

Satz School

Student 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.

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.

We Are Ready to Learn

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Academic Dishonesty: (Plagiarism/Cheating on assessments/ assignments, inappropriate use of electronic device during assessments, tests, assignments, or any other conduct of this nature)	Conference between teacher and pupil. Zero on assignment, meeting with the counselor. Teacher contacts parent.	Up to 3 detentions or 1 day ISS, zero on assignment, teacher contacts parent, parent meeting with counselor and teacher.	Up to 2 Days ISS, zero on assignment, parent conference, meeting with the counselor.
Cell phone on person during school day	Confiscated and held in the main office until the end of the day. Students 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.
Inappropriate Use Of Technology: Cell phone, computers, tablet, etc. Tampering with BOE property	Up to 2 days detention, possible termination of computer privileges, police notification as appropriate.	Up to 3 days detention, possible termination of computer privileges, police notification as appropriate.	Up to 3 days ISS and/or OSS, possible termination of computer privileges, police notification as appropriate.
Left Class Without Permission/ Did Not Report To Class	Up to 2 days detention 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
Class/Building Disruption: Running/Yelling In The Halls	Up to 2 days detention, parent notification	Up to 3 days detention, parent notification, meeting with counselor	Up to 5 days detention; Up to 3 ISS or OSS. Possible risk assessment by a mental health professional.

We Are Responsible

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Littering/ Failure to Clean Area or Place Refuse in Cans	Up to 2 days detention	Up to 5 days detention	Up to 3 days ISS
Failure to Report For Assigned Detention	Parent notification. 1-day detention, in addition to missed detention(s)	Parent notification. 2 days detention, in addition to missed detention(s)	Parent notification. 1 day ISS, in addition to missed detention(s)

Eating/Drinking When Prohibited. Ordering food to the building.	Verbal warning, confiscation of material. Parent notification.	1-day detention, confiscation of materials. Parent notification.	Up to 3 days detention, confiscation of materials. Parent notification.
Unauthorized Filming, Recording or Taping of any Person(s) or Events on School Property without Prior Written Permission	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
Smoking Tobacco or E-cigarette Device on Interior or Exterior of School	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
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	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
Misconduct on Bus or Bus Stop. Endangering the Safety of Self or Others	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.
Physical Contact With The Intent To Cause Harm on bus or at bus stop: punching, hitting, kicking, etc.	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.

Vandalism Destruction, or Defacing School/ Personal Property	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
Disrespectful Towards Authority Figure Willful Disobedience or dishonesty.	Up to 2 days detention Conference between teacher and pupil, pupil warning, teacher notifies parent, principal notification.	Up to 5 days detention Teacher notifies parent, restriction of school privileges, principal notification	Up to 3 days detention and/or ISS, Parent conference with administration/teacher, referral to guidance counselor, possible suspension from school.
Inappropriate Speech: Profanity/ Inappropriate remarks of <i>all protected classes: race, color, age, religion, sex, disability, genetic information, citizenship, veteran status, and national origin.</i>	Zero tolerance. Up to 5 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification	Zero tolerance. Up to 9 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification	Zero tolerance. Up to 9 days ISS/OSS, risk assessment by mental health professional, possible recommendation for expulsion, possible police notification
Stealing/Theft of school or personal property	Up to 3 days detention, parent notification, restriction of school privileges, parent notification, principal notification. Meeting with counselor. Return item/monetary restitution. Police notification if appropriate	Up to 2 days ISS, parent notification, restriction of school privileges, parent notification, principal notification. Meeting with counselor. Return item/monetary restitution. Police notification if appropriate	Up to 3 days ISS, parent notification, restriction of school privileges, parent conference, possible risk assessment by mental health professional. Return item/monetary restitution. Police notification if appropriate
Profane, Obscene, or Inappropriate Language/Gestures Directed at Staff Member	Up to 2 days ISS. Referral to school counselor.	Up to 3 days ISS. Possible risk assessment by mental health professional	Up to 4 days ISS or OSS. Possible risk assessment by mental health professional
Inappropriate Peer Interactions: -Expressions -Actions -Language -Gestures -Physical Contact -Images and/or via Computer/Social Media/Internet use.	Up to 5 days detention, teacher notified parent, meeting/mediation with counselor.	Up to 2 days ISS, parent notification, meeting/mediation with counselor.	Up to 4 days ISS and/or OSS, parent notification, meeting/mediation with counselor.

Inappropriate Peer Interactions Via Technology: Texting, social media, blogging, etc.	Up to 2 days Detention. Parent contact. Possible risk assessment by mental health professional Possible referral to Holmdel Police	Up to 3 days ISS. Parent meeting with Administration and/or counselor. Possible risk assessment by mental health professional Possible referral to Holmdel Police	Up to 2 days ISS and/or OSS. Parent meeting with Administration and/or counselor. Possible risk assessment by mental health professional Possible referral to Holmdel Police
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We Protect the Peace

Type of Behavior	1st Offense	2nd Offense	3rd Offense
Physical Altercation: Pushing, shoving, horseplay	Up to 2 days detention Consultation with the teacher, parent notification, referral to the principal, referral to the 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
Inciting a Riot, e.g. food fight	Up to 3 days OSS; possible police notification	Up to 5 days OSS, police notification. Risk assessment, possible recommendation for expulsion.	Up to 9 OSS, police notification. Risk assessment, possible recommendation for expulsion.
Physical Contact With The Intent To Cause Harm: punching, hitting, kicking, etc.	Zero Tolerance. Up to 2 days ISS and/or OSS, referral to principal, parent notification, suspension from school, referral to 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.
Fighting or attacking a student/teacher	Zero Tolerance. Up to 3 days Suspension Parent notification. Possible I&RS referral.	Zero Tolerance. Up to 5 days Suspension. Parent notification. Possible I&RS referral.	Zero Tolerance. Up to 5 days Suspension. Parent notification. Possible I&RS referral. Police notification.
Threat Or Intimidation. Written or Verbal.	Up to 3 days detention. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 2 days ISS. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days ISS and/or OSS. Conference between teacher and pupil/pupil warning, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.

Willfully Endangering The Safety Of Others	Up to 3 days ISS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days OSS and/or ISS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 10 days OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.
Harassment, Intimidation, or Bullying (H.I.B.) - Substantiated	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct	Follow District policy on HIB investigation, offense subject to Code of Conduct
Sexual Harassment: Verbal, Physical, Online, Cell Phone	Up to 3 days detention, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 5 days ISS and/or OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.	Up to 10 days OSS, restriction of school privileges, parent notification, principal meeting with consequences outlined. Referral to school psychologist or outside mental health professional for assessment Possible I&RS referral. Possible police notification.
Unauthorized Use of Emergency Equipment: Interfering with or setting off fire alarm, fire extinguisher, or other emergency devices	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional	Up to 9 days OSS, police notification. Recommendation for expulsion if appropriate, possible risk assessment by mental health professional. Referral to CST.
Aggressive Action Towards a Staff Member	Up to 3 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional	Up to 5 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional	Up to 10 days OSS, referral to administration. Possible police notification. Possible risk assessment by mental health professional
Possession of Dangerous/Offensive item/weapon in School	Up to 3 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.	Up to 5 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.	Up to 10 days ISS and/or OSS, confiscation of item. Referral to administration, refer to Board policy on threat assessment. Possible risk assessment by mental health professional. Possible expulsion consistent with state law, police notification.

Possession/use/sale of firearms/dangerous weapons	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 9 days OSS.	Zero Tolerance. Possible expulsion consistent with State law, police notification. Minimum 9 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 9 days OSS.
Possession or use of drugs/alcohol	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS.	Zero Tolerance. Possible expulsion consistent with state law, police notification. Minimum 5 days OSS.
Starting or Causing a Fire	Up to 9 days OSS, police, and Fire Prevention Bureau notification automatic recommendation for expulsion, risk assessment	Up to 9 days OSS, police, and Fire Prevention Bureau notification automatic recommendation for expulsion, risk assessment	Up to 9 days OSS, police, and Fire Prevention Bureau notification automatic recommendation for expulsion, risk assessment
<ul style="list-style-type: none"> • Inappropriate student behavior may also affect students' privileges during the year (ex. Class Trips, Six Flags Trip, etc) These decisions are subject to approval by the administrators in the building. • Students who are suspended on the day of an extracurricular event (i.e. concert, talent show, "hangout night") may not attend that event. 			

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) – 0-1 point 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.