

# **William R. Satz School**



## **Student and Parent Handbook 2023-2024**

# Telephone Directory

## William R. Satz School

Main Number	732- 946-1808
Guidance	Mr. Bruce-Ext. 3402 Mrs. Finnegan-Ext3403
Nurse	Mrs. Chelsea Yi -Ext. 3434
Administration	Mrs. Simonelli- Ext. 3412 Dr. Paul Christopher- Ext. 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\_initiallastname@Holmdelschools.org). A phone call would be the next preferable way to communicate.

<b>On Matters Involving Course Curriculum and Instruction</b>		
1. Classroom Teacher 2. Guidance Counselor/Case Manager		
3. Curriculum Supervisor		
○ Supervisor of Athletics, Health and Physical Education	Michael Casale	
○ Supervisor of Gifted and Talented and Supplemental Services	Denise Wrubel	

○ Supervisor of Humanities (English, Social Science and ESL)	Janine Arciero	
○ Supervisor of Mathematics & Business	Gwendolyn Lotter	
○ Supervisor of Science , Technology & Engineering	Alicia Killean	
○ Supervisor of Special Services	Kami Goldberg	
○ Supervisor of Visual & Performing Arts	Sean McCauley	
○ Supervisor of World Languages	Chantal Simonelli	
○ <i>Administrative Assistant for Supervisors</i>	<i>Lauren Rose</i>	<i>732-946-xxxx Ext.</i>
4. Assistant Principal (if applicable)		
5. Principal		
6. Office of Curriculum & Instruction		

<b>On Matters Involving Special Education and Section 504 of the Rehabilitation Act</b>		
1. Teacher / Case Manager 2. Assistant Principal/504 Coordinator 3. Principal		
4. Director of Special Services	Amanda Lamoglia	

<b>On Matters Involving Extra-curricular Activity</b>		
1. Club Advisor 2. Assistant Principal/504 Coordinator 3. Principal		

<b>On Matters Involving Student Discipline</b>		
1. Classroom Teacher 2. Guidance Counselor/Case Manager 3. Assistant Principal 4. Principal		

<b>On Matters Involving Transportation</b>		
1. Transportation Coordinator	Lara Carducci	732-946-1847, ext. 6020 <i>Paula Ricco, Administrative Assistant</i>
2. School Main Office 3. Assistant Principal		

4. Principal		
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<b>On Matters Involving Security</b>		
1. School Main Office 2. Assistant Principal 3. Principal		
4. Director of Safety and Security	Ken Stromsland	732-946-1813, ext. 3421 <i>Noreen Monigan, Administrative Assistant</i>

<b>On Matters Relating to Student Mental or Physical Health</b>		
1. School Nurse (Medical Support) / Counselor (Mental Health Svcs) 2. Assistant Principal 3. Principal		
4. Assistant Superintendent (Mental Health Services)		
5. Director of Support Services (Nurse Services)		

<b>To Resolve Matters <u>Only</u> After You Have Followed the Chain of Communication Outlined Above</b>		
1. Business Administrator/Board Secretary	Michael Petri...	732-946-1800
2. Superintendent of Schools	Scott Cascone	732-946-1800

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# District Information for Parents & Students

## Mission Statement

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

## Educational Philosophy

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

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

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

# **Holmdel Board of Education Administration**

## **William R. Satz School**

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

### **SATZ SCHOOL ADMINISTRATION**

**Dr. Paul Christopher**, *Interim Principal*

**Mrs. Chantal M. Simonelli**, *Assistant Principal*

### **SCHOOL COUNSELOR**

**Mrs. Melissa Finnegan**

**Mr. James Bruce**

### **DISTRICT ADMINISTRATION**

**Dr. J. Scott Cascone**, Superintendent

**Mr. Art Howard**, Assistant Superintendent

**Dr. Jessica Irwin**, Director of Curriculum & Instruction

**Mr. Michael Petrizzo**, Business Administrator/Board Secretary

**Ms. Jessica De Wysockie**, Assistant Business Administrator/Assistant Board Secretary

### **DIRECTORS/SUPERVISORS**

**Ms. Lara Carducci**, Director of Community Programs & Student Transportation

**Mr. Michael Casale**, Supervisor of Physical Education, Health and Athletics

**Dr. Janine Arciero**, Supervisor of Humanities (English, Social Science and ESL)

**Mr. Anthony Gattini**, Director of Technology

**Mrs. Amanda Lamoglia**, Director of Special Services

**Mrs. Kami Goldberg**, Supervisor of Special Services

**Mrs. Alicia Killean**, K-12 Supervisor of Science, Technology & Engineering

**Mrs. Gwendolyn Lotter**, K-12 Supervisor of Mathematics and Business

**Mrs. Chantal Simonelli**, Supervisor of World Languages

**Mr. Sean McCauley**, Supervisor of Visual and Performing Arts

**Mr. Kenneth Stromsland**, Director of Plant, Operations and Maintenance

**Mrs. Denise Wrubel**, Supervisor of Gifted & Talented and Supplemental Programs

**Mrs. Tina Monteleone**, K-5 Supervisor of Humanities & Media Centers



# Satz Staff Directory 23-24

<b>Elective Program</b>		<b>Physical Education</b>		<b>Special Services</b>	
Bayers	Nicole	Bailey	Heather	Bourlokas	Bette
DeVivo	James	Isaacson	Matthew	Clark	Amy
Greco	Jillian	Kelly	Theresa	Constantarakos	Voula
Heary	David	Quinn	Brendan	Crowley	Chelsea
Koryat	John	Vinciguerra	Megan	DeMola	Christina
McCafferty	Christen			Dengler	Anne
Mannuccia	Shannon	<b>Science</b>		Devaney	Denise
O'Keefe	Ryan	Asaro	Marianne	Presti	Kimberly
Riso	Christie	Barth	Melissa	Saler	Daren
Roberts	Katrina	Flynn	Jennifer	Suppa	Devon
		Fox	Stephanie	Tapper	Elizabeth
		O'Keefe	Tracey	Thompson	Jean
<b>Language Arts</b>					
Caliendo	Melissa	<b>Social Studies</b>		<b>Nurse</b>	
Crimoli	Marissa	Bell	Maurice	Yi	Chelsea
Imbro	Lisa	Drew	Katelin		
McDonald	Margaret	Ebinger	Todd	<b>Library</b>	
Proscia	Danielle	Kotzas	Genevieve	Tetreault	Steve
Rossetti	Alexandra	Stauffer	Megan		
Shea	Kristen			<b>Secretarial Staff</b>	
Sherman	David			Dasaro	Patricia
Taylor	Brittany	<b>World Languages</b>		Russoniello	Donna
		Biccari	Lisa		
<b>Mathematics</b>		Simon	Anne	<b>Custodial Staff</b>	
Andersen	Lauren	Tomiak	Kathryn	Dandorph	Todd
Diorio	Kayla	Villacres	Carla	Faccone	Christopher
Gerbino	Melissa	Wang	Yongping	Gabriel	Arnold
Lazarchick	Danielle			Lagarra	Marianne
Saler	Kathryn			Schultz	Dina

## Marking Period Dates and Bell Schedules

Marking Period	End Date	Grades Due	Report Cards
1 <sup>st</sup>	Nov. 7 (44 days)	Nov. 16	Nov. 17
2 <sup>nd</sup>	Jan. 23 (44 days)	Jan. 30	Jan. 31
3 <sup>rd</sup>	March 27 (44 days)	Apr. 12	Apr. 15
4 <sup>th</sup>	June 18 (48 days)	Jun. 18	Jun. 30
Final Exams	June 12,13,14,17		
Last Day of School	June 18	June 18 All Grades Due	June 30

## Bell Schedules

### Regular Day

Block	Time	Length
1	8:15 - 9:08	53
2	9:12 - 10:05	53
3	10:09 - 11:02	53
HR	11:02 - 11:12	10
LUNCH	11:17 - 11:52	35
4	11:57 - 12:50	53
5	12:54 - 1:47	53
6	1:51 - 2:44	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

Block	Time	Length
1	8:15 - 8:50	35
2	8:54 - 9:29	35
3	9:33 - 10:08	35
LUNCH	10:13 - 10:38	25
4	10:43 - 11:18	35
5	11:22 - 11:57	35
6	12:01 - 12:36	35

## General Information

### Attendance

#### Student Attendance Information

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

#### Reporting a Student's Absence

***It is required that the school be advised via telephone (732) 946-1808x1 to report the student's absence or if he/she will be late.***

Illness, 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 virtually impossible for a student to replay 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.

A note must be presented from the student's parent/guardian following each absence. The note should include the child's full name and homeroom, date of absence, and specific reason for the absence. 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 guidance counselor/case manager. Students who are absent for more than half the school day may not participate in any after-school or evening activities. Perfect attendance awards will be given at the end of the year. These awards are given for 100% attendance (no late arrivals).

### **Building Visitors**

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

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

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

**Please Note:**

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

**Student Registration**

**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.

**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**

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

# 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 - someone may have to give you special instructions.
- GET AWAY FROM BUILDING and remain quiet UNTIL YOU ARE FURTHER DIRECTED.

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

## Early Dismissal of Students

- We require a note indicating the date and time for early dismissal or an email to [SatzMainOffice@Holmdelschools.org](mailto:SatzMainOffice@Holmdelschools.org)
- Parents must report to the main office in order to sign their child 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 or the parent's 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 outside of school hours. Students can only be dismissed early until 2PM.
- 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.

## Afternoon Dismissal Procedures

- All students being picked up at regular dismissal will exit the main entrance doors to the school and proceed to the parking lot for pick up.
- We cannot hold buses in order to accommodate a change of pick up.

# Guardian Information/Resources

## [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**

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



# Academic Information

## [Holmdel School District Grading Guidelines](#)

William R. Satz [Assessment Calendar](#)

### Course Placement

Placement for students in grades 4-6 is done with careful consideration of 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

#### [Curriculum and Instruction Webpage](#)

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

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

#### [Lesson Plan Procedures](#)

### Promotion-Retention (5410)

A teacher who determines that a pupil's progress may not be sufficient to meet promotion standards 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.

# 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.

## Intervention and Referral Services/Student Support Teams

### [Multi-tiered System of Supports \(MTSS\) Flow Chart](#)

Intervention and Referral Services (I&RS) are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff in addressing these needs. The I&RS 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. If a student's classroom teacher plans to meet with the I&RS 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](#)

## Clubs & Activities

Academic Competitions: Humanities	Mr. Bell ( <a href="mailto:mbell@holmdelschools.org">mbell@holmdelschools.org</a> )
Academic Competitions: Science Olympiad	Ms. Suppa ( <a href="mailto:dsuppa@holmdelschools.org">dsuppa@holmdelschools.org</a> )
Animal Welfare Club	Ms. Cohen ( <a href="mailto:pcohen@holmdelschools.org">pcohen@holmdelschools.org</a> )
Art Club	Ms. Bayers ( <a href="mailto:nbayers@holmdelschools.org">nbayers@holmdelschools.org</a> )
Builders Club	Ms Asaro ( <a href="mailto:masaro@holmdelschools.org">masaro@holmdelschools.org</a> ) Ms Villacres ( <a href="mailto:cvillacres@holmdelschools.org">cvillacres@holmdelschools.org</a> )
Chamber Ensemble	Dr. Riso ( <a href="mailto:criso@holmdelschools.org">criso@holmdelschools.org</a> )
Culinary Arts Club	Mr. Heary ( <a href="mailto:dHeary@holmdelschools.org">dHeary@holmdelschools.org</a> )

Drama	Dr. DeVivo ( <a href="mailto:jdevivo@holmdelschools.org">jdevivo@holmdelschools.org</a> ) Dr. Riso ( <a href="mailto:criso@holmdelschools.org">criso@holmdelschools.org</a> )
Gay-Straight Alliance (GSA)	Ms. Finnegan ( <a href="mailto:mfinnegan@holmdelschools.org">mfinnegan@holmdelschools.org</a> )
Jazz Band	Dr. Riso ( <a href="mailto:criso@holmdelschools.org">criso@holmdelschools.org</a> )
Math Team	Ms. Cantwell ( <a href="mailto:mcantwell@holmdelschools.org">mcantwell@holmdelschools.org</a> ) Ms. Hoheb ( <a href="mailto:ehoheb@holmdelschools.org">ehoheb@holmdelschools.org</a> )
Model UN	School Principal
Newspaper	Ms. Imbro ( <a href="mailto:limbro@holmdelschools.org">limbro@holmdelschools.org</a> )
Robotics Club	Mr. O'Keefe ( <a href="mailto:rokeefe@holmdelschools.org">rokeefe@holmdelschools.org</a> )
Student Ambassador/Youth Alliance	Mr. Bruce ( <a href="mailto:jbruce@holmdelschools.org">jbruce@holmdelschools.org</a> )
Student Council	Ms. Crowley ( <a href="mailto:ccrowley@holmdelschools.org">ccrowley@holmdelschools.org</a> ) Ms. Shea ( <a href="mailto:kshea@holmdelschools.org">kshea@holmdelschools.org</a> )
Technology Student Association(TSA)	TBD
Talent Show	Ms. Mannuccia ( <a href="mailto:smannuccia@holmdelschools.org">smannuccia@holmdelschools.org</a> )
Yearbook	Ms. Soukas ( <a href="mailto:csoukas@holmdelschools.org">csoukas@holmdelschools.org</a> ) Ms. Taylor ( <a href="mailto:btaylor@holmdelschools.org">btaylor@holmdelschools.org</a> )

## Health Services

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

- Health Examinations and Immunizations ([5320](#))

Immunizations 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

- Administering Medication(s) (Policy [5330](#))

The administration of medication 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.

### **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.

# Guidance Services

## [District Information](#)

## [Satz Guidance Webpage](#)

### **School Counselors**

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

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

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

### **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 Regulations. 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.

### **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.

### **Lifelines: Suicide Prevention**

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.

### **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

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

**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.

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

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

## **Code of Conduct**

### **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.

### **Conduct/Discipline Guidelines**

These discipline guidelines have been developed in accordance with the district 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 William R. Satz School. 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.

The staff, administration, and parents will work together to help all students through the use of the discipline guidelines at William R. 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.

### **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 guidance 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.



Type of Behavior	1st Offense	2nd Offense	3rd Offense
<b>Academic Dishonesty: (Plagiarism/Cheating on assessments/ assignments, inappropriate use of electronic device during assessments, tests, assignments, or any other conduct of this nature)</b>	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.
<b>Cell phone on person during school day</b>	Confiscated and held in the main office until the end of the day. Students can pick up their phone/smartwatch at the end of the day.	1-Day Detention; Confiscated and held in the main office until the end of the day. Parents can pick up their phone/smartwatch after school.	Up to 2 days detention; Confiscated and held in the main office until the end of the day. Parents can pick up their phone/smartwatch after school.
<b>Inappropriate Use Of Technology: Cell phone, computers, tablet, etc. Tampering with BOE property</b>	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.
<b>Left Class Without Permission/ Did Not Report To Class</b>	Up to 2 days detention by teacher, teacher notifies parent.	Up to 3 days ISS, parent notification, I&RS Referral.	Up to 3 days ISS and/or OSS, parent notification
<b>Class/Building Disruption: Running/Yelling In The Halls</b>	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
<b>Littering/ Failure to Clean Area or Place Refuse in Cans</b>	Up to 2 days detention	Up to 5 days detention	Up to 3 days ISS
<b>Failure to Report For Assigned Detention</b>	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)
<b>Eating/Drinking When Prohibited. Ordering food to the building.</b>	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.

<b>Unauthorized Filming, Recording or Taping of any Person(s) or Events on School Property without Prior Written Permission</b>	Up to 3 days detention, notify parent, possible police notification	Up to 2 days ISS, notify parent, possible police notification	Up to 3 days ISS or OSS, notify parent, possible police notification
<b>Smoking Tobacco or E-cigarette Device on Interior or Exterior of School</b>	Up to 2 days ISS, confiscation of product/device; referral to guidance counselor, possible substance abuse screening, possible police notification	Up to 3 days ISS, confiscation of product/device; issue summons, fine and court costs, possible substance abuse screening, possible police notification	Up to 5 days ISS, confiscation of product/device; issue summons, fine and court costs, possible substance abuse screening, possible police notification
<b>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</b>	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.	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.	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.

## We are Respectful

Type of Behavior	1st Offense	2nd Offense	3rd Offense
<b>Misconduct on Bus or Bus Stop. Endangering the Safety of Self or Others</b>	Bus Warning Letter/Administrative Discretion, parent notification	Removal from bus for up to 10 days plus 2 days detention, parent notification Referral to counselor;	Removal from bus for 30 days, possible loss of transportation privileges, parent notification. Referral to counselor, possible risk assessment by mental health professional.
<b>Physical Contact With The Intent To Cause Harm on bus or at bus stop: punching, hitting, kicking, etc.</b>	Removal from bus for up to 5 days plus 2 days detention, parent notification Referral to counselor;	Removal from bus for up to 10 days plus 2 days detention, parent notification Referral to counselor;	Removal from bus for 30 days, possible loss of transportation privileges, parent notification. Referral to counselor, possible risk assessment by mental health professional.
<b>Vandalism Destruction, or Defacing School/ Personal Property</b>	Up to 2 days ISS; Referral to principal, parent conference, monetary restitution, guidance referral	Up to 3 days ISS; Referral to principal, parent conference, monetary restitution, guidance referral	Up to 3 days OSS, parent conference, police notification, monetary restitution, reference to Board Policy

<b>Disrespectful Towards Authority Figure Willful Disobedience or dishonesty.</b>	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 guidance counselor, possible suspension from school.
<b>Inappropriate Speech: Profanity/ Inappropriate remarks of <i>all protected classes: race, color, age, religion, sex, disability, genetic information, citizenship, veteran status, and national origin.</i></b>	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
<b>Stealing/Theft of school or personal property</b>	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
<b>Profane, Obscene, or Inappropriate Language/Gestures Directed at Staff Member</b>	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
<b>Inappropriate Peer Interactions: -Expressions -Actions -Language -Gestures -Physical Contact -Images and/or via Computer/Social Media/Internet use.</b>	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.
<b>Inappropriate Peer Interactions Via Technology: Texting, social media, blogging, etc.</b>	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

## We Protect the Peace

Type of Behavior	1st Offense	2nd Offense	3rd Offense
<b>Physical Altercation: Pushing, shoving, horseplay</b>	Up to 2 days detention Consultation with the teacher, parent notification, referral to the principal, referral to the guidance 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 guidance counselor. Possible I&RS referral

<b>Inciting a Riot, e.g. food fight</b>	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.
<b>Physical Contact With The Intent To Cause Harm: punching, hitting, kicking, etc.</b>	Zero Tolerance. Up to 2 days ISS and/or OSS, referral to principal, parent notification, suspension from school, referral to guidance 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 guidance counselor. Possible I&RS referral. Police notification.
<b>Fighting or attacking a student/teacher</b>	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.
<b>Threat Or Intimidation. Written or Verbal.</b>	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.
<b>Willfully Endangering The Safety Of Others</b>	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.
<b>Harassment, Intimidation, or Bullying (H.I.B.) - Substantiated</b>	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
<b>Sexual Harassment: Verbal, Physical, Online, Cell Phone</b>	Up to 3 days detention, 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.

<b>Unauthorized Use of Emergency Equipment: Interfering with or setting off fire alarm, fire extinguisher, or other emergency devices</b>	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.
<b>Aggressive Action Towards a Staff Member</b>	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
<b>Possession of Dangerous/Offensive item/weapon in School</b>	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.
<b>Possession/use/sale of firearms/dangerous weapons</b>	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.
<b>Possession or use of drugs/alcohol</b>	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.
<b>Starting or Causing a Fire</b>	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
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Students who are suspended on the day of an extracurricular event (i.e. concert, talent show, "hangout night") may not attend that event.</li> </ul>			

## Conduct/Discipline Point System

The point system helps to assure that all students obey the school rules and regulations and respect the legitimate authority of the school, its teachers, and administrators.

1. Warning (oral) – no points assessed/Warning (written) – no points assessed
2. Detention -2 points per detention
3. ISS – 3 points assessed per day
4. OSS – 4 points assessed per day
5. Bus Suspension - 1 point per day



### Accumulation of (10) ten points

Upon committing the tenth discipline point, an administrative conference, conducted at the discretion of the administration, will be held between the student, Counselor, and Assistant Principal for a complete review of the student's school activities at that time. The student will then remain on probationary status and the student's participation in extracurricular activities such as school events, plays and concerts, and other activities will be evaluated and can be denied to the student at the administrator's discretion.

### Accumulation of (15) fifteen points

Upon the accumulation of fifteen or more discipline points, students forfeit their right to participate in any school trip, event, activity, or function. This includes but is not limited to field trips, any end-of-the-year field-day event, or denial of admittance school activities, parties, and social events. Although parents have the right to schedule a meeting with the administration in order to review their child's record (and discuss the results thereof), the school reserves the right to take any action deemed necessary in order to carry out or prevent interference with the educational function.

**Alternative assessments and accommodations will be made in lieu of all curriculum-based field trips, events, or activities.**

### Point Reduction

In an effort to reinforce positive behavior, a student may reduce their discipline point record by one (1) point every (30) thirty days of appropriate behavior displayed. Students may also have discipline points removed through assigned community service by an administrator.