan services are also provided.

### **General Use of the Library**

- The Library is open for scholarly purposes from 7:15 A.M. until 2:45 P.M. each school day
- Books under general circulation are on loan for fourteen days.
- Reference material may be borrowed overnight only.
- Books may be returned directly to the library staff or to the book return receptacle.
- All materials taken out must be signed for by the borrower with a student I.D. A lost or damaged book must be paid for immediately. The price is the replacement cost plus a processing fee. If the book is found, the money will be refunded.
- There are a limited number of computers located in the library. They are to be used for academic purposes only in accordance with district policy. Recreational net surfing and game playing are strictly prohibited.
- Students in classes scheduled to use the library have priority use of the computers.

- The library is a shared facility. Please leave it in the condition in which you would like to find it. Trash and paper should be placed in the appropriate receptacle. Chairs should be pushed in under desks. Food and drinks are not permitted while in the library.

## **Lockers**

**(Policies 5513 and 5770 and Regulation 5770)**

**Please refer to the school district website for a detailed copy of this policy**

### **Hall Lockers**

Each student will be assigned a locker, and will be given an opportunity to purchase a combination lock. This lock affords security for students' property, if the lock is used properly and if the combination is not given to anyone else. As lockers are school property, students may only use locks **purchased from the school. All personal locks will be cut off.**

- Use only the locker assigned to you. Do not share or relocate to another locker without permission from the front office.
- If you have a locker problem, report it to the Assistant Principal's secretary.

### **Gym Lockers**

Each student is assigned a locker for use during his/her PE class. Students must bring their own padlocks to secure these lockers while they are in gym. At the end of the class they should remove their padlocks. Padlocks left on one of the lockers will be cut off with no reimbursement to the owner.

**Under no circumstances should students leave money, jewelry, pocketbooks, or their valuables on the locker room floor, benches, or in unsecured lockers. The Holmdel Township Board of Education and/or its employees will not be responsible for any loss of such items.**

### **Inspections**

The Holmdel Board of Education makes hall and gym lockers available to district students as a courtesy; lockers are lent to students for temporary storage of school materials and clothing. All lockers are school property and will be subject to inspection within scope by the Administration and/or Board agent. Periodic general inspections of lockers within scope shall be conducted for purposes of health, welfare, and safety of all students and district personnel. **The Board of Education and its agents are not responsible for the safety, damage or loss of personal belongings at school.**

No student may use a locker as a depository for **substances or objects** which are prohibited, illegal, or which constitute a threat to the health, safety, or welfare of the occupants of the school building or of the building itself. Under law, the Administration has the right to search a student's locker when there is reason to suspect (reasonable suspicion) that the locker is being

improperly used for the storage of contraband, (a substance or an object, the possession of which is suspected to be illegal) or any material which poses a hazard to the **safety, health and/or well-being** and good order of the students, faculty or school.

### **Damage to Lockers**

Students are not to write on their lockers with markers or to put any stickers inside or on the outer door. All lockers are checked, cleaned, and/or painted each summer. Any damage caused by markers, stickers, or abuse **will be charged to the student assigned to the locker.**

## **Lost and Found**

Students are asked to return all articles found in or around the school to the main office. To reduce loss of personal property, students are asked to write their names in the place provided inside the front cover of each book. It is also wise to buy a clothing marker and to put students' names on clothing such as jackets and sweaters, which are frequently forgotten. This is particularly helpful for gym clothing and sneakers

## **Motor Vehicle Regulations (Policy 5514)**

**Please refer to the school district website for a detailed copy of this policy.**

Due to New Jersey regulations governing motor vehicle registration and driver licensing, **Holmdel High School shall require permits for** students who drive to school-verifying parental knowledge and permission.

Bringing a motor vehicle (including motorcycles and mopeds) to school is a **privilege** insofar as all students are eligible to ride the busses. **Parking violations, reckless driving, chronic tardiness, going to vehicles during the school day, or unauthorized leaving of school are grounds for revoking a student's driving privilege, in addition to other appropriate disciplinary or legal action.** Inappropriate driving will be reported to the Holmdel Township Police, and student driving privileges on school property will be revoked as deemed appropriate by school administrators.

**The administration reserves the right to search any vehicle brought onto the Holmdel Board of Education property -- regardless of who is the registered owner.** Such a search will be conducted if there is reason to believe that the vehicle contains contraband; a substance or an object -- the possession of which is illegal, or any material which may pose a hazard to the safety health and well-being of the students and good order of the school.

**Note: The Holmdel Township Police Department has jurisdiction on the Board of Education's property and will issue summonses for motor vehicle violations.**

**Applications for parking permits are available in the main office. Students are required to possess a valid NJ Driver's License and be a student in good standing.**

### **Student Vehicle Parking**

- Students are not to enter the parking lot area during school hours without permission
- Students are not permitted to park in designated faculty parking areas, **or in the Satz parking lot**
- Students are to park only in the designated student parking area. Students are not to park anywhere behind the Satz School or the Holmdel High School buildings
- Sitting in cars in the parking lot during school hours is not permitted.

### **Restricted Locations for Students**

To effectively and safely manage our buildings and grounds, the following areas are designated as off-limits to students:

- All parking areas during the school day
- Roof of the building
- Loading dock area
- Stairwell exit areas — inside and immediately outside stairwell doors
- Gym, auditorium, locker rooms, stage, or backstage area (unless supervised)
- Maintenance, custodial rooms, and all storage areas
- Courtyards
- All private offices (unless supervised)
- The Satz School is off-limits during and after school unless a specific class is assigned there

### **Staff Absence from Class**

In the event a teacher is delayed five minutes or more in arriving for his/her class, the office is to be notified by a student or other responsible person. **Students should remain seated until the teacher arrives** or until specific directions are given by an Administrator **or other responsible staff member.**

### **Student Assistance Counselor**

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the student assistance counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government

Regulation. Students may be referred to the student assistance counselor by teachers or parents. Students may also refer themselves.

Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

### **Student Assistance Helpline**

**The Monmouth County's Youth Hotline, The 2<sup>nd</sup> Floor**, is a place for you to call any day from 9am to 12 midnight. ***It's free and it's safe.*** It's your call. **1-888-222-2228**. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem and self-image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. We won't tell anyone you called, unless you want us to speak to someone for you, or you or someone else is in danger.

### **Student Valuables and Thefts**

Students are not to bring radios, cameras, other valuable items, or large amounts of money to school, and if they wear glasses or watches, they are asked to keep track of them at all times. **Students are responsible for their own personal property. All thefts should be reported by the student to the school administration. At no time shall an agent or an employee of the Holmdel Township Board of Education assume any liability for a lost or damaged item, article or device.**

**In order to prevent thefts, students are urged to take the following precautions:**

- Never leave personal belongings unattended, even for a few seconds.
- Do not to share locker combinations with other students for any reason.
- Never leave a lock set on the second number so that random turning will open it.
- Do not place a pencil in the mechanism to override the lock for your convenience.
- Be sure to close locker doors completely by lifting the handle and pushing the catch down into position

### **Suicide Prevention**

**(Policy 5350 and Regulation 5350)**

**Please refer to the school district website for a detailed copy of this policy**

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

School personnel will be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs, or the report of such signs from another student or staff member, will be taken with the utmost seriousness and will be reported immediately to the Building Principal, who shall notify the student's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

Additionally, teaching staff members will receive training in suicide prevention, provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

### **Unit Lunch and Study Halls**

All students will have "Unit Lunch" (a common lunch time) in their daily schedule, and many will also have a "Study Hall" (an unassigned period). As such, the following regulations will be in effect:

**Unit Lunch** – students will be able to eat lunch in the commons area, "The Hive" café area and Satz School Cafeteria and classrooms if attending Extra Help; excluding those who may be signing out for the day, students are required to remain **on campus during the Unit Lunch period.**

**Study Hall** - all students will report to the lower commons and sign in with a building monitor at the beginning of the period; students should remain in the commons, library or hive for the entirety of the period, and will need permission of the monitor in charge to leave. When a "study hall" falls in the last academic block (1:15 pm – 2:10 pm), Senior students with driving privileges will be afforded "flex time"; however, students must still follow established entry and dismissal procedures. **Failure to observe established procedures will result in disciplinary consequences.**

# EXPECTATIONS OF STUDENTS

The Holmdel Township Board of Education and Holmdel High School strives to ensure that the physical and mental health, safety and welfare of students in its schools will be protected, and an orderly environment conducive to learning, be maintained. Students shall conduct themselves in keeping with their level of maturity and act with due regard for the educational purposes underlying all school activities, for school property, and for the rights and welfare of other students. Any disruption to the educational environment necessitates that students will be subject to the consequences of their misbehavior in accordance with the established code of conduct. Parents and guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as well as to cooperate with school officials in preventative and corrective disciplinary measures for their children.

## **RIGHTS OF STUDENTS**

Education in a free society demands that students be aware of their rights and learn to exercise them responsibly. To this end, students have a right:

- to be respected as a unique individual;
- to be provided with an education that is intellectually challenging and relevant to demands of the 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation and fear;
- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation.

## **Dress and Grooming (Policy 5511 and Regulation 5511)**

**Please refer to the school district website for a detailed copy of this policy**

Students are expected to dress and groom themselves in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills classes.

The following are considered to be inappropriate dress, grooming and appearance and are prohibited in school or at school functions:

- Any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);

- Any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines);
- Any dress or appearance which encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- Any dress or appearance which advocates or encourages the other illegal or violent activities;
- Any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
- **While the wearing of hats is permitted in all common areas of the school, it is the teacher's discretion whether hats are permitted in the classroom.**
- Any dress or appearance which constitutes a disruption to the educational process.

All clothing should uphold the principle of modesty. The acceptability of attire will be at the discretion of the building administration. If a student does not dress in accordance with the above guidelines, he/she will be given the opportunity to change. Parents may be telephoned to bring in a change of clothing. In any case in which dress and grooming violations become chronic matter, further disciplinary action may be taken at the discretion of the school administration.

### **Students Aged 18 and Older New Jersey Public Law (Chapter 81, 1972)**

As a student 18 years of age or older, **you must still obey school rules and regulations.** Any rule or practice which is appropriate to the orderly and productive administration of the Holmdel Township educational community may be applied to all within that community, including adult students.

Whether you are 18 or older, you will be held accountable in terms of grades, disciplinary sanctions, or otherwise for your attendance and conduct in school. **Adult students are subject to exactly the same attendance and behavior requirements as are minor students.**

# ATTENDANCE INFORMATION

## Attendance Policy and Absence Procedures (Policy 5200 and Regulation 5200)

Please refer to the school district website for a detailed copy of this policy.

Absence is a major cause of student failure. Court decisions have determined that "**education entails more than just correctly answering questions based on an examination, and extends to the self-discipline of attending class and the interaction of class participation.**"

New Jersey high schools are required, BY LAW, to have regulations which limit absences from school to a number **not to exceed a specific number of days per year.**

The Holmdel Township Board of Education has established that **18 Days** is the maximum Absences allowed for a full-year course and **9 DAYS** is the maximum Absences allowed for a semester-length course.

Course length	Maximum Absences
Full-year	18 days
Half-year (semester)	9 days

Absences will be calculated as follows:

Excused Absence:	<i>Not a Recorded Absence</i>
Unexcused:	<i>(1) Absence</i>
Tardy to Class (every 3):	<i>(1) Absence</i>

### EXCUSED Absences (State of NJ)

#### Attendance Code = "B"

When **properly documented** the following absences **will not be counted** toward the limits listed above:

- Religious Observances
- Take Your Child to Work Day

**Please note:** school related trips (Code = "F") and any other administrative or staff created absences such as an office appointment, guidance appointment, band and/or choral performances and the like (Code = "V") similarly **will not be counted** toward the limits above.

## **Excused Absences (Holmdel High School)**

### **Attendance Code = “B”**

When **properly documented** the following absences **will not be counted** toward the limits listed above:

- Court appearances
- Three College visits per year, for 11<sup>th</sup> and 12<sup>th</sup> grade students only. This only counts for the actual tour date. Travel time does not count as an excused absence.
- Hospitalization
- Commercial transportation delays
- Driver’s test
- Administratively pre-approved reasons: including, but not limited to state/national competitions, Child study Team/guidance recommendations. This only counts for the actual competition/event. Travel time does not count as an excused absence.
- Out of School Suspension
- Death in family
- Quarantine

**\*\*\*Proper documentation must be handed in within one week of the absence.\*\*\***

## **Unexcused Absences**

### **Attendance Code = “M”**

Unexcused absences are those absences not covered above and which are VERIFIED by a parent, either through an email, written note, or parent call. Missed work may be made up when a student has an unexcused absence.

## **Unexcused Absences Counting Towards TRUANCY**

### **Attendance Code = “A”**

Unexcused absences counting toward TRUANCY are those absences from school that are not verified in any way (either through email, written note, or parent call).

## **Absence Procedures**

- Students who are absent are to have a parent or guardian call the main office at **732-946-1832** and, when prompted, **choose #1 (Attendance Office)** prior to the start of the school day on the **first day of an absence**.
- Upon returning to school after an absence, students are responsible for bringing a signed note from a parent/guardian or an Email to verify their absence. If there is no parent

contact the student may be considered truant. **Notes of any kind WILL NOT be accepted more than five (5) days after the absence in question.**

- Appropriate referrals will be made for students who are not following the attendance guidelines of the district. These referrals include: I&RS, alternative placements, community based health provider, court system and the police department.
- **If a student accumulates ten or more unverified absences (“truancies”), the school is required by law to make a referral to the local court citing the lack of attendance. This is pursuant to N.J.S.A 18A38:-27 and required by the New Jersey Administrative Office of the Courts.**
- Attendance notification letters may be emailed periodically with each student’s current status, a copy of the districts’ attendance policy, and the attendance codes.
- During final exams, the only absences accepted are doctor’s notes and extreme circumstances approved by the administration. These acceptable absences must be presented on the day of return to school stating the dates and reasons for the absences and signed by the parent /guardian. The absences will be excused or unexcused at the time according to state laws governing school attendance.
- **If a student exceeds the cumulative absences allowed for a full year course (18 days) or for a semester course (9 days), parents will be called and emailed.** Parents will have five school days to appeal this decision. Should it be determined that a student is to receive no credit in a course, he or she will be removed from the class and assigned to a study hall for the remainder of the term; a final grade of “NC” will appear on the student’s transcript.

### **Credit for Full-Day Attendance**

Students must be in school **at least four hours** of the school day in order to receive credit for a full-day’s attendance. In order to be eligible to participate in school activities scheduled that day or evening (dances, proms, athletic events, plays, practices, etc.), a student must be present for at least four hours of the school day.

### **Cutting Classes**

A "cut" is an unauthorized absence from class or an assigned location while the student is present in school. **The teacher will determine if a class absence is a cut** in the following way: on the day following an unexplained absence from class (suspected cut) the teacher will ask the student for a valid excuse. If the student cannot properly explain the class absence, the teacher will write a Conduct Report stating the student cut class which will then be submitted to the appropriate Assistant Principal for review and consequence. Upon completion, the Conduct Report, will be emailed home.

**Note:** Holmdel High School adheres to a “progressive” class cut policy. Class cuts include administrative detention cuts as well as academic classes. Students will not be permitted to make up any work missed when they cut a class.

### **Early Dismissal**

**All early dismissals require a written parental request (email or note) to be presented to the main Office prior to the beginning of Period One on the morning of the day the dismissal is being requested.** Unless the student has driven himself to school that day, parents are to come to the main Office and sign their child out per Board of Education policy. Students who fail to sign out in the main Office will be considered to have cut class and left campus without permission. Even if a student's late arrival or early dismissal is excused, he/she is responsible that day to make up any class work missed. This includes taking quizzes or tests, and submitting any assignments due on that day. **Emergency phone requests for early dismissal must be handled by an administrator.** It is incumbent upon the student to initiate the process through the nurse’s office if he/she is ill, or through the Main Office if the nurse is not available

### **Student Illness during the Day**

Students who become ill during the school day and who are scheduled for a class at the time of their illness must report to the teacher first to inform him/her of the situation. If necessary, students must then report directly to the nurse to secure assistance and have her determine whether they need rest, other medical intervention, or to be sent home. The nurse will contact parents. Students **may not** call parents directly and request to be taken home. **A student who claims illness and states that he/she was too ill to either go to the teacher or to the nurse and spent a class period in the bathroom will be considered as having cut the class.**

### **Tardy To Class (T)**

Arriving after the bell without permission and/or proper approval/documentation

<b>Course Length</b>	<b>Maximum Absences</b>
full-year	18 days
half-year(semester)	9 Days

# Holmdel High School Code of Conduct

## Academic Integrity: Level I Infractions

\*\*\*Academic Integrity Infractions are considered cumulative over a student's high school career\*\*\*

Infraction	1 <sup>st</sup> Action	2 <sup>nd</sup> Action	3 <sup>rd</sup> Action
<p><b>Copying or Lending Assignments:</b> Given without authorization, including classwork, homework, computer files, papers, projects, lab assignments &amp; any other documents meant to be completed individually.</p> <p><b>Fabricating Data:</b> Falsifying information on a Lab Report, Project, Presentation or Assessment.</p>	<p>Academic Consequences:</p> <ul style="list-style-type: none"> <li>● Grade of "Zero" or grade reduction after completion of an alternative assignment</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian</li> </ul> <p>2 days of Detention.</p>	<p>Academic Consequences:</p> <ul style="list-style-type: none"> <li>● Grade of "Zero" or grade reduction after completion of an alternative assignment</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian.</li> </ul> <p>1 Day Saturday Detention.</p>	<p>Academic Consequences:</p> <ul style="list-style-type: none"> <li>● Grade of "Zero"</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian</li> </ul> <p>2 days of In-School Suspension and Administrative Review.</p>

## Academic Integrity: Level II Infractions

Infraction	1 <sup>st</sup> Action	2 <sup>nd</sup> Action	3 <sup>rd</sup> Action
<p><b>Breaking Test Protocol:</b> Examples of test protocol include, but are not limited to: no talking, not using notes; Electronic devices and books/materials off the desk; Providing or receiving unauthorized assistance during an assessment. Storing data on electronic devices and/or retrieving data to assist during quiz, test, assessment and/or exam electronically or other forms. Accessing and/or possessing teacher edition materials, test banks, and any previous teacher assessment, both electronic and/or hard copy.</p> <p><b>Plagiarism:</b> Any portion of a student's work that is not their own and without proper citation. This includes, but not limited to: classwork, homework, quizzes, tests, projects, papers, lab reports and any other document or assessment handed in by a student.</p>	<p>Academic Consequences</p> <ul style="list-style-type: none"> <li>● Grade of "Zero" or grade reduction after completion of an alternative assignment</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian</li> </ul> <p>1 Saturday Detention.</p>	<p>Academic Consequences:</p> <ul style="list-style-type: none"> <li>● Grade of "Zero" or grade reduction after completion of an alternative assignment</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian</li> </ul> <p>1 Day In-School Suspension.</p>	<p>Academic Consequences:</p> <ul style="list-style-type: none"> <li>● Grade of "Zero"</li> <li>● Notification to Honor Societies</li> <li>● Notification to, and removal from National Honor Society</li> <li>● Possible loss of eligibility for academic honors, including Valedictorian</li> </ul> <p>2 days of In-School Suspension and Administrative Review.</p>

**Student Behavior and Conduct: Level I Infractions**

<b>Infraction</b>	<b>1<sup>st</sup> Action</b>	<b>2<sup>nd</sup> Action</b>	<b>3<sup>rd</sup> Action</b>
Classroom disturbance which disrupts instruction.	1 day of Detention and Administrative Review.	2 days of Detention and Administrative Review.	Saturday Detention  And  Administrative Review
Eating or drinking where prohibited.			
Failure to follow school rules and directives of school personnel (administrators, teachers, monitors, officers, etc.).			
Violation of electronic use policy (cell phone, computer, and other devices).			
Leaving early/arriving late to class, study hall or school			

**Student Behavior and Conduct: Level II Infractions**

<b>Infraction</b>	<b>1<sup>st</sup> Action</b>	<b>2<sup>nd</sup> Action</b>	<b>3<sup>rd</sup> Action</b>
Continued and persistent Level I misbehavior.	Administrative Review.		
<b>Class Cut:</b> Including, but not limited to, class, detention, study hall, as well as hall roaming during instructional time.	2 days of Detention and Administrative Review.	Saturday Detention and Administrative Review.	1 day In School Suspension and Administrative Review.
Failure to follow the Dress Code, as stated in the Student Handbook.			
Indecent gestures directed at staff, students or visitors.			
Insubordination.			
Possession or dissemination of inappropriate materials.			
Repeated Disruptive Behavior, in and/or out of class.			
Use of abusive/indecent language.			

**Student Behavior and Conduct: Level III Infractions**

<b>Infraction</b>	<b>1<sup>st</sup> Action</b>	<b>2<sup>nd</sup> Action</b>	<b>3<sup>rd</sup> Action</b>
Continued Level II misconduct.	2 Days of In-School Suspension  and Administrative Review.	1 Day of Out of School Suspension  and Administrative Review.	2 Days of Out-of-School Suspension  and Administrative Review.
Forgery of notes or fraud.			
Inappropriate touching.			
Gambling on school property.			
Abusive, indecent language and/or gestures which provokes conflict and/or violence amongst others.			
Open defiance of authority, including (but not limited to) abusive/inappropriate language directed at staff members.			
Physical aggression, including pushing, shoving, tripping, etc.			
Possession or dissemination of obscene materials.			
Leaving campus without authorization, including failure to follow the proper sign-out procedure.			
Graffiti.			
Theft.			
Any threat made against a student.			

Trespassing.			
Destruction of school, district and/or another person's property.			
False Impersonation of another (including but not limited to) student, teacher, faculty, staff, administrator, building personnel, or other on any social media platform, electronic device, print, and/or in public forum. This includes use of photos, commentary, and all print and/or online communications, as well as school email accounts.	2 Days of In-School Suspension  and Administrative Review.	2 Days Out-of-School Suspension and 1 day In-School Suspension and Administrative Review	Administrative Review, pursuant to Law and Board Policy.
Tobacco use/vaping and/or possession of paraphernalia, including, but not limited to, empty e-cigarette "pods". (Electronic smoking devices can be used to deliver a controlled dangerous substance and/or chemical or chemical compound and therefore, are considered drug paraphernalia. As a result, if there is reasonable suspicion that students who use and/or are in possession of these devices are under the influence, a medical examination will be required as per Board policy and regulation. In the event of a positive drug screen additional out of school suspension will be issued.)	Student must be picked up by a parent/guardian.  Student must meet with Student Assistance Counselor three times over a six week period.  2 Days ISS to complete educational component with Student Assistance Counselor	Student must be picked up by a parent/guardian.  Student must meet with Student Assistance Counselor three times over a six week period.  Administrative Review, pursuant to Law and Board Policy.	Administrative Review, pursuant to Law and Board Policy.

**Student Behavior and Conduct: Level IV Infractions**

<b>Infraction</b>	<b>1<sup>st</sup> Action</b>	<b>2<sup>nd</sup> Action</b>	<b>3<sup>rd</sup> Action</b>
Continued Level III misconduct.	Administrative Review.		
Fighting between students.	3 days of Out-of-School Suspension and Administrative Review, pursuant to Law and Board Policy.	4 days of Out-of-School Suspension and Administrative Review, pursuant to Law and Board Policy.	Administrative Review, pursuant to Law and Board Policy.
Physical assault.			
Activation of false alarm, bomb threat or other disaster alarm.	Administrative Review, pursuant to Law and Board Policy.		
Any assault against a teacher or staff member.			
Any threat made against/towards a teacher or other staff member.			
Any violent act against another student/person.			
Arson.			
Conduct which constitutes a crime.			
Possession and/or use of fireworks.			
Possession, sale and/or use of alcohol or drugs (illegal, dangerous, counterfeit or substance believed to or represent drugs).			
Use/possession of a dangerous/deadly weapon.			

**\*\*\* Administrative Review may include teachers, coaches, club and Honor Society advisors, parents, guidance counselors, the Child Study Team, and any others involved, as deemed necessary by staff and administration. Infractions may result in notification to coaches and club/Honor Society advisors, which may then result in the removal from athletic teams and club/Honor Societies. The Holmdel High School staff and administration work together to help the students understand the Code of Conduct. Administrative discretion may be used in determining appropriate discipline/consequences for a student. Inappropriate behavior may impact student privileges, as determined by building administration.\*\*\***

**\*\*\* All infractions and consequences are pursuant to Holmdel Board of Education Policies and the law..\*\*\***

### **Rules While Serving Detention**

- **After school detention**---1 hour. immediately after school. **Saturday detention**---3 hours, 9 a.m. to 12 p.m.
- Students must report to detention on time.
- Talking aloud or disruptive behavior of any kind is not acceptable.
- Eating, drinking, or use of electronic devices is prohibited.
- Students can complete work, read a book, or sit quietly.
- If the student fails to serve the detention within a reasonable time frame, the parent/guardian will be contacted by administration and additional disciplinary measures will be implemented.
- Detention supersedes all **non-academic** activities.
- Failure to follow these rules will result in further disciplinary consequences.

### **Rules to Observe During In-School-Suspension**

***\*Students must hand in their cell phone to the appropriate Assistant Principal prior to ISS. Refusal will result in disciplinary action and parent contact\****

- Student is excluded from **all** school-sponsored activities, either during or after school hours, for the duration of the suspension period.
- Students are prohibited from using personal electronic devices.
- Students are expected to complete classwork during their suspension.
- Inappropriate behavior will result in additional consequences.

### **Rules While Serving Out-of-School Suspension**

- Student is excluded from **all** school-sponsored activities, either during or after school hours, for the duration of the suspension period.
- Student is prohibited from **all** Board of Education property for the duration of the suspension.
- A parent may come to pick up assignments. Students are required to complete and turn in all completed work.
- A mandatory re-admittance conference will be held with a school administrator, student, and parent(s) at the time of return.