




HOLMDEL PUBLIC
SCHOOLS



W.R. SATZ STUDENT AND PARENT HANDBOOK

 www.holmdelschools.org

 732-946-1808

 24 Crawfords Corner Rd.
Holmdel, NJ, 07733

DISTRICT INFORMATION FOR PARENTS & STUDENTS

MISSION STATEMENT

The mission of the Holmdel Township School District is to provide a well-rounded and inclusive education that empowers all students to reach their full potential and thrive. We believe that excellence comes from building strong relationships, embracing a positive attitude toward growth, overcoming challenges with determination, and celebrating our unique differences. Through teamwork and cooperation, we aim to create an environment where students can succeed academically as life-long learners and responsible global citizens.

OUR VISION

We envision a future where excellence is attained through diligent effort and a steadfast commitment to a growth mindset. We recognize the fundamental importance of positive relationships, built upon trust, as the cornerstone of our collective success. We embrace the challenge to continuously innovate, fostering an environment that nurtures creativity, and cultivates the skills required for future readiness. We hold in high regard the principles of respect, honoring all voices, and valuing every individual's contribution. Recognizing the significance of teamwork and effective communication, we strive to unite our efforts in pursuit of our shared goals. Together, we are driven to realize our aspirations and become the visionary thinkers we aspire to be.

OUR SHARED BELIEFS

- Excellence is achieved through effort and a growth mindset.
- Positive relationships built on trust are integral to our success.
- Innovation fosters creative thinking and future readiness.
- We embrace change as an opportunity for innovation.
- We treat all with respect, honor all voices, and value all contributions.
- Teamwork and communication are essential to achieving our goals.

DISTRICT ADMINISTRATION

Dr. J. Scott Cascone, Superintendent

Mr. Art Howard, Assistant Superintendent, Operations And Personnel

Dr. Amanda Lamoglia, Director of Special Services

Mr. Art Howard and Dr. J. Scott Cascone, Director of Curriculum & Instruction

Mr. Michael Petrizzo, Business Administrator/Board Secretary

Ms. Jessica DeWysockie, Assistant Business Administrator/Assistant Board Secretary

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TELEPHONE DIRECTORY

WILLIAM R. SATZ SCHOOL

Important Phone Numbers	
Main Number	732- 946-1808
School Counseling	Mr. Bruce x 3402 Mrs. Finnegan x 3403
Nurse	Mrs. Casey Schulhafer Ext. 3434
Administration	Mrs. Simonelli- Ext. 3412 Dr. Ellen Gianakis - 3407
Child Study Team	Mrs. Tapper-Ext. 3470
Bus Transportation	Ms. Paula Ricco-Ext. 6020

CHANNELS OF COMMUNICATION

Parents are encouraged to communicate directly with teachers and building-based administrators in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the "Channels of Communication", or where to begin the communication process regarding their concerns.

Most parental questions are completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at the level the initial action was taken, with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email. (Email format: first_initiallast name@Holmdelschools.org). A phone call would be the next preferable way to communicate.

On Matters Involving Course Curriculum and Instruction

1. Classroom Teacher
2. School Counselor/Case Manager
3. Curriculum Supervisor
 - Supervisor of Athletics, Health and Physical Education Michael Casale mcasale@holmdelschools.org
 - Supervisor of Social Studies and Gifted & Talented Denise Wrubel dwrubel@holmdelschools.org
 - Supervisor of English and ESL Janine Arciero jarciero@holmdelschools.org
 - Supervisor of Mathematics & Business Gwendolyn Lotter glotter@holmdelschools.org
 - Supervisor of Science, Technology & Engineering Alicia Killean akillean@holmdelschools.org
 - Supervisor of Special Services Kami Goldberg kgoldberg@holmdelschools.org
 - Supervisor of Visual & Performing Arts Sean McCauley smccauley@holmdelschools.org
 - Supervisor of World Languages Ellen Gianakis egianakis@holmdelschools.org
4. Assistant Principal (if applicable) Ellen Gianakis egianakis@holmdelschools.org
5. Principal Chantal Simonelli csimonelli@holmdelschools.org
6. Office of Curriculum & Instruction Art Howard
Scott Cascone

On Matters Involving Special Education and Section 504 of the Rehabilitation Act

1. Teacher	W.R. Satz Main	732- 946-1808
2. Counselor/Case Manager	Office	
3. Assistant Principal/504 Coordinator		
4. Principal		
5. Director of Special Services	Amanda Lamoglia	732-946-1186

On Matters Involving Extracurricular Activities

1. Club Advisor	W.R. Satz Main	732- 946-1808
2. Assistant Principal	Office	
3. Principal		

On Matters Involving Student Discipline

1. Classroom Teacher	W.R. Satz Main	732- 946-1808
2. School Counselor/Case Manager	Office	
3. Assistant Principal		
4. Principal		

On Matters Involving Transportation

1. Transportation Coordinator	Lara Carducci	732-946-1847, ext. 6020
2. School Main Office		
3. Assistant Principal		
4. Principal		

On Matters Involving Security

1. School Main Office	W.R. Satz Main	732- 946-1808
2. Assistant Principal	Office	
3. Principal		
4. Director of Safety and Security	Ken Stromsland	732-946-1813, ext. 3421

On Matters Relating to Student Mental or Physical Health

1. School Nurse (Medical Support) / Counselor (Mental Health Svcs)	W.R. Satz Main Office	732- 946-1808
2. Assistant Principal		
3. Principal		
4. Director of Support Services (Nurse Services)	Amanda Lamoglia	732-946-1186
5. Assistant Superintendent (Mental Health Services)	Art Howard	732-946-1800

HOLMDEL PUBLIC SCHOOLS ADMINISTRATION DIRECTORY

William R. Satz School

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

W.R. SATZ MIDDLE SCHOOL ADMINISTRATION

Ms. Chantal Simonelli
Principal

Dr. Ellen Gianakis
Assistant Principal

W.R. SATZ MIDDLE SCHOOL SUPPORT

Counseling Office: (732) 946-1871
Student Assistance Counselor Office: (732) 946-1825
Nurse's Office: (732) 946-1808 ext. 3434

Mr. James Bruce
School Counselor

Ms. Melissa Finnegan
School Counselor

SUPERVISORS/DIRECTORS

Dr. Amanda Lamoglia
Director of Special Services

Ms. Kami Goldberg
Supervisor of Special Education
(732) 946-1186

Ms. Kaci Rizzitello
Supervisor of School Counseling
(732) 946-1839

Mr. Michael Casale
Supervisor of Athletics,
Health & PE
(732) 946-1843

Ms. Gwenn Lotter
Supervisor
of Math & Business
(732) 946-2121

Dr. Janine Arciero
Supervisor
of English & ESL
(732) 946-2121

Ms. Alicia Killean
Supervisor of Science, Engineerin
& Technology
(732) 946-2121

Ms. Denise Wrubel
Supervisor of Social Studies G&
Local District Testing,
& Intervention Coordinator
(732) 946-1045

Dr. Ellen Gianakis
Supervisor of World Languages
(732) 946-3409

Mr. Sean J. McCauley
Supervisor of Visual and
Performing Arts
(732) 946-1832

Mr. Kenneth Stromsland
Director of Plant, Operations
& Maintenance

Mr. Steven Lelivelt
Director of Technology

Ms. Lara Carducci
Director of Community Programs & Transportation

Mr. Art Howard and Dr. J. Scott Cascone
Director of Curriculum and Instruction

SATZ STAFF DIRECTORY 24-25

Custodial Staff

- Cardenas, Alex
- Faccone, Christopher
- Gabriel, Arnold
- Lagarra, Marianne
- Norton, Michael

Elective Programs

- Bayers, Nicole
- DeVivo, James
- Heary, David
- Koryat, John
- McCafferty, Christen
- Mannuccia, Shannon
- O'Keefe, Ryan
- Riso, Christie
- Roberts, Katrina

Language Arts

- Caliendo, Melissa
- Crimoli, Marissa
- Imbro, Lisa
- McDonald, Margaret
- Rossetti, Alexandra
- Shea, Kristen
- Sherman, David

Library

- Tetreault, Steve

Mathematics

- Andersen, Lauren
- DeOliveira, Kimberly
- Diorio, Kayla
- Gerbino, Melissa
- Lazarchick, Danielle
- Saler, Kathryn

Nurse

- Schulhafer, Casey

Physical Education

- Bailey, Heather
- Isaacson, Matthew
- Kelly, Theresa
- Quinn, Brendan

Science

- Asaro, Marianne
- Barth, Melissa
- Flynn, Jennifer
- Fox, Stephanie
- O'Keefe, Tracey

Secretarial Staff

- Dasaro, Patricia
- Russoniello, Donna

Social Studies

- Bell, Maurice
- Drew, Katelin
- Ebinger, Todd
- Kotzas, Genevieve
- Stauffer, Megan

Special Services

- Clark, Amy
- Constantarakos, Voula
- Crowley, Chelsea
- DeMola, Christina
- Dengler, Anne
- Devaney, Denise
- Saler, Daren
- Suppa, Devon
- Tapper, Elizabeth
- Thompson, Jean

World Languages

- Biccari, Lisa
- Rihn, Kathryn
- Simon, Anne
- Villacres, Carla
- Wang, Yongping

MARKING PERIOD DATES AND BELL SCHEDULES

Marking Period Closing Dates	
Marking Period 1	Marking Period 2
November 6, 2024	January 24, 2025
Marking Period 3	Marking Period 4
April 1, 2025	June 18, 2025

Full Day Schedule		
Block	Time	Length
1	8:00 - 8:53	53
2	8:57 - 9:50	53
3	9:54 - 10:47	53
LUNCH	10:51 - 11:44	35
4	11:48 - 12:41	53
5	12:45 - 1:38	53
6	1:42 - 2:35	53

Rotation Schedule				
Block	A Day	B - Day	C - Day	D - Day
1	1	4	3	2
2	2	1	4	3
3	3	2	1	4
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
4	5	8	7	6
5	6	5	8	7
6	7	6	5	8
"Dropped" Classes	4-8	3-7	2-6	1-5

Early Dismissal Schedule		
Block	Time	Length
1	8:00-8:37	37
2	8:41-9:18	37
3	9:22-9:59	37
Break	10:00 - 10:30	30
4	10:31 - 11:08	37
5	11:12 - 11:49	37
6	11:53 - 12:30	37

Delayed Opening Schedule		
Block	Time	Length
1	10:00 - 10:34	34
2	10:38 - 11:12	34
3	11:16 - 11:50	34
Lunch	11:54 - 12:41	47
4	12:45 - 1:19	34
5	1:23 - 1:57	34
6	2:01 - 2:35	34

SCHOOL CALENDAR

September							October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4*	5*	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
December							January							February						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
										1	2	3	4							1
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	
29	30	31																		
March							April							May						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			
June							Key							Total Days: Students- 182/Staff-185						
S	M	T	W	T	F	S		First/Last Day Students						<i>This school calendar is tentative, depending on weather conditions, and may be modified as required to provide a minimum of 180 days for students.</i>						
								School Closed												
1	2	3	4	5	6	7		Closed for Students/Teachers PD												
8	9	10	11	12	13	14		Early Dismissal -Students												
15	16	17	18	19	20	21		Early Dismissal -All						<i>BOE approved 12/13/2023</i>						
22	23	24	25	26	27	28								School Contact Information:						
29	30													Village 732-946-1820 Indian Hill 732-946-1045 W.R. Satz 732-946-1808 High School 732-946-1832 Central Office 732-946-1800 Special Services 732-946-1186 Transportation 732-946-1847 www.holmdelschools.org						

September 2 – Labor Day
 September 3 – Teachers PD all day
***September 4 – First Day for Students; Delayed Opening for Preschool; Early Dismissal for students/PD day for staff**
***September 5 – Early Dismissal for students/PD day for staff**
 September 6 – Full day for all
 October 3 – School Closed Rosh Hashanah
 November 1 - Diwali school closed for students/PD Day for Staff
 November 7&8 - NJEA Convention
 November 27- Early Dismissal -All
 November 28 & 29- Thanksgiving Break
 December 20- Early Dismissal - All
 December 23-31 Christmas & Hanukkah Winter Break

Jan 1- New Year's Day
 Jan. 2 – School Resumes
 January 20 - MLK Jr. Day
 January 29 – School Closed for Students - Lunar New Year - PD Day for Teachers
 February 17- President's Day
 March 31 – EID al-Fitr
 April 11 - Early Dismissal - All
 April 14 - 18 - Spring Recess
 May 23 - Early Dismissal- All
 May 26 - Memorial Day
 June 6 – PD day for Teachers/Early Dismissal for Students, EID al-Adha
 June 16, 17, 18 – Early Dismissal – All
 June 18 - Last Day/Satz & HS Graduation

School Contact Information:
 Village 732-946-1820
 Indian Hill 732-946-1045
 W.R. Satz 732-946-1808
 High School 732-946-1832
 Central Office 732-946-1800
 Special Services 732-946-1186
 Transportation 732-946-1847
www.holmdelschools.org

GENERAL INFORMATION

ATTENDANCE

Absence is a major cause of student failure. Court decisions have determined that "education entails more than just correctly answering questions based on an examination, and extends to the self-discipline of attending class and the interaction of class participation." New Jersey schools are required, by law, to have regulations which limit absences from school to a number not to exceed a specific number of days per year. The Holmdel Township Board of Education attendance policy ([5200](#)) has established that 18 days is the maximum absences allowed for a full-year course and 9 days is the maximum absences allowed for a semester-length course.

Credit for Full-Day Attendance

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

Tardy To Class/Class Cut

Arriving after the bell without permission and/or proper approval/documentation. A "cut" is an unauthorized absence from class or an assigned location while the student is present in school. Please see the Holmdel Public Schools board policy ([5240](#)) for additional information.

Reporting a Student's Absence



To report an absence all parents/guardians must log into their School Pass App on their mobile device and follow the steps to report their child's absence. Please refer to [this](#) parent letter for further information.

Absences should be reported in advance but no later than 7:30 a.m. on the date of absence.

Video Tutorials on the process to report and absence are below;

- [Making Absence Changes in the App](#)
- [Making Late Arrival Changes in the App](#)
- [Making Early Dismissal Changes in the App](#)

If you're having difficulty with the system please contact the main office via telephone (732) 946-1808 ext. 1 or via email satzmainoffice@holmdelschools.org to report the student's absence or if he/she will be late.

Religious observations and death in the family are considered reasons for *excused absences* from school. Vacations, visits to relatives, etc. are considered *unexcused absences*. Although parental permission may be granted for such absences, they are still considered unexcused absences. There are key points parents need to take into consideration when a student is taken out of school for recreational purposes. Since these absences are classified as “unexcused absences”, district policy states teachers are not to issue make-up work in advance. It is the student’s responsibility to catch up with all missing assignments when they return. Another major ramification is that it is impossible for a student to engage in the lessons and lectures that took place during their absence. Parents need to consider the value of instructional time and should limit the absence of their son/daughter from school for non-valid reasons.

Students who will be absent for more than two weeks consecutively because of illness or accident are entitled to home instruction. Appropriate application forms are available by contacting the school's school counselor/nurse/case manager. Students who are absent for more than half the school day may not participate in any after-school or evening activities.

BUILDING VISITORS

Visitors to Our Schools

As per our board policy ([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.

Threats of Violence

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. Anytime someone makes a threat of violence, immediate disciplinary action will be taken by an administrator consistent with board policy and appropriate to both the maturity of the participants and to the nature of the incident. Pending the outcome of an investigation, such action will include, but not be limited to:

- Notification of Law Enforcement Official(s)
- Notification of the Superintendent of Schools
- Parent notification and conference(s)
- Mandated psychological evaluation by an out-of-district specialist; and Removal from the learning environment.

SCHOOL CLOSING 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
- 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

Please Note:

- Lunch service is provided at HHS/W.R.Satz when there is a delayed opening or early dismissal.

STUDENT REGISTRATION

[InfoSnap](#) is an online student registration and data validation system. It is a secure and “green” process that 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.

PERSONAL PROPERTY

We recommend that items of value remain at home. We cannot assume responsibility for loss or damage to personal property, including personally owned musical instruments, gaming systems, electronics, sporting goods, etc. brought to school. We suggest labeling all personal property your child takes to school (i.e coats, bags, academic items). This enables the identification of objects found and turned into our lost and found. Parents are also requested to limit the money children bring to school.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. It is very helpful if parents label students’ school materials, including jackets and sweatshirts, so items can be identified and returned. Items not claimed will be donated at the conclusion of each marking period.

LOCKERS

As per the board policy ([5513](#), [5770](#)), school lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, and discipline, and to search by law enforcement officials with the presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned. A pupil's person and possessions may be

searched by school officials when there are reasonable grounds to believe illegal or prohibited substances or objects are present.

STUDENT VALUABLES AND THEFTS

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

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

- Never leave personal belongings unattended, even for a few seconds.
- Do not 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.

EMERGENCY INFORMATION

SAFETY DRILLS

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 a 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 as someone may have to give you special instructions.
- Get away from the 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 she/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 22 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.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Fire Exit Instructions

If you are in the hall, exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. You are to move on the grass only, avoiding any parking areas. Report to the teacher at your homeroom location.

ARRIVAL/DISMISSAL PROCEDURES

Morning Drop-Off Procedures

- Students may begin to arrive at 7:40 am. There is no supervision prior to that time. Please ensure that you have reviewed the new traffic pattern and designated area for student drop off for the 2024-2025 school year. You may find more information [here](#).

Early Dismissal of Students

- We require advanced notification of students leaving prior to the end of the school day.
- [SchoolPass](#) allows parents/guardians to efficiently adjust their child's attendance virtually. Please utilize the app to notify the school when your child will be absent from school, arriving late, or leaving early.
 - [Making Absence Changes in the App](#)
 - [Making Late Arrival Changes in the App](#)
 - [Making Early Dismissal Changes in the App](#)
- If SchoolPass is not working properly please contact SatzMainOffice@Holmdelschools.org prior to the beginning of block one on the morning of the day the dismissal is being requested.
- Parents/Guardians must enter the building to sign children out for early dismissal. Students will not be called to the office prior to parent/guardian arrival.
- For your child's safety, we will only release children to parents/guardians or the parents' designee who is a responsible adult. Students will not be released to minors under 18 years old, even if they are siblings.
- Early dismissals should be reserved for those appointments which cannot be scheduled out of school hours. Students can only be dismissed early until 1:40 PM or before the last block
- Students are not permitted to take a different bus other than their assigned bus. Students who are not regular walkers are not permitted to walk home without written permission from parents handed into the Main Office

Afternoon Dismissal Procedures

- All students being picked up at regular dismissal will exit doors #19, #20 & #21 and proceed to the parking lot for pick up.
- We cannot hold buses in order to accommodate a change of pick up.
- Students are not permitted to take a different bus other than their assigned bus. Students who are not regular walkers are not permitted to walk home without written permission from parents submitted to the main office.

GUARDIAN INFORMATION/RESOURCES

WILLIAM R. SATZ SCHOOL PARENT INVOLVEMENT POLICY

Statement of Purpose

The mission of the Holmdel School District is to successfully educate all students through high expectations, a commitment to excellence, and equal access to a comprehensive educational program, emphasizing the belief that all students will learn and become responsible, literate, thinking and contributing members of society. To accomplish these objectives, the William R Satz School will develop and maintain partnerships with parents/caregivers, patrons, and community members. A positive link between home and school will create the optimal learning environment for every child in Grades 7 and 8. Students will be given every opportunity for success through the development and enhancement of the home/school partnership.

Instructional Programs & Strategies at William R. Satz School:

- After-School Assistance through Extra-Help Program
- Supplemental programs (Achieve, Gifted and Talented)
- Integration of Technology in all subject areas
- MTSS (Multi-tiered Systems of Support) strategies developed through Student Support Team.
- Student-Centered, Standards-Based Classrooms
- Use of research-based strategies (differentiated instruction, close-reading, comprehensive assessments, rigorous questioning/discussion techniques)

At the William R Satz School, we will:

Provide to parents of participating children information in an understandable format. Provide to parents of participating children information in a timely manner about programs, opportunities, the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet. Our district has also invested heavily in the use of PowerSchool and the Parent Portal which provides a visual representation of each student's academic progress in real time.

Upon the request of parents, provide opportunities for regular meetings with parents to formulate suggestions and to participate, as appropriate, in decisions about the education of their children. The school will respond to any suggestion as soon as possible.

Provide to each parent an individual student report about the performance of their child on the state mandated assessments in at least Math and Language Arts. Provide to each parent an individual report on their child on our internal benchmark testing programs, LinkIt! and others.

Parent Involvement Opportunities

William R Satz School offers numerous opportunities for parental involvement as it strives to develop

and maintain optimum learning environment for all students.

Parents and guardians are asked to give support in the following ways:

- Communicate with your child's teacher on a consistent basis (notes, phone calls, email)
- Attend school sponsored events, such as open houses, plays, musicals, concerts and PSG events
- Seek assistance from school counseling staff
- Join the PSG
- Attend Parent/Teacher conferences and request additional meetings, if needed.
- Keep teachers informed about events and issues that may affect your child's work or behavior
- Read to your child, and talk about what he/she is reading
- Provide a healthy diet for your child
- Watch and discuss television content with your child while providing limits on TV time.
- Monitor your child's social media use. Consider taking a multipronged approach to social media management, including time limits, parental monitoring and supervision as well as ongoing discussions about social media.

Staff and Parent Communication

Parents/caregivers will be informed of school activities through various avenues of communication throughout the school year. Newsletters, daily bulletin (The MorningBuzz) teacher notes, conferences, personal contacts, our school's social media platforms, phone calls and written notices will be used to establish and maintain open lines of communication with parents/caregivers. In addition, parent portals are available on our Power School and LinkIT platforms. Every parent/caregiver will receive proper notification outlining the progress of the student which will specify the areas of needed instruction.

SCHOOL — PARENT — STUDENT COMPACT

Holmdel Public Schools and the parents of students participating in programs funded by Title 1 of the Elementary and Secondary Education Act (ESEA) agree that this compact describes how the parents, students, and school staff will share the responsibility for high student academic achievement.

The School will:

- ✓ Provide high-quality standards-based curriculum and instruction in a safe, nurturing, and effective learning environment that enables your child to meet the State's student academic achievement standards.
- ✓ Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports including progress reports, report cards, and by providing parents with samples of student work on a regular basis.
- ✓ Provide parents with methods and ample time frames for two-way communication with their child's teachers and other staff. This includes telephone, email, and in-person conferences when arranged with reasonable notice.

Parents will:

- ✓ Maximize my child's ability to learn by ensuring my child attends school every day and arrives on time
- ✓ Provide a quiet study area for my child at home and make sure my child's homework is completed everyday
- ✓ Read to or with my child or ensure my child reads for at least 20 minutes each evening
- ✓ Monitor the amount and quality of television my child watches
- ✓ Promote a healthy and nutritious lifestyle for my child
- ✓ Promote positive use of my child's time outside of school
- ✓ Consistently participate in decisions relating to my child's education

Students will:

- ✓ Work cooperatively with my classmates and teachers and respect everyone by treating them as I wish to be treated
- ✓ Know and follow all school, class, and bus rules and be responsible for my choices
- ✓ Come to school prepared with my homework and the materials I need to learn
- ✓ Give my parents/guardians all notices and information received by me from my school every day.
- ✓ Come to school ready to work hard and take pride in my work, always doing my best.

INFOSNAP

[InfoSnap](#) is an online student registration and data validation system. It is a secure and "green" process that 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 are fully described on the district website which may be accessed through the link above.

PARENT RESOURCES

The [district website](#) has a full listing with links to resources for parents.

COMMUNICATION WITH YOUR CHILD DURING THE SCHOOL DAY

To ensure the best possible academic experience for your child, we kindly request limiting non-urgent communications during school hours. Our aim is to foster an environment of focused learning and academic integrity. Parental/guardian communications with their child should take place via the main office or school counseling office phone numbers, **not** via a student's cell phone. Such communications should only take place when there is a family emergency. By reducing unnecessary interruptions, we can help students concentrate better and maintain a conducive learning atmosphere. Your cooperation and support are greatly appreciated in creating a thriving educational journey for all our students.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Academic integrity ([5701](#)) is at the core of academic excellence at W.R. Satz Middle School. To that end, we will strive to create an environment of intellectual honesty, integrity, fairness, and mutual respect within a culture of trust, where students will develop into responsible learners, striving for academic excellence while at the same time embracing a sense of ethics and social responsibility.

Our commitment to Academic Integrity includes the following four principles:	
HONESTY	Academic and professional honesty is required in the production and pursuit of knowledge in a highly academic setting. Students will properly acknowledge all sources of research that are not originally theirs
INTEGRITY	All sources must be acknowledged and credit must be given with all academic submissions;
FAIRNESS	Although individual differences exist, there will be equity in implementing the academic integrity standards; and
MUTUAL RESPECT	There will be mutual respect among teachers, students, and administrators.

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

Responsibilities of Students, Parents, Teachers, and Administrators

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

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

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

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

COURSE PLACEMENT

Placement for students in grade 7-8 is done with careful consideration to the whole child. This is done with a team of professionals that work together to determine where a student will thrive in their learning environment.

Honors Course Placement Criteria for Rising Grades 6-8 may be [found here](#).

CURRICULUM AND INSTRUCTION

The [Curriculum and Instruction 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

ASSESSMENT CALENDAR

The [William R. Satz Assessment Calendar](#) provides an overview of the dates for district and state assessments, marking periods, midpoints, report cards, and conferences.

PROMOTION

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards [\(5410\)](#) shall notify the parent(s) or legal guardian(s) and the pupil and offer immediate consultation to the pupil's parent(s) or legal guardian(s). Every effort shall be made to remediate a pupil's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the pupil shall be notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than eight weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred forty-four days during the school year.

GRADING SYSTEM

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

Grading Scale	
GRADE	NUMERICAL EQUIVALENT
A+	96-100
A	90-95
B+	86-89
B	80-85
C+	76-79
C	70-75
D +	66-69
D	60-65
F	Below 60

CALCULATION OF FINAL GRADE

FULL YEAR COURSE	
1 ST MP	25%
2 ND MP	25%
3 RD MP	25%
4 TH MP	25%
FINAL GRADE	100%

SEMESTER COURSE	
1 ST MP OR 3 RD MP	50%
2 ND MP OR 4 TH MP	50%
FINAL GRADE	100%

HONOR ROLL

Students who demonstrate exceptional academic achievement and consistency in their studies will be recognized through earning an **Honor Roll** distinction. This distinction will be awarded at the end of each marking period (4 times a year) to any student who completes the marking period with an earned **average of an A (90) or better in all courses**. For courses that are graded on a Pass/Fail scale, a final grade of "PASS" must be earned.

HOMEWORK POLICY

The Holmdel Township Board of Education ([2330](#)) believes that one of the most important purposes of schooling is to develop each person into an independent learner capable of applying the skills, attitudes and habits of an education acquired over a lifetime. Cognizant of this goal and aware of the fact that learning may take place in many different settings and with a wide variety of resources, the board directs that homework be an integral part of the educational process and that it address one or more of the following objectives:

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

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

Type of Homework may include, but not be limited to:

- Written and/or drills to reinforce classroom learning
- Research assignments using outside information and reference materials
- Supplementary reading to gather information or to practice reading skills
- Television utilization to enhance knowledge of a specific subject or topic
- Study time to commit facts to memory
- Special projects to enhance and extend student learning experiences

Taxonomy of Homework

Faculty members in the Holmdel Township Public Schools should keep in mind the following taxonomy of homework:

- Assignments involving practice help students master specific skills, and should be limited to information presented in class.
- Assignments involving preparation help students gain benefits from future lessons.
- Assignments involving extension determine whether students can transfer specific skills or concepts to new situations.
- Assignments involving creativity require students to integrate many skills and concepts in order to produce original responses.

Homework Expectations

- Homework may be assigned five days each week.
- Homework and long-term projects will not be assigned specifically for winter or spring recess except to encourage reading. Long-term projects may be assigned no later than a minimum of one week before a recess period.
- Students will have two days to make up class work and homework for every day absent from school.
- Teachers' discretion, within the guidelines of the board-approved curriculum and district instructional program, is paramount in the determination of the number, type and length of assignments. However, consistency in the assignment of homework is a primary consideration for all grade levels and subject areas.

Responsibilities

We believe that education is a shared responsibility among students, teachers, and parents.

Teachers Are Expected To:

- Provide students with an awareness of their homework responsibilities.
- Plan and make assignments which extend the classroom learning situation being specific as to what the assignment is, how it is to be done and when it is to be completed and submitted; checkpoints for long-range assignments are suggested.
- Identify both individual and group needs and assign homework as appropriate to meet these needs.
- Check or correct assignments as appropriate and provide feedback in a timely manner to the students.
- Utilize homework assignments to gain a better awareness of students' understanding of particular subjects.
- Incorporate the results of homework assignments, as appropriate, into the grading of student progress.
- Coordinate amount of homework with other faculty, whenever possible, if in a departmental situation or team teaching situation.
- Encourage students to make a record of homework assignments in their planner or by another appropriate method.
- Establish and maintain high standards of organization, legibility, appearance and content.
- Respond to parental requests for homework in accordance with Board policy and regulation.

Students Are Expected To:

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

Parents Are Expected To:

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

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

MAKE-UP WORK

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

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

Students will have one day to make up class work and homework for every day absent from school.

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

A department supervisor must approve any extenuating circumstance.

TECHNOLOGY

INFORMATION TECHNOLOGY AND FACILITIES ACCESS

The Holmdel Township Board of Education ([2360](#), [2361](#)) defines information technology to be the access to information through the use of various media such as voice, video, and data. The Board believes that contemporary society presents unique challenges and opportunities for the individual. The variety of information technology in daily life must be accessed and utilized to assist each student in meeting these challenges and taking advantage of these opportunities.

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

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

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

The District reserves the right to limit or curtail the use of the computer facilities. This right applies to all access to data and information available to users of the computer facilities. Any attempt to violate the provisions of this regulation may result in disciplinary action which could include denial of access to the computer facilities, removal from present courses that require use of the system, and suspension from school. If appropriate, criminal charges may be sought.

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

Systems administrators have access to all files, including email. As such, users should have no expectation of privacy with respect to said files or email. However, without the consent of the

sender or the intended recipient, the systems administrators will not normally inspect the content of files stored on the computer facilities by users, or electronic mail sent by one user to an intended recipient unless required by law or by policies of the Holmdel Township Board of Education, or to investigate complaints regarding files or electronic mail which is alleged to contain defamatory, abusive, are obscene, sexually oriented, threatening, racially offensive, or illegal material. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. The network is provided for students to conduct research and to communicate with others.

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

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

The Board of Education and the Administration of the Holmdel Township Public Schools are pleased to provide the students with access to the district computer network for electronic mail and the Internet. The Board has established an Acceptable Use Policy to restrict access to material that is inappropriate in the school environment and has directed the installation of an Internet filtering system that limits access to inappropriate material. However, because new web sites are posted daily, it is impossible to block all sites or guarantee that your child will not gain access to inappropriate material. While the Board's intent is to make Internet access available for educational goals and objectives, students may find ways to access other materials as well. The Board believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and informational services. To that end, the Board of Education of the Holmdel Township Public Schools supports and respects each family's right to decide whether or not to apply for access.

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.

As outlined in the Board of Education policy ([2361](#)), the following rules apply:

1. **Personal Safety**

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

2. **Illegal Activities**

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

3. **System Security**

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

4. **Inappropriate Language**

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

5. Unacceptable Activities

- Sending or displaying offensive messages or graphics;
- Harassing, insulting, or attacking others;
- Intentionally wasting limited resources;
- Downloading songs, games, and other non-curricular information;
- Using a password other than their own;
- Utilizing the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or on district hardware, copy or display any unauthorized or inappropriate information received

CELL PHONES AND OTHER ELECTRONIC DEVICES

As cell phones/electronic devices have become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. Therefore, it is imperative that we teach our students how to use these tools responsibly. 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.

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.

Taking photographs, audio recordings or videos of staff or students without the permission of the administration is prohibited and will be subject to disciplinary action. Violations of this policy ([5516](#)) may result in the confiscation and/or search of the cell phone/electronic device. Please refer to the student code of conduct for specific consequences regarding this policy.

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.

COMMUNICATION WITH YOUR CHILD DURING THE SCHOOL DAY

To ensure the best possible academic experience for your child, we kindly request limiting non-urgent communications during school hours. Our aim is to foster an environment of focused learning and academic integrity. Parental/guardian communications with their child should take place via the main office or school counseling office phone numbers, **not** via a student's cell phone. Such communications should only take place when there is a family emergency. By reducing unnecessary interruptions, we can help students concentrate better and maintain a conducive learning atmosphere. Your cooperation and support are greatly appreciated in creating a thriving educational journey for all our students.

STUDENT SERVICES

CHILD FIND

If your child is experiencing physical, sensory, emotional, communication, cognitive, or social difficulties, the services of the Child Study Team are available to students ages three through five and six through twenty-one years. Please contact the Office of Special Services at 732-946-1186 x2466.

STUDENT SUPPORT TEAMS

Student Support Teams (formerly I&RS) are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff in addressing these needs. The Student Support team meets regularly throughout the year to partner with teachers and families to address these concerns within the general education program with an emphasis on early identification and intervention. By utilizing the [Multi-Tiered System of Supports](#) (MTSS), the team ensures that each student receives targeted interventions tailored to their specific needs, fostering a more effective and personalized approach to support. If a student's classroom teacher plans to meet with the Student Support team, s/he communicates this with a student's parents. Parents always receive notes from these meetings and are invited to attend when appropriate.

SECTION 504

[Section 504](#) prohibits discrimination against students with disabilities, including both students and staff members. It protects all students with disabilities, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Section 504 covers students who meet this definition, even if they do not need to be in a special education program.

CHILD STUDY TEAM (CST)

The Special Education department is responsible for the educational programs of all identified and classified disabled children in the district, as well as evaluating children who are believed to be in need

of special education programs. The child study team makes recommendations for placement and services. If you have any questions, please contact Amanda Lamoglia, Director of Special Services at [Special Services Reference Manual](#).

CO-CURRICULAR ACTIVITIES

STUDENT ACTIVITIES

As per the board policy ([2430](#)), all students are encouraged to participate in co-curricular activities. It provides the student with additional avenues for enrichment, service, interaction and enjoyment. Students are reminded that sporting events, dances, plays, concerts, participation in graduation ceremony and field trips are school-related activities, and all rules and regulations pertaining to the school apply to these activities. Also, unless otherwise approved, food sales benefiting school clubs should not take place during lunch hours or during classes. Selling food before or after school is permissible, provided such sales have been approved prior to the event.

All students wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products. An initial violation of this policy, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-day suspension from all activities and a referral to the school’s Student Assistance Counselor; the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. A second violation of the policy will result in a 60-day suspension from all activities, and a third offense will result in a 1-year suspension. Likewise, appropriate referrals for professional intervention will be made. In addition to these specific consequences, the student will also be held to the full extent of the Code of Conduct. A complete list of co-curricular clubs can be found on the school’s website - www.holmdelschools.org

2024-2025 Clubs & Activities	
Academic Competitions: Humanities	Mr. Bell: mbell@holmdelschools.org
Academic Competitions: Science Olympiad	Ms. Suppa: dsuppa@holmdelschools.org
Animal Welfare Club	Ms. Crowley: ccrowley@holmdelschools.org
Art Club	Ms. Bayers: nbayers@holmdelschools.org
Builders Club	Ms. Asaro: masaro@holmdelschools.org Ms. Villacres: cvillacres@holmdelschools.org
Chamber Ensemble	Dr. Riso: criso@holmdelschools.org
Critical Lens Club	Mrs. Crimoli: mcrimoli@holmdelschools.org

Culinary Arts Club	Mr. Heary: dheary@holmdelschools.org
Drama	Dr. DeVivo: jdevivo@holmdelschools.org Dr. Riso: criso@holmdelschools.org
Gay-Straight Alliance (GSA)	Ms. Finnegan: mfinnegan@holmdelschools.org
Jazz Band	Dr. Riso: criso@holmdelschools.org
Math Team	Ms. Cantwell: mcantwell@holmdelschools.org Ms. Hoheb: ehoheb@holmdelschools.org
Model UN	Mr. Harris: sharris@ymcanj.org
Newspaper	Ms. Imbro: limbro@holmdelschools.org
Robotics Club	Mr. O’Keefe: rokeefe@holmdelschools.org
Student Ambassador/Youth Alliance	Mr. Bruce: jbruce@holmdelschools.org
Student Council	Ms. Crowley: ccrowley@holmdelschools.org Ms. Shea: kshea@holmdelschools.org
Technology Student Association(TSA)	TBD
Talent Show	Ms. Mannuccia: smannuccia@holmdelschools.org
Yearbook	TBD

ORGANIZATIONS AND ASSOCIATIONS

The Holmdel Township Board of Education ([5820](#)) believes that co-curricular, instructionally-related activities should be an integral part of the total program of the schools. Through such activities students have the opportunity to explore and develop their special interests as well as to extend their knowledge in certain subjects beyond the classroom. A co-curricular organization may or may not be related directly to a subject area, but it must provide a worthwhile experience for its members. Activities that are contrary to policies, procedures, rules, regulations, State statutes and to the best interests of the school are forbidden.

To guide the certificated staff and students in the conduct of co-curricular societies, clubs and/or organizations, the Board of Education sets forth the following policy guide: In order for students to participate in any co-curricular activity or hold class office they must be in good disciplinary standing. This is defined as someone that complies with the school student conduct code and

other school rules and regulations. If the administration determines that a student fails to meet this standard they may be removed from their position or co-curricular activity.

STUDENT PUBLICATIONS (5721)

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

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

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

HEALTH SERVICES

HEALTH REPORTING

Students with specific health needs are asked to report to the school nurse at the beginning of the school term or when such a problem arises. Special health needs include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit student activities at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. Students must report to the school nurse if ill. Calling home from cell phones or smart watches is prohibited.

IMMUNIZATIONS

Immunizations ([5320](#)) for certain communicable diseases are required by State law for every child entering and attending school. To assure continued protection, these immunizations must be renewed at certain intervals. When notified of any immunization requirements, your prompt action will assure your child's uninterrupted school attendance. Hepatitis B immunizations are required for all students entering Pre-Kindergarten, Kindergarten, first grade, and sixth grade.

MEDICATIONS

The administration of medication ([5330](#)) to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purpose of this policy, "medication" shall include all medicines contained with the Physician's Desk Reference for Prescription and Non-Prescription Medication for the particular pupil, including emergency medication in the event of a bee sting, anaphylaxis, etc.

Before any medication may be administered, the Board requires the written request of the parent/guardian who will give permission for such administration and relieve the Board and its employees of liability for the administration of medication. Any medications, including OTC ones (Advil, Tylenol) cannot be given without a doctor's order.

- Name of medication;
- Purpose of the medication;
- The dosage;
- The time at which or the special circumstance under which medication shall be administered;
- The length of time for which medication is prescribed;
- The possible side effects of the medication;
- All medications whether prescribed or over the counter shall be administered by the school nurse, the parent/guardian, or the pupil himself/herself where the pupil's physician so permits and/or the school nurse is present;

- Medications shall be securely stored and kept in the original labeled container;
- The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage, timing of medication, and a notation of each instance of administration;
- All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- A student may self-administer medication for asthma or other life-threatening illnesses.

MANAGEMENT OF LIFE-THREATENING ALLERGIES

The Holmdel Township Board of Education ([5331](#)) acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

LICE/NITS-PEDICULOSIS

Any child found with Pediculosis (lice/nits) will be dismissed from school immediately. It is recommended the pediatrician or family doctor be consulted. Information on the cleansing procedure is available from the School Nurse. Prior to being readmitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure treatment has been given. Even after treatment, nits (eggs) can remain. Recheck your child for seven days after treatment.

STUDENTS WITH A FEVER

Students who are home ill and have a fever or leave school earlier due to illness and fever are not permitted to return to school until the temperature is under 100.0 without the use of medication. Any student over 100.0 will also be sent home and must be picked up immediately by a parent or adult on the child's emergency card.

EMERGENCIES

In cases of medical emergencies, the district will call the nearest ambulance service and make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

STUDENT EMERGENCY CARDS

At the beginning of each school year, the parent/guardian is requested to update a student emergency form/card on [InfoSnap](#) which can be accessed through the Parent Portal. It is extremely important for

the child's welfare that at least **TWO** people be designated as alternates who are available. It is important that emergency telephone numbers be kept up-to-date. Please notify the school immediately of any changes. In the event of illness, parents will need to make arrangements to pick up their child at the discretion of the school nurse.

ILLEGAL SUBSTANCES

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 27 to Board policy.

Board policy dictates that students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, on school buses, or when on a school-sponsored trip or activity off school premises. Use and/or possession of tobacco-related products in any form (including e-cigarettes or vapes) is prohibited; violation of this policy will result in disciplinary consequences in accordance with the student code of conduct. Additionally, use and/or possession of tobacco-related products in any form (*including e-cigarettes or vapes*) by *anyone* at any school function or on school grounds under Board of Education jurisdiction is prohibited.

COUNSELING SERVICES

SCHOOL COUNSELING PROGRAM

As fully as possible the [Holmdel School Counseling program](#) will provide the information needed by students and parents/guardians to make informed decisions. Our [W.R. Satz school counseling 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 School Counseling 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.
- interpret the school counseling 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.

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.

LIFELINES: SUICIDE PREVENTION

The Board of Education ([5350](#)) recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

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

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

Lifelines Suicide Prevention is a comprehensive program designed to educate and equip our staff with the necessary knowledge and skills to recognize the warning signs of suicide and take appropriate action. The goals of this training are to raise awareness, reduce the stigma associated with suicide, and to provide resources for supporting individuals who may be at risk of suicide. By implementing this program, our district is taking a proactive step towards creating a supportive and caring environment for the well-being of all students.

STOPIT

STOPit is a mobile app and web-based platform developed by STOPit Solutions. It is primarily used as a reporting and intervention tool to address and prevent various issues, such as bullying, harassment, and inappropriate conduct. The app allows individuals to submit anonymous reports about incidents they witness or experience, promoting a safe and confidential way to share concerns. The platform serves as a valuable resource for our district in our effort to foster a culture of accountability, deter negative behaviors, and create safer environments for everyone involved.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

The goal of the Positive Behavioral Interventions and Supports (PBIS) committee is to foster the development of well-rounded individuals who exemplify the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We strive to create an inclusive and nurturing environment that promotes the growth of each student's character, academics, and personal potential. By working together to create a tiered-framework to support all students, the PBIS team is committed to creating a positive, equitable and safe learning environment where everyone thrives.

NONDISCRIMINATORY/AFFIRMATIVE ACTION

HOLMDEL PUBLIC SCHOOLS AFFIRMATIVE ACTION OFFICER

Arthur Howard

Holmdel Township Board of Education
65 McCampbell Road
Holmdel, NJ 07733
732-946-1800 ext. 6026

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.

EQUAL OPPORTUNITY NON-DISCRIMINATION

The Holmdel Township Board of Education ([5750](#)) guarantees to all persons equal access to all categories of employment, retention and advancement in this district, regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, domestic partnership status, familial status, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait of any individual, non-applicable disability or because of genetic information or refusal to submit to or make available the results of a genetic test.

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

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.

We Are Responsible

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Unauthorized entry into Holmdel High 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
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.	Up to 2 days ISS, notify parent, possible police notification, counselor/CST check-in and review	Up to 3 days ISS and/or OSS, parent meeting, possible police notification, counselor/CST check-in and review	Up to 5 days ISS and/or OSS, parent meeting, possible police notification, counselor/CST check-in and review

<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	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 <u>all protected classes</u>: race, color, age, religion, sex, disability, genetic information, citizenship, veteran status, and national origin.	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 With The Intent To Cause Harm: punching, hitting, kicking, etc.	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	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

Live **HOLMDEL**
BLUE



BE Respectful

LIVE Responsibly

UPHOLD Fairness

EMBRACE Citizenship