



# WILLIAM R. SATZ MIDDLE SCHOOL

## A Transition Guide for Parents

Hello, and welcome to the Satz School! We are excited to have your child join our “Satz Family” and look forward to a great school year! Over the years, a series of common questions about the transition to Satz have been posed to us; and while many of the answers to those questions are explained in our various handbooks and on our website, we have prepared for you a “guide” that will address those things that might be uppermost in your mind at this time. The topics addressed in this guide are in alphabetical order.

If, after having reviewed this document, you still have questions, please do not hesitate to contact me directly at [wloughran@holmdelschools.org](mailto:wloughran@holmdelschools.org)

### **Attendance (Late to School - Early Dismissal)**

Our school day begins at 8:15 am and concludes at 2:44 pm. Students report each morning directly to their first class of the day. Should they be late to school, students are to report to the main office where they will be issued a **late pass** to class; except in very unusual circumstances, students late to school are considered **unexcused**, so please be mindful of this.

Occasionally, it may be necessary for you to sign your child out **early from school**; in these instances, we ask that you send a NOTE in with you child, who should present it to the main office as soon as they arrive in the morning. Your child will be issued a pass to present to the teacher at the appropriate time, and will meet you in the main office when you come in to sign out your child.

### **Bathroom Use**

Students, after first receiving permission from their teacher, are free to use bathrooms throughout the day and during lunch. They will be issued a pass from the teacher, who typically will allow only one student out of class at a time.

## **Class Trips**

We do have class trips at Satz; in November, the 7th grade is invited to attend a trip to the Philadelphia Museum of American History, while the 8th grade takes its annual trip to Washington, D.C. in May. Additionally, many students attend a trip to Great Adventure in June. Occasionally, individual teachers will schedule trips related to the curriculum covered in their classes. Information about these trips will be communicated to parents well in advance. Look for them!

## **Clubs and Activities**

The Satz School offers an array of co-curricular activities for students, which may be found by clicking on the link below:

[https://www.holmdelschools.org/uploaded/Schools/WR\\_Satz\\_School/satz\\_clubs\\_activities.pdf](https://www.holmdelschools.org/uploaded/Schools/WR_Satz_School/satz_clubs_activities.pdf)

Club and Activity meetings take place AFTER Extra Help (beginning at 3:15 pm) and announcements about upcoming meetings are sent DAILY to students (and parents) in our **Satz Morning Bulletin**.

## **Code of Conduct**

Similar to other schools in our district, the Satz school does have a student code of conduct; the code of conduct, among other things, outlines expectations for student behavior, including dress and grooming, and explains the consequences for typical disciplinary infractions. The student code of conduct may also be found on the Satz webpage:

<https://www.holmdelschools.org/schools/wr-satz-school-7-8>

## **Communication**

The most expedient way to contact a teacher is via email, using the teacher's first initial and last name @holmdelschools.org (e.g. **jsmith@holmdelschools.org**). Teachers should get back to you (excluding weekends) within one school day. Additionally, we maintain a document called the **Satz Morning Bulletin**, which is emailed to students, staff and parents each school day. It contains information about the latest news, upcoming club meetings, news about class trips and various students recognition, etc. As necessary, additional emails are sent to parents with pertinent information about upcoming events. This daily communication has been welcomed by our school community and we think it will be a great help to you in staying "in the know" about what's happening at Satz!

## **A "Day in the Life" - The Rotating Schedule**

As they did in 6th grade, students at Satz change classes every period. New this year to everyone at Satz will be our **Rotating Schedule**. While students will have eight (8) classes on their schedule, only six (6) classes will meet each day. Periods 1-4 are considered AM classes

and periods 5-8 are considered PM classes. Each day, students will attend three (3) classes in the morning, then have lunch, then attend three (3) classes in the afternoon. Classes are fifty-three (53) minutes in length. Each day, one AM class and one PM class will “drop” (not meet). We will be using a four-day “rotation” (A-B-C-D) and will continue it throughout the school year. The “letter day” will be posted prominently as students enter the building and will be posted in the **Satz Morning Bulletin**. Additionally, students will be issued a sticker with the rotation schedule very much like what appears below. The schedule is also on the back cover of student planners that may be purchased. Should we lose a day during the year to inclement weather, we will pick up where we left off with the schedule (e.g. - if Tuesday was supposed to be a “B” day, we will pick it up when we return on Wednesday). The schedule of days (A-B-C-D) will be the same at the high school and the Satz school. Here is our rotating schedule:

<b>SATZ</b>		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
8:15 - 9:08	53	<b>1</b>	<b>4</b>	<b>3</b>	<b>2</b>
9:12- 10:05	53	<b>2</b>	<b>1</b>	<b>4</b>	<b>3</b>
10:09 - 11:02	53	<b>3</b>	<b>2</b>	<b>1</b>	<b>4</b>
<b>11:02 - 11:12</b>	<b>10</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>	<b>HR</b>
11:17 - 11:52	35	Lunch	Lunch	Lunch	Lunch
11:57 - 12:50	53	<b>5</b>	<b>8</b>	<b>7</b>	<b>6</b>
12:54 - 1:47	53	<b>6</b>	<b>5</b>	<b>8</b>	<b>7</b>
1:51 - 2:44	53	<b>7</b>	<b>6</b>	<b>5</b>	<b>8</b>
<b>"Dropped Classes"</b>		<b>4-8</b>	<b>3-7</b>	<b>2-6</b>	<b>1-5</b>

We will hold class meetings on the first days of school to make sure everyone is comfortable with the rotation schedule and we expect the students will “pick it up” very quickly!

## **Dropping Off and Picking Up Students**

For those parents who either drop off their child in the morning or pick them up in the afternoon, we ask that you follow these procedures:

**AM Drop Off** - as you enter the Satz parking lot, please take the first or second LEFT and, staying single-file, drop your child off at the far end of the parking lot. For the safety of all, It is expected that your child stay in the vehicle until you reach the drop off point. Once they leave the vehicle, students will enter the building via our main entrance. IMPORTANT: please do not use the the 3rd left (it is usually blocked off) as this is the BUS LANE.

**PM Pick Up** - if you are picking up your child at the end of the day, please pull into the parking lot and park in an open space and wait for your child to come out to you - it is not necessary to come into the building. IMPORTANT - please take your time exiting the parking lot, as it can be congested at this time of day.

**Pick Up after Regular Dismissal** - students who attend extra help, and whose parents are waiting for them, are permitted to come right out to the parking lot at 3:15 pm. Any students who will be picked up AFTER 3:15 pm, or who are waiting for the 4:15 pm late bus, will wait in Room 101 with one of our monitors. Parents need simply to come in through the main entrance and sign their child out.

## **Extra Help**

Beginning in October, teachers will make themselves available 2x weekly after school for thirty minutes (2:45 pm - 3:15 pm) in order for students to receive “extra help.” Appointments are not necessary; students are free to attend whenever they feel the need. Clubs and activities, along with sports practices, etc, will not start until extra help is concluded each day. Teachers will announce their “days” (e.g. “A” days and “C” days) to students in September, and we will post a master list of extra help days on our webpage.

## **Food and Drink**

In general, food and drink is not permitted in our classrooms during the school day.

## **Guidance Counselors**

We have two full-time guidance counselors on staff and they are assigned to students alphabetically; the name of your child’s counselor will be listed on your child’s schedule when you are able to view them on the PowerSchool portal. Our counselors are tremendous resources for you an your child should there be any academic and/or social concerns.

## **Late Buses**

As a courtesy to our students, four late buses (A,B,C,D) are provided for SATZ and high school students. Late buses depart out Monday through Friday afternoons at 4:15 pm. These buses consolidate the township into four routes with centralized stops. Your stop may be located a distance away from your assigned home-to-school stop.

Please click on the link below and choose “**Late Bus Schedule**” to find the route closest to your home. [These routes are also posted outside the main office and in our cafeteria.](https://www.holmdelschools.org/departments/transportation)

<https://www.holmdelschools.org/departments/transportation>

## **Lockers and Locks**

All students in Satz are assigned a hall locker - the locker assignment and hallway location will be indicated on their schedules in the portal - we encourage students to make periodic stops during the day at their locker to “swap” out the books they need for class. Students will need to purchase a **school-issued lock**. Many students may have already purchased a lock at Indian Hill. [These locks are good for your hall locker at Satz.](#) If students did not purchase a lock at Indian Hill, or if the lock has been lost, we will have some for sale (\$10) at both our “Open House” and during the first weeks of school. Please remind your child to NEVER share their locker combination with other students!

## **Lunch**

All students at Satz will be taking lunch at the same time this year - we call it a “Unit Lunch”; all 7th grade students will eat lunch in our cafeteria (8th grade will eat in the high school commons). Students are NOT assigned seats and may sit with their friends. Student PIN numbers are the same at SATZ as they were at Indian Hill.

## **Nurse**

Students who are not feeling well are encouraged to see our school nurse, but they must first obtain a pass from a teacher before heading there.

## **Open House (Preview Day)**

“Open Houses” are tentatively scheduled for Monday, August 26th (9:00 am - 11:00 am) and Thursday, August 29th (6:00 pm - 8:00 pm). These are NOT mandatory - during this time, students are allowed to walk the building and follow their schedule, locate their assigned locker, etc. Some like to take the opportunity to decorate their lockers, which is permissible. Replacement locks (\$10), student planners (\$10), and string bags (\$12) are available for purchase during this time as well.

## Parent-Teacher Conferences

Parent-teacher conferences are scheduled for the week following Thanksgiving break. We use an online system called “**Pick-a-Time**” - directions on how to sign up for conferences will be emailed to parents in early-to-mid November.

## Physical Education

Students will (eventually) need a second lock (a personal one this time) for PE class. Our locker rooms are undergoing a complete renovation and will not be ready in time for the start of school, so we won't be changing for gym just yet - when we do, students will need the second lock to secure their valuables. Students are NOT assigned a permanent gym locker, so they will need to keep this lock with them during the day. Again, please remind students to NEVER share their combination with other students.

## Sports

We offer a variety of school-sponsored sports here at Satz:

**Fall** - Cross Country / Field Hockey / Soccer

**Winter** - Basketball / Cheerleading / Wrestling

**Spring** - Baseball / Softball / Tennis / Track

In order for students to be eligible to participate, parents must “**register**” their child online - students will also need to have a **valid** (within the past 365 days) athletic physical on file with the nurse. For more information regarding registering your child for sports, please visit the **Athletics** webpage:

<https://holmdelhs-ar.rschoolday.com/>

Information about tryouts, etc for fall sports - which typically begin during the first full week of school - will be communicated through our **Satz Morning Bulletin**

## Student Registration

Parents are asked to visit the PowerSchool portal during the last week of August and update their contact information (phone, email, etc), as well as to “sign off” on the various school-related documents. To do this, parents can click on the link below:

<https://powerschool.holmdelschools.org/public/>

## **Student Schedules**

Schedules will be posted on the PowerSchool portal on Friday, August 23rd.

## **Supplies**

For those who wish to get a “head start”, click on the link below for a listing of SUGGESTED classroom supplies; teachers will inform students of any more specific supply requests during the first days of class.

[https://www.holmdelschools.org/uploaded/Schools/WR\\_Satz\\_School/satz\\_basic\\_supplies.pdf](https://www.holmdelschools.org/uploaded/Schools/WR_Satz_School/satz_basic_supplies.pdf)

## **Visiting the School During the Day**

If you need to visit our building during the day (e.g. meeting with a teacher...or the nurse), you will need to sign in at the main office. Like other schools in the district, it will be necessary for you to “buzz” in and to present a picture ID - you will then be issued a visitor’s badge. If you are dropping off a lunch or a binder or some other item, we have a “drop off” table outside the main office (where the item can be left). We will make an announcement between periods for students to come retrieve the dropped off item.

## **Yearbooks**

Each year, a Satz yearbook is published and is available for pre-order beginning later in the fall; this information is sent home to parents via regular mail, so look for it! We will be sure to also include an announcements in our **Morning Bulletin** when this information is being sent out. A very limited number of extra books are ordered each year - so it is important to pre-order a copy to ensure you get one.