



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

24 CRAWFORDS CORNER ROAD • P.O. BOX 407 • HOLMDEL, NEW JERSEY 07733-0407

"A COMMITMENT TO EXCELLENCE"

TEL: (732) 946-1808  
FAX: (732) 834-0089

Student Name (please print) \_\_\_\_\_ Homeroom \_\_\_\_\_

September 2011

Dear Parent/Guardian,

During our opening week, we will be reviewing with students major points of emphasis regarding school policies and procedures. We will also be issuing to each student a **Student Handbook** which, in addition to being an efficient and functional means of organizing assignments, contains a wealth of information about the policies and procedures of Satz School, including: school calendar, key contact information, extra- and co-curricular activities, attendance procedures, and code of conduct. We ask that you review the handbook with your child, and return this form to his/her homeroom teacher as soon as possible.

We have reviewed the policies and procedures contained in the Satz School Student Handbook, and discussed its important concepts.

\_\_\_\_\_  
(Parent's signature and date)

\_\_\_\_\_  
(Student's signature and date)

Additionally, we enjoy publicizing the achievements of our students and the excellent work they do. On occasion this includes publishing their names, photographs, and/or achievements. **But first, we need your permission!** Please indicate on the form below your wishes for your child (note: local newspaper articles/pictures for sporting events fall outside our jurisdiction).

\_\_\_\_\_ I **CONSENT** to having my child's photo, name and/or achievements published in school newspapers and/or newsletters, released to local newspapers, and/or posted on the school's web page.

\_\_\_\_\_ I **DO NOT CONSENT** to having my child's photo, name and/or achievements published in school newspapers and/or newsletters, released to local newspapers, and/or posted on the school's web page.

\_\_\_\_\_  
(Parent's signature and date)

\_\_\_\_\_  
(Student's signature and date)

WILLIAM R. SATZ MIDDLE SCHOOL

PRINCIPAL'S MESSAGE

\*\*\*\*\*

*“Do what you can, with what you have, right where you are.”*

*~ Theodore Roosevelt*

Dear Parents and Students:

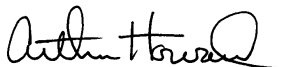
Welcome back! I truly hope that the summer break has refreshed and rejuvenated you for yet another exciting school year in the Holmdel district. And as the summer comes to an end, the uncertainty and nervousness that is associated with the beginning of the new year is normal. Is this school year going to be better than the last? Who will my child have as a teacher? What changes have been made and will I like them?

Understanding this, the faculty and staff of W.R. Satz School has worked hard in making sure that this school year is one of the best in your child’s educational career. Our primary focus is to provide for our youth an environment that is not only safe and secure but also one in which learning and growth happen daily.

Our goal is to provide for the children of Holmdel a quality education where “a commitment to excellence” is not a catch phrase but a reality, a place where uncertainty is a thing of the past and success is an everyday occurrence. We want you to see the Satz School as a place where our youth can mature, develop and grow into the go-getters and leaders of the future.

So once again I would like to say welcome back to another year of wonderful beginnings! And to all, please accept my best wishes for a prosperous and fulfilling school year!

Sincerely Yours,



Arthur L. Howard  
Principal

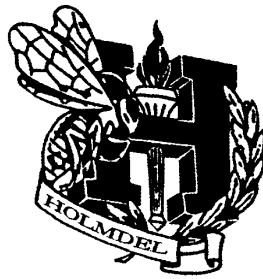
*Lisa Marino*

Lisa Marino  
Assistant Principal

\*\*\*\*\*

# Holmdel Township Public Schools

## Mission Statement:



**Mission:** *“A Commitment to Excellence.”*

The mission of the Holmdel Township Public Schools is to provide a comprehensive and caring educational environment that will develop the potential of every student into achievement. In partnership with our community, the School District will support all our students’ efforts to meet and exceed the New Jersey Core Curriculum Content Standards, and to become responsible and resourceful citizens and life-long learners.

# **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**

MR. ARTHUR HOWARD, Principal  
MRS. LISA MARINO, Assistant Principal

## **SCHOOL COUNSELORS**

MR. JAMES BRUCE  
MS. MELISSA MAGNOTTI

## **BOARD OF EDUCATION**

DR. RAY TAI, President  
MRS. BARBARA GARRITY, Vice-President  
MR. MICHAEL COLLINS  
MRS. CHIUNG-YIN CHENG LIU  
MS. PHYLLIS PASCUCCI  
MR. DENNIS PAVLIK  
MR. MIKE SOCKOL  
MRS. ANA VANDER WOUDE  
MRS. ROBIN WETMORE

## **DISTRICT ADMINISTRATION**

MRS. BARBARA DUNCAN, Superintendent  
MRS. MARY-BETH CURRIE, Assistant Superintendent, Curriculum and Instruction  
MR. MICHAEL PETRIZZO, Business Administrator/Board Secretary

## **DIRECTORS/SUPERVISORS**

MS. SUSAN ALSTON, Supervisor of Humanities  
MS. MERYL GILL, Director of Special Services  
MS. CRESENDA JONES, Supervisor of Math & Science  
MR. ERIC SWENSON, Director of Student Personnel Services  
MR. RANDY WESTROL, Supervisor of Athletics, Health & Physical Education

# PROFESSIONAL STAFF

2011 – 2012

## LANGUAGE ARTS:

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## PHYSICAL EDUCATION:

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## CYCLE PROGRAM:

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## SPECIAL SERVICES:

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## LIBRARIAN:

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## SCHOOL NURSE:

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## SECRETARIAL SERVICES:

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D. Scognamillo	Dscognamillo@holmdelschools.org

# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## SCHOOL CALENDAR 2011-2012

SEPTEMBER						
S	M	T	W	T	F	S
18 School 1 Holiday						
	4	5	△	B	A	B 10
	11	A	B	A	B	A 17
	18	B	A	B	A	B 24
	25	A	B	A	29	B

OCTOBER						
S	M	T	W	T	F	S
20 School 1 Holiday (Students Only)						1
	2	A	B	A	B	A 8
	9	10	B	A	B	A 15
	16	B	A	B	A	B 22
	23	A	B	A	B	A 29
	30	B				

NOVEMBER						
S	M	T	W	T	F	S
18 School 4 Holidays			A	B	A	B 5
	6	A	B	A	10	11 12
	13	B	A	B	A	B 19
	20	A	B	△	24	25 26
	27	B	A	B		

DECEMBER						
S	M	T	W	T	F	S
17 School 5 Holidays				A	B	3
	4	A	B	A	B	A 10
	11	B	A	B	A	B 17
	18	A	B	A	B	△ 24
	25	26	27	28	29	30 31

JANUARY						
S	M	T	W	T	F	S
19 School 2 Holidays 1 Holiday (Students Only)						
	1	2	B	A	B	A 7
	8	B	A	B	A	B 14
	15	16	A	B	A	B 21
	22	23	A	B	A	B 28
	29	A	B			

**September**  
 1 Prof. Dev. Day (Staff Only)  
 12 Mos. employee (only) work day  
 5 Labor Day  
 6 1st day students (full day)  
 29 Schools Closed Rosh Hashanah

**October**  
 10 Prof. Dev. Day (Staff Only) (Schools Closed) Columbus Day  
**November**  
 10-11 NJEA Conv.  
 11 Veterans Day  
 23 \*\*4-hr session  
 24-25 Thanksgiving  
**December**  
 23 \*\*4-hr session  
 24-31 Winter Recess

**January**  
 2 Winter Recess  
 16 Martin L. King  
 23 Prof. Dev. Day (schools closed) Chinese New Year  
**February**  
 17, 20 Presidents' Weekend  
**March**  
 21 \*\*4-hr session

**April**  
 5 \*\*4-hr session  
 6-13 Spring Recess  
 17 School Election Day  
**May**  
 18 \*\*4-hr session  
 24 \*\*4-hr session  
 25, 28 Memorial Day  
**June**  
 20 Last day students 4hr.-session

- △ = 4 hour Session
- = Staff Day
- = School Holiday
- △ = First/Last Day of School

FEBRUARY						
S	M	T	W	T	F	S
19 School 2 Holidays				A	B	A 4
	5	B	A	B	A	B 11
	12	A	B	A	B	17 18
	19	20	A	B	A	B 25
	26	A	B	A		

MARCH						
S	M	T	W	T	F	S
22 School					B	A 3
	4	B	A	B	A	B 10
	11	A	B	A	B	A 17
	18	B	A	△	A	B 24
	25	A	B	A	B	A 31

APRIL						
S	M	T	W	T	F	S
15 School 6 Holidays						
	1	B	A	B	△	6 7
	8	9	10	11	12	13 14
	15	B	A	B	A	B 21
	22	A	B	A	B	A 28
	29	B				

MAY						
S	M	T	W	T	F	S
21 School 2 Holidays			A	B	A	B 5
	6	A	B	A	B	A 12
	13	B	A	B	A	△ 19
	20	A	B	A	△	25 26
	27	28	A	B	A	

JUNE						
S	M	T	W	T	F	S
14 School					B	2
186 Teacher days	3	A	B	A	B	A 9
183 Student days	10	B	A	B	A	B 16
	17	A	B	△	21	22 23
	24	25	26	27	28	29 30

- Notes: (1) Calendar includes three (3) days for emergency/inclement weather closings.  
 (2) Should emergency/inclement weather closings exceed 3 days by March 21, the calendar will be adjusted to take away May 25 and it will become a 4hr. session. The second option will be to take away from spring recess starting with April 13.  
 (3) Should emergency/inclement weather closings be less than 3 days, the calendar will be adjusted as follows: first day, close on April 5 and April 4 will become a 4hr. session, second day close on May 24 and May 23 will become a 4hr. session, third day close on May 29.  
 (4) Should teachers absent themselves from scheduled school day(s) for state holiday(s), they will make up the day(s) beginning on the day following the close of school.  
 (5) \*\* on 4-hr. session days PreK and Kindergarten will attend the following hours: AM sessions will be held from 9am-11am, PM sessions will be held from 11am-1:10pm.

## 2011-2012 Bell Schedules

### “Regular Day”

**Period 0 – 7:25 – 8:08 43 minutes**

<b>HR/Period 1</b>	<b>8:17 – 8:32</b>	<b>15 minutes</b>
Period 2	8:35 – 9:18	43 minutes
Period 3	9:21 – 10:04	43 minutes
Period 4	10:07 – 10:50	43 minutes (1 <sup>st</sup> Lunch Period)
Period 5	10:53 – 11:36	43 minutes (2 <sup>nd</sup> Lunch Period)
Period 6	11:40 – 12:23	43 minutes (3 <sup>rd</sup> Lunch Period)
Period 7	12:27 – 1:10	43 minutes (4 <sup>th</sup> Lunch Period)
Period 8	1:14 – 1:57	43 minutes
Period 9	2:01 – 2:44	43 minutes

3-4 minutes passing time between classes

### “Half- Day”

**Period 0 – 7:25 – 7:55 30 minutes**

<b>HR/Period 1</b>	<b>8:17 – 8:32</b>	<b>15 minutes</b>
Period 2	8:34 – 9:02	28 minutes
Period 3	9:04 – 9:32	28 minutes
Period 4	9:35 – 10:03	28 minutes (1 <sup>st</sup> Lunch Period)
Period 5	10:06 – 10:34	28 minutes (2 <sup>nd</sup> Lunch Period)
Period 6	10:37 – 11:05	28 minutes (3 <sup>rd</sup> Lunch Period)
Period 7	11:08 – 11:36	28 minutes (4 <sup>th</sup> Lunch Period)
Period 8	11:39 – 12:06	28 minutes
Period 9	12:09 – 12:37	28 minutes

3 minutes passing time between classes

### “Delayed Opening”

**No Zero Period during delayed openings**

<b>HR/Period 1</b>	<b>10:17 – 10:32</b>	<b>15 minutes</b>
Period 2	10:35 – 11:03	28 minutes
Period 3	11:06 – 11:34	28 minutes
Period 4	11:37 – 12:05	28 minutes (1 <sup>st</sup> Lunch Period)
Period 5	12:09 – 12:37	28 minutes (2 <sup>nd</sup> Lunch Period)
Period 6	12:41 – 1:09	28 minutes (3 <sup>rd</sup> Lunch Period)
Period 7	1:13 – 1:41	28 minutes (4 <sup>th</sup> Lunch Period)
Period 8	1:45 – 2:13	28 minutes
Period 9	2:16 – 2:44	28 minutes

3-4 minutes passing time between classes

### EXTRACURRICULAR SCHOOL ACTIVITIES

Book Club	Project Plus
Builders Club	Student Ambassadors
Play	Student Council
Musical	Talent Show
National Jr. Honors Society	Yearbook
Stage Crew	Youth Alliance

### SPORTS

<b>Fall</b>	Field Hockey
	Cross Country
	Soccer (Boys and Girls)
<b>Winter</b>	Basketball (Boys and Girls)
	Wrestling
	Cheerleading
<b>Spring</b>	Track
	Baseball
	Softball

## **DELAYED OPENING AND SCHOOL CLOSINGS**

The term "delayed opening" means starting school two hours after the established times or in accordance with the schedule noted below: Decisions will be made as early as possible so that appropriate announcements can be made to district personnel, local radio stations, parent snow chains, and other appropriate sources. Delayed openings will be employed as necessary to provide the township and county road departments with the opportunity to sand and/or clear snow from the roads. School personnel will also have the opportunity during the time provided by delayed openings to clear and sand the driveways, walkways and parking lots.

### **EMERGENCY SCHOOL CLOSING**

In the event of heavy snow, icy roads, or other hazardous weather conditions, information on school closings will be available over broadcasts from the following radio stations:

WOR	710 AM/98.7 FM
WHTG	1410 AM/106.3 FM
WADB	1310 AM
WJLK	94.3 FM

The Holmdel Township Police Department has activated the telephone number **946-4440** to inform parents of school closings in Holmdel Township. To receive such information, please utilize the above number and refrain from calling various schools. Information is also posted on the district's website.

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# ***WILLIAM R. SATZ MIDDLE SCHOOL EXPECTATIONS***

The William R. Satz Middle School has established a series of rules and regulations that comprise our conduct code so as to ensure the safety and welfare of students, staff and parents alike. The intent of this code is to maintain a well organized, safe, and efficient school.

It is our belief that the presence of a conduct code should not be restrictive to the majority of students, but an indicator of the level of expected responsibility for each student and a reminder that unacceptable actions have consequences.

Every member of the school community has dignity and worth. It is our expectation that each person will treat every other individual, as s/he would expect to be treated.

Our conduct code underscores the importance of student responsibility in the Satz Middle School and establishes rules with appropriate consequences to insure proper behavior at all times.

As a member of the school community, each student is responsible for his/her actions and is accountable for appropriate behavior during school or when attending any school-sponsored activity.

Specifically, all students are expected to:

- 1) Respect the individual dignity and rights of all students, faculty, staff, and visitors in our school.
- 2) Respect everyone's right to learn in a productive environment.
- 3) Respect the teacher's right to teach in an atmosphere free from interruption and inappropriate behavior.
- 4) Respect the health and safety of others as well as his/her own health.
- 5) Respect personal property as well as that belonging to other students, faculty, staff and visitors in our school.
- 6) Respect and maintain socially acceptable behavior at all times.

## **The Role of the Student**

It is expected that all student members of the school community are cognizant of the William R. Satz Middle School conduct code. Ignorance of its impact on specific behavior issues is no excuse; compliance to the facets of the code is essential to effective school operations.

## **The Role of the Teachers**

Our teaching staff conducts classes using procedures and strategies that maximize your child's learning potential while minimizing discipline issues. Students who choose to ignore the precepts of acceptable discipline will be censured by the teacher through parental communications, conferencing, detention, etc.

## **The Role of the Administration**

Administrators will attend to teacher-referral of any student behavior problem unresolved despite teacher intervention. It is the responsibility of the administrator to investigate, interview teacher and student, and to seek a resolution to any problem coming to his/her attention. Promoting an overall positive school atmosphere that fosters learning and encourages proper student interaction is the paramount concern of the administration.

## **The Role of the Parents**

The attitude that parents have concerning school and teachers influences the behavior that children demonstrate in school. Parents are encouraged to familiarize themselves with the contents of the *Student Handbook* and to take a positive and active interest in the progress of their children. Prompt and open-minded communication with teaching staff, guidance counselors, supervisors or administrators concerning any academic or attitude problem that may arise will make a significant contribution to their child's educational welfare.

## **The Position of the Board of Education**

The Board of Education fully supports through formal policy statements the educational program in each school. To that end, the Board is committed to creating a productive, positive, and orderly environment in which teaching and learning are conducted without distraction or disruption. The Board will regularly review administratively generated recommendations on specific issues. Board policy and/or state statute will prevail when individual situations are of a serious enough degree to dictate additional action such as police involvement or county-level referral.

## ACCEPTABLE BEHAVIOR IN THE SCHOOL ENVIRONMENT

### Cafeteria

Orderly and prompt arrival; books stored in book racks; no running to food lines; waiting in line appropriately (no cutting); table clean-up after eating (including the floor area); food/drink ONLY in the cafeteria; walking; staying seated unless permission is granted to move about; voices at normal conversational levels; depositing of cans and food wastes into proper receptacles; immediate attention to teacher/administrator directions; appropriate language at all times.

### Classroom

Prompt arrival; prepared for class; compliance with teacher authority; orderly productive learning atmosphere; following teacher directions; adherence to individual rules as teacher may initiate; respect for students' right to learn; teacher's right to teach uninterrupted; appropriate language at all times; respect and responsibility for all books, materials, equipment, teacher/other students' possessions; student reporting teacher lateness/absence to office in a timely manner.

### Corridors

While passing, staying to right side of corridor; appropriate language at all times; conversational level of voice while passing; no student in hall during classes without a teacher pass; keeping your school clean by picking up litter, reporting inappropriate language, etc; orderly conduct, continual movement through hallways where appropriate; stay in our building unless classroom is a high school assigned room.

### Gym Locker Rooms

Appropriate behavior that promotes safety; appropriate language that is adult-like; storing clothing and personal items in a locked locker; leaving valuables with the teacher or making sure the item(s) are secure in your regular locker. Personal items left in an unsecured area are the student's responsibility.

### Lavatory

Respect for facility; lavatories are not to be used for changing clothes for physical education class; no loitering; no graffiti on walls; no congregating; no cell phone use; appropriate use of facilities, specifically one person in a stall; no standing on sinks or toilet fixtures; during class time, usage limited to students with teacher passes.

### Lockers

Lockers are the property of the school and may be examined by teacher/staff for contraband materials, i.e., tobacco, alcohol, stolen property or drugs (as per statute); students must adhere to the following rules when using school lockers: no sharing of lockers; no giving of locker combinations to other students; no defacing, graffiti; no display or storage of inappropriate materials (suggestive or sexually explicit in nature, in particular). **Students must not, under any circumstances, give their locker combination to anyone other than their homeroom teacher.**

### Outside Areas

No littering on the lawn and entrance areas; no running or chasing of other students; seating in front of school is to be used as the late bus waiting area, (precluding area in front of high school); lawn area adjacent to classrooms off-limits to students; parking lot used only with teacher presence during building evacuation exiting from school; students are to be alert to vehicular traffic; at time of dismissal, exit to buses or parental pick-up to be orderly; no student permitted to be on loading dock and/or in bus yard areas. No student may leave with high school students without parental permission. No students are permitted to leave school grounds without written permission (i.e., walking home or to town library).

### Student-to-Staff Relationships

All students are to be respectful of staff, addressing them appropriately at all times; students are to be mindful that all district employees have authority to direct students as needed in terms of their welfare and safety. Students are to respond to teacher and staff members' reasonable requests and respectfully do what is asked; staff members are to show mutual respect when dealing with students.

### Student-to-Student Relationships

Students will deal respectfully with each other in the Satz Middle School. Honesty, courtesy and sensitivity toward one another should characterize day-to-day student interaction. Mutual respect for each other's dignity and worth as well as each other's physical well-being and property are of prime importance.

## **DISRICT POLICIES**

A full set of Board of Education policies are available on the district Web site, [www.holmdelschools.org](http://www.holmdelschools.org). Printed copies are available in the Satz School Cyber Center, as well as the Holmdel Township Public Library.

### **ADMINISTERING MEDICATION**

*Please refer to Policy 5141.21 "Administering Medication" for complete guidelines.*

Before any medication may be administered to or by any pupil during school hours and school-sponsored functions, the Board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- A. Name of medication;
- B. Purpose of the medication;
- C. The dosage and form;
- D. The time at which or the special circumstance under which medication shall be administered;
- E. The length of time for which medication is prescribed; and,
- F. The possible side effects of the medication.

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 without supervision of the school nurse for asthma or other life-threatening illnesses. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

### **AFFIRMATIVE ACTION POLICY (POLICY 4111.1)**

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

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or nonrenewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure.

The board designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future.

### **ALCOHOL AND OTHER DRUGS (Policy 5131.6)**

In accordance with applicable New Jersey Statutes and Administrative Code, the Holmdel Township Board of Education prohibits the use, possession, or distribution of alcohol or any other drug by students, staff, or others. Illicit drugs include such items as jimson weed and date rape drugs, as well as the more familiar substances discussed in the following section.

The Holmdel Township Board of Education recognizes that existing alcohol and other drug abuse problems exist in society and are aware of the vital role played by schools and school personnel in addressing this problem. The Board believes that a therapeutic approach will be more effective than one which is solely punitive in nature. The Board has established a comprehensive district-wide program to address the use of alcohol, other drugs, and dangerous substances.

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

- All dangerous controlled substances so designated and prohibited by New Jersey statutes;
- All chemicals that release toxic vapors as defined and prohibited by New Jersey statutes;
- All alcoholic beverages;
- Anabolic steroids; and
- Pursuant to Board policy, any prescription drug, except those permitted for use in school has been granted

## **BUS TRANSPORTATION (NJSA 18A: 25:2)**

Misconduct on the bus can result in serious injury or in a tragic accident due to the distraction of the bus driver. **Disciplinary action and or suspension of riding privileges will apply for misconduct.** If a student is suspended from riding the bus for a period of time, notification will be given to the parents. It will become the parents' responsibility to provide transportation for the duration of the suspension.

## **DRESS AND GROOMING (Policy 5132)**

The Holmdel Township Board of Education believes that pupils have the right to exercise judgment in the matter of dress and grooming. Proper attire should not present a danger to their health and safety, or the health and safety of the staff and pupil body. Proper attire should not cause an interference with school order or create disruption. The administration and teachers shall enforce regulations concerning control of hair or clothing in the interest of safety and to permit full participation in any teaching situation.

## **EQUAL OPPORTUNITY POLICY**

The Holmdel Township Public Schools will undertake whatever affirmative action is necessary to provide equal employment opportunity without regard to race, creed, color, gender, marital status, national origin, and to ensure that all personnel actions such as recruitment, selection, placement, training, promotions, transfers, terminations, disciplinary actions, and all benefits and compensations are equally applied.

The Holmdel Township Board of Education affirms its responsibility to ensure all students in the public schools of this township equal educational opportunity regardless of race, color, creed, religion, gender, ancestry, national origin, or social or economic status. Handicapped individuals shall not by reason of their handicaps be denied the benefits of any activity, nor shall they be subjected to discrimination of any kind.

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.

## **HEALTH EXAMINATIONS AND IMMUNIZATIONS (Policy 5141.3)**

Parents/Guardians must present evidence that prior to attending school, students have been immunized against Diphtheria, Pertussis (Whooping Cough), Tetanus, Poliomyelitis, Measles (Roseola and Rubella), Hepatitis B and Mumps. For medical or religious reasons, exceptions to this policy will be granted only as provided by state law. In such case a statement signed by a physician (in the case of medical exemption) and by a parent/guardian (in case of exemption on religious grounds) will be submitted to the Principal.

Any pupil failing to comply with any part of this policy will be excluded from school. Furthermore, students may be excluded from school upon the recommendation of the school physician or school nurse for the following reasons:

- A. Illness
- B. Exposure to communicable disease
- C. Tuberculosis
- D. Other cause deemed detrimental to the health and welfare of other students in the school.

In all such cases, the parent/guardian shall be notified of the reason for excluding the pupil from school.

In accordance with the rules of the State Board of Education, tests may be administered periodically. Visual and audiometric screenings shall be conducted for all 10th grade students; scoliosis screening is done for all students age 10-18, as required by law.

## **INTERNET AND E-MAIL RULES (Policy 6142.10)**

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.

**The following rules apply:**

1. **Personal Safety**
  - a. 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.
  - b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate that makes them feel uncomfortable.
2. **Illegal Activities**
  - a. 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.
  - b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
  - c. Users will not use the District system to engage in any illegal act.
3. **System Security**
  - a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from accessing their account.
  - b. Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.
4. **Inappropriate Language**
  - a. Users will not use obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
  - b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
5. **Unacceptable Activities**

Users are not permitted to:

  - a. Send or display offensive messages or graphics;
  - b. Harass, insult, or attack others;
  - c. Intentionally waste limited resources;
  - d. Download songs, games, and other non-curricular information;
  - e. Use a password other than their own;
  - f. Utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or
  - g. 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(ren) 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(ren) will be provided with alternate resources, reference materials, and/or other means of communication.**

**SEXUAL HARASSMENT POLICY (Policy 2224.1)**

The Holmdel Township Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment is a violation of state and federal laws. It has been defined by the Equal Employment Opportunity Commission (EEOC) as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of reasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment."

The District's Affirmative Action Plans for Employment/Contract Practices and School/Classroom Practices, as well as the Grievance Procedure and the Sexual Harassment Policy, are on file in each school's main office and in the school's library. They are also available in the superintendent's office and from the Affirmative Action Officer.

Student conduct that might warrant attention due to harassment might include the following:

1. Making, or causing to be made, a communication or communications anonymously or at extremely inconvenient hours, or in offensively coarse language, or any other manner likely to cause annoyance or alarm. A communication may be deemed to have been made either at the place where it originated or at the place where it was received;
2. Subjecting another to striking, kicking, shoving or other offensive touching, or threatening to do so; or
3. Engaging in any other course of alarming conduct or of repeatedly committed acts with purpose to alarm or seriously

annoy such other person.

A person commits a crime of the fourth degree if in committing an offense under this section, s/he acted, at least in part, with ill will, hatred or bias toward, and with a purpose to intimidate, an individual or group of individuals because of race, color, religion, sexual orientation and ethnicity.

### **STUDENT RECORDS (Policy 5125)**

The parent or guardian of a pupil, the adult pupil, or the authorized representative of the parent(s) or guardian, or adult pupil, may have access to the records upon request to the school principal or designee. An appointment to examine records must be made within ten working days of the request. Under the Family Educational Rights and Privacy Act (FERPA), parents have the rights: 1) to inspect and review their child's educational records, 2) to seek amendment of the student's educational records that they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights, and 3) to require consent prior to the disclosure of personally identifiable information unless the law allows such disclosure.

## **RULES AND REGULATIONS**

### **Affection**

Our students are expected to demonstrate appropriate behavior at all times. Public signs of affection are inappropriate and will be addressed by staff and administration, according to the school discipline code.

### **After-School Policy**

1. No student can remain after school without **direct** adult supervision.
2. When a student is done working with the teacher, s/he will receive a pass to go to the next adult; students are never to go to the front of the building without an adult monitor knowing where they are and what they are doing.
3. Students are to report to Room 101 for a supervised study if they are not participating in any other activity.
4. Students are **never** to be in the high school unless with a designated adult such as a coach.
5. Students whose behavior has determined that they may not stay after school may not ride the 4:00 late bus. They must provide a written note indicating that an adult will pick them up.
6. No student can go home with another student's parent, brother/sister, etc. without a written note from the original student's parent/guardian.

When a student stays after regular school hours (2:34), s/he must **report to room 101 to sign in or to a teacher for extra help. Students will not be released from extra help until that period is over.**

When the extra help is over, the student should proceed to Room 101 with a pass. Students are not to be in any area unsupervised. **Students should not stop at their lockers, walk the hallways, go to a phone, or wander whereby their safety might be compromised.** S/he will be able to do that after s/he gets to Room 101 and asks the monitor for permission. The monitors will monitor all cell/regular phone calls for the safety and security of all students – permission must be granted by the monitors before a cell phone call is made or received.

Students should report to Room 101 and be dismissed from there for all after school activities (extracurricular, athletic). If the after-school activity ends before **3:30 p.m.**, the student must go directly to Room 101.

**Students may ONLY leave Room 101 when given verbal permission by the monitors and signed out, by a parent/guardian. Parent notes MUST BE stamped and turned into the main office before the school day starts.**

If after-school plans change (teacher absence, no extra-help, etc.), student is to return to Room 101 immediately.

### **Attendance**

#### **EXCUSED ABSENCES**

It is the responsibility of the parents to see to it that students do not miss an inordinate amount of school. The following are excused absences:

1. Religious holidays
2. School related trips
3. Any administrative or staff created absences such as an office appointment, guidance appointment, suspension, band and/or choral performances and the like

4. Court appearances
5. Hospitalization
6. Absences ordered by a physician
7. Administratively pre-approved reasons: including, but not limited to special competitions, activities, CST, SRC, Core Team recommendations
8. Death in family
9. Quarantine

***Family vacations taken when school is in session are considered unexcused absences.***

#### **UNEXCUSED ABSENCES**

**Vacations and visits to relatives** are considered **unexcused absences** and **cannot be approved by the school**. Although parental permission may be granted for such absences, they are still categorized as unexcused absences and the work to be made up is the responsibility of the student. Additionally, an absent student cannot participate in any after-school activity or event on the day of the absence. **Teachers are not expected to provide work in advance of such absences.**

#### **FAMILY VACATIONS**

Family vacations should be planned around the school calendar. Students should be given every opportunity to attend classes regularly. When it is imperative for students to be absent from school, the student has the responsibility to make up work upon return to school. **Homework assignments are not given in advance of scheduled family vacations.**

#### **HOMEBOUND INSTRUCTION**

Students who are absent for more than five school days consecutively because of illness or injury are entitled to homebound instruction. Appropriate application forms are available from the office. Any prolonged health-related absence is to be reported to the school by the third day.

#### **ABSENCE OF 10 DAYS OR MORE (EXCUSED OR UNEXCUSED)**

After 10 days of absence from school, at the discretion of the administration, a parent conference will be requested to analyze the impact on the student's educational program. **Please note:** In accordance with New Jersey State Statute 18A: 38-25 and Holmdel's Board of Education Policy #5110, students are required to be in attendance at school a minimum of 160 school days. Any unexcused absences which produce attendance rates lower than this minimum, subjects the student to possible retention.

#### **PARENTAL NOTES**

**A note must be presented to the Main Office from the student's parent/guardian following each absence.** The note should include the child's full name and homeroom number, date of absence and specific reason for the absence.

#### **MEDICAL NOTES**

Should an individual illness be five days or longer, a note from a family physician is required indicating that the child is cleared for return to school.

### **Books**

**All textbooks must be covered.** This will minimize damage to books. Fines will be charged to any student who mistreats or loses books. Keeping books properly stored in a locked locker, utilizing book covers, and being aware of where they are placed will prevent loss, fines and other consequences. Any books given to the student including textbooks, supplemental paperbacks, and library books must be cared for and students will be subsequently disciplined when neglectful of their responsibility.

### **Bus Rules**

The safety of students who ride school buses is of primary importance to the Holmdel Township Board of Education. To ensure safety, the Board of Education and the Superintendent expect students to behave appropriately in accordance with the following guidelines and in response to directives of bus drivers and other school personnel. Failure to follow these guidelines will result in discipline, which may include denial of transportation. If a student is suspended from riding the bus for a period of time, notification will be given to parents and it will become their responsibility to provide transportation for the duration of the suspension.

1. School bus drivers have been appointed by the Board of Education. They have complete authority over students during the time they are being transported. Any offense committed by a pupil will be handled as a violation of a school rule and subject

- to disciplinary action by the building principal.
2. School bus drivers have been trained in safety rules and regulations pertaining to student transportation. In the event of an emergency, students should remain calm, seated and quiet until the driver has given instructions. If the driver is incapacitated, students should leave the bus as practiced in evacuation drills.
  3. Students being transported to and from school will ride on their assigned school bus. Exceptions can be made only if requested in writing by a parent/guardian, approved by the building principal, and if room is available on another school bus.
  4. Students should be at the bus stop **ten (10) minutes** before the bus is due to arrive.
  5. Students waiting for a bus should remain back from the edge of the road and not enter the road until signaled by the bus driver.
  6. When entering/exiting a school bus, students should step on and off quickly and quietly without crowding, pushing or shoving.
  7. Upon entering or leaving the bus, students must always cross the road in front of the bus. Students should wait for the drivers to signal when it is safe to do so.
  8. At the bus stops, students must always respect the rights of property owners. Individual students and their parents will be held responsible for any damage to private property.
  9. Students are also expected to treat school property with respect. Individual students and their parents will be held responsible for any damage to the school bus.
  10. During the bus ride, students must remain seated and belted until the bus comes to a complete stop at its destination.
  11. The throwing of any material within or out of the school bus is strictly prohibited.
  12. Smoking, eating or drinking is forbidden on a school bus.
  13. Windows on school buses may be opened only half way.
  14. Extending of any body parts out of school bus windows is forbidden.
  15. Aisles must remain clear at all times. Books, backpacks and other materials must be placed within the confines of the seat itself. It is impossible to carry large projects on the school bus; therefore, students should make arrangements with their parents for transporting large projects, musical instruments, and other oversized items to school. No glass containers should be brought onto school buses.
  16. Conversation should be in normal tones only. Loud talking, shouting or the use of profane language will not be tolerated.
  17. Students should get off the bus only at their assigned stops unless a parent/guardian request in writing has been approved by the building principal.
  18. No weapons may be brought onto a school bus.
  19. Bus drivers will maintain a seating chart for the identification of students. Students will remain in designated seats at all times when riding the bus. However, the bus driver has the right to assign seats to maintain order.

***Please note: Monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities***

### **Child Study Team**

The Holmdel Township Board of Education shall provide the services of child study team personnel in numbers sufficient to ensure implementation of pertinent law and regulation. The Superintendent shall present to the Board for approval job descriptions, qualifications and evaluation criteria for positions required, and shall present to the Board the best qualified applicants.

When complete evaluations of pupils are necessary, the Superintendent shall recommend for Board approval qualified persons or agencies to supplement the district team. Appropriate staff members, such as the nurse and teachers assigned to the pupil, shall also be involved.

Pupils who have been identified by any professional staff member, the parents/guardians of the child, a child welfare agency or by the health services staff as possibly educationally disabled shall be considered for evaluation. In cooperation with the building's Pupil Assistance Committee, teachers and administrators shall provide intervention resources (e.g., adaptive teaching methods and materials, schedule changes, modified workloads, corrective or remedial instruction, etc.) in order to discover whether an observed difficulty is the result of problems within the educational delivery system. Parents/guardians shall be notified of such interventions. The members of the child study team shall be available to consult with teachers and parents/guardians.

If the problems persist despite these intervention techniques, a formal referral, requiring due process procedures, shall be initiated. The examination of each such pupil shall proceed promptly in strict accordance with law. The Board shall review and adopt the regulations governing the referral process. Examination of each identified child shall be according to the Comprehensive Evaluation Plan and may consist of a physical examination, a psychological examination, an educational examination, a social case study, and such other examinations as may be deemed necessary by the Child Study Team.

## Collection of Money

Unless granted permission by an administrator, students are not permitted to undertake collections of money or to sell merchandise for outside organizations. School sponsored fundraisers will be monitored by club sponsor(s). Such activities are not to be intrusive.

## Communication Devices (Cell and pay phones, beepers, palm pilots, etc.)

State law prohibits students from possessing beepers in the school building or on the school's premises, during extracurricular activities, or at school-sponsored events. **Those students who serve in an official emergency personnel capacity may receive permission from the Board of Education.** Students using/having beepers will have them confiscated.

Public telephones are located inside the all-purpose room, in the front hall of the building, and next to the gymnasium. Before school in the morning and during the day, students who have urgent reasons for using the telephone are **to obtain permission** from their teacher **or** the main office. **Students must have a pass when using any pay phone.** All students should have change with them for an emergency phone call.

While students are permitted to have cellular phones on their persons during school hours (hours include the time when students enter Satz until they leave to return home), 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. Students must obtain permission from the monitors to use their phones prior to making or receiving a call.

At the discretion of an administrator, disciplinary action includes the following:

- Confiscation of cell phone
- Detention / lunch detention
- Return of cell phone to parent/guardian **ONLY** once detention(s) / lunch detention(s) has been served

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.

Students who violate the above regulations will face disciplinary action and/or have the communication device taken away from them.

## 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.

## Conferences

Parent-teacher conferences are encouraged on an "as-needed" basis. As parents, you are encouraged to contact teachers whenever you feel the necessity to do so. Many times a few moments over the phone can prevent major concerns from developing. Teachers are likewise encouraged to contact you for the same purpose. A teacher may be contacted in one of two ways. The most expedient manner is to send a note through your child to a teacher requesting a phone call or conference time. You may also call the main office to request that the teacher contact you at his/her earliest convenience. In addition, you may email the teacher using the first letter of the teacher's first name and his/her last name with [@holmdelschools.org](mailto:@holmdelschools.org).

## Cyber Center

All students are welcome to use the Cyber Center for curriculum-related research and reading. Hours are Monday-Friday, 8:17 AM - 2:34 PM. Extra help days are Monday and Wednesday from 2:34 PM-3:04 PM.

A Cyber Center pass is necessary except from 8:05 AM – 8:17 AM. Students must have a pass to use the facility during the school day and lunchtime unless accompanied by a teacher or class. Teachers may issue passes during their class period to allow students to complete an assignment. No food, drink, or gum is allowed. Students are expected to "sign in" upon entering the Cyber Center except if with a class.

The Satz Cyber Center houses over 8,000 books, videos, cassette tapes, DVDs, CDs (for languages), and magazines. The loan period

for most materials is two weeks. Reference materials are loaned overnight. Online resources include the following databases: *Grolier Multimedia Encyclopedia*, *Encyclopedia Americana*, *The New Book of Knowledge*, *Current Biography*, and *Wilson Web Full Text Mini* (for magazines). A PC lab area is available for student use during Cybercenter hours with the understanding that students will abide by the district acceptable use policy for the school network. Individuals found violating the rules will incur consequences.

In conjunction with Language Arts/Reading classes, students are encouraged to participate in the Accelerated Reader program. The Accelerated Reader program involves three simple steps: a student selects and reads a book, the student takes an Accelerated Reader Reading Practice quiz on the computer, and the computer adds the quiz results to its database and generates a report for the student and teacher.

## **Dress/Personal Appearance**

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. When inappropriate clothing is worn, 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 or the wearing of school-issued clothing, which will be washed and returned after use. At the administrator's discretion, disciplinary action may also be deemed appropriate.

Refer to **Dress and Grooming in the Code of Conduct** section of this handbook.

## **Drop-off Procedures in the AM:**

When dropping off students in the morning, please adhere to the signs posted in the Satz parking lot.

1. No student(s) should be dropped off in the bus lane (the lane closest to Satz School).
2. The student drop-off sites are located at the far end of the Satz parking lot (opposite the High School end). Students are to enter the school from the doors located on the side of the building, not through the front entrance.

## **Early Dismissal**

If your child has to leave for an early dismissal, a note from the parent or guardian should be turned in to the Main Office by the student, prior to homeroom. At that time, an early dismissal pass will be given to the student to hand in to the respective period's teacher, so your child will be waiting for you upon your arrival. Parents **must come into the Front Office** to get their children and sign him/her out. No student will be permitted to leave the building by him/herself.

## **Eligibility Requirements**

All students at the William R. Satz Middle School wishing to participate in the extracurricular program (sports, clubs, and other activities) under the sponsorship of the school are subject to the following eligibility requirements. Failure to meet these requirements prohibits participation in these programs. Eligibility for classified students may be determined by their IEPs and the decision of the Child Study Team.

1. A student must maintain a 2.0 GPA or "C" average or better in all academic subjects with no more than two failing subject areas to be eligible to try out for an activity.
2. A student, once eligible and involved in the activity, must maintain a 2.0 GPA or "C" average throughout the entire length of the activity. The student will not be permitted to participate from that point should the eligibility requirement not be met. The student becomes ineligible the day the grades are published and/or progress reports are due.
3. A student shall not be permitted to participate if s/he receives interim notices of severe academic and/or disciplinary problems.
4. A student will not be permitted to participate for repeated disciplinary offenses and/or teacher recommendation.
5. Incompletes need to be made up within two weeks or the student will be ineligible until the incomplete is fulfilled.
6. Students must reestablish their eligibility for each activity as it takes place throughout the year.
7. No sex, religious, ethnic, racial, or political restrictions shall govern eligibility for participation in extra programs except in the case of sex where a desired artistic effect (boys' choir, girls' barbershop quartet) is being sought and equal or comparable opportunity is available to the opposite sex in compliance with state and federal laws.

8. Physical education participation is required on the day of a scheduled athletic event, practice or extra-curricular activity.
9. A student must be in school for at least a half-day on the day of a specific extracurricular activity (including commencement exercises) in which s/he wishes to participate.
10. A student is expected to complete a program, sports season, production, or other school-sponsored activity once begun, unless a specific circumstance (grades, health, and the like) makes him/her ineligible to do so.
11. A participating student must recognize and accept policies and rules of any governing agency to which the Board of Education subscribes membership; those policies or rules which may supersede the district policy will be in effect.
12. A student wanting to compete on an athletic team must have written parental permission, a completed medical history form, and a current physical examination (within a year) to be allowed to participate.
13. A student athlete suffering an injury that precludes him/her from playing in a sport must have written clearance from his/her school physician before resuming participation.
14. No team practice or scrimmage may take place without the presence of a designated district employed coach; similarly, no extra curricular activity may take place without the appropriate advisor or sponsor being present.

## Enrichment Opportunities

Grade Level	Program Model and Implementation	Identification Criteria	Staff
Grades 7 & 8	Honors Language Arts Honors Math Band/Chorus Solos	Placement criteria Placement criteria Audition	Language Arts Staff Math Staff Music Staff

**Project-based inquiry:** Project-based inquiry follows the Renzulli model of enrichment opportunities. This model recognizes that students can possess talents in a wide variety of disciplines. It provides an instructionally and economically efficient way to meet the student's individual and varied needs. Project-based inquiry follows the tenets of discovery learning: inquiry, active exploration, systematic investigation, self-direction and self-evaluation.

**Project Plus**, an after school program, is a flexible approach to curriculum enrichment in 7th & 8th grade. It is a hands-on approach to enrichment that focuses on the use of information and the students' role as a first hand inquirer. **Project Plus** incorporates opportunities in a broad range of activities including the arts, sciences, and literature. Students are given the avenues to express their creativity, build on their talents and interests, and enhance their problem-solving skills.

Students are made aware of program activities via a Project Plus bulletin board, the school's newsletter, and individual handouts. Students then apply to participate and are selected on stated criteria specific to each activity. Examples of activities from the past have included NJ Playwrights workshops, Science Olympiads, Academic Bowl, and trips to the Cloisters and the Brooklyn Museum.

## 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:

1. **DON'T DELAY** to collect possessions - leave them.
2. **WALK;** do not run to the appropriate exit in single file.
3. 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.)
4. **KEEP QUIET AND BE ATTENTIVE** - someone may have to give you special instructions.
5. **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 s/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 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.

### **Extra Help**

Extra help is available for students twice a week by each of their teachers in all subject areas. This provides the student an opportunity to better understand subject matter presented in the classroom. This is not necessarily a time or place for a student to sit and do homework. It is truly a time to receive "extra help"!

Students are encouraged to take advantage of this opportunity. They should check with their teachers as to their scheduled times for extra help sessions. Such Extra Help day schedules will be available in the main office

### **Eye Protection**

State regulations and common sense dictate that all students involved in the technology education and science programs **MUST** wear eye protection. The school district is obligated to and does provide adequate eye protection for the various activities taking place within the realm of the above mentioned curricular areas. Students requiring prescription lenses will be provided with goggles to be worn over their own lenses and frames. Safety lenses do not constitute a pair of safety glasses as defined by law.

Our entire safety program includes **not** only provision for eye protection, but also safety instruction regarding machines, tools, and student conduct. The concept of eye safety, as well as safety in general, will be reinforced throughout the year by the instructor in charge. Those individuals who do not follow such instructions will be excluded from the activity.

### **Field Trips**

All policies of a disciplinary nature are created to safeguard the well-being of our students. It is an awesome responsibility to take middle school students to a museum or other off school sites and allow them freedom. Students must have maturity to handle this situation and our focus must be on hallway, bus, lunchroom behavior and such. If teachers have misgivings about students handling an unstructured environment, their concerns will be discussed with the administration. Alternative assessments/accommodations or removal from a specific trip might be implemented under certain circumstances. **Please refer to the Conduct Code regarding the point system.**

Students must have written permission from parents/guardians for all field trips. Permission slips containing pertinent information about the trip will be sent home prior to any planned excursion.

### **Firearms and Other Weapons**

Students will be immediately removed from the regular education program for a period of not less than one year and provided with an alternative program, pending a hearing before the Board of Education, when in possession of a firearm/weapon or when committing an assault upon members of the school community with a firearm/weapon.

### **Fundraising Activities**

The Board of Education (**Policy #5136**) recognizes the value of having students participate in fundraising activities in order to help the programs, activities and facilities of the school district, or in support of a Board-approved charitable cause.

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the principal. Collections by organizations outside the schools or by students on behalf of such organizations shall be approved by the superintendent.

The Board **prohibits** fundraising activities by school-sponsored groups or by outside organizations that encourage or require door-to-door solicitation by students or provide individual prizes or incentives to students or groups of students for fundraising.

## Grading

Progress reports are distributed at the mid-point of each marking period and must be signed by a parent/guardian and then returned to the child's homeroom teacher in a timely manner. Progress reports may also be sent at anytime during the year if a need arises. Report cards will be issued at the end of the marking period and also must be signed by a parent/guardian and then returned to the homeroom teacher. The marking periods are approximately 45 days in length.

## Grading Policy

Students will be given two grades in each subject for each marking period. The first, a letter, evaluates subject matter achievement. The second, a number, assesses attitude toward learning.

The grade under "Attitude" reflects each teacher's judgment of how well one adapts to the school environment. It includes all the elements each teacher expects of a student ranging from effort to thoughtfulness.

If a student receives a grade of "I" (Incomplete), s/he has one marking period to complete the necessary work to have the Incomplete changed to a letter grade. If the work is not completed, the "I" will become a failing grade or "F".

The grading system is as follows:

<u>ACHIEVEMENT</u>		<u>ATTITUDE</u>			
A+	96-100	C	70-75	1	Outstanding
A	90-95	D	60-69	2	Satisfactory
B+	86-89	F	Below 60	3	Needs improvement
B	80-85	I	Incomplete	4	Unsatisfactory
C+	76-79	P	Pass		

## Guidance Services

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. Magnotti, are readily available at **946-1871**.

## Harassment, Bullying, and Hazing

The Holmdel Township Board of Education (**Policy #5145**) prohibits students and employees from engaging in any activity that may be considered hazing.

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: and 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, bullying, intimidation or hazing to school officials. School administrators will investigate each case and mete out appropriate discipline. In some cases the police will 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.

The Board defines hazing as any action or activity that intentionally or unintentionally endangers a student seeking admission into or affiliation with any student organization. Hazing can also be defined as any action or activity which diminishes the positive development of a person, which inflicts or intends to cause physical or mental harm or anxieties, which results in social ostracism, and/or which demeans, degrades, or disgraces any person regardless of intent or consent of participants. Permission, consent or assumption of the risks by a student subjected to hazing does not lessen the prohibition contained in this policy.

Activities that may be considered hazing include, but are not limited to, the following:

- Coercion, threat or intimidation to solicit money;
- Physical intimidation or striking in any manner;
- Marking or branding;
- Forcing exercise or strenuous physical activities;
- Requiring personal servitude;
- Requesting or causing indecent exposure and/or the donning of inappropriate articles of clothing; and/or
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Hazing activities are prohibited on school grounds and at any school-related activity.

No administrator, faculty member or other employee of the school district will encourage, permit, condone, tolerate or participate in hazing activities. No student, including leaders of student organizations, will plan, encourage or engage in any hazing. Parents are requested to refrain from planning, encouraging, permitting, tolerating or condoning any hazing activities.

Any student observing hazing activity should report such activity to an employee of the school district. All student reports will be kept confidential.

## Hats

The wearing of hats in the building is prohibited as they routinely become the source of distraction in class and about the building. Any hat that is taken because of improper behavior will be returned to the student at the end of the day. In the case of repeated occurrences, the item will be returned to a parent/guardian only.

## Health and Safety

The health and safety of all students, staff, and community members are critically important. Students and staff will comply with safety procedures at all times and in all building localities. Classrooms, labs, shops and locker rooms have established procedures that are to be followed. Where special equipment is used, safety is the first priority. Protective equipment is to be used on a regular basis due to board policy or state code. Safety measures will be observed when using outside facilities. Sidewalks, fields, parking lots and drives will be used appropriately, always with an awareness of vehicular traffic.

The sanitary health of our school community is important. Students need to regularly clean out their lockers and dispose of waste matter in an appropriate way. Litter, trash and garbage are everyone's responsibility. The custodial staff ensures that waste is collected on a regular basis.

## 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.

If it is necessary for a student to receive medication during school hours, parents must comply with New Jersey State Narcotic and Dangerous Drugs Law; Title-24:21--16-18...

1. Parent or guardian must provide a written request for the administration of prescribed medication at school.
2. Written orders must be provided by the doctor, telling what condition the medication treats, side effects, and how often it is to be administered.
3. Medication containers must be properly labeled by pharmacy or doctor and brought directly to the school nurse by the parent/guardian upon entering the school building. All medication must be in its original container.
4. No medication over the counter (including aspirin, Tylenol, and others) will be administered without a doctor's note. Students are not allowed to carry medication on their person, in their locker, or anywhere else.
5. **Students are not permitted to self-medicate.**

Students who become ill during the school day and who are scheduled for a class at the time of their illness must first report to the teacher to inform him/her of the situation. If necessary, students must then report directly to the nurse to secure assistance and have her determine whether they need rest, other medical intervention or be sent home. The nurse will contact parents. **Students should not call parents directly, from the main office or from a cell phone, and request to be taken home. A student who claims illness and states that he/she was too ill to either go to the teacher or to the nurse and spends a class period or portion therewith in the bathroom will be considered as having cut the class.** Such a health-related event requires some adult staff member's awareness or

intervention.

#### **Lice/Nits - Pediculosis –**

- Students are sent home if they are found to have lice (can stay in school if nits are present)
- Parents are required to treat their child (ren) or take them to a physician (at their discretion).
- Students returning to school are checked by the school nurse before entering their classroom.
- If nits are present, they can remain in school as long as they are undergoing treatment.
- If lice are present, they are sent home for further treatment.

It is also essential that your emergency contact card be updated so that communications can be swift when assistance must be given to your child.

**For additional information or to report that your child has been absent with a contagious disease, you should contact the school nurse, Ms. Jane Denton, directly at 946-1815.**

#### **Homework**

One of the most important purposes of schooling is to develop each person into an independent learner. Homework is an integral part of the educational process in that it addresses one or more of the following objectives:

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

We expect that all homework assigned will have specific objectives and may either be of a study nature or task. Students of all ability levels will be assigned homework on a regular basis. We ask that the parents be an integral part in this process of reinforcing learning by supplying an appropriately scheduled time and environment for homework completion. Types of homework may be written assignments, research, supplementary reading, television viewing or radio listening, study time or special short or long-term projects.

Homework will be meaningful and appropriate in meeting the needs of each student. Assignments will be carefully planned and followed up by the teacher. No homework should be disciplinary, punitive or busywork. Homework shall increase as the student moves from seventh to eighth grade. Homework at this level should be approximately 60 – 120 minutes per day. This includes specific assignments, studying for quizzes/exams, and review of specific material for the next day.

**The difference between a good and an excellent scholar is two days per week. That is, learning is on-going. Therefore, homework may be assigned each day. The staff will attempt to be sensitive to outside concerns such as holidays, family gatherings, etc., but the staff sees education and learning as our first priority.** Projects will not be assigned over vacation periods. An attempt will be made to coordinate student homework assignments across disciplines.

A student should call a classmate to get homework **when they are absent for up to three days. After three days, students should request** homework by calling 946-1808. The request will be honored in 24 hours. Please pick up such requested work in the Front Office.

Students will have two days to make up class work and homework for every day excused absent from school. **This work should be completed in the period in which it was missed.** Students who have been absent as a result of a family trip are bound by the same time limitations as those who are absent due to illness.

Teachers, students, and parents share in the responsibility of making sure that any and all homework has an overall positive educational effect on the student in terms of awareness, growth, and understanding (**See Board of Education Policy #6154**).

#### **I&RS (Intervention and Referral Service)**

The I&RS Committee is comprised of staff members: an administrator, school nurse, guidance counselor, teacher(s), member(s) of the Child Study Team, and possibly the student assistance counselor. The I&RS Committee meets on a regular basis to discuss cases relating to students who demonstrate educational, health-related, social, or behavioral difficulty. This may include the exhibition of

signs and symptoms related to drug and alcohol use/abuse/chemical dependency. These students are been referred by teachers, administrators, building personnel, guidance counselors, parents, or peers for review based on the above-indicated problems or disciplinary referrals. The team has been trained to assess, refer, and intervene in these situations. It is the goal of the team and William R. Satz Middle School to intervene early so these students may receive the proper counseling and treatment necessary for them to function. The team may also make suggestions as to appropriate materials and/or instructional techniques to the referring teacher(s). In addition to regular team members, other members of the school staff, including the school resource officer, may be included on certain cases. The I&RS Committee is subject to Federal Government Confidentiality Regulation 42CFR which states that information regarding a student experiencing problems due to chemical dependency cannot be released without written consent of the student unless the student is a risk to himself or others.

## **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.

The Board of Education recognizes the existing drug and alcohol abuse problems 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 preventive approach to the problem is more effective than one that 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:

1. All dangerous controlled substances as so designated and prohibited in New Jersey statutes.
2. All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes.
3. All alcoholic beverages.
4. All anabolic steroids.
5. Any prescription drugs, except those for which permission for use in school have been granted pursuant to Board policy.

Recent changes in drug laws make penalties mandatory for drug offenses. The combination of these mandatory provisions creates a harsh picture for a student who is convicted of committing even the most minor drug offense. From the law, "these penalties serve as strong deterrents to the possession and use of even small amounts of drugs by students..."

Board policy dictates that students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises.

Students are not to carry cigarettes or other smoking materials such as tobacco, pipes or cigarette rolling papers while on school property and if found, such items will be confiscated.

Use of tobacco in any form by anyone in school, at any school function or while under Board of Education jurisdiction is prohibited. Students found smoking in school or on school property will be referred to the appropriate authority for disciplinary action. **If, after an initial warning an individual continues to smoke, s/he will be cited and fined with a mandatory appearance in the Holmdel Township Municipal Court.**

New Jersey law prohibits persons under 18 years of age from purchasing cigarettes; therefore, possession of cigarettes or tobacco in any form is also prohibited.

Additionally, in accordance with state code and board policy, smoking is prohibited in the schools and within 50 feet of the buildings by **anyone**.

## **Late Bus and After School Pick-Up Procedures**

There are many different activities and events taking place after school: clubs, sporting events, extra help, etc. Students are often required to take the late bus home. To avoid confusion, the following procedures must be followed by everyone at Satz.

1. All students who stay after, for any reason, are required to meet in Room 101 after their activity is completed.
2. Any parent picking up his/her child prior to 4:00pm should drive to the main entrance of the school no later than 3:50. Inform one of the aides that you are there to pick up your child and follow sign out procedures.
3. At 4:00pm, all remaining students will take the 4:15pm late bus to go home.

4. The following situations require an advance parental note which must be presented to the Main Office prior to the end of the school day:
  - Someone other than the custodial parent, including siblings and other relatives, will pick up your child.
  - Your child needs to take a bus other than the one regularly scheduled.
  - Your child wants to stay and watch a Satz or HHS sports event.
  - You will pick your child up after the departure of the 4:00pm late bus as there is no supervision after this time.

As always, all the rules, policies and procedures of the Satz School are put into place solely for the well being, safety and security of our students. Behavior problems reported to the office may exclude a student from late buses. Such a decision will significantly limit student access to after-school activities and necessitate parent pick-up of students. Length of exclusion from bus will depend on the severity of the situation.

### **Lateness to School**

Students cannot learn if they miss class time. All lateness's to school will be considered UNEXCUSED unless there is a parental note substantiating the lateness **due to a medical reason or family emergency only**. Repeated unexcused and/or excessive lateness to school is subject to after-school detention and points being assigned.

### **Lost and Found**

Students who find articles are to take them to the cafeteria and deposit them in boxes located on the stage. Found items in the gym area should be taken to the physical education staff offices. Lost articles may be claimed by the owner. Any item other than clothing or texts should be turned into the main office.

To help prevent items from being lost, all students should put their name and an identifying mark/code on items. **If a student loses an item, s/he should fill out a lost report. Forms may be obtained in the main, guidance, health, and physical education offices.**

### **Non-Essential/Valuable Items in School**

Items that do not contribute to the learning process or are distractible/dangerous in nature are not permitted in the building, on the grounds, or on a school bus. These items may include, but are not limited to, skateboards, walkman, laser pens, radios, IPODS, CD/MP3 players, roller blades, water pistols, yo-yos, and other toys or items of a similar nature. **These items will be confiscated and will not be returned to the student.** The building administrator will have the final decision in these matters. Students are urged not to bring this type of item to school. The school is not responsible and will not take action for misplaced, lost or stolen non-essential items.

### **Organizations and Associations**

#### **School Clubs and Societies**

These are clubs/societies that are recognized as authorized school organizations if they are organized by the school, sponsored by school personnel, composed completely of current students, hold their meetings at school, have a democratic plan for the selection of members, establish aims which are educational, of school or community interest and meet all those conditions hereinafter set forth for recognized school-sponsored organizations. School-sponsored organizations shall be directed by a faculty member advisor appointed in accordance with established district procedures. In addition, no school-sponsored organization shall practice any form of initiation activities that might be classified as hazing.

#### **Secret Societies**

Membership in secret fraternities, sororities, and/or clubs is prohibited throughout the Holmdel Township Public Schools.

#### **Non-School Clubs**

All clubs not specifically authorized and organized by the school are considered to be non-school clubs and beyond the jurisdiction and responsibility of school authorities. Such non-school clubs shall not conduct activities during the school day or at other school functions without permission of the superintendent. Non-school clubs may become recognized as school-sponsored clubs by conforming to the criteria for school clubs and societies stated earlier.

## **Physical Education Program Requirements**

A complete set of gym clothing is to be brought to school and kept in the assigned gym locker. Clothing requirements are as follows: **Sneakers or tennis shoes, Socks (preferably white), Shorts (no cut-offs), Shirt, Sweatshirt (long sleeve shirt for cold weather), Long pants for cold weather.** Additionally, students are required to bring a **numeric padlock** to secure such items in the gym locker.

Class regulations include, but are limited to, the following:

- 1. Gum chewing is not allowed in the locker room, in the gym, or in any area where an activity takes place.**
- 2. Jewelry is not to be worn during class activities. Valuables should be locked in your regular or physical education locker or given to the teacher in charge.**
- 3. Teachers will ask that long hair be tied back during class activity.**

Class procedures are as follows:

1. All students must change for class and be in their squads for roll call no later than five (5) minutes after the period has begun.
2. Medical excuses should be sent from home when a student is to be excused from participating in an activity. At the discretion of the teacher, a student may or may not be required to dress for the activity.
3. Excuses lasting for more than one week must come from a physician and will be forwarded to the school nurse. Students with such a medical excuse are to report to the guidance office for reassignment during the period of inactivity. A student's return to P.E. participation after an extended medical excuse must be accompanied by a physician's note indicating the date of return.
4. Students must purchase their own locks (Master or American brand names are the most reliable - combination locks only). Each student should come to the first day of class with the appropriate lock and a complete set of gym clothing.
5. Students are not to share lockers or give their lock combinations to any other student for any reason; doing so encourages loss of valuables.
6. Lockers are to be emptied for weekends and during holidays in order to clean the locker room and provide the student an opportunity to launder gym clothing.
7. Lockers must be **locked** at all times.

## **Respectful Behavior**

Respect is an important concern for all of the staff at the Satz Middle School. To this end, respect means:

- 1. Everyone is reverent toward the school facility and the learning that takes place.**
- 2. Everyone is mindful that teaching and learning should take place without interference or intimidation.**
- 3. Everyone values the good in others and values differences.**
- 4. Everyone is considerate of someone else's property.**
- 5. Everyone is courteous to the sensibilities of each other in their use of language and courtesy.**
- 6. Everyone understands one's own health and the rights of others to clean air and a safe environment.**

## **School Rules and the Law**

School, like any other institution, has its own set of rules to ensure the safety and welfare of the people and to ensure an organized and efficient operation. Some rules are the school's own while others are related to legal requirements of the state and nation. Therefore, some acts may have legal, as well as school, consequences. The school maintains a working relationship with local law enforcement, fire, and health agencies and is duty-bound to cooperate with them on matters such as theft, drugs, alcohol, assault, weapons, arson, smoking, communicable diseases and sanitation.

## **Search and Seizure**

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline, and to search by law enforcement officials upon the presentation of a proper warrant. A pupil's person and possessions may be searched by school officials when there is reasonable suspicion to believe that illegal or prohibited substances or objects are present. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

## **Sportsmanship Code**

Spectators and participants are encouraged to observe the following **SPORTSMANSHIP CODE**:

1. We will treat visiting officials, fans and athletes as our guests.
2. We will support our team at all times.
3. We will accept the decisions of officials without protest.
4. We will not boast in victory nor alibi in defeat.
5. We will encourage the players and coaches in victory or in defeat.
6. We will respect the authority and judgment of the coaches.
7. We will try at all times to be a credit to our school and community.
8. We will recognize good play on either team.
9. We will not inappropriately yell or gesture at officials or players.
10. We will be good sports.

## **Student Assistance Counselor (SAC)**

The Student Assistance Counselor is employed to help students with any personal/family problems that fall outside of the normal academic counseling services provided by the school. In addition to personal/family problems, the Student Assistance Counselor is specially trained to assess, intervene, and refer students who have problems due to substance abuse. The Student Assistance Counselor also provides support services for students who come from homes where chemical dependency is a problem. All counseling services are strictly confidential and protected by federal government regulation 42CFR. Students may be referred to the student assistance counselor by teachers, parents, peers, and self-referrals. Students and parents are encouraged to seek the services of the counselor. Parents can access the Student Assistance Counselor by telephoning the school to speak with the Student Assistance Counselor about their concerns. The Student Assistance Counselor is located in the high school guidance office.

In addition to support groups for students who come from chemically dependent families, the student assistance counselor facilitates groups for students experiencing problems due to divorce/separation, substance abuse recovery groups, and groups to help children learn coping, decision-making, and self-esteem improving skills. The student assistance counselor is available to develop other groups if needs are identified. These groups can include groups focusing on relationship issues and school concerns.

## **Student Council**

The William R. Satz Middle School Student Council is a student organization that deals with policies, problems and activities that affect the student body. Representatives are elected by each homeroom; these representatives collectively become the William R. Satz Middle School Student Council and serve for one year. Officers are elected by the student body from among its representatives.

## **Student Records**

The parent(s) or guardian of a pupil, or the authorized representative of the parent(s) or guardian, may have access to the records of the pupil upon request to the school principal or designee. An appointment to examine records must be made within ten (10) days of the request.

1. Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate them.
2. All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the originator.
3. Records for an individual pupil shall be maintained in a central file at the school attended by pupil. When maintained in a different location, a notation is required.
4. Mandated records are those pupil records which the schools have been directed to compile by N.J. statute, regulation or authorized administrative directive.
  - a. Personal data which identifies each pupil enrolled in the school district: (a) pupil's name; (b) address; (c) date of birth; (d) name of parents; (e) citizenship; (f) sex.
  - b. Record of daily attendance.
  - c. Description of pupil progress, grade level or other program assignments.
  - d. History and status of physical health compiled in accordance with State regulations.
  - e. Records pursuant to rules and regulations governing the educationally handicapped.
  - f. All other records required by the State Board of Education.
5. Permitted records are those pupil records which the district Board of Education has authorized by resolution and adopted at a

regular public meeting to be collected.

- a. The superintendent shall authorize annually that certified personnel review records to determine educational relevance and destroy data no longer descriptive of the pupil or educational situation.
  - b. Authorized records.
6. All records of declined eligibility or declassified students used for assessment, IEP, evaluation, and due process, pursuant to Chapter 28.
  7. Student lists maintained by support agencies for use in counseling, mental health services, etc. and not in violation of existing code.

These may include conduct reports; student contracts; reports, assessments, evaluations conducted as part of pre-referral and/or inclusion in local intervention programs; kindergarten screening results; medical history; health related conferences; speech and/or physical therapy; birth defects; accident report; Child Study Team involvement; confidential and non-confidential teacher information request forms; suspension notices; custody papers; notes and prescriptions; discipline reports; counselor summary reports; letters of recommendation; interim progress reports; detention lists; student schedules; college and career placements lists.

It is the parent's responsibility to report to the building principal in writing and to provide legal documentation of any situation, which may affect the distribution of records.

### **Test/Examination Return Policy**

In order that parents/guardians may play the most integral role possible in the education of their children, and so that student assessment can be used by students and parents/guardians as a means of improving student learning, all tests, quizzes, reports, projects and papers shall be returned to the students' permanent possession after the instruments have been checked and/or graded by the teacher. In the case of tests with accompanying answer sheets, both the answer sheet and the test are to be returned.

The following exceptions to Policy 5121 test paper return clause shall be in effect:

1. State Tests
2. Criterion tests for placement in honors courses
3. Standardized achievement and aptitude testing
4. Other exceptions recommended by the superintendent and approved by the Board.

The following exceptions may be made at teacher or department discretion:

1. Final examinations in all courses\*
2. Mid-year examinations\*
3. Other exceptions as recommended by the superintendent and approved by the Board.
4. However, these documents must be available for student or parent/guardian review in an appropriate and convenient fashion as determined by the school principal.

\*Foreign language and Algebra classes

### **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. When someone makes a threat of violence, whether verbal, physical, or via computer an administrator will take immediate disciplinary action consistent with board policy. The administrator will also take into account the maturity of the participants and the nature of the incident. Pending the outcome of an investigation, if action is required, such action will include, but not be limited to:

1. Removal from the learning environment;
2. Parent notification and conference(s);
3. Notification to law enforcement official(s);
4. Notification to the Superintendent of Schools; and
5. Mandated psychological evaluation by an out-of-district specialist.

### **Visitors to Our Schools**

Friends, relatives and former students are discouraged from visiting the school during the academic day. Parents or community members who need to be in the school for a specific purpose should receive permission from an appropriate teacher or administrator.

**A visitor's badge is required to be worn at all times while in the building.** Written entry and departure times are to be entered on the visitor's log in the main office.

## **Yearbooks**

The yearbook is a lasting document of student experiences at the Satz Middle School. At the end of each school year, the yearbooks are distributed to those students who have ordered them. Traditionally, comments, expressions and autographs are written in these books. It is expected that all written comments are in good taste and are neither obscene nor inappropriate in any way. Student found defacing or making inappropriate comments in the yearbook will be subject to disciplinary action which may result in suspension from school or exclusion from year-end activities. Students are also responsible for comments written in their own yearbooks and should carefully monitor this. Yearbooks with any inappropriate marks, notations or illustrations will be confiscated and **not returned**. No refund or replacement of book will take place.

## **CODE OF CONDUCT/DISCIPLINE PROCEDURES**

The Holmdel Township Board of Education and William R. Satz School 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. 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.

## **RIGHTS OF STUDENTS**

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

- to be respected as a unique individual;
- to be provided with an education that is intellectually challenging and relevant to demands of the 21<sup>st</sup> 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.

## **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.

### **A. 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.

### **B. 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.

### **C. 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.

### **D. Off-Campus Misconduct**

A student may be subject to discipline for conduct which is committed off of school premises or at non-school sponsored activities. School authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds.

### **E. Notice of Hearing and Hearing**

When a student is subject to a long-term suspension, a hearing shall be conducted by the Building Principal. 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.

### **F. Alternative Instruction**

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

### **G. Appeals Process**

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

### **H. 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);
- 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.

### **I. 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)

### **J. 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**

1. Student must report to detention on time; bathroom needs are to be attended to by requesting pass from adult in charge.
2. Talking aloud or disruptive behavior of any kind will not be acceptable.
3. Eating or drinking in the classroom or cafeteria is prohibited.
4. Students may be issued learning packets that will be given by the adult in charge.
  - The student can earn one point when a learning packet is done correctly and there is a parent signature.
  - No points will be reduced below one.
  - If the student fails to serve the detention within a reasonable time frame, the parent/guardian will be contacted by administration and additional discipline measures will be implemented.
  - Detention supersedes all non-academic activities.

#### **K. Rules to Observe During In-School Suspension**

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

#### **L. Rules while Serving Out-Of School Suspension**

1. 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.
2. 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.
3. Schoolwork may be made up that is missed during the suspension; full credit will be awarded for all completed work.
4. Students returning from an out-of-school suspension must be accompanied by a parent or guardian.
5. A mandatory re-admittance conference will be held with a school administrator at the time of return.
6. No student will be admitted to school until the conference is held with student, parent and administrator present.

#### **M. 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).*

1. Classroom disturbance which tend to disrupt instruction
2. The use of abusive and/or inappropriate language
3. Open defiance of authority
4. Excessive horseplay (classroom, hallways, cafeteria area)
5. Inappropriate public displays of affection.
6. Late to class/school without a written excuse.
7. Failure to follow school monitor/lunch aide directives while on school property.
8. Failure to follow school rules and/or staff member directives

9. Eating or drinking outside of lunch periods or where prohibited.
10. Violation of computer use policy (Suspension of Computer Privileges)
11. Violation of the electronic device policy (cell phone, Ipod, CD player, etc.)

**Consequences of a LEVEL I infraction:**

- a. Warning (Oral/Written)
- b. 1 – 3 day detention (teacher/office/lunch)
- c. 0 – 1 day In-School Suspension
- d. Guidance Referral
- e. 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.

12. Continued **LEVEL I** misbehaviors
13. Throwing objects in class, lunch, etc.
14. Truancy/ Unauthorized absence from school.
15. Forgery of notes or fraud.
16. Cheating in any academic (includes plagiarism), extra-curricular or co-curricular activity.
17. Class, study hall, homeroom, teacher detention, administrative detention cuts.
18. Repeatedly disruptive behavior that substantially interferes with the teacher's authority in class and ability to instruct which gives rise for removal
19. Intimidation, bullying, extortion or coercion
20. Indecent gestures directed at staff, students or visitors on school grounds or at school functions
21. Dress or grooming which is inappropriate as described by the Holmdel code of conduct.
22. Possession or dissemination of obscene materials.
23. Gambling on school property
24. 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.
25. Smoking or other tobacco use on campus or at school functions.
26. Use or possession of beepers, cellular phones, lighters, light or laser pointers, use of text phones and/or picture phones to engage in cheating or violation of the privacy rights of others. (Confiscation)

**Consequences of a LEVEL II infraction:**

- a. 2 – 4 day detention (teacher/office/lunch)
- b. 1 – 3 days In-School Suspension
- c. Guidance Referral
- d. Parental Notification
- e. Central Office Referral
- f. 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.

27. Continued **LEVEL II** misconduct
28. Throwing objects that result in the injury of another individual.
29. 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.
30. Inappropriate touching

31. Physical Assault (without serious injury)
32. Unprovoked Physical Assault (without serious injury).
33. Fighting between students where no dangerous instruments are involved and no person is injured in the altercation.
34. Harassment of any type (sexual, racial, etc.)
35. Acts of Graffiti of any type
36. Theft/unauthorized destruction of student property
37. Unauthorized removal of items (owned or confiscated)/materials/equipment from a classroom)
38. Destruction of school and/or district property
39. Theft of school and /or district property
40. Leaving campus without authorization

**Consequences of a LEVEL III infraction:**

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

41. Continued **LEVEL III** misconduct
42. Physical Assault (with serious injury)
43. Unprovoked Physical Assault (with serious injury).
44. Fighting between students where harm is caused to one or more of the combatants.
45. A fight involving the use or threatened use of a dangerous weapon.
46. Any threat made against a student, as directed by this code
47. Any threat made against/towards a student involving the use of a weapon, as directed by this code.
48. Any threat made against/towards a teacher or other staff member, as directed by this code
49. Any violent act against a teacher or other staff member, as directed by this code
50. Any violent acts against another student or person in the schools or at a school function, as described in this code.
51. Possession of dangerous or deadly weapons on school property.
52. 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.
53. 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.
54. Possession and/or use of fireworks while on school property or at school functions.
55. Commission of conduct which constitutes a crime while on school property or at a school function.
56. Arson
57. Activation of a false alarm, bomb threat or other disaster alarm
58. Trespassing while suspended from school

### **Consequences of a LEVEL IV infraction:**

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

### **N. 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.

1. Warning (oral) – no points assessed/Warning (written) – 1 point assessed
2. Lunch detentions – 1 point assessed
3. Detentions (Office/Teacher) – 2 points assessed per detention
4. ISS – 2 points assessed per day
5. OSS – 2 points assessed per day
6. Written referral to Guidance Dept. – 1 point assessed
7. Referral to Holmdel Police Dept – no points assessed
8. 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 extra-curricular 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 beach day or any other 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 that a student's record can not be reduced below zero.*

### **O. Channels of Communication**

If a concern has not been resolved, then it is logical to communicate with someone at the next level. It is district policy that problems be pursued through the following channels and that each person will ensure that all previous levels have been contacted. At the middle school, the proper channeling of communication should be as follows:

#### **For Academic Concerns:**

Teacher  
Guidance Counselor

#### **For Athletic Concerns:**

Coach  
Director of Athletics

Assistant Principal/District Supervisor  
Principal  
Asst. Superintendent/Superintendent  
Board of Education

Principal  
Superintendent  
Board of Education