

SATZ CODE OF CONDUCT

OVERVIEW

The Holmdel Township Public Schools strive to ensure that the physical and mental health, safety and welfare of pupils in its schools will be protected, and provide an orderly environment conducive to learning. Therefore, the Holmdel Township High School has established this document to provide clear standards for student behavior and consequences should infractions occur. Repeated violations or a pattern of inappropriate behavior will result in greater consequences.

Dress Code

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. At the administrator's discretion, if the attire worn is deemed to be in violation of the school's dress code policy, 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. Also, at the administrator's discretion and pursuant to the code of conduct, disciplinary action may also be deemed appropriate.

Drugs, Alcohol, Tobacco

The Holmdel Township Board of Education recognizes the existing drug and alcohol abuse problem in society and is aware of the vital role played by schools, and school personnel in the efforts of the community to control and reduce this problem. The Board believes that a preventative and therapeutic approach to the problem is more effective than one which is solely punitive in nature. The Board is committed to establishing a comprehensive district-wide program to address the use of alcohol and controlled, dangerous substances by students.

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

- A. All dangerous, controlled substances as so designated and prohibited in New Jersey statutes;

- B. All chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- C. All alcoholic beverages;
- D. Any prescription drug, except those for which permission for use in school has been granted pursuant to Board policy,

The Holmdel Township Board of Education prohibits the use, possession, or distribution of any drug by pupils, staff, or others on school property. If a student is suspected of being under the influence of drugs, staff members must immediately report it to the principal. The principal will follow a strict set of guidelines which may include: removing the student from class; a health examination by the school nurse; parent notification; mandatory drug testing. All of these actions are guided by law and are in the interest of student safety.

Use of Technology, Internet and E-mail Rules

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 would be private. Within reason, freedom of speech and access to information will be honored. However, any student using such technologies to harass another student/adult or input or extract inappropriate information from a student/adult will be subject to in or out-of-school suspension at the discretion of the school administration. In addition, if the incident is severe enough and warrants it, law enforcement personnel will be contacted. 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.

Communication Devices (Cell phones/Earbuds/Smartwatches and Other Electronic devices)

Any student who has an urgent reason for using the phone during the course of the school day is to obtain permission from the classroom teacher and then report to the school's main office. While students are permitted to have cellular phones they must be stored in a secure/safe location such as their lockers or backpack but should not be on their person. Cell phones should not be audible or visible during the academic school day. After the academic school day, students are permitted to use their cellular devices as long as permission is first obtained from a teacher and/or staff member. This includes students waiting for an activity or pick-up.

Note: Cell phones may be used in the morning before class, however, no videos or photos may be taken nor music played aloud. If permission is granted by a staff member, the student may use cell/earbuds etc. while waiting to be picked up or for an after school activity. Use during class time is at the discretion of the teacher and for academic use only.

Parents/students are responsible for lost, misplaced, or stolen items. The school encourages parents/guardians to talk with their child about securing all communication devices. Improper possession and/or use of a cell phone or other electronic device will result in consequences outlined in the Code of Conduct.

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 school counseling office phone numbers, not via cell phone. Parents are asked to refrain from sending any text messages during school hours, which is a distraction and disrupts instructional time.

Conduct/Discipline Guidelines

These discipline guidelines have been developed in accordance with the district's code of conduct (see Board Policies), and represent an age-appropriate interpretation of expected behavior. Our focus is on modeling and highlighting positive behaviors. In the event this kind of reinforcement does not create positive results, we have a guideline for rules and consequences at Satz School. The rules and consequences will focus on the following areas: Academic, Bus Conduct, Personal Behavior, Vandalism, and Violence. The Holmdel Public Schools believe in the importance of setting forth high expectations for all members of our school community. We believe in the intrinsic value of human dignity, compassion, and respect for all individuals. Student disciplinary infractions will be handled using the code of conduct and various restorative practices. Restorative practices will be aimed at healing the harm done by student misbehavior while repairing relationships in order to have a more harmonious, healthy, and safe learning environment. Restorative Justice may be used in lieu of or in conjunction with the cited disciplinary consequences listed below.

The staff, administration, and parents will work together to help all students through the use of the discipline guidelines at Satz School. Administrative discretion may be used in determining the appropriate discipline for a student.

This table represents the most common infractions of school regulations and guidelines for determining penalties. Penalties may vary due to the student's developmental stage as well as the frequency and/or intensity of the infraction. All Student Code of Conduct matters will be handled on an individual basis and administrative discretion will be used in the final adjudication of discipline. Circumventing discipline or misbehavior during assigned disciplinary consequences will result in progressive disciplinary action.

We Are Ready to Learn			
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Tardiness to class (defined as arriving after the bell)	1-3 tardies result in 1 day of Lunch Detention	4-8 tardies results in up to 3 days of lunch detention	9+ tardies up to 2 days of after-school detention.
Academic Dishonesty: (Plagiarism/Cheating on assessments/ assignments, inappropriate use of electronic device during assessments, tests, assignments, or any other conduct of this nature)	Conference between teacher and pupil. Zero on assignment, meeting with the counselor. Teacher contacts parent.	Up to 3 detentions or 1 day ISS, zero on assignment, teacher contacts parent, parent meeting with counselor and teacher.	Up to 2 Days ISS, zero on assignment, parent conference, meeting with the counselor.
Cell phone on person during school day	Confiscated and held in the main office until the end of the day. Students may retrieve their device(s) at the end of the day.	1-Day Detention; Confiscated and held in the main office until the end of the day. Parents may retrieve the device(s) after school.	Up to 2 days detention; Students will drop off the device(s) in the main office for a period of time determined by the administration. Parents may retrieve the device(s) after school.
Inappropriate Use Of Technology: Cell phone, computers, tablet, etc. Tampering with BOE property	Up to 2 days detention, possible termination of computer privileges, police notification as appropriate.	Up to 3 days detention, possible termination of computer privileges, police notification as appropriate.	Up to 3 days ISS and/or OSS, possible termination of computer privileges, police notification as appropriate.
Left Class Without Permission/ Did Not Report To Class	Up to 2 days detention, teacher notifies the parent.	Up to 3 days ISS, parent notification, I&RS Referral.	Up to 3 days ISS and/or OSS, parent notification

Class/Building Disruption: Running/Yelling in The Halls	Up to 2 days detention, parent notification	Up to 3 days detention, parent notification, meeting with counselor	Up to 5 days detention; Up to 3 ISS or OSS. Possible risk assessment by a mental health professional.
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We Are Responsible

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Unauthorized entry into the complex school premises without proper authorization or necessity to do so.	1 day of lunch detention	Up to 2-3 days of lunch detention	Up to 2 days after school detention
Littering/ Failure to Clean Area or Place Refuse in Cans	Up to 2 days detention	Up to 5 days detention	Up to 3 days ISS
Failure to Report For Assigned Detention	Parent notification. 1-day detention, in addition to missed detention(s)	Parent notification. 2 days detention, in addition to missed detention(s)	Parent notification. 1 day ISS, in addition to missed detention(s)
Eating/Drinking When Prohibited. Ordering food to the building.	Verbal warning, confiscation of material. Parent notification.	1-day detention, confiscation of materials. Parent notification.	Up to 3 days detention, confiscation of materials. Parent notification.
Conduct that is unsafe and may constitute a crime, including but not limited to, bikes, mopeds, scooters, and e-bikes. (Monetary restitution if applicable)	Up to 3 days of after school detention; revoking of campus access and parking privileges for up to 5 days (if applicable)	Up to 3 days of in-school suspension; revoking of campus access and parking privileges for up to 20 days (if applicable); administrative review pursuant to law and board policy	Up to 4 days of out-of-school suspension; revoking of campus access and parking privileges for the remainder of the school year (if applicable); administrative review pursuant to the law and board policy
Unauthorized Filming, Recording or Taping of any Person(s) or Events on School Property without the express permission of the student and their parent/guardian via social media, text, email, and/or any other method	Up to 3 days detention, notify parent, possible police notification, counselor/CST check-in and review	Up to 2 days ISS, notify parent, possible police notification, counselor/CST check-in and review	Up to 3 days ISS or OSS, parent meeting, possible police notification, counselor/CST check-in and review

<p>Intentionally sharing false or misleading information about another student, staff member, or any member of the school community, either verbally, electronically, or in written form.</p>	<p>Up to 2 days ISS, notify parent, possible police notification, counselor/CST check-in and review</p>	<p>Up to 3 days ISS and/or OSS, parent meeting, possible police notification, counselor/CST check-in and review</p>	<p>Up to 5 days ISS and/or OSS, parent meeting, possible police notification, counselor/CST check-in and review</p>
<p>Violation of the electronic use policy, which encompasses the use of electronic devices that disrupt classroom and/or school activities. This includes, but is not limited to, attempting to access or use other students' accounts and/or searching for inappropriate content on the internet.</p>	<p>Up to 3 days detention, notify parent, possible police notification, counselor/CST check-in and review</p>	<p>Up to 2 days ISS, notify parent, possible police notification, counselor/CST check-in and review</p>	<p>Up to 3 days ISS or OSS, parent meeting, possible police notification, counselor/CST check-in and review</p>
<p>Smoking Tobacco or E-cigarette Device on Interior or Exterior of School</p>	<p>Up to 2 days ISS and/or OSS, confiscation of product/device; referral to school counselor, possible substance abuse screening, possible police notification</p>	<p>Up to 3 days ISS and/or OSS, confiscation of product/device; issue summons, fine and court costs, possible substance abuse screening, possible police notification</p>	<p>Up to 5 days ISS and/or OSS, confiscation of product/device; issue summons, fine and court costs, possible substance abuse screening, possible police notification</p>
<p>Substance Use/Possession -Currently or Prior to Discovery, Being Under the Influence of, Possession of Drugs/Alcohol/Drug Paraphernalia in School or During School Activities—Refer to Board Policy</p>	<p>Up to 2 days ISS and/or OSS, parent notification, police notification, parent must meet with counselor and administration within 48 hours and follow treatment recommendation, failure to follow treatment recommendation may result in expulsion proceedings. The Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges.</p>	<p>Up to 3 days ISS and/or OSS, parent notification, police notification, parent must meet with counselor and administration within 48 hours and follow treatment recommendation, failure to follow treatment recommendation may result in expulsion proceedings. The Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges.</p>	<p>Up to 5 days ISS and/or OSS, parent notification, police notification, parent must meet with counselor and administration within 48 hours and follow treatment recommendation, failure to follow treatment recommendation may result in expulsion proceedings. The Division of Child Protection and Permanency may be notified. Exclusion from certain activities and privileges.</p>

We are Respectful

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Misconduct on Bus or at the Bus Stop, endangering the safety or well-being of self or others, includes but is not limited to, horseplay, inappropriate language, increased volume, misuse of electronics, (monetary restitution if applicable)	Removal from bus for up to 5 days and up to 2 days detention, parent notification Referral to school counselor.	Removal from bus for up to 10 days and up to 4 days detention, parent notification Referral to school counselor.	Removal from bus for 30 days, and up to 2 days ISS, possible loss of transportation privileges, parent notification. Referral to counselor, possible risk assessment by mental health professional.
Vandalism Destruction, or Defacing School/ Personal Property	Up to 2 days ISS; Referral to principal, parent conference, monetary restitution, school counselor referral	Up to 3 days ISS and/or OSS; Referral to principal, parent conference, monetary restitution, school counselor referral	Up to 4 days OSS, parent conference, police notification, monetary restitution, reference to Board Policy
Stealing/Theft of school or personal property	Up to 3 days detention, parent notification, restriction of school privileges, parent notification, principal notification. Meeting with counselor. Return item/monetary restitution. Police notification if appropriate	Up to 2 days ISS, parent notification, restriction of school privileges, parent notification, principal notification. Meeting with counselor. Return item/monetary restitution. Police notification if appropriate	Up to 3 days ISS, parent notification, restriction of school privileges, parent conference, possible risk assessment by mental health professional. Return item/monetary restitution. Police notification if appropriate
Disrespectful Towards Authority Figure, Willful Disobedience or dishonesty.	Up to 2 days detention Conference between teacher and pupil, pupil warning, teacher notifies parent, principal notification.	Up to 5 days detention Teacher notifies parent, restriction of school privileges, principal notification	Up to 3 days detention and/or ISS, Parent conference with administration/teacher, referral to school counselor, possible suspension from school.
Inappropriate Peer Interaction Via Technology: Texting, social media, blogging, etc.	Up to 2 days Detention. Parent contact. Possible risk assessment by mental health professional Possible referral to Holmdel Police	Up to 3 days ISS. Parent meeting with Administration and/or counselor. Possible risk assessment by mental health professional Possible referral to Holmdel Police	Up to 2 days ISS and/or OSS. Parent meeting with Administration and/or counselor. Possible risk assessment by mental health professional Possible referral to Holmdel Police

Inappropriate Peer Interactions: -Expressions -Actions -Language -Gestures -Physical Contact -Images and/or via Computer/Social Media/Internet use.	Up to 5 days detention, teacher notified parent, meeting/mediation with counselor.	Up to 2 days ISS, parent notification, meeting/mediation with counselor.	Up to 4 days ISS and/or OSS, parent notification, meeting/mediation with counselor.
Profane, Obscene, or Inappropriate Language/Gestures Directed at Staff Member or Student	Up to 2 days ISS. Referral to school counselor.	Up to 3 days ISS. Possible risk assessment by mental health professional	Up to 4 days ISS or OSS. Possible risk assessment by mental health professional
Inappropriate Speech: Profanity/ Inappropriate remarks of <i>all protected classes: race, color, age, religion, sex, disability, genetic information, citizenship, veteran status, and national origin.</i>	Zero tolerance. Up to 5 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification	Zero tolerance. Up to 9 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification	Zero tolerance. Up to 9 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification

We Protect the Peace			
Type of Behavior	1st Offense	2nd Offense	3rd Offense
Physical Altercation: Pushing, shoving, horseplay	Up to 2 days detention Consultation with the teacher, parent notification, referral to the principal, referral to the school counselor. Possible I&RS referral	Up to 5 days detention Consultation with the teacher, parent notification, meeting/mediation with counselor. Possible I&RS referral	Up to 2-day ISS Consultation with the teacher, parent notification, referral to the principal, referral to the school counselor. Possible I&RS referral
Instigating, participating, and/or creating a substantial disturbance to classroom and/or school activities that impacts the overall school culture and environment (e.g., food fight; inciting a riot)	Up to 3 days OSS; possible police notification	Up to 5 days OSS, police notification. Risk assessment, possible recommendation for expulsion.	Up to 9 OSS, police notification. Risk assessment, possible recommendation for expulsion.

Physical Contact - punching, hitting, kicking, etc. regardless of intent to cause harm.	Zero Tolerance. Up to 2 days ISS and/or OSS, referral to principal, parent notification, suspension from school, referral to school counselor. Possible I&RS referral.	Zero Tolerance. Up to 3 days ISS and/or OSS, parent notification. Possible I&RS referral.	Zero Tolerance. Up to 5 days ISS and/or OSS referral to principal, parent notification, suspension from school, referral to school counselor. Possible I&RS referral. Police notification.
Fighting or attacking a student/teacher	Zero Tolerance. Up to 3 days Suspension Parent notification. Possible I&RS referral.	Zero Tolerance. Up to 5 days Suspension. Parent notification. Possible I&RS referral.	Zero Tolerance. Up to 5 days Suspension. Parent notification. Possible I&RS referral. Police notification.
Threat Or Intimidation. Written or Verbal.	Up to 3 days detention. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 2 days ISS. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days ISS and/or OSS. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.
Willfully Endangering The Safety Of Others	Up to 3 days ISS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days OSS and/or ISS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 10 days OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.
Harassment, Intimidation, or Bullying (H.I.B.) - Substantiated	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct
Sexual Harassment: Verbal, Physical, Online, Cell Phone, Electronically	Up to 3 days detention and/or ISS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days ISS and/or OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 10 days OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.

Unauthorized Use of Emergency Equipment: Interfering with or setting off fire alarm, fire extinguisher, or other emergency devices	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional. Referral to CST.
Aggressive Action Towards a Staff Member	Up to 3 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional	Up to 5 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional	Up to 10 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional
Possession of Dangerous/Offensive item/weapon in School	Up to 3 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.	Up to 5 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.	Up to 10 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.
Possession/use/sale of firearms/dangerous weapons	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 9 days OSS.	Zero Tolerance. Possible expulsion consistent with State law, police notification. Minimum 9 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 9 days OSS
Possession or use of drugs/ alcohol	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS
Starting or Causing a Fire	Up to 9 days OSS, police, and Fire Prevention Bureau notification, automatic recommendation for expulsion, risk assessment	Up to 9 days OSS, police, and Fire Prevention Bureau notification, automatic recommendation for expulsion, risk assessment	Up to 9 days OSS, police, and Fire Prevention Bureau notification, automatic recommendation for expulsion, risk assessment

Notes

Administrative Review may involve teachers, parents, school counselors, the Child Study Team, and any others involved, as deemed necessary by staff and administration. The W.R. Satz 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. Inappropriate student

behavior may also affect students' privileges during the year (ex. Class Trips, Six Flags Trip, etc) These decisions are subject to approval by the administrators in the building. Students are excluded from all school-sponsored activities, both during and after school hours, for the duration of their detention and/or suspension period.

EXPECTATIONS WHILE SERVING DETENTION

Lunch Detention

- Students who are serving lunch detention are encouraged to bring their lunch, however if they need to purchase lunch, they will be given the opportunity to do so prior to reporting to the lunch detention location.
- Monitors should be treated with the utmost respect at all times.
- Upon arriving
 - Students are required to sign in.
 - Students will proceed to place their cell phones in the designated holder.
- Students are expected to maintain a quiet and focused atmosphere, refraining from talking aloud or engaging in any disruptive behavior.
- Students may utilize their time by completing assigned work, reading a book, completing a reflection assignment, or simply sitting quietly.
- Please note that detention takes **precedence over all non-academic** activities. It is crucial that students prioritize their commitment to attending detention and fulfill their obligations accordingly.
- For students that fail to serve the detention, the administration will promptly contact the parent or guardian to address the situation. In such cases, additional disciplinary measures will be implemented as deemed necessary.
- Failure to comply with these rules will result in further disciplinary consequences.

After School Detention

- After school detentions are 45 minutes in length, from 2:35 pm - 3:20 pm
- Students must report to detention on time.
- Monitors should be treated with the utmost respect at all times.
- Upon arriving
 - Students are required to sign in.
 - Students will proceed to place their cell phones in the designated holder.
- Students are expected to maintain a quiet and focused atmosphere, refraining from talking aloud or engaging in any disruptive behavior.
- Students may utilize their time by completing assigned work, reading a book, completing a reflection assignment, or simply sitting quietly.
- Please note that detention takes **precedence over all non-academic** activities. It is crucial that students prioritize their commitment to attending detention and fulfill their obligations accordingly.
- Students are excluded from all school-sponsored activities, both during and after school hours, for the duration of their detention period.

- For students that fail to serve the detention, the administration will promptly contact the parent or guardian to address the situation. In such cases, additional disciplinary measures will be implemented as deemed necessary.
- Failure to comply with these rules will result in further disciplinary consequences.
- A late bus is available to students who are serving detention