

# **WILLIAM R. SATZ SCHOOL**



**2018-2019**

**PARENT/STUDENT  
HANDBOOK**

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# WILLIAM R. SATZ MIDDLE SCHOOL

## PRINCIPAL'S MESSAGE

Dear Students and Parents:

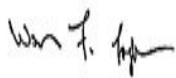
Welcome back! I hope your summer break was everything you wanted it to be, and that you are rested and ready to make this school year your best one yet! Our staff has been busy all summer making preparations for your return, and we are equally excited for a memorable and productive school year.

Inside this handbook you will find a wealth of information regarding the practices and procedures of the William R. Satz School, including our expectations for appropriate student behavior. Please take the time to review the information, and be sure to take advantage of the sections devoted to proper academic preparation and planning.

The building administration is committed to providing a safe and secure environment conducive to learning for all of our students. We also believe very strongly in providing opportunities for our students to demonstrate their abilities in academics, athletics, and the arts. Finally, we see it as our mission to recognize more formally and more inclusively the myriad talents and achievements of our students, and will endeavor to do so in the 2018-2019 school year.

Please accept my best wishes for a GREAT school year...GO HOLMDEL!

Sincerely,



William Loughran  
Principal

# 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. Dineen Seeley, 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.](#)

## **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 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 students

**High School PARCC 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](#)**

Teacher-parent 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 am - 12:37 pm.
Holmdel High School	Delayed Opening - 9:21 a.m. - 2:10 p.m. Early Dismissal - 7:25 am - 11:53 am

Also note:

- When there is a 2 hour delayed opening, PrimeTime will open from 9am until the 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. 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 at Door. 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](#))

# School Information for Parents & Students

## William R. Satz School

24 Crawfords Corner Road  
Holmdel, New Jersey 07733-0407  
Main Office: (732)946-1808  
Fax: (732)834-0089

### SATZ SCHOOL ADMINISTRATION

MR. WILLIAM LOUGHRAN, Principal  
MRS. CHANTAL M. SIMONELLI, Assistant Principal

### SCHOOL COUNSELORS

MR. JAMES BRUCE  
MRS. MELISSA FINNEGAN

### DISTRICT ADMINISTRATION

DR. ROBERT MCGARRY, Superintendent  
MR. MICHAEL PETRIZZO, Business Administrator/Board Secretary  
DR. DINEEN SEELEY, Director of Curriculum & Instruction

### DIRECTORS/SUPERVISORS

MRS. MARILYN BELLIS, Supervisor of Humanities  
MR. SHANE FALLON, Supervisor of Athletics, Health & Physical Education  
MR. ANTHONY GATTINI, Director of Technology  
MRS. MERYL GILL, Director of Special Services  
MRS. ALICIA KILLEAN, Supervisor of Math & Science  
MRS. CAREN MACCONNELL, Supervisor of Technology, Engineering and Media Centers  
MR. KEN STROMSLAND, Director of Plant, Operations and Maintenance  
MR. ERIC SWENSON, Director of Student Personnel Services  
MRS. DENISE WRUBEL, Supervisor of Gifted & Talented/Supplemental Programs

## PROFESSIONAL STAFF

2018 – 2019

<b>Cycle Program</b>		<b>Physical Education</b>		<b>Special Services</b>	
Davis	Arthur	Arecchi	Christopher	Crowley	Chelsea
Donovan	Dana	Bailey	Heather	DeMola	Christina
Dougherty	Brian	Devaney	Sean	Dengler	Anne
Harkness	John	Kelly	Theresa	DeSimone	Christina
King	Denise	Quinn	Brendan	Glennon	Mary
Koryat	John			Graham	John
Lagoa	Joan	<b>Science</b>		Guzik	Chiarina
McCafferty	Christen	Abrams	Tracey	Santiago	Michael
Nigro	Christine	Asaro	Marianne	Suppa	Devon
		Barth	Melissa	Thompson	Jean
<b>Language Arts Literacy</b>		Flynn	Jennifer	Welter	Michael
Caliendo	Melissa	Fox	Stephanie		
Crimoli	Marissa			<b>Librarian</b>	
Ferraro	Michael	<b>Social Studies</b>		Rothausser	John
Imbro	Lisa	Bell	Maurice		
Klinger	Kathleen	Conroy	Courtney	<b>Nurse</b>	
Malizia	Jeannette	Ebinger	Todd	Denton	Jane
Miller	Samantha	Howard	Kathi		
Shea	Kristen	Stauffer	Megan	<b>Secretarial Staff</b>	
Smith	Elizabeth			Buzzerio	Giovanna
Tetreault	Steven			DiModica	Christine
		<b>World Languages</b>		Russoniello	Donna
Mathematics		Chiou	Lingwei		
Amitrani	Marian	Peters	Jacqueline	<b>Custodial Staff</b>	
Andersen	Lauren	Rafferty	Colette	Dandorf	Todd
Cornacchia	Katherine	Tomiak	Kathryn	Faccone	Christopher
Gerbino	Melissa	Villacres	Carla	Gabriel	Arnold
Strouse	Melissa			Lagarra	Marianne
Ring	Susan			Radcliff	Richard

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## 2018-2019 Bell Schedules

### “Regular Day”

**Period 0 – 7:25 – 8:08    43 minutes**

<b>HR/Period 1</b>	<b>8:17 – 8:32</b>	<b>15 minutes</b>
Period 2	8:35 – 9:18	43 minutes
Period 3	9:21 – 10:04	43 minutes
Period 4	10:07 – 10:50	43 minutes
<b>Period 5</b>	<b>10:53 – 11:36</b>	<b>43 minutes (1<sup>st</sup> Lunch Period)</b>
<b>Period 6</b>	<b>11:40 – 12:23</b>	<b>43 minutes (2<sup>nd</sup> Lunch Period)</b>
<b>Period 7</b>	<b>12:27 – 1:10</b>	<b>43 minutes (3<sup>rd</sup> Lunch Period)</b>
Period 8	1:14 – 1:57	43 minutes
Period 9	2:01 – 2:44	43 minutes

### “Half- Day”

**Period 0 – 7:25 – 7:55    30 minutes**

<b>HR/Period 1</b>	<b>8:17 – 8:32</b>	<b>15 minutes</b>
Period 2	8:34 – 9:02	28 minutes
Period 3	9:04 – 9:32	28 minutes
Period 4	9:35 – 10:03	28 minutes
<b>Period 5</b>	<b>10:06 – 10:34</b>	<b>28 minutes (1<sup>st</sup> Lunch Period)</b>
<b>Period 6</b>	<b>10:37 – 11:05</b>	<b>28 minutes (2<sup>nd</sup> Lunch Period)</b>
<b>Period 7</b>	<b>11:08 – 11:36</b>	<b>28 minutes (3<sup>rd</sup> Lunch Period)</b>
Period 8	11:39 – 12:06	28 minutes
Period 9	12:09 – 12:37	28 minutes

### “Delayed Opening”

**No Zero Period during delayed openings**

<b>HR/Period 1</b>	<b>10:17 – 10:32</b>	<b>15 minutes</b>
Period 2	10:35 – 11:03	28 minutes
Period 3	11:06 – 11:34	28 minutes
Period 4	11:37 – 12:05	28 minutes
<b>Period 5</b>	<b>12:09 – 12:37</b>	<b>28 minutes (1<sup>st</sup> Lunch Period)</b>
<b>Period 6</b>	<b>12:41 – 1:09</b>	<b>28 minutes (2<sup>nd</sup> Lunch Period)</b>
<b>Period 7</b>	<b>1:13 – 1:41</b>	<b>28 minutes (3<sup>rd</sup> Lunch Period)</b>
Period 8	1:45 – 2:13	28 minutes
Period 9	2:16 – 2:44	28 minutes

# **Expectations and Acceptable Behaviors**

The William R. Satz Middle School has established a set of rules and regulations that comprise our conduct code so as to ensure the safety and welfare of students, staff and parents alike. The intent of this code is to maintain a well-organized, safe, and efficient school.

It is our belief that the presence of a conduct code should not be restrictive to the majority of students, but an indicator of the level of expected responsibility for each student and a reminder that unacceptable actions have consequences.

Every member of the school community has dignity and worth. It is our expectation that each person will treat every other individual as s/he would expect to be treated.

Our conduct code underscores the importance of student responsibility in the Satz Middle School and establishes rules with appropriate consequences to insure proper behavior at all times.

As a member of the school community, each student is responsible for his/her actions and is accountable for appropriate behavior during school or when attending any school-sponsored activity.

Specifically, all students are expected to:

- Respect the individual dignity and rights of all students, faculty, staff, and visitors in our school.
- Respect everyone's right to learn in a productive environment.
- Respect the teacher's right to teach in an atmosphere free from interruption and inappropriate behavior.
- Respect the health and safety of others as well as his/her own health.
- Respect personal property as well as that belonging to other students, faculty, staff and visitors in our school.
- Respect and maintain socially acceptable behavior at all times.

## The Role of the Student

It is expected that all student members of the school community are cognizant of the William R. Satz Middle School conduct code. Ignorance of its impact on specific behavior issues is no excuse; compliance to the facets of the code is essential to effective school operations.

## The Role of the Teachers

Our teaching staff conducts classes using procedures and strategies that maximize your child's learning potential while minimizing discipline issues. Students who choose to ignore the precepts of acceptable discipline will be censured by the teacher through parental communications, conferencing, detention, etc.

## The Role of the Administration

Administrators will attend to teacher-referral of any student behavior problem unresolved despite teacher intervention. It is the responsibility of the administrator to investigate, interview teacher and student, and to seek a resolution to any problem coming to his/her attention. Promoting an overall positive school atmosphere that fosters learning and encourages proper student interaction is the paramount concern of the administration.

### The Role of the Parents

The attitude that parents have concerning school and teachers influences the behavior that children demonstrate in school. Parents are encouraged to familiarize themselves with the contents of the *Student Handbook* and to take a positive and active interest in the progress of their children. Prompt and open-minded communication with teaching staff, guidance counselors, supervisors or administrators concerning any academic or attitude problem that may arise will make a significant contribution to their child's educational welfare.

### The Position of the Board of Education

The Board of Education fully supports through formal policy statements the educational program in each school. To that end, the Board is committed to creating a productive, positive, and orderly environment in which teaching and learning are conducted without distraction or disruption. The Board will regularly review administratively generated recommendations on specific issues. Board policy and/or state statute will prevail when individual situations are of a serious enough degree to dictate additional action such as police involvement or county-level referral.

Mindful of our expectations, listed below are acceptable student behaviors in the various areas of our school.

### Cafeteria

Orderly and prompt arrival; books stored in book racks; no running to food lines; waiting in line appropriately (no cutting); table clean-up after eating (including the floor area); food/drink ONLY in the cafeteria; walking; staying seated unless permission is granted to move about; voices at normal conversational levels; depositing of cans and food wastes into proper receptacles; immediate attention to teacher/administrator directions; appropriate language at all times.

### Classroom

Prompt arrival; prepared for class; compliance with teacher authority; orderly productive learning atmosphere; following teacher directions; adherence to individual rules as teacher may initiate; respect for students' right to learn; teacher's right to teach uninterrupted; appropriate language at all times; respect and responsibility for all books, materials, equipment, teacher/other students' possessions; student reporting teacher lateness/absence to office in a timely manner.

### Corridors

While passing, staying to right side of corridor; appropriate language at all times; conversational level of voice while passing; no student in hall during classes without a teacher pass; keeping your school clean by picking up litter, reporting inappropriate language, etc; orderly conduct, continual movement through hallways where appropriate; stay in our building unless classroom is a high school assigned room.

### Gym Locker Rooms

Appropriate behavior that promotes safety; appropriate language that is adult-like; storing clothing and personal items in a locked locker; leaving valuables with the teacher or making sure the item(s) are secure in your regular locker. Personal items left in an unsecured area are the student's responsibility.



### Lavatory

Respect for facility; lavatories are not to be used for changing clothes for physical education class; no loitering; no graffiti on walls; no congregating; no cell phone use; appropriate use of facilities, specifically one person in a stall; no standing on sinks or toilet fixtures; during class time, usage limited to students with teacher passes.

### Lockers

Lockers are the property of the school and may be examined by teacher/staff for contraband materials, i.e., tobacco, alcohol, stolen property or drugs (as per statute); students must adhere to the following rules when using school lockers: no sharing of lockers; no giving of locker combinations to other students; no defacing, graffiti; no display or storage of inappropriate materials (suggestive or sexually explicit in nature, in particular). Students must not, under any circumstances, give their locker combination to anyone other than their homeroom teacher.

### Outside Areas

No littering on the lawn and entrance areas; no running or chasing of other students; seating in front of school is to be used as the late bus waiting area, (precluding area in front of high school); lawn area adjacent to classrooms off-limits to students; parking lot used only with teacher presence during building evacuation exiting from school; students are to be alert to vehicular traffic; at time of dismissal, exit to buses or parental pick-up to be orderly; no student permitted to be on loading dock and/or in bus yard areas. No student may leave with high school students without parental permission. No students are permitted to leave school grounds without written permission (i.e., walking home or to town library).

### Student-to-Staff Relationships

All students are to be respectful of staff, addressing them appropriately at all times; students are to be mindful that all district employees have authority to direct students as needed in terms of their welfare and safety. Students are to respond to teacher and staff members' reasonable requests and respectfully do what is asked; staff members are to show mutual respect when dealing with students.

### Student-to-Student Relationships

Students will deal respectfully with each other in the Satz Middle School. Honesty, courtesy and sensitivity toward one another should characterize day-to-day student interaction. Mutual respect for each other's dignity and worth as well as each other's physical well-being and property are of prime importance.

# Policies and Procedures

## Affection

Our students are expected to demonstrate appropriate behavior at all times. Public signs of affection are inappropriate and will be addressed by staff and administration, according to the code of conduct.

## After-School Policy

1. No student may remain after school without direct adult supervision.
2. When a student is done working with the teacher, s/he will receive a pass to go to the next adult; students are never to go to the front of the building without an adult monitor knowing where they are and what they are doing.
3. Students are to report to Room 101 for a supervised study if they are not participating in any other activity.
4. Students are never to be in the high school unless with a designated adult such as a coach.
5. Students whose behavior has determined that they may not stay after school may not ride the 4:00 late bus. They must provide a written note indicating that an adult will pick them up.
6. No student can go home with another student's parent, brother/sister, etc. without a written note from the original student's parent/guardian.

When a student stays after regular school hours (2:44), s/he must report to room 101 to sign in or to a teacher for extra help. Students will not be released from extra help until that period is over.

When the extra help is over, the student should proceed to Room 101 with a pass. Students are not to be in any area unsupervised. Students should not stop at their lockers, walk the hallways, go to a phone, as their safety might be compromised. Students will be able to do that after they get to Room 101 and ask the monitor for permission. The monitors will monitor all cell/regular phone calls for the safety and security of all students – permission must be granted by the monitors before a cell phone call is made or received.

Students should report to Room 101 and be dismissed from there for all after school activities (extracurricular, athletic). If the after-school activity ends before 3:30 p.m., the student must go directly to Room 101 and wait until either parent pick-up of the 4:15 p.m. late bus.

Students may ONLY leave Room 101 when given verbal permission by the monitors and signed out, by a parent/guardian. Parent notes MUST BE stamped and turned into the main office before the school day starts. If after-school plans change (teacher absence, no extra-help, etc.), student is to return to Room 101 immediately.

## Books

All textbooks must be covered. This will minimize damage to books. Fines will be charged to any student who mistreats or loses books. Keeping books properly stored in a locked locker, utilizing book covers, and being aware of where they are placed will prevent loss, fines and other consequences. Any books given to the student including textbooks, supplemental paperbacks, and library books must be cared for and students will be subsequently disciplined when neglectful of their responsibility.

## **Bus Rules**

The safety of students who ride school buses is of primary importance to the Holmdel Township Board of Education. To ensure safety, the Board of Education and the Superintendent expect students to behave appropriately in accordance with the following guidelines and in response to directives of bus drivers and other school personnel. Failure to follow these guidelines will result in discipline, which may include denial of transportation. If a student is suspended from riding the bus for a period of time, notification will be given to parents and it will become their responsibility to provide transportation for the duration of the suspension.

- School bus drivers have been appointed by the Board of Education. They have complete authority over students during the time they are being transported. Any offense committed by a pupil will be handled as a violation of a school rule and subject to disciplinary action by the building principal.
- School bus drivers have been trained in safety rules and regulations pertaining to student transportation. 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 as practiced in evacuation drills.
- Students being transported to and from school will ride on their assigned school bus. Exceptions can be made only if requested in writing by a parent/guardian, approved by the building principal, and if room is available on another school bus.
- Students should be at the bus stop ten (10) minutes before the bus is due to arrive.
- Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the bus driver.
- When entering/exiting a school bus, students should step on and off quickly and quietly without crowding, pushing or shoving; upon entering or leaving the bus, students must always cross the road in front of the bus. Students should wait for the drivers to signal when it is safe to do so.
- At the bus stops, students must always respect the rights of property owners. Individual students and their parents will be held responsible for any damage to private property.
- Students are also expected to treat school property with respect. Individual students and their parents will be held responsible for any damage to the school bus.
- 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 within or out of the school bus is strictly prohibited.
- Smoking, eating or drinking is forbidden on a school bus.
- Windows on school buses may be opened only half way; extending of any body parts out of school bus windows is forbidden.
- Aisles must remain clear at all times. Books, backpacks and other materials must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; therefore, students should make arrangements with their parents for transporting large projects, musical instruments, and other oversized items to school. No glass containers should be brought onto school buses.
- Conversation should be in normal tones only. Loud talking, shouting or the use of profane language will not be tolerated.
- Students should get off the bus only at their assigned stops unless a parent/guardian request in writing has been approved by the building principal.
- No weapons may be brought onto a school bus.
- Bus drivers will maintain a seating chart for the identification of students. Students will remain in designated seats at all times when riding the bus. However, the bus driver has the right to assign seats to maintain order.

*Please note:* Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities

### **Child Study Team**

The Holmdel Township Board of Education shall provide the services of child study team personnel in numbers sufficient to ensure implementation of pertinent law and regulation. The Superintendent shall present to the Board for approval job descriptions, qualifications and evaluation criteria for positions required, and shall present to the Board the best qualified applicants.

When complete evaluations of students are necessary, the Superintendent shall recommend for Board approval qualified persons or agencies to supplement the district team. Appropriate staff members, such as the nurse and teachers assigned to the student, shall also be involved.

Students who have been identified by any professional staff member, the parents/guardians of the child, a child welfare agency or by the health services staff as possibly educationally disabled shall be considered for evaluation. In cooperation with the building's Student Assistance Committee, teachers and administrators shall provide intervention resources (e.g., adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. Parents/guardians shall be notified of such interventions. The members of the child study team shall be available to consult with teachers and parents/guardians.

If the problems persist despite these intervention techniques, a formal referral, requiring due process procedures, shall be initiated. The examination of each such pupil shall proceed promptly in strict accordance with law. The Board shall review and adopt the regulations governing the referral process. Examination of each identified child shall be according to the Comprehensive Evaluation Plan and may consist of a physical examination, a psychological examination, an educational examination, a social case study, and such other examinations as may be deemed necessary by the Child Study Team.

### **Code of Conduct**

The Satz School Student Code of Conduct may be found on the Satz web page.

### **Collection of Money**

Unless granted permission by an administrator, students are not permitted to undertake collections of money or to sell merchandise for outside organizations. School sponsored fundraisers will be monitored by club sponsor(s). Such activities are not to be intrusive.

### **Communication with Your Child During the School Day**

Parental communications with their child should take place only when there is a family emergency and via the main office or guidance phone numbers, NOT via cell phone.

### **Conferences**

Parent-teacher conferences are encouraged on an "as-needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Many times a few moments over the phone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose. A teacher may be contacted in one of three ways. The most expedient manner is to send an email directly to your child's teacher, you may email the teacher using the first letter of the teacher's first name and his/her last name with @holmdelschools.org. (e.g. - [jsmith@holmdelschools.org](mailto:jsmith@holmdelschools.org)) You may also call the main office to request that the teacher contact you at his/her earliest convenience.

## **Cyber Center**

All students are welcome to use the CyberCenter for curriculum-related research and reading. Hours are Monday-Friday, 8:32 AM - 2:44 PM. The librarian extra help days are Monday and Wednesday from 2:44 PM-3:15 PM. The CyberCenter is not open during homeroom. Students who need to print during homeroom time must go to Computer Lab 206 or 207. A pass is not required.

The CyberCenter is available most days for students during their lunch periods. A pass is not required to use the library during lunch time. Students may read and/or study quietly. Students may check out books. Computer use is permitted as long as lunch students do not disturb classes that may be in session. Personal electronic devices are not permitted at any time in the CyberCenter without permission.

A note about passwords: Parents are asked to remind students that they should never share their passwords, and also that whatever information they write on a school computer could be potentially traced back to their accounts. Students should be mindful of what they write (or what someone else writes on their account).

Parents are also asked to remind students that the computers in the cybercenter or computer labs are not for GAME PLAY.

## **Dress/Personal Appearance**

An individual's dress, personal appearance, and cleanliness have a bearing on how others react to him/her and should reflect sensitivity to and respect for others. A student's appearance should not constitute a threat to the safety and self-esteem of others, or be in violation of any statute. Although styles change, dress should reflect good taste and should be appropriate for a school day and season. The purpose of the school's dress code is to assure that the school population will dress in a way that supports and does not disrupt the educational process. During hot weather days only appropriate clothing will be allowed. When inappropriate clothing is worn, the student will be directed to change into more appropriate attire. This may result in a phone call home so that a parent/guardian can bring an appropriate outfit or the wearing of school-issued clothing, which will be washed and returned after use. At the administrator's discretion, disciplinary action may also be deemed appropriate.

## **Drop-off Procedures in the AM:**

When dropping off students in the morning, please adhere to the signs posted in the Satz parking lot.

- No student(s) should be dropped off in the bus lane (the lane closest to Satz School).
- The student drop-off sites are located at the far end of the Satz parking lot (opposite the High School end). Students are to enter the school from the doors located on the side of the building, not through the front entrance.

## **Early Dismissal**

If your child has to leave for an early dismissal, a note from the parent or guardian should be turned in to the Main Office by the student, prior to homeroom. At that time, an early dismissal pass will be given to the student to hand in to the respective period's teacher, so your child will be waiting for you upon your arrival. Parents must come into the Front Office to get their children and sign him/her out. No student will be permitted to leave the building by him/herself.

## Eligibility Requirements

All students at the William R. Satz Middle School wishing to participate in the extracurricular program (sports, clubs, and other activities) under the sponsorship of the school are subject to the following eligibility requirements. Failure to meet these requirements prohibits participation in these programs. Eligibility for classified students may be determined by their IEPs and the decision of the Child Study Team.

- A student must maintain a 2.0 GPA or "C" average or better in all academic subjects with no more than two failing subject areas to be eligible to try out for an activity and, once eligible and involved in the activity, must maintain a 2.0 GPA or "C" average throughout the entire length of the activity. The student will not be permitted to participate from that point should the eligibility requirement not be met. The student becomes ineligible the day the grades are published and/or progress reports are due.
- A student shall not be permitted to participate if s/he receives interim notices of severe academic and/or disciplinary problems.
- A student will not be permitted to participate for repeated disciplinary offenses and/or teacher recommendation.
- Incompletes need to be made up within two weeks or the student will be ineligible until the incomplete is fulfilled.
- Students must reestablish their eligibility for each activity as it takes place throughout the year. No sex, religious, ethnic, racial, or political restrictions shall govern eligibility for participation in extra programs except in the case of sex where a desired artistic effect (boys' choir, girls' barbershop quartet) is being sought and equal or comparable opportunity is available to the opposite sex in compliance with state and federal laws.
- Physical education participation is required on the day of a scheduled athletic event, practice or extra-curricular activity.
- A student must be in school for at least a half-day on the day of a specific extracurricular activity (including commencement exercises) in which s/he wishes to participate.
- A student is expected to complete a program, sports season, production, or other school-sponsored activity once begun, unless a specific circumstance (grades, health, and the like) makes him/her ineligible to do so.
- A participating student must recognize and accept policies and rules of any governing agency to which the Board of Education subscribes membership; those policies or rules which may supersede the district policy will be in effect.
- A student wanting to compete on an athletic team must have written parental permission, a completed medical history form, and a current physical examination (within a year) to be allowed to participate.
- A student athlete suffering an injury that precludes him/her from playing in a sport must have written clearance from his/her school physician before resuming participation.
- No team practice or scrimmage may take place without the presence of a designated district employed coach; similarly, no extracurricular activity may take place without the appropriate advisor or sponsor being present.

## Enrichment Opportunities

Grade Level	Program Model and Implementation	Identification Criteria	Staff
Grades 7 & 8	Honors Language Arts Honors Math Band/Chorus Solos	Placement criteria Placement criteria Audition	Language Arts Staff Math Staff Music Staff

Project-based inquiry: Project-based inquiry follows the Renzulli model of enrichment opportunities. This model recognizes that students can possess talents in a wide variety of disciplines. It provides an instructionally and economically efficient way to meet the student's individual and varied needs. Project-based inquiry follows the tenets of discovery learning: inquiry, active exploration, systematic investigation, self-direction and self-evaluation.

Academic Competitions (Humanities & Science Olympiad), an after school program, is a flexible approach to curriculum enrichment in 7th & 8th grade. It is a hands-on approach to enrichment that focuses on the use of information and the students' role as a first hand inquirer. Academic Competitions incorporates opportunities in a broad range of activities including the arts, sciences, and literature. Students are given the avenues to express their creativity, build on their talents and interests, and enhance their problem-solving skills.

Students are made aware of program activities via a Project Plus bulletin board, the school's newsletter, and individual handouts. Students then apply to participate and are selected on stated criteria specific to each activity. Examples of activities from the past have included NJ Playwrights workshops, Science Olympiads, Academic Bowl, and trips to the Cloisters and the Brooklyn Museum.

Voyagers Program: This program was developed to meet the needs of youngsters who have been identified as exceptionally talented. The identification process takes place in the spring of second grade. The process uses multiple criteria including the results of a standardized achievement test, the Naglieri Test of Non-Verbal Ability, teacher inventory, and parent inventory. Given the combination of the multiple measures, children who demonstrate exceptional potential may be included in the program. A formal permission slip is sent home at the start of the school year to the parents of identified youngsters. Each year, pupils are assessed for potential inclusion in the Voyagers Program. The Gifted and Talented Program in the Middle School is a combination of cluster grouping in the regular classroom and a "pullout" segment with a special teacher who guides the pupils to develop divergent thinking skills and problem solving strategies. The "pullout" segment takes place once a week and begins in late September.

### **Evacuation Drills**

Evacuation drills are a necessary exercise to ensure the safety of everyone in the building in the event of an unexpected emergency. All evacuation drills will be conducted at frequent intervals to insure familiarity with emergency exit procedures. Only Level II evacuation drills and lockdown drills will be announced. Therefore, any other fire signal that is sounded should be presumed to be a real fire/emergency. Please be mindful of the following points:

- DON'T DELAY to collect possessions - leave them.
- WALK -- do not run to the appropriate exit in single file.
- Students should remain with their assigned teacher and report directly to their designated area. (These areas are located on the gym fields on the side of the building.)
- KEEP QUIET AND BE ATTENTIVE - someone may have to give you special instructions.
- GET AWAY FROM BUILDING and remain quiet UNTIL YOU ARE FURTHER DIRECTED.

The most important thing in a fire/emergency is to get out of the building effectively and efficiently. If possible but without risk to life, students nearest the windows should immediately close any open windows while the rest of the class begins to exit; the student nearest the light switches should immediately turn them OFF; and the last person out the door should close it behind him/her as s/he exits.

Prominently displayed throughout the school are the preferred routes of exit from various areas of the building. However, if your route is blocked, you must seek the shortest route out of the building or respond to instructions from someone in authority. As a last resort, in case of extreme emergency, exit via operable classroom windows, which have been designed for this potential use.

The bell at the conclusion of the fire drill is not a signal to return to the building. All staff and students are to wait for a signal from a school administrator before re-entering the building.

### **Extra Help**

Extra help is available for students twice a week by each of their teachers in all subject areas. This provides the student an opportunity to better understand subject matter presented in the classroom. This is not necessarily a time or place for a student to sit and do homework. It is truly a time to receive "extra help"! Students are encouraged to take advantage of this opportunity. They should check with their teachers as to their scheduled times for extra help sessions. Such Extra Help day schedules will be available in the main office and will also be posted online.

### **Eye Protection**

State regulations and common sense dictate that all students involved in the technology education and science programs MUST wear eye protection. The school district is obligated to and does provide adequate eye protection for the various activities taking place within the realm of the above mentioned curricular areas. Students requiring prescription lenses will be provided with goggles to be worn over their own lenses and frames. Safety lenses do not constitute a pair of safety glasses as defined by law.

Our entire safety program includes not only provision for eye protection, but also safety instruction regarding machines, tools, and student conduct. The concept of eye safety, as well as safety in general, will be reinforced throughout the year by the instructor in charge. Those individuals who do not follow such instructions will be excluded from the activity.

### **Field Trips**

All policies of a disciplinary nature are created to safeguard the well-being of our students. It is an awesome responsibility to take middle school students to a museum or other off school sites and allow them freedom. Students must have maturity to handle this situation and our focus must be on hallway, bus, lunchroom behavior and such. If teachers have misgivings about students handling an unstructured environment, their concerns will be discussed with the administration. Alternative assessments/accommodations or removal from a specific trip might be implemented under certain circumstances. Please refer to the Conduct Code regarding the point system.

Students must have written permission from parents/guardians for all field trips. Permission slips containing pertinent information about the trip will be sent home prior to any planned excursion.

### **Firearms and Other Weapons**

Students will be immediately removed from the regular education program for a period of not less than one year and provided with an alternative program, pending a hearing before the Board of Education, when in possession of a firearm/weapon or when committing an assault upon members of the school community with a firearm/weapon.



## **Fundraising Activities**

The Board of Education recognizes the value of having students participate in fundraising activities in order to help the programs, activities and facilities of the school district, or in support of a Board-approved charitable cause. The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the superintendent. Additionally, the Board prohibits fundraising activities by school-sponsored groups or by outside organizations that encourage or require door-to-door solicitation by students or provide individual prizes or incentives to students or groups of students for fundraising.

## **Grading**

Report cards are issued at the end of the marking period and also must be signed by a parent/guardian and then returned to the homeroom teacher. Progress reports are no longer printed and mailed to parents. Grades, student schedules, course assignments and period-by-period attendance can be viewed at the parents' leisure by simply logging on to the PowerSchool Parent Portal web address: [powerschool.holmdelschools.org](http://powerschool.holmdelschools.org). Please note that in certain cases, progress reports may still be sent during the year if a need arises. The marking periods are approximately 45 days in length.

## **Grading Policy**

Students will be given two grades in each subject for each marking period. The first, a letter, evaluates subject matter achievement. The second, a number, assesses attitude toward learning. The grade under "Attitude" reflects each teacher's judgment of how well one adapts to the school environment. It includes all the elements each teacher expects of a student ranging from effort to thoughtfulness.

If a student receives a grade of "I" (Incomplete), s/he has one marking period to complete the necessary work to have the Incomplete changed to a letter grade. If the work is not completed, the "I" will become a failing grade or "F".

The grading system is as follows:

<u>ACHIEVEMENT</u>		<u>ATTITUDE</u>	
A+	96-100	C	70-75
A	90-95	D	60-69
B+	86-89	F	Below 60
B	80-85	I	Incomplete
C+	76-79	P	Pass
		O	= Outstanding
		S	= Satisfactory
		N	= Needs improvement
		U	= Unsatisfactory

## **Guidance Services**

Guidance Services are available for our student body. Helping to orient your children to each year's assignments is one of their tasks. The counselors work with students both individually as well as in various types of groups. They consult regularly with staff members concerning the overall welfare of the children. When there is a change happening outside the school, it is wise for the parent to contact the Guidance Office so that proper attention can be paid to the child and the specific concern(s). The counselors, Mr. J. Bruce and Ms. M. Finnegan, are readily available at 946-1871.

## **Hats**

The wearing of hats in the building is prohibited as they routinely become the source of distraction in class and about the building. Any hat that is taken because of improper behavior will be returned to the student at the end of the day. In the case of repeated occurrences, the item will be returned to a parent/guardian only.

## **Health and Safety**

The health and safety of all students, staff, and community members are critically important. Students and staff will comply with safety procedures at all times and in all building localities. Classrooms, labs, shops and locker rooms have established procedures that are to be followed. Where special equipment is used, safety is the first priority. Protective equipment is to be used on a regular basis due to board policy or state code. Safety measures will be observed when using outside facilities. Sidewalks, fields, parking lots and drives will be used appropriately, always with an awareness of vehicular traffic.

The sanitary health of our school community is important. Students need to regularly clean out their lockers and dispose of waste matter in an appropriate way. Litter, trash and garbage are everyone's responsibility. The custodial staff ensures that waste is collected on a regular basis.

## **Health Services**

Students with health problems are asked to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit student activities at school.

If it is necessary for a student to receive medication during school hours, parents must comply with New Jersey State Narcotic and Dangerous Drugs Law; Title-24:21--16-18...

- Parent or guardian must provide a written request for the administration of prescribed medication at school.
- Written orders must be provided by the doctor, telling what condition the medication treats, side effects, and how often it is to be administered.
- Medication containers must be properly labeled by pharmacy or doctor and brought directly to the school nurse by the parent/guardian upon entering the school building. All medication must be in its original container.
- No medication over the counter (including aspirin, Tylenol, and others) will be administered without a doctor's note. Students are not allowed to carry medication on their person, in their locker, or anywhere else.
- Students are not permitted to self-medicate.

Students who become ill during the school day and who are scheduled for a class at the time of their illness must first report to the teacher 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 be sent home. The nurse will contact parents. Students should not call parents directly, from the main office or from a cell phone, 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 spends a class period or portion therewith in the bathroom will be considered as having cut the class. Such a health-related event requires some adult staff member's awareness or intervention.

## **Lice/Nits - Pediculosis**

- Students are sent home if they are found to have lice (can stay in school if nits are present)
- Parents are required to treat their child or take them to a physician (at their discretion).
- Students returning to school are checked by the school nurse before entering their classroom.
- If nits are present, they can remain in school as long as they are undergoing treatment.
- If lice are present, they are sent home for further treatment.

For additional information or to report that your child has been absent with a contagious disease, you should contact the school nurse, Ms. Jane Denton, directly at 946-1815.

## **Homework**

One of the most important purposes of schooling is to develop each person into an independent learner. Homework is an integral part of the educational process in that it addresses one or more of the following objectives:

- To permit growth in self-responsibility, self-direction and learning; to direct students toward good work habits;
- to enrich and extend the school experience;
- 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 increase the students' sense of self-worth and self-efficiency; and
- to involve the family in a shared learning experience.

We expect that all homework assigned will have specific objectives and may either be of a study nature or task. Students of all ability levels will be assigned homework on a regular basis. We ask that the parents be an integral part in this process of reinforcing learning by supplying an appropriately scheduled time and environment for homework completion. Types of homework may be written assignments, research, supplementary reading, television viewing or radio listening, study time or special short or long-term projects.

Homework will be meaningful and appropriate in meeting the needs of each student. Assignments will be carefully planned and followed up by the teacher. No homework should be disciplinary, punitive or busywork. Homework shall increase as the student moves from seventh to eighth grade. Homework at this level should be approximately 60 – 120 minutes per day. This includes specific assignments, studying for quizzes/exams, and review of specific material for the next day.

The difference between a good and an excellent scholar is two days per week. That is, learning is ongoing. Therefore, homework may be assigned each day. The staff will attempt to be sensitive to outside concerns such as holidays, family gatherings, etc., but the staff sees education and learning as our first priority. An attempt will be made to coordinate student homework assignments across disciplines. Projects will not be assigned over vacation periods.

A student should call a classmate to get homework when they are absent for up to three days. After three days, students should request homework by calling 946-1808. The request will be honored in 24 hours. Please pick up such requested work in the Front Office. In general, pupils will be allowed two days to make up missed work for each one day of absence. Teachers shall make reasonable accommodations to extend time for pupils.

Teachers, students, and parents share in the responsibility of making sure that any and all homework has an overall positive educational effect on the student in terms of awareness, growth, and understanding.

### **I&RS (Intervention and Referral Service)**

The I&RS Committee meets on a regular basis to discuss cases relating to students who demonstrate educational, health-related, social, or behavioral difficulty. This may include the exhibition of signs and symptoms related to drug and alcohol use/abuse/chemical dependency. These students are been referred by teachers, administrators, building personnel, guidance counselors, parents, or peers for review based on the above-indicated problems or disciplinary referrals. It is the goal of the team and William R. Satz Middle School to intervene early so these students may receive the proper counseling and program necessary for them to function. The team may also make suggestions as to appropriate materials and/or instructional techniques to the referring teacher(s). In addition to regular team members, other members of the school staff, including the school resource officer, may be included on certain cases. Parents should contact our I & RS coordinator, Mrs. Chantal Simonelli ([csimonelli@holmdelschools.org](mailto:csimonelli@holmdelschools.org)) with any questions regarding this service.

### **Illegal Substances**

In accordance with applicable New Jersey statutes the Board of Education prohibits the use, possession or distribution of any drug or chemical by students, staff or others.

For the purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes.
- All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes.
- All alcoholic beverages.
- All anabolic steroids.
- Any prescription drugs, except those for which permission for use in school have been granted pursuant to Board policy.

Board policy dictates that students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes or cigarette rolling papers while on school property and if found, such items will be confiscated.

Use of tobacco in any form by anyone in school, at any school function or while under Board of Education jurisdiction is prohibited. Students found smoking in school or on school property will be referred to the appropriate authority for disciplinary action. If, after an initial warning an individual continues to smoke, s/he will be cited and fined with a mandatory appearance in the Holmdel Township Municipal Court.

New Jersey law prohibits persons under 18 years of age from purchasing cigarettes; therefore, possession of cigarettes or tobacco in any form is also prohibited. This includes e-cigarettes (any kind) and associated materials (any kind). Additionally, in accordance with state code and board policy, smoking is prohibited in the schools and within 50 feet of the buildings by anyone.

## **Late Bus and After School Pick-Up Procedures**

There are many different activities and events taking place after school: clubs, sporting events, extra help, etc. Students are often required to take the late bus home. To avoid confusion, the following procedures must be followed by everyone at Satz.

- All students who stay after, for any reason, are required to meet in Room 101 after their activity is completed.
- Any parent picking up their child prior to 4:15 late bus should come through the main entrance and follow the sign out procedures.
- All remaining students will be placed on the 4:15pm late bus to go home.
- The following situations require an advance parental note which must be presented to the Main Office prior to the end of the school day:
  - Someone other than the custodial parent, including siblings and other relatives, will pick up your child.
  - Your child needs to take a bus other than the one regularly scheduled.
  - Your child wants to stay and watch a Satz or HHS sports event.
  - You will pick your child up after the departure of the 4:00pm late bus as there is no supervision after this time.

As always, all the rules, policies and procedures of the Satz School are put into place solely for the well being, safety and security of our students. Behavior problems reported to the office may exclude a student from late buses. Such a decision will significantly limit student access to after-school activities and necessitate parent pick-up of students. Length of exclusion from bus will depend on the severity of the situation.

## **Lateness to School**

Students cannot learn if they miss class time. All students arriving late to school will be considered UNEXCUSED unless there is a parental note substantiating the lateness due to a medical reason or family emergency only. Repeated unexcused and/or excessive lateness to school is subject to after-school detention and points being assigned.

## **Lost and Found**

Students who find articles are to take them to the cafeteria and deposit them in boxes located on the stage. Found items in the gym area should be taken to the physical education staff offices. Lost articles may be claimed by the owner. Any item other than clothing or texts should be turned into the main office. To help prevent items from being lost, all students should put their name and an identifying mark/code on items. If a student loses an item, s/he should fill out a lost report. Forms may be obtained in the main, guidance, health, and physical education offices.

## **Non-Essential/Valuable Items in School**

Items that do not contribute to the learning process or are distractible/dangerous in nature are not permitted in the building, on the grounds, or on a school bus. These items may include, but are not limited to, skateboards, rollerblades, fidgets, laser pens, bluetooth speaker devices or players, IPODs, tablets, water pistols, yo-yos, and other toys or items of a similar nature. These items will be confiscated and will not be returned to the student. The building administrator will have the final decision in these matters. Students are urged not to bring these types of items to school. The school is not responsible and will not take action for misplaced, lost or stolen non-essential items.

## **Physical Education Program Requirements**

A complete set of gym clothing is to be brought to school and kept in the assigned gym locker. Clothing requirements are as follows: Sneakers or tennis shoes, Socks (preferably white), Shorts (no cut-offs), Shirt, Sweatshirt (long sleeve shirt for cold weather), Long pants for cold weather. Additionally, students are required to bring a personal padlock to secure such items in the gym locker.

Class regulations include, but are not limited to, the following:

- Gum chewing is not allowed in the locker room, in the gym, or in any area where an activity takes place.
- Jewelry is not to be worn during class activities. Valuables should be locked in your regular or physical education locker or given to the teacher in charge.
- Teachers will ask that long hair be tied back during class activity.

Class procedures are as follows:

- All students must change for class and be in their squads for roll call no later than five (5) minutes after the period has begun.
- Medical excuses should be sent from home when a student is to be excused from participating in an activity. At the discretion of the teacher, a student may or may not be required to dress for the activity.
- Excuses lasting for more than one week must come from a physician and will be forwarded to the school nurse. Students with such a medical excuse are to report to the guidance office for reassignment during the period of inactivity. A student's return to P.E. participation after an extended medical excuse must be accompanied by a physician's note indicating the date of return.
- Students must purchase their own locks (Master or American brand names are the most reliable - combination locks only). Each student should come to the first day of class with the appropriate lock and a complete set of gym clothing.
- Students are not to share lockers or give their lock combinations to any other student for any reason; doing so encourages loss of valuables.
- Lockers are to be emptied for weekends and during holidays in order to clean the locker room and provide the student an opportunity to launder gym clothing.
- Lockers must be locked at all times.

## **Respectful Behavior**

Respect is an important concern for all of the staff at the Satz Middle School. To this end, respect means:

- Everyone is reverent toward the school facility and the learning that takes place.
- Everyone is mindful that teaching and learning should take place without interference or intimidation.
- Everyone values our individual differences, and is considerate of someone else's property.
- Everyone is courteous to the sensibilities of each other in their use of language and courtesy.
- Everyone understands one's own health and the rights of others to clean air and a safe environment.

## **School Rules and the Law**

School, like any other institution, has its own set of rules to ensure the safety and welfare of the people and to ensure an organized and efficient operation. Some rules are the school's own while others are related to legal requirements of the state and nation. Therefore, some acts may have legal, as well as school, consequences. The school maintains a working relationship with local law enforcement, fire, and health agencies and is duty-bound to cooperate with them on matters such as theft, drugs, alcohol, assault, weapons, arson, smoking, communicable diseases and sanitation.

## **Search and Seizure**

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline, and to search by law enforcement officials upon the presentation of a proper warrant. A pupil's person and possessions may be searched by school officials when there is reasonable suspicion to believe that illegal or prohibited substances or objects are present. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

## **Sportsmanship Code**

Spectators and participants are encouraged to observe the following SPORTSMANSHIP CODE:

- We will treat visiting officials, fans and athletes as our guests.
- We will support our team at all times.
- We will accept the decisions of officials without protest.
- We will not boast in victory nor alibi in defeat.
- We will encourage the players and coaches in victory or in defeat.
- We will respect the authority and judgment of the coaches.
- We will try at all times to be a credit to our school and community.
- We will recognize good play on either team.
- We will not inappropriately yell or gesture at officials or players.
- We will be good sports.

## **Student Accident Insurance**

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 Council**

The William R. Satz Middle School Student Council is a student organization that deals with policies, problems and activities that affect the student body. Representatives are elected by each homeroom; these representatives collectively become the William R. Satz Middle School Student Council and serve for one year. Officers are elected by the student body from among its representatives.

## **Student Records**

The parent(s) or guardian of a pupil, or the authorized representative of the parent(s) or guardian, may have access to the records of the pupil upon request to the school principal or designee. An appointment to examine records must be made within ten (10) days of the request.

- Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate them.
- All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the originator.
- Records for an individual pupil shall be maintained in a central file at the school attended by pupil. When maintained in a different location, a notation is required.

- Mandated records are those pupil records which the schools have been directed to compile by N.J. statute, regulation or authorized administrative directive.
  - Personal data which identifies each pupil enrolled in the school district: (a) pupil's name; (b) address; (c) date of birth; (d) name of parents; (e) citizenship; (f) sex.
  - Record of daily attendance.
  - Description of pupil progress, grade level or other program assignments.
  - History and status of physical health compiled in accordance with State regulations.
  - Records pursuant to rules and regulations governing the educationally handicapped.
  - All other records required by the State Board of Education.
- Permitted records are those pupil records which the district Board of Education has authorized by resolution and adopted at a regular public meeting to be collected.
  - The superintendent shall authorize annually that certified personnel review records to determine educational relevance and destroy data no longer descriptive of the pupil or educational situation.
  - Authorized records.
- All records of declined eligibility or declassified students used for assessment, IEP, evaluation, and due process, pursuant to Chapter 28.
- Student lists maintained by support agencies for use in counseling, mental health services, etc. and not in violation of existing code.

These may include conduct reports; student contracts; reports, assessments, evaluations conducted as part of pre-referral and/or inclusion in local intervention programs; kindergarten screening results; medical history; health related conferences; speech and/or physical therapy; birth defects; accident report; Child Study Team involvement; confidential and non-confidential teacher information request forms; suspension notices; custody papers; notes and prescriptions; discipline reports; counselor summary reports; letters of recommendation; interim progress reports; detention lists; student schedules; college and career placements lists.

It is the parent's responsibility to report to the building principal in writing and to provide legal documentation of any situation, which may affect the distribution of records.

### **Student Valuables**

Students should avoid bringing radios, cameras, 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 should an agent or an employee of the Holmdel Township BOE assume liability for a lost or damaged item, article or device. In order to prevent thefts, students are urged to take reasonable precautions to safeguard their items such as, securely closing locker doors and fastening locks, not leaving personal items unattended and not sharing locker combinations with other students for any reason.

### **Test/Examination Return Policy (2622/2624)**

In order that parents/guardians may play the most integral role possible in the education of their children, and so that student assessment can be used by students and parents/guardians as a means of improving student learning, all tests, quizzes, reports, projects and papers shall be returned to the students' permanent possession after the instruments have been checked and/or graded by the teacher. In the case of tests with accompanying answer sheets, both the answer sheet and the test are to be returned. The following exceptions shall be in effect:

- State Tests
- Criterion tests for placement in honors courses
- Standardized achievement and aptitude testing
- Other exceptions recommended by the superintendent and approved by the Board.



The following exceptions may be made at teacher or department discretion:

- Final examinations in World Language courses.
- Other exceptions as recommended by the superintendent and approved by the Board.
- However, these documents must be available for student or parent/guardian review in an appropriate and convenient fashion as determined by the school principal.

### **Threats of Violence**

In the Holmdel Township Public Schools, it is expected that students, staff, parents and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. When someone makes a threat of violence, whether verbal, physical, or via computer an administrator will take immediate disciplinary action consistent with board policy. The administrator will also take into account the maturity of the participants and the nature of the incident. Pending the outcome of an investigation, if action is required, such action will include, but not be limited to:

- Removal from the learning environment;
- Parent notification and conference(s);
- Notification to law enforcement official(s);
- Notification to the Superintendent of Schools; and
- Mandated psychological evaluation by an out-of-district specialist.

### **Yearbooks**

The yearbook is a lasting document of student experiences at the Satz Middle School. At the end of each school year, the yearbooks are distributed to those students who have ordered them. Traditionally, comments, expressions and autographs are written in these books. It is expected that all written comments are in good taste and are neither obscene nor inappropriate in any way. Student found defacing or making inappropriate comments in the yearbook will be subject to disciplinary action which may result in suspension from school or exclusion from year-end activities. Students are also responsible for comments written in their own yearbooks and should carefully monitor this. Yearbooks with any inappropriate marks, notations or illustrations will be confiscated and **not returned**. No refund or replacement of book will take place.