



WOODBURY JUNIOR-SENIOR HIGH SCHOOL

25 North Broad Street Woodbury, NJ 08096
856-853-0123

STUDENT HANDBOOK 2017-2018

JUNIOR – SENIOR HIGH SCHOOL ADMINISTRATIVE STAFF

Dr. Jason Vivadelli
Principal

TBD
Senior High School Assistant Principal

Ms. Ellen Grimes
Junior High School Assistant Principal

Dr. Gary Scavette
Alternative Education Assistant Principal

Mr. Grant Shivers
Director of Athletics, Transportation, & Activities

Ms. Donna Cohen
Supervisor of Curriculum and Instruction 6-12

CENTRAL ADMINISTRATION

Ms. Lynn DiPietropolo
Superintendent of Schools

Mr. Edward Murphy
Director of Pupil Personnel Services K-12

Ms. Kara Huber
Business Administrator

Dr. Jeffrey Adams
Director of Special Services K- 12

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Ms. Melissa Catando
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Mr. Steven Abbott, Vice President
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Ms. Peggy A. Ulmer
Miss Nora Campo, Student Representative

MISSION STATEMENT

Building upon our history, diversity, and beliefs, the mission of the Woodbury City Public Schools, a leader in personalizing education, is to ensure each child becomes a responsible member of our society who excels in his or her endeavors and meets life's challenges with courage, confidence and pride; this is accomplished by utilizing proven instructional strategies and innovative methods by highly skilled and dedicated individuals in partnership with families, our city, and the global community.

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Welcome to the 2017-2018 school year at
Woodbury Junior-Senior High School!

As a leader in personalizing education we strive to make our school and community strong. Each student has the opportunity to be successful and reach his/her personal goals.

Please familiarize yourself with this book that is filled with important information, resources, and policy references.

Each of you is a proud member of the Thundering Herd! We are committed to personalizing the education of each student in our building. Together we can each achieve success.

Here is to a great year ahead,

Dr. Jason Vivadelli
Principal



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JUNIOR – SENIOR HIGH SCHOOL BELL SCHEDULE
*****BREAKFAST TIMES AFTER HR for JHS; BEFORE HR for SHS*****
 SHS breakfast is AFTER HR during Extended Homeroom only
Entry bell sounds five (5) minutes before the start of homeroom for all schedules

JHS ANNEX – Grade 6				
PERIOD	REGULAR	EARLY DISMISSAL	LATE ARRIVAL	EXTENDED HOMEROOM
HR	7:40 – 8:00	7:40 – 8:00	9:40 – 10:00	7:40-8:16
01	8:11-8:53	8:11 – 8:37	10:11 – 10:38	8:26-9:06
02	8:56-9:38	8:40 – 9:06	10:41 – 11:08	9:09-9:49
03	9:41-10:23	9:09- 9:35	11:11 – 11:38	9:52-10:32
04	10:26-11:08	9:38 – 10:04	11:41 – 12:08	10:35-11:15
05	11:11-11:53	10:09 – 10:35	12:11 – 12:38	11:18-11:58
06	11:56-12:38	10:38 – 11:04	12:41 – 1:08	12:01-12:41
LUNCH 6	12:38-1:05	11:07 – 11:33	1:08 – 1:35	12:41-1:09
07	1:08-1:50	11:37 – 12:03	1:38 – 2:05	1:12-1:52
08	1:53 – 2:35	12:07 – 12:33	2:08 - 2:35	1:55-2:35
JHS GRADES 7-8				
HR	7:40 –8:00	7:40 – 8:00	9:40 – 10:00	7:40-8:16
1	8:11-8:53	8:11- 8:37	10:11 – 10:38	8:26-9:06
2	8:56-9:47	8:40 – 9:14	10:41 – 11:14	9:09-9:57
3	9:50-10:41	9:17 – 9:51	11:17– 11:50	10:00-10:48
LUNCH	10:41-11:08	9:51 – 10:13	11:50 – 12:17	10:48-11:19
4	11:11-12:02	10:16 – 10:50	12:20 – 12:53	11:22-12:10
5	12:05-12:56	10:53- 11:27	12:56 – 1:29	12:13-1:01
6	12:59-1:50	11:30 – 12:04	1:32 – 2:05	1:04-1:52
7	1:53 – 2:35	12:07 – 12:33	2:08 - 2:35	1:55-2:35
SHS Grade 9 – 12				
1	7:55-8:37	7:55 – 8:21	9:55 – 10:22	7:55-8:35
HR	8:47-8:53	8:31 – 8:37	10:32 – 10:38	8:45-9:06
2	8:56-9:38	8:40 – 9:06	10:41 – 11:08	9:09-9:49
3	9:41-10:23	9:09 – 9:35	11:11 – 11:38	9:52-10:32
4	10:26-11:08	9:38 – 10:04	11:41 – 12:08	10:35-11:15
5	11:11-11:53	10:07 – 10:33	12:11 – 12:38	11:18-11:58
LUNCH	11:53-12:20	10:36 – 11:03	12:38 – 1:05	11:58-12:26
6	12:23-1:05	11:07 – 11:33	1:08 – 1:35	12:29-1:09
7	1:08-1:50	11:37 – 12:03	1:38 – 2:05	1:12-1:52
8	1:53-2:35	12:07 – 12:33	2:08 - 2:35	1:55-2:25

SCHOOL CLOSING NUMBER: 806

Visit Woodbury's Website at:

www.woodburysch.com

ATTENDANCE SECRETARY

853-0123 – Extension 261

The Junior High School (grades 6-8) is an important connection between the elementary school and the high school. These middle level years will be very different yet very exciting.

The Senior High School (grades 9–12) years will be filled with opportunities to help each student apply the efforts required to excel academically and be fully prepared for the opportunities that a college and/or workforce experience will provide. Each year you will develop experiences and memories that will shape those goals and aspirations to craft and mold a positive and contributing adult member of our community.

WOODBURY JUNIOR-SENIOR HIGH SCHOOL COUNSELING AND CHILD STUDY TEAM

Junior High School Counseling

Ms. Mary Kate Walsh, Grades 6-8

Extension 272

Junior and Senior High School Child Study Team

Ms. Sharon Cardwell, Grade 6

Social Worker/Case Manager

Extension 223

Ms. Ann Brugnolo, Grades 7-9

Learning Disability Teacher-Consultant

Extension 233

Ms. Tanya Ripley Grade 10-12

School Psychologist

Extension 330

Junior and Senior High School Anti-Bullying Specialist and Student Assistance Coordinator

TBD

Extension

Senior High School Counseling

Ms. Laura Lopez

(A-L)

Extension 287

Mr. Joseph Jarrett

(M-Z)

Extension 256

ATTENDANCE

A secondary student will be **present for one-hundred sixty-six (166) days in order to be awarded** course credit **regardless of the reason for the absence**. However, absences for the observance of religious holidays and absences caused by a student's suspension will count **toward the one-hundred sixty-six (166) day total**.

A secondary student denied course credit may attend a credit-completion session to regain the denied credit provided the student **has been in attendance for one-hundred forty-five (145) days**. Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction or attendance in an approved credit completion assignment that they have mastered the proficiencies established for the course of study during prolonged absences.

For courses meeting for less than a full year, a student needs to be in attendance ninety percent (90%) of the days.

Truancy or **"unexcused absence"** for local disciplinary purposes is defined as a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant for any of the following reasons (but not limited to):

- Leaving school without permission when school is still in session;
- Leaving class because of illness and not reporting to the school nurse as directed; or
- Being present in school but absent from class without approval. Such absence from class is a "class cut".

Truant students, which include students who cut class, forfeit any opportunity to make up work missed caused by either infraction; a zero (0) is assigned for the day's work in all classes. Truancy also involves consequences outlined in the Student Conduct Code.

Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5113: Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit, and a truant school day absence. Five instances of tardiness shall equal one absence.

Notice to School of a Student's Absence

- The parent(s) or legal guardian(s), or adult pupil is requested to call the school office before 8:00 a.m. of the morning of the student's absence.
- The parent(s) or legal guardian(s) of a student who attended morning session but will not attend afternoon session should call the school office or send a note before 10:00 a.m. to give notice of the student's absence.
- The parent(s) or legal guardian(s), or adult pupil who anticipates a future absence or anticipates that an absence will be prolonged should notify the Principal who will assist in the arrangement of make-up work.

Readmission to School after an Absence

- A student returning from an absence of any length must present to the Principal or his/her designee, a written statement, dated and signed by the parent(s) or legal guardians(s), or adult pupil, of the reasons for the absence.
- A note explaining a student's absence for non-communicable illness for a period of more than three (3) school days must be accompanied by a physician's statement of the student's illness.
- A student who has been absent by reason of having being suspected of having a communicable disease must present to the School Nurse written evidence of being free of communicable disease, in accordance with Policy No. 5113.

Instruction

Students absent for any reason are expected to make up the work missed. All students are responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

- In general, students will be allowed one (1) day to make up missed work for each one (1) day of absence. Teachers shall make reasonable accommodations to extend time for students.
- A student who missed a test because of an excused absence shall be offered an opportunity to take the test or an alternate test.

Denial of Course Credit

The teacher will determine the credit to be awarded a student for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a student's absences in determining a final grade. However, absences for the observance of a student's religious holiday, for a suspension from school, or a school-sanctioned event cannot adversely affect the student's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 5113, for a student who has not had full opportunity to make up missed work.

Discipline

- Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 6145.1
- Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 6145.1/6145.2
- No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of absence.

In addition to the requirements as outlined in Policy No. 5113 (Attendance, Absences, and Excuses), a student deemed truant shall be subject to appropriate student discipline.

Appeal

1. A truant student may be suspended or expelled for trancies in accordance with Policy 5113.
2. A student who has been retained at a grade level for excessive absences may appeal that action in accordance with Policy No. 6146.2.
3. A student who has been denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or his/her designee within five (5) school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the student should continue to be enrolled in the course and/or receive course credit.

- b. The Principal or his/her designee will respond in writing no later than five (5) working days after receiving the student's appeal.
- c. If the student is not satisfied, he/she may submit a written request to the Attendance Review Committee.
- d. On the student's request, the Principal shall convene an Attendance Review Committee consisting of Director of Pupil Personnel Services, Counselor, a teacher, Nurse, Case Manager, where appropriate, and Principal or his/her designee. The Attendance Review Committee shall meet informally to hear the student's reasons for reenrollment and/or credit. The student's parent(s) or legal guardian(s) and teacher may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the pupil in writing within seven (7) working days of the meeting. The committee may impose conditions on any reenrollment and may require the student to agree to those conditions.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education, in that order and in accordance with Policy No. 5113, Pupil Grievance. Resort to the Attendance Review Committee shall be considered to have exhausted the first step of the grievance.

Lateness and Early Dismissal

The Board of Education requires that students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a student on the prior written request of the student's parent or legal guardian. Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside school hours, medical disability, motor vehicle driver's test, interviews for college entrance or employment, and court appearances. In order to provide as much instruction and as many educational opportunities as possible for our students, all students are to be scheduled for a full eight (8) period day (grades 7 and 8 – 7 periods) with no early dismissals.

No student in grades Pre-K to Eight (8) will be permitted to leave the school before the end of the school day except in the presence of the student's parent or legal guardian, or an agent of the parent or legal guardian. Students in grades 9-12 need to meet these same expectations or have a written note asking for exception that includes a phone number to allow contact with a parent or guardian.

Saturday Attendance School Program

Students in danger of losing credit because of attendance will have the opportunity to attend the Saturday Attendance School program to make up absences. The hours are 8:00 a.m. to noon. **Students must bring their books and/or assignments from their regular scheduled classes in order to be admitted and receive credit for their attendance.** A secondary student may only receive credit for attending the Saturday Attendance School Program if he/she has been in attendance for one-hundred forty-five (145) days - Policy No. 5113.

***Every student has been given an agenda book, which will be used for passes from classes during each school day. Replacement agenda books can be purchased for \$5.00.**

Academic Information

Junior High

The Junior High offers a rigorous program of studies that consists of Literacy, Mathematics, Social Studies, Science, and a variety of related arts courses designed to help each student discover special interests and talents in grades 6-8.

State Assessments

NJASK 8: The New Jersey Assessment of Skills and Knowledge (NJ ASK) in Science will be administered to students in grade 8 this spring.

Partnership for Assessment of Readiness for College and Careers (PARCC): This assessment will be administered in the spring which includes Performance – Based and End-of-the-Year components.

Promotion Policy

In grades 6-8, no child may proceed to the next grade without summer school or make-up courses if literacy and/or math is failed. Additionally, students must pass at least two of the following three core courses: science, social studies, and physical education/health. Summer school make up with a passing grade will need to occur for a student to be promoted if he/she fails to achieve the expectations noted above.

Academic Information

Senior High

The Woodbury Junior - Senior High School comprehensive program is embedded in a school culture that expects all students to spend time and effort on academic subjects and emphasizes that effort fosters high levels of academic achievement.

State Assessments

Partnership for Assessment of Readiness for College and Careers (PARCC): This assessment will be administered in the spring which includes Performance – Based and End-of-the-Year components.

<u>High School Graduation Requirement</u>			
Language Arts Literacy	25 credits	Physical Education/Health	3.75 credits/year
Mathematics	15 credits	World Language	5 credits
Science: (including Biology and Chemistry/Environmental Science/Physics)	15 credits	Visual & Performing Arts	5 credits
Social Studies	15 credits	Practical Arts	5 credits
		Economics	2.5 credits

Students must take a full schedule of **forty (40) credits** each year. Students taking less than a full schedule may jeopardize their eligibility for athletics or other co-curricular activities.

High school (9-12) – A student will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in Policy 6146.2.

To be a sophomore: 30 credits must be earned
 To be a junior: 60 credits must be earned
 To be a senior: 90 credits must be earned [or a minimum of eighty (80) credits earned in conjunction with a special senior year schedule consisting of enough attempted credits to graduate – a maximum fifty (50) credits.] *

A student will not be permitted to attempt more than 50 credits from September 1 and June 30 during any academic year. There is an exception for Woodbury's alternative high school program where students may exceed the fifty (50) credit maximum in the competency-based classes. Further exceptions will be made at the discretion of the high school administrator.

As per the New Jersey Department of Education, the Class of 2018 will be able to satisfy the state requirement of demonstrating proficiency in English Language Arts and Mathematics in the following ways:

English Language Arts

Passing score on a PARCC ELA Grade 9 **or**
 Passing score on a PARCC ELA Grade 10 **or**
 Passing score on a PARCC ELA Grade 11 **or**
 SAT \geq 400 **or**
 PSAT \geq 40 **or**
 ACT \geq 16 **or**
 Accuplacer Write Placer \geq 6 **or**
 ACT Aspire \geq 422 **or**
 ASVAB-AFQT \geq 31 **or**
 Meet the Criteria of the NJDOE Portfolio Appeal

Mathematics

Passing score on PARCC Algebra I **or**
 Passing score on PARCC Algebra II **or**
 Passing score on PARCC Geometry **or**
 SAT \geq 400 **or**
 PSAT \geq 40 **or**
 ACT \geq 16 **or**
 Accuplacer Elementary Algebra \geq 76 **or**
 ACT Aspire \geq 422 **or**
 ASVAB-AFQT \geq 31 **or**
 Meet the Criteria of the NJDOE Portfolio Appeal

On August 3, 2016, the State Board of Education adopted new regulations that changed New Jersey's high school graduation requirements. These rules define ways students can satisfy the state assessment requirement for a New Jersey high school diploma.

The new regulations include transitional requirements for students in the classes of 2018 and 2019, slightly different rules for the class of 2020, and very different rules for the class of 2021 and beyond. Each set of rules is explained below.

Students in the classes of 2018 through 2019 can satisfy the state testing requirement by meeting one math and one language arts option listed on this website: <http://www.state.nj.us/education/assessment/parents/GradReq.pdf>.

Students in the class of 2020 can also satisfy the state testing requirement through any of the options. However, to use any of the options besides PARCC, NJDOE has required that the Class of 2020 students must first take all PARCC exams connected to courses for which they have been enrolled during high school. These courses include English Language Arts 9, English Language Arts 10, English Language Arts 11, Algebra I, Algebra II and Geometry. If students take, but do not pass one PARCC math and one PARCC ELA exam, they can use the other testing options to meet the state test requirement.

Beginning with the class of 2021, students must satisfy the state testing requirement by taking and receiving a 4 or 5 on the 10th grade English Language Arts and Algebra I PARCC tests. The alternative for students who do not reach those scores will be the portfolio review. **Beginning in 2021, the other substitute tests on NJDOE's chart will no longer be accepted as ways to satisfy the state graduation requirement.**

The portfolio review is an option for students who do not receive the required scores on PARCC or the other substitute tests (during the years in which they are recognized). It consists of graded student work samples that are reviewed by the school and the NJDOE to determine if it satisfies the state testing requirement.

Graduation Policy

All students are required earn 130 high school credits in order to graduate. Students must meet the attendance policy expectations in all grades in addition to the academic expectations stated here (Policy 6146).

Class Rank

Class ranking is based on final grades by grade point average for pupils in grades nine (9) through twelve (12). Your weighted class average in your class determines your rank-in-class comparison to others. The more demanding, higher-level courses are "weighted". Only those students who have attended WHS for at least two (2) full years will be ranked. Valedictorians and salutatorians are selected at the end of the third (3rd) quarter based on GPA.

Final grades earned in each class for grades 9–12 are averaged for class rank for classes transferred into Woodbury from other secondary schools and courses taken at Woodbury as part of the traditional high school program; courses taken as part of "program completion"/Option II will not be factored into the class rank.

Honors and Advanced Placement courses are "weighted" with a factor of 1.10. For transfer students only Honors/Advanced Placement courses from the school he/she transfers from that are equivalent to courses offered at Woodbury High School will receive similar weight. The ranking formula is as follows:

$$\frac{\text{Grade} \times \text{factor} \times \text{Attempted credits}}{\text{Total Attempted Credits}} \qquad \frac{(90 \times 1.10 \times 5) + (85 \times 1.0 \times 2.5)}{7.5}$$

Only those students who are projected to attend Woodbury Senior High School for at least two full years (where they will have earned Woodbury grades for the last eight marking periods of their high school years) will be ranked. A list of courses listed as "Honors and Advanced Placement", and the appropriated "weight" are posted on our website: www.woodburysch.com on the Curriculum web page.

Advanced Placement (AP) Program

Advanced placement (AP) courses are offered to any student who wishes to complete college level studies in our high school setting. AP on-line courses are also available to students. After a four (4) week period, a conference is held to assess the student's progress and evaluate the potential of his/her future success in the program. For courses offered in the Woodbury Junior-Senior High School's Program of Studies, every AP student is required to take the AP exam in his/her subject. For these courses, parents/guardians are required to pay for 1/3 the cost of each AP exam. Students who receive a score of 3, 4, or 5, will be reimbursed the 1/3 cost payment upon official receipt of the score from College Board. In the case of financial hardship, the parent/guardian should contact the Director of Pupil Personnel Services.

College Credit Bank

Qualified juniors or seniors are permitted to take courses at Rowan College at Gloucester County and Rowan University. Online courses are also available. See your counselor for more information.

Summer School

Students must achieve a minimum final grade of at least 50 and meet the Woodbury Junior-Senior High School attendance requirements (a minimum of 165 days) to attend summer school. In all grades, students must meet the attendance policy expectations in addition to the academic expectations stated here (Policy 5113).

Grading Policy

90-100: Excellent	80- 89: Good	70-79: Fair	64 or below: Failure
I: Incomplete	MD: Medical	N: New Student	

Physical Education

Students in Physical Education will be graded on both participation and being properly dressed. Participation is worth 5 points; Proper dressing is worth 5 points, for a total of 10 points.

Proper Dressing Procedure

Students must change their clothes in the locker room.

5 points for fully changed

3 points for partially dressed (tops, bottoms, and shoes must be changed)

0 points for not changing any of your clothes

Dress Code

- All Students must wear; gold, white, blue, or grey P.E. clothes and must change from their school clothes to a separate gym uniform.
- SHORTS: Will follow the school dress code and must pass your fingertips. They must also have an elastic waistband.
- SWEATPANTS: All sweatpants must be brought up to the gymnasium and put on in the gym; shorts MUST be worn underneath sweats.
- SHIRTS: All shirts must be crewneck and athletic.
- Leggings or yoga pants can only be worn in gym class with shorts covering them. Student must have a second pair and change to receive credit for proper dress.

Jewelry, including tongue and body piercings, is prohibited for safety reasons.

JEWELRY, ZIPPERS, METAL BUTTONS, or ATHLETIC UNIFORMS are not acceptable dress. Refusal to remove jewelry is an automatic loss of 10 points.

Participation

- 5 points for full participation
- 2-3 points for partial participation (point loss is determined by teacher)
- 0 points for no participation

Physical Education Make Up

- All absences from school will result in a 5 point deduction
 - Points can be made up
 - There will be designated make-up days during the last month of the marking period
- A pass from another teacher will result in a 5 point deduction
 - Points can be made up
- Any class that is deemed a cut will result in a 10 point deduction
 - Points cannot be made up

Physical Education Medical Excuses - Illness or injuries are the **only** reasons a student does not participate in PE. **All PE medical excuses must be generated through the school nurse.**

Daily PE Excuse:

- Submit a medical note directly to the nurse.
- If the medical note is for one day a daily medical pass will be issued and you will be given the opportunity to complete a written assignment to receive credit for the day or to make up the missed class at a later date.

Extended PE Excuse: More than five (5) days:

- Submit a medical note directly to the nurse
- You will be assigned to the Library Media Center where written assignments will be assigned.
- The written work will satisfy the PE grade for the days assigned. Note: It is the responsibility of the student to make arrangements with the teacher.

Year Long Medical PE Excuse:

- Submit a medical note directly to the nurse.

Locker Room

- Students have 5 minutes to travel from their previous class to the locker room.
 - This allows an extra two minutes to get there.
 - If you are not on time you will not be granted access.
 - You must change only in the locker room.
 - You must have a late pass to enter the locker room.
- Misbehaving in locker room will result in a locker room suspension.
 - 1st offense is a suspension and loss of 10 points.
 - 2nd offense is a suspension, call home, and loss of 10 points.
 - 3rd is a discipline referral, suspension, and loss of 10 points.

Physical Education Grading System

Successful completion of Physical Education is required every year a student is in school. The course is held three (3) marking periods each year. PE grades are based on the following components:

- Participation is 80% of your grade.
- Quizzes, fitness testing are 20% of your grade.

PHYSICAL EDUCATION ELECTRONIC DEVICE POLICY

There will be no electronic devices allowed in the locker room or gym at any time.

All book bags, personal effects, and school supplies MUST BE locked in a gym locker in the locker room (students must purchase their own lock). Disclaimer: Woodbury Junior-Senior. High School is not responsible for lost or stolen items.

Family Life Education

Family Life Education is offered to students in grades six, eight, and twelve as part of the health curriculum. The program is designed to help students recognize the dynamics of family life in our community. Parents/Guardians who do not desire to have their child participate in this class should submit a signed statement stating such to the school principal. No penalty will result from this action. Forms are available in the Main Office.

Health and Welfare

Please inform the school immediately of any existing medical conditions for your child.

Health Services

Individual medical records are maintained for every student. Parents/Guardians are occasionally asked to provide the school nurse with information to maintain the complete records necessary for medical-health services. Current information is especially important as it relates to immunizations.

Co-Curricular Physicals

Students must have a sports physical performed by their own physician. The completed school medical form must be returned directly to the Athletic Director's office or Athletic Trainer's office – **not to a coach**. A physical must be approved before a student can practice any sport.

Medication

The school nurse or your parent/guardian is the only person permitted to administer medication to you. When medication (prescribed or over-the-counter) is required during the school day, written orders from your physician and a written request from your parent/guardian must be submitted to the nurse. All medication must be in its original, labeled container.

Illness during School Hours

If you become ill during the school day, report to the nurse's office with a pass from your teacher. If necessary, the nurse will notify your parent/guardian to come to school to take you home. Always report to the main office to sign out before leaving the building with your parent or guardian.

Library Media Center (LMC)

Students must have an approved Acceptable Use Policy to use the library computers.

The Media Center plays a very important role in the academic experience. It includes space, materials, and technology that enrich the curriculum and contribute to the daily learning process. The Media Center plays a very important role in the academic experience.

Athletics and Activities

Woodbury Junior-Senior High School recognizes the value of student participation in co-curricular activities. Students must be eligible to participate in activities in accordance with the school's academic, attendance, and student conduct regulations. The following activities are offered at Woodbury Junior High School:

Junior High School Athletics

Fall Sports

Cross Country (Boys & Girls)
Field Hockey

Winter Sports

Wrestling

Spring Sports

Track and Field (Boys & Girls)

Ceramics
Chess Club
Culture Club*

Clubs and Activities

Drama
Jazz Band
Lady Bug Club

Student Council
Robotics*
Yearbook

Senior High School Athletics

Fall Sports

Football
Boys Soccer
Girls Soccer
Cross Country (Boys & Girls)
Fall Cheerleading

Winter Sports

Boys Basketball
Girls Basketball
Wrestling
Indoor Track
Swimming

Spring Sports

Baseball
Softball
Girls Track
Boys Track

Art Club
Academic Bowl
Audio Visual*
Band
Band and Orchestra *
Color Guard
Culture Club*
Cultural League
Debate Club

Clubs and Activities

Dramatics
Ecology Club
Interact Club
Jazz Band
Poetry Club
Math League
National Honor Society
Robotics*
Science League

S.U.R.E
Student Council
Wind Ensemble
World Language Club
Yearbook

*** Activities marked with an asterisk are open to junior and senior high school students.**

Student Activities/ Eligibility

Eligibility to participate in our interscholastic sports, clubs, and other school sponsored activities is determined by a student's academic performance, attendance, and conduct. **Academic Requirements:** Eligibility is effective the fifth school day after distribution of report cards.

Grades 6, 7, and 8

Per Marking Period: A student in grades 6-8 is eligible for participation in sports if he/she passed six (6) of the eight (8) courses ("block classes" will be counted as two (2) courses) in the preceding marking period. Students ineligible for the second and/or fourth marking periods will be removed from the sports team they are competing on during the marking period(s) they are ineligible.

Grade 9

1st Marking Period: Eligibility is determined by the grades earned in every subject in the 4th marking period grades earned in the 8th grade. You are ineligible if you fail more than two (2) courses in the 4th marking period of your 8th grade year.

Grades 9 – 12

Semester: Eligibility is determined each semester. Students must earn the equivalent of 30 credits at the end of the semester. In addition, students must maintain passing grades in at least six classes in the 1st and 3rd marking periods to maintain eligibility.

Students determined to be ineligible due to scores from the first or third marking periods – or the fourth marking period for the 8th grade student -- may file an appeal to the building principal for continued participation. This can only be done one time in a student's **high school career. Students who accrue 25 disciplinary points will be considered ineligible for participation in athletics and/or activities.*

Attendance

Students must be in school for a minimum of four hours to participate in any co-curricular activity that occurs on the same day. If an activity is scheduled on a day in which school is not in session, student participation is determined by the attendance on the last day school was in session prior to the event

Conduct

All students are ineligible to participate in any co-curricular activity, including interscholastic sports, clubs, and other school sponsored activities when twenty five (25) conduct points are earned. (Refer to the Student Conduct Code). Note: students are not permitted to participate in any co-curricular activity when the activity is held at the same time the student is serving an administrative detention or on a day when a suspension is being served.

Athletics

Students who meet NJSIAA and Woodbury Junior-Senior High School rules and regulations are eligible to try out for and compete in the athletic program.

Age and Class Requirements

Students become ineligible for high school athletics when they attain the age of nineteen (19) prior to September 1. However, any athlete attaining age nineteen (19) on or after September 1 will be eligible for the ensuing school year. The 9th grade athlete becomes ineligible for 9th grade athletics if they reach age sixteen (16) prior to September 1 of that school year. Students are ineligible for high school sports after the end of eight (8) consecutive semesters following their entrance into the 9th grade. Also, a student becomes ineligible for high school sports when the class in which they were originally enrolled has graduated.

National Honor Society

The guidelines below are used to invite eligible students into the National Honor Society at Woodbury High School. Students will need a GPA of 90 or higher to be considered for National Honor Society.

- Tiered System for GPA – These points would be added to the total points at the end of scoring
 - 90 – 93 add 5 points
 - 94 – 96 add 10 points
 - 97 – 100 add 15 points

An additional point will be given to any student who demonstrates leadership within the activity; i.e., if the student is an officer in a club or captain of a sport. A required essay is a part of the application process. Students must complete one of three topics which will be scored by a rubric used in English classes. Service Learning will count to fulfill both the graduation requirement and the activity for National Honor Society.

Student Council and Class Organizations

Students are encouraged to be active participants in their class organization and student council which is the only recognized total student representative organization.

Elections

Student Council elections for the Junior – Senior High School take place in September of each school year.

School Trips (Day & Overnight)

The Eligibility & Student Conduct code policies apply to participation on trips not related to curriculum

A parent/guardian permission slip must be signed and submitted to the faculty coordinator of the trip. All school rules apply on any trip sponsored by the school, organization, or club associated with the school. Students are responsible to notify each teacher **in advance** of their absence from class and for any materials, assignments, or tests that are covered in class when they are on a trip. Students are required to make up tests and submit any/all assignments on the day they return to school after the trip. Please refer to File Code 6153 Field Trips for reference to the Senior Class Trip.

Affirmative Action

Students are guaranteed affirmative action rights in instructional and co-curricular activities as provided under Federal and State law. Students shall not be discriminated against in regard to race, color, creed, religion, sex, or national origin. All related concerns should be directed to the building principal or the district's Affirmative Action officer, Mr. Edward Murphy (Counseling Office, ext. 225).

Harassment/Intimidation and Bullying

As per Board of Education policy 5131.1, all acts of harassment, intimidation or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. Any person with any information regarding actual and/or potential planned hazing and/or information regarding acts of harassment, intimidation or bullying of pupil by any school employee or other pupils must report the information to the Anti-Bullying Specialist, Donna Lacovara, or any building administrator. ** Reporting individuals are protected by law from any reprisals.

We-Tip (Anonymous Crime tip-line)

Parents or students can make anonymous reports of crime in the school, including acts of vandalism, to the We-Tip hotline by calling **1-800-78-CRIME/1-800-782-7463**. The hotline is staffed 24 hours/365 days per year. All calls are anonymous and confidential.

2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board!

Expectations for Student Behavior

Woodbury Junior-Senior High School is committed to protecting the health and safety of all of our students. We believe an orderly and respectful environment is most conducive to learning. These conditions will be achieved when students practice self-discipline and comply with school regulations. Remember, the authority of faculty and staff, is in no way limited to the classroom, assigned students, or in areas of supervision. All faculty and staff are authorized by the school to enforce rules and regulations at all times.

This student conduct code provides students, parents/guardians, faculty and staff with guidelines and expectations to maintain a learning environment that provides opportunities for success to all. The code includes, but is not limited to, the written system of acceptable conduct and consequences for violations which are outlined on the following pages.

SCHOOL CONDUCT CODE

Administrative Detention (Mondays and Thursdays 2:45 p.m.-4:45 p.m.)

Infractions may also result in Educational Adjustment Program, In-School Suspension or Out-of-School Suspension from 1 to 5 days

- Disruptive behavior, misconduct, including but not limited to: class disruption, littering, running in the hall, shouting, horseplay, public display of affection, abuse of passes, and loitering anywhere on the school grounds
- Cutting class (Unauthorized absence)
- Dress Code Violation (Alternate clothing will be required for student to wear or student is removed from class)
- Unauthorized use of electronic devices. The item may be taken away by an administrator.
- Failure to serve teacher detention
- Profanity or other offensive speech
- Tardiness
 - Teacher warning for first offense
 - Teacher detention for second and third offenses
 - Fourth and all subsequent tardiness will receive administrative detentions.
- Unauthorized use of elevator or other school equipment

Educational Adjustment Program – EAP (Monday through Thursday 3:00 p.m. -7:00 p.m.)

Infractions may also result in In-School Suspension or Out-of-School Suspension from 1 to 5 days

- Insubordination
- Incitement
- Failure to serve Administrative Detention
- Chronic tardiness to school (also could result in exclusion from participation in co-curricular activities including athletics. Policy 5113R)

In-School Suspension (Monday through Friday 9:00 a.m. - 2:35 p.m.)

1 to 5 days

Infractions may result in placement in the Educational Adjustment Program or Out-of-School Suspension from 1 to 5 days

- Biased or discriminatory conduct
- Disrespect directed to a teacher or a staff member
- Gambling
- Harassment by verbal or other means
 - Truancy: Leaving school without permission when school is still in session; leaving class because of illness and not reporting to the school nurse as directed; or being present in school but absent from class without approval. Such absence from class is a “class cut”.
- Possession of tobacco product, lighter or matches in school or on school grounds (usage may result in police/court involvement)

Out-of-School Suspension

1 to 5 days

Infractions may result in Educational Adjustment Program, a Board Hearing, and possible police involvement

- Bullying (Intimidating others) – putting individual(s) in fear for their safety or well-being through words or actions including verbal threats
- Fighting (first offense may result in police involvement; second offense may result in the transfer into the Alternative Education Program.)
- Possession of or use of fireworks, and/or chemical nuisance devices
- Theft of property from school or individual or applying pressure to do so (restitution will be required)
- Sexual harassment
- Vandalism – having the intent to, defacing, abusing, or destroying school property (restitution required)

Suspensions pending Board Hearing/Police Involvement/Restitution

- Assault of a physical nature against staff or staff property
- Assault of a verbal nature or threat directed toward a staff member
- Fire alarm tampering, making a bomb threat, or setting a fire
- Weapon possession (also items construed as weapons)

Special Issues

- Plagiarism/Cheating: Student will receive a zero for the assigned work with no opportunity to make up the work.
- Alcohol and/or controlled dangerous substance violations. Board policy/regulations dictate consequences.

Student Conduct Code Points System

The infractions listed above carry the following points.

Administrative Detention	2 points
EAP	3 points
ISS:	4 points
OSS:	5 points
OSS – Pending Board Hearing:	10 points

Points System

Accumulation of points will result in the following:

- 10 Points: Special Parent Conference is scheduled with Assistant Principal and School Counselor. Student referred for Intervention and Referral Services Committee (I&RSC).
- 20 Points: Student Behavioral Contract is developed. Violation of contract will result in a 1 day EAP for the first offense; 2 days EAP for the second offense; 3 days EAP for the third offense; 4 days EAP for the fourth and all subsequent offenses.
- 25 Points: Student becomes ineligible to participate in extracurricular activities such as school dances, interscholastic sports, clubs, Junior High School Promotional exercises, end-of-the-year events including end-of-the-year trips; Senior High School Graduation ceremonies, prom, senior trip, and any other trip that is not directly related to an assigned class's curriculum.

Note: If a student successfully goes 30 school days without a referral the student will have 5 points removed.

Teacher Detention

Teachers have the authority and responsibility to assign a teacher detention for unacceptable behavior.

Administrative Detention

Students that receive three administrative detentions for similar behavior within a given marking period may be immediately placed on a behavior contract.

Education Adjustment Program

Please note that the Principal and/or his/her designee may exercise discretion in decisions that place students into EAP for reasons other than those outlined in the school's discipline code. Students will not be admitted back to day school until the EAP assignment is complete.

In-School Suspension

Students who have serious or repeated violations of school rules will be assigned to In-School Suspension. Students assigned to ISS will report to school at 9:00 a.m. and report to the appropriate Assistant Principal's office. The entire school day will be spent in In-School Suspension for each day assigned. A student will not be able to participate in any co-curricular or athletic activities until they rejoin the regular educational program.

Out-of- School Suspension

Students assigned to Out-of-School suspension will not be re-admitted to school until an in-school parent conference is held. Students out of school beyond three (3) consecutive days will need to secure class and homework assignments through the Counseling Office. A re-entry conference will be held before a student re-enters the regular educational program.

Dress Code

Please note: The intent of this dress code is to keep our students safe and focused on learning.

The dress code applies during the school day; when students attend a school sponsored even including athletic events on or off school grounds. The administrative staff may also modify the dress code for specific school sponsored activities.

- Students should wear SAFE, day-time appropriate clothing that is NOT excessively tight, sheer, short, low-cut, or revealing.
- Clothing should NOT display suggestive, obscene, or inappropriate images or language.
- There will be NO outerwear including hats/head-coverings, gloves, or sunglasses.
- Students CANNOT wear skirts, dresses, or shorts with the length falling above the fingertips of an open hand with a fully extended arm.
- Footwear will be worn at all times.
- Undergarments may not be exposed.
- Appearance that continually disrupts the normal operation of the school will be subject to review and possible disciplinary action.

Drugs and Alcohol

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measure.

In accordance with the administrative discipline code, and after due process procedures have been enacted, students suspended for substance abuse will be suspended up to ten (10) days or until a board hearing for first time offenses. Students failing to accept or to respond to treatment in a positive manner will face additional penalties. "Positive manner" is defined as refraining from further use or abuse of the substance.

Possession of Paraphernalia

First Offense	Three (3) day suspension/ parent conference with Principal/designee
Second Offense	Five (5) day suspension/ parent conference with Principal/designee

Possession of Drugs or Alcohol

First Offense	Ten (10) day Suspension Conference with the Principal or designee/complaint filed with Police Department
Second Offense	Ten (10) day Suspension/ Superintendent hearing for removal/complaint filed with Police Department
Third Offense	Ten (10) day Suspension/ Board hearing for removal/complaint filed with Police Department

Under the Influence of Drugs or Alcohol

First Offense	Ten (10) day Suspension Principal's conference or with designee/complaint filed with Police Department
Second Offense	Ten (10) day Suspension/ Superintendent's hearing/complaint filed with Police Department
Third Offense	Ten (10) day Suspension/ Board hearing for removal/complaint filed with Police Department

Distribution of Drugs and/or Alcohol

First Offense	Ten (10) day Suspension Superintendent's hearing/complaint filed with Police Department; possible Board hearing for removal
Second Offense	Ten (10) day Suspension/ Board Hearing for removal/complaint filed with Police Department.

Possession and/or Use of Anabolic Steroids

First Offense	Ten (10) day Suspension; Principal's conference or with designee/complaint filed with Police Department
Second Offense	Ten (10) day Suspension/Superintendent's Hearing/complaint filed with Police Department
Third Offense	Ten (10) day Suspension/Board hearing for removal/complaint filed with Police Department

Discipline Code Comments

* Ten (10) day Suspension* may result in four (4) days Out-of-School and six (6) days of In-School

1. A first offense in any category pertains to every category, in which case a second offense becomes a second offense in any category, etc.
2. The number of offenses is not limited to a single school year.

Policy No. 5131.6 can be found in its entirety on the school's website at: www.woodburysch.com

Quick Reference Guide for Miscellaneous and Important Topics

Acceptable Use Policy	All students must sign the Acceptable Use Policy (AUP) to use the technology equipment offered by the district.
Annex Building	Students in grades 7 – 12 are not permitted in the annex except when scheduled for a class or on official business for a faculty member.
Books and School Equipment	All books must be covered. Fines are assessed for lost/damaged books. All overdue books and fines must be addressed by the end of each marking period before report cards are issued.
Communicable Disease	A student with a communicable disease is excluded and allowed to return with a physician's certification of recovery and the school nurse's approval.
Corridor Displays	All hall displays must be approved per Board of Education guidelines by the advising teacher and administration.
Course Changes	The counseling office needs to be notified no later than the end of the first full week of school to change a course. Any transfer from a full year course after the first full week of school requires administrative approval and must be based on academic reasons. The change will take place at the semester break. No transfer from a semester course will occur if a request is not made by the end of the first full week of school. Students are required to remain in the course they are assigned to prior to any change.
Dropping Courses	The counseling office needs to be notified no later than the end of the first full week of school. Parent/guardian approval is required. Requests are most easily processed if they are submitted prior to August 15.
Early Graduation Program	See your counselor for information.
Elevator	The school elevator is only used with formal permission from the school nurse.
Fines	Students owing fines of any kind will not be permitted to participate in any co-curricular activities, including school trips, excluding athletic competitions. Fines should be cleared monthly.
Fire Drill/Evacuation Regulations	A safe and orderly exit is expected at all times. Students must remain with scheduled teacher at all times.
First Aid	First aid will be administered for any accident or sudden illness. Parents/Guardians are responsible when further medical attention is required. 911 will be called in the event of an emergency during the school day/school attended events.
Honor Roll/ Principal's List	Qualified students earn 80 or above in every subject/Qualified students earn 90 or above in every subject.
Immunizations	All students are required to have a complete series of immunizations, including DPT booster, MMR, Polio, Hepatitis B and Meningitis for enrollment.
Insurance	FULL EXCESS insurance plan: medical bills must be first submitted through the parent/guardian insurance carrier. Expenses not covered will be paid, in accordance with the Bob McCloskey Insurance policy. Questions: Call 1-800-445-3126.
Lockers	Lockers are the property of the district and subject to administrative searches. Every student is required to purchase and use a lock for physical education to secure their belongings during class.
Lost and Found	Lost and Found articles are maintained in the Nurse's Office.
Lunch	Students are not permitted in the corridors, classrooms, or outside during lunch. Meetings held during lunch period must be arranged through the Director of Activities. Parents are encouraged to make payments into your child's account as often as needed/desired.
Math/Literacy Support	Students may be required to enroll in the Literacy/Mathematics Basic Skills program. Participation is determined by the final score results for State assessments (ASK or HSPA) taken the previous school year.
Passes	All students will use Student Handbooks as passes.
Personal Property	The school discourages students from bringing large sums of money, jewelry, cameras, or other valuable items to school.
PTSA	Parent-Teacher-Student Association. See the webpage under Parents & Community for details.
Scholarships (Awards)	Awards are presented each year to students in all grades. See your counselor for more information.
School hours	Students are permitted to be in the building during school hours only – 7:40 a.m. (JHS); 7:55 a.m. (SHS) to 2:45 p.m. unless permitted by a faculty member.
School Photographs	School pictures are taken on a pre-payment basis. Retakes and refunds are honored. Questions: Contact Ms. Ford, Sun Dial advisor or Ms. Andrea Dougherty, Sun Dial Business Manager
Tutoring	Teachers are available at the end of the regular school day for extra help at the student's request. See your counselor for information regarding tutoring.
Visitors	All visitors must report to the Main Office upon arrival. Student guests are not permitted except for unique, pre-arranged reasons (see the Principal). Please be prepared to show identification.
Working Papers	See the Counseling office for information