

Home of the Woodbury  
**Thundering Herd**



**WOODBURY JUNIOR/SENIOR HIGH SCHOOL**  
25 North Broad Street Woodbury, NJ 08096 856 853-0123

## **STUDENT HANDBOOK 2007-2008**

### **JUNIOR – SENIOR HIGH SCHOOL ADMINISTRATIVE STAFF**

Denise Dunham  
Principal

Steven Morris Senior High School Assistant Principal Jason Vivadelli  
Junior High School Assistant Principal

Grant Shivers  
Director of Athletics and Student Activities

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### **CENTRAL ADMINISTRATION**

Joseph Jones, III  
Superintendent of Schools

Esther R. Pennell  
Business Administrator

Alysa Cummings  
Supervisor of Curriculum & Instruction K- 12

Dr. Jeffrey Adams  
Director of Special Services K- 12

Edward Murphy  
Director of Pupil Personnel Services K-12

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### **BOARD OF EDUCATION**

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Lynn Jennings Dennen, Vice President

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Jerry Lonabaugh

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Diane Hill  
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*The public Board of Education Meetings are held the fourth Wednesday of each month at 7:00 p.m. in the Board of Education Office at 25 N. Broad Street.*

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This agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

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Dear Students,

Welcome to the 2007-2008 school year!

Woodbury Junior - Senior High School claims a rich history and true character that sets our school apart as an exceptional and close-knit community that we should all be proud to be a part.

Your school experience, academic and social, are very important to the faculty and staff of Woodbury Jr. / Sr. High School. The success of both will be greatly determined, however, by **YOU**.

Woodbury Junior/Senior High School is an exceptional school with a fine reputation. An exceptional school, however, requires the efforts of everyone. Every action by an individual, every interaction between two people, can add to or subtract from the quality of life and greatness of a school. How you approach your class work, homework, or athletics will have a major impact on our school community. It will be important for each of you to develop and practice character traits like respect, honesty, kindness, responsibility, and compassion to help build and maintain a school environment that is positive, encouraging, and pleasant.

The Student Handbook is included in this publication. It contains a variety of information to assist you in making this year successful and productive. Please take some time to read the handbook carefully. Take special note of the rules and regulations, including the use of this Agenda book as a hallway "pass". Your awareness of the expectations and requirements of this school will help you make the right choices when new or challenging situations arise.

I look forward to the 2007-2008 school year; getting to know each one of you personally. Together, we will make this year the best for all!

Sincerely,

Denise Dunham  
Principal

**WOODBURY JR. – SR. HIGH SCHOOL CALENDAR  
2007-2008**

September 4-5	Faculty In Service – No School for Students
September 6	First Day for Students
September 27	Back to School Night
October 8	School Closed – Columbus Day
November 5	Faculty In Service – No School for Students
November 6	School Closed – Election Day
November 7	Faculty In Service – No School for Students
November 8-9	School Closed – NJEA Convention
November 21	Early Dismissal
November 22-23	School Closed – Thanksgiving
December 5-6	Early Dismissal – Afternoon Parent Conferences
December 6	Evening Parent Conferences
December 24-31	Winter Break
January 1	Winter Break
January 16	Early Dismissal – Faculty In Service
January 21	School Closed – Martin Luther King Day
February 13	Early Dismissal – Parent Conferences
February 15-18	School Closed – Presidents’ Weekend
March 19-24	School Closed – Spring Break
April 16	Early Dismissal – Faculty In Service
May 16	Early Dismissal – Faculty In Service
May 26	School Closed – Memorial Day
June 3	Early Dismissal – Faculty In Service
June 12-17	Early Dismissal
June 17	Last Day for Students – K-12
June 18	Last Day for Teachers

Snow Make-up Days

1<sup>st</sup> make-up day: March 19, 2008      4<sup>th</sup> make-up day: June 19, 2008  
 2<sup>nd</sup> make-up day: March 20, 2008      5<sup>th</sup> make-up day: June 20, 2008  
 3<sup>rd</sup> make-up day: June 18, 2008

**Marking Periods**

	Mid Marking Period	Marking Period Ends	Report Cards Mailed
One	October 5, 2007	November 14, 2007	November 21, 2007
Two	December 18, 2007	January 30, 2008	February 6, 2008
Three	March 5, 2008	April 11, 2008	April 18, 2008
Four	May 14, 2008	June 17, 2008	June 24, 2008

BELL SCHEDULE

Entry bell sounds five (5) minutes before the start of homeroom for all schedules

**Sixth (6<sup>th</sup>) Grade Schedule**

PERIOD		REGULAR		EXTENDED HOMEROOM <i>Class Meetings</i>	EARLY DISMISSAL	LATE ARRIVAL
HR		7:55 – 8:01		7:55 – 8:16	7:55 – 8:01	8:55 – 9:01
1		8:05 – 8:47		8:20 – 9:00	8:05 – 8:31	9:05 – 9:40
2		8:51 – 9:33		9:04 – 9:44	8:35 – 9:01	9:44 – 10:19
3		9:37 – 10:19		9:48 – 10:28	9:06 – 9:32	9:37 – 10:19
4		10:23 – 11:05		10:32 – 11:12	9:36 – 10:02	10:23 – 11:05
<b>Lunch</b>		<b>11:05 – 11:31</b>		<b>11:12 – 11:39</b>	<b>10:06 – 10:32</b>	<b>11:05 – 11:31</b>
5		11:35 – 12:17		11:43 – 12:23	10:37 – 11:03	11:35 – 12:17
6		12:21-1:03		12:27 – 1:07	11:07 – 11:33	12:21-1:03
7		1:07- 1:49		1:11 – 1:51	11:37 – 12:03	1:07- 1:49
8		1:53 – 2:35		1:55 – 2:35	12:07 – 12:33	1:53 – 2:35

**7<sup>th</sup>/8<sup>th</sup> Grade and HS Schedule**

PERIOD		REGULAR		EXTENDED HOMEROOM <i>Class Meetings</i>	EARLY DISMISSAL	LATE ARRIVAL
HR		7:55 – 8:01		7:55 – 8:16	7:55 – 8:01	8:55 – 9:01
1		8:05 – 8:47		8:20 – 9:00	8:05 – 8:31	9:05 – 9:40
2		8:51 – 9:33		9:04 – 9:44	8:35 – 9:01	9:44 – 10:19
3		9:37 – 10:19		9:48 – 10:28	9:06 – 9:32	10:23 – 10:58
4		10:23 – 11:05		10:32 – 11:12	9:36 – 10:02	11:02 – 11:37
5		11:09-11:51		11:16 – 11:56	10:06 – 10:32	11:41 – 12:16
<b>LUNCH SR HS</b>		<b>11:51 – 12:17</b>		<b>11:56 – 12:23</b>	<b>10:37 – 11:03</b>	<b>12:16 – 12:38</b>
6- JR HS		12:21 – 1:03		12:27 – 1:07	11:07 – 11:33	12:42 – 1:17
6- SR HS		11:55 – 12: 37		12:00- 12:40	10:37 – 11:03	12:20 – 12:55
<b>LUNCH JR HS</b>		<b>12:37 – 1:03</b>		<b>12:40 – 1:07</b>	<b>11:07 – 11:33</b>	<b>12:55 – 1:10</b>
7		1:07- 1:49		1:11 – 1:51	11:37 – 12:03	1:21 – 1:56
8		1:53 – 2:35		1:55 – 2:35	12:07 – 12:33	2:00 - 2:35

**SCHOOL CLOSING NUMBER: 806**

Visit Woodbury's Website at:

[www.woodburysch.com](http://www.woodburysch.com)

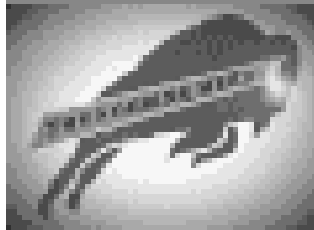
**ATTENDANCE SECRETARY**

**853-0123 – Extension 261**

**MISSION STATEMENT**

*Building upon our history, diversity, and convictions, the mission of Woodbury Public Schools is to educate all of our students to be responsible citizens who excel in their endeavors and meet life’s challenges with courage and confidence. This is accomplished by providing strong academic and co-curricular opportunities delivered by skilled and dedicated individuals in partnership with a small, supportive community.*

**OUR MASCOT**



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.

Welcome  
**LITTLE HERD**  
to Woodbury Jr. – Sr. High School!

<b>Counseling and Child Study Team</b>	
Marge Pertuit Counselor/Junior High Extension 272	Sharon Cardwell Social Worker/Case Manager 223
Gloria Goode Social Worker/Case Manager Extension 259	Rachel Taylor Psychologist/Case Manager Extension233
Tanya Ripley Psychologist/Case Manager	

## 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.**

**Tuancy** 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 lunch 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 nurse as directed, or
- Is present in school but is absent from class without approval. Such truancy from class is a "class cut."

**Tardiness** is defined as late arrival for the school day. Instances of tardiness and/or leaving prior to the end of the school day in the number established by Policy No. 5420 will constitute a single unexcused absence. **Five (5)** instances of unexcused tardiness will equal **one (1) unexcused absence** in accordance with Policy No. 5240.

### 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 noncommunicable 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. In grade six (6) and above, 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**

- Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2420.
- Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth in Board Policy No. 2431.
- 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 complete 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 trancies 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 eight (8) period day 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.

**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

*Policy No. 5200 can be found in its entirety on the school's website at: [www.woodburysch.com](http://www.woodburysch.com).*

<p><b>*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.</b></p>
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## **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 the sixth, seventh, and eighth grades. Final exams are mandatory for all academic subjects.

#### **State Assessments**

**NJ ASK 6/7:** Students in sixth and seventh grades will be administered the New Jersey Assessment of Skills and Knowledge (NJ ASK). The NJ ASK like the other state assessments is aligned with the Core Curriculum Content Standards. The NJ ASK will assess sixth and seventh-grade students in language arts literacy and mathematics.

**GEPA:** The Grade Eight Proficiency Assessment is designed to indicate the progress students are making in mastering the knowledge and skills specified in the Core Curriculum Content Standards and needed to pass the High School Proficiency Assessment (HSPA). The GEPA is a primary indicator for identifying eighth-grade students who may need instructional intervention in three content areas: language arts literacy, mathematics and science.

#### **Promotion Policy**

In grades 6, 7, and 8, no child may proceed to the next grade without summer school or make – up courses if literacy and/or math are 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.

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

#### **Grading Policy**

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

#### **Summer School**

Students must achieve a minimum final grade of at least 55 and meet the Woodbury Jr.-Sr. High School attendance requirements (a minimum of 165 days) to attend summer school.

## Physical Education

### Required Uniform

All students are required to have uniforms by the second week of school. Students not dressed in the required physical education uniform 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: Blue/elastic waist. (zippers, buttons, snaps, cargo pants are not permitted)
- Tee Shirt: Gold (buttons, collar, logo, or writing are not permitted)
- Socks: White
- Sneakers: Must have laces and full backs. (platforms or sandals are not permitted)
- Sweats may be worn over the PE uniform when the temperature warrants with the teacher's approval.

All jewelry, including tongue and body piercing, are 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 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 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
- 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 for all four years of high school. The course is held three (3) marking periods each year. Students with Lab classes are required to earn a total of three (3) credits each year; students who do not have Lab classes must earn a total of 3.75 credits each year. PE grades are based on the following components:

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

Unprepared, suspended, or students with daily medical passes may make up five (5) points per day – not to exceed twenty (20) points per marking period – until the week before the end of a marking period.

### 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 from school will be required to make up work for every **three** days missed from class. Make up sessions will be conducted during the last week of each month during the extended homeroom scheduled periods (7:55 - 8:16). Students charged with truancy or cutting class are not permitted to make up lost points.

### 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. Instructional materials for this course are available for review.

## 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 – **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 be on the 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.

### Library Procedures

- The Library opens at 7:45 a.m. and closes at 3:45 p.m., unless otherwise noted.
- Students may visit the LMC with a pass from the lunchroom; you must remain in the LMC until the end of the period.
- Students may come to the LMC at the conclusion of the school day and stay until 3:45pm.
- Books may be returned in the morning as soon as the entrance bell rings and charged out anytime during the school day or after school.
- A limit of two books may be charged out. Books may also be placed on reserve.
- Books may be charged out for a two week period unless they are overnight books or materials placed on a limited basis. Two-week books may be renewed once for two additional weeks if not one has reserved them. Reserves are held for 24 hours.
- A fine will be charged for overdue reserve books and materials. All limited-time materials are charged out after school and must be returned before the start of the school day. Fines begin with the 7:55 a.m. late bell.
- A student may not sign out a book or material for another student. The student who signs for material is held responsible for its return or loss.
- If a book or other material is lost, the loss should be reported to the librarian. *This will be noted on the book card and dated. If the book has not been located by the end of the marking period, the student will be informed of the cost and must make arrangements for its payment. All overdue books and fines must be addressed by the end of each marking period before report cards are issued.*
- Students will be reimbursed for any book for which he has already paid if the book is found before the end of the school year.
- Students who abuse passes to the Library may be refused admittance.

## **Athletics and Activities**

Woodbury Jr. - Sr. 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:

### **Athletics**

Field Hockey  
Boys' Soccer

Boys' Basketball  
Girls' Soccer

Girls' Basketball  
Track and Field

### **Clubs and Activities**

Art Club  
Robotics

Lady Bug Club  
Chess Club

Computer Club  
Ceramics

### **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 six (6) through eight (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.

*\*Students determined to be ineligible due to scores from the first or third marking periods 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.*

### **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 (20) 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 Jr. - Sr. High School rules and regulations are eligible to try out for and compete in the athletic program. A student may not try out, practice, or compete while serving a suspension or if he/she has accumulated twenty (20) conduct points.

### **Age and Class Requirements**

Students becomes 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.

### **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 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 for any materials, assignments, or tests that are covered in your classes when they are on a trip. You are required to make up tests and submit any all assignments on the next day

### **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.

## Expectations for Student Behavior

Woodbury Jr. Sr. 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 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.

### SCHOOL CONDUCT CODE

#### Administrative Detention

*Infractions may result in a suspension (In-School or Out-of-School) 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 assigned to student to wear)
- Unauthorized use of electronic devices (cell phones, walkman, radios, CD Players, cameras, MP3, iPods, etc.). Item will be confiscated and returned to parent/guardian only.
- Eating or drinking in class/corridor
- Failure to serve teacher detention
- Profanity or other offensive speech
- Tardiness (class, study hall, lunch)
  - Teacher warning for first offense,
  - Teacher detention for offenses two and three;
  - Fourth and all subsequent tardiness will receive administrative detentions
- Tardiness (school)-- late arrival to school three (3) consecutive times
- Unauthorized use of elevator or other school equipment

#### In-School Suspension

**1 to 5 days**

*Infractions may result in suspension Out-of-School from 1 to 5 days*

- Biased or discriminatory conduct.
- Disrespect directed to a teacher or a staff member or insubordination with respect to a direction.
- Failure to serve Administrative detention (also required to serve original assigned detention)
- Firework possession and/or chemical nuisance devices
- Gambling
- Harassing other students by verbal or other means
- Tobacco product, lighter or matches possession in school or on school grounds (usage may result in police/court involvement)
- Truancy

#### Out of School Suspension

**1 to 5 days**

*Infractions may result in 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 (May result in police involvement on first offense)
- Use of fireworks, and/or chemical nuisance devices
- Leaving school grounds without authorization
- Property theft from school or individual without permission or applying pressure to do so (restitution will be required)
- Sexual harassment directed at another student or staff member
- Vandalism – having the intent to, or 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)

<b>Special Issues</b>
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- 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
ISS	3 points
OSS:	5 points
OSS – Pending Board Hearing:	10 points

**Points System**

Accumulation of points will result in the following:

- 15 Points: Special Parent Conference is scheduled with Assistant Principal and School Counselor. Student referred for Intervention and Referral Services (IRS).
  
- 20 Points: Student becomes ineligible to participate in extracurricular activities such as school dances, interscholastic sports, clubs, senior trip, Prom, and any trip that is not directly related to an assigned class' curriculum.
  
- 25 Points: Behavioral contract developed.  
Student reports to building principal for all disciplinary issues.

**Teacher Detention**

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

**Administrative Detention**

An administrative detention may be assigned by the Principal or Assistant Principal for violations of school rules. Please note, if a student fails to serve a teacher detention, he/she will be assigned to serve an administrative detention; students who fail to serve an administrative detention will be assigned to In School suspension (ISS) and a make-up Administrative Detention on the same day of the ISS assignment. Administrative detentions are held three days each week – 2:45 p.m. to 5:15 p.m. \* Junior and Senior High School administrative detentions are held separately.

**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 (7:55 a.m.) and report to the appropriate Assistant Principal. 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 home work assignments through the Counseling office. A re-entry conference will be held before a student re-enters the regular educational program.

## Dress Code

The administrative staff reserves the right to modify the dress code. The dress code applies 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.

The following items of clothing are not acceptable or appropriate in Woodbury Junior - Senior High School:

1. Clothing that is excessively tight, sheer brief, low-cut, or revealing.
2. Tee-shirts and other apparel, displaying suggestive, obscene, in appropriate images or language. Examples include but are not limited to: violence, sex, drug, alcohol, or tobacco paraphernalia, weapons, slander, bigotry, or double meaning slogans.
3. Outerwear including hats, head coverings, sweatbands, gloves, and scarves worn or carried in the building.
4. Pants worn below the waist. No visible underwear.
5. Shirts, blouses, dress, etc. that display an exposed midriff and/or a bare back.
6. Mesh or other see-through shirts or tank/halter tops (bare midriffs) Female students must wear under apparel beneath their outer clothing. Only sleeveless tailored blouses, tops or sundresses, which cover the entire should area, may be worn.
7. Biker shorts, athletic shorts, or tight revealing shorts, pants or skirts. This includes spandex outfits.
8. Untidy, torn, damaged, soiled, cut off or frayed clothing.
9. Skirts, dresses, shorts with length falling above the fingertips of an open hand with a fully extended arm.
10. Sunglasses, glazed and/or tinted glasses, may not be worn unless indoor use is prescribed by a physician.
11. Bare feet, slippers, or shoes with cleats. Footwear will be worn at all times.
12. No chains (1/2 inch width or more and in excess of twenty (20) inches in length.
13. Jewelry that presents a health or safety hazard to the wearer or others.
14. Any extreme in clothing, hair, cosmetics, or appearance that continually disrupts the normal operation of the school will be subject to review and possible inclusion on this list.
15. Long hair must be properly managed in classes where the length of hair could cause harm. Examples include Industrial Arts, Home Economics, Science, etc.
16. School supplied safety glasses will be worn, as directed by the instructor, in Science and Industrial Arts.

Shorts and sandals may be worn during the following times:

- a. Fall: First day of school until October 31<sup>st</sup>.
- b. Spring: 1<sup>st</sup> day of the Fourth (4<sup>th</sup>) marking period – last student day of the school year.

## 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
<b>Under the Influence of Drugs or Alcohol</b>	
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 hearing/complaint filed with Police Department
Third Offense	Ten (10) days Out of School Suspension/Board hearing for removal/complain filed with Police Department
<b>Distribution of Drugs and/or Alcohol</b>	
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.
<b>Possession and/or Use of Anabolic Steroids</b>	
First Offense	Ten (10) days external suspension; Principal's conference or with designee/complaint filed with Police Department
Second Offense	Ten 910) 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.

**Policy No. 5530 can be found in its entirety on the school's website at: [www.woodburysch.com](http://www.woodburysch.com)**

## Woodbury Jr. - Sr. High School Faculty List

Agin	Rachel	JR HS School Psychologist
Barasel	Karynna	HS Literacy
Barnes	Tanya	HS School Psychologist
Benson	Chloe	JR HS Math
Berting	Susan	JR HS Science
Blumenthal	Derek	JR HS Math
Bosworth	Regina	HS Math
Bowe	Thomas Joshua	HS Social Studies
Burrough	Jane	HS Special Education
Cammarota	Cynthia	Sixth Grade
Capodanno	Julie	ESL
Cannuli	Marc	HS Special Education
Cardwell, MSW	Sharon	Social Worker
Chandler	Thilana	HS Special Education
Chen	Jenny	HS Math
Cheyney	Cynthia	Technology
Clark	Marvin	JR HS Social Studies
Clement	Dianne	Family Science/Special Ed.
Cohen	Donna	HS Literacy/ AVID
Corley	Kristin	JR HS Special Education
Cummings	Alysa	Curriculum
Davis	Sherrie	HS School Counselor
Davis	Carmen	Health/Physical Education
Dentino	Laurie	JR HS Literacy
Diaz-Jackson	Liseidy	World Language- Spanish
Realley	Tobey	Sixth Grade
DiMenna	Joseph	Music- Instrumental
DiRienzo	Colleen	HS Special Education
Edmonds	Tara	Sixth Grade
Emenecker	Yael	Pathways to AVID
Evans	Anne	Special Ed./Sixth Grade
Federline	Cheryl	World Language - Spanish
Fitzgerald	Colleen	HS Science
Ford	Ari	HS Math/Technology
Ford	Daniel	Sixth Grade
Gale	Barbara	Health/Physical Education
Gallatig	Steven	HS Social Studies
Gonzalez	Leslie	World Language - Spanish
Goode	Gloria	Social Worker
Hilferty	James	HS Science
Howey	Daniel	HS Counseling
Indico	Susanne	Sixth Grade
Jones	Daniel	HS Math
Kiser	Gerald	HS Math
Knauss	Sharron	Librarian
Krauss	James	Technology
Lacovara	Donna	Substance Awareness Coordinator
Landis	Bernadette	Sixth Grade
Lario-Schuman	Maria	HS Literacy
Lucidi	Megan	HS Science
Maddison	A. Edward	Music
Maguire	Maureen	Art
Marston	Marcus	JR HS Science
McKillop	Brian	Health/Physical Education
Miskar	Gerald	HS Literacy
Morris	Steven	HS Assistant Principal
O'Leary	Daniel	JR HS Special Education
Paolillo	Laurie	HS Special Education
Patrizio	Natalie	HS Math
Pegues	Joseph	HS Literacy
Pertuit	Margaret	JR HS Counseling

Rizzi	Antoinette	Pathways to AVID
Romano	John	Health/Physical Education
Rosario	Jackie	JR HS Special Education
Roskos	Lauren	JR. HS Literacy
Scavette	Gary	HS Science
Scipione- Fehre	Roseanne	HS Literacy
Sebest	Margaret	Art
Sheppard	Christopher	JR HS Social Studies
Snelling	David	HS Math
Sokolic	Scott	HS Science
Sokolovic	Michele	HS Literacy
Sole	Robyn	JR HS Math
Stanfill	Georgia	JR HS Special Education
Stebich	Teresa	JR HS Special Education
Stocker	Maureen	HS Social Studies
Sullivan	Diane	School Nurse
Davis	Sherry	HS Counseling
Valentine	Zachary	Health/Physical Education
Voss	George	Technology/Industrial Arts
Vivadelli	Jason	JR HS Assistant Principal
Webb	Linda	World Language- French
Wert	Keith	HS Social Studies
Woodrow	Joyce	Health/Physical Education

## Quick Reference Guide for Miscellaneous and Important Topics

<b>A</b> cceptable Use Policy	All students must sign the Acceptable Use Policy (AUP) to use the technology equipment offered by the district.
<b>A</b> nnex 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.
<b>B</b> asic Skills Instruction	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, GEPA, HSPA) taken the previous school year.
<b>B</b> ooks and School Equipment	All books must be covered. Fines are assessed for lost/damaged books.
<b>C</b> ommunicable Disease	A student with a communicable disease will be excluded and allowed to return with a physician's certification of recovery and the school nurse's approval.
<b>C</b> orridor Displays	All hall displays must be approved per Board of Education guidelines by the advising teacher and administration.
<b>C</b> ourse 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.
<b>D</b> ropping 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.
<b>E</b> arly Graduation Program	See your counselor for information.
<b>E</b> levator	The school elevator is only used with formal permission from the school nurse.
<b>F</b> ines	Students owing fines of any kind will not be permitted to participate in any co-curricular activities, including school trips. Athletic competitions are not included in this list.
<b>F</b> ire Drill Regulations	A safe and orderly exit is expected at all times. Students must remain with scheduled teacher at all times.
<b>F</b> irst 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.
<b>H</b> onor Roll	Qualified students earned 80 or above in every subject.
<b>I</b> mmunizations	All students are required to have Hepatitis B series completed for enrollment.
<b>I</b> nsurance	<b>FULL EXCESS</b> 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.
<b>L</b> ockers	Lockers are the property of the district and subject to administrative searches. Only locks provided by the school are permitted for use. A \$7.00 fee is charged for lost/damaged locks.
<b>L</b> ost and Found	Lost and Found articles are maintained by the Main Office.
<b>L</b> unch Full: \$2.00 Reduced: \$.40	Lunch must be eaten in the cafeteria. 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, Mr. Shivers
<b>P</b> asses	All students will use <b>Agenda Books</b> as passes.
<b>P</b> ersonal Property	The school discourages students from bringing large sums of money, jewelry, cameras, or other valuable items to school.
<b>P</b> rincipal's List	Qualified students earned 90 or above in every subject.
<b>S</b> cholarships (Awards)	Awards are presented each year to students in all grades. See your counselor for more information.
<b>S</b> chool hours	Students are permitted to be in the building during school hours only – 7:55 a.m. to 2:45 p.m. unless permitted by a faculty member.
<b>S</b> chool Photographs	School pictures are taken on a pre-payment basis. Retakes and refunds are honored. Questions: See Ms. Maguire
<b>T</b> utoring	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.
<b>V</b> isitors	All visitors must report to the Main Office upon arrival. Student guests are not permitted except for unique, pre-arranged reasons (see the principal).
<b>W</b> orking Papers	See the Counseling office for information