

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

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

BOARD OF EDUCATION

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Jerry Lonabaugh Mary Ellen Moore

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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.

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

1st make-up day: March 19, 2008 4th make-up day: June 19, 2008
 2nd make-up day: March 20, 2008 5th make-up day: June 20, 2008
 3rd 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 (6th) 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	10:23 – 10:58
4		10:23 – 11:05		10:32 – 11:12	9:36 – 10:02	11:02 – 11:37
Lunch		11:05 – 11:31		11:12 – 11:39	10:06 – 10:32	11:37 – 11:59
5		11:35 – 12:17		11:43 – 12:23	10:37 – 11:03	12:03 – 12:38
6		12:21-1:03		12:27 – 1:07	11:07 – 11:33	12:42 -1:17
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

7th/8th 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
LUNCH SR HS		11:51 – 12:17		11:56 – 12:23	10:37 – 11:03	12:16 – 12:38
6- SR HS		12:21 – 1:03		12:27 – 1:07	11:07 – 11:33	12:42 – 1:17
6- JR HS		11:55 – 12: 37		12:00- 12:40	10:37 – 11:03	12:20 – 12:55
LUNCH JR HS		12:37 – 1:03		12:40 – 1:07	11:07 – 11:33	12:55 – 1:10
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

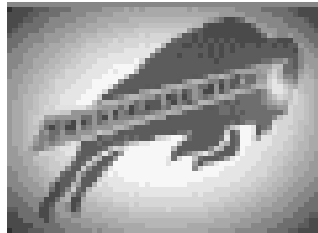
ATTENDANCE SECRETARY

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 Senior High School (grades 9 – 12) years will be filled with opportunities to help each student meet his or her educational goals and aspirations. Each year you will develop experiences and memories that will shape those goals and aspirations to craft and mold a positive and contributing adult member of our community.

The Woodbury High School
- Home of the -
THUNDERING HERD

Counseling and Child Study Team

Sherry Davis
Counselor/Senior High
Extension 227

Daniel Howey
Counselor/Senior High
Extension 228

Tanya Barnes
Psychologist/Case Manager
Extension 256

Gloria Goode
Social Worker/Case Manager
Extension 259

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 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.

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. A secondary student may only received 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.

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

Academic Information

Senior High

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

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

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

High school (9-12) – A student will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in Policy 5410.

To be a sophomore:	32.5 credits must be earned
To be a junior:	65 credits must be earned
To be a senior:	90 credits must be earned

Graduation Policy

All Senior High School students are required earn 130 credits in order to graduate.

Grading Policy

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

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

Class Rank

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

Applicable to all students who entered ninth (9th) grade for the first time prior to the 2007-2008 school year:

Final grades earned in each class from grades 9 – 12 count toward GPA for students who have been enrolled at Woodbury Senior High School since 9th grade. This includes academic as well as elective classes. Special education classes are included. Only final grades earned at Woodbury Senior High school are factored into the GPA of students who transfer after the 9th grade. Although students are not “officially ranked” until 11th grade, grades from 9 – 12 are included in the GPA.

Effective with the entering ninth (9th) grade class for the 2007 – 2008 school year:

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

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

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

Only those students who are projected to attend Woodbury Senior High School for at least two full years (where they will have earned Woodbury grades for the last eight marking periods of their high school years) will be ranked.

A list of courses listed as “Honors and Accelerated”, and the appropriated “weight” are posted on our website: www.woodburysch.com on the Curriculum web page.

Advanced Placement (AP) Program

Advanced placement (AP) courses are offered to students who would profit from completing college-level studies in the high school setting. AP on-line courses are also available to students. After a four (4) week period a conference is held to assess the student's progress and evaluate the potential of his/her future success in the program. Every AP student is required to take the AP exam in his/her subject. Parents/Guardians are required to pay for the cost of each AP exam in one of the following manners:

1. Parent/Guardian pays one-third (1/3) (non-refundable) of the cost and the Board of Education will underwrite the remainder of the test fee.
2. Parents/Guardians may pay the full cost of the test. If the student receives a 3, 4, or 5 on the test, the Board of Education will reimburse the parent/guardian for the cost of the exam. If the student receives a 1 or 2 on the exam, reimbursement will not be issued.

College Credit Bank

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

Summer School

Students who earn a minimum final grade of 50 for a course are eligible to earn make-up credit through the following means:

-State Approved Summer School: Credits will be accepted for make-up work from all New Jersey Department of Education approved summer schools, with the prior approval of the Director of Pupil Personnel Services;

-Out-of-State Summer School: Courses taken at a State approved public school outside of the State of New Jersey will be transferable upon the receipt of an official letter from the school and with the prior approval of the Director of Pupil Personnel Services;

-Tutoring By Appropriate New Jersey Certified Teacher: Credit taken with an appropriate New Jersey Certified Teacher shall consist of eighteen (18) hours of individualized instruction for make-up work. Students working in groups of two (2) or more with a tutor will need to meet the hour requirement as specified in administrative code. The tutor will need to submit appropriate lesson plans or journal outlining work completed by student and copies of all work completed to arrive at final grade. Science courses taken with a tutor will not be awarded lab credit. The approval of the Director of Pupil Personnel Services is required in advance of any summer tutoring.

Online/Distance Learning: Courses taken through an approved online/distance learning provider must be approved, in advance, by the Director of Pupil Personnel Services.

Students who earn a final grade of below 50 for a course are eligible to re-take the course for original credit through the following means:

- State Approved Summer School: Credits will be accepted for original credit work from all New Jersey Department of Education approved summer schools. Courses taken for original credit must be offered at Woodbury or the student must have the prior approval of the principal;

- Out-of-State Summer School: Courses taken for original credit at a state approved public school outside of the State of New Jersey will be transferable upon the receipt of an official letter from the school. Courses taken for original credit must be offered at Woodbury or the student must have the prior approval of the principal;

- Tutoring By Appropriate New Jersey Certified Teacher: Credit taken with an appropriate New Jersey Certified Teacher shall consist of thirty-six (36) hours of individualized instruction for original credit work. Students working in groups of two (2) or more with a tutor will need to meet the hour requirement as specified in administrative code. The tutor will need to submit appropriate lesson plans or journal outlining work completed by student and copies of all work completed to arrive at final grade. Science courses taken with a tutor will not be awarded lab credit. The approval of the Director of Pupil Personnel Services is required, in advance, of any summer tutoring.

-Online/Distance Learning: Courses taken for original credit through an approved online/distance learning provider must be approved, in advance, by the Director of Pupil Personnel Services.

Both the grade earned in summer school (or to gain make-up credit) and the previously failed grade will be included in the computation of the G.P.A. Both grades will be maintained on the student record and transcript. However, courses taken to earn original credit or raise passing grades will be given credit only once.

Credits for courses taken in summer school will be applied to the credit in the previous school year.

Applications for private tutoring and distance learning can be obtained through the Counseling office.

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

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

Eligibility for participation in Woodbury Junior - Senior High School's co-curricular activities is determined based on a student's academic performance, attendance and conduct. Co-curricular activities are those programs, which are not considered part of an approved course of study. Activities in this co-curricular category include interscholastic and intramural athletics, competition band, student council, debate team, cheerleading and all other similar school-sponsored programs. Several social/educational activities are also included under this policy – specifically the Junior/Senior prom, band trip, choir trip, and senior trip. Homecoming, regular dances, and attendance at athletic and other spectator events do not fall under the policy. The following activities are offered at Woodbury Senior High School:

Athletics

Fall Sports

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

Winter Sports

Boy Basketball
Girl Basketball
Wrestling
Indoor Track
Swimming
Winter Cheerleading

Spring Sports

Baseball
Softball
Boys Tennis
Golf
Boys Track
Girls Track

Clubs and Activities

Any Town
Art Club
Band
Chorus
Color Guard
Cultural League
Dance Club
Drama
Ecology Club
Interact Club

Jazz Band
Key Club
Math League
Nat'l. Honor Society
Orchestra
Renaissance
Science Fair
Science League

Student Council
Spirit Club
Technology
Teen PEP
Traveling Choir
White and Gold
World Language
Club
Varsity Club
Yearbook

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.*

Grade 9

1st Marking Period: Eligibility is determined by the grades earned in

every subject in the 4th marking period grades earned in the 8th grade. You are ineligible if you fail more

than two (2) courses in the 4th marking period of your 8th grade year.

passing the equivalent of 27.5 credits at the end of the semester. In addition, students must maintain passing grades in at least six classes in the 1st and 3rd marking periods to maintain eligibility.

Grades 9 – 12

Semester: Eligibility is determined each semester. A student must be

**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.

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.

National Honor Society

Scholarship, Leadership, Character, and Service

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to demonstrate the qualities of scholarship, service, leadership, and character. Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor Society; instead, they provide information to be used by the local chapter to support their

candidacy for membership. Invitations to begin the process for entrance into the **Woodbury Chapter** of the National Honor Society are sent after the second quarter of the junior year.

Selection Committee

The WHS Honor Society selection committee includes six (6) faculty members. The advisors may seek nominations from members of the National Honor Society and faculty before making final selections. All materials, upon return to the advisors, will be checked and then coded to maintain the anonymity of the candidate from the selection committee.

Service

Honor society members will be asked to participate and complete service projects within the school. Examples: Ushering, tutoring, fund raising, Blood Drive.

Dues

Honor Society dues are ten dollars. Dues are usually paid by the end of September. Additional information about the Woodbury Jr. - Sr. High School National Honor Society Chapter can be found on our school website:
http://www.woodburysch.com/programs/national_honor_society/national_honor_society.html

Please note: Once inducted, a student may be placed on probation and/or removed from the WHS Honor Society for violation of school conduct regulations.

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 grades 9-12 take place in September of each school year.

Class Dues

Class dues – thirty-five dollars (\$35.00) - are collected each year. Students' dues will cover the expenses of the senior year SUNDIAL yearbook, the cost of the graduation cap and gown, senior gift to the school, and senior breakfast. Class dues do not cover the expenses involved with the prom. In the event additional monies remain, funds are used to help defray the expenses for the senior trip.

Funds raised through individual fundraising activities are credited to students' individual accounts. Those monies may be used to defray the cost of the class dues and senior trip.

Junior-Senior Prom

- Students must be academically eligible in accordance with the Co-Curricular Eligibility Policy and the Student Conduct Code and is determined by first semester grades.
- Students who have not paid their class dues are ineligible to attend.
- One of the couple must be a junior or a senior.
- The method of selection of the prom queen is decided by the advisor, student committee, and approved by the administrative staff.

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, homeroom, lunch)
 - Teacher warning for first offense,
 - Teacher detention for offenses two and three;
 - Fourth and all subsequent tardiness will receive administrative detentions
- Tardiness (school)—every third lateness
- 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)

Special Issues

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

Student Conduct Code Points System

The infractions listed above carry the following points.

Administrative Detention	2 points
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 shoulder 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 31st.
- b. Spring: 1st day of the Fourth (4th) 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

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 hearing/complaint filed with Police Department
Third Offense	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
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	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.

Policy No. 5530 can be found in its entirety on the school's website at: 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
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

A cceptable Use Policy	All students must sign the Acceptable Use Policy (AUP) to use the technology equipment offered by the district.
A 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 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 ooks and School Equipment	All books must be covered. Fines are assessed for lost/damaged books.
C 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.
C orridor Displays	All hall displays must be approved per Board of Education guidelines by the advising teacher and administration.
C 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.
D 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.
E arly Graduation Program	See your counselor for information.
E levator	The school elevator is only used with formal permission from the school nurse.
F 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.
F ire Drill Regulations	A safe and orderly exit is expected at all times. Students must remain with scheduled teacher at all times.
F 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.
H onor Roll	Qualified students earned 80 or above in every subject.
I mmunizations	All students are required to have Hepatitis B series completed for enrollment.
I nsurance	FULL EXCESS insurance plan: medical bills must be first submitted through the parent/guardian insurance carrier. Expenses not covered will be paid, in accordance with the Bob McCloskey Insurance policy. Questions: Call 1-800-445-3126.
L 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.
L ost and Found	Lost and Found articles are maintained by the Main Office.
L 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
P asses	All students will use Agenda Books as passes.
P ersonal Property	The school discourages students from bringing large sums of money, jewelry, cameras, or other valuable items to school.
P rincipal's List	Qualified students earned 90 or above in every subject.
S cholarships (Awards)	Awards are presented each year to students in all grades. See your counselor for more information.

School hours	Students are permitted to be in the building during school hours only – 7:55 a.m. to 2:45 p.m. unless permitted by a faculty member.
School Photographs	School pictures are taken on a pre-payment basis. Retakes and refunds are honored. Questions: See Ms. Maguire
Tutoring	Teachers are available at the end of the regular school day for extra help at the student's request. See your counselor for information regarding tutoring.
Visitors	All visitors must report to the Main Office upon arrival. Student guests are not permitted except for unique, pre-arranged reasons (see the principal).
Working Papers	See the Counseling office for information