

# SATZ PSG

## GO-TO-GUIDE

Hello 7<sup>th</sup> grade families and welcome to William R. Satz School. Moving on to a different school building is always a big step and typically comes with many questions and some anxious feelings from students and parents. We have been there too and would like to share some tips that we think will be helpful to all of you when making this transition. Please click on the links below to answer some of your questions or scroll down and read through it all...or print it out!

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**Do our teacher assignments come in the mail as they have in the past?**

Yes, Satz schedule assignments are planned to be mailed on 8/25 and they will be available in Powerschool that afternoon. The schedule indicates all classes, teachers and lunch period. You will notice "A" Days and "B" Days. These are for Foreign Language, Writing Lab and "O" period classes. A/B indicates classes taught on alternate days. "O" period includes classes/activities offered before school begins. In the Daily Announcements made in the morning the students are alerted to which day (A or B) it is that day. Generally, they alternate exactly like that A,B,A,B, etc.... but in the event of half day or days off, they will need to listen which day it is. Their specials are also listed on their schedule and include Tech-Ed, Art, Music and Life Skills. They have 1 of these per marking period. These will have a 1,2,3,4 next to them indicating which marking period they will have them.

I understand there is a preview day, before school starts, when we can come in and check out the school. What can we expect on this day?

Yes, typically upon receiving your teacher assignments, you will receive the date that the school will be open for your student to come check out the school. The preview days have been scheduled and will be Monday 8/29 & Tuesday 8/30 from 9-2pm. Bring their schedule so they can navigate the hallways and feel more comfortable. Let them "walk their schedule". It's a good idea to make a copy of the schedule to tape inside their locker just in case it gets misplaced at some time in the first week of school. At this time, you will be greeted by staff members who will be selling combination locks for the student's personal lockers. They are \$10 each. You must buy one through the school as the office will have a record of these combinations, should they forget. Buy the lock and practice, practice, practice! Try it on your locker and then take it home and practice some more. Some decide to bring in some supplies and leave them there on this day, locked up of course. Others decide to take the locks home and bring back their supplies the next day or the first day of school. Sometimes the students like to decorate their lockers on this preview day also. You will need to purchase combination locks for the gym locker separately. It is a good idea for parents to keep a record of the combinations. Please stress to your student to **KEEP BOTH OF THEIR LOCKERS LOCKED AND DO NOT SHARE THEIR COMBINATIONS WITH ANYONE!**

How do supply lists work with multiple teachers?

Usually this list is posted on WR Satz website by teacher assignment. Look for your assigned teacher and the list should be there under his/her/team.

### What do you mean when you refer to the "Team" of teachers?

Most students are assigned to a "team" of teachers. The students within a team of teachers may share the same teachers but may or may not have them at the same time as each other. These teachers work together when scheduling tests, homework, etc... so they are all involved in your student's schedule of assignments.

Teams are named, "Integrity, Honor, Victory, Pride and Triumph". This is how they will identify with their team and it will come into play in a fun way towards the end of the year.



**FYI: Make a copy of your student's schedule and bring it to Back To School Night as YOU will be walking their schedule that night and you will need it!**

### Where can I find the Back to School Packet with all the important info I need for school and upcoming events?

In an effort to continue the important task to Go Green, our packet is offered online on our parent's website,

<http://www.holmdelparents.org/w-r-satz-school/>;

Please check it out to be kept up to date with what is happening at school. It will also be emailed to all when school starts. Included in our Back to School Packet is info pertaining to Fundraising Events and how you can volunteer. There is also info on PSG Membership which includes many incentives! (Website is being updated & will be ready when school begins)

### IMPORTANT REGISTRATION INFORMATION FOR 2016-2017:

The Holmdel School District has an online student registration/data validation system powered by Infosnap. The system is a safe, secure and green process, which allows the district to verify all student demographic, emergency and medical information for your child prior to the start of the new school year. The system will also allow you to

electronically sign the annual permission forms for school district policies. In short, this online process has replaced all the hard copy student registration and permission forms of the past. Infosnap for the Satz School can be accessed directly through the Satz School homepage. Just follow the link underneath the Infosnap logo. Please do this ASAP.

### What is "0" period?:

Satz Zero period is the High School's first period (7:25-8:08). The classes that run zero period include Band, Chorus, Jazz band and Bells. Zero period courses **do not** start the first week of school. Classes routinely begin the second week. Mr. Koryat and Mr. Goetke often hold meetings and make announcements so that the students are aware when practice begins.

### Here is a typical Day in the Life of a Satz Student:

Typically, a Satz student gets off the bus and proceeds to their homeroom. Here they are informed of any important info they may need to know. During homeroom, morning announcements are made which also contain important info as well as sports and after school activities. LISTEN! Parents, if you want to know the announcements too, they are listed on the WRS school website.

After homeroom, proceed to your classes according to your schedule. A bell or beep will be heard throughout the school indicating class change. Move on to your next class...and get there before you hear the second bell indicating you should have arrived at the next period's class. There is not much time to go to your locker in between classes (4 minutes) so it's a good idea to collect as much as you can for your classes before lunch. Some bring 2 large drawstring bags/totes, one is used for morning classes and they can switch to the other one for afternoon classes. As the year goes on, you get adjusted to what your timing is and what works for you. If classes are clustered in the same area, you usually have time for a quick locker stop. But if you have

Gym, Tech-Ed, Art, Music, Life Skills...they are far from your lockers so bring what you need for those classes. At the end of your 9<sup>th</sup> period class, you proceed to your locker to get what you need for home and get on your bus. **You do not go back to your homeroom.**



PLEASE USE DRAWSTRING BAGS OR TOTES FOR THE HALLWAYS, BACKPACKS ARE NOT ALLOWED.

### What is the bathroom policy during class?

This policy varies depending upon the teacher. You need permission from your teacher and usually as long as the privilege is not abused, it's not a problem.

**Bathroom policy during Lunch?** You have to sign out in the lunchroom to use the bathroom.

### Do you have to change for gym?

Yes, the students are expected to change every day for gym. There is a locker room where they will be assigned an individual locker and keep their gym clothes. They can also keep their sneakers in there if they wish. I cannot stress enough to **KEEP THESE LOCKED!** Other schools playing in our gym also use these locker rooms. It is important to always keep your gym locker locked and not to share your combination with anyone. Many new Satz students feel uncomfortable at first with changing clothes in front of their classmates. This is normal....remind them they are all feeling the same way and that uncomfortable feeling goes away quick as it becomes part of everyone's routine. Students **do not** change for gym the first day of school. Their gym teacher will explain when that starts.

### Can the students sit wherever they want to in lunch?

Yes! Gone are the days where you **HAVE** to sit with your class. You can sit where you want but keep in mind after the first couple weeks those



seats become your assigned seats. There are lunch monitors in the cafeteria enforcing the rules at all times. Cell phones are not permitted during lunch. The PSG purchased board games and cards for the students to play during their lunch period.



Satz **DOES** have lunch service on half days.

### Is my student allowed to bring in water bottles?

Students are allowed to keep water bottles in their lockers. Our cafeteria includes a Water Filtration System. Students can fill up their water bottles instead of buying water. However, students are not permitted to walk around the hallways drinking water and many teachers discourage students from drinking water in class. In addition, some students who play sports like to take water with them to practice, and of course, that is fine.

### What if my child needs to go to the nurse?

Students can go to the nurse at any time. If they are going to the nurse from class, they will need a note from the teacher.

### What is the drop off and pick up policy for Satz school?

Satz school day starts promptly at 8:17 so drop-off is preferred by 8am. When you enter Satz school driveway, take your 1<sup>st</sup> or 2<sup>nd</sup> left into the parking lot. At the far end, you will see a sign that says "Student Drop-Off". This is where you pull up and let your student out of the car. **DO NOT DROP OFF IN THE BUS LANE.** Please follow all parking lot signs and obey all STOP signs for the safety of all.

Pick up at dismissal is very easy. All doors exit at dismissal. Simply park in the parking lot at Satz and your student will walk out to your car.

Dismissal is at 2:44 pm.

Pick up for after school help or activities is in Room 101. Please park your car in the lot, walk in the entrance and immediately to your right is Room 101. There will be a monitor there with a sign out sheet for

you to sign and pick up. If you are picking up another child or carpooling, a note should have been sent in indicating that pick up and you can sign them out as well. You can write a pick up note that the school will keep on file for you if you plan to car pool with other parents on a regular basis.

### **What is the procedure to enter Satz during the school day?**

If you need to come to Satz for anything, please be aware of the security procedures:

When entering Satz, you buzz in at the second door to enter the Main Office. Visitors who wish to enter any other part of the building beyond the main office during regular school hours will be required to sign in at the front desk and be issued a visitor's badge on a red lanyard from one of our main office secretaries. In order to obtain this lanyard, visitors will need to leave their license or some other form of photo identification with the front office staff. This ID will be returned to you once you have officially signed out and returned the lanyard. If a parent is picking up a student for early dismissal, please supply a note so that a pass can be given to the student to come down to the main office to wait for your arrival.

### **What if I'm late to school?**

If a student is late to school, it will be considered UNEXCUSED unless there is a parental note indicating the lateness is due to a medical reason or family emergency only. Repeated unexcused and/or excessive lateness to school is subject to after-school detention. You can read about this in the Code of Conduct which can be found on the school's website. You may enter the building and report to the main office where they will direct your student to their class.

### **I heard there is a late bus available, how does that work?**

A late bus is available at 4:15pm from Satz school. It picks up/parks between Holmdel High School (HHS) and Satz in the bus lane. This bus



is shared by HHS & Satz students. Your student can check which late bus they're on in the cafeteria or in the Main office. The buses will be posted both places. They will need to look for their street name and/or nearest corner. The bus monitors standing out at the late buses also have this info. The bus stops on the closest corner and not necessarily at the bus stop where they board in the morning. The driver will tell them where they are stopping for them.

### What clubs are available for the students to join?

Club info will be available on the preview days at Satz. Info on clubs, deadlines to join, etc...will all be there.

### My child would like to participate in a sport. What do I need to know?

The most important info is to get your physical and paperwork info to the nurse before the deadline. It is very important as they will NOT be allowed to participate in the sport until they get it approved. She has many to go through so the earlier the better. The Sports Physical is more comprehensive. Depending on when your student will be playing sports, there may be another medical form that must be submitted to the nurse if it has been more than 60 days since your student's physical. Typically sports begin the first week of school with a Sports Meeting after school. Check the website for details. You can also sign up for sports schedules and alerts through the Athletic Dept website which you can find through the school website at [www.holmdelschools.org](http://www.holmdelschools.org). Sports Activities begin after "Extra Help" time so if your student wants to attend extra help for a class, they can do both.

### How do I contact my student's teacher if I need to?

Every teacher's email is available on the school website and this is the best way to contact them. Most also have an updated website which you can find in the same place.

### Are there Guidance Counselors available?

Yes, your student will be assigned a Guidance Counselor and they are readily available to them and you at all times. You will find out who your child's counselor is when they receive their schedule/teacher assignments in the mail.

### What is the detention policy?

There are 3 types of detentions: (1) Teachers can give out detention in their classroom, (2) A student could be assigned a lunch detention, or (3) a student could be given an after school detention. Please read the handbook for further info on this policy. (the Code of Conduct can be found on the school's website) If a student is given after school detention, they are able to take the late bus home.

### Is after school help available?

Yes! Every teacher has assigned days that they stay after to give extra help to whomever wishes to stay. The students are informed of this and encouraged to come for help. Their help days will be listed on their teacher's website also. You can pick them up after help or they can take the late bus home.

### What is the Cyber Center and are the students allowed to go there without a note?

You need permission to go to the Cyber Center from a teacher or a pass to go during lunch. Here they can use computers, check out books and print from the computers. Mr. Rothauser, who works in the Cyber Center, also offers 2 days of extra help similar to the other teachers in the school. You can go in on those days and he can assist you with your needs there. As long as there is someone supervising in the Cyber Center, the students are permitted before and after school.

### How do I purchase Spiritwear?

Spiritwear is the apparel sold through the PSG supporting our W.R. Satz School and our sports teams. Information on Spiritwear will be forwarded to you through email when it is available...keep an eye out for this great fundraiser!

### How do I order a Yearbook?

Watch your mailbox as information is mailed from the yearbook company to your home with directions on how to order a yearbook during the school year. Usually an email comes as well. This comes from the Yearbook distributor, not the school. Most importantly, we encourage parents/students to order a yearbook at that time as extras WILL NOT BE AVAILABLE.

### Are there class trips at Satz?

There are trips during the year and you will be informed of those details as they are available.

### Teacher's Conference info:

Look for an email on this in late fall. It is your responsibility to follow the directions to sign up for your conferences online. It is different than in the younger schools as you do not move from classroom to classroom, however it is the same type of conference as you experienced in 6<sup>th</sup> grade last year in the Cafetorium at Indian Hill. The teachers are all in the cafeteria at their own "stations" and you are slotted for a time with each. You enter the cafeteria, find your teacher and when the bell rings to change, you move on to the next teacher you signed up to see.

### Communication/Information:

At W.R. Satz School, information regarding your child's classes and classwork can be found on their teacher's website and by checking the parent portal.

Information on school activities, announcements and any other general information can be found in "Daily Announcements" and the "Weekly Bulletin". Weekly Bulletin is emailed to you from Principal Art Howard, but "Daily Announcements" are posted on [www.holmdelschools.org](http://www.holmdelschools.org) on the Satz school website. Please check there often.

If you or anyone you know is not receiving email communication from the school or PSG, please contact Satz Main Office or any PSG Executive Board Member (listed on website).

### **What is PSG and why should I become a member?**

The PSG stands for Parent Support Group and we work together with the parents, teachers, and Administration to provide a supportive learning environment for the students of W.R. Satz. We also raise money for the school so they can purchase lots of wonderful things for our students and their classrooms and enjoy fantastic assemblies. Membership dues are \$10 per family. This does not mean you are obligated to come to meetings or have to volunteer for anything....although we would love to have you there and your students would love to see you participating in all the wonderful events and fundraisers we run for the school! Look for our Membership letter in the Back to School Packet to become a member. Your \$10 membership dues will give you certain perks throughout the year on certain designated fundraisers and events.

The PSG Monthly Meetings are usually held on the third Monday of each month - consult the PSG website for these specific dates. Please consider joining us for our first meeting in the Cyber Center on Monday, September 19<sup>th</sup> at 9:30 a.m. It's a great way to find out what the year brings for our students and more!

PLEASE BOOKMARK <http://www.holmdelparents.org/w-r-satz-school/> to be kept up to date with all things related to PSG fundraisers, events & notifications!

You can also "like" us on Facebook: W.R. Satz School PSG to get the latest news and updates!

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### Conclusion & Contacts:

Your student will love the independence they feel at W.R. Satz School. They are thrilled with changing classes and the opportunity to be with many different friends in classes. It will be an adjustment for you and we are all here to try to make the transition easier. Please don't hesitate to contact Administration, PSG Exec Board Members (listed at <http://www.holmdelparents.org/w-r-satz-school/> or your student's counselor with any questions or concerns.

**WELCOME TO W.R. SATZ SCHOOL!  
LET THE MEMORY MAKING BEGIN!**

Written by: Debbie Brew [debbrew@verizon.net](mailto:debbrew@verizon.net) On behalf of Satz PSG with the help of: Many parents and students of W.R. Satz  
The information in this guide is not necessarily the views of W.R. Satz School or The Holmdel Board of Education.

### **SEPTEMBER SAVE THE DATES:**

- 9/6: First Day of School
- 9/19: PSG Meeting 9:30am in Cyber Center
- 9/27: Satz Back to School Night 6:30pm
- 9/28: PSG Welcome Back BBQ for students during school lunch time.