

This 2010-2011 Handbook belongs to:

Name _____



Principal's Message

Dear Students and Parents:

Welcome back! I hope that your summer break was everything you wanted it to be, and that you are rested and ready to make this school year your best one yet! Our staff has been busy all summer making preparations for your return, and we are equally excited for a memorable and productive school year.

Inside this handbook you will find a wealth of information regarding the practices and procedures of Holmdel High School, including our expectations for appropriate behavior among young adults. Please take the time to review the information, and be sure to take advantage of the sections devoted to proper academic preparation and planning.

The building administration is committed to providing a safe and secure environment conducive to learning for all of our students. We also believe very strongly in providing opportunities for our students to demonstrate their abilities in academics, athletics, and the arts. Finally, we see it as our mission to recognize more formally and more inclusively the myriad talents and achievements of our students, and will endeavor to do so in the 2010-2011 school year.

Please accept my best wishes for a GREAT school year...GO HOLMDEL!

Sincerely,

A handwritten signature in black ink, appearing to read "William F. Loughran".

William Loughran

Table of Contents

General Information

Board of Education.....	4
District Administration	4
High School Administration	5
Holmdel High School 2010-2011 Professional Staff	6
School Traditions	9
Holmdel Township 2010-2011 District Calendar.....	10
Marking Period Dates and Daily Bell Schedule.....	11
School Closings Information.....	12
Advisory	12
Board of Education Policies.....	12
Educational Philosophy	13
Non-discrimination / Affirmative Action	13
Sexual Harassment	14
Harassment, Bullying, and Hazing Policy.....	14
Busing Information.....	15
Channels of Communication	16
Teacher-Parent Conferences	17
Visitors to Our School.....	17
Health Examinations and Immunizations	17
Administering Medication(s)	18
Student Insurance	19
Student Records.....	19
Evacuation Procedures	19

Academic Information

Guidance Services	20
Minimum Credits and Course Requirements	20
Promotion	22
Graduation Requirements	22
Early Graduation.....	22
Advanced Placement Criteria and Appeals.....	23
Electives	23
Schedule Adjustments.....	23
Withdrawal from a Course.....	24
Tutoring.....	24
Homework.....	24
Make-Up Work and Grading Systems.....	27
Honor Roll.....	28
Departmental Honors	28
World Languages Honor Society.....	28
National Honor Society.....	28
Valedictorian and Salutatorian Selection.....	29
Summer School	30
Working Papers	30
Academic Integrity	31

Information Technology and Facilities Access	34
Internet and E-Mail Rules	36
Co-Curricular Information	
Student Activities	37
Organization and Associations	38
Student Publications	39
Athletic Eligibility Requirements	40
Campus Information	
Student Assistance Counselor	41
Student Assistance Helpline	41
Staff Absence from Class	42
Care of School Materials	42
Student Lockers	42
Student Valuables and Thefts	43
Lost and Found	44
Cell Phones and Other Electronic Devices	44
Food Services	45
The Commons	45
Info Centre (Library)	45
Restricted Locations for Students	46
Lavatories	47
Motor Vehicle Regulations	47
Expectation of Students	
Code of Conduct	48
Student Bill of Rights and Responsibilities	48
Students Aged 18 or older	49
Weapons and Fireworks	49
Hazing	49
Alcohol and Other Drugs	50
Dress and Grooming	51
Detention(s)	52
Suspension from School	52
Disciplinary Procedures	53
Attendance Information	
Attendance Policy and Absence Procedures	58
Credit for Full-Day Attendance	60
Student Illness during the Day	60
Tardiness to School	60
Early Dismissal	60
Forging Parent Notes and Signatures	61
Cutting Classes	61
Leaving School Grounds	61
Excessive Absences and Credit Loss	62

GENERAL INFORMATION

Board of Education Information

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.

Member of the Board of Education:

Dr. Ray Tai (President)

Mrs. Barbara Garrity (Vice-President)

Mr. Michael Collins

Mr. Mike Sockol

Mrs. Chiung-Yin Cheng Liu

Mrs. Ana Vander Woude

Ms. Phyllis Pascucci

Mrs. Robin Wetmore

Mr. Dennis Pavlik

District Administration

4 Crawfords Corner Road
Holmdel, New Jersey 07733
732-946-1800
FAX 732-946-1875

www.holmdelschools.org

Mrs. Barbara Duncan, Superintendent of Schools

Ms. Mary Beth Currie, Assistant Superintendent for Curriculum and Instruction

Mr. Michael Petrizzo, Business Administrator / Board Secretary

Mr. Peter Mikos, Asst. Business Administrator / Board Secretary

Ms. Meryl Gill, Director of Special Services

Ms. Mandie Peart, Human Resources Manager

Mr. William Balicki, Director of Plant, Operations and Maintenance

Ms. Cynthia Kuperman, Asst. to the Director of Plant, Operations and Maintenance

Mr. Anthony Gattini, Director of Technology

Mr. Eric Swensen, Director of Student Personnel Services, Grades K-12

Mr. Randy Westrol, Supervisor of Athletics, Health & Physical Education, Grades K-12

Ms. Cresenda Jones, Supervisor of Math & Science, Grades K-12

Ms. Susan Alston, Supervisor of Humanities, Grades K-12



Our Mission



Holmdel High School fosters academic achievement, embraces cultural diversity, and, through the promotion of varied curricular and co-curricular programs, strives for all its students to fulfill their potential as intellectually curious and socially responsible citizens.

High School Administration

36 Crawfords Corner Road
Holmdel, New Jersey 07733
732-946-1832
FAX 732-946-0093

www.holmdelschools.org

Mr. William Loughran - Principal
Mr. Kevin Bals – Assistant Principal
Mr. Richard Katz - Assistant Principal

Main Office	732-946-1832
Guidance Office	732-946-1839/40
Athletic Office	732-946-1843
Info Center (Library) Office	732-946-1841
Nurse's Office	732-946-1855
Special Services/CST	732-946-1186
Transportation	732-946-1847/48
Student Assistance Counselor	732-946-1825

Holmdel High School

2010-2011 Professional Staff

Guidance Services

Mr. J. Clores
Mrs. C. Fleming-Commisso
Mrs. H. Kostka
Ms. W. Mollo
Ms L. Vona

English

Ms. M. Connelly
Mr. S. Dante
Ms. K. Dougherty
Mr. N. Gettis
Mrs. D. Gothelf
Mr. T. Herman
Ms. M. McDonald
Ms. J. Peters
Ms. K. Pharo
Ms. M. Semler
Mr. S. Touma
Mrs. S. Whitten

World Languages

Ms. C. Boueil
Mrs. J. Chu
Ms. L. Cogger
Ms. J. Ferreira
Ms. D. Garcia
Mr. E. Hausser
Mrs. E. Malolepszy
Mr. S. McCafferty
Mrs. J. McNamara
Ms. C. Rafferty
Ms. K. Taylor
Mrs. A. Ranieri

Social Sciences

Ms. K. Dougherty
Mr. J. Gelpke
Mr. D. Gurney
Ms. L. Hanson
Ms. M. Kousoulis
Ms. S. McBride
Mrs. J. McCracken
Mr. W. Motzenbecker
Ms. A. Rein
Ms. S. Williams

Mathematics

Ms. D. Bellavence
Mr. J. Bird
Ms. J. Buscema
Ms. J. Corboy
Mrs. J. Gillon
Ms. M. Kohlbecker
Mr. J. Lewis
Ms. P. Satkovich
Mr. L. Spindel
Mrs. M. Tran-Weiner
Mrs. A. Wright

Science

Mr. R. Amitrani
Dr. J. Blaha
Ms L. Blustein
Mr. J. Cole
Mr. D. Griesbach
Ms. E. Hoheb
Mr. P. Keller
Mr. E. Kinch
Ms. P. Lutz
Mr. T. Mester
Ms. S. Michaud
Ms. C. Pannone
Mr. M. Schroeter
Ms. T. Tagliaferri

Health/Physical Education

Mr. H. Anderson
Ms. M. Brenner
Mr. H. Edwards
Ms. D. Emery
Ms. D. Hoffman
Ms. S. Lane – Athletic Trainer
Mr. J. O'Connor
Mr. E. Reckage
Ms. G. Semenza
Mrs. D. Wladich

Technology & Practical Arts

Mr. E. Cohen – Business Education
Ms. M. Davidson – Business Education
Mr. J. Harkness – Family & Consumer Sciences
Mr. D. Kaiserman – Television Production
Mr. M Weisfeld – Technology Education

Visual & Performing Arts

Ms. M. Connelly – Theater
Mr. M. Goetke – Choral Music
Mr. J. Koryat – Instrumental Music
Ms. A. Lazar – Visual Art
Ms. J. Lagoa – Visual Art

Special Services	Ms. R. Bandini Ms. K. Bongiovanni Ms. A. Clark Ms. A. Colannino Ms. K. Douma Ms. S. Kuczynski Ms. A. Lopez Ms. C. McKeever Ms. A. Radzinowski Ms. E. Roth Ms. S. Soldi
Child Study Team	Mrs. M. Gallimore – Social Worker Ms. D. Coticelli – Learning Consultant Mrs. D. DePasquale – Learning Consultant Mrs. J. Sweetman – School Psychologist
School Nurse	Mrs. S. Caffrey
Student Assistance Counselor	Ms. C. Moran-Kudisch
Librarian/Media Specialist	Mr. W. Baronowsky
Director of Technology Network Engineer Media Technicians	Mr. A. Gattini Mr. S. Lelivelt Mr. B. Cullen
Secretarial Services	Mrs. L. Amabile - Special Services Mrs. D. Craparo – Assistant Principal Mrs. A. DeDonato-Assistant Principal Mrs. R. Gogliormella – Special Services Mrs. E. Kerwick – Athletics Mrs. S. Malcolm – Principal Ms. M. Mika – Library Mrs. D. Soffientini – Guidance Services Mrs. D. Todaro – Guidance Services Ms. R. Ward – Humanities / Math & Science
Building Monitors	Mr. R. Bennett Mr. E. Christopulous Mrs. P. Lucas - Attendance Ms. V. Marinello Ms. S. Peck
Custodial Services	Ms. G. Sturt – Head Custodian (Days) Mr. C. Blair Mr. D. Ciszak Ms. M. Cruz Mr. D. Donnelly Mr. M. Graham Ms. M. Lagarra Ms. R. Paul Mr. W. Wiberg – Head Custodian (Evenings)



School Traditions



SCHOOL MOTTO

"A Commitment to Excellence"

SCHOOL MASCOT

The Hornet

SCHOOL COLORS

Blue, White and Silver

FIGHT SONG

Words and Music written by Mr. John Carr

Let's Give A Cheer For Holmdel
They Are Right For The Fight To-Day,
We'll Nev-er Let Them Down
For We Will Al--ways Say
Fight! Fight! Fight!
Cheer For The Holmdel Hornets,
For They Are On Their Way--
"H-O-L-M-D-E-L." For Holm-del
Is Here To Stay---, Stay---

ALMA MATER

Words by Debra Kandler '75
Music by Mr. William J. Buckner

To Holmdel High School Now We Sing,
We Guide Her Thru The Years,
We'll Build Her Strength Thru Loy-al-ty,
Suc-cess Our Souvenir.
We'll Cheer Our Hornets On To Win,
Per-fec-tion Sees Us Thru.
We'll Strive For Peace And Honesty,
Our Col-ors White and Blue.

HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHOOL CALENDAR 2010-2011

SEPTEMBER						
S	M	T	W	T	F	S
17 School			1	2	3	4
1 Holiday	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
(17)	26	27	28	29	30	

September
 2 Prof. Dev Day (Staff Only)
 3 12 Mos. employee (only) work day
 6 Labor Day
 7 1st day students (full day)
 9 Schools Closed Rosh Hashonah

FEBRUARY						
S	M	T	W	T	F	S
17 School			1	2	3	4
3 Holiday (students)	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
(109)	27	28				

OCTOBER						
S	M	T	W	T	F	S
20 School					1	2
1 Holiday (students)	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
(37)	24	25	26	27	28	29
	31					

October
 11 Prof. Dev Day (Staff Only) (Schools Closed)
 Columbus Day

MARCH						
S	M	T	W	T	F	S
23 School			1	2	3	4
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
(132)	27	28	29	30	31	

November
 4-5 NJEA Conv.
 11 Veterans Day (Schools Open)
 24 **4-hr session
 25-26 Thanksgiving

NOVEMBER						
S	M	T	W	T	F	S
18 School		1	2	3	4	5
4 Holiday	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
(55)	28	29	30			

December
 23 **4-hr session
 24-31 Winter Recess

APRIL						
S	M	T	W	T	F	S
15 School					1	2
6 Holiday	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
(147)	24	25	26	27	28	29
	30					

January
 17 Martin L. King

DECEMBER						
S	M	T	W	T	F	S
17 School			1	2	3	4
6 Holiday	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
(72)	26	27	28	29	30	31

February
 3 Prof. Dev Day (schools closed) Chinese New Year
 18, 21 Presidents' Weekend

MAY						
S	M	T	W	T	F	S
21 School						
1 Holiday	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
(168)	22	23	24	25	26	27
	29	30	31			

March
 18-25 Spring Recess
 27 School Election Day

JANUARY						
S	M	T	W	T	F	S
20 School						1
1 Holiday	2	3	4	5	6	7
	9	10	11	12	13	14
	16	17	18	19	20	21
(92)	23	24	25	26	27	28
	30	31				

June
 21 Last day students 4hr. - session
 ○ = 4 hour Session
 □ = Staff Day
 ○ = School Holiday
 △ = First/Last Day of School

JUNE						
S	M	T	W	T	F	S
183 Student days			1	2	3	4
187 Teacher days	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
(15)	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 days from spring recess starting with April 25.
 (3) Should emergency/inclement weather closings be less than 3 days, the calendar will be adjusted as follows: first day, close on April 15, second day close on May 27 and May 26 will become a 4 hour session, third day close on May 26 and May 25 becomes a 4hr session.
 (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

Board Approved: January 27, 2010 Revised: February 24, 2010 Revised: March 16, 2010 Revised: April 14, 2010

Marking Period Dates and Daily Bell Schedule

INTERIM PROGRESS REPORTS

October 7, 2010
December 14, 2010
March 4, 2011
May 13, 2011

MARKING PERIOD CLOSING DATES

November 10, 2010
January 21, 2011
April 4, 2011
June 14, 2011

2010 - 2011 Bell Schedule

"Regular Day"

HR/Period 1	7:30 – 8:18	48 minutes
Period 2	8:22 – 9:05	43 minutes
Period 3	9:09 – 9:52	43 minutes
Period 4	9:56 – 10:39	43 minutes
Period 5	10:43 – 11:26	43 minutes
Period 6	11:30 – 12:13	43 minutes
Period 7	12:17 – 1:00	43 minutes
Period 8	1:04 – 1:47	43 minutes
Period 9	1:51 – 2:34	43 minutes

4 minutes passing time between classes

"Shortened Day"

HR/Period 1	7:30 – 8:14	44 minutes
Period 2	8:17 – 8:45	28 minutes
Period 3	8:48 – 9:16	28 minutes
Period 4	9:19 – 9:47	28 minutes
Period 5	9:50 – 10:18	28 minutes
Period 6	10:21 – 10:49	28 minutes
Period 7	10:52 – 11:20	28 minutes
Period 8	11:23 – 11:51	28 minutes

3 minutes passing time between classes

"Delayed Opening"

HR/Period 1	9:30 – 10:03	33 minutes
Period 2	10:06 – 10:35	29 minutes
Period 3	10:38 – 11:07	29 minutes
Period 4	11:10 – 11:39	29 minutes
Period 5	11:42 – 12:11	29 minutes
Period 6	12:14 – 12:43	29 minutes
Period 7	12:46 – 1:15	29 minutes
Period 8	1:18 – 1:47	29 minutes
Period 9	1:51 – 2:34	43 minutes

3 minutes passing time between classes

SCHOOL HOURS

STUDENTS	7:30 A.M. TO 1:47 P.M.
STAFF	7:15 A.M. TO 1:50 P.M. Regular 7:15 A.M. TO 2:20 P.M. Extra Help Days

School Closings Information

Depending upon the weather conditions, forecast, or emergency situation, a school closing may be called directly, or after a delayed opening. The term "delayed opening" means starting school two hours after the established regular starting times.

Delayed openings will be employed as necessary to provide the Township and County Road Departments 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.

Decisions will be made as early as possible so that appropriate announcements can be made to district personnel, local radio stations, and/or phone chain.

It is advisable to turn to one of the following radio stations for delayed opening or closing information. Additionally, the information may be obtained from the district's web page at www.holmdelschools.org.

WJLK	Asbury Park	94.3FM	1310AM
WADB	South Belmar	95.9FM	
WHTG	Eatontown	106.3FM	1410AM
WNJT	Trenton	88.1FM	
WPST	Princeton	97.5FM	1350AM
WOR	New York City	98.7FM	710AM

**THERE IS LIMITED FOOD SERVICE AVAILABLE
ON DAYS WITH DELAYED OPENINGS**

Advisory

The school administration will make every effort to avoid changing policies and procedures in this handbook during the course of the school year. This does not pertain to changes mandated by Federal or State law, or code, policies, rules and regulations issued throughout the school year by the New Jersey State Department of Education. Also, changes will be made if it affects the safety, health and well-being of students. If changes are required, wherever possible, a two-week transition will take place for discussion, student (Student Advisory Board) and staff/faculty input and parental notification.

Board of Education Policies

A full set of Board of Education policies are available on the District Web site (www.holmdelschools.org). Printed copies are available in the Holmdel Board of Education's central office.

Educational Philosophy

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

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

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

Holmdel High School is an integral part of community life, and it reflects the society that it serves. Consequently, our school is charged with the responsibility of preparing students to take their place in this society and to abide by accepted ethical standards.

Non-discrimination / Affirmative Action (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, nonapplicable 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.

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

Ms. Mary Beth Currie
Holmdel Township Board of Education
4 Crawford's Corner Road
Holmdel, NJ 07733
732-946-1800

The school system's Affirmative Action Grievance Procedure for Employment/Contract Practices and School/Classroom Practices is on file in the principal's office of each school and in the superintendent's office.

Sexual Harassment (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. They are also available in the superintendent's office and from the Affirmative Action Officer.

Harassment, Bullying, and Hazing (Policy 5145)

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.

Busing Information (Policies 5131.1, 3541)

Morning pick-ups commence between 6:45 A.M. and 7:00 A.M. Buses depart from the high school at 1:55 P.M. (regular dismissal) and 4:00 P.M. for students staying for after-school help and extra-curricular activities. Bus passes are necessary to ride the 2:40 P.M. Satz bus for students with a 9th period (1:51 P.M. -2:34 P.M) class, extra help or club meetings.

According to NJSA 18A:25-2 "A teacher or other person in authority over such student shall hold every student accountable for disorderly conduct in school and during recess and on the playgrounds of the school and **on the way to and from school**. The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to the principal of the school which he/she attends."

The school bus drivers have complete authority over students during the time they are being transported. Any offensive act committed by a student will be handled as a violation of a school rule. 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 immediately in a safe and orderly manner, as soon as practicable and assemble in a safe distance while emergency personnel arrive.

- Students being transported to and from school will ride on their assigned school bus. Under certain medical conditions or other rare incidents, individual exceptions can be made only if requested **in writing** by a physician and a parent or guardian. If approved by the building principal, and if a seat is available on another bus, the request may be approved.
- Students waiting for a bus should stand back from the edge of the road and not enter the road until signaled by the bus driver.
- When entering and exiting a school bus, students should step off quickly and quietly.
- Upon entering or leaving the bus, students must always cross the road in **front of the bus**. Students should wait for the driver to signal when it is safe to do so.
- **Individual students and their parents will be held responsible for any damage to private property and school buses.**
- During the bus ride, students must remain seated and belted until the bus comes to a complete stop at its destination.

- The throwing of any material or object within the bus or out through a window is strictly prohibited.
- **Eating or drinking is forbidden on a school bus.**
- **Smoking is prohibited on all school buses or at the bus stops.**
- Windows on school buses may be opened only halfway.
- No glass containers should be brought onto school buses. **Extending any part of the body such as head, arm, hand, or foot out of the school bus window is forbidden.**
- **Aisles must remain clear at all times.**
- **Conversation should be conducted in normal tones.**
- Students are to get off the bus at their assigned stops unless a parent/guardian request **in writing** has been approved by the building principal and a note has been forwarded to the bus driver
- No weapons or facsimiles of weapons are permitted on school property at any time including school buses or other school vehicles.
- The bus driver has the right to assign seats in order to maintain order.

Misconduct on the bus can result in serious injury or in a tragic accident due to the distraction of the bus driver. In the event a bus driver needs to report a violation of these rules to the Principal and/or Assistant Principal(s), disciplinary action and/or suspension of riding privileges will apply for misconduct. If a student is suspended from riding the bus, notification will be given to the parents and it will become the parents' responsibility to provide transportation for the duration of the suspension.

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 high school, the proper channeling of communication should be as follows:

For Academic Concerns:

Teacher
 Supervisor / Director
 Asst. Principal / Principal
 Asst. Superintendent / Superintendent
 Board of Education

For Athletic Concerns:

Coach
 Director of Athletics
 Principal
 Superintendent
 Board of Education

Teacher – Parent Conferences

Teacher-parent conferences are encouraged on an as-needed basis. Always try to deal as closely with the source of a problem as possible; **contact the teacher at the first sign of a problem**. If the problem seems more pervasive, affecting a number of courses, then you might want to contact your student's counselor. Parents are encouraged to contact teachers whenever they feel the need to do so. Many times, a few moments on the phone can prevent major problems from developing. Teachers are likewise encouraged to contact parents for the same purpose.

A teacher may be contacted in one of two ways. The most expedient is to request a phone call or conference by contacting the teacher via email. Use the first initial of the teacher's first name, followed by his or her full last name @holmdelschools.org (i.e. jsmith@holmdelschools.org). Parents may also call the Main Office, and a secretary will notify the teacher to make a return contact.

Visitors to Our School (Policy 1250)

In an effort to maintain normalcy and to ensure safety during the school day, any individual who enters the building must have a specific reason for doing so. Any visitations by recent graduates or students from other schools **must be approved by administration**. Visitors, parents or community members) must report to the Main Office to sign in and receive a "**Visitor**" **Badge**, which must be clearly visible while in the building; they must surrender the badge to the main office and sign out before leaving.

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 cases 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 student 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:

- Illness
- Exposure to communicable disease

- Tuberculosis
- Other cause deemed detrimental to the health, **safety** and welfare of other students in the school.

In all such cases, the parent/guardian shall be notified of the reason for excluding the student 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

Administering Medication(s) (Policy 5141.21)

The Nurse's Office is located just off the Commons. Students who suffer an emergency accident or illness during the day are to report immediately to the nurse. In all other medical incidents the student should receive a hall pass from their teacher. All accidents should be reported to the school nurse as soon as practicable. If the nurse is not available, the ill or injured student should report directly to the Main Office.

In accordance with New Jersey State Narcotic and Dangerous Drugs Law, students requiring medication during school hours must leave the prescription (in its original container) at the nurse's office upon entering the school building. The container must be properly labeled to indicate dosage and frequency of administration. It will be the student's responsibility to report to the nurse at the proper time to take the medication. The nurse is not allowed to dispense medication of any type including "over the counter medication" that is not in prescription form (including aspirin). In the event of illness or accident, school personnel will give emergency care as needed, and every effort will be made to contact parents directly.

Students who become ill during the school day must report to the nurse in order to be sent home. The nurse will contact parents. **Students may not call parents directly and request to be taken home. Students are not permitted to self-medicate except as listed below.**

The Board of Education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses provided that the parent/guardians of the pupil provide to the Board of Education written authorization for the self-administration of medication. The parent/guardian of the pupil shall provide to the Board of Education written certification from the physician of the pupil that the pupil has asthma or another potentially life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medication. The Board of Education shall inform the parents/guardians of the pupil in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil; The parent/guardian of the pupil signs a statement acknowledging that the district shall incur no liability as a

result of any injury arising from the self administration of medication by the pupil and that the parent/guardian shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil at all school-sponsored events, trips, and athletic events conducted on or off school property or during school time. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in school policy (File Code: 5141.21).

Student Insurance

The school district does not carry a policy to cover students or athletes. Family insurance is the primary coverage for all students. Additionally, student accident insurance is available to every student through the C.W. Bollinger Company

Student Records (Policy 5125)

The parent or guardian of a student, the adult student, or an authorized representative of the parent(s) or guardian, or adult student, (i.e. advocate) may have access to the records upon written consent of the parent or adult student pursuant to the Family Educational Rights & Privacy Act (**F.E.R.P.A.**) and the Health Information Privacy Act (**H.I.P.A.**). F.E.R.P.A. and H.I.P.A. forms may be obtained upon request to the building principal or appropriate designee. An appointment to examine records must be made within thirty calendar days of the request, or the records will be returned to file. Please consult the District's website for further information in this area.

Evacuation Procedures (Policy 6114)

Building evacuation drills are required by law and are an important safety precaution. When the first signal is given, it is essential that everyone leave the building by the prescribed routes. The teacher in each classroom will give specific exit directions. Students should not return to the building until given a verbal direction, even if the alarm tone has stopped. Students are to remain, from the start to the end of the drill, with their teacher of record for that period.

ACADEMIC INFORMATION

Guidance Services HHS CEEB Code: 310566

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

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

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

Minimum Credit and Course Requirements (Policy 6146)

To receive a New Jersey State endorsed diploma from Holmdel High School, each student must earn a *minimum* of 120 credits. In addition, students must meet the minimum standard on each section of the High School Proficiency Assessment (HSPA) or its equivalent. Minimum passing scores are set by the New Jersey State Department of Education

Each year, all students must be *enrolled* in courses equivalent to 35 credits. With the approval of the school counselor and/or an administrator, students in all grades may carry a maximum of 42 credits.

<i>SUBJECT AREA</i>	<i>NEW JERSEY GRADUATION REQUIREMENTS</i>	<i>MINIMUM COLLEGE REQUIREMENTS</i>	<i>COMMENTS</i> <i>A FULL YEAR COURSE (5 OR 6 CREDITS) EQUALS ONE CARNEGIE (ACADEMIC) UNIT</i>
English	4 years (20 credits)	4 years	
Mathematics	3 years (15 credits)	3 years Algebra 1 Geometry Algebra 2	4 years of mathematics is preferred and may be required for entrance into competitive colleges/ universities and/or certain majors, including engineering, science and architecture.
Science	3 years (15 credits)	2-3 years Lab Sciences	Most colleges/universities require biology and chemistry. Four years of science is preferred and may be required for entrance into competitive colleges/universities. Physics may be required for certain majors, including engineering, science and architecture.
Social Science	3 years (15 credits) World Civilization U.S. History 1 U.S. History 2	3-4 years	
World Language	1 year (5 credits)	2 years	Most colleges require a 2 -year minimum of a single world language. Three or more years of study is recommended for admission to competitive colleges/universities.
Health and Physical Education	4 years (20 credits)		
Visual or Performing Arts	1 year (5 credits)		
Technology Literacy, Career Education and Life Skills or Voc-Tech Ed	1 year (5 Credits)		
Financial and Economic Literacy (Beginning w/ Class of 2014)	1 semester (2.5 credits)		
Electives	(credits will vary)		These may be academic and non-academic courses.

Students are required to take one-marking period (9 weeks) of instruction in each of the following Health and Safety courses:

Health - Grade 9
Driver Education - Grade 10
Family Living - Grade 11
First Aid - Grade 12

Full details on all course offerings, their prerequisites, their length, and the number of credits they are worth are contained in the Program of Studies brochure.

Promotion

Although grade designation is largely for administrative purposes, grade assignment is determined by accumulation of credits. Below are listed the credits necessary for each grade placement:

Grade 10	30 Credits Minimum
Grade 11	60 Credits Minimum
Grade 12	90 Credits Minimum

Graduation Requirements

Students must satisfy **ALL** local and New Jersey State graduation requirements to earn the **privilege** of participating in the graduation ceremony. Students who fail to meet minimum requirements, due to either academic or attendance-related issues, will be **excluded** from the ceremony and not awarded their diplomas until they have met the requirements. Poor disciplinary records or behavior patterns that portend high risk at a formal occasion are also grounds to exclude students from the graduation ceremony. In such cases those students would receive their diplomas privately.

Early Graduation

In general, early graduation is discouraged. Only those students with strong academic backgrounds and unique needs will be recommended to the Superintendent of Schools for such approval.

Students applying for early graduation must do so during the school year **preceding** the intended graduation date to ensure that due consideration is given to their requests and that there is time for proper planning. Therefore, students desiring to graduate at the end of the first semester of senior year or at the end of junior year must submit a letter of petition to the principal no later than November 15 of junior or sophomore years, respectively. The letter of petition must clearly state the requested graduation date, the reasons for the request, and a specific post-high school plan. A supporting letter signed by the parent/guardian is required as well. Interviews and review by a faculty committee is required. Students who wish to pursue a request of this nature should begin the process by speaking with their school counselors. Each year, all students must be *enrolled* in courses equivalent to 35 credits. With the approval of the school counselor and/or an administrator, students in all grades may carry a maximum of 42 credits.

Advanced Placement Criteria and Appeals

All prerequisites for AP courses are listed in the ***“Holmdel High School Program of Studies 2010-2011”*** book. Students who wish to register for Advanced Placement courses must meet the published prerequisites for each course. Placement is based solely on the prerequisite criteria.

Electives

Elective courses may help students meet the entrance requirements for specific schools, provide opportunities for exploring individual interests and offer enrichment in areas of special talent. It should be noted that certain elective courses fulfill a state-mandated graduation requirement. Students should try to fulfill such graduation requirements as early in their high school careers as possible, thereby providing as much flexibility as possible during junior and senior years.

Schedule Adjustments

PRIOR TO SCHOOL YEAR:

If it becomes necessary to make a schedule adjustment prior to the 2010-2011 school year beginning, students must complete the *Schedule Change Request Form* issued by their guidance counselor. Students will be asked to identify the reason for the request before the form will be accepted for processing. Valid reasons for which a student may request a change of class include:

- An error in placement; prerequisite(s) met; prerequisite(s) not met; summer school attendance
- An error or omission in data entry
- Meeting a graduation requirement (seniors)

AFTER SCHOOL YEAR BEGINS:

Full year course:

The above applies, as well as the following:

If, after school begins, it is determined that a student's placement in a **full year** class is not appropriate, a transfer to a lower level class may be necessary.

Such an adjustment must take place by **November 30, 2010**. In those cases, the grade will be calculated on a composite basis, prorated to reflect the amount of time spent in each class. Only the name of the new class will appear on the transcript. If there is not a class or seat available to accommodate the transfer, the student must remain in the class until the second semester; at which time they can transfer into a semester course. In the aforementioned situation, the student would receive a WP or WF on their transcript for the dropped course.

Please Note: No schedule adjustments will be permitted once the school year begins, so PLEASE CHOOSE WISELY DURING REGISTRATION.

All COURSE CHANGES are subject to seat availability.

Withdrawal from a Course

Students may withdraw from a course, providing school policy with regard to course termination is followed; students must be enrolled in seven subjects per semester, including English and Physical Education. Students withdrawing from a course must complete the course termination request form in Guidance Services and **must receive approval from parent, teacher, department supervisor and counselor before withdrawal from a class.**

Tutoring

Students having academic difficulty should immediately contact their teachers in order to resolve the problem. Students should first take advantage of the After-School Help Program. Students who need tutoring should see their counselors for guidance.

Homework (Policy 6154)

The Holmdel Township Board of Education believes that one of the most important purposes of schooling is to develop each person into an independent learner capable of applying the skills, attitudes and habits of an education

acquired over a lifetime. Cognizant of this goal and aware of the fact that learning may take place in many different settings and with a wide variety of resources, the Board directs that homework be an integral part of the educational process and that it address one or more of the following objectives:

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

Homework is to have specific objectives. It should be planned, assigned carefully, and followed up by members of the teaching staff. Homework may consist of either "study time" or "tasks assigned." "Study time" is defined as the review of notes, textbooks, and other materials for reinforcement, required reading, or test preparation. "Tasks assigned" necessitates the preparation of a specific product.

Students of all ability levels will be assigned homework on a regular basis. As appropriate, assignments in a content area will reflect the range of student abilities.

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

The Board of Education recognizes that homework, as an effective tool for instruction, relies on the cooperation of these separate yet independent groups:

- Teacher provides the assignments and follow-up activities which are an integral part of the district curriculum;
- Parents provide the guidance, support and environment to assist students in the completion of homework assignments; and
- Students provide the dedication, motivation and organization to understand, complete, submit, and follow-up their assignments as required.

Types of Homework may include, but are not limited to the following:

- Written activities and/or drills to reinforce classroom learning
- Research assignments using outside information and use reference materials
- Supplementary reading to gather information or to practice reading skills
- Television viewing to enhance knowledge of a specific topic

- Study time to organize information and commit facts to memory
- Special projects to enhance and extend student-learning experiences

Time Allotments

The following time allotments for homework should serve as guidelines for faculty, students, and parents in Holmdel Township. It must be kept in mind that the length of homework assignments may vary from night to night and at different times in the year, depending upon the curriculum, as well as upon the skills and abilities of students. The following guidelines are based upon an “average” student:

**Holmdel High School Homework
Grade 9-12 75-150 minutes daily**

- Homework may be assigned five days each week and over weekends.
- Homework and long-term projects will not be assigned specifically for winter or spring recess, except to encourage reading. Long-term projects may be assigned no later than a minimum of one week before a recess period.
- Students will have two days to makeup class work and homework for every day absent from school for illness and other “excused absences.”

Students Are Expected To:

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

Parents Are Expected To:

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

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

Teachers' discretion, within the guidelines of the Board-approved curriculum and district instructional program, is paramount in the determination of the number, type, and length of assignments. However, consistency in the assignment of homework is a primary consideration for all grade levels and subject areas.

Make-Up Work (Policies 5113, 6154)

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

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

Students returning from an excused absence of from 1 to 10 days (consecutively) will be permitted from 2 to 20 days maximum to make up the work missed.

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

A department supervisor must approve any extenuating circumstances.

Grading System

Report Cards are issued **four** times a year. Holmdel High School employs a numerical system. In addition, teachers issue Interim Progress Reports at the

mid-point of each marking period. Parents are asked to review each report carefully and to note the comments and attendance information that is provided to give a more complete picture of student achievement during and at the end of each marking period. **Students who exceed established limits of absenteeism are subject to a loss of credit for their courses** (For more information on loss of credit, please read the section regarding absenteeism and course credit loss). **Under certain conditions, marking period dates may be subject to change.**

Honor Roll

An honor roll is published once a year based on the final grades earned by students. Students earning a 4.0 for the year in all courses will be given **Honors with Distinction**; those achieving 3.5 or above will be designated **Annual Honors**.

Departmental Honors

Departmental Honors are awarded in every area of the high school curriculum. Simply stated, students who achieve a 3.75 average and who have accumulated at least 15 credits in a given department will receive **Departmental Honors** recognition. The honor is based on the record achieved during the first 3 years of high school in the academic areas and in the first 3 ½ years in the elective areas. Additionally, to earn Departmental Honors in English, Math, Science, Social Science, or World Language, a student must be enrolled in a course in that department during his/her senior year.

World Languages Honor Society

Honor societies in Chinese, French, Italian, Latin and Spanish are affiliated with nationwide professional organizations for the teaching of the respective languages. Each society has its own set of criteria for membership which include a 3.5 average in the language and no less than a 3.0 average overall. A formal induction ceremony is held each year and the societies pursue service and similar club-type activities.

National Honor Society Helen Ackerson Chapter

Juniors and seniors who have accumulated a grade-point average of 3.66 or higher (4.0=A; 3.0=B) are eligible for nomination to the Helen Ackerson chapter of the National Honor Society. The grade point average for the junior year is computed after the completion of eight full marking periods. Senior year grade point averages are computed after the completion of twelve full marking periods. The criteria for selection to the National Honor Society are as follows:

Character: Candidates must demonstrate outstanding character, as evidenced by a school record that is free of suspensions and other serious disciplinary actions. Each candidate's school record will be reviewed by the high school administration.

Service: Candidates must have demonstrated significant service to the school and/or the community, by submitting proof of at least 200 hours of service performed **since entering high school**. Participation in a sport or in other school activities is valid for up to 100 hours of credit. **Personal development activities done outside of school, like piano, karate, etc. will not be counted toward this 200 hour community service requirement.** Previously accepted volunteer activities include: volunteering at hospital, food bank, library, senior center, recreation department, summer camps, assistant teachers at religious schools, Project Graduation , First Aid (and first aid training), fireman (and training) , police explorer. Participation in Boys Scouts/Girl Scouts, tutoring, Leo's Club. Other volunteer activities may be accepted – please contact the advisor with questions.

Leadership: Candidates should have exhibited leadership qualities in their academic and extracurricular activities. In any school or community organization, obvious leadership is demonstrated by those who hold office or positions of responsibility (whether elected or appointed) by being a positive role model or influence in your groups, organizations, and classes, where actions and attitude demonstrate leadership.

When a candidate has submitted the necessary documents, and he/she has been reviewed by the Faculty Council, he/she will be notified of acceptance as a candidate for induction into the National Honor Society. At that time, he/she will be asked to nominate a teacher to honor at the induction ceremony. The teacher may be chosen from any past level of educational experience; whether in a classroom setting or an extracurricular activity. Such recognition should be given serious and private thought; as each candidate is choosing to honor an educator who has been most influential in his or her development

Valedictorian and Salutatorian Selection (Policy 5127)

The Holmdel High School valedictorian is the student with the highest academic ranking in the graduating class. Holmdel High School will also award the designation of salutatorian to the student with the second highest academic ranking in the graduating class.

The valedictorian and the salutatorian will be notified by the building principal during or before the last week of the fourth marking period after a committee has done the required calculation to determine the honors.

Students transferring to Holmdel High School from other high schools will not have more Honors courses considered, for a given academic year, than are

available to Holmdel High School students. **To be considered for valedictorian/salutatorian status, students must attend Holmdel High School for a minimum of two academic years.**

To be considered for valedictorian or salutatorian, a student must have earned a minimum of 35 credits during each year of high school, and have earned an “A” in each course.

36 credits per year provide the base for calculation. All courses required for graduation must be included in the sequence. The course grades that afford each student the strongest academic average will be included in the calculation to identify the valedictorian and salutatorian.

Summer School

Prior approval is needed before enrolling in any summer school program.

LOSS OF CREDIT DUE TO FAILURE	LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES OR CUTS	REVIEW COURSE FOR THE PURPOSES OF PLACEMENT ONLY*
Prior approval from Guidance	Prior approval from Guidance	Prior approval from the Department Supervisor
State accredited HS program (60 hrs) or college course	State accredited HS program (60 hrs) or college course	State accredited HS program (60 hrs) or college course
Private instruction not acceptable	Private instruction not acceptable	Private instruction by certified Teacher (min. 30 hrs)
No District Test required	No District Test required	District Test required prior to August 15; must meet course criteria
Course grade listed on transcript and calculated as part of GPA	Completion certificate included in student folder; course listed on transcript; grade listed and calculated as part of GPA	Completion certificate included in student folder No grade, no credit

*For students who do not meet the prerequisite for the **next** sequential course.

WORKING PAPERS

All students between the ages of fourteen and eighteen must have working papers to be employed. Students must have a promise of employment before they obtain working papers. If you wish working papers, apply at the school Guidance Services Office. Should there be any indication that work is interfering with the satisfactory progress of a student; the working papers may be revoked. A student absent from school, but reporting to work, may suffer the loss of his working papers. **Working papers are obtainable during the summer months.**

One copy of the employment certificate is given to the student who has been promised employment. He must complete the copy by getting his parent's signature. The employer must complete the copy, as well as the students' physician. After all this has been accomplished, the student returns to the

Guidance Services Office with the completed certificate and some proof of his birth date. One of the secretaries in the Guidance Services Office will sign working papers and give the student one copy for his employer. The other two copies go Trenton for processing.

Academic Integrity

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

Our commitment to Academic Integrity includes the following four principles:

Honesty: Academic and professional honesty is required in the production and pursuit of knowledge in a highly academic setting. Students will properly acknowledge all sources of research that are not originally theirs;

Integrity: All sources must be acknowledged and credit must be given with all academic submissions;

Fairness: Although individual differences exist, there will be equity in implementing the academic integrity standards;

Mutual Respect: There will be mutual respect among teachers, students, and administrators.

The Holmdel High School community knows that this task will require consistency and fairness in its implementation. It is with this in mind that our initiative will include the shared responsibilities of teachers, parents, students, and administrators. Additionally, every effort will be made to communicate our initiative to all stakeholders, so that there is a broad understanding of its purpose.

Responsibilities of Students, Parents, Teachers, and Administrators

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

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

Teachers are expected to review the expectations related to academic integrity on a regular basis with their students throughout the school year. They will consistently enforce and report all potential violations to their supervisor/administrator. Teachers will also clarify specific directions for

assignments and communicate with parents and students when appropriate. They may also require statements of academic integrity from students for designated assignments.

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

Procedures for Violations of Academic Integrity

When teachers believe there has been a **violation** of the Academic Integrity Policy, they will first discuss the situation with the student and will notify the student's parents. Next, they will discuss all pertinent information with an immediate supervisor and/or an assistant principal. An **Assistant Principal** will make a final determination as to the severity of the violation, and will render appropriate consequences. In making a final determination, an Assistant Principal will consider, among other things, previous violations of academic integrity over the course of the student's time at Holmdel High School.

A list of possible violations and corresponding consequences are listed below. This list should not be considered exhaustive; further, school administrators reserve the right to render, in unusual circumstances, consequences **beyond** those listed.

All violations will be made a matter of record in a student's discipline file.

Level 1 Offenses

- Copying or lending assignments without authorization, including homework, computer files, papers, and lab assignments;
- Using strategic absenteeism to gain an apparent advantage on assessment dates and assignment due dates;
- Fabricating data on a lab report;
- Altering a returned assessment in an effort to seek a better grade;
- Breaking test protocol as defined by the teacher. Examples include, but are not limited to: no talking, not using notes, and books/materials off desk;
- Plagiarizing: The student has completed the majority of the work on his/her own. The student plagiarizes a few lines of text, or at most a paragraph, without proper citation. **Note:** If students

have any concerns or questions about how to cite material for particular assignments, it is expected they consult with their teachers **before** submitting it.

Level 1 Consequences

- Grade of “zero” for assignment with no opportunity for make up;
- Grade reduction after completion of an alternative assignment;
- After-School detention;
- Notifications to any Honor Society and possible student removal
- Possible loss of eligibility for academic honors, including Valedictorian

Students with multiple Level I violations can expect a Level II consequence to be applied.

Level II Offenses

- Providing/receiving unauthorized assistance during an assessment.
- Accessing teacher materials and/or grades, including electronic access and hard copy access.
- Storing data on electronic devices and retrieving the data to assist during an exam.
- Possessing teacher test banks and teacher edition materials.
- Sharing content of teacher assessments with other students. This includes verbal, electronic, or hard copy communication.
- Plagiarizing: The student hands in an assignment where significant portions of the student’s work are not his/her own. Significant portions may be defined as multiple paragraphs. **Note:** If students have any concerns or questions about how to cite material for particular assignments, it is expected they consult with their teachers **before** submitting it.

Level II Consequences

- Grade of “zero” for assignment with no opportunity for make up;
- Grade reduction after completion of an alternative assignment;
- Notification and possible removal from any Honor Society;
- Loss of eligibility for academic honors, including Valedictorian;
- Extended detention
- In-School Suspension
- Out-of-School Suspension

Information Technology and Facilities Access (Policy 6142.10)

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

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

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

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

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

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

Systems administrators have access to all files, including email. As such, users should have no expectation of privacy with respect to said files or **email**. However, without the consent of the sender or the intended recipient, the systems administrators will not normally inspect the content of files stored on the computer facilities by users, or electronic mail sent by one user to an intended recipient unless required by law or by policies of the Holmdel Township Board of Education, or to investigate complaints regarding files or electronic mail which is alleged to contain defamatory, abusive, are obscene, sexually oriented, threatening, racially offensive, or illegal material.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. **The network is provided for students to conduct research and to communicate with others.**

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

Students are to use technology systems in the school environment responsibly and within the scope of teachers' assignments. Students are to access to only those informational systems (such as the Internet) that are sanctioned by teachers approval and that are consistent with curricular structures. The use of technology such as e-mail is limited to prescribed programs. Any student using such technologies to harass another student, input or extract inappropriate information, and the like will be subject to in or out-of-school suspension at the discretion of the school administration (see district policy 6142.10).

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

support and respect each family's right to decide whether or not to apply for access.

Internet and E-mail Rules

Network storage areas will be treated like school lockers. District personnel may review files and communications to maintain system integrity and to ensure that users are accessing the system responsibly. Users should not expect that files stored on District servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility, just as they do for television, telephones, movies, radio and other potentially offensive media.

As outlined in the Board of Education policy and procedures (6142.10), the following rules apply:

1. Personal Safety

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

2. Illegal Activities

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

3. System Security

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

4. Inappropriate Language

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

5. Unacceptable Activities

- Users are not permitted to:
- send or display offensive messages or graphics;

- harass, insult, or attack others;
- intentionally waste limited resources;
- download songs, games, and other non-curricular information;
- use a password other than their own;
- utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or
- on district hardware, copy or display any unauthorized or inappropriate information received

Violations may result in disciplinary action, in a loss of computer/network access and in legal action in accordance with Board of Education policy, as well as in prosecution by state and federal laws.

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.

CO-CURRICULAR INFORMATION

Student Activities (Policy 6145)

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

All students wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products. **An initial violation of this policy will result in a 60-day suspension from all activities and a referral to the school's Student Assistance Counselor;** the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. **A second violation of the policy will result in a 1-year suspension from all activities;** likewise, appropriate referrals for professional intervention will be made.

A complete list of co-curricular clubs can be found on the school's website (www.holmdelschools.org).

Organizations and Associations (Policy 6145.5)

The Holmdel Township Board of Education believes that co-curricular, instructionally-related activities should be an integral part of the total program of the schools. Through such activities students have the opportunity to explore and develop their special interests as well as to extend their knowledge in certain subjects beyond the classroom. A co-curricular organization may or may not be related directly to a subject area, but it must provide a worthwhile experience for its members. Activities that are contrary to policies, procedures, rules, regulations, State statutes and to the best interests of the school are forbidden. As the needs and interests of the student body expand, the number and variety of societies, clubs and/or organizations may change from year to year.

To guide the certificated staff and students in the conduct of co-curricular societies, clubs and/or organizations, the Board of Education sets forth the following policy guide: In order for students to participate in any co-curricular activity or hold class office they must be in good disciplinary standing. This is defined as someone that complies with the school student conduct code and other school rules and regulations. If the administration determines that a student fails to meet this standard they may be removed from their position or co-curricular activity.

- A. **The Student Advisory Board/Student Council** is the organization through which students may express their opinions, provide input into the administration of the school, and participate in the management of school enterprises. The council shall promote leadership, and initiative among its members. The Student Advisory Board will also promote “open forums” once a semester during 9th Period where the student body can discuss issues relevant to student life.
- B. **Co-curricular organizations and societies** will be recognized as authorized school organizations if they are organized by the school, sponsored by school personnel, composed completely of current student body members, hold their meetings at school, have a democratic plan for the selection of members, establish aims which are educational, which are of school or community interest, and which meet all those conditions hereinafter set forth for recognized school-sponsored organizations. A faculty advisor appointed in accordance with established district procedures shall direct school-sponsored organizations.
- C. **Secret societies and other non-school clubs:** Membership in secret fraternities, sororities, and/or other non-school clubs is prohibited throughout the Holmdel Township Public Schools. All groups that are not specifically authorized and organized by the school are considered to be “**non-school**”, 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 co-curricular activities by

conforming to the criteria for school activities, organizations and societies stated earlier.

All students at Holmdel High School wishing to participate in the co-curricular programs (sports, clubs, and other activities) under the sponsorship of the school are subject to the eligibility requirements listed below. Failure to meet these requirements proscribes participation in extracurricular programs. These eligibility requirements may not be applicable to classified students; questions about their eligibility should be discussed with their respective case managers. These eligibility requirements may be superseded by specific rules and decisions of the Shore Conference of High Schools and the New Jersey State Interscholastic Athletic Association, in which Holmdel High School holds membership.

- An entering freshman is immediately eligible for all extra-curricular programs in the school.
- Sophomores, juniors and seniors must have earned at least 27.5 credits during the preceding school year, in order to be eligible for the first semester and must be passing 13.75 credits during the first semester to be eligible for second-semester activities.
- A student, once eligible for a program, is entitled to continuous participation until that specific program, sports season, production, or other activity concludes.
- No age restrictions, except those applicable to athletes under Shore Conference and NJSIAA rules, shall govern eligibility for participation in extracurricular programs.
- No gender, sexual orientation, religious, ethnic, racial, or political restrictions shall govern eligibility for participation in co-curricular programs.

Student Publications (Policies 6145.3, 5145.6)

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

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

Student expression may be restricted if it can be determined that such expression is inconsistent with the basic educational mission of the school district and when censorship action is reasonably related to legitimate educational concerns.

Students who violate this policy by expression, publication or distribution of any materials which are biased, prejudiced, vulgar or profane, unsuitable for immature audience, or which do not meet the District's high standards of learning and propriety consistent with its educational goals and objectives may be subject to appropriate discipline.

Athletic Eligibility Requirements

All students at Holmdel High School wishing to participate in athletic programs under the sponsorship of the school are subject to the New Jersey State Interscholastic Athletic Association eligibility requirements. Failure to meet these requirements prohibits participation in the athletic programs. These eligibility requirements are not applicable to classified students; eligibility is determined by the IEP and the decision of the Child Study Team. These eligibility requirements may be superseded by specific rules and decisions of the Shore Conference of High Schools and the NJSIAA, in which Holmdel High School holds membership.

- An entering freshman is automatically eligible for fall and winter athletic programs in the school.
- A student must pass at least 27.5 credits (six courses) each year to be eligible for the athletic program in the first semester of the succeeding year. Summer school credits are applied to the preceding school year.
- A student must pass 13.75 credits (six courses) during the first semester to be eligible for any program that begins in the second semester (spring season).
- A student, once eligible for a sport, is entitled to continuous participation until that specific sports season concludes.
- Any student who reaches the age of 19 prior to September 1st will not be eligible to participate in the athletic program under NJSIAA rules and regulations.
- Consideration of gender, religion, race or politics shall not prohibit participation in athletic programs.
- Students should be aware that in order to participate on a collegiate level in NCAA Division I or II athletics, their high school records must be evaluated by the NCAA Clearinghouse. There are very specific standards which must be met including a minimum number of academic courses and a minimum GPA which are correlated with SAT results.

Holmdel High School sponsors the following athletic teams:

Boys Athletics:

Fall:	Football, Soccer, Cross Country
Winter:	Basketball, Wrestling, Track, Swimming
Spring:	Baseball, Track, Tennis, Golf, Lacrosse

Girls Athletics:

Fall: Tennis, Field Hockey, Cross Country, Cheerleading, Soccer, Gymnastics, Volleyball, Dance
Winter: Basketball, Track, Cheerleading, Swimming, Dance
Spring: Track, Softball, Golf, Lacrosse

All students wishing to participate in any co-curricular or extra-curricular activity must refrain from all possession/use of steroids, drugs, alcohol, and tobacco products. **An initial violation of this policy will result in a 60-day suspension from all activities and a referral to the school's Student Assistance Counselor;** the student must comply with any recommendations of the Student Assistance Counselor. Additional consequences will be assessed as necessary. **A second violation of the policy will result in a 1-year suspension from all activities;** likewise, appropriate referrals for professional intervention will be made. Student-athletes who are found to be in violation of the agreement during the summer months will have the athletic participation restriction imposed on the first day of the official start date of the fall interscholastic season.

CAMPUS INFORMATION

Student Assistance Counselor

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the student assistance counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government Regulation. Students may be referred to the student assistance counselor by teachers or parents. Students may also refer themselves.

Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

Student Assistance Helpline

The Monmouth County's Youth Hotline, The 2nd Floor, is a place for you to call any day from 9A.M. to 12 midnight. It's free and it's safe.

It's your call. **1-888-222-2228**. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem and self-image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. We won't tell anyone you called, unless you want us to speak to someone for you, or you or someone else is in danger.

Staff Absence from Class

In the event a teacher is delayed five minutes or more in arriving for his/her class, the office is to be notified by a student or other responsible person. **Students should remain seated until the teacher arrives** or until specific directions are given by an Administrator **or other responsible staff member**.

Care of School Materials

Lockers, textbooks, classroom materials, library books, tapes, AV equipment, athletic uniforms and equipment, and other materials, are the property of the Board of Education and are on **loan** to students. Therefore, all materials are subject to inspection by appropriate personnel as deemed necessary.

Proper care of such items is the responsibility of the student. Since school property must be used by many students over a number of years, **students are financially responsible for all damaged, lost, or stolen property lent to them by the school**. School officials keep a record of damages owed, and students may be denied privileges (i.e. driving to school, attending school events) if fines or financial obligations are not met. When the school lends books or equipment to someone, that person is responsible for safeguarding the item so that it can be returned to the school for further use. If the item is damaged, lost, or stolen, the loss is to the borrower, not to the school.

Student Lockers (Policy 5142, 5145.12)

Hall Lockers

Each student will be assigned a locker, and will be given an opportunity to purchase a combination lock. This lock affords security for students' property, if the lock is used properly and if the combination is not given to anyone else. As lockers are school property, students may only use locks **purchased from the school**. **All personal locks will be cut off**.

- Use only the locker assigned to you. Do not share or relocate to another locker without permission from the front office.
- If you have a locker problem, report it to the Assistant Principal's secretary.

Gym Lockers

Each student is assigned a locker for use during his/her PE class. Students must bring their own padlocks to secure these lockers while they are in gym. At the end of the class they should remove their padlocks. Padlocks left on one of the lockers will be cut off with no reimbursement to the owner.

Under no circumstances should students leave money, jewelry, pocketbooks, or their valuables on the locker room floor, benches, or in unsecured lockers. The Holmdel Township Board of Education and/or its employees will not be responsible for any loss of such items.

Inspections

The Holmdel Board of Education makes hall and gym lockers available to district students as a courtesy; lockers are lent to students for temporary storage of school materials and clothing. All lockers are school property and will be subject to inspection within scope by the Administration and/or Board agent. Periodic general inspections of lockers within scope shall be conducted for purposes of health, welfare, and safety of all students and district personnel. **The Board of Education and its agents are not responsible for the safety, damage or loss of personal belongings at school.**

No student may use a locker as a depository for **substances or objects** which are prohibited, illegal, or which constitute a threat to the health, safety, or welfare of the occupants of the school building or of the building itself.

Under law, the Administration has the right to search a student's locker when there is reason to suspect (reasonable suspicion) that the locker is being improperly used for the storage of contraband, (a substance or an object, the possession of which is suspected to be illegal) or any material which poses a hazard to the **safety, health and/or well being** and good order of the students, faculty or school.

Damage to Lockers

Students are not to write on their lockers with markers or to put any stickers inside or on the outer door. All lockers are checked, cleaned, and/or painted each summer. Any damage caused by markers, stickers, or abuse **will be charged to the student assigned to the locker.**

Student Valuables and Thefts

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

Township Board of Education assume any liability for a lost or damage item, article or device.

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

- Never leave personal belongings unattended, even for a few seconds.
- Do not to share locker combinations with other students for any reason.
- Never leave a lock set on the second number so that random turning will open it.
- Do not place a pencil in the mechanism to override the lock for your convenience.
- Be sure to close locker doors completely by lifting the handle and pushing the catch down into position.

Lost and Found

Students are asked to return all articles found in or around the school to the main office. To reduce loss of personal property, students are asked to write their names in the place provided inside the front cover of each book. It is also wise to buy a clothing marker and to put students' names on clothing such as jackets and sweaters, which are frequently forgotten. This is particularly helpful for gym clothing and sneakers.

Cell Phones and Other Electronic Devices

As cell phones/electronic devices have become increasingly more sophisticated, they have also become a source of distraction and disruption in the classroom. Therefore, it is imperative that we teach our students how to use these tools responsibly. With this in mind students will be able to use their cell phone/electronic devices before and after school, in the commons during their lunch period, and in the hallways during the passing of classes. **Use of all cell phones/electronic devices during class periods is strictly prohibited.**

Taking photographs or videos of staff or students without the permission of the administration is prohibited and will be subject to disciplinary action.

Violations of this policy may result in the confiscation and/or search of the cell phone/electronic device. Please refer to the student code of conduct for specific consequences regarding this policy.

Food Services (Policy 3542)

A varied lunch program, including hot meals and deli sandwiches, is in operation daily. Snack service is also provided throughout the school day. For student convenience, monthly menus are posted in each homeroom. Food services will not be available five minutes before the bell rings to announce the end of the lunch period. Services will immediately begin when the bell announcing the beginning of the next lunch period is announced. **Food and drinks shall not to be taken to class, unless there is prior approval from the teacher.** There will be limited food service on days with delayed openings.

The Commons

The Commons is a multi-purpose area of the school that during the school day serves as a social and dining center for the students. During non-school hours, the Commons serves as an area for meetings, practices, dances, exhibits, and dinners.

The following rules apply to the Commons:

- Wait your turn in line — no cutting or being let in by a friend
- Do not take food and beverages into the corridors and classrooms. **All sales of food stuffs will end five minutes before the end of the lunch period**
- Dispose of your trash in the barrel. Your table must be clear of all disposable trash before you are permitted to leave the table. **Failure to do so may result in the loss of Common privileges for lunch purposes or other disciplinary action.**
- Consistent failure to clear your table of trash will result in **loss of or an assigned table for lunch**
- Do not **sit, stand or walk** on tables
- **Do not run!**
- Keep your voice at a normal conversational level
- Be respectful and attentive to adult direction while in the Commons
- **Students are not to leave the Commons area during their lunch period, except to the Info Centre.**

Info Centre (Library)

The Info Centre is an extremely important part of our high school. It provides a valuable collection of materials necessary for research, as well as a quiet area to study. In addition to its excellent collection of books, the Info Centre offers a

number of periodicals, newspapers and audiovisual materials, and has computers available for student use. Inter-library loan services are also provided.

General Use of the Info Centre

- The Info Centre is open for scholarly purposes from 7:25 A.M. until 1:47 P.M. each school day (and until 2:34 P.M on certain extra-help days)
- Books under general circulation are lent for fourteen days.
- Reference material may be borrowed overnight only.
- Books may be returned directly to the Info Centre staff or to the book return receptacle.
- All materials taken out must be signed for by the borrower with a student I.D. A lost or damaged book must be paid for immediately. The price is the replacement cost plus a processing fee. If the book is found, the money will be refunded.
- There are a limited number of computers located in the Info Centre. They are to be used for academic purposes only in accordance with district policy. Recreational net surfing and game playing are strictly prohibited.
- Students in classes scheduled to use the Info Centre have priority use of the computers.
- The Info Centre is a shared facility. Please leave it in the condition in which you would like to find it. Trash and paper should be placed in the appropriate receptacle. Chairs should be pushed in under desks. Food drink, gum and candy should not be consumed in the Info Centre

Restricted Locations for Students

To effectively and safely manage our buildings and grounds, the following areas are designated as off-limits to students:

- All parking areas during the school day
- Roof of the building
- Loading dock area
- Stairwell exit areas — inside and immediately outside stairwell doors
- Gym, auditorium, locker rooms, stage, or backstage area (unless supervised)
- Maintenance, custodial rooms, and all storage areas
- Courtyards
- All private offices (unless supervised)
- The Satz School is off-limits during and after school unless a specific class is assigned there

Lavatories

Lavatories are not to be used for socializing or loitering. These facilities are constantly monitored by building personnel for smoking and other abuses. **In the event of illness, students should report immediately to the school nurse.**

Motor Vehicle Regulations

Due to New Jersey regulations governing motor vehicle registration and driver licensing, **Holmdel High School shall require permits** for students who drive to school-verifying parental knowledge and permission.

Bringing a motor vehicle (including motorcycles and mopeds) to school is a **privilege** insofar as all students are eligible to ride the busses. **Parking violations, reckless driving, chronic tardiness, going to vehicles during the school day, or unauthorized leaving of school are grounds for revoking a student's driving privilege, in addition to other appropriate disciplinary or legal action.** Inappropriate driving will be reported to the Holmdel Township Police, and student driving privileges on school property will be revoked as deemed appropriate by school administrators.

The administration reserves the right to search any vehicle brought onto the Holmdel Board of Education property -- regardless of who is the registered owner. Such a search will be conducted if there is reason to believe that the vehicle contains contraband; a substance or an object -- the possession of which is illegal, or any material which may pose a hazard to the safety health and well-being of the students and good order of the school.

Note: The Holmdel Township Police Department has jurisdiction on the Board of Education's property and will issue summonses for motor vehicle violations.

Applications for parking permits are available in the main office. Students are required to possess a valid New Jersey driver's license and to be a student in good standing. **All new drivers will be required to attend a one hour informational meeting in order to get a parking permit. These meeting will be held once in the fall and once in the spring and at least one parent must attend with the student.**

In accordance with the Memorandum of Agreement with the Holmdel Police Department, student driving violations will be reported to school district officials. On a first offense, a school administrator will counsel the student on district policy and contact a parent. Additional driving violations will result in the suspension of driving and parking privileges on campus for a period of thirty (30) days.

Student Vehicle Parking

- Students are not to enter the parking lot area during school hours without permission
- Students are not permitted to park in the designated faculty parking area.
- Students are to park only in the designated student parking area.
- Students are not to park anywhere behind the Satz School or the Holmdel High School buildings
- Sitting in cars in the parking lot during school hours is not permitted.

Expectations of Students

Code of Conduct (Policy 5131)

The Holmdel Township Board of Education and Holmdel High School strives 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 21st century;
- to learn in an environment free from interruption, harassment, discrimination, intimidation and fear;

- to participate in district activities on an equal basis regardless of race, color, creed, national origin, religion, gender, disability or sexual orientation.

Students Aged 18 and Older New Jersey Public Law (Chapter 81, 1972)

As a student 18 years of age or older, **you must still obey school rules and regulations.** Any rule or practice which is appropriate to the orderly and productive administration of the Holmdel Township educational community may be applied to all within that community, including adult students.

Whether you are 18 or older, you will be held accountable in terms of grades, disciplinary sanctions, or otherwise for your attendance and conduct in school. **Adult students are subject to exactly the same attendance and behavior requirements as are minor students.**

Weapons and Fireworks (Policy 5131.7)

While under Board of Education jurisdiction, no student shall possess, handle, transmit or fabricate any object that can reasonably be considered a weapon. Weapons shall include firearms, knives, any ignited or explosive items such as firecrackers or smoke bombs, and any other objects of no reasonable use to the student while at school which may be used to cause injury. A student who violates this policy may be suspended or removed from the regular educational program in accordance with New Jersey Statutes according to the severity of the situation. The Holmdel Police will also be notified and an appropriate complaint will be filed.

Chapter 127 of Public Laws of 1995, requires that students who are in possession of a firearm or who are found to be in possession of a firearm on school property must 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.

Hazing (Policy 5145)

The Holmdel Township Board of Education prohibits students and employees from engaging in any activity that may be considered hazing.

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 the 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:

- Coercion, threat or intimidation to solicit money;
- Physical intimidation or striking (**using physical force/contact in any manner**);
- **Permanent or temporary** 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.
- **Any other behaviors, speech or writing that is deemed by the administration as offensive, lewd or unbecoming is prohibited.**

Hazing activities are prohibited on school grounds and at any school-related activity. **No student will plan, encourage or engage in any hazing. Parents will also be requested to refrain from planning, encouraging, permitting, tolerating, or condoning any such hazing activities.**

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

Cases involving hazing or alleged hazing may be forwarded to the Holmdel Township Police Department for further review and investigation. **Disciplinary actions by the Holmdel Schools do not preclude civil and criminal prosecution.**

Alcohol and Other Drugs

(Policy 5131.6)

Students are forbidden to possess or use, or induce others to use alcoholic, tobacco (in any form), steroids, illegal drugs or narcotics at any time while they are in attendance at school or at a school function, or under the jurisdiction of the school on or off campus.

If a student is found to be, or suspected of being in violation of this policy, it shall be the responsibility of the Principal to determine the most appropriate disciplinary and/or intervention action.

If a student is suspected of being under the influence of **drugs** or alcohol at school or at a school-sponsored activity, he/she shall be reported at once to a school administrator. It then shall be the responsibility of the Principal to notify the parents and the Superintendent. Immediate medical attention will be required as per school policy. School officials shall cooperate fully with law enforcement officials investigating the possession, use, or transmittal of illegal drugs or narcotics by students.

The Board of Education has adopted a policy that addresses the implementation of a comprehensive drug education program as well as prohibition of unlawful possession, use, or distribution of unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any school activity.

In addition, district policy contains guidelines delineating disciplinary sanctions, the mandate of a medical examination – including the **use of a breathalyzer**, the collection of a urine specimen on-site, as well as counseling and rehabilitation options for students.

Dress and Grooming (Policy 5132)

Students are expected to dress and groom themselves in an appropriate manner. Students must be dressed in appropriate clothing and protective equipment as required for physical education classes, participation in athletics, science laboratories and home and careers skills 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 encourages or advocates the use of illegal drugs, alcohol and/or tobacco;
- Any dress or appearance which advocates or encourages 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;

- **While the wearing of hats is permitted in all common areas of the school, it is the teacher's discretion whether hats are permitted in the classroom.**
- Any dress or appearance which constitutes a disruption to the educational process.

All clothing should uphold the principle of modesty. Exposure of the torso and undergarments are considered in applying the principle of modesty. The acceptability of attire will be at the discretion of the building administration. If a student does not dress in accordance with the above guidelines, he/she will be given the opportunity to change. Parents may be telephoned to bring in a change of clothing. In any case in which dress and grooming violations become chronic matter, further disciplinary action may be taken at the discretion of the school administrator.

Detention(s)

Detention may be assigned to students for infractions of school rules. When assigned, students are expected to report promptly to the designated detention area and remain until the conclusion of the assigned period. Students will always be given a minimum of 24 hours notice, but may choose to serve the detention sooner. **Detentions will not be held on Fridays.** Unless legally absent from school, students who fail to attend their assigned detention will be subject to the school's "Cut" policy.

After –School Detentions
Extended Detentions

2:00 pm – 2:30 pm
2:00 pm – 3:30 pm

Suspension from School (Policy 5144)

- A suspended student cannot participate in **ANY** school-sponsored activities for the duration of the suspension.
- A suspended student cannot come into the school building or be on Board of Education property, for any reasons, for the duration of the suspension.
- Students returning from a suspension must be accompanied by a parent or guardian for a mandatory re-admittance conference. This conference will be scheduled with an administrator on the day of return. A suspended student cannot return to school until this conference is held.

Note: when appropriate, the school administration reserves the right to assign a student an In-School Suspension. Under such circumstances, a student's social privileges are restricted, as teachers will send work down to the student to complete under the supervision of appropriate personnel in an isolated area of the building.

Reasons Supporting Out-of-School Suspension

- Students, as well as the entire school community, must recognize that unacceptable conduct will neither be condoned nor accepted in schools. New Jersey State Statutes support suspensions.
- Parents are placed directly into the problem and its solution because now the child is at home and parents must care for him or her during the suspension period.
- Parents whose children do not need disciplinary actions need know that a conscientious effort is made to foster acceptable behavior, and that serious infractions are handled with swift and just action.
- Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, administrators must uphold their legal responsibilities to ensure that students under their jurisdiction have every opportunity for success.

Off-Campus Misconduct

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

Disciplinary Procedures

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

- Warnings (oral and/or written);
- Detention (office/teacher/lunch);
- In-School Suspension (ISS);
- Out of School Suspension (Suspension from school for up to ten (10) school days);
- Suspension from school in excess of ten (10) school days;
- Suspension from school for at least one (1) year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five (45) school days;
- Placement in an interim alternative educational setting for a period of up to forty-five (45) school days, in the case of a student with a disability whose known possession or use of illegal drugs, or sale or solicitation of

the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability;

- Permanent suspension (Expulsion).

All discipline matters will be handled on an individual basis; therefore, disciplinary consequences will not necessarily follow the sequence as listed. Disciplinary consequences will be based upon the severity of the infraction, and administrative discretion may be used in the final adjudication of the disciplinary consequences.

Infractions (with Consequence References)

Level I Infractions

A Level I Infraction is defined as 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).* They include:

- *Disturbances which interferes with instruction, and/or student learning;
- *Cell Phones and other electronic devices;
- *Eating or drinking outside of lunch periods or where prohibited;
- *Hall Roaming;
- *Horseplay;
- *Inappropriate dress or grooming;
- *Inappropriate public displays of affection;
- *Tardiness to class - 1st thru 9th Period
(Note: missing more than half a period will be considered an absence);
- *Violation of Computer Use Policy (Suspension of Privileges);

Consequences of a LEVEL I infraction:

Warning (Oral/Written)
Detention (Teacher/Regular/Extended)
Parent Notification

Level II Infractions

A Level II Infraction is defined as misbehavior whose frequency or seriousness disrupts the orderly functioning of the school. They include:

- *Continued **LEVEL I** misbehaviors;
- *Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds, or at school functions;
- *Cuts: Class, homeroom, teacher detention, or administrative detention;
- *Harassment/Bullying;
- *Insubordination: failure to respond to any teacher or person having authority by not following classroom/school rules, regulation, or procedures;
- *Lewd, obscene or indecent behavior;
- *Parking Illegally: parking in visitor, handicapped, or fire zone spaces without the appropriately displayed permit;
- *Cafeteria behavior: throwing food or other non- food objects in the Commons; failure to clean up garbage from lunch tables.
- *Truancy/unauthorized absence from school;
- *Threats (verbal/physical) made towards other students;
- *Loitering in an unauthorized location;

Consequences of a LEVEL II infraction:

Detention (Regular /Extended)
 In-School Suspension
 Out-of-School Suspension
 Parental Notification

Level III Infractions

A Level III Infraction is defined as serious misconduct that often endangers the safety of students/school property and or challenges the authority of school personnel. They include:

- *Continued **LEVEL II** misconduct;
- *Continued and willful disobedience;
- *Cuts (3-6): class, homeroom, teacher detention, or administrative detention; (Note: seven (7) or more cuts will result in Out-of-School Suspension);
- *Destruction of school and/or district property;

*Endangering the safety of self/others;

*Fighting: engaging in a physical confrontation with another person.

*Forgery of notes or fraud;

*Gambling on school property;

*Intimidation, extortion or coercion;

*Leaving campus without authorization

(Note: Holmdel High School is a **closed** campus. Leaving the building without permission presents a liability. Students do not have permission to leave school during regularly scheduled class times unless they have appropriate documentation and have been signed out of the main office. No students will be granted permission to leave on a daily basis);

*Open Defiance of authority;

*Smoking – sale, use, possession or distribution of tobacco products in school, on school grounds, school buses or school sponsored activities (Court summons issued);

*Theft: unauthorized or attempted theft of personal or school property. (Note: participation in such actions, either as a lookout or by possessing the stolen property, shall be considered an act of theft);

*Vandalism or attempted vandalism;

Consequences of a LEVEL III infraction:

In-School Suspension

Out of School Suspension

Level IV Infractions:

A Level IV Infraction is defined as an act which poses 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*). They include:

*Continued **LEVEL III** misconduct;

*Activation of a false alarm, bomb threat or other disaster alarm;

*A fight which involves the use, or threatened use, of a dangerous weapon;

*Any threat (verbal/physical) or violent act made against a teacher or other staff member, as directed by this code;

*Any violent acts against another student or person in the schools or at a school function, as described in this code;

*Arson;

*Commission of conduct which constitutes a crime while on school property or at a school function;

*Drugs / Alcohol: possession, intent to sell, sale, use, or under the influence 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 at school functions- this includes the possession of drug paraphernalia. (**Note: the selling or distribution of drugs on school grounds will result in 10 days of OSS and possible expulsion**);

*Possession of dangerous or deadly weapons on school property;

*Trespassing while suspended from school.

Consequences of a LEVEL IV infraction:

Out-of-School Suspension

Parental Notification

Referral to Central Office for possible Expulsion Hearing

The Holmdel High School Administration recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences are not practicable. **Therefore, the absence of a specifically listed behavior will not prevent the administration from imposing consequences for behaviors deemed inappropriate including expulsion if warranted.** The building principal has the discretion to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to, athletic events, practices, meetings, theater productions, concerts, field trips assemblies and class meetings

In addition to the above listed consequences, students may be **excluded from school programs, including Graduation Exercises.** It is important for parents and students to understand that participation in the graduation exercises is a **privilege, and not an entitlement.**

Some disciplinary occurrences may result in a signed police complaint.

Attendance Information

Attendance Policy (Policy 5110)

Absence is a major cause of student failure. Court decisions have determined that **"education entails more than just correctly answering questions based on an examination, and extends to the self-discipline of attending class and the interaction of class participation"**

New Jersey high schools are required, BY LAW, to have regulations which limit absences from school to a number **not to exceed a specific number of days per year.**

**THE HOLMDEL TOWNSHIP PUBLIC SCHOOLS' BOARD OF EDUCATION
HAS ESTABLISHED THAT 18 ABSENCES, FOR THE ENTIRE YEAR, IS THE
MAXIMUM ALLOWED FOR A FULL-YEAR COURSE**

Course length	Maximum Absences
Full-year	18 days
Half-year (semester)	9 days

When **properly documented** the following absences **will not be counted** toward the limits listed above:

EXEMPT ABSENCES

- Religious holidays
- School related trips
- Any administrative or staff created absences such as an office appointment, guidance appointment, suspension, band and/or choral performances and the like
- Court appearances
- Four College visits are permitted with administrative approval
- Hospitalization
- Absences ordered by a physician
- Commercial transportation delays
- Driver's test
- Administratively pre-approved reasons: including, but not limited to special competitions, activities, CST, SRC, Core Team recommendations

- Death in family
- Quarantine

Family (or other) vacations taken when school is in session are not exempt and are counted toward a student's cumulative absence total.

Absence Procedures

1. Students who are absent are to have a parent or guardian call the Attendance Office at **732-946-1832 Ext 2482** prior to 7:30 am on the first day of an absence.
2. Upon returning to school after an absence, students are responsible for bringing a signed note from a parent or guardian to verify their absence. A telephone contact with a parent or guardian may be accepted in lieu of a note. If there is no parent contact the student may be considered truant.
3. Appropriate referrals will be made for students who are not following the attendance guidelines of the district. These referrals include: I&RS, alternative placements, community based health provider court system & the police department
4. **If a student accumulates ten or more unverified absences, (truancies) the school is required by law to make a referral to the local court citing the lack of attendance. This is pursuant to N.J.S.A 18A38:-27 and required by the New Jersey Administrative Office of the Courts.**
5. The school will make a reasonable attempt to notify the parents of each absence prior to the start of the next school day.
6. Attendance notification letters will be mailed out monthly with each student's current status, a copy of the districts' attendance policy, and the attendance codes.
7. During mid-terms exams and finals exams, the only absences accepted are doctor's notes and extreme circumstances approved by the administration. These acceptable absences must be presented on the day of return to school stating the dates and reasons for the absences and signed by the parent /guardian. The absences will be judge excused or unexcused at the time according to state laws governing school attendance.
8. If a student exceeds the cumulative absences allowed for a full year course (18) or for a semester course (9), a certified letter will be mailed and credit may be denied. Parents will have five school days to appeal this decision. Additional documentation may be received at this time.

Credit for Full-Day Attendance

Students must be in school **at least four hours** in order to receive credit for the day. This minimum daily attendance time is also necessary to be eligible to participate in any school activities scheduled that day or evening, events such as dances, proms, athletic events, plays and practices.

Student Illness during the Day (Policy 5141.2)

Students who become ill during the school day and who are scheduled for a class at the time of their illness must report to the teacher first 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 to be sent home. The nurse will contact parents. **Students cannot call parents directly 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 spent a class period in the bathroom will be considered as having cut the class.**

Tardiness to School

It is each student's responsibility to be on time to school (7:30 am). Students who enter the building between 7:30 am and 7:50 am they are to report directly to their Period One class and will be recorded as tardy by the classroom teacher. Students arriving to school past 7:50 am should report directly to the attendance office, where the tardy will be recorded as absence for Period One. Chronic tardiness, defined as five or more in a semester, may result in disciplinary action which could include: morning, after-school and /or teacher detentions; parent conferences; in-school suspension; and possible loss of credit for a particular course.

Early Dismissal

All early dismissals require a written parental request to be presented to the office prior to the beginning of Period One on the morning of the day the dismissal is being requested. Unless the student has driven himself to school that day, parents are to come into the office and sign their child out per Board of Education policy. Students who fail to sign out in the Attendance Office will be considered to have cut class. Even if a student's late arrival, or early dismissal, is excused, he/she is responsible that day to make up any class work

missed. This includes taking quizzes or tests, and submitting any assignments due on that day. **Emergency phone requests for early dismissal must be handled by an administrator.** It is incumbent upon the student to initiate the process through the nurse's office if he/she is ill, or through the Main Office if the nurse is not available.

Forging Parent Notes and Signatures

The seriousness of the issue of a student writing a forged note with a parental signature attached cannot be understated. Students who find short-term success in this activity usually continue the practice, leaving school or being truant, sometimes with disastrous results. Any parent, rightfully so, expects that his/her child will be in school- without exception, and any and all absences should be known to the parent. **All notes that are submitted to the office to validate an early dismissal or late arrival, an absence or appointment are checked, whenever possible, by office personnel.** It is expected that all notes will be written by the parent, but we realize that the student will, from time to time, attempt to fraudulently present a note to leave school. We will attempt to contact home or the workplace for verification.

A student who presents a fraudulent note will receive an In-School suspension. You are encouraged to call the office directly and leave a verbal message if you feel that your child is so inclined to author such a note. You may even fax a note directly (732-946-0093); the call or the fax would be appreciated, and a note to support the call will be placed in your child's attendance file.

Cutting Classes

A "cut" is an unauthorized absence from class or an assigned location while the student is present in school. **The teacher will determine if a class absence is a cut** in the following way: on the day following an unexplained absence from class (suspected cut) the teacher will ask the student for a valid excuse. If the student cannot properly explain the class absence the teacher will then write a Conduct Report stating the student cut class and send it to the Assistant Principal. Following this the Conduct Report, stating consequences, will be sent to the parent (**see infraction chart for specific consequences**).

Note: Holmdel High School adheres to a "progressive" class cut policy. Class cuts include administrative detention cuts as well as academic classes. Students will not be permitted to make up any work missed when they cut a class. Any cuts during the last two weeks of the school year will result in In-School Suspension.

Leaving School Grounds

Holmdel High School operates as a "**closed campus**" school. Students must follow proper procedures in order to leave school before the end of the day.

Simply stated, students are not permitted to leave school during regular school day hours (see infraction/discipline chart) without written or verbal (by telephone or in person) parental permission to do so. **After permission is granted, the student must still sign out in the main office. If this procedure is not followed, students will be charged with cuts for missed classes.**

Excessive Absences and Credit Loss

When a student exceeds the established limits he/she will actually be in a "NO CREDIT" status and must remain in the course until its conclusion and continue to do the required work. **A situation such as this will jeopardize a senior's graduation IF LEFT UNCHECKED. Equally, excessive early dismissals during the last periods of the day could cause, as well, a loss-of-credit situation.** The main office will monitor closely-as it has done in the past- the status of the credit and attendance patterns for at-risk students. All periods of a student's schedule are subject to administrative review, and staff members are asked to forward such information periodically. Formal warning to parents will be mailed each marking period, or more frequently, if deemed necessary, during the second semester.

By staying in the course and continuing to do the required work, the student will be eligible to take the course in an approved summer school program in order to gain credit.