

W.R. Satz School

Code of Conduct

Student Responsibilities

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 an orderly environment conducive to learning, be maintained. Students are expected to attend school daily. Pupils shall conduct themselves in keeping with their level of maturity and act with due regard for the educational purposes underlying all school activities, for school property, and for the rights and welfare of other pupils. Any disruption to the educational environment necessitates that pupils will be subject to the consequences of their misbehavior in accordance with the established code of conduct.

Parents and guardians shall be expected to guide and direct their children toward standards of good conduct in the total school environment, as well as to cooperate with school officials in preventative and corrective disciplinary measures for their children.

(Please Note: for classified students, please refer to the disciplinary section of the PRISE manual.)

Students' Rights

- Advance notice of behaviors that will result in suspensions or expulsions,
- Education that supports students' development into productive citizens.
- Attendance in safe and secure school environments.
- Due process and appeal procedures and policies
- Parent notification consistent with the policies and procedures
- Records and privacy protections

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

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

Comprehensive Behavioral Supports and School Responses to Violations of Behavioral Expectations

- Promote positive student development and the students' abilities to fulfill the behavioral expectations established by the district board of education.
- Positive reinforcement for good conduct and academic success.
- Supportive interventions and referral services.
- Remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the students, students with disabilities, and the student's histories of problem behaviors and performance.
- Provide for the equitable application without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic

Dress and Grooming

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

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

- any dress or appearance which constitutes a threat or danger to the health and safety of students (e.g., heavy jewelry or jewelry with spikes which can injure the student or others);
- any dress or appearance which is vulgar, lewd, obscene or indecent or profane or which exposes to sight the private parts of the body (e.g., t-shirts with a phallic symbol and messages consisting of sexual metaphors; see-through garments, extremely plunging necklines or waistlines; spaghetti strap tank-tops (tank-tops should be at least two-finger length); and shorts should be at fingertip length);
- any dress or appearance which advocates or encourages the other illegal drugs, alcohol and/or tobacco;
- any dress or appearance which encourages or advocates the other illegal or violent activities;
- any dress or appearance which advocates discrimination or denigrates others based upon race, color, creed, religion, national origin, gender, sexual orientation or disability;
- the wearing of hats in the classroom as they are a sign of disrespect (unless worn for religious or medical reasons);
- any dress or appearance which constitutes a disruption to the educational process.

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.

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

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.

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.

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.

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.

Unacceptable Activities

Users are not permitted to:

- Send or display offensive messages or graphics;
- Harass, insult, or attack others;
- Intentionally waste limited resources;
- Download songs, games, and other non-curricular information;
- Use a password other than their own;

- Utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or
- On district hardware, copy or display any unauthorized or inappropriate information received

Violations may result in disciplinary action, in a loss of computer/network access and in legal action in accordance with Board of Education policy, as well as in prosecution by state and federal laws. Cyber-bullying from home computers that affects students in school will result in disciplinary action as deemed appropriate.

Note to parents: If you do not want your child to have internet access, please indicate this fact in a written statement addressed to the appropriate building principal(s) on an annual basis. Be aware that your child will be provided with alternate resources, reference materials, and/or other means of communication.

Communication Devices (Cell phones and Other Electronic devices)

Any student who has an urgent reason for using the telephone 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 on their persons during school hours, cell phones may not be audible or visible during the academic school day. The administration encourages students to leave their phones in a safe/secure place. 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 in Room 101 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 confiscation for the remainder of the school day, with additional consequences for repeat violations:

- 2nd violation: parent must come in to reclaim the phone
- 3rd violation: parent must come in to reclaim the phone - LUNCH detention
- 4th violation: parent must come in to reclaim the phone - AFTER-SCHOOL detention

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.

Off-Campus Misconduct

Please refer to Board of Education [Policy 5131](#) (Student Code of Conduct).

Disciplinary Measures

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct:

- Warnings (oral and/or written)
- Detention (office/teacher/lunch)
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
- Referral (Guidance, Central Office, Holmdel Police Department)

Detentions

A detention can be imposed by any staff member or administrator for many reasons ranging from failure to come prepared to class to inappropriate behavior toward another student or action in a classroom. Detention is one method of effecting behavior change for inappropriate action. Many staff members employ discipline systems that clearly delineate the responsibility of the student for his/her actions. Detentions can be assigned by an individual teacher; the student will be asked to serve the detention usually in the classroom assigned to the teacher. Parents will be notified twenty-four hours in advance when possible. If a student is unable to serve an assigned detention for any reason, correspondence from the parent (written/verbal) must be made prior to the day the detention is to be served. Any parent may provide transportation for his/her child at the conclusion of the detention period at 3:55 PM; the child may also choose to take the 4:15 PM late bus. A Central Detention (begins at 2:45 or 3:15, if a student is in extra-help) may be assigned by a building administrator for one of many reasons. Room 101 serves as the meeting area. Students are required to come with text to read or work to do, or they will be assigned a learning packet, which must be signed by the parent. No food or drink is allowed. Detention, either teacher or central office assigned, may range from one to ten days according to the offense, the repeated occurrence of the offense, and the severity of the offense. Detention is a certainty when an individual disregards the rights of others or the expectations of the school as specified in the Holmdel Township Board of Education Code of Conduct.

Rules While Serving Detention

- Student must report to detention on time; bathroom needs are to be attended to by requesting pass from adult in charge.
- Talking aloud or disruptive behavior of any kind will not be acceptable.
- Eating or drinking in the classroom or cafeteria is prohibited.
- Students may be issued learning packets that will be given by the adult in charge.
- If the student fails to serve the detention within a reasonable time frame, the parent/guardian will be contacted by administration and additional disciplinary measures will be implemented.
- Detention supersedes all non-academic activities.

STUDENT SUSPENSION PROCESS

A student may be suspended from school when it is determined that the student:

- Is insubordinate or disorderly, or exhibits conduct which endangers the safety, morals, of himself/herself or of other students.

In addition to the statutory grounds for suspension from school for conduct or health condition, students shall also be subject to suspension based upon a violation of the specific disciplinary infractions listed in Section I (Infractions with Penalty Reference). Students who are suspended are entitled to have a reasonable amount of time to make up work missed during the period of suspension. No student shall be subject to academic consequences for behavioral matters.

Pre-suspension Process

Prior to being suspended from school, the student shall be confronted by a school official empowered to suspend, at which time the evidence upon which the decision to suspend is based shall be stated to the student and the student shall be given the opportunity to explain his/her version of the facts. The student shall also be afforded the right to present other persons to the suspending authority in support of his/her version of the facts. If the student's presence in the school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, such confrontation shall occur following suspension, as soon thereafter as is reasonably practicable. In all cases, there shall be no suspension until after the informal conference, unless waived.

Short Term Suspension Process

Prior to a proposed suspension from school for between one and ten days by a building administrator, the students and his/her parent shall be notified, in writing and/or by telephone, if possible, within 24 hours of the decision to propose suspension. Such written notice shall include a description of the incident(s) resulting in the suspension and shall inform the parent of their right to request an immediate informal conference with the administrator at which the student and/or his/her parent may present the student's version of the event and ask questions of complaining witnesses.

The Long Term Suspension Process: Suspension More Than Ten Days

Any suspension from school in excess of ten school days shall be considered a long-term suspension.

Suspension Hearing

When a student is subject to a long-term suspension, a hearing shall be conducted by the Building Principal or their designee. The notice of suspension for a student under eighteen (18) years of age will be mailed or delivered to the parent who will have adequate time to prepare for the hearing. The notice will set forth the nature of the infraction and the related facts so as to permit a proper defense. Further the notice will advise the parent or the student over age eighteen (18) of the right to be represented by an attorney or lay counsel, to confront witnesses, to present witnesses and testify in his/her own behalf.

Alternative Instruction

Students who are suspended from school are entitled to home instruction or instruction in an alternate setting.

Appeals Process

The determination of the Building Principal is subject to appeal in accordance with New Jersey Statute and New Jersey Administrative Code.

Rules to Observe During In-School Suspension

- An in-school suspended student is excluded from all school-sponsored activities for the duration of the suspension.
- Disruptive behavior during the in-school suspension will result in additional administrative action.
- The staff member in charge of the in-school suspension is empowered to recommend additional consequence for inappropriate behavior during the session.
- All student activity, including work done, requests for bathroom visitation and lunch will be closely monitored by the adult in charge.
- Schoolwork will be made-up; credit will be awarded for all completed work.

Rules while Serving Out-Of School Suspension

- An out-of-school suspended student is not permitted to participate in any school-sponsored activity, either during or after school hours, for the duration of the suspension period.
- An out-of-school suspended student is persona non grata in the building or on board of education property for any reason for the duration of the suspension. A parent may come in his/her place to pick up texts or assignments.
- Schoolwork may be made up that is missed during the suspension; full credit will be awarded for all completed work.
- Students returning from an out-of-school suspension must be accompanied by a parent or guardian.
- A mandatory re-admittance conference will be held with a school administrator at the time of return.
- No student will be admitted to school until the conference is held with student, parent and administrator present.

Infractions with Penalty References

Level I Infractions:

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operations of the school. *(These misbehaviors can usually be handled by an individual staff member but sometimes require the intervention of other school support personnel).*

- Classroom disturbance which tend to disrupt instruction
- The use of abusive and/or inappropriate language

- Open defiance of authority
- Excessive horseplay (classroom, hallways, cafeteria area w/o injury)
- Inappropriate public displays of affection.
- Late to class/school without a written excuse.
- Failure to follow school monitor/lunch aide directives while on school property.
- Failure to follow school rules and/or staff member directives
- Eating or drinking outside of lunch periods or where prohibited.
- Violation of computer use policy (Suspension of Computer Privileges)
- Violation of the electronic use policy (cell phone, iPod, audio player, etc.)

Consequences of a LEVEL I infraction:

- Warning (Oral/Written)
- 1 – 3 day detention (teacher/office/lunch)
- 0 – 1 day In-School Suspension
- Guidance Referral
- Parent Notification

Level II Infractions:

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from a continuation of LEVEL I misbehaviors, require the intervention of personnel on the administrative disciplinary team. Also included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.*

- Continued LEVEL I misbehaviors
- Excessive horseplay (classroom, hallways, cafeteria area w/injury)
- Throwing objects in class, lunch, etc.
- Truancy/ Unauthorized absence from school.
- Forgery of notes or fraud.
- Cheating in any academic (includes plagiarism), extra-curricular or co-curricular activity.
- Class, study hall, homeroom, teacher detention, administrative detention cuts.
- Repeatedly disruptive behavior that substantially interferes with the teacher's authority in class and ability to instruct which gives rise for removal.
- Intimidation, bullying, extortion or coercion
- Indecent gestures directed at staff, students or visitors on school grounds or at school functions
- Dress or grooming which is inappropriate as described by the Holmdel code of conduct.
- Possession or dissemination of obscene materials.
- Gambling on school property
- Willful failure to obey the reasonable directives of school staff (insubordination), including directives not to engage in conduct otherwise referenced as an infraction in this code.
- Smoking or other tobacco use on campus or at school functions.

- Use or possession of electronic devices, cellular phones, lighters, light or laser pointers to engage in cheating or violation of the privacy rights of others. (Confiscation).

Consequences of a LEVEL II infraction:

- 2 – 4 day detention (teacher/office/lunch)
- 1 – 3 days In-School Suspension
- Guidance Referral
- Parental Notification
- Central Office Referral
- Possible Referral to the Holmdel Police Department

Level III Infractions:

Acts directed against persons or property but whose consequences do not seriously endanger the health or safety of others in school. These acts might be considered criminal but most frequently can be handled by the disciplinary mechanism in the school. Corrective measures depend however on the extent the school's resources for remedying the situation in the best interest of all students exist.

- Continued LEVEL II misconduct
- Throwing objects that result in the injury of another individual.
- Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions, which provoke a fight.
- Inappropriate touching
- Physical Assault (without serious injury)
- Unprovoked Physical Assault (without serious injury).
- Fighting between students where no dangerous instruments are involved and no person is injured in the altercation.
- Harassment of any type (sexual, racial, etc.) this includes, but is not limited to, the use of social media (Facebook, Twitter, Snapchat, Instagram, etc.) as a mode of communication.
- Acts of Graffiti of any type
- Theft/unauthorized destruction of student property
- Unauthorized removal of items (owned or confiscated)/materials/equipment from a classroom)
- Destruction of school, district and/or another person's property
- Theft of school and /or district property
- Leaving campus without authorization

Consequences of a LEVEL III infraction:

- 2 – 4 day detention (teacher/office/lunch)
- 2 – 5 days In-School Suspension (ISS)
- 1 – 3 days Out of School Suspension (OSS)
- Guidance Referral
- Parental Notification
- Loss of Privileges (extra-curricular events, dances, games, etc.)
- Central Office Referral

- Possible Referral to the Holmdel Police Department

Level IV Infractions:

Acts which result pose a direct threat to the safety and security of others at school. These acts are so serious that they always require administrative intervention and could result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.

- Continued LEVEL III misconduct
- Physical Assault (with serious injury)
- Unprovoked Physical Assault (with serious injury).
- Fighting between students where harm is caused to one or more of the combatants.
- A fight involving the use or threatened use of a dangerous weapon.
- Any threat made against a student, as directed by this code
- Any threat made against/towards a student involving the use of a weapon, as directed by this code.
- Any threat made against/towards a teacher or other staff member, as directed by this code
- Any violent act against a teacher or other staff member, as directed by this code
- Any violent acts against another student or person in the schools or at a school function, as described in this code.
- Possession of dangerous or deadly weapons on school property.
- Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions.
- Possession and/or sale or other distribution of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions.
- Possession and/or use of fireworks while on school property or at school functions.
- Commission of conduct which constitutes a crime while on school property or at a school function.
- Arson
- Activation of a false alarm, bomb threat or other disaster alarm
- Trespassing while suspended from school

Consequences of a LEVEL IV infraction:

- 3 - 5 days, In-School Suspension (ISS)
- 1 -10 days, Out of School Suspension (OSS)
- Loss of Privileges (extra-curricular events, dances, games, etc.)
- Guidance Referral
- Parental Notification
- Central Office Referral
- Possible Referral to the Holmdel Police Department

Point System

In accordance with the policy established by the staff and administration from W.R. Satz School specifically, a point system also exists. The point system helps to assure that all students obey the school rules and regulations and respects the legitimate authority of the school, its teachers and administrators.

- Warning (oral) – no points assessed/Warning (written) – 1 point assessed
- Lunch detentions – 1 point assessed
- Detentions (Office/Teacher) – 2 points assessed per detention
- ISS – 2 points assessed per day
- OSS – 3 points assessed per day
- Written referral to Guidance Dept. – 1 point assessed
- Referral to Holmdel Police Dept – no points assessed
- Referral to Central Office – no points assessed

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 parent/guardian(s), student, Counselor and Principal for a complete review of the student's school activities at that time. The student will then remain on a probationary status and the student's participation in extracurricular activities such as school dances, athletic events, plays and concerts and other activities will be evaluated and can be denied to the student at the Principal'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, removal from the Washington, D.C. trip, non-participation in end of the year field-day event, or denial of admittance to school dances, 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. If a student is assigned an office detention and completes the scheduled detention without incident, a point reduction can also occur at the discretion of the detention supervisor. Students may also have discipline point removed through assigned community service by an administrator. The number of points and the opportunities for the community service designated for point removal are all at the discretion of administration. Please note: a student's record may not be reduced below zero.

Student Attendance

It is required that the school be advised via telephone (732) 946-1808 (Menu Option 1) to report the student's absence or if he/she will be late.

The Board of Education requires the students enrolled in the schools of this district to attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused. Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated tardies and absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of this Board.

Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and [Regulation 5200](#). In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated truancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy [5610](#) and [5620](#).

Absences ([Policy 5200](#)):

5 Absences	A warning will be sent home.
5- 9 Consecutive Absences	A warning will be sent home, and parent will be contacted. Student will be required to serve community service, referral to I&RS, attendance officer notified.
10+ Absences	A warning will be sent home, and parent will be contacted. Student will be

	required to serve after school detention and possible loss of participation in school activities. Referral to I&RS, attendance officer notified.
15+ Absences	A meeting will be scheduled with the Assistant Principal, Guidance Counselor and I&RS committee and possible legal action may be taken. Student will serve after school detention and/or community service, referral to I&RS and Attendance Officer will be notified. Absences count towards loss of participation in school activities, and possible retention and legal action.
36+ Absences	In accordance with Policy 5410, if student accumulates 36 or more school days (“truancies”), the school is required by law to make a referral to the local court citing the lack of attendance. This is pursuant to N.J.S.A. 18A38:-27 and required by the New Jersey Administrative Office of the Courts.

Tardiness (Policy 5240):

3 Tardies	Written letter and verbal communication with student. Lunch detention is issued.
4+ Tardies	An additional detention will be assigned for each instance of tardiness thereafter. After School may be assigned for excessive tardies.
10 Tardies	<i>10 tardies in one month will count as 1 Absence.</i> A meeting will be scheduled with the parent and the Assistant Principal or Principal, Guidance Counselor and I&RS committee member(s).
10+ Tardies	Accumulation of tardies count towards absences. Absences count towards loss of participation in school activities, and possible retention and legal action.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate for the district or for a school in the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

For additional information, please refer to policy/regulation #[5200](#), #[5230](#), #[5240](#) located on the district's website.

Harassment, Intimidation and Bullying (H.I.B.)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying or hazing, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, bullying or hazing.

Students and staff should report all incidents of harassment, intimidation, bullying or hazing to school officials. School administrators will investigate each case and determine appropriate discipline. In some cases, police may be notified and criminal charges could be filed. In addition, students should be aware that incidents of cyber bullying will be taken seriously and investigated by school administration.

Pupils are expected to act in accordance with the appropriate behavioral expectation.

Guidelines for pupil conduct will take into consideration the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. All pupils in the district are required to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Further, the district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who:

- Walk away from acts of harassment, intimidation, and bullying when they see them;
- Attempt to stop acts of harassment, intimidation, or bullying constructively;
- Provide support to pupils who have been subjected to harassment, intimidation, or bullying;
- Report acts of harassment, intimidation, and bullying to the designated school staff member.

School administrators are required to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with its Code of Pupil Conduct. Pursuant to this, procedures for the prompt investigation of all allegations of harassment, intimidation, or bullying shall be established.

Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and

State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education;

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the approved Code of Student Conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Student and Family Support

[Counseling and Guidance Services](#)

As fully as possible the Guidance Services Program will provide the information needed by students and parents/guardians to make informed decisions.

The Holmdel Guidance Services Staff is committed to providing high-quality personal services in an atmosphere of trust and support. Therefore students are encouraged to seek assistance from their counselors.

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

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

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

the specific concern(s). The counselors, Mr. J. Bruce and Ms. M. Finnegan, are readily available at **732-946-1871**.

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. We won't tell anyone you called, unless you want us to speak to someone for you, or you or someone else is in danger.

Additional Resources

[Monmouth County Department of Human Services](#)

[Monmouth County Division of Mental Health & Addiction Services](#)

[Monmouth County Division of Social Services](#)