



Home of the Woodbury  
**Thundering Herd**

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

## **STUDENT HANDBOOK 2011- 2012**

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

Denise Dunham  
Principal

Ellen Grimes  
Senior High School Assistant Principal

Thomas Braddock  
Junior High School Assistant Principal

Donna Cohen  
Supervisor of Curriculum and Instruction 6 - 12

Grant Shivers  
Director of Athletics, Transportation, and Student Activities

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### **CENTRAL ADMINISTRATION**

Joseph Jones, III  
Superintendent of Schools

Kara Huber  
Business Administrator

Edward Murphy  
Director of Pupil Personnel Services K-12

Dr. Jeffrey Adams  
Director of Special Services K- 12

### **BOARD OF EDUCATION**

*The public Board of Education Meetings are held the fourth Wednesday of each month at 7:00 p.m.*

Frank J. Gwalthney, President  
Steven Abbott  
Alvin Garlic  
Jerry Lonabaugh

Lynn Jennings Dennen, Vice President  
Anthony Chiesa  
Theodore Johnson  
William J. Toole

Eliza White  
David Pipolo, Student Representative

### **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.*

WOODBURY PUBLIC SCHOOL DISTRICT  
OFFICE OF THE SUPERINTENDENT  
25 N. BROAD STREET  
WOODBURY, NJ 08096  
(856) 853-0123, EXTENSION 230

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Joseph Jones, III  
SUPERINTENDENT

Dear Parents and Guardians:

We welcome your children back for another important year of learning. We value the partnership between the school and home and look forward to working with you to accomplish the most for all the children who attend our schools.

The district will be implementing a revised Strategic Plan that was updated last school year by various committees comprised of parents, students, and school staff. This plan will continue to guide many of the larger projects that impact the schools in the district. You can find details regarding the complete Strategic Plan posted on the district's website.

One important aspect of our Strategic Plan is the fact that we strive to be a leader in "personalizing education". That means that we will work to know each of our students and understand his/her strengths and weaknesses. In concert with our families, we hope to craft a school year of experiences that will take each child to new educational heights.

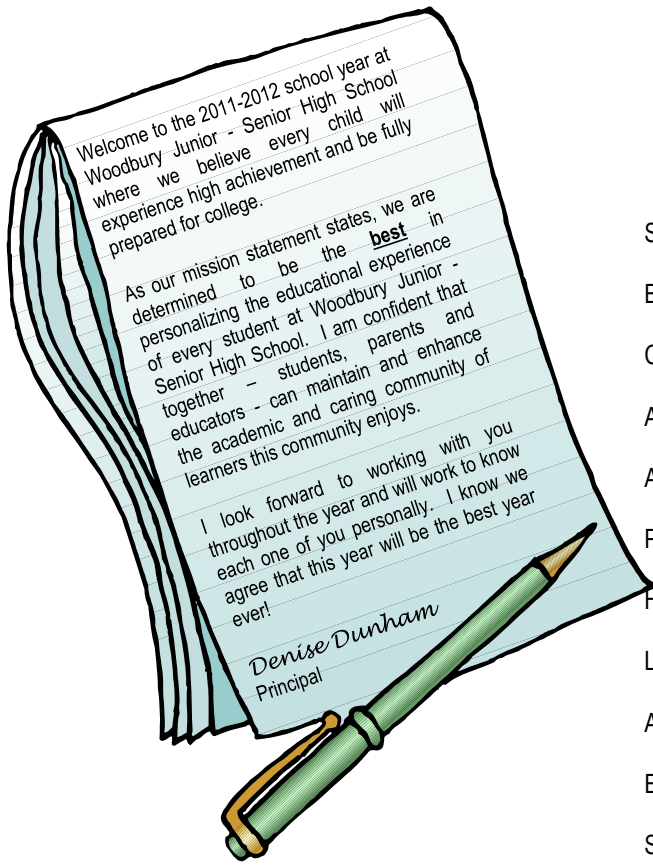
Always feel free to contact your child's teacher, the school counselor, or the building principal. Everyone is here to help meet the individual needs of each of our students. Also, we will be reaching out to some of you throughout the year. The administrators across the district will make telephone calls to randomly selected families to inquire as to how the school year is progressing. We made nearly 300 of these telephone calls last year and enjoyed the chance to have impromptu conversations with so many of the parents and guardians of our children.

Have a great 2011-12 school year. Woodbury is a wonderful place to live, grow, and learn.

Sincerely,



Joseph Jones, III  
Superintendent



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## JUNIOR – SENIOR HIGH SCHOOL BELL SCHEDULE

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

<b>JUNIOR HIGH SCHOOL (GRADES 6)</b>				
<b>PERIOD</b>	<b>REGULAR</b>	<b>EARLY DISMISSAL</b>	<b>LATE ARRIVAL</b>	<b>EXTENDED HOMEROOM</b>
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
<b>LUNCH</b>	<b>12:37 – 1:03</b>	<b>11:07 – 11:33</b>	<b>12:55 – 1:17</b>	<b>12:40 – 1:07</b>
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

<b>JUNIOR HIGH SCHOOL (GRADES 7-8)</b>				
<b>PERIOD</b>	<b>REGULAR</b>	<b>EARLY DISMISSAL</b>	<b>LATE ARRIVAL</b>	<b>EXTENDED HOMEROOM</b>
HR	7:40 – 8:01	7:40 – 8:01	8:40 – 9:01	7:40 – 8:16
1	8:05 – 8:47	<b>8:05 – 8:31</b>	9:05 – 9:40	8:20 – 9:00
2	8:51 – 9:42	8:35 – 9:09	9:44 – 10:27	9:05 – 9:53
3	9:46 – 10:37	9:13 – 9:47	10:30 – 11:13	9:57 – 10:45
<b>LUNCH</b>	<b>10:37 – 11:03</b>	<b>9:47 – 10:09</b>	<b>11:13 – 11:35</b>	<b>10:49 – 11:15</b>
4	11:08 – 11:59	10:13 – 10:47	11:39 – 12:22	11:19 – 12:07
5	12:03 – 12:54	10:51 – 11:25	12:25 – 1:08	12:11 – 12:49
6	12:58 – 1:49	11:29 – 12:03	1:13 – 1:56	1:03 – 1:51
7	1:53 – 2:35	12:07 – 12:33	2:00 – 2:35	1:55 – 2:35

<b>SENIOR HIGH SCHOOL (GRADES 9-12)</b>				
<b>PERIOD</b>	<b>REGULAR</b>	<b>EARLY DISMISSAL</b>	<b>LATE ARRIVAL</b>	<b>EXTENDED HOMEROOM</b>
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
<b>LUNCH</b>	<b>11:51 – 12:17</b>	<b>10:36 – 11:03</b>	<b>12:16 – 12:38</b>	<b>11:56 – 12:23</b>
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

### 2011-2012 MARKING PERIOD DATES

	Mid Marking Period	Marking Period Ends
One	October 7, 2011	November 16, 2011
Two	December 21, 2011	February 1, 2012
Three	March 6, 2012	April 5, 2012
Four	May 15, 2012	June 18, 2012

**SCHOOL CLOSING NUMBER: 806**

Visit Woodbury's Website at:

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

**ATTENDANCE SECRETARY**

**853-0123 – Extension 261**

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

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

### WOODBURY JUNIOR - SENIOR HIGH SCHOOL COUNSELING AND CHILD STUDY TEAM

#### Junior High School Counseling

Marge Pertuit, Grades 6 – 8  
Extension 272

#### Junior and Senior High School Child Study Team

Sharon Cardwell, Grade 6  
Social Worker/Case Manager  
Extension 223

Denise Dreger, Grades 7 - 9  
Extension 233

Tanya Ripley Grade 10-12  
Extension 330

#### Senior High School Counseling

Daniel Howey  
(A-L)  
Extension 227

Joseph Jarrett  
(M-Z)  
Extension 256

### ATTENDANCE

A secondary student will be **present for one-hundred sixty-six (166) days in order to be awarded** course credit **regardless of the reason for the absence**, 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”.

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

**Tardiness** 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. 5240 (Late Arrival/Early Dismissal) will constitute a single unexcused absence. **Five (5)** instances of unexcused tardiness and/or early dismissal will equal **one (1) unexcused absence** in accordance with Policy No. 5240. Exceptions can be made by the Principal for students participating in approved Option II programs of study.

#### 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 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.

### **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 must bring their books and/or assignments from their regular scheduled classes in order to be admitted and receive credit for their attendance.** A secondary student may only receive credit for attending the Saturday Attendance School Program if he/she has been in attendance for one-hundred forty-five (145) days. **Policy No. 5200 can be found in its entirety on the school's website at: [www.woodburysch.com](http://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.

### **State Assessments**

**NJ ASK 6, 7, and 8:** The New Jersey Assessment of Skills and Knowledge (NJ ASK) is administered to students in grades 6 – 8 every spring. The assessment is aligned with the Core Curriculum Content Standards. The NJ ASK 6 and/or 7 will assess sixth and seventh-grade students in language arts literacy and mathematics; The NJ ASK 8 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 NJ ASK 8 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 is failed. Additionally, students must pass at least two of the following three core courses: science, social studies, and physical education/health. Summer school make up with a passing grade will need to occur for a student to be promoted if he/she fails to achieve the expectations noted above **(8<sup>th</sup> grade students who fail Integrated Algebra I will be promoted to 9<sup>th</sup> grade and rescheduled for the class as long as they complete the summer math enrichment program).**

## Academic Information Senior High

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

### State Assessments

**HSPA:** The High School Proficiency Assessment is used to determine student achievement in Language Arts and Mathematics 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.

<u>High School Graduation Requirement</u>			
Language Arts Literacy	25 credits	World Language	5 credits
Mathematics	15 credits	Visual & Performing Arts	5 credits
Science	15 credits	Practical Arts	5 credits
Social Studies	15 credits	Economics	
Physical Education/Health	3.75 credits/year		

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. There is an exception for Woodbury's alternative high school program where students may exceed the fifty (50) credit maximum in the competency-based classes. Further exceptions will be made at the discretion of the high school administrator.

### Graduation Policy

All Senior High School students are required earn 130 credits in order to graduate. 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 (3<sup>rd</sup>) quarter based on GPA.

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

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

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

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

A list of courses listed as "Honors and Advanced Placement", and the appropriated "weight" are posted on our website: [www.woodburysch.com](http://www.woodburysch.com) on the Curriculum web page.

**Advanced Placement (AP) Program**

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

**College Credit Bank**

Qualified juniors or seniors are permitted to take courses at 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	80- 89: Good	70-79: Fair	64 or below: Failure
I: Incomplete	MD: Medical	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** - Illness or injuries are the **only** reasons a student does not participate in PE. **All PE medical excuses must be generated through the school nurse.**

**Daily PE Excuse:**

- Submit a medical note directly to the nurse
- If the medical note is for one day a daily medical pass will be issued and you will be given the opportunity to complete a written assignment to receive credit for the day or 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

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

**Physical Education Make Up**

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 extended homeroom scheduled periods (7:40 [JHS] or 7:55 [SHS] to 8:16)**. Students charged with truancy or cutting class, or students who attend class **unprepared** for physical education are not permitted to make up lost points. Students who attend class unprepared will also lose points for the day.

**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](http://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 media center plays a very important role in the academic experience. It includes space, materials, and technology that enrich the curriculum and contribute to the daily learning process. The media center plays a very important role in the academic experience. It includes space, materials, and technology that enrich the curriculum and contribute to the daily learning process. **The After-School WORKPLACE program (Tutors and Computer access) is held in the LMC Monday through Thursday.**

**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:

**Junior High School Athletics**

Field Hockey  
Boys' Soccer

Boys' Basketball  
Girls' Soccer

Girls' Basketball  
Track and Field

**Clubs and Activities**

Ceramics  
Chess Club  
Culture Club\*

Drama  
Jazz Band  
Lady Bug Club

Student Council  
Robotics\*  
Yearbook

## Senior High School Athletics

### Fall Sports

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

### Winter Sports

Boy Basketball  
Girl Basketball  
Wrestling  
Indoor Track  
Swimming

### Spring Sports

Baseball  
Softball  
Boys Tennis  
Golf  
Boys Track  
Girls Track

### Clubs and Activities

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

Debate Club  
Dramatics  
Ecology Club  
Interact Club  
Jazz Band  
Key Club  
Math League  
National Honor Society  
Robotics\*

Science League  
S.T.O.P.  
Student Council  
White and Gold  
Wind Ensemble  
World Language Club  
Varsity Club  
Yearbook

\* Activities marked with an asterisk are open to Junior and Senior HS students.

### Student Activities/ Eligibility

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

### Grades 6, 7, and 8

Per Marking Period: A student in grades 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

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

### Grades 9 – 12

Semester: Eligibility is determined each semester. Freshman and Sophomore students must earn the equivalent of 30 credits; Junior and Senior students must earn 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. Students who accrue 25 disciplinary points will be considered ineligible for participation in athletics and/or activities.

### Attendance

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

### Conduct

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

### Athletics

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

### **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**

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

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

An additional point will be given to any student who demonstrates leadership within the activity; i.e., if the student is an officer in a club or captain of a sport.

**Spring 2012:** An essay will be introduced – Students will have to complete one of three topics. They will be scored by a rubric used in English classes. The essay will be part of the application packet.

**Spring 2013:** The essay is required. Students will have to complete one of three topics. They will be scored by a rubric used in English classes. The essay will be part of the application packet.

Service Learning will count to fulfill both the graduation requirement and the activity for National Honor Society.

### **Student Council and Class Organizations**

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

### **Elections**

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

### **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 Anti-Bullying Specialist: Donna Lacovara or any building administrator. \*\* Reporting individuals are protected by law from any reprisals. Parents or students can make anonymous reports of acts of harassment and/or bullying through the school's website: <http://www.woodburysch.com/community/antibully/main.php> - Report a Bully.

### **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](http://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 for success to all. The code includes, but is not limited to, the written system of acceptable conduct and consequences for violations which are outlined on the following pages.

### SCHOOL CONDUCT CODE

#### Administrative Detention

##### Four (4) JHS 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
- 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)
- Gambling
- Harassment by verbal or other means
- Leaving school grounds without authorization
- Possession of tobacco product, lighter or matches 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)
- Possession of or use of fireworks, and/or chemical nuisance devices
- Theft of property from school or individual or applying pressure to do so (restitution will be required)
- Sexual harassment
- Vandalism – having the intent to, defacing, abusing, or destroying school property (restitution required)

### Suspensions pending Board Hearing/Police Involvement/Restitution

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

### Special Issues

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

### Student Conduct Code Points System

The infractions listed above carry the following points.

Administrative Detention	2 points
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 Promotional exercises, end of the year events including end of the year trips; Senior High School Graduation ceremonies, Prom, senior trip, and any other trip that is not directly related to an assigned class' 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 four 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

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

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

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

## 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 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/complaint filed with Police Department

#### Discipline Code Comments

\* Ten (10) days Out of School Suspension\* may result in four (4) days Out of School and six (6) days in school

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

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

## Woodbury Junior – Senior High School Faculty List

Art	Gina	Friedman
Art	Margaret	Sebest
Art	Maureen	St. John
Assistant Principal - JHS	Thomas	Braddock
Assistant Principal- SHS	Ellen	Grimes
AVID 7	Theresa	Savage
AVID 8/ 8 <sup>th</sup> Grade Team Leader	Yael	Emenecker
Counseling	Daniel	Howey
Counseling	Joseph	Jarrett
Counseling	Margaret	Pertuit
Director, Athletics, Activities, Transportation	Grant	Shivers
Economics/Freshman Seminar	Al	Kilpatrick
English	Steven	Delaney
English	Amanda	Mosley
English/ AVID Department Chairperson	Maria	Lario-Schuman
English Department Chairperson	Elizabeth	Luthke
English	Joseph	Pegues
English	Roseanne	Fehre
English	Michele	Sokolovic
ESL	Julie	Capodanno
Family Consumer Science/Related Arts	Jill	Platt
Health/Physical Education	Carmen	Davis
Health/Physical Education	Barbara	Gale
Health/Physical Education	Jack	Hill
Health/Physical Education	Brian	McKillop
Health/Physical Education	Richard	Santarone
Health/Physical Education	Zachary	Valentine
Inclusion Facilitator (9-12)	Eliza	Cadorette
Inclusion	Betty	McKenna
Inclusion	Marc	Cannuli
Literacy Support 8	Mary	Muldoon
Literacy- Grade 7,8 Inclusion Facilitator	Kristin	Corley
Literacy 8, Enrichment 8	Ellen	Firth
Literacy- 8 <sup>th</sup> Grade /Science (6-8)	Jackie	Rosario
Literacy 7, Enrichment 7	Cynthia	Cammarota
Math	Marcus	Berg
Math	Natalie	Barretta
Math Support 7	Wendy	Cubbler
Math 7	Steven	Datz
Math/Technology	Ari	Ford
Math	Gerald	Kiser
Math	Anthony	Matranga
Math Support 8	Jonathan	Seligman
Math	David	Snelling
Math 8 /Department Chairperson	Robyn	Sole
Math	John	Travis
MD	Thilana	Chandler
Music- Choral	Theresa	Savage
Music- Instrumental	Douglas	Park

Pathways to AVID 6	Donna	Lacovara
School Nurse	Diane	Sullivan
School Psychologist	Denise	Dreger
School Psychologist	Tanya	Ripley
Science 7	Susan	Berting
Science Department Chairperson	Colleen	Fitzgerald
Science 8	Kristen	Gauthier
Science	Surinder	Kaur
Science	Megan	Lucidi
Science	Scott	Sokolic
Sixth Grade Math, Enrichment 6	Tara	Casalunovo
Sixth Grade Inclusion	Anne	Evans
Sixth Grade Math	Ann	Gambuzza
Sixth Grade Literacy/Math (6-8)	Daniel	O'Leary
Sixth Grade Literacy	Jeremy	Landis
Sixth Grade Social Studies	Christopher	Sheppard
Sixth Grade Science/6 <sup>th</sup> Grade Team Leader	Jennifer	Jones
Social Studies	Katherine	Bourquin
Social Studies Department Chairperson	Steven	Gallatig
Social Studies 7	Sheldon	Soper
Social Studies	Andrew	Vernon
Social Studies 8	Keith	Wert
Social Studies and Literacy	Georgia	Stanfill
Social Worker	Sharon	Cardwell
Student Assistance Coordinator	Donna	Lacovara
Anti-Bullying Specialist		
Supervisor; Alternative Education/Science	Gary	Scavette
Supervisor, Curriculum/Instruction	Donna	Cohen
Technology	Cynthia	Cheyney
Technology	Dan	Jones
Technology/Business	Holly	Carr
World Language- Chinese	Shin	Yin- Estes
World Language - Spanish	Kerri	Crowley
World Language- Spanish	Liseidy	Diaz
World Language - Spanish	Cheryl	Federline
<b>SUPPORT STAFF DIRECTORY</b>		
Office of Principal	Nicole	Roberts
Office Pupil Personnel	Gina	Downey
Office of Curriculum and Instruction/Attendance	Stephanie	Reeves
Office of Athletics/Activities/Transportation	Karen	Forker
SHS Assistant Principal	Denise	Burgess
JHS Assistant Principal	Delores	Cavaliere
Facilities	Michele	Hamilton

## Quick Reference Guide for Miscellaneous and Important Topics

<b>Acceptable Use Policy</b>	All students must sign the Acceptable Use Policy (AUP) to use the technology equipment offered by the district.
<b>Annex Building</b>	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>Books and School Equipment</b>	All books must be covered. Fines are assessed for lost/damaged books. All overdue books and fines must be addressed by the end of each marking period before report cards are issued.
<b>Communicable Disease</b>	A student with a communicable disease will be excluded and allowed to return with a physician's certification of recovery and the school nurse's approval.
<b>Corridor Displays</b>	All hall displays must be approved per Board of Education guidelines by the advising teacher and administration.
<b>Course Changes</b>	The counseling office needs to be notified no later than the end of the first full week of school to change a course. Any transfer from a full year course after the first full week of school requires administrative approval and must be based on academic reasons. The change will take place at the semester break. No transfer from a semester course will occur if a request is not made by the end of the first full week of school. Students are required to remain in the course they are assigned to prior to any change.
<b>Dropping Courses</b>	The counseling office needs to be notified no later than the end of the first full week of school. Parent/guardian approval is required. Requests are most easily processed if they are submitted prior to August 15.
<b>Early Graduation Program</b>	See your counselor for information.
<b>Elevator</b>	The school elevator is only used with formal permission from the school nurse.
<b>Fines</b>	Students owing fines of any kind will not be permitted to participate in any co-curricular activities, including school trips. Athletic competitions are not included in this list.
<b>Fire Drill Regulations</b>	A safe and orderly exit is expected at all times. Students must remain with scheduled teacher at all times.
<b>First Aid</b>	First aid will be administered for any accident or sudden illness. Parents/Guardians are responsible when further medical attention is required. 911 will be called in the event of an emergency during the school day/school attended events.
<b>Honor Roll/ Principal's List</b>	Qualified students earned 80 or above in every subject. / Qualified students earned 90 or above in every subject.
<b>Immunizations</b>	All students are required to have a complete series of immunizations, including DPT booster, MMR, Polio, Hepatitis B and Meningitis for enrollment.
<b>Insurance</b>	<b>FULL EXCESS</b> insurance plan: medical bills must be first submitted through the parent/guardian insurance carrier. Expenses not covered will be paid, in accordance with the Bob McCloskey Insurance policy. Questions: Call 1-800-445-3126.
<b>Lockers</b>	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.
<b>Lost and Found</b>	Lost and Found articles are maintained by the Nurse's Office.
<b>Lunch</b> Full: \$2.30 Reduced Lunch: \$ .40 Reduced Breakfast: \$ .30	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.
<b>Math/Literacy Support</b>	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.
<b>Passes</b>	All students will use <b>Agenda Books</b> as passes.
<b>Personal Property</b>	The school discourages students from bringing large sums of money, jewelry, cameras, or other valuable items to school.
<b>PTSA</b>	Parent-Teacher -Student Association. See the webpage under Parents & Community for details.
<b>Scholarships (Awards)</b>	Awards are presented each year to students in all grades. See your counselor for more information.
<b>School hours</b>	Students are permitted to be in the building during school hours only – 7:40 a.m. (JHS); 7:55 a.m. (SHS) to 2:45 p.m. unless permitted by a faculty member.
<b>School Photographs</b>	School pictures are taken on a pre-payment basis. Retakes and refunds are honored. Questions: See Mrs. St. John, Sun Dial advisor or Mrs. Donna Lacovara, Sun Dial Business Manager
<b>Tutoring</b>	Teachers are available at the end of the regular school day for extra help at the student's request. See your counselor for information regarding tutoring.
<b>Visitors</b>	All visitors must report to the Main Office upon arrival. Student guests are not permitted except for unique, pre-arranged reasons (see the Principal). Please be prepared to show identification.
<b>Working Papers</b>	See the Counseling office for information

## CALENDAR OF EVENTS FOR 2011-2012

Our PTSA will hold monthly fundraising events this year. "Details for events and fund-raisers log onto woodburysch.com; Parents and Community; Parent Organizations, and choose Woodbury Jr. - Sr. High"

<b>SEPTEMBER 6</b>	First day of School
13	<b>PTSA 7 PM</b>
17	Tournament of Bands @ Gateway
19-22	Student Council Campaign & Speeches
21	Back to School Night
23	Senior Portrait Make Ups
26	Benchmark Testing Window opens
<b>29</b>	<b>Senior Parent Night - College Selection 7 PM</b>
<b>OCTOBER 1</b>	SAT @ Woodbury / Fall Festival Parade Woodbury Craft Show –PTSA Fundraiser
4-6	HSPA Retake
5	Picture Day 6-11
7	Mid MP 1 JHS Kickball Tournament
8	Tournament of Bands @ Clearview
10	Schools Closed - Columbus Day
<b>11</b>	<b>Post-Graduation Planning 3 PM - 7 PM</b>
12	AVID Parent Night 7 PM
<b>13</b>	<b>Post- Graduation Planning 3 PM - 7 PM</b>
14	Sophomore Ring Presentation <b>JHS Dance 7 PM</b>
15	Tournament of Bands @ West Deptford
18	Ring Orders @ Lunch <b>PTSA 7 PM</b>
19	PSAT (Grades 10 & 11)
21	<b>Powder Puff Football</b>
22	HOMECOMING
<b>25</b>	<b>Post- Graduation Planning 3 PM - 7 PM</b>
<b>26</b>	<b>National Honor Society Fall Induction 7 PM</b>
27	<b>Post- Graduation Planning 3 PM - 7 PM</b>
28	JHS Halloween Contest <b>Culture Club Trip</b>
<b>NOVEMBER 1</b>	<b>County Wide Flu Clinic @ Woodbury 4 - 6 PM</b>
1-11	<b>PTSA Cheesecake Sale</b>
4	End of MP 1
5	SAT @ Woodbury
7	Schools Closed – Faculty In-Service/NJEA Convention
15	<b>PTSA 7 PM</b> <b>PTSA Chick-fil-a Night @ Deptford</b>
<b>18- 19</b>	<b>JHS Drama Production 7 PM</b> <b>(1 PM Matinee on 19<sup>th</sup>)</b>
22	Early Dismissal - Parent Conferences (Afternoon & Evening)
23	Early Dismissal JHS Pie a Teacher
24-25	Schools Closed: Thanksgiving
<b>DECEMBER 3</b>	<b>PTSA Holiday House Tour</b>

7	Debate Team Meet
9	<b>JHS Dance 7 PM</b>
13	<b>JHS Band/Choir Concert 7 PM</b>
14	Debate Team Meet
15	<b>SHS Band/Choir Concert 7 PM</b>
20	<b>PTSA 7 PM (Holiday Meeting &amp; Gathering)</b>
21	Debate Team Meet/ Mid MP 2
23	Early Dismissal - Winter Break
24- Jan 2	Schools Closed - Winter Break
<b>JANUARY 3</b>	Schools Open
4	Debate Team Meet
9	Early Dismissal - Teacher In-Service
11	Debate Team Meet
12	Science League
13	JHS Dodgeball Tournament
14	Saturday School 8 - Noon
16	Schools Closed - Martin Luther King Jr. Day Day of Service @ Woodbury
17	Benchmark Testing Window opens <b>PTSA 7 PM</b>
18	Debate Team Meet
18-20	Academic Bowl
25	Debate Team Meet
<b>FEBRUARY 1</b>	End of MP 2 Debate Team Meet
2	<b>PTSA JHS Skating Party – Deptford Skating Center (near Lowes)</b>
8	Debate Team Meet
9	Science League
10	<b>JHS Valentine's Day Dance 7 PM</b>
11	Saturday School 8 - Noon
15	Debate Team Meeting <b>AVID Parent Night 7 PM</b>
20	Schools Closed - President's Day Ecology Club Ski Trip
21	<b>PTSA 7 PM</b>
22	Early Dismissal - Parent Conferences (Afternoon Only)
29	FOOD FOR THE SOUL
<b>MARCH 2</b>	Read Across America (Key Club)
6	HSPA - Mid MP 3
7	HSPA
8	HSPA / Science League
10	Saturday School 8 - Noon
12	Early Dismissal - Teacher In-Service
15- 17	<b>SHS Musical 7 PM (1 PM Matinee on 17<sup>th</sup>)</b>
20	<b>PTSA 7 PM</b>
21	Volley Ball Tournament

23	Culture Club Trip
<b>28</b>	<b>National Honor Society Induction 7 PM</b>
<b>29</b>	<b>Junior Parent Night - College Selection</b>
<b>30</b>	Howard University 8th Grade Trip <b>Woodbury IDOL</b>
<b>APRIL 5</b>	End of MP 3
6-13	Schools Closed - Spring Break
<b>17</b>	<b>PTSA 7 PM</b>
<b>18</b>	<b>Jazz Band Concert 7 PM</b>
<b>19</b>	Science League <b>PTSA Restaurant Night &amp; Fox Fire Jewelry Fundraiser</b>
20 - 21	Woodbury Relays (JHS Relays on 20 <sup>th</sup> )
22	Earth Day
23- 26	NJ ASK 7,8
26	National College Fair ; Grade 11
28	Saturday School 8 - Noon
30	NJ ASK 6
<b>MAY 1-3</b>	NJ ASK 6
7	AP Exams: Chemistry & Psychology Artist in Residence
8	AP Exam: Spanish Language
9	AP Exams: Calculus AB/BC
<b>10</b>	AP Exam: English Literature & Composition <b>PTSA Restaurant Night</b>
11	AP Exam: US History
12	Saturday School 8 - Noon
13	Race for the Cure Walk - Interact
14	AP Exams: Biology; Music Theory; Physics B Mid MP 4
<b>15</b>	AP Exam: US Govt. & Politics <b>PTSA 7 PM</b>
16	AP Exam: English Language & Composition
<b>18</b>	Early Dismissal <b>Prom</b>
<b>23</b>	<b>JHS Band/Choir Concert 7 PM</b>
25	6th & 7th Grade EOY Trips
27	Schools Closed - Memorial Day
<b>30</b>	<b>SHS Band/Choir Concert 7 PM</b>
<b>31</b>	<b>Academic Banquet 6:15 PM</b>
<b>JUNE 1</b>	8th Grade EOY Trip
2	Saturday School 8 - Noon
5	Schools Closed - Primary Elections
<b>6</b>	<b>AVID Graduation Celebration</b>
7	Seniors Only - Final Exams 6th & 7th Grade Awards Ceremony <b>Pops Concert 7 PM</b>
8-11	Senior Trip

12	<b>PTSA 7 PM</b>
13	Early Dismissal - Final Exams <b>Enrichment Awards 6 PM</b> <b>Athletic &amp; Activity Awards 7 PM</b>
14- 15	Early Dismissal - Final Exams
18	Early Dismissal - Final Exams (Last Day (tentative))