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To the Parents of Woodbury Junior - Senior High School

Welcome to the 2009-2010 school year at Woodbury Junior - Senior High School. We are committed to being “leaders in personalizing” the educational experience of every student at Woodbury Junior - Senior High School. I am confident that together – parents and educators - we can maintain and enhance the caring community of learners this community enjoys.

This handbook is designed to acquaint you and your child with our school and to inform you of our expectations for achievement. I look forward to hearing from you and working with you throughout the year.

To the Students of Woodbury Junior - Senior High School

Happy “New Year” and welcome to Woodbury Junior - Senior High School – a place where every student will learn and grow.

Your academic success is very important to us. We want your experience at Woodbury to be the best it can be.

You, alone, will determine a lot of your success. We believe Woodbury Junior - Senior High School is an exceptional school. We also believe that status will continue only with the efforts of everyone - including you. 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, activities, 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 maintain our positive school environment. You will see our entire staff model and teach these traits as well because we value you as a person and we know that you want to do your best.

The school’s student handbook is also included in this book. The handbook contains information to assist you in making good decisions during this school year. Please read it carefully. Read it with your parents. Knowing the expectations and requirements of this school will help you make the right choices when new situations arise. Carry this handbook with you every day, as it will serve many purposes throughout each day.

I look forward to this coming year and getting to know each one of you personally. I know we agree that this 2009-2010 school year will be the best year ever!

Sincerely,

Denise Dunham
Principal

**Woodbury Junior - Senior High School
2009-2010 Calendar of Event**

Town Hall Meetings are held each Friday morning during an Extended Homeroom Period

SEPTEMBER	
2,3	No School for Students -- Teacher In-Service
4-7	No School – Labor Day Holiday
8	First Student Day
15	PTSA - 7 PM; Library
16	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
24	Back to School Night
24-25	Senior Portrait Make Ups
28	Spirit Week
30	National Honor Society Fall Induction
OCTOBER	
2	Pep Rally
	Sophomore Ring Night – 6 PM
7	Senior Parent Night - College Application Process - 7 PM
9, 13	Underclassmen Picture Day
10	SAT @ Woodbury
12	No School – Columbus Day
13	Underclassmen Picture Day; Post Graduation Planning 3 - 7 PM
14	PSAT/ PAC Meeting; 7 PM; E 6
15	Post Graduation Planning 3 - 7 PM
16	Challenge Day; Junior HS Dance – 7 PM
17	Robotics Mall Day
19-23	School Violence Awareness Week
20	PTSA - 7 PM; Library
21	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
22	Culture Club Trip
23	Junior HS Renaissance Trip
24	Homecoming
27	Post Graduation Planning 3- 7 PM
28	AVID Parent Night – 7 PM
29	Post Graduation Planning – 7 PM
30	JHS Costume Content / Senior HS Renaissance Trip
NOVEMBER	
2, 4	No School for Students – Faculty In-Service
3	No School – Election Day
5, 6	No School – NJEA Convention
7	SAT @ Woodbury; Robotics Game Day
10	MIX IT UP!
11	No School – Veteran’s Day
12	Underclassmen Picture Make Ups / PAC Meeting; 7 PM; E 6
17	PTSA - 7 PM; Library
18	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
19	Great American Smoke – Out
24	Early Dismissal – Parent Conferences (Afternoon and Evening)
25	Early Dismissal
26, 27	No School - Thanksgiving
DECEMBER	
1	Baking for Troops
2	NCAA Seminar – 7 PM

4-5	Junior HS Drama Production – 7 PM
5	SAT @ Woodbury
9	PAC Meeting; 7 PM; E 6
10	Culture Club Trip
11	Junior HS Dance – 7 PM
15	PTSA- 7 PM; Library
16	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
17	Junior and Senior HS Band Concert – 7 PM
22	Junior and Senior HS Choir Concert– 7 PM
23	Early Dismissal
24 – Jan1	No School – Winter Break
JANUARY	
6	Financial Aid Night – 7 PM
6-8	Academic Bowl
8	Graduates Return (College T – Shirt Day); JHS Renaissance Trip
9	Saturday School (8 a.m. – Noon)
13	Early Dismissal – In-Service
15	Senior HS Renaissance Trip
18	No School – Martin Luther King, Jr. Day of Service
19	PTSA - 7 PM; Library
20	Board of Education Meeting- 7PM- Walnut Street School - APR
23	SAT
26-29	Course Selection Process for Students
27	AVID Parent Night – 7 PM
FEBRUARY	
3	8 th Grade Parent/Student Orientation – 7 PM
6	Saturday School (8 a.m. – Noon)
10	PAC Meeting; 7 PM; E 6
13	Culture Club Trip
15	No School – President’s Day
16	PTSA - 7 PM; Library
19	National Honor Society Blood Drive
24	Early Dismissal – Parent Conferences (Afternoon only) Board of Education Meeting- 7PM- Evergreen Ave. School - APR
26	Junior HS B.U.G.S. Breakfast; Black History Celebration
MARCH	
2-4	HSPA (11 th Grade)
5	Junior HS Dance – 7 PM
9	Culture Club Trip
10	Early Dismissal – Faculty In-Service
11-13	Senior HS Drama Production – 7 PM
13	SAT; Saturday School (8 a.m. – Noon); WEA Senior Citizens’ Luncheon
16	PTSA - 7 PM; Library
17	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
18	Career Day
19	Senior HS Renaissance Trip
23	Interact Volleyball Tournament- 7 PM
24	Easter Egg Hunt; KICK BUTSS DAY/ REBEL Movie Night College Selection Night (Junior Parents) 7 PM
25-28	Choir Trip
26	Junior HS Renaissance Trip
29- Apr 5	No School – Spring Break

APRIL	
6-9	Jump Rope for Heart
10	Saturday School (8 a.m. – Noon)
14	PAC Meeting; 7 PM; E 6
15	Jazz Concert
16, 17	JHS, SHS Woodbury Relays
20	School Board Elections; PTSA - 7 PM; Library
21	National Honor Society Spring Induction- 7 PM
22	Earth Day
23	White & Gold Activity Night 7 PM
24	Ecology Club Trip
27-29	ASK 7 and 8
28	Board of Education Meeting- 7PM- JR.- SR. HS Auditorium
1	SAT
MAY	
3	AP Government Test
5	AP Calculus AB/BC
7	AP US History
8	Soccer Car Wash; Saturday School (8 a.m. – Noon)
10	AP Biology; AP Music Theory
11	AP Physics; Band Concert – 7PM
12	AP English Language and Composition; PAC Meeting; 7 PM; E 6
13	Student Appreciation Day - SKYLR! - Academic Banquet 6:30 PM
14	Early Dismissal – In-Service – Promenade and Prom
15	Culture Club Trip
17	End of Course Biology Test
18	PTSA - 7 PM; Library
21	BUGS Breakfast; Junior HS Renaissance Trip
24	End of Course Algebra I Test
26	SHS Renaissance Trip; 5th Grade Parents & Students Orientation 7 PM
27	5 th Grade Student Orientation
28	Interact Senior Citizens' Prom; 6 th Grade Class Trip
31	No School – Memorial Day
TBA	Board of Education Meeting- 7PM- West End Memorial - APR
JUNE	
1	SHS Choir Concert – 7 PM
3	J HS Choir Concert – 7 PM
3 – 6	Senior Trip
4	7 th Grade Class Trip
5	SAT@ Woodbury
8	No School – Primary Election
9	AVID Graduate Celebration – 7 PM
10	6 th & 7 th G. Awards Ceremony (Tent.); Athletic Awards Ceremony 7 PM
11	8 th Grade Class Trip
12	Saturday School (8 a.m. – Noon)
15	PTSA 7 PM
16	Board of Education Meeting – Jr. – Sr. HS Auditorium
17	Final Exams – Seniors only
18	8th Grade Promotion Ceremony and Dance (Tentative)
18 – 22	Early Dismissal- Final Exams 6-12
23	Final Exams 6-11 / Student Last Day/Graduation (tentative)
24	Faculty In-Service

JUNIOR – SENIOR HIGH SCHOOL BELL SCHEDULE

BELL SCHEDULE

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

JUNIOR HIGH SCHOOL (GRADES 6-8)					
PERIOD	REGULAR		EARLY DISMISSAL	LATE ARRIVAL	EXTENDED HOMEROOM
HR	7:40 – 8:01		7:40 – 8:01	8:40 – 9:01	7:40 – 8:16
1	8:05 – 8:47		8:05 – 8:31	9:05 – 9:40	8:20 – 9:00
2	8:51 – 9:33		8:35 – 9:01	9:44 – 10:19	9:04 – 9:44
3	9:37 – 10:19		9:06 – 9:32	10:23 – 10:58	9:48 – 10:28
4	10:23 – 11:05		9:36 – 10:02	11:02 – 11:37	10:32 – 11:12
5	11:09 – 11:51		10:06 – 10:32	11:41 – 12:16	11:16 – 11:56
6	11:55 – 12:37		10:37 – 11:03	12:20 – 12:55	12:00 – 12:40
LUNCH	12:37 – 1:03		11:07 – 11:33	12:55 – 1:17	12:40 – 1:07
7	1:07 – 1:49		11:37 – 12:03	1:21 – 1:56	1:11 – 1:51
8	1:53 – 2:35		12:07 – 12:33	2:00 – 2:35	1:55 – 2:35

SENIOR HIGH SCHOOL (GRADES 9-12)					
PERIOD	REGULAR		EARLY DISMISSAL	LATE ARRIVAL	EXTENDED HOMEROOM
HR	7:55 – 8:01		7:55 – 8:01	8:55 – 9:01	7:55 – 8:16
1	8:05 – 8:47		8:05 – 8:31	9:05 – 9:40	8:20 – 9:00
2	8:51 – 9:33		8:35 – 9:01	9:44 – 10:19	9:04 – 9:44
3	9:37 – 10:19		9:06 – 9:32	10:23 – 10:58	9:48 – 10:28
4	10:23 – 11:05		9:36 – 10:02	11:02 – 11:37	10:32 – 11:12
5	11:09 – 11:51		10:06 – 10:32	11:41 – 12:16	11:16 – 11:56
LUNCH	11:51 – 12:17		10:36 – 11:03	12:16 – 12:38	11:56 – 12:23
6	12:21 – 1:03		11:07 – 11:33	12:42 – 1:17	12:27 – 1:07
7	1:07 – 1:49		11:37 – 12:03	1:21 – 1:56	1:11 – 1:51
8	1:53 – 2:35		12:07 – 12:33	2:00 – 2:35	1:55 – 2:35

2009-10 MARKING PERIOD DATES

	Mid Marking Period	Marking Period Ends	Grades Posted
One	October 7, 2009	November 18, 2009	November 23, 2009
Two	December 21, 2009	February 4, 2010	February 9, 2010
Three	March 10, 2010	April 20, 2010	April 26, 2010
Four	May 20, 2010	June 23, 2010	June 30, 2010

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

OUR MASCOT



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

The Senior High School (grades 9 – 12) years will be filled with opportunities to help each student 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

Woodbury Junior - Senior High School
- Home of the -

THUNDERING HERD

Junior - Senior High School Counseling and Child Study Team

Marge Pertuit Grades 6 – 8 Counselor/Junior High Extension 272	Sharon Cardwell Grade 6 Social Worker/Case Manager Extension 223
Denise Evans Grades 7 - 9 Psychologist/Case Manager Extension 233	
Daniel Howey (A-L) Counselor/Senior High Extension 227	Joseph Jarrett (K-Z) Counselor/Senior High Extension 256
Tanya Ripley Grade 10-11 Psychologist/Case Manager Extension 330	Gloria Goode Grade 12 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:

- o Leaves school at lunch time without a pass,
- o Leaves school without permission when school is still in session,
- o Leaves class because of illness and does not report to the school nurse as directed, or
- o 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

- o 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.
- o 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.
- o 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

- o 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.
- o 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.
- o 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.

- o 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.
- o 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 compete for any award because of absence.

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

Appeal

1. A truant student may be suspended or expelled for 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. A secondary student may only receive credit for attending the Saturday Attendance School Program if he/she **has been in attendance for one-hundred forty-five (145) days.**

Policy No. 5200 can be found in its entirety on the school's website at: www.woodburysch.com.

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

Academic Information Junior High

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

ASK 8: 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. Successful completion of summer school 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.

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 Literacy	25 credits	Physical Education/Health	3.75 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: 30 credits must be earned

To be a junior: 60 credits must be earned

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

* A student will not be permitted to attempt more than 50 credits from September 1 and June 30 during any academic year. No more than two sequential courses can be scheduled concurrently.

Graduation Policy

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

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:

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

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

A list of courses listed as "Honors and 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 are also available. See your counselor for more information.

Summer School

Students must achieve a minimum final grade of at least 50 and meet the Woodbury Jr.-Sr. High School attendance requirements (a minimum of 165 days) to attend summer school.

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

Grading Policy

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

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: **FINGER TIP LENGTH**; Blue/elastic waist.
(zippers, buttons, snaps, cargo pants are not permitted)
- Tee Shirt: Gold or Class Tee Shirt (buttons, collar, logo, or writing (except Woodbury) are not permitted)
- Socks: White
- Sneakers: Must have 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 every year a student is in school. The course is held three (3) marking periods each year. PE grades are based on the following components:

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

Physical Education Make Up

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

Students absent or suspended from school will be required to make up work for every **three** days missed from class. Make up sessions will be conducted **during the last week of each month during the extended homeroom scheduled periods (7:40 [JHS] or 7:55 [SHS] to 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 on the school's website: www.woodburysch.com

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 Library Media Center is open for use every week, Monday through Thursday from 5:00 p.m. to 7:00 p.m. for students and parents.

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 3:15 p.m., unless otherwise noted during each school day.
- 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 3:15 pm.
- 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 no 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:

<u>Junior High School Athletics</u>		
Field Hockey	Boys' Basketball	Girls' Basketball
Boys' Soccer	Girls' Soccer	Track and Field
	Tennis	
<u>Clubs and Activities</u>		
Art Club	Lady Bug Club	Culture Club*
Robotics	Chess Club	Ceramics
	Computer Club	Yearbook

<u>Fall Sports</u>	<u>Senior High School Athletics</u>	<u>Spring Sports</u>
Football	Boy Basketball	Baseball
Boys Soccer	Girl Basketball	Softball
Girls Soccer	Wrestling	Boys Tennis
Cross Country (Boys & Girls)	Indoor Track	Golf
Girls Tennis	Swimming	Boys Track
Fall Cheerleading	Winter Cheerleading	Girls Track
<u>Winter Sports</u>	<u>Clubs and Activities</u>	
Art Club	Jazz Band	Spirit Club
Band	Key Club	Technology
Chorus	Lead for Diversity	Teen PEP
Color Guard	Math League	Traveling Choir
Culture Club*	Nat'l. Honor Society	White and Gold
Cultural League	Orchestra	World Language Club
Dance Club	Renaissance	Varsity Club
Drama	Science Fair	Yearbook
Ecology Club	Science League	
Interact Club	Student Council	

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.

Grade 9

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

Grades 9 – 12

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

**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.

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.

Students do not apply for membership in the National Honor Society; instead, they complete an application process 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. A student must have a GPA of 85 to receive an invitation. (Starting with the Class of 2013 a student will need a GPA of 90 to receive an invitation.)

Selection Committee

The WHS Honor Society selection committee includes school counselors and faculty members. 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 expected to participate and complete service projects within the school. Examples: The Angel Tree Toy Drive, the Blood Drive, tutoring and ushering for school events.

Dues

Honor Society dues are ten dollars. Dues should be 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.

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 or academic probation.

Student Council and Class Organizations

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

Elections

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

Class Dues- Senior High School:

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 first semester and third marking period 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 to notify each teacher **in advance** of their absence from class and for any materials, assignments, or tests that are covered in class when they are on a trip. Students are required to make up tests and submit any/all assignments on the day they return to school after the trip.

Affirmative Action

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

Harassment/Intimidation and Bullying

As per Board of Education policy 5512.01, all acts of harassment, intimidation or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Any person with any information regarding actual and/or potential planned hazing and/or information regarding acts of harassment, intimidation or bullying of pupil by any school employee or other pupils must report the information to the building principal directly or by phone or email. ** Reporting individuals are protected by law from any reprisals.

We-Tip (Anonymous Crime tip-line)

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

2NDFLOOR® New Jersey's Youth Helpline

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

Expectations for Student Behavior

Woodbury 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

Four (4) Team detentions for the same infraction will result in one (1) 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 required for student to wear or student is removed from class)
- Unauthorized use of electronic devices (cell phones, walkman, radios, CD Players, cameras, MP3, iPods, etc.). The item will be taken away by an administrator and returned to parent/guardian only.
- Eating or drinking in class/corridor (this includes gum chewing)
- Failure to serve teacher detention
- Profanity or other offensive speech
- Tardiness (homeroom, class, lunch)
 - Teacher warning for first offense,
 - Teacher detention for offenses two and three;
 - Fourth and all subsequent tardiness will receive administrative detentions
- Tardiness (school)—[signing in at the attendance desk] -- late arrival to school three (3) times; all subsequent tardies will receive administrative detention.
- 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
- Leaving school grounds without authorization
- 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
- 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: Behavioral contract developed. Violation of contract and **any** conduct code will result in a 1 day OSS for the first offense; 2 days OSS for the second offense; 3 days OSS for the third offense; 4 days OSS for the fourth and all subsequent offenses.
- 25 Points: Student becomes ineligible to participate in extracurricular activities such as school dances, interscholastic sports, clubs, Junior High School end of the year events, including end of the year trips; Senior High School Graduation ceremonies, Prom, senior trip, and any other trip that is not directly related to an assigned class' curriculum.

Teacher/ Team (JHS) 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 (7:40 a.m. [JHS] and 7:55 a.m.[SHS]) 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 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 Junior – Senior High School Faculty List

Art	Margaret	Sebest
Art	Maureen	St. John
Assistant Principal	Thomas	Braddock
Assistant Principal	Jason	Vivadelli
AVID 8/ 8 th Grade Team Leader	Yael	Emenecker
Counseling	Daniel	Howey
Counseling	Joseph	Jarrett
Counseling	Margaret	Pertuit
English	Steven	Delaney
English	Danielle	Kessler
English	Maria	Lario-Schuman
English	Elizabeth	Luthke
English	Joseph	Pegues
English	Roseanne	Scipione- Fehre
English/Remediation Department Chair	Michele	Sokolovic
English Department Chair AVID Academic Coach	Donna	Cohen
ESL	Julie	Capodanno
Family Science/Related Arts Department Chair	Dianne	Clement
Health/Physical Education	Carmen	Davis
Health/Physical Education	Brian	McKillop
Health/Physical Education	Timothy	Pentz
Health/Physical Education	Zachary	Valentine
Health/Physical Education	Joyce	Woodrow
Health/Physical Education Department Chair	Barbara	Gale
Librarian	Sharron	Knauss
Literacy Support	Laurie	Dentino
Literacy- 7 th /8 th Grade	Kristin	Corley
Literacy 8	Ellen	Firth
Literacy- 8 th Grade /Science (6-8)	Jackie	Rosario
Literacy 7, Enrichment 7	Amanda	Mosley
Math 7	Chloe	Benson
Math	Marcus	Berg
Math	Natalie	Barretta
Math Support	Derek	Blumenthal
Math	Daniel	Jones
Math	Gerald	Kiser
Math	Anthony	Matranga
Math	David	Snelling
Math	Teresa	Stebich
Math 8/Department Chair	Robyn	Sole
Math/Technology	Ari	Ford
MD	Thilana	Chandler
Music	A. Edward	Maddison
Music- Instrumental	Joseph	DiMenna
Pathways to AVID (6,7)	Albert	Kilpatrick
School Nurse	Diane	Sullivan
School Psychologist	Denise	Evans
School Psychologist	Tanya	Ripley
Science	Robert	Banka
Science	Susan	Berting
Science	Colleen	Fitzgerald
Science	Kristen	Gauthier
Science	Megan	Lucidi
Science	Scott	Sokolic
Science Department Chair	Gary	Scavette
Science/English	Colleen	DiRienzo
Special Education Inclusion	Jane	O'Donnell
Sixth Grade Literacy/Math	Tara	Edmonds
Sixth Grade Literacy/Math	Anne	Evans
Sixth Grade Literacy/Math	Ann	Gambuzza
Sixth Grade Literacy/Math (6-8)	Daniel	O'Leary

Sixth Grade Literacy/Social Studies	Jeremy	Landis
Sixth Grade Literacy/Social Studies	Joseph	Martino
Sixth Grade Science/Enrichment	Cynthia	Cammarota
Sixth Grade/ Literacy/Science/6 th Grade Team Leader	Jennifer	Jones
Social Studies	Katherine	Bourquin
Social Studies	Marc	Cannuli
Social Studies	Marvin	Clark
Social Studies Department Chairperson	Steven	Gallatig
Social Studies/ 7 th Grade Team Leader	Christopher	Sheppard
Social Studies	Andrew	Vernon
Social Studies	Keith	Wert
Social Studies and Literacy	Georgia	Stanfill
Social Worker	Sharon	Cardwell, MSW
Social Worker	Gloria	Goode
Student Assistance Coordinator	Donna	Lacovara
Technology	Cynthia	Cheyney
Technology	James	Krauss
Technology/Business	Braheme	Days
Technology/Business	Marguerite	Downham
World Language- Chinese	Shin	Yin- Estes
World Language - Spanish	Clery	Chavez
World Language- Spanish- Department Chairperson	Liseidy	Diaz-Jackson
World Language - Spanish	Cheryl	Federline

Quick Reference Guide for Miscellaneous and Important Topics

Acceptable Use Policy	All students must sign the Acceptable Use Policy (AUP) to use the technology equipment offered by the district.
Annex Building	Students in grades 7 – 12 are not permitted in the annex except when scheduled for a class or on official business for a faculty member.
Books and School Equipment	All books must be covered. Fines are assessed for lost/damaged books.
Communicable 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.
Corridor Displays	All hall displays must be approved per Board of Education guidelines by the advising teacher and administration.
Course Changes	The counseling office needs to be notified no later than the end of the first full week of school to change a course. Any transfer from a full year course after the first full week of school requires administrative approval and must be based on academic reasons. The change will take place at the semester break. No transfer from a semester course will occur if a request is not made by the end of the first full week of school. Students are required to remain in the course they are assigned to prior to any change.
Dropping Courses	The counseling office needs to be notified no later than the end of the first full week of school. Parent/guardian approval is required. Requests are most easily processed if they are submitted prior to August 15.
Early Graduation Program	See your counselor for information.
Elevator	The school elevator is only used with formal permission from the school nurse.
Fines	Students owing fines of any kind will not be permitted to participate in any co-curricular activities, including school trips. Athletic competitions are not included in this list.
Fire Drill Regulations	A safe and orderly exit is expected at all times. Students must remain with scheduled teacher at all times.
First Aid	First aid will be administered for any accident or sudden illness. Parents/Guardians are responsible when further medical attention is required. 911 will be called in the event of an emergency during the school day/school attended events.
Honor Roll	Qualified students earned 80 or above in every subject.
Immunizations	All students are required to have a complete series of immunizations, including DPT booster, MMR, Polio, Hepatitis B and Meningitis for enrollment.
Insurance	FULL EXCESS insurance plan: medical bills must be first submitted through the parent/guardian insurance carrier. Expenses not covered will be paid, in accordance with the Bob McCloskey Insurance policy. Questions: Call 1-800-445-3126.
Lockers	Lockers are the property of the district and subject to administrative searches. Only locks provided by the school are permitted for use. A \$6.00 fee is charged for lost/damaged locks. Every student is issued a lock for Physical Education and must accept and use it to secure their belongings during class.
Lost and Found	Lost and Found articles are maintained by the Nurse's Office.
Lunch Full: \$2.00 Reduced: \$.40	Students are not permitted in the corridors, classrooms, or outside during lunch. Meetings held during lunch period must be arranged through the Director of Activities. Parents are encouraged to make payments into your child's account as often as needed/desired.
Math/Literacy Support	Students may be required to enroll in the Literacy/Mathematics Basic Skills program. Participation is determined by the final score results for State assessments (ASK or HSPA) taken the previous school year.
Passes	All students will use Agenda Books as passes.
Personal Property	The school discourages students from bringing large sums of money, jewelry, cameras, or other valuable items to school.
Principal's List	Qualified students earned 90 or above in every subject.
Scholarships (Awards)	Awards are presented each year to students in all grades. See your counselor for more information.
School hours	Students are permitted to be in the building during school hours only – 7:55 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 Mrs. St. John, Sun Dial advisor.
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