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HOLMSTEAD SCHOOL

PHILOSOPHY

Holmstead School was conceived and designed to serve as an extension of the public school system in New Jersey. The school continues to meet the educational needs of bright adolescents who, for a variety of reasons, have not been able to be educated effectively by the public school system.

The school further intends that these students shall be provided with an intensive, individualized educational program. All services necessary for the education and rehabilitation of the student are provided.

The school requires members of the staff to work in concert with the child study teams and concerned agencies for the benefit of the student.

The school recognizes that student problems cannot be effectively diminished without working closely with the whole family. Parents play an integral part in the initial interview, in planning the Individual Educational Plan, and are kept informed of progress.

Holmstead School desires not only to provide an excellent multi-disciplinary, educational and clinically sound program for individual students, but also to serve as a model for innovative and flexible education for these adolescents.

STATEMENT OF CONFIDENTIALITY

Any and all board policies and administrative procedures will comply with New Jersey statutes and state board of education regulations currently in force. The intent of these policies and procedures is to fulfill Holmstead School's legal responsibility regarding pupil record access, security and confidentiality maintained by this agency.

DISCRIMINATION POLICY

Holmstead School, in compliance with P.L. 94-142, assures that all students referred to the school have available to them an appropriate public school education which emphasizes specific educational and related services designed to meet their unique needs. Holmstead School assures that the rights of these students and their parents or guardians are protected, assists state and local agencies in providing for the education of classified students, and assists in assuring the effectiveness of efforts to educate them.

Holmstead School, in compliance with Section 504 of the Rehabilitation Act of 1973, and by its practices, assures that no handicapped individual in the United States, as defined in this act, shall be excluded from employment opportunity or program accessibility solely by reason of race, color, sex, creed, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program of activity receiving federal financial assistance.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

At Holmstead each day, a student or staff member leads the school in the pledge of allegiance to the flag of the United States of America. Anyone opposed to the pledge or salute may abstain from these ceremonies, but agrees to stand/sit quietly and respectfully.

BULLYING

In compliance with NJAC 6A:16-7.7, NJSA 18A:37-13-17, NJSA 2C: 16-1, Holmstead School prohibits acts of harassment, intimidation or bullying. Holmstead School believes that all students are entitled to work and study in a school-related environment that is free of harassment, intimidation and

bullying. Our mission is based on a philosophy of deep respect for the inherent worth of each individual, regard for the environment, and belief in the capacity for personal change. We commit ourselves to forming relationships with people so that each person may experience a sense of belonging, dignity and hope. It is through relationships that students and staff grow in self-understanding and self-esteem. Each person has the right to self-determination. Therefore, a safe and civil environment in school is necessary for our students to fulfill this mission and to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and our ability to educate students in a safe environment, and therefore will not be tolerated.

SEXUAL HARASSMENT

Holmstead students have the right to attend school daily in an atmosphere of respect. The school environment is free of discrimination, intimidation and ridicule. Students are required to respect the physical space of others and their right to privacy. Any sexual harassment, whether explicit, implied or even subtle, including unwelcome verbal or physical conduct of a sexual nature is strictly prohibited. Sexual comments, suggestive language or posture, inappropriate physical appearance, or making physical contact in a way that might make another person feel uncomfortable are examples of that which will not be tolerated.

THE PROGRAM

Holmstead School is in session from 8:20 a.m. to 2:15 pm. daily. The school calendar consists of 180 days in session. All required days, holidays and vacation days, as well as early dismissals, are reflected.

Students are required to take an active part in the planning of their schedules by selecting courses which teach college preparation skills and provide career development experiences.

Incorporated into the school day is a one-hour time slot called recreational arts. Participation in recreational arts is mandatory and students receive a grade on their report cards which reflects their involvement, cooperation, and behavior rather than their skill level.

Classes at Holmstead indicate that the ratio between students and teachers is in compliance with state mandates.

Many classes at Holmstead are as small as four, five or six students with one teacher. Math and foreign language classes are specifically smaller because it is clear that individualized instruction in these content areas promotes a greater degree of success. Holmstead students are scheduled in classes which have no more than the mandated state requirements for class size and age span. In the unlikely event that it would be necessary to exceed the mandated class size or age span for any reason, county office approval in the form of a waiver would be requested.

SCHOOL CALENDAR

The Holmstead calendar reflects 180 days of academic instruction. The calendar indicates when school is closed for holidays and teacher conferences and incorporates three extra days in the event that inclement weather prevents opening.

Students attend six classes of academic instruction daily, each of which is forty minutes in length. This schedule is exclusive of physical education and lunch.

CURRICULUM

It is the policy of Holmstead School to present course offerings, master schedule and course outlines to the Board of Trustees for annual approval of curriculum. The curriculum addresses all areas of content taught at Holmstead. Regularly held department meetings under the direction of the supervisor of instruction analyze the scope and sequence of subject areas. Instructors, department chairpersons and the supervisor of instruction discuss course continuity, consistency and integration. This ensures the interdependence of academic discipline necessary in a departmentalized program for college bound students.

NEW JERSEY STUDENT LEARNING STANDARDS

Courses at Holmstead reflect the infusion of the N.J. Student Learning Standards for the particular subject area as well as an integration of technology, literacy, career education and consumer, family and life skills standards.

Teachers are required to write curriculum maps as well as goals and objectives which are included in each student's IEP. Instructional strategies from the student IEP are integrated into the teacher's daily lesson plan.

FAMILY LIFE EDUCATION CURRICULUM

Any pupil whose parent or guardian presents to the director a signed statement that any part of the instruction in health, family life education or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and there will be no penalties as to credit or graduation. Mutually agreed upon alternative assignments will be completed.

LENGTH OF SERVICE

Students at Holmstead who are experiencing both academic success and behavioral growth are encouraged to remain in the program through their senior year. At that time, diplomas are issued by the sending district, and certificates of completion are issued by Holmstead School. The average stay is two years.

Occasionally a student who is functioning successfully requests a return to his/her public school. Discussions are held to ascertain whether there has been positive change that would predict success in the public system. This is important because students generally find that mainstreaming results in a return to the set of conditions which initially necessitated an out-of-district placement. If the student continues to request a return to the sending district, teacher input is essential and a meeting may be called during which professionals, parents, and the student explore considerations relevant to placement. Continuing to find success in accordance with the Individual Educational Plan remains the most important goal.

PARENT TEACHER MEETINGS

Parent meetings are scheduled throughout the school year including a Back-To-School Night format. Parents are encouraged to participate in panel discussions and presentations by guest lecturers. Letters explaining the format for the evening are mailed to parent or guardian two weeks prior to the meeting. Also, a reminder email and phone call are sent in advance. Occasionally students are invited to accompany parents to meetings geared to their needs.

PARENT SUPPORT GROUP

Parent Support Group meetings are held once per month at 7:30 p.m. Two Holmstead clinicians facilitate round table discussions of pertinent issues which relate to parents and teenagers.

RELATED SERVICES

SCHOOL NURSE

The school nurse dispenses medication if prescribed for a student during the school day, teaches health classes, meets with students regarding as needed health concerns and facilitates an annual screening.

PSYCHOLOGIST

Holmstead students are scheduled to participate in individual or group counseling. Sessions uphold confidentiality in order to build trust. Holmstead School clinicians provide referral information to parents regarding family counseling when necessary.

SOCIAL WORKER

The social worker meets to offer support and assistance with home and school problems to students during scheduled sessions. Community programs, crisis intervention, family services as well as drug and alcohol counseling are available through the social worker.

SAC – STUDENT ASSISTANCE COUNSELOR

Groups facilitated by a student assistance counselor are held each week to address issues of concern to those students who need support to remain substance abuse free.

LEARNING CONSULTANT

The learning consultant reviews each student's CST evaluations and IEP, then assists instructors in implementing the educational and emotional goals and objectives contained therein. If a student exhibits difficulties hindering his/her smooth transition into the classroom, the learning consultant meets individually with the instructor to ascertain the nature of the difficulty and suggests teaching strategies and/or modifications to the curriculum. The learning consultant is available to meet individually with the student to suggest learning strategies and to remediate weaknesses.

COMPUTER AND INTERNET ACCESS

Students and parent or guardian are required to sign an Acceptable Use Policy governing the use of school technology, and responsible for the use, care, and safety of school electronic devices. After a student signs the contract, they are given an e-mail address which may be used until the student leaves Holmstead. Teachers have designed lessons that incorporate the use of this technology with respect to 21st century College, career, and technology skills, therefore promoting digital citizenship, and reserve the right to shut down these devices if deemed inappropriate.

PSAT / SAT / ACT

Juniors are required to take the PSAT's which are offered each October. Sophomores are encouraged to also take the test. The SAT is given at Holmstead only to those students who have been approved by the College Board for 100% extended time. Students may also be eligible to take the ACT at Holmstead.

STATE TESTING

Students are required to participate in mandated state testing as required for graduation. Holmstead is an approved site for state testing.

TRANSITION

All students I.E.P.'s reflect transition planning. In addition to district services, Holmstead provides both group and individual career counseling and college planning sessions. Assemblies and speakers at parent/student meetings are held to help students to be aware of the various special services and resources that are available to help in their post-graduate transition to college or vocational training programs.

TRANSCRIPTS

Transcripts are kept with the child study team. All requests for records or transcripts to be sent to colleges, hospitals or other agencies must be directed to the child study team liaison as per New Jersey Public Law 94-142.

EDUCATIONAL PLANNING AND ASSESSMENT

PARENTAL INVOLVEMENT

Notification to parents of their participation in the annual review conference remains the responsibility of the Local Educational Agency (LEA).

The Holmstead School secretary makes ongoing efforts to remind the LEA's to give written notice to parents in order to encourage their participation and consent in the annual review of the student's individual educational plan. Copies of letters from the LEA verifying and confirming appropriate notification for re-evaluations and annual reviews are kept in Holmstead student files. In the event that LEA's fail to notify parents of important meetings, Holmstead staff makes efforts to contact by telephone. When follow-up appointments are appropriate, parents are notified in writing with confirmation telephone calls. Group parent meetings and individual student progress meetings as needed throughout the school year provide opportunities for parents to maintain regular contact with Holmstead School.

It is the policy of Holmstead School to work cooperatively with the LEA and parents when a district board of education:

1. Changes the classification, evaluation or educational placement of the student.
2. Requests consent to conduct an evaluation.
3. Schedules a meeting to determine related services or to develop an individualized education program
4. Approves or denies the written request of the parent to change the classification, evaluation, or educational placement of the student.

It is the policy of Holmstead School to assist the LEA when taking steps to ensure that the parent is given the opportunity to participate in the evaluation of the student, the determination of the student's eligibility for special education and/or related services, the development of an individualized education program according to N.J.A.C. 6:28-3.6, and the annual review.

INDIVIDUAL EDUCATIONAL PLAN

The Individual Educational Plan, known as the I.E.P., is a written plan of instruction for the student, completed in accordance with the regulations of the New Jersey State Department of Education. This document must be prepared at the time of the student's acceptance to Holmstead, and continues to be updated and revised for the duration of the placement.

ANNUAL REVIEW

Following acceptance, students are assigned to a teacher who represents them at their annual review meeting. At that time, progress is reviewed and plans are discussed for the upcoming school year. In the spring of each school year, or on the anniversary of acceptance, the director, child study team, parents, supervisor of instruction, a teacher representative, the student, and when appropriate, a therapist, meet to review the individual educational plan. A determination is made regarding the achievement of goals. Long and short-term goals are determined for the upcoming school year. The student's presenting problem is listed, present level of functioning is discussed, credits are reviewed and September courses are selected. Academic, behavioral, social, personal and career goals are projected. Student input is considered extremely valuable, and Holmstead pupils are encouraged to participate in decisions which best meet their needs. Case managers discuss transition plans at the annual review meeting. In addition, Holmstead School is open to observation at all times to the representatives of the sending district board of education and of the Department of Education.

ACADEMIC ASSESSMENT

CONTRACTS

Contracts, reviewed with and approved by the student, list his or her individualized academic and emotional goals. They enable teachers to keep an accurate account of the student's daily performance. This aids in clarifying for both student and teacher the requirements which are or are not being met and provides a reference for goal-setting from week-to-week. Students meet with a teacher/advisor who acts as a liaison to monitor contract feedback, encourage self-advocacy and discuss strategies for positive progress. Teacher feedback, assessment and rating of work and behavior are reviewed. It is the purpose of these contracts and advisor meetings to be a guide for future endeavors as well as a record review of current performance. Parents may provide an email address to receive contract feedback.

HOMEWORK POLICY

Teachers assign homework according to a schedule prescribed by the supervisor of instruction. Students must comply with the schedule of homework as it is assigned. Homework completion is noted by each teacher on class contracts. Course grades incorporate homework credit or lack thereof. The school acknowledges achievement in this area with quarterly special lunches.

QUARTERLY REPORTS

Teachers address the academic, social and behavioral progress of students each quarter. These summaries are mailed to child study teams with academic grades and a record of attendance. Copies are placed in the students' files. Reports provide the child study team with complete and up-to-date information regarding student progress.

GRADING POLICY

Grades reflect both an academic and behavioral assessment. There is allowance for individualizing grades, (e.g., academic - 40%, behavioral - 60%, 50%/50%, etc.)

EXCUSED ABSENCES

Course work missed during excused absences can be made up. Although a student may make up the required written work, the lack of class participation should be reflected in the academic grade as follows:

- 25% absences (10+) may be penalized by $\frac{1}{4}$ grade, i.e., A becomes A-
- 50% absences (20+) may be penalized by $\frac{1}{2}$ grade, i.e., A becomes B+

Only students who have a doctor's documentation or are classified as other health impaired can receive full credit for excessive absences above 10 days. If the make-up work is **NOT** completed, the grade will be lowered as follows:

General rule:

- Students with excused absences which exceed 25% of class days in a quarter (10+) - grade will be lowered $\sim \frac{1}{4}$ grade, e.g., A becomes A-.
- Students with excused absences which exceed 50% of class days in a quarter (20+) - grade will be lowered one half grade, e.g., A becomes B+.

UNEXCUSED ABSENCES AND SUSPENSIONS

Course work missed during unexcused absences and suspensions can be made up. Students receive a zero for the day which is averaged into cumulative grade as follows:

General rule:

- Five unexcused absences drops grade $\frac{1}{2}$ point, e.g., A becomes B+.
- Ten unexcused absences drops grade 1 point, e.g., A becomes B.

REPORT CARDS

Reports cards are prepared four times per year and are mailed to the parent or guardian and child study team.

MARKING SYSTEM

A	(4.0) = 100-95	3.8 Distinguished Honors
A-	(3.66) = 94-90	
B+	(3.33) = 89-87	3.5 High Honors
B	(3.0) = 86-83	3.2 Honors
B-	(2.66) = 82-80	
C+	(2.33) = 79-77	
C	(2.0) = 76-73	
C-	(1.66) = 72-70	
D+	(1.33) = 69-67	
D	(1.0) = 66-63	
D-	(.66) = 62-60	
F	(0.0) = 59-0	

ACADEMIC PROBATION

In order to adhere to its standard of academic achievement, Holmstead encourages its students to maintain the motivation to pass their courses for the year and to cooperate with the academic requirements of each subject. Therefore, students who fail two or more courses will be placed on academic probation for the following marking period. Parent or guardian and child study teams are notified immediately.

EXAMINATION & EXEMPTION

Final examinations are given in each subject in June during the final week of classes.

Exemptions are based on the philosophy that the motivated student who achieves a high standard of excellence during the entire school year deserves the privilege of being excused from the final exam. To qualify, a student must achieve an 'A' grade for each of the preceding three marking periods. One 'A-' is allowed. The subject teacher has the option to withhold the exemption from any student.

STUDENT ACTIVITIES

STUDENT COUNCIL

At the beginning of each school year, students elect student council officers. Students may nominate themselves or may be nominated by their peers for each office. The winners of the elections hold offices of president, vice-president, secretary or treasurer for the entire year and are responsible for carrying out the duties of the office. Regularly scheduled luncheon meetings with the director, principal and advisors are held to discuss class activities and fund raising.

FIELD TRIPS

Teachers sponsor field trips throughout the year in conjunction with the content of their courses. Only those students who have completed all academic course work may attend. Worksheets relating to the trip must be completed by attending students. Assignments for students who do not attend the trip are provided by the teacher. Breaks during field trips follow the same time schedule as the breaks during a typical school day. A blanket permission slip for the upcoming school year is mailed to parent or guardian during the summer break. If a parent or guardian contacts the school to refuse permission for the student to attend a specific trip, the student must come to school on that day to attend classes. Students understand that they will be supervised at all times during the field trip. Anyone who chooses to separate from the group will receive consequences which may include the need for a substance abuse evaluation. Occasionally, trips to Broadway or the annual Six Flags trip will warrant special permission slips, as students will need rides home after school hours.

YEARBOOK

Holmstead School's yearbook, *Renaissance*, is distributed at the spring award ceremony each year. This project is monitored by staff members and is an ongoing activity throughout the school year. Yearbook costs are announced during the spring semester.

NEWSPAPER

The school newspaper, *The Gazette*, is written by the students under staff direction. Included in each issue are school and sports events, personality profiles, political opinions and movie reviews.

LITERARY MAGAZINE

The literary magazine is an annual publication that is distributed in May. The contents are written and arranged by the students under the direction of a staff advisor. This collection contains the finest in student poetry, essays and short stories.

TEEN ARTS NIGHT

In May of each year, students participate in an evening which gives them the opportunity to exhibit art, photography, crafts, as well as literary and classroom projects. The evening includes performances by music and drama students. Parents and family members are invited to join in celebrating a year of hard work in a variety of areas.

SPRING FLING

Every year the Spring Fling is held on the Thursday evening before Memorial Day. All students may attend this formal dance event that is held at a local social venue.

ACADEMIC & SPORTS AWARD CEREMONY

Each spring, awards are given to students who show exceptional achievement in course work or during recreational arts. Parents of the recipients are invited to the ceremony which precedes Teen Arts Night, and is followed by a reception.

HONOR ROLL LUNCHEON

Students who achieve a GPA of 3.2 or above receive a letter of invitation to a quarterly luncheon.

HOMEWORK LUNCHEON

Students who show exceptional completion of weekly homework are invited to order a special lunch at the completion of the academics quarter.

SENIORS

SCHOOL RINGS

Once each year, a representative from the Josten Company comes to Holmstead to take orders for school rings. A Holmstead ring is available to all students who wish to make the purchase.

DIPLOMAS

The student's child study team is responsible for issuing the student's diploma upon completion of the state-mandated course of study. Seniors may choose to participate in district commencement exercises as well as closing activities at their high school. Arrangements are made in advance with the child study team. Certificates of completion are issued at the Holmstead commencement.

GRADUATION

Each June, Holmstead holds its annual commencement. Seniors invite family and friends to attend. At the ceremony, seniors are presented with certificates of completion and awards are given to students for academic, personal, and athletic achievement. Caps and gowns are worn at graduation. Appropriate clothing (dress pants, white shirt with tie, dress) and shoes are to be worn underneath the graduation gown. A reception follows the ceremony.

TRANSCRIPTS

Transcripts reflect a completed course of study from Holmstead School. Parent or guardian is informed that signed requests for release of transcripts and/or student information, must be sent directly to the child study team. Quarterly grades are sent to the child study team. It remains the responsibility of the team to compile transcript grades and release transcripts in the event that they are necessary for admission to college or when pursuing employment.

HOLMSTEAD AWARDS

Each year at graduation exercises, students are honored for outstanding achievement in a number of areas. The following awards may be included at this time:

ACADEMIC ACHIEVEMENT AWARD

The Academic Achievement Award is given to the senior and the underclassman who have achieved the highest cumulative average of three marking periods of the present school year, and the fourth marking period of the preceding year.

DIRECTOR'S AWARD

The Director's Award is given to the student who makes efforts to keep lines of communication open among students and the administration and who assists in making the operation of the total program smooth for staff as well as students.

FACULTY AWARD

The Faculty Award is given to the student who assists in making the classroom conducive to learning by encouraging supportiveness among students so that positive exchanges will occur in response to course material.

CONTRIBUTION AWARD

The Contribution Award is given to the student who voluntarily gives their time and effort in various ways for the betterment of the school environment.

PERSONAL ACHIEVEMENT AWARD

The Personal Achievement Award is given to the student who has used their own inner strength to mature emotionally in such a way that self-confidence has grown, feelings have become positive and self-image has improved.

JANE A. KUNIHOLM MEMORIAL AWARD

The Jane A. Kuniholm Memorial Award was named in memory of the founder of Holmstead School. This award is considered to reflect the greatest level of achievement each year. It is given to the student who uses the overall program to the fullest extent. By taking advantage of the services available, by participating in the activities which are offered, by fulfilling all requirements, and by testing one's abilities to the maximum both in and out of the classroom, this student best exemplifies the original intent of the Holmstead program. The recipient of this award is truly someone who not only learns, but also responds to the challenge of learning, by coming to know oneself and also by learning to like oneself.

STUDENT POLICIES

The rules governing Holmstead School are few, but adherence to them fosters an environment in which students receive maximum benefits from the educational opportunities offered. Holmstead School provides an atmosphere which is conducive to learning. It is therefore necessary for students to assume certain responsibilities. They are not permitted to infringe on another's rights; they are not permitted to damage or illegally acquire another's property; they are not to cause bodily harm to another; they are not to deliberately offend.

Students are expected to:

1. Respect fellow students, teachers and administration.
2. Follow rules and regulations.
3. Communicate with others to smooth their progress through each school day.
4. Work to eliminate the use of fighting as a solution.
5. Demonstrate respect for Holmstead School and for school property.
6. Cooperate to support Holmstead activities and organizations.
7. Display sportsmanship.
8. Have reverence for their own beliefs and respect those of others.
9. Refrain from excessive complaining about the problems in their school by working to improve the program.
10. Obey all community, state and federal laws.
11. Refrain from use or distribution of intoxicants and illegal drugs while on school property or in connection with any school activity.
12. Refrain from gambling on school property.
13. Adhere to all regulations governing parking on school property and senior driving to school.

PUPIL ATTENDANCE POLICY

All students must be in school by 8:30 a.m. When a student is late without a written excuse, the student will receive individual consequences.

Holmstead School requires that students be present daily in order that they may receive instruction in accordance with their Individual Educational Plan. Parent or guardians are asked to call by 9:15 a.m., in order to excuse their son/daughter. Parent or guardian is contacted daily when a student does not report to school. Any student that leaves school before 10:30 is considered absent for the day. Following the fifth day of absence, the child study team of the local school district is sent written notification. Sending districts receive written notification in the event of a student's habitual tardiness. Further action may be taken regarding excessive absence if the parent or guardian does not provide appropriate explanation for non-attendance, e.g., illness, death in family, and so forth. Absences may negatively affect grades.

EXCUSED ABSENCES

Parental permission is required to excuse a student from school. After three days of absence a doctor's note is required upon return. It is strongly recommended that students see each teacher upon return in order to complete assigned work missed during absence. There is an academic penalty when a student accumulates more than 10 excused absences.

UNEXCUSED ABSENCES

When a parent has not given an acceptable excuse for absence, students will be considered unexcused for the day. Students receive zeroes in all classes for the day missed, and will remain in a supervised room during lunch the day of return. There is an academic penalty for non-excused absences.

TRANSPORTATION POLICY

Each sending district provides door-to-door transportation for students who attend Holmstead School. Although individual bus drivers are responsible for maintaining orderly conduct, students must comply with rules and regulations of Holmstead School while the vehicle is in transit. When serious infractions occur, bus drivers are asked to report them immediately to the director who will impose appropriate consequences.

STUDENT DRIVING

The privilege of driving to Holmstead School is limited to seniors. Students must adhere to parking rules and regulations as prescribed by the church and park in spaces designated along the perimeter of the lot.

If a student abuses this privilege in any way such as repeatedly arriving late to school, their driving privilege will be revoked by the director. Student drivers must be in school by 8:20 a.m. daily.

Students who are late to school three times in one month will lose one week of driving privileges. When driving privileges are revoked, students may be driven to school only on a district bus or with a parent.

It is not the policy of Holmstead School to allow students to be passengers in vehicles driven by fellow students.

With the exception of a situation in which a transportation permission slip signed by a parent stipulates a change, all students will be transported by the sending district school vehicles.

DRESS CODE POLICY

Holmstead School expects students to dress in a presentable manner for school. Flagrant abuses will be dealt with on an individual basis by the Director. T-shirts or hats promoting drugs or alcohol are unacceptable. During periods of excessive heat, it is important to dress appropriately for school. Bare midriff tops are unacceptable; clothing must properly cover and fit the student. It is not advisable to wear clothing that would necessitate a meeting with the Director.

GAMBLING POLICY

Gambling of any kind is prohibited at school or at any school function.

TOBACCO

In accordance with New Jersey State Law N.J.S.A. 2C:33-13, Ridgewood Village Council ordinance #2611 and a directive from the Emmanuel Baptist Church Board of Trustees, smoking and the use of all tobacco related products is prohibited at Holmstead School. This policy includes smoke-free therapy sessions, both group and individual. Smoking and the use of all tobacco related products is prohibited both in the school/church building, on the grounds anywhere on the premises, during Holmstead recreational arts, field trips, after school, during evening activities and all events sponsored by the school.

ELECTRONIC SMOKING DEVICES

Pursuant to N.J.S.A. 2A: 170-51.4, an electronic smoking device refers to a device used to deliver nicotine or other substance by any cartridge. Possession of an electronic smoking device will constitute reasonable suspicion of a student potentially being currently under the influence of controlled substances on school grounds (see page 22.)

DESTRUCTION OF SCHOOL PROPERTY

Any student who cuts, defaces, or otherwise destroys any property of the school will be suspended. The student and their parent or guardian will be responsible for the cost of damages, repair, replacement, etc. Grades will not be issued to student's district until damages are paid in full.

ELECTRONIC DEVICES

Students are permitted to use cell phones during lunch period, in all lunch areas, with the exception of those students serving assigned lunch. They are also allowed during breaks and the van ride to and from recreational arts. However, at all other times of the school day these devices should be kept away. There will be consequence for misuse.

Students may have cell phones on their person but the phone must be placed in classroom baskets during academic periods. Phone calls, texting, videos, picture taking, recordings of any type are not allowed at any time during the school day.

VISITORS

Students are not permitted to have visitors on the grounds or within the confines of the Holmstead building at any time during the course of the school day. Alumni are permitted to visit the program only after a prearranged appointment and following receipt of a pass for a short stay. General rules of conduct that apply to students apply to visiting alumni as well.

SAFETY

FIRE & EMERGENCY SAFETY DRILLS / POLICY

Fire and emergency safety drills are conducted twice monthly, one fire drill and one school security drill, as mandated by the New Jersey State Department of Education, the Ridgewood Fire Department and NJ State Law 18:A, 41-1, and are organized by the Holmstead School fire marshal.

FIRE DRILL / SAFETY PROCEDURE

The director contacts central station and provides a code name and account number to initiate the drill. The fire marshal sounds the bell and activates the building alarm system. At the sound of the fire bell, which is longer and louder than the class bell, students accompanied by teachers exit classrooms in accordance with posted instructions and evacuation maps. Stairways that are most easily accessible according to the classroom proximity are used. It is the teachers' responsibility to be certain that doors are closed, that lights are turned off and that students leave the building in a quiet, organized manner. Each teacher takes their roll book and Crisis Management Manual. Students hold open double doors throughout drill to expedite evacuation. Once out of the building, the group proceeds away from the building for approximately 300 feet. Students remain with their teachers until the staff fire marshal is told by the director that central station completed their participation in the drill. At that time the fire marshal directs students to return to their classes. A written report is filed after each drill and administrative oversight requires the director's signature.

The first fire drill in September is conducted as a walk-through following a detailed explanation during the first class period. Emergency safety drills include: lockdown, active shooter, bomb threat and shelter-in-place. Crisis Management Manuals are located in each classroom.

INCLEMENT WEATHER

Holmstead School is closed:

- a. Any time the Ridgewood Public School system is closed.
- b. Any time that road conditions prevent a substantial number of the students who use private bus company transportation to arrive at school.
- c. Any time, at the discretion of the director, the school should be closed for the safety of the students.

In the event that inclement weather prohibits the opening of school, Holmstead students receive telephone notification prior to 7:30 a.m. You may also follow us on Twitter, local TV or check our website www.holmstead.org. Generally, if the local school district is closed, the school buses will not transport students, even if Holmstead is open.

DISPENSING OF MEDICATION

Medication at Holmstead may be administered during the school day under the following guidelines and requirements.

Daily or as needed medications:

- an original prescription with time and dose on file
- parental permission on file
- original container with current non-expired label
- documentation maintained in the individual student health record in the nurse's office
- controlled substances locked in secure area in the nurse's office at all times
- a new prescription reflecting a change in medication

Administration of over-the-counter medication:

Standing orders for the administration of Tylenol, Advil and cough drops are provided by the school medical doctor. Parental permission for administration of these over-the-counter medications is obtained at the start of each school year. These over-the-counter medications are administered one time during the school day.

Standing orders for the administration of Benadryl dye-free elixir for suspected allergic reactions are provided by the school medical doctor. School nurse contacts parents in the event of a suspected reaction. Standing orders are renewed on a yearly basis.

Diabetic students have Individualized Health Care Plans provided by their primary medical doctor. Staff in-service each year includes specific guidelines for the care of these students.

HEALTH SCREENING

The annual health screening facilitated by the school nurse includes height, weight, blood pressure, vision, hearing and body mass index. In addition, the nurse reviews the A45, immunization and medication on behalf of each student. A scoliosis screening is done every two years if not already provided by primary medical doctor or written exemption by parents.

HEARING AIDS

In the event that a Holmstead student requires the use of hearing aids, the nurse follows a policy which facilitates a procedure regarding information on the use, maintenance and proper hearing aid checks.

CARE OF AN INJURED STUDENT

Any injury sustained during school hours in school-related activities that is deemed serious enough to require hospital treatment will be handled by the staff member in closest proximity to the injured student.

While the student is being assisted to the most convenient vehicle, another staff member will notify the director, obtain the necessary insurance form, accident report, and parental permission slip for procurement of emergency medical treatment. The type of transportation to be secured will depend on the seriousness of the accident, e.g., immobility of the student which necessitates an ambulance service, etc. The staff member will accompany the injured student to the emergency room at the hospital.

Office staff will immediately notify the parent or guardian as to the set of circumstances which caused the student to be transported to the emergency room and will provide them with updates on the situation if possible. Parents will be instructed to contact the hospital in order to ascertain if the emergency will need written parental permission prior to treatment.

In the event that the duration of treatment extends beyond the school day, parents are notified in order to provide transportation home from the hospital for the student.

In order for the injured student to return to physical education activities, a note from a parent or a physician is required.

IMMUNIZATION

An acceptable immunization record for each Holmstead student includes the date of each individual immunization. Holmstead School strictly adheres to NJAC 8:57-4, Immunization of Pupils in Schools. Each child attending/enrolling must present documentation of immunizations or valid medical or religious exemption to vaccines. Each student's record of inoculations is filed within the school. In the event that a student's inoculations are out of date or when a booster inoculation is required, the parent or guardian and case manager of the sending district child study team will be sent written notification. Proof that the student has received the inoculation or that the immunization is being processed by a physician or health official will substantiate a student's placement on a provisional basis. Following that period, proof of inoculation must be presented to the administration or the student will be excluded from school. In the event that immunization records are missing from Holmstead files or were never provided by the LEA, written notification of missing health records is sent to the sending district and to the county office with follow up by a Holmstead review of records.

RECREATIONAL ARTS PROGRAM

Because Holmstead is in compliance with the state requirements of physical education, one hour during the school day is devoted to this pursuit. Students are transported to the gym or to other facilities, such as the bowling alley, in Holmstead vans. Participation in the gym program is mandatory three times weekly. A variety of indoor and outdoor activities is provided in order for students to meet the required number of minutes of physical education. In addition to physical educational activities, other activities offered include college planning, music, art, yearbook, school newspaper, crafts, literary magazine, photography, cooking and fishing.

Students are required to sign up for activities which are offered on a semester basis. Once a student has signed up for a particular activity, the student is required to actively participate. Exceptions may be made only by the teacher in charge of the activity. Each student will receive an academic grade for daily participation. A student will fail recreational arts (physical education) for the quarter if during that time, they receive five grades of 'F' for physical education activities. Students need to give 24 hours notice when changing a rec arts activity.

GRADING POLICY

Recreational arts grade is averaged into student's grade point average.

A = EXCEPTIONAL BEHAVIOR

- Helpful to instructors
- Presents no problems
- Adds to the quality of the activity

B = GOOD BEHAVIOR

- Presents no problems
- Follows directions all period
- On task entire period

C = ADEQUATE BEHAVIOR

- Essentially, just present
- Follows directions with little or no enthusiasm
- On task majority of the period

D = UNSATISFACTORY BEHAVIOR

- Presents problems to instructors
- Off-task for good portion of the period
- Detracts from quality of the activity

F = UNACCEPTABLE BEHAVIOR

- Presents severe problems
- Creates disharmony
- Refusal to comply with teacher directions

GYMNASIUM POLICY

As part of the Holmstead physical education program, students attend organized sports and games at least three times weekly. The group attending gym is accompanied by teachers who transport the students to and from the activity in Holmstead vans. Certain rules must be adhered to and are strictly enforced.

1. From arrival to the gym until departure, students must stay with the group. Leaving the gym is forbidden.
2. Sneakers must be worn while in the gym.
3. Any student who accompanies the group to the gym is required to take part in activities presented.
4. The use of obscenities is strictly forbidden.
5. Disruptions that impair the organized activity are prohibited.
6. While riding on the school vans, proper conduct is required of students to ensure safety at all times.

BEHAVIOR MANAGEMENT POLICY

NEW STUDENTS

When a student completes their day of observation following the interview, and is deemed appropriate for acceptance to Holmstead, that acceptance is probationary for an initial period of approximately thirty (30) days. This probationary period gives the student the opportunity to adjust to the program and to understand their responsibilities, both academic and behavioral. During this probationary period, staff input at weekly meetings concerning the student is encouraged by the director. Class contracts are reviewed and summarized, and schedule adjustments are made by the supervisor of instruction, when necessary. During weekly conferences with the teacher/advisor, the student is given positive feedback and is directed to begin corrective behavior for those problems occurring during structured or unstructured times.

A student may be terminated from the program immediately and without prior notice at any time during this period when the sending district child study team and the director concur on the necessity. Efforts will be made to suggest alternative placement in the event of removal during this period.

Following the initial probationary period, the staff will vote to formally accept the student if the transition has been positive. If it is determined by the staff that the student requires an additional period of close monitoring, they remain on probation until the program is considered appropriate for the student.

DISCIPLINE

When the management of a student becomes difficult, the staff member in charge removes the student from the group for the purpose of explaining the implications of the student's improper behavior with the intent of eliciting a positive behavioral change. If the student cannot or will not respond favorably and continues to display behavior that could be detrimental to other students, the matter is referred to the director. The director evaluates the situation and either mediates or, if appropriate, reinforces the procedure undertaken by the staff member. If further action is deemed necessary, the following could occur:

VERBAL WARNING

In the case of a mild display of inappropriate behavior, and if the student responds favorably to the explanations of both the staff member and the director, the student will receive a verbal warning regarding cessation of behavior.

INCIDENT REPORTS

It is the policy of Holmstead School to record situations which require disciplinary action. Incident reports are written by staff members who record the name of the student, the location and time of the incident. The report itself, which is written anecdotally, describes the nature of the offense, details both the staff and student response, and is submitted to the director for review.

DISCIPLINARY PROBATION

A student who has been in the program following a final acceptance may be placed on a disciplinary probation, when consistent monitoring of unacceptable behavior is warranted. The procedure is as follows:

1. Written notification is sent to the child study team, parent, and/or guardian describing behaviors and presenting problems.
2. Parents receive a probation policy which must be signed and returned to the school.
3. Support may be elicited from therapists (where the student accepts such help) in order to assist the student in making the changes necessary for remaining at Holmstead.
4. Weekly conferences with advisors provide review of the classroom contract, input from teachers regarding improvement or lack thereof, and suggestions for corrective behavioral changes.
5. Telephone contact is made to parents, child study team and therapists, as needed.
6. Classroom situations are dealt with as they occur through spontaneous meetings with teachers, in order that immediate feedback may be given to the student regarding probationary status.

If a student uses this time effectively to comply with the disciplinary probation agreement, shows an earnest desire to change unacceptable behaviors, and truly utilizes the program support available, he or she is removed from this status with a staff vote accepted by the director.

IN SCHOOL SUSPENSION

If the student remains unreasonable and cannot make required behavioral changes, the director may impose an in-school suspension of one to three days. The student is not permitted to attend any classes and receives zeroes for all classes missed. This procedure accomplishes two goals:

1. Since the student remains in one room under one teacher's supervision, his or her behavior is closely monitored.
2. The student is required to do academic work throughout the suspension in order to remain current with school assignments.

OUT OF SCHOOL SUSPENSION

Holmstead students are subject to the same disciplinary policies and procedures as public school students and an out of school suspension may be imposed:

1. On a temporary basis, if there is ongoing peril of physical harm to self or others or if there is substantial disruption of the educational process.
2. If there is a component of disciplinary action set forth in the student's individualized education program.

Holmstead School may suspend a student out of school only in accordance with NJAC 6:282.8. In the event that this occurs, parents and the sending district shall be notified in writing of the reasons necessitating the suspension, and arrangements will be made to meet with the parents and student to further encourage modification of behavior. This shall be done only when all prior efforts to modify the inappropriate behavior have met with insufficient results.

This suspension will follow immediate notification to the child study team, parents and/or guardians. In extreme cases, students are returned to school on a thirty day trial basis. During this time behavior will be closely monitored. All anecdotal records are kept in the student's file.

TERMINATION OF STUDENTS

The termination of a student enrolled in Holmstead School is a most serious decision. In cases where the termination of a student's placement becomes a distinct possibility, Holmstead School immediately notifies the sending district and parent so that a conference may be arranged. This occurs only after several attempts to modify the student's unacceptable level of functioning have been pursued. The child study team and Holmstead School may find it in the best interest of the student to "terminate" the student's program so that the LEA may find an alternative and more appropriate placement. In this instance, each of the parties involved shall be notified in writing, fifteen days prior to the date that the program change will become effective.

STUDENT CONDUCT - STATE LAW

Chapter 156, Laws of 1982 – Assembly Bill No. 877, approved September 5, 1969:

An act concerning education and amending 18A:37-2 of the NJ Statutes be it enacted by the Senate and General Assembly of the State of New Jersey: Section 18A:37-2 of the NJ Statutes is amended to read as follows:

18A:37-2. Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over them, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct which shall constitute good cause for suspension of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. continued and willful disobedience;
- b. open defiance of the authority of any teacher or person having authority over them;
- c. conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- d. physical assault upon another pupil;
- e. taking, or attempting to take, personal property or money from another pupil, or from their presence, by the means of force or fear;
- f. willfully causing, or attempting to cause, substantial damage to school property;
- g. participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any part of any school district, and failure to leave such school or other facility promptly after having been directed to do so by the director or other persons then in charge of such building or facility;
- h. incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;

- i. incitement which is intended to and does result in truancy by other pupils; and
- j. knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

In order to ensure the safety and welfare of staff and students of Holmstead School, the following rules and procedures will be adhered to:

WEAPONS

Weapons of any type are not permitted at Holmstead. Any object deemed to be a weapon will be immediately confiscated by a staff member.

SUBSTANCE ABUSE

1. Using, possessing or being under the influence of alcohol or any controlled dangerous substance including marijuana in any form as well as any drug paraphernalia, while in attendance at Holmstead will not be tolerated. This includes the duration of time spent on the bus when being transported to school or when returning home.
2. ALL OF THE ABOVE as well as the sale or transfer of any drugs or narcotics at any time in school, at a function under the jurisdiction of the school, or on school property, is forbidden and shall be cause for immediate suspension or expulsion following the notification of parents, police and the child study team.
3. At such time when there are reasonably grounded suspicions that either this school policy or criminal laws are being violated on the premises of Holmstead School, the director reserves the right to conduct a search of the student in question. No action shall be taken against any staff member who conducts a search in good faith pursuant to N.J.S.A. 18A:40A and the terms of this policy. The Board shall defend any staff member against whom legal action is taken as a result of a search conducted in good faith pursuant to N.J.S.A. 18A:40A and pursuant to this policy.
4. Any student found to be possessing any illegal drugs or substances, or when there is reason to believe that the student is under the influence, they will be referred to the Ridgewood police. Students who are apprehended using an illegal drug or substance, as defined by law, will be suspended for such time as necessary to determine whether the student may safely return to school. A substance abuse assessment within twenty four hours is necessary prior to consideration of a return to the program.
5. In some cases, the director may arrange for an immediate examination of the pupil by a physician, a psychiatrist if necessary, or a substance abuse evaluator.

It is Holmstead policy not only to discourage the possession and use of alcohol and drugs, but also to encourage the lack of need for such items through education, role modeling and verbal encouragement.

HOLMSTEAD SCHOOL: COURSES OF STUDY

(4) ENGLISH

- _ English 8
- _ English 9
- _ English 10
- _ English 11
- _ English 12

(3) MATH

- _ Math Foundations
- _ Pre-Algebra
- _ Algebra I
- _ Geometry
- _ Algebra II
- _ Advanced Algebra
- _ Pre-Calculus
- _ Calculus
- _ Statistics

(3) HISTORY

- _ Social Studies 8
- _ U.S. I
- _ U.S. II
- _ World History

(3) SCIENCE (LAB)

- _ Physical Science
- _ Biology
- _ Physics
- _ Chemistry
- _ Forensic Science

(4) PHYSICAL EDUCATION/HEALTH

- _ Physical Education
- _ Health 9 (1/4 year)
- _ Health 10 (Driver's Education – 1/4 year)
- _ Health 11 (1/4 year)
- _ Health 12 (1/4 year)

(1) FOREIGN LANGUAGE

- _ Spanish I
- _ Spanish II
- _ Spanish III
- _ Spanish IV
- _ Spanish V
- _ French I
- _ French II
- _ French III

HUMANITIES

- _ Adolescent Psychology
- _ Film Study
- _ General Psychology
- _ Mass Communication
- _ Modern Political Thought (1/2 year)*
- _ The Sixties

(1) FINE / PERFORMING ARTS

- _ Drawing
- _ History of Music
- _ Music Theory*

(1) RELATED ARTS

- _ Career Planning (1/2 year)
- _ Computer Applications (1/2 year)
- _ Personal Finance (1/2 year)
- _ Film Production

*indicates course may not be offered during current year

Honors courses and online AP courses in all subjects are available upon request and approval.

EXAMPLE OF CLASS SIZE

US 1	US2	ART	DRIVER ED	ENG 8	MUSIC	PHYSICS	HEALTH	SPANISH	BIO
AP	MM	RO	KB	HP	JC	EE	SR	MP	LB
CA	SB	PB	LV	SK	LB	DJ	PG	SR	JT
ST	MV		BY	WP	DH	ST	NJ	DH	CM
TM			NW	IS	CG	AS	GV	CP	LW
			CH	ML	RF		TG		PT
			AM		PW				AS
			GD						RS
			HP						
			AD						

ALG 1	ENG 10	DRAWING	FINANCE	LIT	STATS	GEOM	FRENCH	FILM	PSYCH
AP	MM	RO	KB	HP	JC	EE	SR	MP	LB
CA	SB	PB	LV	SK	SS	DJ	PG	SR	JT
ST	MV	RP	BY	WP	MV	ST	NJ	DH	CM
TM	ED	CL	NW	IS			GV	CP	LW
YP	VP	WK		ML			TG	CH	
AM		BK							
GD		MP							
HP									
BL									

CAREER	MASS COM	W HIST	CHEM	FORENSIC	ENG 10	SPAN II	CALC	FRENCH 2	MATH
AP	MM	RO	KB	HP	JC	EE	SR	MP	LB
CA	SB	PB	LV	SK	NW	DJ	PG	SR	JT
ST	MV	HP	BY	WP	PB	ST		DH	CM
TM		CH	NW	IS	TH	AS		CP	LW
		AM	PB	ML		RS			
			TH						

ENG 12	PRE ALG	SOC STUD	60s	SPAN 3	POLIT THGT	HEALTH 2	ALG 2	PRE CALC	HIS MUS
AP	MM	RO	KB	HP	JC	EE	SR	MP	LB
CA	SB	PB	LV	SK	SP	DJ	PG	SR	JT
ST	MV	HP	BY	WP	GH	ST		DH	CM
TM		CH		IS		AS		CP	LW
		AM		ML		RS			

TIME SCHEDULE					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:20-8:30	ARRIVAL				
8:35-9:15	1	2	3	4	5
9:16-9:56	2	3	4	5	6
9:56-10:06	BREAK				
10:06-10:46	3	4	5	6	1
10:47-11:27	4	5	6	1	2
11:27-11:53	LUNCH				
11:53-12:33	5	6	1	2	3
12:34-1:14	6	1	2	3	4
1:14-1:20	BREAK				
1:20-2:15	REC ARTS / PHYSICAL EDUCATION				

RECREATIONAL ARTS – PHYSICAL EDUCATION

BASKETBALL	COOKING	BOWLING	WEIGHT TRAINING	Wii	GROUP
Phillip	Rachel	Karen	Drew	Judy	Hunter
Joel	John	Jack	Yvette	Lynn	Lillian
Rodney	Keith	Dylan	Lindsay	Henry	Storm
Mario	Chris	Sadie	Kim	Joshua	Julia
Ed	Jen	Barbie	Tony	Diego	Zachary
Keith		Vanna	Sammy	Madison	Jasmine
Chase		Ryan	Rebecca	Charles	Rachel
Jackson		Olivia	Paul	Brooklyn	Destiny
Juan		Phillip	Tom	Carter	Seth
Dianna		Joel	Jake	Juan	Jesse
Vanna		Rodney	Calvin		
Kelly		Mario	Brianna		
Greg		Ed	Dakota		
		Harry	Abigail		
			Hannah		

VOLLEYBALL	MARTIAL ARTS	DRIVING RANGE	COLLEGE PREP	INTERVAL TRAINING	ART
Niles	June	June	Vanessa	Caroline	Connor
Chelsea	Brian	Brian	Riley	Chase	Bob
Lyndon	Maya	Maya	Alex	Luke	Owen
Avery	Julian	Julian	Nathan	Xavier	Kyle
Saxon	Aaron	Aaron	Luis	Carson	Maria
Silas	Gavin		Adam	Molly	Brooke
Roger	Jackson			Diana	
Shirley	Emily				

BATTING CAGES	CRAFTS	SAT/PSAT PREP	YOGA	HOCKEY	COLLEGE PREP
Ilsa	Abel	Sigmund	Graham	Storm	Mickey
Bryan	Lyn	Digby	Pierce	Candy	Donald
Bobby	Colbert	Dinah	Astor	Velma	Barney
Max	Kenny	Treasure	Smith	Sheryl	Sheryl
Fabio	Sienna	Troy	Stan	Ursula	Kenny
Luke				Wade	Tim

COMMUNITY SVC.	FUNDRAISING	GOLF	GAZETTE	MUSIC	STUDY HALL
Freddy	Violet	Elliott	Graham	Arlene	Alpha
Alfie	Wolfe	Donnie	Pierce	Bunny	Cass
Noah	Xander	Lake	Mick	Quinton	Harley
Joe	York	Treasure	Jeb	Poppy	
Sue	Ellery	Troy	Clem	Noble	

HOLMSTEAD SCHOOL: CONTRACT SUMMARY

WORK / STUDY GOALS	HEALTH/ DRIV ED	ENG 10	US 1	GEOM	DRAW	BIO 1
Ask for assistance when overwhelmed or when information is unclear	2	2	1	1	1	1
Persevere during challenging tasks	1	2	1	1	1	1
Voluntarily participate in class discussion	2	2	1	2		2
Improve understanding of math concepts and memory of computation procedures				2		
Demonstrate ability to prioritize and manage time to include academic responsibilities	1	2	2	2	1	1

SOCIAL / EMOTIONAL GOALS	HEALTH/ DRIV ED	ENG 10	US 1	GEOM	DRAW	BIO 1
Develop friendships with other Holmstead students	2	1	1	1	2	1
Demonstrate positive strategies to eliminate self-destructive responses to stress, frustration and anger	1	2	1	1	1	1
Calmly reflect on the consequences of actions before responding	1	2	1	2	1	1
Express emotions, opinions and needs to reduce negative feelings	1	2	1	2	1	1
Maintain a positive attitude, despite occasional setbacks	1	2	1	2	1	1

HOMWORK	81	100	80	86	81	84
	HOMEWORK AVERAGE: 85%					
ACADEMIC	91	100	100	100	100	98
BEHAVIOR	90	91	100	92	100	100
TESTS		100	100	100		86
ASSESSMENTS	90		100		100	100

ASSESSMENT

- 1 = Positive effort (90%-100%)
- 2 = Good effort (80%-89%)
- 3 = Inconsistent effort (70% - 79%)
- 4 = Minimal effort (60%-69%)
- 5 = No effort (0%-59%)

HOMEWORK SCHEDULE

- Assigned Period
- 1 & 2: Monday
- 3 & 4: Tuesday
- 5 & 6: Wednesday

TEACHER COMMENTS:

HEALTH 10 – DRIVER'S EDUCATION

2/7: Positive beginning to your Driver's Ed experience. Please be more vocal. 2/16: Your attention has been great. Please have homework in on time. 3/10: You need to get more involved in class discussions. 3/15: You were more involved in discussions this week. Thank you.

ENGLISH 10

2/7: Please try to rest at home so you are not tired in class. 2/28: Excellent effort. 3/7: Please rest at home, not in class. 3/13: Great work.

US HISTORY 1

2/6: You are doing a fine job on notes. You finished your homework last week. 3/1: You are on your way to an A in class. 3/13: Nice work and good homework. 3/10: Great work on computer. 3/16: Good class participation and homework. 3/17: You are friendly and cooperative in class. Victoria, you work well in groups.

GEOMETRY

2/7: Terrific work all week, Victoria. 3/2: You were on task all week. 3/9: Please try to rest at home so you are not so tired in class. 3/13: Good work today!

DRAWING

2/8: Your enthusiasm is evident in your work. 3/2: Your work is improving steadily. 3/15: Good attention to detail!

BIOLOGY I

2/9: Your attentiveness shows me that you are understanding the info. 2/14: Good questions after the lecture. 2/27: Cooperative and patient.

BASIC REMINDERS

1. Students may not leave class for any reason other than emergencies. In case of emergency, students must obtain permission from teacher prior to leaving the room.
2. In the event that a student leaves the building without permission or chooses to go to an unsupervised area, whether it be during the school day or during an activity outside of school, it may be necessary to complete a substance abuse assessment prior to returning to school and may also result in suspension.
3. Drinks and/or food of any kind are not permitted during classes.
4. The lunch room **MUST** be left clean before classes resume. Food, plates, cups etc., must be disposed of before the bell rings.
5. Faculty lounge and soda machine in the building are off limits to students at all times.
6. The water cooler is off limits except for breaks, lunch and before the morning bell. Students may not stop between consecutive classes or after the bell rings.
7. Students may not use the middle staircase.
8. The fire escape is used only during fire drills.

PURPOSE OF MANUAL

This manual exists to foster the efficient operation of Holmstead School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the director has the discretion to take actions other than those specified in the manual. This manual is not intended and should not be considered to create any additional rights for students or parents/guardians.

HOLMSTEAD SCHOOL

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