

HOLMDEL HIGH SCHOOL



**STUDENT AND PARENT HANDBOOK
2023-2024**

DISTRICT INFORMATION FOR PARENTS & STUDENTS

MISSION STATEMENT

The mission of the Holmdel Township School District is to provide a well-rounded and inclusive education that empowers all students to reach their full potential and thrive. We believe that excellence comes from building strong relationships, embracing a positive attitude toward growth, overcoming challenges with determination, and celebrating our unique differences. Through teamwork and cooperation, we aim to create an environment where students can succeed academically as life-long learners and responsible global citizens.

OUR VISION

We envision a future where excellence is attained through diligent effort and a steadfast commitment to a growth mindset. We recognize the fundamental importance of positive relationships, built upon trust, as the cornerstone of our collective success. We embrace the challenge to continuously innovate, fostering an environment that nurtures creativity, and cultivates the skills required for future readiness. We hold in high regard the principles of respect, honoring all voices, and valuing every individual's contribution. Recognizing the significance of teamwork and effective communication, we strive to unite our efforts in pursuit of our shared goals. Together, we are driven to realize our aspirations and become the visionary thinkers we aspire to be.

OUR SHARED BELIEFS

- Excellence is achieved through effort and a growth mindset.
- Positive relationships built on trust are integral to our success.
- Innovation fosters creative thinking and future readiness.
- We embrace change as an opportunity for innovation.
- We treat all with respect, honor all voices, and value all contributions.
- Teamwork and communication are essential to achieving our goals.

Live **HOLMDEL**
BLUE



BE Respectful

LIVE Responsibly

UPHOLD Fairness

EMBRACE Citizenship

HHS STUDENT AND PARENT HANDBOOK

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HOLMDEL BOARD OF EDUCATION

ADMINISTRATION DIRECTORY

Holmdel High School

36 Crawfords Corner Rd
Holmdel, New Jersey 07733-0407
Main Office: (732) 946-1832 Fax: (732) 946-0093

HOLMDEL HIGH SCHOOL ADMINISTRATION

Dr. Matt Kukoda

Principal

Mr. Sean McCauley

Assistant Principal

Ms. Kaci Rizzitello

Assistant Principal

HOLMDEL HIGH SCHOOL SUPPORT

Counselor Office: (732) 946-1839

Student Assistance Counselor Office: (732) 946-1825

Nurse's Office: (732) 946-1832

Ms. Jillian Chandler

School Counselor

Mr. Joe Clores

School Counselor

Ms. Tracey Marasco

School Counselor

Ms. Nicole Wilson

School Counselor

Ms. Lori Vona

School Counselor

Ms. Jennifer Polinger

School Nurse

Ms. Cathleen Moran-Kudisch

Student Assistance Counselor

SUPERVISORS/DIRECTORS

Ms. Gwenn Lotter

Supervisor
of Math & Business
(732) 946-2121

Ms. Janine Arciero

Supervisor
of Humanities & ESL
(732) 946-2121

Ms. Alicia Killean

Supervisor of Science,
Engineering, & Technology
(732) 946-2121

Mr. Michael Casale

Supervisor of Athletics
Health & Physical Education
(732) 946-1843

Ms. Kami Goldberg

Supervisor of Special Education
(732) 946-1186

Ms. Denise Wrubel

Supervisor of Gifted & Talented/ Supplemental Programs
(732) 946-1045

Ms. Chantal Simonelli

Supervisor of World Languages
(732) 946-3409

Ms. Amanda Lamoglia

Director of Special Services

Ms. Lara Carducci

Director of Community
Programs & Transportation

Mr. Kenneth Stromsland

Director of Plant, Operations &
Maintenance

Mr. Anthony Gattini

Director of Technology

DISTRICT ADMINISTRATION

Dr. J. Scott Cascone, Superintendent

Mr. Art Howard, Assistant Superintendent, Operations And Personnel

Dr. Jessica Irwin, Director of Curriculum & Instruction

Mr. Michael Petrizzo, Business Administrator/Board Secretary

Ms. Jessica DeWysockie, Assistant Business Administrator/Assistant Board Secretary

HIGH SCHOOL STAFF DIRECTORY

<p>Business</p> <ul style="list-style-type: none">● Cohen, Elliot● Davidson, Michelle● Clark, Marissa <p>English</p> <ul style="list-style-type: none">● Fox, Alexis● Gindi, Dana● Proscia, Danielle● Bosmans, Nora● Dowd, Sean T.● Dunne, Nicole● Herman, Tom● Pharo, Karen● Touma, Steve● Zezza, Jessica <p>Health/Physical Education</p> <ul style="list-style-type: none">● Anderson, Harry● Arecchi, Chris● Bennett, Dana● Brenner, Melinda● Davis, Shannon● Emery, Debbie● Hart, Colin● O'Connor, Joe● Oxley, Michael● Vinciguerra, Megan <p>Mathematics</p> <ul style="list-style-type: none">● Berger, Adam● Bird, John● Corboy, Jennifer● Halpin, Nicole● Harrington, Adam● Moore, Micheal● Palma, Ann● Picascia, Giulia● Tran-Carrie, Maria● Vallo, John● Venturelli, Jessica	<p>Student Assistance Counselor</p> <ul style="list-style-type: none">● Moran-Kudisch, Cathy <p>Science</p> <ul style="list-style-type: none">● Blustein, Lynn● Cantwell, Megan● Chang, Kevin● Cole, Jonathan● DeFelice, Amy● Hoheb, Elizabeth● Keller, Phillip● Kinch, Ed● Lee, June● Mester, Theodore● Michaud, Suzanne● Sportelli, Claudine● Tagliaferri, Tracy● Westerweller, Amanda <p>Social Science</p> <ul style="list-style-type: none">● Cimino, Matthew● Gelpke, James● Guastella, Sal● Gurney, David● Herthel, Kimberly● Johnson, Alex● Lepore, Lauren● McBride, Sherryl● Murphy, Melissa● Rein, Amanda● Soukas, Constantina <p>Special Education</p> <ul style="list-style-type: none">● Bauter Danielle● Graham, John● Keane, Michael● Krause, Robyn● Menges, Melissa● Mulhern, Kaitlyn● O'Brien, Kelsey● Parker, Ryan	<ul style="list-style-type: none">● Roth, Ellen● Scott, Rachel● Sheehy, Elizabeth● Snodgrass MaryKaye● Tapper, Ben● Welter, Michael● Wood, Beth● Zuczek, Kaitlyn <p>Technology</p> <ul style="list-style-type: none">● Bocchino, Thomas● DeNovellis, Bryan● Mazzeo, George● Pietrocola, Robert <p>Visual and Performing Arts</p> <ul style="list-style-type: none">● DeVivo, James● Greco, Jillian● Harkness, John● Koryat, John● Mannuccia, Shannon● Montanna, Jaime● Riso, Christie● Roberts, Katrina <p>World Language & ESL</p> <ul style="list-style-type: none">● Atherley, Susan● Carney, Sean● Cogger, Laurence● Knice, Yeralis● Malolepszy, Elizabeth● Simon, Anne● Taylor, Kathleen● Wang, Yongping● Wojcik, Michelle
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MARKING PERIOD DATES AND BELL SCHEDULES

Marking Period Closing Dates

1st MARKING PERIOD - November 17, 2023 / 2nd MARKING PERIOD – January 31, 2024

3rd MARKING PERIOD – April 15, 2024 / 4th MARKING PERIOD – June 30, 2024

Block	Full day	Duration
1	7:21-8:17	56
2	8:21-9:17	56
3	9:21-10:17	56
LUNCH	10:21-11:10	49
4	11:14-12:10	56
5	12:14-1:10	56
6	1:14-2:10	56

Block	Early Dismissal	Duration
1	7:21-8:00	39
2	8:04-8:43	39
3	8:47-9:26	39
BREAK	9:26-9:46	20
4	9:46-10:25	39
5	10:29-11:08	39
6	11:12-11:51	39

Block	Delayed Opening	Duration
1	9:21-9:58	37
2	10:02-10:39	37
3	10:43-11:20	37
LUNCH	11:23-12:08	45
4	12:11-12:48	37
5	12:52-1:29	37
6	1:33-2:10	37

GENERAL INFORMATION

CHANNELS OF COMMUNICATION

Parents are encouraged to communicate directly with teachers and building-based administrators in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the “Channels of Communication”, or where to begin the communication process regarding their concerns.

Most parental questions are completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at the level the initial action was taken, with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email. (Email format: first_initiallast name@Holmdelschools.org). A phone call would be the next preferable way to communicate.

On Matters Involving Course Curriculum and Instruction

1. Classroom Teacher
2. Counselor/Case Manager
3. Curriculum Supervisor
 - Supervisor of Humanities Janine Arciero jarciero@holmdelschools.org
 - Supervisor of Mathematics Gwendolyn Lotter glotter@holmdelschools.org
 - Supervisor of Science Alicia Killean akillean@holmdelschools.org
 - Supervisor of Gifted and Talented and Supplemental Services Denise Wrubel dwrubel@holmdelschools.org
 - Supervisor of Special Services Kami Goldberg kgoldberg@holmdelschools.org
 - Supervisor of Athletics, Health and Physical Education Michael Casale mcasale@holmdelschools.org
 - Supervisor of World Language Chantal Simonelli csimonelli@holmdelschools.org
 - Supervisor of Visual & Performing Arts Sean McCauley smccauley@holmdelschools.org
4. Assistant Principal (if applicable)
5. Principal High School Main Office (732) 946-1832

6. Office of Curriculum & Instruction Jessica Irwin (732) 946-1800

On Matters Involving Special Education and Section 504 of the Rehabilitation Act

- 1. Teacher
- 2. Counselor/Case Manager High School
- 3. Assistant Principal/504 Coordinator Main Office (732) 946-1832
- 4. Principal

- 5. Director of Special Services Amanda Lamoglia (732) 946-1186

On Matters Involving Extra-curricular Activity

- 1. Club Advisor
- 2. Teacher High School
- 3. Assistant Principal Main Office (732) 946-1832
- 4. Principal

On Matters Involving Student Discipline

- 1. Teacher
- 2. Counselor/Case Manager High School
- 3. Assistant Principal Main Office (732) 946-1832
- 4. Principal

On Matters Involving Transportation

- 1. Transportation Coordinator Lara Carducci (732) 946-1847

- 2. School Main Office
- 3. Assistant Principal High School
- 4. Principal Main Office (732) 946-1832

On Matters Involving Security

- 1. School Main Office
- 2. Assistant Principal High School
- 3. Principal Main Office (732) 946-1832

- 4. Director of Safety and Security Ken Stromsland (732) 946-1813

On Matters Relating to Student Mental or Physical Health

- | | | |
|---|----------------------------|----------------|
| 1. School Nurse
Counselor/Mental
Health Services | High School
Main Office | (732) 946-1832 |
| 2. Assistant Principal | High School | (732) 946-1832 |
| 3. Principal | Main Office | (732) 946-1832 |
| 4. Director of Support Services
(Nurse Services) | Amanda Lamoglia | (732) 946-1186 |
| 5. Assistant Superintendent
(Mental Health Services) | Art Howard | (732) 946-1800 |

ATTENDANCE

Student Attendance Information

Policy [5200](#) and Regulation [5200](#): Please refer to the school district website for a detailed copy.

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 Board of Education has established that 18 days is the maximum Absences allowed for a full-year course and 9 days is the maximum Absences allowed for a semester-length course.

Course length	Maximum Absences
Full-year	18 days (54 Points)
Half-year (semester)	9 days (27 points)

Attendance points will be calculated as follows:

Board Excused Absence (B):	0 points
Unexcused Absence (N or A):	3 points
Tardy to Class (T):	1 point

EXCUSED Absences (State of NJ)

Attendance Code = "B"

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

- Religious Observances
- Take Your Child to Work Day

Excused Absences (Holmdel High School)

Attendance Code = "B"

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

- Court appearances
- Three College visits per year, for 11th and 12th grade students only. This only counts for the actual tour date. Travel time does not count as an excused absence.
- Hospitalization
- Commercial transportation delays
- Driver's test
- Administratively pre-approved reasons: including, but not limited to state/national competitions, Child study Team/Counselor recommendations. This only counts for the actual competition/event. Travel time does not count as an excused absence.
- Out of School Suspension
- Death in family

Please note: school related trips (Code = "F") and any other administrative or staff created absences such as an office appointment, counselor appointment, band and/or choral performances and the like (Code = "V") similarly will not be counted toward the limits above.

*****Proper documentation must be handed in within one week of the absence.*****

Unexcused Absences

Attendance Code = "N"

Unexcused absences are those absences not covered above and which are VERIFIED by a parent, either through an email, written note, or parent call.

Unexcused Absences Counting Towards TRUANCY

Attendance Code = "A"

Unexcused absences counting toward TRUANCY are those absences from school that are not verified in any way (either through email, written note, or parent call).

Credit for Full-Day Attendance

Students must be in school at least four hours of the school day in order to receive credit for a full-day's attendance. In order to be eligible to participate in school activities scheduled that day or evening (dances, proms, athletic events, plays, practices, etc.), a student must be present for at least four hours of the school day.

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 write a Conduct Report stating the student cut class which will then be submitted to the appropriate Assistant Principal for review and consequence.

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.

Tardy To Class (T)

Arriving after the bell without permission and/or proper approval/documentation

Reporting a Student Absence

We do require advanced notification of students' absence, preferably through the SchoolPass attendance management system, which allows parents/guardians to efficiently adjust their child's attendance virtually. Please utilize the app to notify the school when your child will be absent from school, arriving late, or leaving early. As always, you may email the [High School Main Office](#) to report an absence as well.

Illness, religious observations, and death in the family are considered reasons for excused absences from school. Vacations, visits to relatives, etc. are considered unexcused absences. Although parental permission may be granted for such absences, they are still considered unexcused absences. There are key points parents need to take into consideration when a student is taken out of school for recreational purposes. Since these absences are classified as "unexcused absences", district policy states teachers are not to issue make-up work in advance. It is the student's responsibility to catch up with all missing assignments when they return. Another major ramification is that it is virtually impossible for a student to replay the

lessons and lectures that took place during their absence. Parents need to consider the value of instructional time and should limit the absence of their son/daughter from school for non-valid reasons.

A note must be presented from the student's parent/guardian following each absence. The note should include the child's full name and homeroom, date of absence, and specific reason for the absence. Students who will be absent for more than two weeks consecutively because of illness or accident, are entitled to home instruction. Appropriate application forms are available by contacting the schools counselor/case manager. Students who are absent for more than half the school day may not participate in any after school or evening activities. Perfect attendance awards will be given at the end of the year. These awards are given for 100% attendance (no late arrivals).

Late Arrival of Students

We require all students to report to the Main Office following Block One in order to have their attendance updated in PowerSchool. Failure to do so may result in an inaccurate attendance record. This responsibility falls on the student and is not the responsibility of the staff or administration to ensure late arrivals are properly documented.

Early Dismissal of Students

We do require advanced notification of students leaving prior to the end of the school day, preferably through the SchoolPass attendance management system. Please utilize the app to notify the school when your child will be absent from school, arriving late, or leaving early. As always, you may email the [High School Main Office](#) indicating the date and time for early dismissal prior to the beginning of Block One on the morning of the day the dismissal is being requested.

Unless the student has driven himself to school that day, Parents/Guardians must enter the building to sign children out for early dismissal. Students will not be called to the office prior to parent/guardian arrival. Students who fail to sign out in the Main Office will be considered to have cut class and left campus without permission. Even if a student's late arrival or early dismissal is excused, he/she is responsible that day to make up any missed class work. This includes taking quizzes or tests, and submitting any assignments due on that day.

For your child's safety, we will only release children to parents/guardians or the parents' designee who is a responsible adult. Students will not be released to minors under 18 years

old, even if they are siblings. Early dismissals should be reserved for those appointments which cannot be scheduled out of school hours.

Students are not permitted to take a different bus other than their assigned bus. Students who are not regular walkers are not permitted to walk home without written permission from parents handed into the Main Office.

Illness In-School

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 may not 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.

BUILDING VISITORS

Visitors to Our Schools

Policy [9150](#) & Regulation [9150](#) : Please refer to the school district website for a detailed copy.

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

Threats of Violence

Threats of Violence in the Holmdel Township Public Schools, it is expected that students, staff, parents, and other visitors will conduct themselves in a manner that contributes to a safe and non-threatening learning environment. Anytime someone makes a threat of violence, immediate disciplinary action will be taken by an administrator consistent with board policy and appropriate to both the maturity of the participants and to the nature of the incident. Pending the outcome of an investigation, such action will include, but not be limited to:

- Notification of Law Enforcement Official(s)
- Notification of the Superintendent of Schools
- Parent notification and conference(s)
- Mandated psychological evaluation by an out-of-district specialist; and Removal from the learning environment.

SCHOOL CLOSING INFORMATION

In the event of a school closing, delayed opening or early dismissal due to weather conditions or other circumstances, an announcement will be made in the following ways:

- View the district website at www.holmdelschools.org
- Receive an automated phone broadcast from our School Messenger System. If you have not completed your annual student data validation please update on PowerSchool
- News 12 - NJ television station

STUDENT REGISTRATION

InfoSnap

InfoSnap is an online student registration and data validation system. It is a secure and “green” process which allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

CAMPUS INFORMATION

COMMONS AREA

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 foodstuffs 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's 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 area and/or in the "Hive".
- During the unit lunch, students may eat in the commons area, the Satz School Cafeteria and "The Hive" cafe. Students are not to wander the building. The Media Center will be open for studying.

MEDIA CENTER

The Media Center 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-Media Center loan services are also provided.

General Use of the Media Center

- The Media Center is a quiet study area open for scholarly purposes from 7:15 A.M. until 2:45 P.M. each school day.
- Books under general circulation are on loan for fourteen days.
- Reference material may be borrowed overnight only.
- Books may be returned directly to the Media Center 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 Media Center. 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 Media Center have priority use of the computers.
- The Media Center 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 and drinks are not permitted while in the Media Center.

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.

LAVATORIES

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

PERSONAL PROPERTY

We recommend that items of value remain at home. We cannot assume responsibility for loss or damage to personal property, including personally owned musical instruments, gaming

systems, electronics, sporting goods, etc. brought to school. We suggest labeling all personal property your child takes to school (i.e coats, bags, academic items). This enables identification of objects found and turned into our lost and found. Parents are also requested to limit the money children bring to school.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. It is very helpful if parents label students' school materials, including jackets and sweatshirts, so items can be identified and returned. Items not claimed will be donated at the conclusion of each marking period.

LOCKERS

Policies [5513](#), [5770](#) & Regulation [9320](#): Please refer to the school district website for a detailed copy.

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation and discipline, and to search by law enforcement officials with the presentation of a proper warrant. Pupils shall be informed of this policy when lockers are assigned. A pupil's person and possessions may be searched by school officials when there are reasonable grounds to believe illegal or prohibited substances or objects are present.

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.

MOTOR VEHICLE REGULATIONS

Policy [5514](#): Please refer to the school district website for a detailed copy.

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 buses. 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 NJ Driver's License and be a student in good standing.

Student Vehicle Parking

- Students are not to enter the parking lot area during school hours without permission.
- Students are not permitted to park in designated faculty parking areas, or in the Satz parking lot.
- Students are to park only in their 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.

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 damaged 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 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.

UNIT LUNCH AND STUDY HALLS

All students will have “Unit Lunch” (a common lunch time) in their daily schedule. Students may have chosen to include a “Study Hall” period in their daily schedule. As such, the following regulations will be in effect:

Unit Lunch

The following areas are available for students during Unit Lunch:

- Upper & Lower Commons
- Satz Cafeteria
- The Hive
- Media Center (quiet study area only)

Senior Unit Lunch Privilege

Seniors may leave campus for Unit Lunch on the days their Study Hall is either Block 3 and/or Block 4. This ensures students have the appropriate time to travel to their desired destination in a safe manner without rushing to return and placing undue risk to themselves and/or others. On school days with abbreviated and/or adjusted bell schedules, this privilege is not in effect.

for example:

Academic Block	A Day	B Day	C Day	D Day
BLOCK 3	Period 3	Period 2	Period 1	Period 4
UNIT LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
BLOCK 4	Period 5	Period 8	Period 7	Period 6

Study Hall

Students in grade 9-11 will report to the Auditorium to sign in with a building monitor at the beginning of the period. Students should remain in the Auditorium, Media Center or Hive for the entirety of the period, and will need permission from the monitor in charge to leave.

When a student’s “study hall” falls on the first academic block (7:21 am) of a school day, all students will be afforded “flex time”; however, students must still follow established entry procedures.

Academic Block	A Day	B Day	C Day	D Day
BLOCK 1	Period 1	Period 4	Period 3	Period 2

- **Freshmen Study Hall**

- Freshman will automatically be registered for a quiet study period within their schedule to optimize their academic opportunities throughout the block schedule. When Study Hall falls on the third and fifth academic block of a rotation, the student will report to the Satz Cafeteria and be required to remain in that location.

Academic Block	A Day	B Day	C Day	D Day
BLOCK 3	Period 3	Period 2	Period 1	Period 4
BLOCK 5	Period 6	Period 5	Period 8	Period 7

- **Senior Study Hall**

- Seniors will be permitted to report to any approved areas for their Study Hall period.
- When a “study hall” falls in the last academic block (1:15 pm – 2:10 pm), Senior students with driving privileges will be afforded “flex time”; however, students must still follow established dismissal procedures. Failure to observe established procedures will result in disciplinary consequences.

Academic Block	A Day	B Day	C Day	D Day
BLOCK 6	Period 7	Period 6	Period 5	Period 8

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.

EMERGENCY INFORMATION

SAFETY DRILLS

Evacuation Drills

Evacuation drills are a necessary exercise to ensure the safety of everyone in the building in the event of an unexpected emergency. All evacuation drills will be conducted at frequent intervals to insure familiarity with emergency exit procedures. Only Level II evacuation drills and lockdown drills will be announced. Therefore, any other fire signal that is sounded should be presumed to be a real fire/emergency. Please be mindful of the following points:

- Don't delay to collect possessions, leave them.
- Walk, do not run to the appropriate exit in a single file.
- Students should remain with their assigned teacher and report directly to their designated area. (These areas are located on the gym fields on the side of the building.)
- Keep quiet and be attentive as someone may have to give you special instructions.
- Move away from the building and remain quiet until you are further directed.

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

Prominently displayed throughout the school are the preferred routes of exit from various areas of the building. However, if your route is blocked, you must seek the shortest route out of the building or respond to instructions from someone in authority. As a last resort, in case of extreme emergency, exit via operable classroom 22 windows, which have been designed for this potential use. The bell at the conclusion of the fire drill is not a signal to return to the building. All staff and students are to wait for a signal from a school administrator before re-entering the building.

Fire Drills

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

Fire Exit Instructions

If you are in the hall, exit the nearest outside door. Go immediately to the grass area nearest to the door you used. Once you are outside, move to the location of your homeroom's normal fire exit area. You are to move on the grass only, avoiding any parking areas. Report to the teacher at your homeroom location.

ARRIVAL/DISMISSAL PROCEDURES

Morning Drop-Off Procedures

- Students may begin to arrive at 6:40 am. There is no supervision prior to that time.

Early Dismissal of Students

- We do require advanced notification of students leaving prior to the end of the school day.
- SchoolPass allows parents/guardians to efficiently adjust their child's attendance virtually. Please utilize the app to notify the school when your child will be absent from school, arriving late, or leaving early.
- As always, you may email the [High School Main Office](#) indicating the date and time for early dismissal prior to the beginning of BLOCK ONE on the morning of the day the dismissal is being requested.
- Parents/Guardians must enter the building to sign children out for early dismissal. Students will not be called to the office prior to parent/guardian arrival.
- For your child's safety, we will only release children to parents/guardians or the parents' designee who is a responsible adult. Students will not be released to minors under 18 years old, even if they are siblings.
- Early dismissals should be reserved for those appointments which cannot be scheduled out of school hours.
- Students are not permitted to take a different bus other than their assigned bus. Students who are not regular walkers are not permitted to walk home without written permission from parents handed into the Main Office.

Afternoon Dismissal Procedures

- All students taking the bus at regular dismissal must report to the bus lane outside Doors 6-13 to board their assigned bus.
- We cannot hold buses in order to accommodate a change of pick up.

GUARDIAN INFORMATION/RESOURCES

[InfoSnap](#)

InfoSnap is an online student registration and data validation system. It is a secure and “green” process which allows the district to verify all demographic, emergency, and medical information for students at the start of the new school year. The system will also allow parents/guardians to sign all annual permission forms related to school district policies electronically. In short, this online process replaces all the hard copy student registration and permission forms typically mailed home and returned to school.

[PowerSchool Student Management System](#)

Parents and Students may access individual student attendance and academic information through the PowerSchool Portal. Information and directions is fully described on the district website which may be accessed through the link above.

[Parent Resources](#)

The District website has a full listing with links of resources for parents.

[Child Communication \(During the school day\)](#)

To ensure the best possible academic experience for your child, we kindly request limiting non-urgent communications during school hours. Our aim is to foster an environment of focused learning and academic integrity. Please reserve direct communication with students via cell phones only for family emergencies, utilizing the Main Office or Counselor phone numbers for such instances. By reducing unnecessary interruptions, we can help students concentrate better and maintain a conducive learning atmosphere. Your cooperation and support are greatly appreciated in creating a thriving educational journey for all our students.

ACADEMIC INFORMATION

ACADEMIC INTEGRITY

Policy [5701](#): Please refer to the school district website for a detailed copy.

The Academic Integrity Policy promotes an environment of intellectual honesty, integrity, fairness, and mutual respect. This will enable pupils to continue to strive for academic excellence while promoting a sense of ethics and social responsibility.

COURSE PLACEMENT

Placement for students in grade 9-12 is done with careful consideration to the whole child. This is done with a team of professionals that work together to determine where a student will thrive in their learning environment.

CURRICULUM AND INSTRUCTION

[Curriculum and Instruction Webpage](#)

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

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

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.

PROMOTION

Policy [5410](#) & Regulation [5410](#): Please refer to the school district website for a detailed copy.

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

GRADING SYSTEM

Holmdel High School employs a numerical system (see below), and student grades for all classes are maintained through PowerSchool. Parents are asked to review the PowerSchool “parent portal” on a regular basis in order to note the teacher comments and attendance information 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.

<i>Grading Scale</i>	
GRADE	NUMERICAL EQUIVALENT
A	90-100
B +	87-89
B	80-86
C +	77-79
C	70-76
D +	67-69
D	60-66
F	59 AND BELOW

Calculation of Final Grade

FULL YEAR COURSE	
1 ST MP	22.5%
2 ND MP	22.5%
3 RD MP	22.5%
4 TH MP	22.5%
FINAL EXAM	10%
FINAL GRADE	100%

SEMESTER COURSE	
1 ST MP OR 3 RD MP	50%
2 ND MP OR 4 TH MP	50%
FINAL GRADE	100%

MP COURSE (PHYSICAL EDUCATION/HEALTH)	
1 ST MP	25%
2 ND MP	25%
3 RD MP	25%
4 TH MP	25%
FINAL GRADE	100%

Rounding of Grades:

The Board of Education (BOE) has implemented a grading policy which entails rounding marking period and final grades of .5 and above to the nearest whole number.

- For illustrative purposes: A final grade of 89.45 would equal 89 & a final grade of 89.5 = 90

Grades Associated when a Student Drops a Course

When a student drops a course that has additional weighting and enrolls in a course that has less weighting or is a different level (such as Advanced Placement to Honors), the student will carry his/her grade with them to the new class. A one-time 10-point increase will be given to that overall grade upon transfer.

Lowest Failure Grade

For Marking Period 1-3 is 50. Teachers may list a grade lower than 50, however in the final tally of Marking Period 1-3, the lowest score in the gradebook will be a 50.

ADVANCED PLACEMENT COURSE GRADING

Students who are enrolled in an AP course are expected to take the AP exam. The District will pay for the AP exams. Students who complete the course and take the AP exam will receive additional weight towards their grade that will improve their GPA according to the chart below. Students who do not take the AP exam will receive a weighted grade equal to that of an Honors Course.

Grade Points	Regular Course	Honors Course	AP Course without Exam	AP Course with Exam
A	4	5.0	5.0	5.5
B +	3.67	4.67	4.67	5.17
B	3.0	4.0	4.0	4.5
C +	2.67	3.67	3.67	4.17
C	2.0	3.0	3.0	3.5
D +	1.67	2.67	2.67	3.17
D	1.0	2.00	2.00	2.50

ACADEMIC POLICIES

Academic Integrity

Policy [5701](#) & Regulation [5701](#): Please refer to the school district website for a detailed copy.

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; and

MUTUAL RESPECT:	There will be mutual respect among teachers, students, and administrators.
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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.

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 parent has 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.

Advanced Placement Criteria and Appeals

All prerequisites for AP courses are listed in the Holmdel High School Program of Studies. 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.

Early Graduation

Policy [5465](#) & Regulation [5465](#): Please refer to the school district website for a detailed copy.

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 (excluding 12th grade students with a second study hall). With the approval of the school counselor and/or an administrator, students in all grades may carry a maximum of 43 credits (eight classes – which may include three science labs)

Electronic Communications Between Staff and Students

Policy [3283](#) and [4283](#): Please refer to the school district website for a detailed copy.

Electronic communications between a teaching staff member and a student, including but not limited to email, telephone or cell phone, text message or instant message, computer, social media or other internet platform, that is of a personal nature is considered “inappropriate” and is strictly prohibited. Inappropriate electronic communication between a teaching staff member and a student includes but is not limited to:

1. Communications of a sexual nature, sexually-oriented humor or language, sexual advances, or content with a sexual overtone;

2. Communications involving the use, encouraging the use, or promoting or advocating the use of alcohol or tobacco, the illegal use of prescription drugs or controlled dangerous substances, illegal gambling, or other illegal activities;
3. Communications regarding the teaching staff member's or student's past or current romantic relationships;
4. Communications which include the use of profanities, obscene language, lewd comments, or pornography;
5. Communications that are harassing, intimidating, or bullying;
6. Communications requesting or trying to establish a personal relationship with a student beyond the teaching staff member's professional responsibilities;
7. Communications related to personal or confidential information regarding another school staff member or student; and
8. Communications between the teaching staff member and a student that a member of the school administration would determine to be inappropriate.

All e-mails between a teaching staff member and a student must be sent or received through the school district's e-mail system.

A teaching staff member shall not provide a personal email address to any student. Communications between a teaching staff member and a student via a personal cellular telephone or text message is also prohibited. However, a teaching staff member may, with prior approval of school administration, communicate with a student using a personal cellular telephone or via text message if the need to communicate is directly related to the teaching staff member's professional responsibilities for a specific purpose such as a field trip, athletic event, co-curricular activity, etc. Any such approval for cellular telephone communications or text messaging shall not extend beyond the specific field trip, athletic event, co-curricular activity, etc. approved by the Principal or designee.

A teaching staff member shall not accept "friend" requests from any student on a personal social networking website or other Internet-based social media website. Communication

between a teaching staff member and a student through social networking websites or other Internet-based social media websites is only permitted provided the website has been approved by the Principal or designee and all communications or publications using such websites are available to: every student in the class; every member of the co-curricular activity and their parents; and the Principal or designee.

It is strongly recommended that a third-party messaging service (such as “Remind” or similar program) be used when communicating with student groups (classes, athletic teams, student clubs and/or activities). Additionally, Instagram or Twitter Accounts created for communication purposes must be in a closed format, and must include at least one building administrator.

In the event an improper electronic communication is sent by either a teaching staff member or a student, it shall be reported to the Principal or designee by the next school day. The Principal or designee will take appropriate action as necessary. Improper electronic communications by a teaching staff member or a student may result in appropriate disciplinary action.

All social media accounts (Instagram, Twitter, Facebook, Tik Tok, and all other platform) associated with clubs, sports, or activities at Holmdel High School must indicate who is responsible for the operation of the account, with one of the following delineations in the "bio":

1. This account is student-run.
2. This account is managed by the coaches/advisors.

Coaches and advisors are responsible for all content associated with their club, activity, or team.

TESTING CALENDAR

TEST	DATE	SUBJECT/GRADE
PSAT (in school)	Wednesday, October 11, 2023	Grade 10 and 11
New Jersey Graduation Proficiency Assessment	Tuesday, March 12, 2024 Wednesday, March 13, 2024	Math Grade 11 English Grade 11
New Jersey Student Learning Assessment	Monday, May 20, 2024 Tuesday, May 21, 2024 Wednesday, May 22, 2024	ELA 9 (1 unit), Science 11 (2 units) ELA 9 (2 units), Science 11 (2 units) Grade 9 in: Algebra I, Geometry, Algebra II (2 units)

FINAL EXAMS AND EXEMPTION POLICY

Final Exam Schedule

For planning purposes, here is the Final Exam Schedule for June 2024:

DATES	PERIODS
Wednesday, June 12, 2024	Periods 3 and 7
Thursday, June 13, 2024	Periods 2 and 6
Friday, June 14, 2024	Periods 1 and 5
Monday, June 17, 2024	Periods 4 and 8

Daily Exam Session 1	7:30 - 9:30 AM
BREAK	9:30 - 10:00 AM
Daily Exam Session 2	10:00 AM - 12:00 PM

Exemption Policy:

- 11th and 12th grades
 - overall average of 90 or greater before the final exam
- AP Classes (all grades)
 - overall average of 80 or greater and sat for the AP Exam

GRADUATION REQUIREMENTS

Policy [5460](#): Please refer to the school district website for a detailed copy.

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.

HONOR ROLL

Policy [5440](#): Please refer to the school district website for a detailed copy.

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.

HOMEWORK

Policy [2330](#) & Regulation [2330](#): Please refer to the school district website for a detailed copy.

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
- Video 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:

Daily Homework Grade 9-12

75-150 minutes daily

- Homework may be assigned five days each week and over weekends.
- Homework and long-term projects, except to encourage reading, **will not** be assigned with a due date of the first day back from a winter or spring recess. Long-term projects may be assigned no later than a minimum of one week before a recess period.

In general, students will have two days to make up class work and homework for every day absent from school for illness and other “excused absences.” When warranted, teachers shall make reasonable accommodations to extend time for students.

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

Policy [5200](#) & Regulation [5200](#): Please refer to the school district website for a detailed copy..

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 will have one day to make up class work and homework for every day absent from school.

- 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 circumstance.

MINIMUM CREDIT AND COURSE REQUIREMENTS

Policy [5460](#): Please refer to the school district website for a detailed copy.

To receive a New Jersey State endorsed diploma from Holmdel High School, each student must earn a *minimum* of 120 credits and a passing mark on a state-approved assessment, or equivalent. Minimum passing scores are set by the New Jersey State Department of Education.

Each year, all underclassmen 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.

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.

SUBJECT AREA	NEW JERSEY GRADUATION REQUIREMENTS	MINIMUM COLLEGE REQUIREMENTS	COMMENTS A FULL YEAR COURSE (5 OR 6 CREDITS) EQUALS ONE CARNEGIE (ACADEMIC) UNIT
English	4 years (20 credits)	4 years	
Mathematics	3 years (15 credits)	3 years Algebra I Geometry Algebra II	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 & Physical Education	4 years (20 credits)		
Visual & 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	1 semester (2.5 credits)		
Electives	(credits will vary)		These may be academic and non-academic courses.

TUTORING

Students having academic difficulty should immediately contact their teachers in order to resolve the problem. Students should first take advantage of the Extra Help Program.

VALEDICTORIAN AND SALUTATORIAN SELECTION

Policy [5430](#) & Regulation [5430](#): Please refer to the school district website for a detailed copy.

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.

Beginning with the Class of 2027, all courses a student enrolled in during their high school career will count towards Valedictorian and Salutatorian status.

TECHNOLOGY

INFORMATION TECHNOLOGY AND FACILITIES ACCESS

Policy [2360](#), [2361](#) & Regulation [2361](#): Please refer to the school district website for a detailed copy.

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 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 as per district policy.

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, students 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 media and informational services. To that end, the Board of Education of the Holmdel Township Public Schools supports and respects each family's right to decide whether or not to apply for access.

Note to Parents and Students – Holmdel High School permits its students to bring their personal electronic devices to school and to use them, with prior teacher permission, in classes for appropriate educational purposes. Students may also use their personal devices during their lunch periods, passing time between classes and in study hall periods, and before and after school. At all times, district policies and regulations regarding technology usage are in effect, and the district bears no responsibility for any loss of, or damage to, these personal devices.

INTERNET AND E-MAIL RULES

Policy [2361](#) & Regulation [2361](#): Please refer to the school district website for a detailed copy.

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), 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**

- 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

CELL PHONES AND OTHER ELECTRONIC DEVICES

Policy [5516](#): Please refer to the school district website for a detailed copy.

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 (unless teacher directed) is strictly prohibited. Cell phones should be placed in the designated area in each classroom.

Taking photographs, audio recordings 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.

STUDENT SERVICES

CHILD FIND

If your child is experiencing physical, sensory, emotional, communication, cognitive, or social difficulties, the services of the Child Study Team are available to students ages three through five and six through twenty-one years. Please contact the Office of Special Services at (732) 946-1186 x2466.

INTERVENTION AND REFERRAL SERVICES/STUDENT SUPPORT TEAMS

Intervention and Referral Services (I&RS) are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff in addressing these needs. The I&RS team meets regularly throughout the year to partner with teachers and families to address these concerns within the general education program with an emphasis on early identification and intervention. If a student's classroom teacher plans to meet with the I&RS team, s/he communicates this with a student's parents. Parents always receive notes from these meetings and are invited to attend when appropriate.

SECTION 504

[Section 504](#) prohibits discrimination against students with disabilities, including both students and staff members. It protects all students with disabilities, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Section 504 covers students who meet this definition, even if they do not need to be in a special education program.

CHILD STUDY TEAM (CST)

The Special Education department is responsible for the educational programs of all identified and classified disabled children in the district, as well as evaluating children who are believed to be in need of special education programs. The child study team makes recommendations for placement and services. If you have any questions, please contact Amanda Lamoglia, Director of Special Services at [Special Services Reference Manual](#)

CO-CURRICULAR INFORMATION

ATHLETIC ELIGIBILITY REQUIREMENTS

Policy [2431](#): Please refer to the school district website for a detailed copy.

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 30 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 15 credits (three 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.
- Please use [this link](#) to view the Holmdel High School Athletic Handbook.

Holmdel High School sponsors the following athletic teams:

Boys Athletics:

Fall: Football, Soccer, Cross Country

Winter: Basketball, Wrestling, Track, Swimming, Ice Hockey, Fencing

Spring: Baseball, Track, Tennis, Golf, Lacrosse, Volleyball

Girls Athletics:

Fall: Tennis, Field Hockey, Cross Country, Cheerleading, Soccer, Gymnastics, Volleyball, Dance

Winter: Basketball, Track, Cheerleading, Swimming, Dance, Ice Hockey, Fencing

Spring: Track, Softball, Golf, Lacrosse, Flag Football

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, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-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 60-day suspension from all activities and a 3rd offense will result in a 1-year suspension. Likewise, appropriate referrals for professional intervention will be made.

ORGANIZATIONS AND ASSOCIATIONS

Policy [5820](#): Please refer to the school district website for a detailed copy.

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 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 30 credits during the preceding school year, in order to be eligible for the first semester and must be passing 15 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 ACTIVITIES

Policy [2430](#) & Regulation [2430](#): Please refer to the school district website for a detailed copy.

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, on campus during the school day or at a school-sponsored activity (home or away), will result in a 14-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 60-day suspension from all activities and a 3rd offense will result in a 1-year suspension. 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.

STUDENT PUBLICATIONS

Policies [5721](#) & Regulation [5721](#): Please refer to the school district website for a detailed copy.

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 Equal to 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.

HEALTH SERVICES

Students with health problems are asked to report to the school nurse at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication or anything that might limit student activities at school. In the event of illness or accident, school personnel will give emergency care only. Parents are responsible for any additional care needed. Students must report to the school nurse if ill. Calling home from cell phones or smart watches is prohibited.

Health Examinations and Immunizations

Policy [5320](#) & Regulation [5320](#): Please refer to the school district website for a detailed copy.

Immunizations for certain communicable diseases are required by State law for every child entering and attending school. To assure continued protection, these immunizations must be renewed at certain intervals. When notified of any immunization requirements, your prompt action will assure your child's uninterrupted school attendance. Hepatitis B immunizations are required for all students entering Pre-Kindergarten, Kindergarten, first grade, and sixth grade.

Medications

Administering Medication(s)

Policy [5330](#): Please refer to the school district website for a detailed copy.

The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purpose of this policy, "medication" shall include all medicines contained with the Physician's Desk Reference for Prescription and Non-Prescription Medication for the particular pupil, including emergency medication in the event of a bee sting, anaphylaxis, etc.

Before any medication may be administered, the Board requires the written request of the parent/guardian who will give permission for such administration and relieve the Board and its employees of liability for administration of medication. Any medications, including OTC ones (Advil, Tylenol) cannot be given without a doctor's order.

- Name of medication;
- Purpose of the medication;

- The dosage;
- The time at which or the special circumstance under which medication shall be administered;
- The length of time for which medication is prescribed;
- The possible side effects of the medication;
- All medications whether prescribed or over the counter shall be administered by the school nurse, the parent/guardian, or the pupil himself/herself where the pupil's physician so permits and/or the school nurse is present;
- Medications shall be securely stored and kept in the original labeled container;
- The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage, timing of medication, and a notation of each instance of administration;
- All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;
- A student may self-administer medication for asthma or other life-threatening illnesses.

Management of Life-Threatening Allergies

Policy [5331](#) & Regulation [5331](#): Please refer to the school district website for a detailed copy.

The Holmdel Township Board of Education acknowledges that it is difficult, if not impossible, to completely avoid all allergy-causing foods or other life-threatening allergens because they can be hidden or accidentally introduced. Therefore, the Holmdel Township Board of Education does not support a ban on any particular allergen. School employees should cooperate to form a safety net around those children at risk for a life-threatening allergic condition. While the school nurse is ultimately responsible for planning the coordination and management of students who have life-threatening allergies, each stakeholder shares in the responsibility of minimizing their risk of exposure to potentially life-threatening allergens.

Lice/Nits-Pediculosis

Any child found with Pediculosis (lice/nits) will be dismissed from school immediately. It is recommended the pediatrician or family doctor be consulted. Information on the cleansing

procedure is available from the School Nurse. Prior to being readmitted to school, the parent is to bring the child to the School Nurse. She will examine to make sure treatment has been given. Even after treatment, nits (eggs) can remain. Recheck your child for seven days after treatment.

Students With a Fever

Students who are home ill and have a fever or leave school earlier due to illness and fever are not permitted to return to school until the temperature is under 100.0 without the use of medication. Any student over 100.0 will also be sent home and must be picked up immediately by a parent or adult on the child's emergency card.

Emergencies

In cases of medical emergencies, the district will call the nearest ambulance service and make every effort to immediately contact the parent/guardian in order to facilitate necessary care.

Changing Emergency Contact Information

Contact your child's counselor to update emergency contact information.

At the beginning of each school year the parent/guardian is requested to update a student emergency form/card on [InfoSnap](#) which can be accessed through the Parent Portal. It is extremely important for the child's welfare that at least two people be designated as alternates who are available. It is important that emergency telephone numbers be kept up-to-date. Please notify the school immediately of any changes. In the event of illness, parents will need to make arrangements to pick up their child at the discretion of the school nurse. Changing emergency contact information

ILLEGAL SUBSTANCES

Illegal Substances In accordance with applicable New Jersey statutes the Board of Education prohibits the use, possession or distribution of any drug or chemical by students, staff or others. For the purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes.
- All chemicals that release toxic vapors as defined and prohibited in New Jersey Statutes.
- All alcoholic beverages.
- All anabolic steroids.
- Any prescription drugs, except those for which permission for use in school have been granted pursuant 27 to Board policy.

Board policy dictates that students are not permitted to smoke at any time in school buildings, or anywhere within school boundaries, or on school buses, or when on a school-sponsored trip or activity off school premises. Use and/or possession of tobacco-related products in any form (including e-cigarettes or vapes) is prohibited; violation of this policy will result in disciplinary consequences in accordance with the student code of conduct. Additionally, use and/or possession of tobacco-related products in any form (including e-cigarettes or vapes) by anyone at any school function or on school grounds under Board of Education jurisdiction is prohibited.

COUNSELOR SERVICES

COUNSELOR CONTACT & INFORMATION

School Counselors

As fully as possible the Counselor Services Program will provide the information needed by students and parents/guardians to make informed decisions. The Holmdel Counselor 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 Counselor 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 Counselor Services program to parents/guardians and the community.
- be proactive in identifying and providing services to special needs populations including, but not limited to, gifted and talented, at-risk, special education, limited English proficient, and disaffected.

WITHDRAWAL FROM A COURSE

Students may withdraw from a course, providing school policy with regard to course termination is followed; Students withdrawing from a course must complete the course termination request form in Counselor Services and must receive approval from parent, teacher, department supervisor and counselor before withdrawal from a class.

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/CUTS	LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES/CUTS REVIEW COURSE FOR THE PURPOSES OF PLACEMENT ONLY*
Prior approval from Counselor	Prior approval from Counselor	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.

As of June 1, 2023, Working Papers for minors have gone digital. Minor workers, their caregivers, and employers all fill out their respective parts of our streamlined online application instead of using the old paper form. [Click here](#) to download a handout explaining the new process.

STUDENT ASSISTANCE COUNSELOR

The Student Assistance Counselor is employed by the Holmdel Township School District to help students with any problems and/or issues that fall outside of the normal academic counseling services provided by the school. In addition, the student assistance counselor is trained to assess and intervene with students who have problems due to drug, substance, and/or alcohol abuse. All counseling services are strictly confidential and are protected by Federal Government Regulation. Students may be referred to the student assistance counselor by teachers or parents. Students may also refer themselves. Support groups for students who come from chemically dependent families, for those experiencing problems due to divorce/separation, and for students involved in substance-abuse recovery are typically offered by the Student Assistance Counselor. Short-term group work, such as the development of coping and decision-making skills, and the improvement of self-esteem will be facilitated as needed. Other needs may be referred to available clinics and or agencies.

STUDENT ASSISTANCE HELPLINE

The Monmouth County's Youth Hotline, The 2nd Floor, is a place for you to call any day from 9am to 12 midnight. It's free and it's safe. It's your call. 1-888-222-2228. This toll-free hotline consists of volunteer staff to assist you with daily life challenges. Such topics that teens contact the helpline for are to discuss peer and family relationships, communication issues, bullying challenges, self-esteem and self image concerns. You can talk about whatever is on your mind, which can help you feel better. Sometimes it's easier to speak with someone you don't know. They won't tell anyone you called, unless you want them to speak to someone for you, or you or someone else is in danger.

LIFELINES: SUICIDE PREVENTION

Policy [5350](#) & Regulation [5350](#): Please refer to the school district website for a detailed copy.

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

School personnel will be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs, or the report of such signs from another student or staff member, will be taken with the utmost seriousness and will be reported immediately to the Building Principal, who shall notify the student's

parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

Additionally, teaching staff members will receive training in suicide prevention, provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

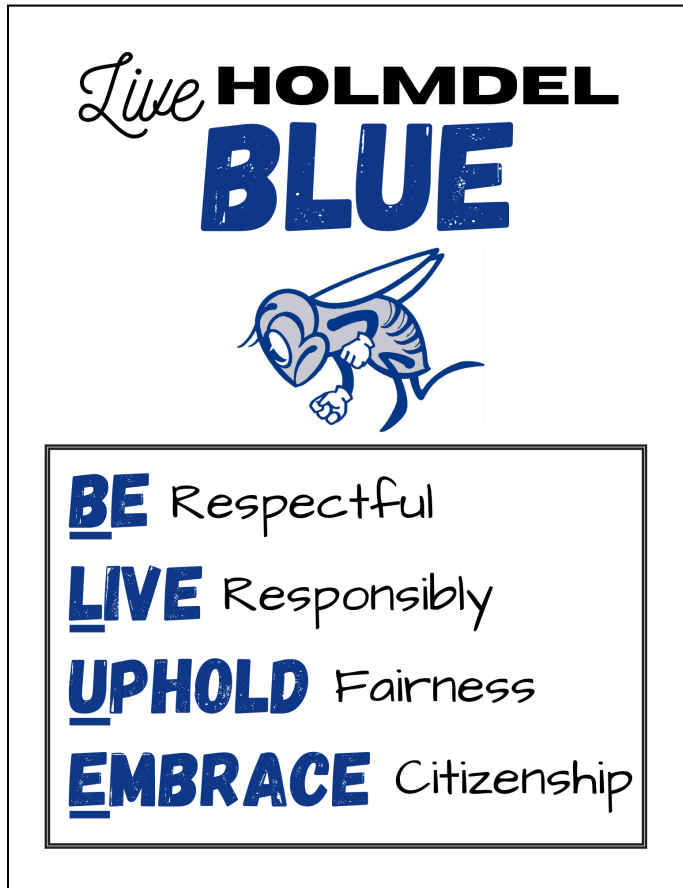
Lifelines Suicide Prevention is a comprehensive program designed to educate and equip our staff with the necessary knowledge and skills to recognize the warning signs of suicide and take appropriate action. The goals of this training are to raise awareness, reduce the stigma associated with suicide, and to provide resources for supporting individuals who may be at risk of suicide. By implementing this program, our district is taking a proactive step towards creating a supportive and caring environment for the well-being of all students.

STOPIT

STOPit is a mobile app and web-based platform developed by STOPit Solutions. It is primarily used as a reporting and intervention tool to address and prevent various issues, such as bullying, harassment, and inappropriate conduct. The app allows individuals to submit anonymous reports about incidents they witness or experience, promoting a safe and confidential way to share concerns. The platform serves as a valuable resource for our district in our effort to foster a culture of accountability, deter negative behaviors, and create safer environments for everyone involved.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

The goal of the Positive Behavioral Interventions and Supports (PBIS) committee is to foster the development of well-rounded individuals who exemplify the six pillars of character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. We strive to create an inclusive and nurturing environment that promotes the growth of each student's character, academics, and personal potential. By working together to create a tiered-framework to support all students, the PBIS team is committed to creating a positive, equitable and safe learning environment where everyone thrives.



NONDISCRIMINATORY/AFFIRMATIVE ACTION

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

**Art Howard
Holmdel Township Board of Education
65 McCampbell Road
Holmdel, NJ 07733
(732) 946-1800 ext. 6023**

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.

EQUAL OPPORTUNITY

[Policy 5750](#) & [Regulation 5750](#) Please refer to the school district website for a detailed copy.

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

An affirmative action/equity program shall be a part of every aspect of employment not limited to but including upgrading; demotion or transfer; recruitment or recruitment advertising; renewal or nonrenewal; layoff or termination; rates of pay or other forms of compensation including fringe benefits; employment selection or selection for training and apprenticeships; promotion; or tenure. The board designated affirmative action officer shall identify and recommend correction of any existing inequities, and any that occur in the future

CODE OF CONDUCT

The Holmdel Township Public Schools strive to ensure that the physical and mental health, safety and welfare of pupils in its schools will be protected, and provide an orderly environment conducive to learning. Therefore, the Holmdel Township High School has established this document to provide clear standards for student behavior and consequences should infractions occur. Repeated violations or a pattern of inappropriate behavior will result in greater consequences.

Holmdel High School Code of Conduct