

Woodbury Alternative School

Student / Parent Handbook
2011-12



SCHOOL ADMINISTRATION

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Principal

Gary Scavette
Supervisor of Alternative Education

CENTRAL ADMINISTRATION

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Superintendent of Schools

Kara Huber
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Director of Pupil Personnel Services K-12

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Director of Special Services K- 12

BOARD OF EDUCATION

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Supervisor's Message

The faculty and administration at Woodbury Public Schools recognize that the traditional school setting may not always be the best program for all students for a multitude of reasons; some students prosper academically, socially, and emotionally when given an opportunity to learn in an environment that provides low student to teacher ratios, self paced learning opportunities, and fosters the development of critical life and career skills. The Woodbury Alternative School was created to serve this population of students and reflects our district's commitment toward being leaders in personalizing education.

It is my hope that this handbook will serve as a guide for both parents and students for the operation of our school. Within the pages that follow you will find valuable information pertaining to the life skills component of our program, the community internship program, and a variety of other components that are unique to the alternative school . These are just a few examples of the topics highlighted in this handbook. I hope you will take the time to become familiar with its content.

I look forward to working with you this year. As always I regard communication with parents a vital link to the success of the Alternative School. Together, with your support, we will make this an outstanding year at the Woodbury Alternative High School.

Sincerely,

Gary D. Scavette
Gary D. Scavette
Supervisor of Alternative
Education

**Woodbury Alternative School
2011-2012 Calendar**

SEPTEMBER	
6	First Student Day
21	Early Release-Back to School Night
OCTOBER	
10	No School – Columbus Day
13	Early Dismissal-Alternative Staff In-Service
NOVEMBER	
7	No School – Faculty In-Service
8	No School – Election Day
9	No School – Faculty In-service
10	No School – NJEA Convention
11	No School-NJEA Convention /Veteran’s Day
22	Early Dismissal
23	Early Dismissal-Alternative School Parent Teacher Conferences
24-25	No School-Thanksgiving
DECEMBER	
15	Early Dismissal-Alternative Staff In-Service
23	Early Dismissal
26-30	No School-Winter Break
JANUARY	
2	No School-Winter Break
16	No School – Martin Luther King, Jr. Day of Service
FEBRUARY	
20	No School – President’s Day
APRIL	
6-13	No School-Spring Break *NOTE: Emergency closing days are expected to be added, if necessary, as follows 1 st day 4/13, 2 nd day 4/12, 3 rd day 4/11, 4 th day 4/10
MAY	
17	Early Dismissal-Alternative Staff In-Service
28	Memorial Day
JUNE	
5	No School – Primary Election
18	STUDENT LAST DAY

NOTE:
During early release days students are dismissed at 5:00pm

Any day when Woodbury Junior-Senior High School is closed the Woodbury Alternative High School is also closed

<p>SCHOOL CLOSING NUMBER: 806 Visit Woodbury’s Website at: www.woodburysch.com ATTENDANCE SECRETARY 853-0123 – Extension 262</p>
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Schedule

High School

	MONDAY AND WEDNESDAY				TUESDAY AND THURSDAY				FRIDAY
	PHYSICAL EDUCATION	PLATO LAB A	LIFE SKILLS	PLATO LAB B	PHYSICAL EDUCATION	PLATO LAB A	ELECTIVE	PLATO LAB B	Community Internship
3:00-4:00	A,B,C				A,B,C				A,B,C
4:05-5:00		A	B break 4:40-5:00	C		C	A break 4:40-5:00	B	↓
5:05-6:00		C	A break 5:00-5:20	B		B	C break 5:00-5:20	A	
6:05-7:00		B	C break 6:00-6:20	A		A	B break 6:00-6:20	C	

Note: The alternative school student population is divided into 3 teams; A,B, and C

Jr. High School

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00-4:00	PLATO	PLATO	PLATO	PLATO	PHYS ED
4:00-4:40	MATH	MATH	PLATO	ENGLISH	PHYS ED
4:40-5:20	LIFE SKILLS	WORLD LANGUAGE	LIFE SKILLS	WORLD LANGUAGE	PHYS ED
5:20-5:40	BREAK	BREAK	BREAK	BREAK	
5:40-6:20	PLATO	PLATO	PLATO	PLATO	
6:20-7:00	ENGLISH	ENGLISH	MATH	END OF WEEK ACTIVITY	

MISSION STATEMENT

Building upon our history, diversity and beliefs, the mission of the Woodbury Public Schools, a leader in personalizing education, is to ensure each child becomes a responsible citizen 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.

OUR MASCOT



Woodbury Alternative High School

- Home of the -

THUNDERING HERD

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**, except that absences for the observance of religious holidays and absences caused by a student's suspension will be counted **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 student's absence from all or a part of the school day without the knowledge of the student's parent(s) or legal guardian(s). A student will also be considered truant if he/she:

- Leaves school at time without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school administrator as directed, or
- Is present in school but is absent from class without approval. Such truancy from class is a "class cut." A student will be identified as truant if he/she is not present for a scheduled class or classes for more than a total of **15 minutes** in a given school day. This includes but is not limited to:
 - Coming back late from an off campus break
 - Taking too much time to move between classes
 - Requesting to use the lavatory and not returning for a period in excess of **15 minutes**. Medical conditions will be considered if student provides a note from a licensed physician.

Tardiness is defined as late arrival for the school day. **One (1)** instance of unexcused tardiness will equal **one (1) unexcused absence** at the Woodbury Alternative School. Any student who arrives at school later than **3:15** will be considered tardy and subsequently will not be granted attendance credit for the day.

Tardiness at the alternative school is defined as missing more than **15 minutes** of class for any reason.

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 3:00pm of the afternoon 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 **Alternative School Guidance Counselor** 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. 8451.

Instruction

Students absent for any reason are expected to make up the work missed. The student is responsible for requesting missed assignments and any assistance required. Teacher 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, except that 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. 2624, for a student who has not had full opportunity to make up missed work.

Discipline

- 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 F.3.a through e. in Policy No. 5200 (School District Response to Unexcused Absences during the School Year), a student deemed truant shall be subject to appropriate student discipline.

Appeal

1. A truant student may be suspended or expelled for truancies in accordance with Policy Nos. 5610 and 5620.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy No. 5410.
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. 5710, 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 the school day, medical disability, a 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 four (4) period day with no early dismissals.

Truancy

A student is truant if absent from school without the knowledge and consent of his/her parent or guardian. 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.

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 program will be held once each month beginning in January through June. The hours are 8:00 a.m. to noon. Students are expected to bring their books and assignments from their regular scheduled classes. 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. 5200 can be found in its entirety on the school's website at: www.woodburysch.com .

Academic Information

Woodbury Jr. – Sr. High School's comprehensive program seeks to meet the educational needs of all students as they prepare for further studies and/or career training upon graduation.

State Assessments

HSPA: The High School Proficiency Assessment is used to determine student achievement in reading, writing and mathematics and science as specified in the New Jersey Core Curriculum Content Standards. First-time eleventh grade students who fail the HSPA in March of their Junior year will have an opportunity to retest in October and March of their senior year.

High School Graduation Requirement for the Alternative School

Language Arts Literacy	25 credits	Practical Arts	5 credits
Mathematics	15 credits	World Language	5 credits
Science	15 credits	Visual and Performing Arts	5 credits
Social Studies	15 credits	Physical Education/Health	3.75 every year

Graduation Policy

Students enrolled in the Alternative School for a minimum of one full academic year prior to graduation may fulfill the graduation requirement through the state minimum of one hundred ten (110) credits / one hundred thirty (130) beginning with the class of 2013. The language arts requirement will be reduced from twenty five (25) to twenty (20) credits, with the omission of the English 100 requirement. All students in the alternative school must complete and document 4 hours/ week of community internship for the duration of the time that they are in the alternative school.

College Credit Bank

Qualified juniors or seniors are permitted to take courses at Gloucester County College 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 Jr.-Sr. High School attendance requirements (a minimum of 165 days) to attend summer school.

In all grades, students must meet the attendance policy expectations (Policy 5200) in addition to the academic expectations stated here.

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

Summer School

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Physical Education

Required Dress

All students are required to have appropriate gym attire by the second week of school. Students not dressed in the required physical education attire will be considered unprepared for class. Note: points are deducted after the second week!

Dress Requirements: All garments must be in compliance with the school's dress code.

- Shorts: **FINGER TIP LENGTH**; Elastic waist. (zippers, buttons, snaps, cargo pants are not permitted)
- Tee Shirt:
- Socks:
- Sneakers: Must have full backs. (platforms or sandals are not permitted)
- Sweats may be worn

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

Physical Education Medical Excuses – All PE medical excuses must be generated through the school nurse

Illness or injuries are probably the **only** reasons a student would be willing to miss PE! In the event either unfortunate circumstance occurs and causes you not to be able to participate:

Daily PE Excuse:

- Submit a medical note directly to the alternative school supervisor who will consult with the school 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 making up the missed class at a later date

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

- Submit a medical note directly to the alternative school supervisor who will consult with the school nurse.
- An alternative assignment will be provided. Note: It is the responsibility of the student to make arrangements with the teacher for this assignment.

Year Long Medical PE Excuse:

- Submit a medical note directly to the nurse
- Student will be reassigned to another subject by the Counseling department. No credit will be earned for PE.

Physical Education Grading System

Successful completion of Physical Education is required every year a student is in school. PE grades are based on the following components:

Attendance	Effort	Physical Fitness
Participation	Skills	Fitness testing
Preparedness	Application in game	Written tests
Social Development		

Physical Education Make Up

Students who attend class **unprepared** for physical education will lose points for the day and are not permitted to make up the class/points.

Students absent or suspended from school will be required to make up work for every **three** days missed from class. It is the student's responsibility to schedule the make-up with the physical education teacher. Students charged with truancy or cutting class are not permitted to make up lost points.

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.

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

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 5512.01, 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 building principal directly or by phone or email. ** 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 Alternative 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.

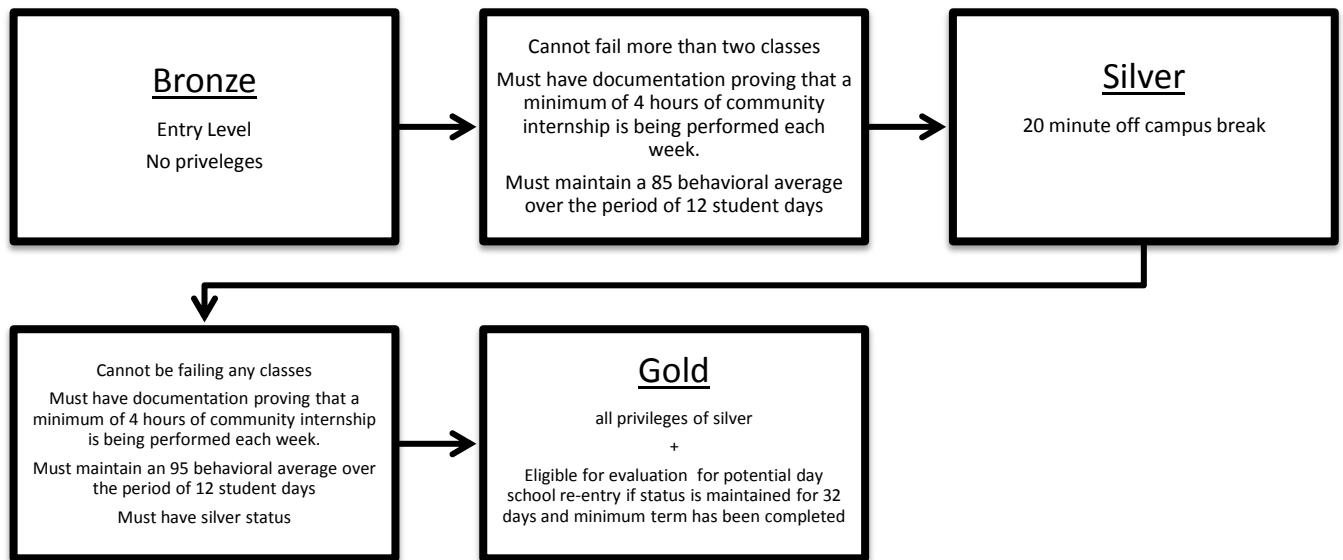
Remember, the authority of faculty and staff, is in no way limited to the classroom, assigned students, or in areas of supervision. All faculty and staff are authorized by the school to enforce rules and regulations at all times.

This student conduct code provides students, parents/guardians, faculty and staff with guidelines and expectations to maintain a learning environment that provides opportunities of success for 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.

Woodbury Alternative High School- Levels of Success Program

The Woodbury Alternative School level of success program has been established based upon the belief that not all students function at the same level of behavior. While we expect all of our students to conform to the behavioral norms of school and society, we recognize that some students will move along the continuum at varying rates.

The level of success program holds students accountable for favorable behavior as they progress from one level to the next. Each new level brings with it added privileges. Students are capable of moving vertically up or down in level depending upon their calculated score which is evaluated every 12 student days. A "student day" represents a day when the student is present. If the student is absent it does not affect their behavioral point score but it does increase the duration of their 12 day term. Once a 12 student day term is completed and evaluated a student starts with a "clean slate" for another evaluation cycle.



The Point System

Each class period a student starts with 25 points. The student can maintain this perfect score if no offensive behavior occurs. Should the student exhibit offensive behavior points are deducted according to the table on the following page. Since a student has 4 academic blocks per day the behavioral grade is easily determined for the day by deducting the total daily point loss from all classes from 100. Once 12 full day scores have been entered they are averaged for consideration in level promotion or demotion.

Woodbury Alternative School Behavior Code

STAFF INTERVENTIONS

Staff are required to deduct points each time offensive behaviors are witnessed. This may occur during class, between classes, or during break time. All students begin each class with 25 points. Points are deducted each time an occurrence takes place and point deductions become more severe if the behavior reoccurs within the same class period. A typical student in attendance for four classes can get a maximum of 100 points for the day if no points are deducted throughout the day from staff.

	First Occurrence	Second Occurrence	Third Occurrence
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	5	10	15
Dress Code Violation (alternate clothing will be required for student to wear or student is removed from class)	5	10	15
Unauthorized use of electronic devices (cell phones, walkman, radios, CD Players, cameras, MP3, Ipods, etc.)	5	10	15
Profanity or other offensive speech	5	10	15
Tardiness to class (less than 15 minutes)	5	10	15
Unauthorized use of computer	5	10	15
Unauthorized use of elevator or other school equipment	5	10	15

OFFENSES REQUIRING ADMINISTRATIVE REFERRAL

The supervisor of alternative education under the direction of the school Principal may impose consequence including but not limited to any combination of the following:

- ❖ Deduction of points
- ❖ Detention during break
- ❖ In or off campus time out
- ❖ In school suspension (ISS)
- ❖ Out of school suspension (OSS)
- ❖ Police referral
- ❖ School Board referral
- ❖ Monetary Restitution

Any referral may lead to an immediate decrease of 1 level and or may lead to the loss of points.

Any ISS will lead to an immediate decrease of 1 level.

Any OSS will lead to an immediate decrease to Bronze status.

Any offense above(identified in the section of "staff intervention") after the third and each subsequent occurrence

Cutting class (Unauthorized absence)-More than 15 minutes late to class

Biased or discriminatory conduct

Disrespect directed to a teacher or a staff member or insubordination with respect to a direction

Firework possession and/or chemical nuisance devices

Gambling

Harassing other students by verbal or other means

Leaving school grounds without authorization

Tobacco product, lighter or matches possession in school or on school grounds

Truancy

Bullying (Intimidating others) – putting individual(s) in fear for their safety or well-being through words or actions including verbal threats

Fighting (May result in police involvement on first offense)

Property theft from school or individual without permission or applying pressure to do so

Vandalism – having the intent to, or defacing, abusing, or destroying school property (restitution required)

Sexual harassment directed at another student or staff member

Assault of a physical nature against staff or staff property (Involves board hearing, police involvement, restitution)

Alcohol and/or controlled dangerous substance violations. Board policy/regulations dictate consequences.

Fire alarm tampering, making a bomb threat, or setting a fire (Involves board hearing, police involvement, restitution)

Assault of a verbal nature or threat directed toward a staff member (Involves board hearing, police involvement, restitution)

Weapon possession (also items construed as weapons) (Involves board hearing, police involvement, restitution)

Plagiarism/Cheating: Student will receive a zero for the assigned work with no opportunity to make up the work.

Administrative Detention

An administrative detention may be assigned by the alternative school supervisor. During this time the student remains in the ISS room for the duration of the 20 minute break period. Students who fail to serve an administrative detention will be assigned to In School suspension (ISS) and a make-up Administrative Detention on another day.

Off Campus Time Out

Certain circumstances may warrant the supervisor of alternative education to request that a student be picked up by parent or guardian for the duration of the school day.

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 the regular time (3:00pm) and report to the alternative supervisor. The entire school day will be spent in ISS for each day assigned. A student will not be able to exercise any privileges associated with their earned behavior level during the term of their ISS. All students assigned ISS will immediately drop one behavioral level.

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. All students who are assigned OSS lose all earned privileges and are placed at the bronze level.

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 event – 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

Appearance that continually disrupts the normal operation of the school will be subject to review and possible disciplinary action

Suspicion of Being Under the Influence of Drugs and or Alcohol

New Jersey Statutes (NJSA 18A: 40A – 11) require that the process described below is followed when a student is thought to be under the influence of alcohol or drugs during school or a school function.

After administrative, parent, and medical examiner or school nurse notification, you should take your child immediately to the hospital of your choice or Kennedy Behavioral Health Services Access Center at Washington Township (856) 582-1419, 9:00 a.m. – 4:30 pm. Or Cherry Hill (856) 488-6789, 9:00 a.m. – 6:00 p.m. – Monday through Friday, for an alcohol and/or drug screen. Outside of those hours, services may be obtained at any one of the three Kennedy Emergency Departments. You must present the registration form used by Woodbury schools in order to receive the services covered by the school.

The law further states that if you are not immediately available to take your child for an alcohol and/or drug screen, your child will be taken to Kennedy Hospital by school personnel, as designated by school policy.

A written report of the alcohol and/or drug assessment must meet Woodbury's required screen test and it must be submitted to the Superintendent's designee within 24 hours. The student will be allowed to return to school pending the outcome of the drug screening. If the drug screening is positive, the student will be subjected to procedures outline in the Woodbury Public Schools policy and regulations.

If you take your child to your own physician or hospital, you are responsible for payments.

As stated in statute, refusal or failure by parents or guardians to comply with the above provisions shall be deemed a violation of the Compulsory Education (NJSA 18A:38-25 and 18: A 38-31) and/or Child Neglect Laws (NJSA 9:6 – 1 et sequens). Furthermore, failure to comply with established procedures will be considered a positive drug screen with appropriate disciplinary procedures and consequences to follow.

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) days Out of School suspension/ parent conference with Principal/designee
Second Offense	Five (5) days Out of School suspension/parent conference with Principal/designee

Possession of Drugs or Alcohol

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

Under the Influence of Drugs or Alcohol

First Offense	Ten (10) days Out of School Suspension/Principal's conference or with designee/complaint filed with Police Department
Second Offense	Ten (10) days Out of School Suspension/Superintendent's

Third Offense	hearing/complaint filed with Police Department Ten (10) days Out of School Suspension/Board hearing for removal/complain filed with Police Department
Distribution of Drugs and/or Alcohol	
First Offense	Ten (10) days Out of School Suspension/Superintendent's hearing/complaint filed with Police Department; possible Board hearing for removal
Second Offense	Ten (10) days Out of School Suspension/Board Hearing for removal/complaint filed with Police Department.
Possession and/or Use of Anabolic Steroids	
First Offense	Ten (10) days external suspension; Principal's conference or with designee/complaint filed with Police Department
Second Offense	Ten (10) days external suspension/Superintendent's Hearing/complaint filed with Police Department
Third Offense	Ten (10) days external suspension/Board hearing for removal/complaint filed with Police Department

Discipline Code Comments

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.

Discipline Code Comments

- Ten (10) days Out of School Suspension may result in four (4) days Out of School and six (6) days 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. 5530 can be found in its entirety on the school's website at: www.woodburysch.com

Educational Programs at Woodbury Alternative School

Core Academic Subjects (Social Studies, Science, Math, English) and Electives

Core academic subjects and some electives are offered through the Woodbury Alternative School through a self paced competency based environment. This is accomplished through the use of PLE (Plato Learning Environment) which delivers the majority of the content online. Students are provided with a broad array of class options to meet the general graduation requirements of Woodbury Public Schools. Students are provided a rigorous engaging curriculum that assesses their competency as they move through each unit in the class. Students that struggle with the content are able to go back and retake unit assessments until they can demonstrate mastery prior to taking a comprehensive exam. The content of each course is aligned to Woodbury's core content standards and the New Jersey core content standards. Each Plato learning lab is staffed by a certified teacher and a special education teacher is present on site for assistance. Grades are reported through Powerschool at mid- marking period and the end of each marking period. Teachers and guidance personnel will monitor a student's progress as they move toward graduation requirements.

The PLE makes it possible for students to have instruction from any computer with internet access. This affords students the opportunity to get caught up outside of regular school hours if necessary.

Physical Education

Students begin each school day with physical education. They will be assessed in a traditional manner as outlined previously in this handbook. A student is required to have appropriate gym attire to receive full credit for the day.

World Language

Students at Woodbury Alternative School will take a full year of World Language in fulfillment of graduation requirements. A World Language teacher is present two days a week at the Woodbury Alternative School.

Life Skills

All students are required to take life skills class throughout their time in the Woodbury Alternative School. The course is designed to help students to develop the skills required to be productive citizens outside of school. The life skills program focuses on social skills, personal skills, and vocational skills. There is a significant emphasis placed on providing students authentic opportunities in the community to gain valuable experience. All community internships are managed through this program. In addition, students may participate in school trips where they are exposed to a variety of different vocations or post secondary opportunities. The life skills class meets two times each week.

Community Internship

Each Friday students are expected to perform four (4) hours of community internship. This 4 hour commitment is required for graduation from the Woodbury Alternative School and to achieve additional privileges through the levels of success program. The community internship requirement is designed to assist students in developing the skills required to integrate into the workforce and to reinforce the bond between students and their community.

Students may earn community internship hours in the following manner:

- From an employer (if the student is employed)
- Through volunteer work in the community. (daily chores for a family member or relative **do not** qualify as community internship)
- Through an additional school enrollment (vocational school, college classes, certification program)

NOTE: A student may gain all required hours (4) on days other than Friday.

All students will be required to show documented evidence of meeting the service learning requirement.

Social/ Emotional Services at Woodbury Alternative School

The Woodbury Alternative School is able to provide social/emotional support for its students in both a small group and individual setting throughout the week. Parent/Guardians must first provide consent for students to receive this service. Appropriate forms will be disseminated at the start of school.

Students receive support and guidance in a variety of areas including but not limited to:

- Anger management
- Peer relationships
- Family Relationships
- Stress
- Anxiety
- Substance Use/Abuse
- Parenting

Re-Entry into Woodbury Senior High School

Students may be placed into the Woodbury Alternative School through two distinct processes. The nature of the process determines the **minimum** duration of their stay at the alternative school.

- Placement through the IRSC (Intervention and referral service committee) and/or the Senior High School Principal. Students must spend a minimum of one (1) full semester (or its equivalent) in the alternative program.
- Placement through the Woodbury Board of Education. Minimum duration is determined through a board hearing.

In order for a student to be considered for re-entry into Woodbury Senior High School, the following conditions must be met:

- The student must have served their minimum term (see above)
- The student must have achieved "Gold" status for a minimum of 32 days prior to being evaluated for day school re-entry.

Once a student has met the requirement for re-entry to Woodbury Senior High School a meeting is arranged with the Alternative School Supervisor, the Senior High Principal, the student, and the parent or guardian. If it is determined that the student is re-admitted to the Woodbury Senior High School, he/she joins the program with all associated privileges. The student is placed on a probationary period for a term of twelve (12) weeks. The condition of the student's probation is outlined below:

12 Week Probationary Period- Standards

- Student adheres to attendance/truancy policy.
- Student maintains a GPA that is comparable to that which was obtained at alternative school
- Student adheres to all discipline policies. Any offense worthy of issuing an out of school suspension will result in violation of probation and immediate return to alternative school.

Student must check in with the Alternative Supervisor, at the minimum, on a weekly basis and provide academic/behavioral progress reports as issued by teachers. However, these sessions may be as frequent as the student finds necessary to assist in the transition. The alternative school supervisor will serve as a student advocate in facilitating a successful transition back to the day school

If a student violates their probation they will immediately be placed back into the alternative school and will not be evaluated for re-entry into the day school again. The individual will serve the remainder of their time as a student in the Alternative School.

2011-2012 Woodbury Alternative School Faculty List

Supervisor of Alternative Education	Gary Scavette
Guidance Counselor	Olga Dawidowicz
Special Education	Daniel O'Leary
School Psychologist	Dr. Jeffrey Adams
Social Studies/ English/PLE	Grace MaClean
Math/Science/PLE	Daniel O'Leary
World Language	Clery Chavez-Naimoli
Physical Education	TBD
Life Skills	Dr. Jeffrey Adams
Jr. High Academics	Cindy Tighe
Hallway Supervisor	Saul Mandujano