

# **CONSENT FORM ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the Woodstown High School Handbook for the 2018-2019 school year. I understand that the handbook contains information that my child and I may need during the school year. I also understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in this planner.

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

First Period Teacher: \_\_\_\_\_

## **DIRECTORY INFORMATION NOTICE**

Regarding student records, federal law requires that “directory information” on my child be released by the district to authorized agencies at the federal, state, and local levels as well as private institutions who request it with the approval of the district Custodian of Records unless I object in writing to the release of any or all of this information. This objection must be filed within ten (10) school days of the time this handbook was given to my child. I further understand that the district will release information to the media from time to time in regards to school related functions such as clubs, activities, organizations and athletics. It is also understood that students may be requested by the media to give interviews or comments for these related activities. I also understand that my son/daughter may have their photo published on our website via individual pages that may belong to a teacher, an athletic team, club, or activity representing Woodstown High School for the purpose of promoting those activities and highlighting their accomplishments.

Directory information ordinarily includes the following:

- Student’s name
- Address and telephone number
- Dates of attendance
- Date and place of birth
- Photographs
- Awards received in school

In exercising my right to limit the release of this information, I have marked through the items of directory information listed above that I wish the district to withhold about my child.

For a more detailed explanation of your rights in regard to your child’s personal information, see section II, Student Information. This information can be found under the titles FERPA and PPRA.

Date: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

## ACCEPTABLE USE PROCEDURES FOR TECHNOLOGY

The following are practices that are not permitted during the use of computer services provided by the Woodstown-Pilesgrove Regional School District.

1. Using the services without teacher supervision/permission (this includes accessing social media sites).
2. Sending or receiving offensive messages in any format.
3. Using or sending obscene language or images.
4. Harassing, insulting, or attacking other users.
5. Damaging computers, computer systems, or computer networks.
6. Violating copyright laws.
7. Trespassing in the folders, works, or files of other users.
8. Employing the network for commercial purposes.
9. Intentionally wasting computer, network, or any other resources.
10. Using electronic devices that store information, including web cam images, that in any way violate the student's privacy rights or the privacy rights of anyone residing with the student.

## STUDENT TECHNOLOGY IN WOODSTOWN HIGH SCHOOL

Woodstown High School supports the ability for students to bring their personal technology such as laptops, iPads and the like to school. The district will provide an open pipeline to the Internet much like a college campus.

The following stipulations and provisions will also be in place:

- The district will not be responsible for lost or stolen personal technological devices.
- No access to district servers will be granted.
- When using individual technological devices, all school/technology rules apply.
- There will be limited access to printing.
- The district reserves the right to search a student's technological device.
- **No tech support** will be provided by the district for an individual's technological device including software or hardware.

I have read the Acceptable Use Procedures for Technology. I understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences as outlined in the handbook.

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

**Complete and return to the high school main office within ten (10) days.**



# Woodstown High School 2018/2019

*140 East Avenue  
Woodstown, NJ 08098*

## Handbook & Calendar

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



an sdi innovations company

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# SCHOOL CALENDAR

2018-2019

September	3	Labor Day
	4	Schools Open (Teachers) - In-Service Day
	5	Schools Open (Students) – Early Student Dismissal
October	5	Schools Closed – In-service Day
	8	Columbus Day
November	7	Schools Closed – In-Service Day
	8-9	Schools Closed - NJEA Convention
	21	Early Dismissal – Thanksgiving Holiday
	22-23	Schools Closed – Thanksgiving Holiday
December	21	Early Dismissal – Holiday Recess
	22-31	Schools Closed - Winter Recess
January	1	Schools Closed – Winter Recess
	21	Schools Closed – Martin Luther King’s Day
February	18	Schools Closed – Presidents’ Day Holiday
March	15	Schools Closed – In-service Day
April	17	Early Dismissal – Spring Recess
	18-23	Schools Closed – Spring Recess
May	27	Schools Closed – Memorial Day
	31	Schools Closed – In-service Day
June	12-14	Early Dismissal
	14	Last day for students

\*\*\* Any days taken for inclement weather will be made up on the following days in this order: April 23, April 18, April 22, June 17, June 18, and so forth as needed.

# WOODSTOWN HIGH SCHOOL BELL SCHEDULE

## 5th Pd. Lunch Schedule

First (1st) Bell	7:35
Homeroom	7:40 – 7:57
Period 1	7:57 - 8:40
Period 2	8:43 - 9:26
Period 3	9:29 - 10:12
Period 4	10:15 - 10:58
5th Lunch	11:01- 11:31
Period 6	11:34 - 12:17
Period 7	12:20 - 1:03
Period 8	1:06 - 1:49
Period 9	1:52 - 2:35

## AM Activity Period

HR: 7:40 - 7:57 am (Full Announcements)
Activity Period: (No Bell) - 7:57 - 8:40 am (43 Minutes)
Period 1 – 8:43 – 9:15 am (32 Minutes)
Period 2 – 9:18 – 9:50 am (32 Minutes)
Period 3 – 9:53 – 10:25 am (32 Minutes)
Period 4 – 10:28 – 11:00 am (32 Minutes)
Period 5 – 11:03 – 11:31 am (28 Minutes – Lunch)
Period 5 – 11:03 – 11:44 am (41 Minutes – Class)
Period 6 – 11:34 – 12:17 am (43 Minutes – Class)
Period 6 – 11:47 – 12:17 pm (30 Minutes – Lunch)
Period 7 – 12:20 – 1:03 pm (43 Minutes)
Period 8 – 1:06 – 1:49 pm (43 Minutes)
Period 9 – 1:52 – 2:35 pm (43 Minutes)

## Half-Day Schedule

Homeroom	7:40 – 7:50
Period 1	7:50 - 8:19
Period 2	8:22 - 8:51
Period 3	8:54 - 9:23
Period 4	9:26 - 9:55
Period 5/6	9:58 - 10:27
Period 7	10:30 - 10:59
Period 8	11:02 - 11:31
Period 9	11:34 - 12:03

## TWO-HOUR DELAY SCHEDULE

\*Students enter building at 9:30 and report to 3rd Pd.

Period 3	9:40 – 10:12
Period 4 – 9	Normal Bell Schedule

## 6th Pd. Lunch Schedule

First (1st) Bell	7:35
Homeroom	7:40 – 7:57
Period 1	7:57 - 8:40
Period 2	8:43 - 9:26
Period 3	9:29 - 10:12
Period 4	10:15 - 10:58
Period 5	11:01 - 11:44
6th Lunch	11:47 - 12:17
Period 7	12:20 - 1:03
Period 8	1:06 - 1:49
Period 9	1:52 - 2:35

## PM Activity Period

HR: 7:40 - 7:57 am (Full Announcements)
Period 1 – 7:57 – 8:40 am (43 minutes)
Period 2 – 8:43 – 9:26 am (43 minutes)
Period 3 – 9:29 – 10:12 am (43 minutes)
Period 4 – 10:15 – 10:58 am (43 minutes)
Period 5 – 11:01 – 11:31 am (30 min - Lunch)
Period 5 - 11:01 – 11:44 am (43 min - Class)
Period 6 – 11:34 – 12:17 pm (43 min - Class)
Period 6 – 11:47 – 12:17 pm (30 min - Lunch)
Activity Period – 12:20 – 1:03 (40 minutes)
Period 7 – 1:06 – 1:33 pm (27 minutes)
Period 8 – 1:36 – 2:04 pm (27 minutes)
Period 9 – 2:07 – 2:35 pm (28 minutes)

## One-Hour Delay Schedule

\*Students enter building at 8:30 and report to Pd 1

Period 1	8:40 – 9:15
Period 2	9:18 – 9:50
Period 3	9:53 – 10:25
Period 4	10:28 – 11:00
Period 5 (Lunch)	11:03 – 11:31
Period 5 (Class)	11:03 – 11:44
Period 6-9	Normal Bell Schedule

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Welcome to Woodstown High School, and an exciting time to be a Wolverine. We have made revisions and additions to a number of our offerings and policies, so it is important that you and your parents read and familiarize yourself with the information in the 2018/2019 handbook. Please take note of the table of contents. We have summaries of the major policies of our district and the top ten questions asked by parents. Also, please note a sign off page for parents and students has been included. We are asking that you and your parent/guardian sign this page and when completed return it to your 1st period teacher.

In order to enhance your organizational skills, we have provided you with a planner in which you will be able to keep track of your assignments, grades, and activities in school and at home. It will also be used as your pass during the school year and you must carry it with you at all times.

We will continue to use a school information system called PowerSchool. It is a web-based program, which means that you and your parents will be able to get into this program at any time during the year by accessing the Internet, and you will be able to find out about your grades, progress reports, and attendance. This system will be an important tool that we will use to communicate with you and your parents on a regular basis. It is instrumental for student success during the high school years to keep lines of communication open with teachers, counselors and administrators and PowerSchool will help. At this point many parents and students already have their password so they can access the program. If you do not have a password, you will need to contact the School Counseling Office and speak directly with Ms. Emily DuBois and she will give you instructions on what you will need to do to get your new PowerSchool password.

We will also continue to utilize the teachers' individual webpages linked to the EdConnect Program where a student/parent can go online when their child is absent from school and check to see what assignments were missed during the academic day. We will continue to use Standards Aligned Grading (SAG) in all of our courses and encourage you to visit our website for more information on SAG.

We will continue to require all students in grades 9-12 to carry their ID badges throughout the school day. This will allow our students access to our services in the lunchroom through our LunchTime Payment Portal and other school related functions. Most importantly, the ID badges help us provide a safe and secure environment for all of our students at Woodstown High School.

We also have an information line that you may call for updated information on school activities and school closings. That number is 769-INFO (4636). For information concerning athletic activities, please visit <http://www.tricountyconferencenj.org/>. You should also note we have a variety of important numbers listed on the front inside cover of the agenda book including our Bullying Reporting System located at [www.woodstown.org](http://www.woodstown.org). Please make note of these important numbers and use them if a need arises.

We encourage you to get involved and make the most of the academic, athletic, and other extra-curricular programs that have been designed for you. Your high school years should be your most exciting, rewarding, and memorable times of your life but only if you commit yourself to getting involved and making a positive difference! Please contact a school administrator with any problems you might have at any time during the school year. We want you to feel safe and secure here at WHS. I know that together, we can make this a successful year!

As you approach this school year, remember that nothing is impossible. When you set your mind to accomplishing a goal let nothing stand in your way. Your attitude will determine how far you can go.

**Mr. Richard S. Senior – Principal**

**Information in this student handbook is subject to change due to changes in school board policies or administrative regulations.**



The Woodstown-Pilesgrove Regional School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, gender, sexual orientation, disability, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 AND 504 of The Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 503 and 504 may be obtained by contacting the school district.

## **WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT MISSION STATEMENT**

“Learning is our Mission”

The Woodstown-Pilesgrove Regional Board of Education is focused on fostering the full potential of each student.

### **BOARD OF EDUCATION**

Mr. Patrick Bates		President
Mrs. Eileen C. Miller		Vice President
Dr. Julie Stanton	Mr. Ron Rattigan	Mr. Travis Zigo
Mr. Robert Iocana	Dr. Anne Nielsen	Mrs. Amy Wojciechowski
Mrs. Marcia Chiarelli	Mr. Richard Morris, Jr. *	Mr. Michael Kinney**

\* Alloway Township Representative      \*\* Upper Pittsgrove Township Representative

### **DISTRICT OFFICES**

#### **Superintendent**

Mrs. Virginia Grossman

#### **Assistant Superintendent of Business/Board Secretary**

Mrs. Rose Wang-Chin

#### **Administrative Assistant to the Superintendent**

Mrs. Joyce Rose

#### **Administrative Assistant to the Asst. Superintendent of Business**

Mrs. Deborah Lake

#### **Secretaries**

Mrs. Lynn Hall      Mrs. Ginger Jones

### **CURRICULUM AND INSTRUCTION**

#### **Instructional Facilitator Gr. 6-12**

Mr. Christopher Snyder

#### **Secretary**

Mrs. Lynn Miller

### **CHILD STUDY TEAM**

#### **Supervisor-Special Education**

Mrs. Michele Martinez

#### **L.D. Teacher-Consultant**

Ms. Joan Hackl

#### **School Psychologist**

Mrs. Jennifer McBride

#### **Secretary**

Mrs. Pam Crinite

### **BUILDINGS AND GROUNDS**

Supervisor – Mr. Ryan Danner

### **FOOD SERVICES**

Director – Ms. Drema LaGrotta

# WOODSTOWN HIGH SCHOOL MISSION STATEMENT

To establish a safe and engaging environment for our community of responsible, productive, life-long learners who:

- help all students gain a broad base of knowledge.
- help everyone to accept and appreciate her/his own and others' uniqueness.
- provide guidance and support in a student's transition into adulthood while promoting self-reliance, self-esteem, and interdependence.
- encourage physical, intellectual, social, and emotional growth in order to meet the challenges of the continually changing stages of life.

## MAIN OFFICE

### Principal

Mr. Richard Senor

### Assistant Principal

Mrs. Michelle Spaventa

### Director of Athletics

Ms. Andrea Bramante

### Secretary to the Principal

Ms. Suzanne Keller

### Secretaries

Mrs. Nancy Dick

Mrs. Dawn Clarke

### Director of Athletics Secretary

Mrs. Kim Bokash

## SCHOOL COUNSELING OFFICE

### School Counselors

Mrs. Gabrielle Heyel

Mrs. Dina Strachan

Mrs. Kristine Knorr

### Secretary

Ms. Jennifer Jenkins

### Computer Technician

Ms. Emily DuBois

## HEALTH OFFICE

### School Nurse

Mrs. Karen Gillespie

### Secretary

Mrs. Carol Robinson

## TECHNOLOGY DEPARTMENT

### Chief Technology Officer

Mr. Karlyle Adams

### Technology Technician

Mrs. Tiffany Roback

### Secretary

Ms. Stacy Shorter-Carney

## LIBRARIAN/MEDIA SPECIALIST

Mr. James Bracciante

## TEACHING STAFF

### APPLIED TECHNOLOGY TEACHERS

Mrs. Cheryl Levitsky

Mr. Michael Hartman

Mrs. Melissa Micheletti

### SOCIAL STUDIES TEACHERS

Mrs. Julie Knight

Ms. Ashely Rybynski

Mr. Jeff Podolski

Mr. Daniel Keller

### SCIENCE TEACHERS

Mr. Mike Wichart

Mr. Steven Ordog

Mrs. Michelle Williams

Mr. Christopher Rickard

Ms. Deanna Miller

Mrs. Jennifer Sorbello

Mrs. Amelia Adams

Mrs. Carol Althouse

## ENGLISH TEACHERS

Mrs. Coleen Coombs	Mrs. Rebecca McMurray
Mrs. Katy Lynch	Mr. James Kelly
Mr. Paul Kranz	Mrs. Lisa Blaney

## PHYSICAL EDUCATION TEACHERS

Ms. Suzanne Massara	Mr. Darren Huck
Mrs. Shelley Mealey	Mr. Douglas Hathaway
	Mr. Zachary Garren

## SPECIAL EDUCATION TEACHERS

Ms. Nikole Vogel	Mr. Jason Mace
Ms. Kaitlyn Bill	Mrs. Donna Sexton
Mrs. Janie Coleman	Ms. Katie Nicotra
Mr. Dave Wildermuth	Mr. John Hollinger

## MATHEMATICS TEACHERS

Mrs. Wendy Davis	Mr. Joe O'Brien
Mrs. Sondra Hiles	Mrs. Judy Heineman
Mr. John Adams	Mrs. Charlene Catalano
Mrs. Rebecca Haines	

## FOREIGN LANGUAGE TEACHERS

Mrs. Tammy Bitgood	Ms. Ashleigh Whitmore
Mrs. Deborah Sottile	

## MUSIC AND ART TEACHERS

Mrs. Lori Raggio	Mr. Kahlil Gunther
Ms. Jodi DiStafano	Mr. James Ludlam
Ms. Paula Gorman	Mr. Adam Hyland

## TOP TEN QUESTIONS ASKED BY PARENTS

1. What are the graduation requirements for Woodstown High School? See Part VII – O
2. What are the eligibility requirements for students to participate in interscholastic athletics? See Part V – A
3. How do I contact teachers to ask questions or set up a conference? See Part X – B
4. What are the benefits of being a Renaissance Card holder? See Part V - G
5. What is Woodstown High School's attendance policy? See Part I – A
6. What are the procedures for early dismissal? See Part I – D
7. Where do I call for information on school activities, emergency closings? See Part X - A
8. What are the emergency closing procedures? See Part I – E
9. What are the schedules for the fall sports teams? See Part VIII
10. What are the goals or expectations of all students at Woodstown High School? See Part III

# SUMMARIES OF MAJOR POLICIES AND PRACTICES

## **Attendance**

More than 12 days absent from school in any one year shall result in an automatic failing grade in all subjects. Absences not covered by a physician's note count toward the attendance policy.

## **Student Conduct on School Busses**

The bus represents an integral part of the school system, and, as such, the same standards of conduct that apply to a school also apply to a school bus.

## **Affirmative Action**

The Woodstown-Pilesgrove Regional School District has developed school and classroom practices and procedures that will ensure equal educational opportunity for all of its students.

## **Sexual Harassment**

Practices and procedures have been developed to assure that staff members do not subject students, and students do not subject other students, through conduct or communications, to harassment of a sexual nature.

## **Tobacco/Vape Use and Possession**

Tobacco and/or vape use or possession in the school building, on school grounds, or at school related activities, is not permitted and subject to mandatory participation in therapeutic programs as per Board of Education policy.

## **Possession of Non-School Items**

Electronic devices such as beepers and pagers are not permitted by law to be on school property and are subject to confiscation and disciplinary action.

## **Weapons and Dangerous Instruments**

The possession of any weapon and/or dangerous instrument by any person on school property, or at any school activity or while en-route to, during and from school is prohibited. They are subject to confiscation and disciplinary action.

## **Disciplinary Action**

Disciplinary action is assigned by the administration taking into account the severity of the offense and the frequency of infractions caused by the student.

## **Alcohol and Other Drugs**

Students who are detected as distributing, possessing, controlling, or having ingested any alcohol or illegal substances as defined in Policy 5131.6 at any time on school property, or at any school activity (on or off school property) will be suspended from school, banned from attendance at any and all extra-curricular activities or expelled after an appropriate hearing with the Board of Education.

## **Board of Education Suspension and Expulsion Hearing**

Students who commit offenses deemed serious by the administration may be referred to the Board of Education.

## **Lockers**

To ensure the safety and welfare of all students, lockers will be searched regularly by two administrators.

## **Academic Standards and Student Eligibility**

1. To be eligible for athletic competition and/or student activities during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic competition and/or student activities during the second semester (February 1 to June 30) of the 9th grade year or higher, a pupil must have passed the equivalent of 12.5% (15) the credits required by New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

3. A student that is not eligible at the end of the first semester (Sept-Jan) can become eligible at the end of the third marking period (Approximately April 12th) when grades are posted if he/she is passing all of their classes or has enough credits to be eligible. During their time of ineligibility the student athlete is encouraged to focus on improving their academic performance in the classroom so that they might become eligible at the end of the third marking period. The student/athlete **will not** be permitted to practice or participate in games or scrimmages until eligibility is re-established at the end of the 3rd marking period (Approximately April 12th). Student/Athletes are also reminded that once they become eligible they must have six practices with the team before they are able to compete in games or scrimmages as per NJSIAA guidelines.
4. It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than 12 1/2% of the State minimum (15 credits) during the first semester provided they are meeting their school district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester. Seniors who withdraw from courses with a passing grade (WP) will be eligible provided they are carrying sufficient credits for graduation purposes.
5. When a student does not fail a course and/or withdraws passing and is unable to pass the required credits for reasons not under the control of the student, or the school, a waiver shall be granted. A student who enters from an out-of-state school or a foreign country that has passed all courses in which the student is enrolled, meets the requirements of this Section.
6. Students receiving credits for courses at their previous school may use those credits to satisfy the requirement.

### **Senior Class Trip**

If 50% of the total class members submit the required \$100 deposit by June 1st in their junior year, the senior class as a whole may take a trip to the previously agreed upon location. Any student suspended three (3) times or more in an academic year will be ineligible to attend the senior class trip. Students must also be academically eligible in order to participate in this trip. Students who do not have 15 credits at the end of the 1st semester, or are not passing all of their classes if they are carrying less than 15 credits, will not be eligible to attend.

### **Honor Roll**

To qualify for the honor roll a student shall earn all A's or B's in all subject areas.

### **William A. Sibley Academic Letter**

This academic recognition is awarded to students whose grades qualify them for the honor roll each of the four marking periods within the same academic year. Seniors are eligible after three marking periods.

### **High School Graduation Requirements**

A student must complete a program of studies in grades 9-12 earning 136 credits, perform at or above the established uniform statewide minimum levels of proficiency on the statewide assessment tests, successfully achieve locally determined minimum proficiencies and meet all attendance requirements.

### **Athletic Awards**

Qualifications required for earning athletic awards are based upon standards listed in the Coaches Handbook.

**National Honor Society Criteria - see Part VII – School Counseling Office**

## **PART I – ATTENDANCE**

### **A. ABSENCES**

– Refer to Board Policy 5113 at <http://www.woodstown.org/domain/404>

#### **Philosophy**

The Woodstown-Piles Grove Regional Board of Education has a legal and moral obligation to insure that all students attend school so they may be taught. Absence from school jeopardizes any student from satisfactorily completing the prescribed course of study. Unless students are present for all scheduled classes, the Board of Education cannot provide an education as proposed through the adopted curriculum. Regular attendance is a prescribed condition upon which all courses of study are predicated. The curriculum is designed to achieve maximum educational benefits for students within the allotted number of days.

Therefore, the Board of Education can neither condone nor permit absences from school, and will not issue credit for courses if required student attendance is not attained. The following rules and regulations have been prepared to insure that the intent of the policy is implemented.

## Absence Verification

School attendance is a basic responsibility of the student and parent/guardian. Upon returning to school, a student should turn in a note/verification of the absence to the main office. It is the responsibility of the parent/guardian to provide original documentation to the main office of WHS in regard to student absences. Failure to provide this documentation within the 10 day requirement will result in the loss of an excused absence.

Acceptable reasons for absence:

- a. Illness: A physician's note only (must be received within 10 days of the absence).
- b. Religious holidays (as certified by a written note within 10 days of the absence).
- c. College Visitation (up to 3 visits for 11th and 12th grade students)
- d. Exclusion certified by the school nurse.
- e. **A physician's note is required when a student is absent from school for 3 or more days consecutively.**
- f. In unusual situations not anticipated by the above, the principal shall be permitted to grant an exception if the situation so warrants.

**For the purpose of this policy, all other absences will be counted toward the maximum number of days.**

### Loss of Course Credit

1. Students at WHS will not qualify to receive the assigned credits for a course according to the chart below:

#### Absences

Over 12 days for a full year course

Over 6 for a semester course

### Consecutive/Chronic Absences

Any student who misses five (5) consecutive school days, or is chronically absent, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) days. Failure to do so may result in legal action against the parent/guardian or the student (if 16 years of age or more).

The administration is required by NJ state law to notify the police of a student's chronic absenteeism should they miss three (3) consecutive days from school without notification or without a doctor's note. NJ state law also requires the administration to file truancy charges after 10 unexcused absences. Any student that has missed 5 or more consecutive unexcused school days shall be reported to the superintendent for investigation and if it so warrants, the superintendent will notify the Division of Youth and Family Services (DYFS).

It is the responsibility of the parent/guardian to provide original documentation to the main office of WHS in regard to student absences. Failure to provide this documentation within the 10 day requirement will result in the loss of an excused absence.

## B. EXTENDED ABSENCES

1. During an extended absence due to health difficulties, contact should be made with the guidance office to have work sent home. If the anticipated absence will be longer than two (2) weeks, a physician's request for home instruction should be submitted to the nurse.
2. Prior to an extended absence for a non-health related reason, such as a family vacation, parents must inform the administration in writing at least one (1) week in advance. Advance notice allows the student the opportunity to complete work missed during the absence. However, the number of days absent must still fall within the allotted twelve (12) days permitted by our attendance policy.
3. Vacation: Vacation during days when school is in session is not recommended. In the event that a vacation of three (3) days or longer is scheduled during a time when school is in session, it is the student's responsibility to have all work completed upon returning from vacation. Students must also turn in a vacation form to the main office one (1) week prior to leaving the area. Vacation forms can be acquired from the main office.

**All work missed during an extended absence for "a non-health related reason," as described in #2 above, is due the first day the student returns to school unless other arrangements have been made with the teacher.**

## C. LATENESS

Lateness to school is not only an undesirable habit, but it also seriously detracts from the learning process.

### 1. Late to school

- a. The building opens with the ringing of the first bell at 7:35 am for students to enter, go to their lockers, and report to their first period class.
- b. Before the bell rings at 7:40 am students are to be in their first period class, seated and ready for instruction. If they are not, they are considered late to school.
- c. Students who arrive after 8:30 will not be eligible to participate in extracurricular activities unless their lateness was excused by a physician's note.
- d. Students who are consistently late during any semester will be placed on the restricted list. **After the 12th lateness, students will be added to the restricted list and will not be able to participate in or attend any athletics, clubs or special events such as Prom, Project Graduation, dances, tournaments, etc.**

#### Late to School

Every late after the third (3rd) late is a violation of the discipline code. Lateness tabulation will be reset to zero (0) at the end of the first (1st) semester.

4-7 lates = 1 lunch detention, 8-11 lates = 1 lunch detention and 1 after-school detention, 12 lates and beyond = 1 lunch detention 2 afterschool detentions and added to the Restricted List

### 2. Late to School-Missed Class(es)

- a. As in the attendance procedures, only a physician's note excuses a lateness. Circumstances which will cause lateness should be discussed with an administrator prior to the lateness. Parental/guardian notes will be considered but do not necessarily excuse the lateness of the student.
- b. **Students who arrive late after 9:20 am are considered absent one half day. Unexcused absences after 9:20 am can expect disciplinary action.**
- c. Students who miss any given class 20 times over the course of the school year, run the risk of losing credit in that class.

### 3. Late to Class

- a. Three minutes are provided for students to move from one class to the next.
- b. Any student who enters a classroom after the late bell begins to ring will be considered late and subject to discipline.
- c. Upon the fourth (4th) lateness to class (and each lateness thereafter) teachers will refer the students to the administration for disciplinary action.
- d. Class lateness of more than two (2) minutes without a pass are referred on the first infraction.

#### Late to class

Every late after the third (3rd) late is a violation of the discipline code. Lateness tabulation will be reset to zero (0) at the end of the first (1st) semester.

4-7 lates = 1 lunch detention, 8-11 lates = 1 lunch detention and 1 after-school detention, 12 lates and beyond = 1 lunch detention and 2 afterschool detentions and added to the Restricted List

## Record Keeping

The reporting of student absences and tardiness shall be accomplished in the following manner:

1. Absences from school will be recorded in an appropriate manner on report cards. The report card that is issued at the end of the first marking period will serve as the first official notice.
2. Absences will be checked at the end of each marking period. Parents will be notified by letter in a timely manner alerting them of the danger of non-compliance with the attendance requirements.
3. Notification will be mailed indicating a student's non-credit status.
4. Parents will be notified via mail regarding lates and cuts from class.

## Reasons for Early Dismissal

The Woodstown-Pilesgrove Regional School District recognizes the following situations as legitimate reasons for an early dismissal from school:

- illness which manifested itself after having reported to school (the school nurse will review and verify conditions)
- verified appointment with a physician or dentist (upon return from an early dismissal the student must submit a physician/dentist note on the doctor's original stationery; copies cannot be accepted)
- approval from the principal or assistant principal

For all situations a written note from the appropriate parent or guardian that has a contact number must be submitted prior to release from school. All students must turn in notes to the main office and must sign-out on the appropriate form before leaving the building.

## Attendance Procedures

### Level 1

#### **6 Unexcused Absences from School**

Guidance conference w/student - Mandatory

Phone call home

Letter sent home

### Level 2

#### **9 Unexcused Absences from School**

Assistant Principal Conference w/student – Mandatory

Phone call home

Letter sent home

### Level 3

#### **11 Unexcused Absences from School**

Principal Conference w/student – Mandatory

Phone call home

Letter sent home

#### **13 Unexcused Absences from School – Student is Off Credit**

Student placed in "No credit status"

Letter sent home

Parent phone call home

**Appeal Process – At each level a student has 10 days to submit a letter of appeal to the principal/assistant principal.**

## D. EARLY DISMISSAL PROCEDURES

Early dismissal is only granted for administratively approved reasons.

1. To request early dismissal a student must submit a note from the parent to his/her first period teacher which includes:
  - a. the student's name
  - b. the reason for leaving school early
  - c. a telephone number for parent/guardian contact in the morning
  - d. the parent's/guardian's signature
2. If a student does not submit a note from the parent to his/her first period teacher, early dismissal requests are granted only when parents come into the office and sign out the student. The principal or the assistant principal will have the discretion to authorize early dismissal with parental permission for any student if they deem it appropriate.
3. Students scheduled for an early dismissal and listed on the daily attendance sheet must sign out in the main office. **Failure to comply with this procedure results in disciplinary action.**



4. A student must sign out no earlier than 11:00 a.m. to have the day count as a half day and 1:00 p.m. to have the day count as a full day.
5. Students who miss any given class too many times, run the risk of losing credit in that class.
6. Students who sign out for a reason other than those stated above as legitimate reasons for an early dismissal are subject to discipline after accumulating four (4) or more early dismissals within one semester. Each unexcused early dismissal after the third (3rd) during the semester is another violation of the early dismissal policy.
7. **Students 18 years of age or older must follow the same rules and regulations for early dismissal as all other students. Although 18 year old students may submit their own request for early dismissal, permission will be granted for reasons approved by the administration.**

## E. EMERGENCY CLOSING

School closing, delayed starting time, or early dismissal is announced over local radio stations after 6:45 a.m. **You may also check our website, <http://www.woodstown.org>.** The district will send a ConnectED message to inform all students, parents and staff of any closing or emergency.

If no report is heard, it can be assumed that school is in session.

### Radio Stations:

Philadelphia (KYW) 1060AM

### Television Stations:

CBS 3 WPVI 6 WCAU 10

A one-hour delay means that transportation for students and starting time for school will be delayed one hour. Students are to be in their first period class by 8:40 a.m.

A two-hour delay means that transportation for students and starting time for school will be delayed two hours. Students are to be in their third period class by 9:40 a.m.

If the students must be evacuated from the building for any kind of emergency during the school day, they will be dispersed with their teachers to various locations on school property or to nearby public buildings and churches. When the building is determined to be safe, the normal school day will be resumed. The school day may be extended at the direction of the superintendent of schools to make up for instructional time lost during the evacuation period. Parents should call 769-INFO.

## PART II - STUDENT INFORMATION

The school district will provide updated information concerning student activities, emergency closings, or any other information concerning school-related activities. **The number is 769-INFO (4636).** Information is also available through the Woodstown-Pilesgrove Regional School District website: <http://www.woodstown.org>.

Parents may also subscribe to our **LISTSERV** which is an email service called **Wolverine News**. This service will provide parents with important information regarding any information in reference to Woodstown schools. You can sign up by visiting our website at [www.woodstown.org](http://www.woodstown.org) and clicking on the **LISTSERV** link in the right hand column and follow the instructions. You will receive weekly updates once you have signed up for this program.

## A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contacted as its agent to provide a service of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **B. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Woodstown-Pilesgrove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure (or use of personal information for marketing, sales, or other distribution purposes). Woodstown-Pilesgrove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Woodstown-Pilesgrove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Woodstown-Pilesgrove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Officer**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, D.C. 20202-5920**

**PPRA Model Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. §1232h, requires Woodstown-Piles Grove School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one of more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by the law to determine program eligibility.

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Woodstown-Piles Grove School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

**C. CHILD ABUSE AND NEGLECT**

– Refer to Board Policy 5141.4 at <http://www.woodstown.org/domain/404>

**PART III - STUDENT CONDUCT**

**PHILOSOPHY OF CONDUCT**

Effective citizenship requires a spirit which balances freedom for the individual with responsibility for society. In order to develop this understanding and protect everyone in the society, procedures are established within any community. The approach to discipline at Woodstown High School balances individual privileges with the needs of the educational family. Policies are designed to help each student understand the value of acting in a responsible way. If behavior becomes irresponsible, an effort is made to help the student find better ways to reach goals while also developing an understanding of the consequences of actions. The goal is to develop intellectual ability and social responsibility in all students.

**WOLVERINE CODE OF CONDUCT**

1. **Woodstown H. S. students treat themselves and others with respect.**
  - a. Practice honesty, courtesy, and politeness.
  - b. Accept the rights of others to develop and hold their own opinions.
  - c. Display good sportsmanship at school related functions.
  - d. To develop a respect and understanding of other cultures.
2. **Woodstown H. S. students settle differences peacefully.**
  - a. Get help to talk over differences.
  - b. Make personal choices based on a good ability to make decisions.
  - c. Accept constructive criticism when needed.

**3. Woodstown H. S. students are responsible for their actions.**

- a. Accept responsibility for error and do not make excuses.
- b. Accept the consequences of the failure to follow school or societal procedures.
- c. Attend school and class regularly and on time.

**4. Woodstown H. S. students fulfill all classroom responsibilities.**

- a. Realize that school work and academic development is the student's primary goal for being in school.
- b. Complete homework, class work, and exams.
- c. Use study periods and library time for school work.
- d. Contribute, cooperate, and share in the work of the group.

**5. Woodstown H. S. students are free of drugs and alcohol.**

- a. Take enjoyment and pride in everyday life.
- b. Associate with others who are drug and alcohol free.

**6. Woodstown H. S. students respect the property of others, including school property.**

- a. Use books and other equipment appropriately.
- b. Throw trash in the proper receptacles.

**A. ARRIVAL AT SCHOOL**

All bus students disembark from their buses at the front of the school and must report directly to the cafeteria.

- 1. Students are required to wait in the cafeteria for the beginning of school.
- 2. Once at school, students must stay on school grounds until after school dismissal at 2:35 pm.
- 3. Students are not to congregate or loiter on municipal streets or near private property at any time.
- 4. Students that walk, drive to school, or are dropped off at school, are to arrive no earlier than 7:15 am.
- 5. When the first bell rings, students may enter the building. WHS students must only enter through approved high school entrances. High school students may not enter or exit the building through approved middle school entrances/exits. This includes the doors located on the first floor across from the gymnasium. Only with a pass issued by a teacher, may students enter and go to the indicated room before school. Students in the building before 7:35 am without a pass are subject to disciplinary action.

**THE BOROUGH OF WOODSTOWN ENFORCES LOITERING ORDINANCES. VIOLATORS ARE SUBJECT TO ARREST.**

**B. STUDENT CONDUCT ON SCHOOL BUSES**

Refer to Board Policy 5142 at [www.woodstown.org/policies](http://www.woodstown.org/policies)

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish acceptable student conduct on school district provided vehicles. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school also apply to a school bus.

The following list of rules governing bus conduct in the Woodstown-Pilesgrove Regional School District and the sequence of disciplinary actions for violations of bus conduct rules shall be utilized:

**Rules for Bus Conduct**

- 1. Students shall wait in an orderly fashion at the approved stops.
- 2. Students must wait on the sidewalk or completely off the highway until the bus comes to a full stop before attempting to get on the bus.
- 3. Students shall form a single line to board the bus.
- 4. Students must go to their seats and stay there until the bus comes to a complete stop at the school or the stop where the student gets off. There shall be no standing at any time.
- 5. Students shall never put hands, arms, legs, or any part of their bodies out of the window.
- 6. No loud talking or yelling is permitted on the school bus.

7. Smoking and eating are prohibited on the school buses. Smoking, possession of any type of smoking paraphernalia and eating are prohibited on the school buses.
8. No horseplay or fooling around is permitted on the school buses.
9. Students shall not spit or throw trash in, around, or out of the bus.
10. Students shall not tamper with the bus or any of its equipment.
11. Students shall ride on the buses assigned to them. Students are not permitted to ride any other bus for the purpose of traveling to another bus stop.
12. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus.
13. Students shall respect the authority of the bus driver by obeying him/her at all times. Drivers have the authority to assign seats.
14. Students shall always act as courteous and safe travelers.
15. Students shall sit three (3) on a seat in accordance with the state law unless the bus permits otherwise.
16. Damage to the bus by a student will be assessed and be the financial responsibility of the student involved and could result in possible disciplinary action.

**NOTE:** When bus students arrive at the school in the morning, they are **NOT** permitted to leave the school property. Designated areas on the east and west side of the school can be used for students to wait or the students may report to the cafeteria via outside entrances until the first (1st) bell rings at 7:35 am.

**Disciplinary Actions for Violation of Bus Conduct Rules** (The building administrators have the authority to bypass any of the following steps if a student's conduct is serious enough to warrant such action)

**1st Violation** - Driver writes student up. Administrator talks to student. Administrator mails summary of incident to parents.

**2nd Violation** - Administrator sends letter to parents with summary of incident. Student is "off" the bus to and from school for one week. A parent conference may be recommended.

**3rd Violation** - Administrator sends letter to parents with summary of incident. Student is "off" the bus to and from school for two weeks. A parent conference may be recommended.

**4th Violation** - Administrator sends letter to parents with summary of incident. Student is "off" the bus for an extended period of time. A parent conference will be required.

**NOTE:** In the case of very serious infractions such as fighting, inappropriate language, endangering the welfare of another student, etc., students will be subject to the same disciplinary actions (detentions, suspensions) that apply to the school system as a whole.

## **C. AFFIRMATIVE ACTION - CLASSROOM PRACTICES**

– Refer to Board Policy 6121 at <http://www.woodstown.org/domain/404>

### **WHS Affirmative Action Officer – Mrs. Michele Martinez**

The Woodstown-Pilesgrove Regional School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, gender, sexual orientation, disability, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 AND 504 of The Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and the Americans with Disabilities Act of 1990. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 503 and 504 may be obtained by contacting the school district.

School and classroom practices shall include the following:

1. No student shall be denied access to any educational program solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
2. There shall be no differential requirements for completion of course offerings solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
3. No pupil, married or unmarried, shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities or parenthood. A pregnant student shall not be excluded from programs or activities unless she so requests or a physician certifies that exclusion is necessary. If excluded for these reasons, she may be assigned to an individual (home) instruction program.

4. Students shall not be segregated for the purposes of educational programs and services on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability. Separate but comparable rest rooms, locker rooms and shower facilities shall be provided on the basis of sex.
5. No courses shall be offered separately on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability. Individual lessons may be offered separately on the basis of sex within the family life curriculum.
6. The athletic program shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
7. No tests or guidance and counseling materials shall be used which are biased on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
8. Career information presented to students shall not be biased on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.

#### Type II Grievance - Procedures for Affirmative Action Grievances

##### 1. Level One (1)

The grievant shall submit the matter in writing to the principal who will conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

##### 2. Level Two (2)

If not satisfied, the grievant shall submit the matter in writing to the superintendent within five (5) days of the receipt of the principal's decision. The superintendent shall conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

##### 3. Level Three (3)

If not satisfied, the grievant shall submit the matter in writing to the board of education within five (5) days of the receipt of the superintendent's decision. The board of education shall conduct a hearing at its next regularly scheduled meeting and within ten (10) days shall notify the grievant in writing of its decision. The decision of the board of education shall be final.

## D. SEXUAL HARASSMENT

– Refer to Board Policy 5131.1 at <http://www.woodstown.org/domain/404>

## E. HARASSMENT, INTIMIDATION AND BULLYING

– Refer to Board Policy 5131.1 at [www.woodstown.org/policies](http://www.woodstown.org/policies)

## F. WOODSTOWN HIGH SCHOOL ANONYMOUS BULLYING REPORTING SYSTEM

Go to [www.woodstown.org](http://www.woodstown.org) and click on the red stop sign that says "Bullying Stops Here". Fill in as much information as possible and click submit. Once this action is complete, a report will be generated to the administration and an investigation will begin within 24 hours.

## G. WE TIP ANONYMOUS BULLYING REPORTING SYSTEM

Through the WPRSD Board of Education, an anonymous reporting system for incidents of bullying and crime has been established through We Tip:

800-78-CRIME-Anonymous Crime Reporting System (Reward Based)

### Basic Purpose

The basic purpose of **WeTip Inc.** is to provide an absolutely **anonymous bullying and crime reporting** resource to residents, students and businesses throughout the entire Nation. **WeTip** has been established by citizens and for citizens, who have information regarding a crime but fear of reprisal from the criminal they are turning in. **WeTip** has been created as an effective tool for law enforcement, not to circumvent law enforcement, but to help Law Enforcement and Corporate Security investigations. This tool is for the segment of the population that will not contact the law enforcement agency directly.

### How WeTip Works

The informant calls the **WeTip Hotline**. **All calls are Anonymous** not just "confidential." **Confidential** means that **someone knows your name and promises not to tell**, until they are subpoenaed. **"Anonymous"** means that **nobody knows who you are** and there is **absolutely no way** to find out. We have **no taping, tracing or caller ID**. We have no way of knowing who the caller is.

The very first thing they hear is “this is the **WeTip Crime Hotline**, do not give your name or identify yourself in any way.” If at any time the caller starts to identify him or herself, the operator will interrupt the caller “I have to disconnect this call, please call back and speak to another operator.” The reason for this is that we **absolutely cannot know** who is on the other end of the phone line, but we do want the information.

“this is the WeTip Crime Hotline,

do not give your name or identify yourself in any way.”

Once the anonymity has been established, the operator takes the caller through a series of up to 65 questions to aid the caller. These questions have been developed through the aid of law enforcement and the purpose is to elicit as much information as possible. Many times the caller actually has more information than they realize.

See [www.wetip.com](http://www.wetip.com) for more information.

## H. CARE OF SCHOOL PROPERTY

Woodstown High School is kept in good working order. The school is a source of pride for the community, students, and staff.

1. Everyone’s effort must be made to keep it neat and clean.
2. Defacing school property by any student(s) will result in disciplinary and/or legal action.
3. The costs incurred due to damage are the responsibility of the student, as stated in the New Jersey State law.

## I. CLASS ATTENDANCE

1. Absence from a class without a valid reason is considered cutting. Students cutting are subject to disciplinary action listed in the discipline code.
2. Prior permission must be obtained from the regular classroom teacher before the student misses a class due to a club meeting, college interview, work for another teacher, etc. Before the class is missed, it is the student’s responsibility to obtain permission and assignments. Failure to follow procedures will result in disciplinary action.

## J. CLASS CONDUCT

1. Students are to be prepared for class every day.
2. The teacher will establish guidelines for the class, which each student is to follow.
3. If expelled from class, students are to report directly and immediately to the main office.

## K. PLAGIARISM/CHEATING

Refer to BOE Policy #5131.2

Learning requires that students assume full and personal responsibility for their work. Unless otherwise directed, all assignments must be **independently** completed. Plagiarism is when you present words or ideas of someone else as your own. When you use ideas and information from an outside source for any assignment that is submitted for credit, you must document that source.

Any graded assignment (e.g. homework, classwork, tests, quizzes, research projects, etc) that the teacher deems to be plagiarized will result in a 10 point deduction to the grade earned as well as disciplinary action as stated in the Code of Conduct. Any student who lends his/her work to another student or allows another student to copy his/her work is subject to the same consequences.

The assignment must be resubmitted within the original time frame for the original assignment after being notified by the teacher that the assignment was plagiarized.



## L. PHONE USE

1. To use the phone, students must obtain a pass to the main office and ask for permission.
2. Students may not use the classroom telephone for personal use.
3. To avoid it becoming a disruption to the educational process, students are encouraged not use their cell phone in place of the phone in the main office. We encourage parents not to contact their children throughout the day by calling or text messaging students on their cell phone. It is recommended that parents call the main office and WHS personnel will contact your child with the information. If the student's phone use becomes a distraction, disciplinary action will follow.
  - a. The exception to this rule is that students may use electronic devices (including the use of a cell phone) prior to the first bell at 7:35 am and in the 5th and 6th period lunches. These are the only exceptions to the rule of cell phones and electronic devices and students who use these items during the day in or outside of the classroom will be subject to disciplinary consequences. Electronic devices such as beepers and pagers are strictly forbidden during the school day.

## M. LAVATORY USE

1. To use the lavatory students must first obtain a pass from their teacher either 5 minutes after class has started or 5 minutes prior to the end of class. Students must have their agenda book signed by the teacher before exiting the classroom.
2. Lavatories across the hall from room 106 are to be used by students throughout the day. Lavatories in the locker rooms are available for use by students during their Phys. Ed classes.
3. Lavatories located in the cafeteria are to be used only during lunch or a study hall in the cafeteria.
4. Lavatories located on the top floor are open when supervision is available and students may use them accordingly.

## N. SCHOOL DISRUPTIONS

Disruption of the schools or interference with the normal operation offends the rights of all children to attend public schools and receive a suitable education. The Woodstown-Pilesgrove Regional Board of Education is in complete accord with the statement of the New Jersey State Board of Education and Commissioner that it violates the law and is not tolerated or condoned.

Students and/or parents may wish to have their concerns expressed and considered and the Board of Education recognizes that these situations may arise. The Board of Education requires that concerns be expressed to the principal, the superintendent of schools, and the Board of Education in that order.

## O. FIGHTING

Fighting is strictly forbidden in school, on school grounds, on school buses, and at any school-related activity on or off school grounds. This offense results in immediate suspension as per the discipline code.

## P. TOBACCO USE & POSSESSION

Policies regarding the use of tobacco are in the interest of promoting and protecting the health and safety of students and staff.

1. Tobacco use or possession in the school building, on school grounds, or at school-related activities is not permitted.
2. Violation of this restriction results in strongly encouraged participation in therapeutic programs.
3. Because tobacco is prohibited, students are not to have in their possession any smoking materials or tobacco products. This includes cigarettes, e-cigarettes, vapor pens, cigars, and loose tobacco including snuff and chewing tobacco. Lighters, matches and any other source of flame ignition are prohibited on school grounds and subject to disciplinary action or therapeutic programs.
4. It is a violation of New Jersey State law to smoke in a school building or within 200 feet of its doors. Fines will be assessed by a municipal court for a violation of this law. All offenders will be charged according to the provisions of the New Jersey state law and disciplinary action on behalf of the school can be expected.



## Q. VAPE USE & POSSESSION

Policies regarding the use of vape pens/e-cigarettes are in the interest of promoting and protecting the health and safety of students and staff.

1. **Vape use or possession** in the school building, on school grounds, or at school-related activities is not permitted.
2. Violation of this restriction results in strongly encouraged participation in therapeutic programs.
3. Because vapes are prohibited, students are not to have in their possession any vaping materials or vaping products. This includes vape pens, e-cigarettes, e-liquid, e-juice, EC cartridges, and charging ports for vape pens.
4. Due to the possibility of these devices containing THC-rich extracts, any student found in possession of a vape pen or paraphernalia must submit for a drug screen within 2 hours of being found to be in possession of or using a vape pen.
5. It is a violation of New Jersey State law to smoke in a school building or within 200 feet of its doors. Fines will be assessed by a municipal court for a violation of this law. All offenders will be charged according to the provisions of the New Jersey State law and disciplinary action on the behalf of the school can be expected.

## R. STUDENT STANDARD OF DRESS

Standards of appearance are necessary to create and maintain a suitable environment for learning. Guidelines for school attire are designed to preserve this learning climate through acceptable standards of dress, to respect individual student rights of dress and grooming choices and to allow for changes in customs, styles and fashion. The school administration has the authority to prohibit any attire that creates, lends, or adds to disruption in the school environment. Students who fail to comply with the dress code will be subject to disciplinary action.

1. Inappropriate, immodest or offensive clothing is not permitted. Ripped jeans will be permitted as long as the rips are not above the knee. Clothing and/or accessories may not be worn if they have indecent or offensive messages including alcohol/drug/tobacco advertisements or if they are offensive to any nationality, or ethnicity, (i.e. Confederate Flag), religious, sexual orientation or gender group. Clothing that has any obscene writing or promotes suggestive, indecent or unacceptable school behavior, whether stated or implied, will not be permitted.
2. Shorts, dresses, and skirts must not be shorter than three (3) inches above the knee regardless of any undergarments.
3. Shirts and blouses will be long enough so that bare midriffs are not exposed. Also, dresses, shirts, tee-shirts and blouses must include straps that are at least 2-inches wide and do not expose back, chest and area around the ribcage. See through type clothing is not appropriate.
4. Undergarments must not show, including undergarments worn underneath showing through outer clothing, and must not be worn as outer garments. Pants must be worn above or at the waistline.
5. Backless shoes, or "flip flops" should not be worn; however, are not appropriate in certain classrooms (science lab, shop class, etc.) and Physical Education settings that have additional standards that require students to wear more protective footwear as necessary.
6. Hats, hoods, bandanas, sweatbands and sunglasses are not to be worn in the building. Students are not permitted to wear any type of headwear or sunglasses unless for religious customs or medical reasons with proper documentation.
7. Pajamas and/or pajama pants are not appropriate school attire with the exception of special spirit days.
8. Any chains (other than thin lightweight wallet chains), metal spikes, or sharp objects on clothing or accessories will be considered inappropriate.

Students who are dressed inappropriately for school will remove the items and/or replace them with either clothing they have with them or clothing that the school will loan them. Parents will be contacted to request other clothing and to share the information.

The dress code shall serve as the minimum code. The building principal or designee may institute school rules and regulation which he/she deems necessary and/or appropriate.

## **S. ID CARDS**

1. ID cards are to be carried at all times throughout the school day. Students must be able to produce the ID card when asked for security reasons.
2. If a student loses his/her ID card, a \$5.00 fee will be assessed for replacement of the badge. WHS will provide only one (1) card free of charge to students. Any card that is damaged so that it cannot be properly displayed must be replaced by the student. The administration will have the discretion to determine if the badge has been damaged by the student or if it is defective.
3. The ID card will allow the students to receive lunch via PayPams, access to the Internet, library, and other school functions. Examples of school functions are school dances, plays, athletic events, and any other school based functions.
4. ID cards are the property of WHS and must be kept in good condition. The card cannot be altered, decorated, or defaced in any way. Those found in violation of this rule will be subject to pay a \$5.00 fee for a new card and disciplinary action.

## **T. POSSESSION OF NON-SCHOOL ITEMS**

Some students possess items that are not appropriate for use in school. These items are not to be out or in use during the normal hours of operation during the school day. Many times these items disrupt the educational environment maintained at Woodstown High School.

1. Electronic devices of the types listed below are not permitted or to be used throughout the school day with the exception of the 5th and 6th period lunches:
  - a. Radio (may not be carried or used at any time)
  - b. Personal Listening Device (i.e. MP3 Players, CD Players, iPod, Bluetooth Speakers, etc.)
  - c. Cell phones
  - d. Laser pointers (may not be used at any time)
2. Other non-school items include but are not limited to hand held video games, toys, and water guns.
3. Disciplinary action may follow if students bring inappropriate items to school and have them out and/or in use during the normal hours of operation within a school day.
4. Any student with a beeper will have it confiscated and given to the police. The student may be charged.

## **U. WEAPONS AND DANGEROUS INSTRUMENTS**

– Refer to Board Policy 5131.7 at <http://www.woodstown.org/domain/404>

## **V. THREAT ASSESSMENT PROTOCOL**

When a threat against the school, a staff member, or another student is made by a student, the following is the protocol that is followed by the school administration to assure the safety of all students:

- Report is made to administration that a student has made a threat either verbally, in writing, or using technology (i.e. social media)
- Administration immediately locates the student and informs SSS and local PD
- If applicable, administration initiates emergency response procedures
- If during school, student is brought to the main office. A search of the student's locker and their person is conducted with assistance of SSS or other administrator.
- Depending on if anything is found, student is either released to their parent/guardian or the police.
- Student must be taken for a mental health screening as soon as possible to determine if they are a threat to themselves or others.
- Screening must be completed in order for student to return to school following suspension.
- Re-entry meeting is held with the Superintendent along with building administration and guidance/CST.

## W. DISCIPLINARY ACTION OVERVIEW

The administration and staff of the Woodstown-Pilesgrove Regional School District are committed to providing the best possible learning environment in which education can take place. This disciplinary code attempts to list these behaviors, and the consequences that may impede or disrupt the educational program of the schools and the safety and well being of our students. It is our hope that this disciplinary code will assist parents, students and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. **At all times staff and students will work together to develop a mutual atmosphere of respect to facilitate an environment conducive to learning.**

As a listing, this disciplinary code is not intended to be all inclusive. Certain situations may warrant measures different from those prescribed herein. In such instances, administrative discretion will prevail. In other words, the administrators and Board of Education have the power to administer discipline for any offense which is in violation of law or school district policy or procedures, or in violation of what is deemed acceptable standards of conduct for students in the Woodstown-Pilesgrove Regional School District. It should be noted that these procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building.

### Suspension Progression

The Woodstown-Pilesgrove School District has an obligation to implement a plan for safe schools and the orderly process of education. Our schools must see to it that each student learns through school experiences to recognize the essential worth of each individual, to adjust personal behavior to the welfare of the group, and to respect the rights and property of others. Procedures must be developed which enable our schools to provide an atmosphere for the development of effective citizens for the society in which they exist.

Students must take responsibility for their actions and behavior. Negative behavior will not be tolerated and sometimes results in a suspension from school. Multiple offenders must learn to modify their behavior or forfeit privileges, and/or activities. See chart below.

#### External Suspension Progression Consequence

1. Asst. Principal/Parent conference
2. Asst. Principal/Parent conference
  - Guidance counselor will be present
  - Ineligible for all extra-curricular activities and school related functions forty five (45) days (effective the day the student returns to school)
3. Principal/Parent conference
  - Guidance counselor will be present
  - Ineligible for all extra-curricular activities for ninety (90) days (effective the day the student returns to school)
  - Possible I&RS referral

\*\*\* Principal Probation may be recommended due to serious discipline issues, a combination of multiple infractions, or for poor attendance. The following requirements must be met during this probationary period but may be altered upon the Principal's discretion.

- No disciplinary infractions resulting in suspension (internal or external)
- Positive attendance – less than 12 unexcused absences
- Positive academic progress – no grade below a “C”
- Exclusion from all extracurricular activities (to be determined)
- Recommendation for appropriate counseling services.
- Possible recommendation to the Twilight Program

Failure to adhere to these guidelines will result in a meeting with the Superintendent.

4. Superintendent/Parent conference
  - Superintendent Probation
  - Refer to CST if warranted
  - Ineligible for all extra-curricular activities for the remainder of the year
  - Possible placement into the Twilight Program

5. Board of Education hearing for possible removal to an alternative program, BOE probation or other placement as prescribed by the BOE.

- Possible placement into the Twilight Program

If a senior is suspended three times he/she will be excluded from the Mr. Woodstown Contest, any overnight trip, prom, participation in graduation, school sponsored dances, senior trip, school sponsored trips (non-curricular) and all Homecoming activities/events/contests and any and all activities, events and contests deemed necessary by the administration. For a listing of extra-curricular activities see the WHS handbook (Part V – Extra Curricular Activities). Students will be reimbursed for the senior trip according to the contract agreement established with the travel agent.

If the ineligibility of a student for extra-curricular activities extends beyond the first scheduled athletic contest of a season, that student will not be eligible to play sports during that season.

### **Zero Tolerance**

Every student has a right to attend a school that is safe and secure; one that is free of fear and conducive to learning. Every student has a right to participate in or be an observer of co-curricular activities without fear of verbal or physical violence to themselves or others. The Woodstown-Pilesgrove School District will implement “zero tolerance” policies consistently, fairly and responsibly. Other offenses resulting in a removal from school include, but are not limited to, weapons possession, assault on staff members or other students, and bomb threats.

### **Self-Defense**

Special consideration may be given by the administration if it is judged that a student did everything possible to avoid a fight situation.



The administration at WHS reserves the right to use their discretion when assigning discipline to students taking into account all aspects of the situation.

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Aggravated assault	10 days ES Parent Conf. Poss.charges	10 days ES BD hearing Charges				Unprovoked violence against another student causing bodily harm
Bus violation	Warning letter	1 week off bus AP Conference	2 weeks off bus Principal Conf.	3 weeks off bus Principal Conf.		See policy in this handbook for more info. Student is also subject to discipline code based on infraction.
Cell Phones	Teacher Intervention	Warning	1 Det	2 Det	1 RS	Visible or in use during the normal school day Cell phones may be used prior to the beginning of school at 7:35 am in the cafeteria as well as during the 5th and 6th period lunches. They may not be used at any other time of the day, unless at the discretion of the teacher.
Cheating/ Plagiarism	1 Det Loss of 10 points from grade	1 Det Loss of 10 pts. Conference with the Asst. Principal	1 Det Loss of 10 pts. Conference with the Principal	1 Det Loss of 10 pts. Additional Disciplinary Action May Occur		Student will be required to redo the assignment or an alternate assignment. Teacher will grade new assignment and then deduct 10 points from that grade for the grade that student will receive for that assignment.
Conduct Unbecoming a WHS Student	1 Det	2 Det	1 RS/ES AP/Parent Conf.	2 RS/ES AP/Parent Conf.	3 RS/ES Principal/Parent Conf.	Willful disregard for the Code of Conduct
Creating a major disruption	3 ES A.P. conf	4 ES Prin. conf	5 ES Prin. conf	10 ES Supt. conf	10 ES Bd. hearing	Any behavior that requires the student be removed from the class such as yelling/ screaming, throwing objects, etc....

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Cutting admin. detention	1 det	1 RS	1 ES Immediate ES - Parent conf. before returning to class	2 ES Parent conf. Before returning to class	3 ES Parent conf. before returning to class	When students are to be suspended out of school, a parent conference must take place (minimum one day). Students are required to make up the detention as well.
Cutting class	2 Det	1 RS	2 RS A.P. conf.	2 ES Prin. conf.	3 ES Prin. conf.	Not going to class as scheduled.
Cutting teacher detention	2 Det.	1 RS Parent conference	2 RS Parent conference	3 ES Parent conference	5 ES Parent conference	Not going to a teacher assigned detention.
Dangerous horseplay	2 Det	1 RS A.P. conf	2 RS Prin. Conf	3 ES Prin. Conf	10 ES Supt. Conf.	Slapping, chasing, pushing, tripping, etc...
Detention Violation	Det	2 Det	ES	2 ES	3 ES	Any infraction of the rules set up for detention. This includes lateness, disruptions, cell phones, and any inappropriate behavior. Students will be required to make up the detention as well.
Disrespect to a staff member	5 ES AP Conference Guidance Conf	7 ES AP Conference Guidance Conf	10 ES Principal Conf.	10 ES Superintendent Conference		Inappropriate language, gesture directed toward staff member
Disrupting classroom	1 Det	2 Det	1 RS	2 RS A.P. conf	3 ES Prin. conf	Any behavior that causes the teacher to stop their lesson/activity to address the student.

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Dress code violation (See handbook for additional guidelines)	Warning	1 Det Parental Contact Placed in Main Office until appropriate clothing is provided	2 Det Parental Contact Placed in Main Office until appropriate clothing is provided	1 RS Parental Contact Placed in Main Office until appropriate clothing is provided	2 RS Parent Contact Placed in Main Office until appropriate clothing is provided	All headgear, head covering, hats (worn or carried), bandanas, etc. Students will be warned once and discipline will follow. A change of clothes may be necessary and if not, a possible removal to the Main Office.
Early Dismissal Infraction	(4-7) Unexcused early dismissals – 1 Lunch Det	(8-11) Unexcused early dismissals – 1 Lunch Det and 1 Det	(12+) Unexcused early dismissals – 1 Lunch Det and 2 Det		This includes signing out and signing back into school for an unexcused reason.	At the end of the 2nd marking period, the student number of early dismissals from school will be reset to zero (0). <b>Students who accrue 12 or more unexcused early dismissals in a semester will be placed on the restricted list for the current semester.</b>
Eating or drinking in class	1 Det	2 Det	2 Det	2 Det A.P. conf	2 Det Prin. conf	
Failure to Complete Assignment	1 Det					Student has exactly one week to complete the assignment otherwise will receive a zero.
Fighting	5 ES & 2 RS Parent conf. Possible charges	7 ES & 3 RS Parent conf. Anger mgmt Possible charges	10 days ES Supt. Conf.	10 days BD hearing	10 days BD hearing	Physical altercation between two students wherein both students exchange physical contact regardless of who starts it.
Forging or altering a pass	2 Det	1 RS	2 RS	3 ES A.P. conf	3 ES Prin. conf	From a teacher or administrator
Gross Disrespect	5-10 ES Prin./ Supt conf Psb. Bd. hearing					Degrading comments made to a staff member

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>	<b>Clarification</b>
Gross Insubordination	3 ES AP conf.	5 ES Prin. conf.	10 ES supt. conf.	10 ES Bd. Hearing		Outright & gross defiance to follow teacher's directions after repeated warnings
HIB (Harassment, Intimidation, Bullying)	Warning/ Conference/ Det/RS/ES Prin. conf Parent notified Affirmative Action notified Police notified		1-10 ES Supt. conf Affirm. Action notified Police notified Parent notified			See Board of Education Policies. The disciplinary consequences can vary according to findings of an investigation, interventions put in place or the degree in which HIB was identified.
ID Badges: Defacing/ Damaging	1 Det	2 Det	2 Det	2 Det Parent Conference	Lost or damaged ID cards will result in a \$5.00 charge for the replacement of the ID card.	At the end of the 1st semester, the student number of IDCV will be reset to zero (0).
Illegal note	1 RS	2 RS	2 ES	3 ES	5 ES	Forging a parental note or impersonating a parent/guardian on the phone or through email
In unauthorized area	1 Det	2 Det	1 RS	2 RS A.P. conf	3 ES Prin. conf	Areas where students are not permitted, both during and before/after school hours.
Inappropriate behavior	1 Det	2 Det	1 RS	2 RS A.P. conf	3 ES Prin. conf	Any behavior that disrupts the educational process
Inappropriate displays of affection	Warning	1 Det	2 Det	1 RS	2 RS A.P. conf	Excessive hugging/kissing, inappropriate placement of hands and/or touching.



Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Inappropriate language/gesture	1 Det	2 Det	1 RS	2 ES Prin. conf	3 ES	Using profanity as well as inappropriate gestures
Inappropriate comment	Det/RS/ES	Det/RS/ES	Det/RS/ES	Det/RS/ES	Det/RS/ES	Derogatory comments that reflect a negative connotation or are inappropriate for school (i.e. race, sex, etc.) – includes comments made on social media
Insubordination	Det/RS/ES	Det/RS/ES	3 ES	5 ES	10 ES	Failure to follow directions to an extreme measure. Typical responses from students such as “no”, “I will not” or any other negative response which does not follow protocol will be cause for removal from school.
Intimidation and/or Instigation	Det/RS/ES	Det/RS/ES	Det/RS/ES	Det/RS/ES	Det/RS/ES	Intimidation of another student or instigating a situation with another student either verbally, in writing, or on social media.
Late to class more than 3 x	(4-7) lates – Lunch Det (Same Day)	(8-11) lates – 1 Lunch Det (Same Day) and 1 Det	(12+) lates – 1 Lunch Det (Same Day) and 2 Det			Arriving to class without a pass after the bell has rung to begin the period.
Late to School	(4-7) lates – 1 Lunch Det (Same Day)	(8-11) lates – 1 Lunch Det (Same Day) and 1 Det	(12+) lates – 1 Lunch Det (Same Day) and 2 Det	Students who are late to school past 8:30 will not be eligible to participate in practices, games, or performances that day.		At the end of the 2nd marking period, the student number of lates to school will be reset to zero (0). <b>Students who accrue 12 or more lates in a semester will be placed on the restricted list for the current semester.</b>
Leaving class without permission	1 Det	2 Det	1 RS	2 RS A.P. conf	3 ES Prin. conf.	Leaving class without obtaining permission from the teacher.

<b>Infraction</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	<b>5th Offense</b>	<b>Clarification</b>
Leaving school without permission	1 RS	2 RS	3 RS	3 ES A.P. conf	5 ES Prin. conf.	Includes not riding bus to and from SCVTS
Making threatening remarks	3 ES A.P. conf Referred to authorities	5 ES Prin. Conf. Referred to authorities	10 ES Supt. Conf. Referred to authorities	10 ES Bd. Hearing Referred to authorities		Making remarks threatening the emotional or physical well being of a person
Misuse of pass	1 Det	2 Det	1 RS	2 RS A.P. conf	ES Prin. conf	Not going to the destination that the student was issued a pass for.
Misuse of technology (Refer to acceptable use policy)	Det/RS/ES	Det/RS/ES	Det/RS/ES	Det/RS/ES		Inappropriate use of Internet, printer, paper, inappropriate use of assigned technology (laptops, calculators, etc.), creating inappropriate content using Social Media
Not following procedures/ unauthorized sign out	1 Det	2 Det	1 RS	2 RS A.P. conf.	3 ES Prin. Conf.	This includes having food delivered to the school.
Not following teacher directions	1 Det	2 Det	1 RS	2 RS A.P. conf	3 ES Prin. conf.	
Parking in unauthorized area	1 Det	2 Det	1 RS	2 RS A.P. conf.	3 ES Prin. conf	Parking in the staff parking lot or in spaces that are designated for staff members.
Possession of fireworks	2-10 days ES Confiscation of fireworks Parent conf.					Referral to authorities

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Possession of non-school item	Teacher Intervention	Warning	Det	1 R S A.P. conf. Confiscate return to parent only	2 R S/Prin. conf Confiscate return to parent only	CD players, headphones, earphones, earbuds, iPods, etc. are not to be used during the school day with the exception of the lunch periods. Bluetooth speakers are not to be used at all during the school day
Possession of stolen property (major)	3 ES AP/Parent conf. Restitution Possible charges	5 ES AP/Parent conf. Restitution Possible charges	10 ES Prin/Parent conf Restitution Possible charges	10 ES Supt/Parent conf. Restitution Possible charges	10 ES Board hearing Restitution Possible charges	Items valued at more than \$50
Possession of stolen property (minor)	2 RS return or restitution psbl. charges	3 RS return or restitution psbl. charges	3 ES return or restitution psbl charges A.P. conf	5 ES return or restitution psbl. charges Prin. conf	10 ES return or restitution Supt. conf Psbl/Bd. hearing	Items valued at less than \$50
Possession of Tobacco Related Item (Lighter, Matches, etc.)	1 RS	2 RS	2 ES	3 ES	5 ES	To include lighters, matches, etc....
Possession of Vaping Paraphernalia	1 RS	2 RS	2 ES	3 ES	5 ES	To include e-liquid, EC cartridges, vape charging ports, etc....
Pulling fire alarm w/o cause	3-10 ES A.P. conf	10 ES Prin. conf	ES pending	Board	Hearing	<b>Referral to authorities</b>

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Restricted Study Violation	RS/ES A.P. Conference	2 RS/ES	3 RS/ES Principal Conf.	4 ES Supt. Hearing	5 ES BOE Hearing	Any infraction of the rules set up for restricted study. This includes disruptions, cell phones, and any inappropriate behavior. Students will be required to make up the detention as well.
Simple assault	5 ES Parent conf. Poss. charges	10 ES Parent conf. Anger mgmt Possible chgs	10 ES Supt. Conf.	10 ES BD hearing	10 ES BD hearing	Unprovoked violence against another student attempting to do bodily harm
Tampering w/fire extinguisher	1-10 ES					Restitution or restoration. Referral to authorities.
Terroristic Threats against staff, students and/or faculty	Immediate ES Possible Bd.	Hearing on Expulsion	Referral to police	Possible	Charges	Student must submit for a threat assessment by a mental health professional in order to be readmitted to school. Referral to police and possible charges filed.
Theft	2 ES AP Conference Return/restitution	3 ES AP Conference Return/restitution	4 ES Prin. Conference Return/restitution	5 ES Sup. Conference Return/restitution	6 ES Sup. Conference Return/restitution Psbl. Bd. hearing	Student found to have stolen something that belongs to either the school or another student, but not necessarily in possession.
Throwing objects	1 Det	2 Det	2 Det	2 ES A.P. conf	3 ES Prin. conf	
Trespassing on school grounds/ activities	3 ES	5 ES	10 ES			(while on suspension)

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Truancy	2 RS	3 RS Prin. conf.	2 ES Prin. conf.	3 ES Prin. conf.		No such thing as half or partial day
Use of fireworks	Immediate Suspension Up to 10 days					See weapons policy
Use of tobacco product	3 ES Cessation program attendance will result in disciplinary consequence downgrade to 3 detentions	3 ES	5 ES	5 ES		To include possession of any/all tobacco products – 1st and 2nd steps on the guide must have student enrolled in an approved smoking cessation program. If non participatory, disciplinary consequences will follow.
Use of vaping product	3 ES	3 ES	5 ES	5 ES		To include possession of any/all vape pens/e-cigarettes
Vandalism -Damaging school property-(minor)	1 RS restitution	2 RS restitution A.P. conf	3 RS restitution Prin. conf	4 ES restitution Prin. conf	5 ES restitution Prin. conf	Damages less than \$100
Vandalism- Damaging school property-(major)	5 ES restitution poss. Charges	7 ES restitution A.P. conf Poss. charges	10 ES restitution Prin. conf Poss charges	10 ES restitution Supt. conf Poss charges	Board hearing	Damages greater than \$100
Vaping	3 ES	3 ES	5 ES	5 ES		To include possession of any and all vape pen/e-cigarettes.

Infraction	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	Clarification
Violating the rights of another student	1-10 Det/RS/ES Parent contact Referral to authorities if necessary and/or referral to counseling			Relational Aggression is considered when a student or groups of students purposefully attempt to exclude another from participating in a group or isolating them to the point when intimidation is used against them.		Provoking a fight, hazing, verbal abuse, threatening, harassing another student. Includes inappropriate comments or behavior which denigrates race, ethnicity, religion or gender
Weapons/ explosives and dangerous instruments	Immediate ES Parent conf. Confiscation of weapon and referred to authorities Bd. Of Ed hearing for psbl. expulsion	See weapons policy in student handbook				See Policy 5131.7 of BOE Policies for more information

Other Infractions The student code has been prepared to ensure the physical safety of all students as well as the school personnel. All acts of violence, whether contained in the code of conduct or not, will not be tolerated in the Woodstown-Pilesgrove Regional School District. In addition, the student misconduct may be so serious in nature as to require further disciplinary action such as long-term suspension and/or alternate placement, and/or referral to the civil authorities. The administration and the Board of Education reserve the right to impose greater penalty at any time depending on the facts and circumstances of the particular infraction.

## X. DETENTION

1. a. **After School Detention** – After school detention sessions are held Monday through Thursday, from 2:40 pm to 3:40 pm in Room 103. The assignment of detention is an extension of the regular school day. Therefore, on the days a student is assigned detention, he/she **may not leave the building** between 2:35 p.m., the end of the regular school day, and 2:40 p.m., the start of detention. Students who do so can expect disciplinary action.
  - b. **Lunch Detention** – Lunch detention sessions are held Monday through Friday during the student's designated lunch period. Students must report promptly at the beginning of their lunch period to the designated lunch detention room. Students who are late will not be admitted and will be subject to additional discipline. Students will be provided the opportunity to eat their lunch while serving their lunch detention, but will not be able to talk or use their personal devices. ***The administration reserves the right to assign lunch detentions as they deem appropriate for any minor infractions.***
  - c. Students who are assigned a detention are notified by the office at least two days prior to their assigned detention(s). There are no excuses for missing a detention without prior approval from the administration. Students who are assigned to detention receive written notification and it is posted on the window of the main office and in the cafeteria.
  - d. Detentions are assigned by the day. Students must serve their detention(s) on the day(s) that they are assigned.
2. Transportation to or from detention sessions must be arranged by the student.
  3. Students are not admitted to detention late.
  4. During detention, students must do school related work.
  5. No sleeping, talking, eating, use of electronic devices without permission, or other disruptive actions are permitted in detention.

## Y. RESTRICTED STUDY

Woodstown High School has a Restricted Study program. Sessions are held Monday through Friday, from 7:40am - 2:35pm in Room 9. Failure to comply with all of the procedures of Restricted Study will result in further disciplinary action.

1. If a student does not earn credit for being in restricted study, he/she will be assigned an additional day in restricted study and will not be permitted to return to school until a parent conference takes place.
2. If assigned restricted study, students will not be permitted to have their cell phones on them for the entire day that they are serving their discipline.
3. Any assignments that a student doesn't complete while in Restricted Study due to refusal to complete work will receive zeros for those assignments.
4. Upon the assignment of restricted study for a third (3rd) offense during the school year, the guidance department will conduct a parent conference if one has not already taken place during the school year.
5. Upon the assignment of restricted study for a fourth (4th) offense parents will be notified by the high school office detailing the steps that will be taken should their son/daughter be involved in additional discipline infractions requiring placement in restricted study.
6. Upon the assignment of restricted study for a fifth (5th) discipline infraction the guidance department and I&RS team will establish a parental conference date to conduct a review of the student's attendance, discipline, health, academic record, etc. Options that may be discussed at the meeting may include, but not limited to: SACC, outside services, Crisis Intervention, or a CST Evaluation.
7. Students who are assigned restricted study are not permitted to attend any school activity or function on the day they are to serve the discipline.

## Z. EXTERNAL SUSPENSION

Students who are continually involved in serious school violations or involved in extreme misbehavior (i.e., fighting, alcohol use, drug abuse, etc.) may be removed from the school community for a determined period of time.

## AA. ALCOHOL AND OTHER DRUGS

– Refer To Board Policy 5131.6 at <http://www.woodstown.org/doma in/404>

<b>First (1st) Offense</b>	<b>Second (2nd) Offense</b>
<b>*Drug screen must be completed within two hours of the report of suspicion.</b>	
<b>Definition: Substance Abuse/Under the Influence/Possession of Alcohol or of a Controlled Dangerous Substance. This includes possession of drug paraphernalia or inhalants.</b>	
<b>Administrative Action (1st)</b>	<b>Administrative Action (2nd)</b>
<ul style="list-style-type: none"> <li>• Four (4) day external suspension and Six (6) days Restricted Study</li> <li>• Follow up with respective school counselor</li> <li>• Urine drug screen required within 2 hours</li> <li>• Parent/Guardian notification</li> <li>• Conference with the asst. principal and the parent(s)/guardian(s)</li> <li>• Student is ineligible for all school related activities for ninety (90) days effective the first (1st) day the student returns to school</li> <li>• Referral to the Woodstown Police and appropriate charges filed</li> <li>• Superintendent notification</li> <li>• Possible BOE expulsion hearing</li> <li>• Follow up random screenings</li> <li>• Placement in appropriate treatment program(s) if deemed necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Ten (10) day external suspension</li> <li>• Follow up with respective school counselor</li> <li>• Urine drug screen required within 2 hours</li> <li>• Parent/Guardian notification</li> <li>• Conference with the asst. principal and the parent(s)/guardian(s), counseling is strongly encouraged before the student is readmitted to school</li> <li>• Student is ineligible for all school related activities for the remainder of the school year</li> <li>• Referral to Woodstown Police and appropriate charges filed</li> <li>• Superintendent notification</li> <li>• Possible BOE expulsion hearing</li> <li>• Follow-up random screenings</li> <li>• Placement in appropriate treatment program(s)</li> </ul>
<b>*All substance abuse offenses are cumulative throughout a student's enrollment in Woodstown-Piles Grove schools grades 9-12.</b>	
<b>Definition: Possession/Sale/Distribution of a Substance on School Property/Activity</b>	
<b>Administrative Action</b>	
<ul style="list-style-type: none"> <li>• Ten (10) day external suspension</li> <li>• Follow up with respective school counselor</li> <li>• Parent(s)/Guardian(s) notification</li> <li>• Conference with the principal, parent(s)/guardian(s), counselor</li> <li>• Urine drug screen required</li> <li>• Student is ineligible for all school related activities for the remainder of the year</li> <li>• Referral to the Woodstown Police and appropriate charges filed</li> <li>• Superintendent notification</li> <li>• Board of Education expulsion hearing</li> <li>• Interview with the school psychologist. A report will be sent to the asst. principal.</li> <li>• Follow up random screenings</li> <li>• Placement in appropriate treatment program(s)</li> <li>• Zero tolerance policy invoked</li> </ul>	



## **BB. BOARD OF EDUCATION SUSPENSION & EXPULSION HEARINGS**

- Refer to Board Policy 5114 at <http://www.woodstown.org/domain/404>

## **CC. FUNDRAISERS**

School sponsored, administratively approved fundraisers are the only fundraisers in which students are permitted to participate at school. The selling of any non-approved items subjects the student to disciplinary action. All fundraisers must be approved in advance by the district fundraising coordinator.

## **DD. ACADEMIC INTEGRITY**

Ethical behavior is required in all studies. Any cheating or copying on tests, quizzes, term papers, individual projects, or homework will result in a reduction of 10 points from the assignments grade and disciplinary action if warranted.

## **EE. EXTRA-CURRICULAR ACTIVITIES**

1. To participate in an extra-curricular activity (to include practices and rehearsals) on a given day students must:
  - a. Sign in by 8:30 am unless excused by the administration. A student may not participate in the activity if he or she signs in past 8:30 am.
  - b. Not be suspended (internal or external) the day of the activity or the last day of school preceding a weekend or holiday activity. This includes dances, trips, concerts, sports, etc.
  - c. The principal or his designee will be permitted to grant an exception if the situation so warrants.

# **PART IV - STUDENT RESPONSIBILITIES**

## **A. TEXTBOOKS**

Woodstown High School furnishes students with textbooks for their courses. These books, once issued for the year, are the responsibility of the student. Unreasonable damage to the textbooks will result in a fine commensurate with the replacement cost. Fines are also assessed for any textbook not returned. This payment is required immediately upon losing the book so that another can be issued and no time is lost from course studies. If the book is later found and is in reasonable condition, payment will be refunded.

The Woodstown High School Communications Academy students will receive a laptop to be used for classroom purposes while they are a part of the Academy. Students who are assigned this computer for their class work are held liable for it and should it be damaged, lost or stolen, the student would be responsible for its replacement.

## **B. DAILY ANNOUNCEMENTS**

Each morning during the first few minutes of first period class, announcements are given over the video communication system. Information very important to all students is included in those announcements. It is in the student's best interest to be attentive during those times. Information missed due to a lack of attention could result in missed information or opportunities.

## **C. CAFETERIA**

**Food and drink may only be consumed in the cafeteria.** Three (3) types of lunch are provided: a balanced hot lunch, a salad, and a la carte offerings. Students may also bring lunch prepared at home. For the safety and health of all students, the following procedures are observed in the cafeteria:

1. Litter is deposited in the wastebaskets located in the front of the cafeteria.
2. Materials such as plastic bottles and aluminum cans must be placed in the appropriate blue receptacle for recycling.
3. Trays and utensils are returned to the dishwashing area near the wastebaskets.
4. Tables and the area around them must be left in a clean condition for others to use.
5. Student behavior at lunch must remain within school policies.
6. Students must remain in the cafeteria during the lunch period.
7. Lunch is closed and students may not leave the school grounds at any time during school hours without permission. Students are also not permitted to have food delivered to the school. If food is delivered, it will be held for the student until the end of the school day. Students found to have food delivered to the school may be subject to discipline.

## 2018–2019 High School/Middle School Lunch Prices

The Woodstown Pilesgrove School District participates in the National School Lunch and Breakfast Programs. Menus must meet the Nutritional Standards of the Healthy, Hunger-Free Kids Act of 2010.

Breakfast and Lunch Meal Patterns are based on menu components:

Breakfast - 4 Components	Lunch – 5 Components
Meat /Meat Alternate	Meat /Meat Alternate
Grains /Breads	Grains /Breads
Fruit or Vegetable	Fruit
Milk	Vegetable
	Milk

“Offer- Vs. – Serve”

Breakfast - Students are offered 4 components but may decline 1.

Lunch - Students are offered 5 components but may decline up to 2 components. Under the new regulations students must choose a fruit or vegetable component to have a complete meal.

Please note the Meat/Meat Alternate and Grains/Bread components are usually served together and known as an Entrée. (Examples: Pizza, Cheeseburger on Bun or Pasta w/ Meat Sauce.)

Students who do not choose a complete meal will be charged A-La-Carte prices for their choices.

Meal / Menu Item	Student	Adult
Breakfast	\$2.00	\$2.75
*Reduced Price Breakfast	\$.30	
Lunch	\$3.00	\$3.95
*Reduced Price Lunch	\$.40	
A-La-Carte Prices		
Entrée (Meat & Bread)	\$2.00	\$2.75
Fruit	\$.75	\$.75
Vegetable	\$1.25	\$1.25
Milk	\$.75	\$.75
Yogurt – 4 oz.	\$.75	\$.75
Ice Cream	\$.75	\$.75
Baked Chips	\$.75	\$.75
Assorted Snacks	\$.75	\$.75
Tasty Treat	\$1.25	\$1.25
Canned Beverages (11.5 oz.)	\$1.00	\$1.00
Bottled Beverages (12 oz.)	\$1.25	\$1.25
Bottled Water (20 oz.)	\$1.25	\$1.25

\*Must be approved for Reduced Price meal benefit.

Applications for Free or Reduced Price Meals are available at the School Office.

## **D. FIRE DRILLS AND SECURITY DRILLS**

Periodic fire drills are required and are part of an overall safety program. Students should read the directions for fire exits displayed in each classroom. It is essential, when the signal is sounded, that students follow the teacher's instructions promptly and orderly. Fire pull boxes are located in the school for emergency use in case of a fire. These boxes have been specially sensitized for their proper use and to assist in detection of abuse. Improper use of these mechanisms and the subsequent endangerment of the student population results in the most serious of disciplinary responses and legal action.

Security drills are required and essential to the school district's overall security plan. Students should listen carefully to their instructors during any security drill and await directions. These drills are conducted under "lockdown" conditions requiring all students to remain quiet, calm and follow specific instructions. Staff members will receive a directive from the main office when the security drill is over.

## **E. LOCKERS**

A locker is provided for each student at the beginning of the school year for the purpose of storing school materials. The locker is and remains the property of the Board of Education throughout the school year. Once the locker has been assigned, the student is responsible for its condition and contents. The lock combination for the locker is a valuable item. Keep the combination to the locker secure and secret. Take precautions so that no one may learn it. No private locks are to be placed on school lockers located in the hallways. Students must provide their own lock for their PE/athletics locker. At the end of the athletic season, if the locks are not removed by the students the locks will be cut off and the students will not be reimbursed for the locks. This applies to band room lockers as well. For the health and safety of the students and staff of Woodstown High School, lockers will be searched on a monthly basis. The lockers will be searched regularly by at least two administrators or an administrator and school security specialist. The lockers will be examined for cleanliness and to ensure the safety and welfare of all of Woodstown High School students. If any drugs, alcohol, or weapons are discovered in any of the lockers, they will be turned over to the police and the owner of the locker will be subject to the appropriate policy.

## **F. LOST AND FOUND**

The Lost and Found is located in the main office and cafeteria. An article that has been found by a student should be brought to the main office. When looking for a lost item, check the lost and found in the office to see if it is there. Proper identification of the article is required to reclaim it. At the end of each month, all articles remaining in lost and found are donated to the needy. If a lost article is believed to be stolen, bear in mind that Woodstown High School provides no insurance for protection of possessions.

## **G. MAKE-UP WORK**

The responsibility for making up work missed during an excused absence belongs to the student. Arrangements should be made upon return to school. In case of illness, students have the same number of days to do the work as the number of days absent.

Students who are making up work before the start of the regular school day must present a pass from the teacher to one of the administrators. If a student needs to see a teacher before school starts for help with homework, the student must secure a pass from the office first.

## **H. FAILURE TO COMPLETE ASSIGNMENT**

It is the responsibility of the student to complete any and all assignments by the assigned due date. In the event that a student doesn't complete an assignment by the assigned due date, the student will have exactly one week to complete the assignment otherwise will be assigned a zero for the assignment, as well as be assigned an Academic Detention. If the assignment is a take-home quiz or test, research paper, or project with at least a two-week timeline and is not completed by the designated date, there will be a deduction of 10 percentage points from the grade earned as well as an Academic Detention assigned.

## **I. TEST/RE-TEST POLICY**

Each department will have a Test/Re-Test policy wherein the student will have the opportunity to re-take one assessment for which they are not satisfied with their original grade per marking period. Subsequent re-takes will be granted at the discretion of the teacher on a case by case basis. (This does not apply to AP Courses however.) Students are only able to re-take an assessment after fulfilling additional requirements as set forth by their teacher in order to prove that they are fully prepared for the re-take. Please see your teacher for further details.

## J. RELIGIOUS HOLIDAYS

Religious holidays are recognized by the State of New Jersey. Those students wishing to exercise their beliefs by observing a religious holiday, must bring a note from home prior to that observance. By stating their intention to observe the holiday in advance, the student's absence is excused.

## K. HEALTH OFFICE

The health office is available for students in need of medical attention and for personal health conferences. To be admitted to the health office, students must obtain a health pass from their teacher. The school nurse makes all determinations of student health status. If the nurse determines that a student is too ill to remain in school, contact with the parent will be made. The student must then wait in the health office for transportation home.

Frequently asked questions:

### **What needs to be done for my child to take medication in school?**

A doctor's note specific as to when in school the medication is to be given and this includes all over-the-counter medications. Inhalers and epipens are the only medications that students may carry in school. The student will be given a personal pass to go to the nurse if the medication is daily. Students are not permitted to carry over the counter medications. Medication orders need to be renewed every school year.

### **My child was injured, how can he/she get a gym excuse?**

A parent or guardian note or phone call to nurse will allow your child to be out of gym until doctor's appointment can be made. A pass for gym can be written from the nurse for two days. Medical follow up and a medical note is needed for gym excuse for an extended period of time.

### **If my child is ill during the school day, what do they need to do to see the nurse?**

A student who wishes to visit the health office needs to request a green health office pass from their teacher or a signed pass in their agenda book if one is not available. The health office will then notify parents if their child needs to go home.

### **My child wants to go out for a sport and needs a physical, what do I need to do so they can participate in a sport?**

Students participating in sports need to register online and include a current sports physical completed by their medical "home"(family physician, NP or AP) and submit it to the health office. Please contact the health office if the student is currently without a medical "home".

*Please contact the health office for additional information.*

**Karen Gillespie BSN, CSN** [gillespie.k@woodstown.org](mailto:gillespie.k@woodstown.org) 856-769-0144 ext. 55230

## **HEALTH ALERT**

Due to allergic reactions Woodstown High School strives to maintain a latex free environment. As a result latex balloons and other latex products are not permitted in the WHS/WMS buildings.

## L. ACCIDENTS

Students involved in an accident or an injury on school grounds or during any school sponsored athletic event must report it immediately to the person in charge or to the health office. Failure to do so may result in forfeiture of school insurance coverage.

## M. INSURANCE

The Woodstown-Pilesgrove Regional District will be able to provide accident insurance for all students for this school year. The insurance program selected will help to protect parents/guardians from financial burdens, which can result from accidents which occur during school-time hours as well as while participating in intramural sports, inter-scholastic sports, and extra-curricular activities. In order to keep the cost down, the school has chosen what is referred to as supplemental accident insurance. This means that all bills are to be submitted through your insurance carrier first. Remaining balances not paid by your insurance carrier will then be considered through the school's policy. Please be mindful that the insurance is subject to a \$1000 deductible. If parents/guardians do not carry medical insurance, the school insurance will be the primary carrier for all benefits, per policy terms. This insurance is brokered through the Bob McCloskey Insurance Agency. If there are any questions, please feel free to call the school nurse or the school business administrator at 769-0144.

## N. LIBRARY

The library is used for constructive research and silent reading. Misconduct in the library is a disciplinary infraction and may also result in the elimination of library privileges.

To utilize the library during study hall, students must sign up in the library at the very beginning of study hall period. Use of the library during any period is limited to a pre-determined number of students.

## O. STUDY HALL

Study hall periods are used to work on school related material in a quiet manner. Causing a disruption in a study hall is a disciplinary infraction just like any other class. During study hall students report to the study hall or to the library, where they must sign-in. Students wishing to work with another teacher must first present a pass from that teacher to the study hall teacher then proceed directly to the room where they will be working.

## P. STUDENT PASSES

To leave a class for any reason students must first be given permission by the teacher and carry their agenda book to the designated area in which they have been given permission to go. The agenda book pass must be filled with the date, time, destination and teacher signature. It is the student's responsibility to secure this pass. To be admitted to the health office, students must obtain a health pass from their teachers. Anyone found in an unauthorized area with or without a pass has created a disciplinary infraction.

To be excused from a class for any reason, students must first secure the permission of both teachers involved, the one with whom work is going to be done and the teacher from whose class the student wishes to be excused. Failure to follow the sequence of this procedure is in itself a disciplinary infraction.

## Q. POSTERS

To place an announcement on any of the hallway bulletin boards, the poster must be approved and initialed by an administrator. After its usefulness, the announcement must be removed.

## R. STUDENT GRIEVANCE PROCEDURES

### Words

### Definitions

Grievant:

a student, group of students, parent(s), or a community member(s).

Day:

a school day for students or a workday for district personnel.

Representative:

a person designated to represent a party in the grievance.

### Types of Grievances

#### Type 1 Grievance:

A claim by a student or group of students that there has been a misinterpretation or improper application of the policies and/or regulations of the school that has caused inconvenience to an individual student or to the student body as a whole.

#### Type 2 Grievance:

A claim by parents, or community members that there has been a misinterpretation or improper application of the policies and/or regulations of the school that has caused inconvenience to an individual student or the student body as a whole or that a current practice or policy is inequitable or not in conformance with the district's Affirmative Action Plan or with applicable state and federal laws.

### Procedures

1. Grievances shall be adjudicated according to the terms of this policy.
2. All submissions and decisions shall be in writing.
3. Time limits may be extended only through mutual consent of both parties.
4. The grievant shall be permitted no more than three (3) representatives at any hearing.
5. The parties will be expected to work together in a sincere effort to resolve differences and problems in a manner that is professional and courteous and demonstrates mutual respect. Inappropriate language and/or behavior will not be tolerated.

## Processing

### Type 1 Grievance:

#### 1. Level One

The grievant shall submit the matter in writing to the Executive committee of the Student Government Association (SGA) who, within five (5) days, shall conduct a hearing to review the matter and within five (5) days of the hearing shall notify the grievant and the principal in writing of its decision. The principal shall, within five (5) days, affirm or reject the decision of the committee.

#### 2. Level Two

If not satisfied, the grievant shall submit the matter in writing to the principal within five (5) days of receipt of the committee's decision. The principal shall conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

#### 3. Level Three

If not satisfied, the grievant shall submit the matter in writing to the superintendent within five (5) days of the receipt of the principal's decision. The superintendent shall conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

#### 4. Level Four

If not satisfied, the grievant shall submit the matter in writing to the Board of Education within five (5) days of the receipt of the superintendent's decision. The board of education shall conduct a hearing at its next regularly scheduled meeting and within ten (10) days shall notify the grievant in writing of its decision. The decision of the board of education shall be final.

### Type 2 Grievance:

#### 1. Level One

The grievant shall submit the matter in writing to the principal who will conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

#### 2. Level Two

If not satisfied, the grievant shall submit the matter in writing to the superintendent within five (5) days of the receipt of the principal's decision. The superintendent shall conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

#### 3. Level Three

If not satisfied, the grievant shall submit the matter in writing to the board of education within five (5) days of the receipt of the superintendent's decision. The board of education shall conduct a hearing at its next regularly scheduled meeting and within ten (10) days shall notify the grievant in writing of its decision. The decision of the board of education shall be final.

## S. DRIVERS EDUCATION

All tenth grade students are enrolled in the driver education classroom program at Woodstown High School. This is part of Woodstown High School's health curriculum.

If a student is interested in enrolling in the behind-the-wheel portion of driver education they must meet the following criteria:

1. Have passed classroom driver education
2. Have passed the written state exam with a minimum score of 80%, and
3. Is at least 16 years old.

Students will receive a letter at the beginning of the school year explaining the enrollment process. The fee as well as the sign-up procedures will be advertised at that time. **Students who have met the above criteria, will submit payment to the Woodstown Community School office (please see Mrs. Bokash or Mrs. Miller next to the Nurse's Office) for the fee which is determined annually.** He/she will then be assigned a time to begin the behind-the-wheel portion of driver education. All efforts will be made to complete the behind-the-wheel training as soon as possible.

## T. PHYSICAL EDUCATION MEDICAL EXCUSES

All high school students excused from physical education due to a medical excuse (daily or extended) will be required to complete a project assigned by the teacher. It will be the student's responsibility to complete the assignment and give it to the teacher on a daily basis. Failure to satisfactorily complete this assignment will result in a failure for the marking period.

## U. PHYSICAL EDUCATION ATTIRE

All students are required to purchase a school issued physical education uniform which will consist of a tee shirt and pair of shorts. This uniform will be sold through the physical education department. Students must use a lock daily to secure their belongings during their physical education period. All students are required to wear lace-up sneakers and socks during physical education class at all times.

Students must be changed into the proper attire before participating in the daily activities of physical education. Sweats, warm-ups in cooler weather may be worn. Proper shirt and shorts must be worn underneath. Jewelry of any kind can cause injury to the student or participants and must be removed during physical education class. This includes piercings of any type. A student's grades will be affected if he or she is not properly prepared each day for class.

## V. 18 YEAR OLD STUDENTS

Students (18) years of age or older must follow the same rules and regulations that all other students follow. This includes notes, report cards, signing out, etc. Although eighteen year-old (18) students may submit their own requests for early dismissal, permission will be granted for reasons approved by the administration.

# PART V - EXTRA-CURRICULAR ACTIVITIES

## A. ACADEMIC STANDARDS AND STUDENT ELIGIBILITY

– Refer To Board Policy 6145 at <http://www.woodstown.org/domain/404>

### Student Activities – Definition

Student activities include all interscholastic sports sanctioned by the Woodstown-Pilesgrove Regional Board of Education and/or the New Jersey State Interscholastic Athletic Association.

### **General Eligibility Requirements**

#### **Grades 9-12**

1. To be eligible for athletic competition and/or student activities during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic competition and/or student activities during the second semester (February 1 to June 30) of the 9th grade year or higher, a pupil must have passed the equivalent of 12 ½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (January 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. A student that is not eligible at the end of the first semester (Sept-Jan) can become eligible at the end of the third marking period (Approximately April 12th) when grades are posted if he/she is passing all of their classes or has enough credits to be eligible. During their time of ineligibility the student athlete is encouraged to focus on improving their academic performance in the classroom so that they might become eligible at the end of the third marking period. The student/athlete **will not** be permitted to practice or participate in games or scrimmages until eligibility is re-established at the end of the 3rd marking period (Approximately April 12th). Student/Athletes are also reminded that once they become eligible they must have six practices with the team before they are able to compete in games or scrimmages as per NJSIAA guidelines.
3. To calculate credits passed for the first semester (September to January), two grades will be used: the first (1st) marking period grade, and the second (2nd) marking period grade. Each marking period grade is weighted as 50% of the semester average.
4. Newly placed ninth grade students are automatically eligible during the first semester.

5. If a student transfers from a school district out of state and does not have the required credits during the immediately preceding academic year, that student will become immediately eligible if he/she would have been eligible in the state of previous residence.
6. In order to attend the senior class trip, students must maintain their eligibility status.
  - a. It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than 12 1/2% of the State minimum (15 credits) during the first semester provided they are meeting their school district's graduation requirements and are passing all courses in which they are enrolled at the start of the first semester. Seniors who withdraw from courses with a passing grade (WP) will be eligible provided they are carrying sufficient credits for graduation purposes.
  - b. When a student does not fail a course and/or withdraws passing and is unable to pass the required credits for reasons not under the control of the student, or the school, a waiver shall be granted. A student who enters from an out-of-state school or a foreign country that has passed all courses in which the student is enrolled, meets the requirements of this Section.
  - c. Students receiving credits for courses at their previous school may use those credits to satisfy the requirements.
7. If a student is absent from school, they are not eligible to participate in any extra-curricular activities that day.
8. To participate in an extra-curricular event/practice students must:
  - a. not sign out prior to the end of the regular school day on the day of an extra-curricular event, or the last day of school prior to a weekend or holiday extra-curricular event without a doctor's note.
  - b. Sign in by 8:30 am. A student may not participate in practice or events if she or he signs in late past 8:30 am.
  - c. If a student has AM senior option, they must have signed in within 45 minutes of their designated arrival time in order to be eligible to participate in extra-curricular activities that day.
  - d. Clear, in advance, a valid absence, early dismissal, lateness the day of a game or the last day of school prior to a weekend or holiday event to be excused from sections 8a, 8b, and 8c.





## B. EXTRA-CURRICULAR GROUPS

Below is a listing of extra-curricular options and the faculty members who are the advisors for the 2017-2018 school year. Sports activities are listed separately under "Athletics".

<u>GROUP NAME</u>	<u>ADVISOR</u>
Class of 2019	Mrs. Charlene Catalano/Miss Ashleigh Whitmore
Class of 2020	Mr. John Adams/Mr. Doug Hathaway
Class of 2021	Mr. Darren Huck/Mrs. Becky McMurray
Class of 2022	Mrs. Wendy Davis/Mr. Michael Wichart
Academic Team	Mrs. Jennifer Sorbello/Mrs. Coleen Coombs
AM Woodstown	Mr. Mike Hartman
A/V Club	Mr. James Bracciante
Chess Club	Mr. Christopher Rickard
Chemistry Club	Mrs. Carol Althouse
Chorus	Mr. Kahlil Gunther
CIRCLE Club	Ms. Nikole Vogel/Mr. Jason Mace
Color Guard	TBD
Drama Club (Fall Production)	Mr. Paul Kranz
Drama Club (Spring Production)	Mrs. Shannon Sheridan
Fishing Club	Mr. Steve Ordog
French Club	Ms. Ashleigh Whitmore
Future Business Leaders of America	Mrs. Cheryl Levitsky
Future Educators Assoc. (FEA)	Mrs. Janie Coleman/Miss Kaitlyn Bill
Future Farmers of America (FFA)	Miss Deanna Miller/Mrs. Becky Haines
Girls Action Team (GAT)	Mrs. Shelley Mealey/Mrs. Dina Strachan
Gay Straight Alliance (GSA)	Mrs. Dina Strachan
Jazz Band	Mr. James Ludlam
Key Club	Mr. Dave Wildermuth/Ms. Paula Gorman
Literary Magazine	Mrs. Lisa Blaney
LMTI	Mrs. Gabrielle Heyel
Mock Trial	Ms. Julie Knight/Mr. John Hollinger
National Art Honor Society	Mrs. Lori Raggio
National Honor Society	Mrs. Gabrielle Heyel/Mr. Joe O'Brien
Odyssey of the Mind	Mrs. Lori Miles
Philosophy Club	Mrs. Janie Coleman/Miss Kaitlyn Bill
Physics Club	Mr. Michael Wichart
Project Graduation	Ms. Katie Nicotra/Ms. Nikole Vogel/ Mr. Regie Teamer
Renaissance Club	Mrs. Dina Strachan
SADD	Mrs. Ashley Rybyinski
Spanish Club	Mrs. Tammy Bitgood/Mrs. Debbie Sottile
Student Alliance	Mr. Richard Senor
Student Government Association	Mrs. Julie Knight
Students in Action (SIA)	Mrs. Charlene Catalano
Students of Service (SOS)	TBD
Student Store	Mrs. Katy Lynch
The Green Team	Mrs. Williams
Tri-M Music Society	Mr. Kahlil Gunther/Mr. Jim Ludlam
Video Communications Club	Mr. Mike Hartman
Woodstonian (School Newspaper)	Mrs. Lisa Blaney
Woodchips (Yearbook)	Mrs. Judy Heineman
Yoga Club	Ms. Susie Massara

## **Student Activities**

**We have a wide variety of activities available at WHS including some that are offered at very few other schools. In this listing you have a brief description of these opportunities.**

### **Academic Team**

*This team holds try-outs each September, as well as periodically throughout the season. The season runs from September until the end of January. Team members compete in a league consisting of 6 Salem County schools. Matches involving questions from a variety of subject areas are held throughout the season and culminate in a championship match at the end of the season.*

### **A/V Club**

*The A/V Club will have students who specialize in lighting, sound, set-up/break-down of equipment, and maintaining equipment for various school events in the auditorium/cafeteria. Students in the A/V Club will be trained in proper use of equipment. They will be expected to participate in any necessary role (i.e. sound, lighting, set up, break down).*

### **Chemistry Club**

*The purpose of ChemClub is to have our students plan and enjoy a variety of chemistry-focused activities. These activities include conducting laboratory activities not included in their regular chemistry classes, creating chemistry-based Public-Service Announcements for our school, hearing invited speakers, and helping to clean the environment through a selected community project. The year will culminate with a chemical demonstration show performed for elementary school students.*

### **Chess Club**

*The Chess Club meets every other week throughout the school year to play chess. Beginner players learn how to play, and advanced players compete against other experienced players. All are welcome! In the future we are planning to compete against other schools in tournaments.*

### **Choir/Chamber Choir**

*The vocal music program at Woodstown High School includes General Choir, Select Choir and Chamber Choir. Many opportunities for performance exist, including concerts, trips and festivals. In addition, students participate in select groups such as All-State and South Jersey Chorus.*

### **C.I.R.C.L.E (Caring Inclusion for Recreation and service Creating Lifelong friendships for Everyone)**

*C.I.R.C.L.E club's goal is to positively change student's lives through acceptance, understanding, and inclusion of students with and without disabilities in a new circle of friendship. This new circle of peers will further enrich and empower lives by having all members participate in social, recreational, fundraising, and service opportunities throughout the school and community. By Joining C.I.R.C.L.E., students will be able to help one another, WHS, and the community, as well as prepare themselves for a more successful, productive, and happy adult life.*

### **Drama Club (Fall & Spring)**

*The members of this club practice their lines for our Fall Drama and Spring Musical productions to make our annual school plays some of the best productions in all of South Jersey. Experiences in this group can include set decoration, set construction, lighting techniques, electrical support, and of course acting and singing. Try-outs for the play are usually held in November.*

### **Fishing Club**

*The WHS Fishing Club is a group of young men and women who are interested in learning more about fishing practices and techniques that can be used in our South Jersey area. We discuss different methods, species, locations, and strategies that can make us more successful in catching fish locally. Through networking and sharing of knowledge, it allows us to meet new people and make new friends, while learning how to catch more fish in the process. The group is open to all high school students.*

### **French Club**

*The French Club is a group of students who are interested in the language and culture of the countries they are studying. This popular club schedules activities throughout the year such as International Foods Day, community service projects, and cultural activities such as going to see plays or art exhibitions to help broaden their experience and understanding. They also do annual fundraising to support endeavors.*

### **Future Business Leaders of America (FBLA)**

The goal of FBLA is to develop student interest in the business world through field trips, guest speakers, projects, and/or other approved activities to allow student participation in appropriate competitions.

### **Future Educators Association (FEA)**

FEA has the mission to provide students with opportunities to explore careers in education. Through participation in FEA students will gain a realistic understanding of the nature of education and the role of teachers, counselors and administrators.

### **Future Farmers of America (FFA)**

FFA is the national organization of students enrolled in agricultural education and is one of the three components of an approved agricultural education program. It is unlike other school related organizations in that it is intracurricular. FFA offers students the opportunity to apply knowledge gained in the classroom to real life situations through participation in local, state and national career development events, and through the development and maintenance of a supervised agricultural experience. The FFA mission is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

### **Girls Action Team (GAT)**

"Girls Action Team" club would be aimed toward empowering our female students with the knowledge and information needed to help them gain voices and make well-informed choices. Through discussions, journal writing, and various activities we would cover topics such as; Boosting Self-Esteem, Body Images, Intra-personal Relationships, Respect, Self-Awareness, Dating (Pressures, Healthy vs. Unhealthy Relationships, & Dating Violence), Personal Health and Long-Term Goals.

### **Gay/Straight Alliance (GSA)**

The Woodstown Chapter of GSA (Gay/Straight Alliance) exists to provide a safe and supportive environment in Woodstown High School for lesbian, gay, bisexual, transgender, questioning and straight youth to come and talk about any issues concerning them. Members endeavor to have a positive impact on discrimination, harassment, and violence in schools by raising awareness and acceptance of different sexual and gender identities, linking homophobia with other oppressions, and advocating for equal treatment for youth of all sexual orientations. The Club meets once monthly during student activity period.

### **Key Club**

Key Club is the oldest and largest service program for high school students. It is a student-led organization that teaches leadership through serving others. Key Club is sponsored by the local chapter of the Kiwanis International.

Some of the objectives of Key Club International are as follows:

- to develop initiative and leadership
- to provide experience in living and working together
- to serve the school and community
- to prepare for useful citizenship

Membership in Key Club is open to any student who desires to become a leader in his/her school and community and wishes to provide service to others.

### **Lindsey Meyer Teen Institute (LMTI)**

LMTI is a drug and alcohol prevention program at WHS. Student leaders who promise to live a positive lifestyle serve as role models and mentors while they aide in the transition from 8th grade to high school.

### **Mock Trial Team**

This team is another that holds try-outs early in the school year for competition in a league of South Jersey schools. Practices involve training in formal legal techniques.

### **National Art Honor Society (NAHS)**

NAHS membership is specifically for high school students in grades 10-12 for the purpose of inspiring and recognizing those students who have shown an outstanding ability in art. Selection for membership in NAHS requires that students have a minimum of one semester in art and maintain a "B" average. Throughout the year, NAHS members complete a community service project, participate in Teen Arts at the county and state level, sell Holiday Cards, visit a museum, as well as write a chapter report for the NAHS newspaper.

### **National Honor Society (NHS)**

Membership in this society is limited to students with outstanding academic success and community service. Applications are accepted and inductions held for juniors and seniors each November.

### **Odyssey of the Mind**

OM is an international educational program that provides creative problem-solving opportunities for students from kindergarten through college. Team members apply their creativity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics. They then bring their solutions to competition on the local, state, and World level. Thousands of teams from throughout the U.S. and from about 25 other countries participate in the program.

### **Philosophy Club**

The Philosophy Club is an after school club that meets weekly. Every week we define and discuss issues that are not normally defined. For instance, we discuss what makes beauty beautiful. We are all an open minded group of students who wish to learn about other people's personal philosophies on life. We discuss love, life, beauty, fear, hate, and why we define things the way we do. You must have an open mind and a willingness to discuss things in a small public forum.

### **Physics Club**

Physics Club is a club for students who are in, or have taken, Physics here at Woodstown High School. During the course of the year, the club will conduct mini-projects and have discussions about new innovations in Physics. The club is member driven, so be prepared to be involved.

### **Project Graduation Club**

WHS Project Graduation Club enhances the graduating experiences of Seniors by providing them with a safe, secure, drug and alcohol free graduation night. Throughout the year relationships are developed between students, parents, educators, and the general public in an effort to secure funding for the Seniors graduation night event. The fundraising efforts help build the fostering of community service, engagement in cooperative activities, and instilment of a sense of service and pride toward our school and ourselves. Seniors volunteer their time during the year planning and attending fundraising events. The club is open to current seniors only.

### **Renaissance Club**

The vision of the Renaissance Club is to make Woodstown High School a more enjoyable place, both by improving the building aesthetically and by coming up with activities and rewards for deserving students and/or faculty members. Renaissance Club members will decorate bulletin boards and wall space in the building with motivational and inspirational sayings. We will recognize/congratulate/thank students and faculty members for any contributions or accomplishments that they make. We will also brainstorm and organize ideas to reward students who have completed the requirements to earn a Renaissance card. Student members will execute fundraisers to raise money for the Renaissance Club activities (including rewards for students and staff) and, perhaps, for chosen charities (to be decided by the student members).

### **Spanish Club**

The Spanish Club is a group of students who are interested in the language and culture of the countries they are studying. This popular club schedules activities throughout the year such as International Foods Day, community service projects, and cultural activities such as going to see plays or art exhibitions to help broaden their experience and understanding. They also do annual fundraising to support endeavors.

### **Students Against Destructive Decisions (SADD)**

This group emphasizes how improper decisions may be harmful to your well being. In addition, the dangers involved when driving and alcohol use are mixed.

### **Student Alliance**

This organization is designed to open the lines of communication between students and the administration. Students have an opportunity to voice their concerns to an administrator, as well as present ideas on how to improve Woodstown High School.

## **Students in Action**

*The vision of the club is to connect youth and volunteerism so that public service becomes a lifelong value. Fundraising is one of the leadership goals of the program using funds that are generated to support the development of service projects. The club will collaboratively brainstorm fundraising ideas throughout the school year, along with community service projects. Students in Action is the youth focused program of the Jefferson Awards which area prestigious national recognition system honoring the community and public service of America. These awards were created as a Nobel Prize for public service and they serve as a "Call to Action for Volunteers" in local communities, businesses and educational institutions.*

## **Student Government Association (SGA)**

*This group of student leaders works to sponsor many major events during the school year. Included in those are the Homecoming Festivities and the Annual Field Day, among other important projects. These students also work to bring improvements to the school community while given the task of serving as role models for our students.*

## **Students of Service (SOS)**

*Students of Service focus on community service. Students who join this club will become active participants as they work with others in their school and community to develop personal and social responsibility. Students will foster a sense of caring for others. And, by seeing the work they do benefit those around them, they become actively contributing citizens and community members.*

## **Student Store**

*The Student Store club will teach students about all aspects of running a successful small business. They will learn to market, advertise, promote, sell, manage finances, design, take inventory, and work together. Through all these learning experiences, the students will also see the fruits of their labor each time they see a spirit item carried or worn proudly by a member of the Woodstown community.*

## **The Green Team**

*The goal of this organization is to promote environmental education throughout the school community. The students who join will be involved in community service and fundraising activities. The fundraising activities help to fund a scholarship for a graduating senior and the sponsorship of school activities such as speakers for an assembly for Earth Week.*

## **Tri-M**

*Tri-M is the national music honor society. Its focus is service and recognition of student achievement in all areas of the school music program.*

## **Video-Communications Club**

*Students from the Communications Academy and Video Productions class along with students from the general population will make up the membership of the Video/Communications Club. Our purpose is to give students the opportunity to use the equipment to produce a variety of video projects. We will also offer our services to WHS to create ads and PSA's to run on AM Woodstown throughout the year.*

## **Woodchips**

*The annual yearbook is a popular place for students to have an impact on a publication that will exist forever and always be remembered. Activities can include editing, page layout and photography, as well as digging up facts about the school, students, and the happenings at WHS. Students interested in being on the Woodchips staff take a five (5) credit course elective entitled Publishing with Technology.*

## **Woodstonian**

*The school newspaper is a place for students who are interested in all phases of journalism. Members participate in investigating, reporting, editing, page layout, photography and other forms of research. The Woodstonian is published four times each school year.*

## **Yoga Club**

*Yoga Club gives you an opportunity to center your mind and focus your intentions. Yoga club can offer techniques to help you better yourself mentally, physically, and emotionally. Practicing on your mat, in your own space, for 35 minutes during Yoga Club will allow the participant to gain control of their thoughts, motivate the body, and encourage a positive mindset for the day.*

## C. DANCES

Dances are scheduled during the school year for the enjoyment of all students. Attendance at school sponsored dances is a privilege extended to the large majority of our students. This privilege may be revoked for repeated violations of the school disciplinary policy or for infractions occurring at a dance. For the safety and enjoyment of students attending dances, the following are the procedures for holding dances:

1. Dances begin at 7:00 p.m. and end at 10:00 p.m.
2. All tickets are sold in advance. **No tickets are sold at the door.**
  - The back of all tickets will list the rules for the dance.
  - The ticket will require a signature from the student and parent indicating they understand and agree to the rules of the event.
3. The doors to the dance open for admission at 7:00 pm and close at 7:30 pm. After the doors close, no further admissions are permitted.
4. Only current WHS students are permitted to purchase tickets for school dances. Full-time SCVTS students whose home school would be WHS are no longer permitted to purchase tickets for and attend WHS school dances.
5. Graduates are not permitted to attend dances with the exception of the Homecoming Dance and Prom.
6. Students who attend the dance must stay from the time that they arrive until 10:00 pm when the dance ends. Students who wish to leave prior to the end of the dance must provide a note from their parent/guardian at least 24 hours prior to the dance and have administrative approval before exiting.
7. Student tickets are available before school and at lunch time in the cafeteria. Graduates who are to attend the Homecoming Dance will be able to purchase tickets in the main office.
8. If conduct at the dance is inappropriate the student is subject to disciplinary action.
  - Club Dancing (“grinding”, back to front or front to front dancing in a suggestive manner) is strictly prohibited. If a student attempts to dance in this manner he or she will be asked to leave the dance and will be subject to disciplinary action.
  - All school rules apply at dances. Chaperones and the administration have the discretion to determine inappropriate conduct.
9. Anyone suspected of consumption or possession of alcohol or any illegal drug is subject to disciplinary and legal action (see Section V). **Passive Breath Alcohol Sensor Devices: Refer to Board Policy 5131.8 at <http://www.woodstown.org/domain/404>**
  - Every student entering a designated activity will be screened by an approved Alcohol Detection Device (ADD) for the presence of alcohol either by ingestion or upon their person. If alcohol is detected by the instrument, the student will be taken aside and privately questioned about the possibility of alcohol use. If the student denies use, an alternate explanation will be considered. The student will be given an opportunity to eliminate the conditions causing the false reading and tested again. If the next reading is positive, the student will then be tested by an administrator or a qualified staff member with a more accurate ABT (Alcohol Breath Tester) in which the student BAC (Blood Alcohol Content) will be measured. Should the student have a positive test for a BAC, the provisions of the Woodstown-Pilesgrove Regional School District Substance Abuse policy (5131.7) will be enacted.
  - The ADD may be used during school hours if a student is suspected of ingesting or having in his or her possession of alcoholic beverages. The ADD may also be used during any school function or activity to include Prom, Mr. Woodstown, or any extracurricular or athletic event.
10. Possession of a weapon or a dangerous instrument is grounds for disciplinary and legal action (see Section P, Board Policy “Weapons and Dangerous Instruments”).

## D. STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) is an organization of elected students representing the student body. The purposes of the SGA are to inspire and create pride among students in their school and to further wholesome relationships with students, faculty, administration, and the communities in which our students reside.

1. Election Process for SGA Officers
  - a. The elections for SGA officers will take place in the spring of each school year.
  - b. Students who wish to be candidates for SGA offices must obtain an official petition from the SGA advisor. This petition must be appropriately signed by one hundred (100) students, three (3) teachers, two (2) administrators, and one (1) guidance counselor. This petition must be submitted to the SGA by the appointed due date.
  - c. Along with the official petition, the candidates for office must write and submit by the appointed deadline a composition explaining why he/she would like to be a SGA officer.
  - d. Only students who have submitted official petitions to the SGA by the appointed deadline shall be candidates for SGA offices.
  - e. SGA representatives will be elected in the fall of each school year.  
**Write-in balloting for SGA officers is not permitted.**
  - f. Candidates for SGA offices will give their speeches to the entire student body via AM Woodstown.
2. Election Process for Class Officers
  - a. The elections for class officers will take place in the spring of each school year.
  - b. Students who wish to be candidates for class offices must obtain an official petition from their respective class advisors. This petition must be appropriately signed by fifty (50) students, two (2) teachers, and one (1) administrator. This petition must be submitted to the class advisor by the appointed due date.
  - c. Only students who have submitted official petitions to the class advisor by the appointed deadline shall be candidates for class offices.  
**Write-in balloting for class officers is not permitted.**
  - d. Candidates for class offices will give their speeches to the entire student body via AM Woodstown. Freshmen class officers will be elected in the fall of each school year.

## E. JUNIOR-SENIOR PROM

The Prom is an event that is sponsored by the Junior Class. For the safety and enjoyment of students the following is a list of procedures for attending the Prom.

1. The Prom begins at 8:00 p.m. and ends at 12:00 a.m.
2. All tickets are sold in advance. No tickets are sold at the door.
3. The doors to the Prom open for admission at 8:00 p.m. and close at 8:30 p.m. After the doors close, no further admissions are permitted.
4. Students who leave the Prom for any reason are not permitted to re-enter.
5. **The Prom is a tobacco & vape-free school event. Therefore, school rules regarding smoking and vaping apply. This applies to current WHS students and their respective guests.**
6. If conduct at the Prom is inappropriate, the student is subject to disciplinary action.
7. Anyone suspected of consumption or possession of alcohol or any illegal drug is subject to disciplinary action (see section V., Alcohol & Other Drugs, Board Policy 5131.6)
8. Possession of a weapon or a dangerous instrument is grounds for disciplinary and legal action (see section P, Board Policy "Weapons and Dangerous Instruments").



## F. SENIOR CLASS TRIP:

Refer To Board Policy <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish guidelines with regard to a class trip for the senior class at Woodstown High School.

1. The primary purpose of a senior trip is to give the students an opportunity to engage in a culminating experience of their years of schooling in the Woodstown-Pilesgrove Regional School District.
2. In order that plans can be made in a timely fashion, students will be required to put a \$100 deposit down toward the cost of the trip by June 1.
3. If 50% of the total class members do not submit the required deposit by that date, plans will be canceled and no further overnight trips will be planned for the senior class as a whole.
4. A picnic and a day trip may be planned for interested class members in place of the class trip if necessary.
5. The senior trip is a tobacco and vape free school event. Therefore, all school rules regarding tobacco and vape products apply as well as the all of the rules listed in the student handbook.

## G. RENAISSANCE PROGRAM

Woodstown High School has joined many other schools in New Jersey and around the country as part of the Renaissance Program. This special organization rewards students for achieving their goals of academic excellence, school/community involvement, good attendance and discipline. Students who are entitled to carry a Renaissance card will have a sticker issued during the Honor Roll Breakfast for each marking period. The sticker will be placed on the back on the student ID card and will indicate at which level (Blue, Orange, or White) and marking period that the student is entitled to incentives for their achievement. Students can redeem these incentives throughout the marking period in which they received the card.

Incentives		
Blue Card	Orange Card	White Card
1. One additional re-take of an assessment during the marking period for which the student has a valid Renaissance Card.	1. One additional re-take of an assessment during the marking period for which the student has a valid Renaissance Card.	1. Homework exemption (1/class/mp) *** Must have teacher permission for any particular assignment
2. Homework exemption (1/class/mp) *** Must have teacher permission for any particular assignment	2. Homework exemption (1/class/mp) *** Must have teacher permission for any particular assignment	2. 1 Free Late-to-School pass (prior to 8:30am) – Student must notify office personnel of their intention to use this privilege
3. 1 Free Late-to-School pass (prior to 8:30 am) – Student must notify office personnel of their intention to use this privilege	3. 1 Free Late-to-School pass (prior to 8:30 am) – Student must notify office personnel of their intention to use this privilege	3. 1 Free ID Card pass
4. 1 Free ID Card pass	4. 1 Free ID Card pass	4. Discounts @ participating Renaissance Partners
5. Free Admission to Athletic Events	5. Free Admission to Athletic Events	5. Numerous giveaways and gift cards
6. 20% School Store Discount	6. 15% School Store Discount	6. 10% School Store Discount
7. Numerous giveaways and gift cards	7. Numerous giveaways and gift cards	



**Blue:**

1. All "A's".
2. Maximum of **2 unexcused** absences from school per marking period.
3. Maximum of **1 unexcused** lateness to school per marking period.  
Participating in a school sponsored sport or activity during the school year or community activity worthy of recognition.
4. No discipline referrals or suspensions.

**Orange:**

1. All "A's and B's".
2. Maximum of **2 unexcused** absences from school per marking period.
3. Maximum of **1 unexcused** lateness to school per marking period.
4. Participating in a school sponsored sport or activity during the school year or community activity worthy of recognition.
5. No discipline referrals or suspensions.

**White:**

1. 77 cumulative average or above, no D's or less.
2. Maximum of **2 unexcused** absences from school per marking period.
3. Maximum of **1 unexcused** lateness to school per marking period.
4. No sport or activity required.
5. No discipline referrals or suspensions.

## **PART VI - STUDENT PARKING**

The following student parking regulations are in accordance with Board Policy. **Refer to Board Policy 5131.3 at <http://www.woodstown.org/domain/404>.**

Students will be granted permission to drive to school and park in the student lot. Preference will be given to students in the following order: seniors, juniors, sophomores and freshmen.

### **A. REGISTRATION FOR STUDENT PARKING**

1. To apply for a parking permit, students must present the following:
  - a. A valid N.J. driver's license (a farmers driving license is not sufficient).
  - b. Current N.J. automobile registration for the vehicle.
  - c. Proof of insurance for the vehicle.
2. The application must be complete including the parent's or guardian's signature.
3. Upon approval, a numbered WHS parking sticker is issued and the student may park in the Student Parking Lot located at the rear of the high school close to the stadium.
4. Parking is under a "first come, first served" basis and students may freely park in the parking spots designated for students. Any assigned spots for handicapped, teachers and/or maintenance are reserved and disciplinary consequences can be expected if a student parks in one of these spaces.
5. Each student will be charged \$3.00 for their parking sticker.
6. Only parking applications approved during the current school year are valid.
7. Students who occasionally need to park in the student parking lot may discuss this with the administration to obtain temporary approval. Students may not park in student parking without permission from the administration.
8. Vehicles parked in the student parking lot without a permit will be towed at the owner's expense.
9. Vocational students must ride the bus provided. Any requests to drive to vocational school must be submitted to the administration (see section E below).

## **B. USE OF STUDENT PARKING LOT**

1. All vehicles must be driven carefully and follow N.J. driving regulations.
2. The posted speed limit in the parking lot is 10 mph and must be obeyed.
3. Students are not to visit the parking lot at any time during school hours without prior approval from an administrator.

## **C. REVOCATION OF PARKING PRIVILEGES**

1. Student driving and parking privileges may be revoked for the remainder of the school year and vehicles towed at student expense for any of the following reasons:
  - a. Violation of state or local laws which includes local motor vehicle regulations.
  - b. Infractions of school disciplinary procedures of a serious nature at the discretion of the administration.
  - c. Transfer of a parking sticker from one car to another without prior approval by the administration.
  - d. Driving to the SCVTS (Vo-Tech) school without expressed approval from the WHS administration.
  - e. Any reason determined by the administration as warranting revocation of parking privileges.
  - f. Violation of Board of Education policies.
2. When a permit is revoked during the school year **no** additional permit is made available for the remainder of the school year.

A reminder: Violation of school parking regulations, on or off school grounds, subjects the student to school disciplinary actions and possible removal of the vehicle by towing.

## **D. UNAUTHORIZED PARKING**

It is a violation of school and borough policy to park student vehicles, while attending school:

1. on borough streets.
2. in municipal or business parking lots.
3. in other unauthorized or illegal areas.
4. in the parking lots designated for the staff

## **E. SCVTS STUDENTS DRIVING PRIVILEGES (VOCATIONAL)**

1. Students who attend SCVTS may drive to and from WHS to vocational school under the following conditions:
  - A request for permission to drive form from SCVTS must be filled out and brought to WHS for approval by the administration.
  - A copy of the student's driver's license, proof of insurance, and registration must be kept on file at WHS. This information must be brought to the secretary of the office of the Assistant Principal.
  - Student's who drive in the morning may report directly to SCVTS. AM SCVTS students must sign in at SCVTS at the time of their arrival in the main office area at SCVTS. AM SCVTS students who drive must sign in to the main office at WHS when they return from SCVTS. Failure to follow these procedures will result in disciplinary action.
  - PM SCVTS students who drive may sign out in the main office at WHS after 4th period or they may purchase their lunch at the WHS cafeteria.
  - Students who are continually late to class are subject to disciplinary action and/or the loss of their driving privileges.
2. Students may only have a passenger if they fill out the appropriate request form at SCVTS. This form must be signed by both the driver's and the passenger's parents. This form is then brought to the main office at WHS for approval by the administration.

## PART VII- SCHOOL COUNSELING OFFICE

The School Counseling Office welcomes all students and parents with an open door policy. Our philosophy is to create an atmosphere which is comfortable, welcoming and accommodating for all students. The program is designed to address the needs of all students by helping them acquire competencies in career planning and exploration, knowledge of self and others as well as educational and vocational development. We encourage students and parents to take advantage of the many services offered by the School Counseling Office. Please visit the School Counseling Office Website at [www.woodstown.org](http://www.woodstown.org) and click on High School, then click on Guidance Resources.

Also, we continue to use Naviance Student, a web-based service designed especially for students and parents. Naviance Student is a comprehensive website that you can use to help in making decisions about courses, colleges and careers. To access your Naviance Student account, please go to: [www.woodstown.org](http://www.woodstown.org), click on WHS and scroll down and click on Naviance, Inc. You can also access Naviance Student through the WHS School Counseling website. Use your account name, user name and password for access. For more information please contact your counselor.

### A. COLLEGE PREPARATORY STUDENTS

College requirements should be considered by students when planning their high school courses. While it is impossible to give the detailed curricular requirements of a number of colleges, the following should serve as a beginning guide.

**Some colleges (particularly in the East) have admission requirements similar to the following:**

4 years of English	3 or 4 years of World Language
2 years of Laboratory Science	2 years of History
4 years of Math	Plus electives

**The strong liberal arts colleges may require:**

4 years of English	2 years of Laboratory Science
3 years of Math	2 years of World Language
3 years of History	Plus electives

**Engineering/technological schools may require:**

4 years of English	2 years of Laboratory Science
4 years of Math	Plus electives

Some require 2 units of a World Language.

There are schools that do not have specific course requirements. These do require graduation from an accredited high school and use only minimum factors for admission. Specific school admission requirements may be obtained in the School Counseling Office or from Naviance Family Connection.

During the first half of the year, many colleges come to Woodstown High School so that seniors and juniors have an opportunity to learn first-hand about these colleges. The college visitations will be announced on the morning announcements and on the guidance web page. Each student will have the opportunity to sign up in the School Counseling Office.

### B. VOCATIONAL SCHOOL DESCRIPTIONS

#### Employment Prep Center

The Employment Prep Center provides employment orientation programs for high school students based upon recommendation by the child study team, the high school administration, and the employment orientation staff. The first year involves a program based on four (4) nine-week cycle programs. The students are introduced to four different occupational clusters. After the first year, they will then choose the occupation which most interests them and during the second year they will receive concentrated training in this area. After two (2) years at the Employment Prep Center, many students continue their training at the career center.

#### Salem Co. Vocational Tech. School (SCVTS: Career Center)

WHS will continue to only send full time vocational students and the Employment Preparatory students will be the only shared-time students. Vocational/technical programs provide training for entry level job skills, while students continue to participate in all appropriate academic, social, and athletic activities at their home high school. Vocational school students must ride the bus provided. P.M. vocational school students may request to drive to vocational school in writing. Permission may be granted for administrative approved reasons only.

## Salem County Career Academies

The Academies are designed for academically capable students who are interested in pursuing specific areas. The following is a list of present Academies and their locations:

Biological and Medical Sciences – Salem County Career and Technical High School

Communications and Information Technology – Woodstown High School

Creative and Performing Arts

- Dance - Schalick High School
- Drama – Schalick High School
- Instrumental Music – Pennsville Memorial High School
- Visual Arts – Schalick High School
- Vocal Music- Pennsville Memorial High School

Agricultural Sciences – Salem County Career and Technical High School

Energy Applications - Salem County Career and Technical High School

Engineering and Technologies - Penns Grove High School

Graphic Design in Multi Media Technology - Pennsville Memorial High School

## **C. PROCEDURES FOR ADDING/DROPPING COURSES**

Great care is given to the matter of proper course selection when schedules are developed each year. The master schedule will be constructed based upon those selections. For that reason, few, if any, requests for changes will be made during the 1st Marking Period. No requests for particular teachers by students or parents will be honored. Students will not be permitted to drop or add any classes after the 1st Marking Period. Only when there is sufficient documentation to indicate the necessity for a change will schedules be altered. There is always the possibility that a certain class may not be offered.

Therefore, there will be no schedule changes in the summer or fall with the following exceptions:

- A clerical error.
- A required course was omitted.
- There is a desire to add a course in lieu of study hall, provided there are available seats in that particular course.
- An incorrect level of a course was scheduled.
- A course requested was cancelled due to low enrollment.
- A student passed a course in summer school and needs to add another course to his/her schedule.
- A student has registered for a sequence course and has failed the prerequisite course.
- A change in level (AP, Honors, Academic) after a conference is held with the counselor and the level change is approved by the parent/guardian.

## **D. FAILURES**

Any course required for graduation which is failed must be either repeated the following year or taken in a recognized summer school.

## **E. PROGRESS REPORTS/DEFICIENCY REPORTS**

Notice of the availability of progress reports for each student are sent to parents at the middle of each marking period via our Wolverine News system. See Part II, Student Information on details in how to subscribe to our Wolverine News system. At the end of the school year, final report cards are mailed home.

## **F. SCHOOL COUNSELING OFFICE**

The School Counseling Office, located on the main floor, is always open to those who seek assistance. Although the counselors may not always be in a position to answer all questions directly, they can help find the solutions. Students wishing to make appointments with their counselors must sign their names on the appropriate list. The counselors then call for the students to report to the School Counseling Office. At no time, unless there is an emergency, are students to be in the counseling office without a pass.

Students should meet with their counselor early in the year and encourage their parents to use this counseling service. They need only to phone the School Counseling Office for an appointment during or after school. Counselors make every effort to arrange a conference at a time convenient for parents. It is hoped that parents will keep in close contact with school counselors rather than wait until a situation deteriorates and they are requested to come for a conference. Many serious difficulties can be prevented by a conference early in the school year.

## G. DISSECTION OPT-OUT

P.L. 2005, Chapter 266 (C.18A:35-4.24 & C.18A:35-4.25) requires school districts to provide alternative education projects for those pupils who choose not to participate in dissection and related activities. Schools are required to notify students and their parents/guardians at the beginning of the school year of their right to refuse to dissect, vivisect, incubate, capture, harm, or destroy organisms. Parents are then to inform the school, within two weeks of receipt of the notification, of their desire to exempt their child from participation in the stated activities. A student's grade may not be affected by his or her decision not to participate in the lab experience. A student will not be discriminated against, in grading or in any other manner, based upon a decision to exercise her or his rights to refuse to participate in the dissection and related activities. His or her grade may be impacted only if they do not master the agreed upon learning objectives and expectations.

## H. GRADING SYSTEM

– Refer to Board Policy 6146 & 6147 at <http://www.woodstown.org/domain/404>.

1. Below is the marking system which is to be used to reflect academic achievement for all subjects except those listed in #2 below. Its use, coupled with wise instructional procedures and testing devices, will guarantee fair treatment in the area of marking for all students:

A	93-100
B	84-92
C	77-83
D	70-76
F	Below 70

2. Final averages:
  - a. Grades 9-12 - when determining final course grades, a numerical average will be computed using the marking period grades. Each marking period will carry the weight of 25% of the final average.
  - b. Summer School, Grades 9-12 - if a student repeats a subject in a district approved summer school, the grade received in that subject will appear as a separate entry on the student's transcript. Both the failing grade and the summer school grade will be included separately in the calculation of a student's class rank, GPA and their overall accumulation of credits towards graduation.
3. If a student has missed a significant part of the work or has not completed a course requirement because of legitimate absence, he must be given a period equal to the number of days he was absent in which to make up this work. If this is not possible before the close of the marking period, with administrative approval, an "I" for "incomplete" will appear in the comment section of the report card. The pupil should know how much time he has to complete the work. When the work is completed the teacher should change the mark. If the work is not completed within the given time, and there is no excuse acceptable for failure to do so, the teacher should change the "I" to an "F" for the incomplete work. Parents are to be informed as to why a student received an incomplete grade and what will be required to receive a completed grade.
4. In grades 3-12, interim reports to parents regarding overall progress, failing work and below-potential work on the part of the students will be sent via Wolverine News at each mid-marking period and at any time as determined by the subject matter teacher. No interim report is to be sent home without comment regarding how to correct the deficiency. If there is evidence of pending failure, in lieu of an interim report in grades 1-12, a conference or a phone call by the teacher must be made. A record is to be kept by the teacher whenever contact is made with a parent in this regard.
5. There will be four nine-week marking periods for which grades will be calculated and reported to parents. For grades 9-12, teachers are to have a minimum of nine marks for each report period in each major subject.

## **I. STANDARDS ALIGNED GRADING (SAG)**

1. All teachers will continue to utilize SAG as the grading system for all of their classes.
2. Standards aligned grading is a grading system that involves measuring students' proficiency on well-defined course objectives using a variety of skill sets
3. Students will continue to receive numerical grades that fall within the designated letter grades as stated above. However, their grades will be made up of categories such as reading, writing, content knowledge, application, and 21st century skills, just to name a few. Categories will vary by department.
4. Any given assignment/assessment may cover multiple categories, which means that the students will receive multiple grades for that one assignment/assessment.
5. The goal is to be able to provide students with more accurate feedback about their strengths and weaknesses. Our hope is that students will look more at the holistic view of their grade, more specifically their category grades, rather than the individual grades per assignment/assessment.
6. Please see your child's individual teachers for further clarification or visit the school's website and click on the link for standards aligned grading parent workshop.

## **J. HONOR ROLLS**

– Refer to Board Policy 5126 at <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish honor roll guidelines as follows:

1. There shall be two honor rolls. The Principal's Honor Roll for excellent performance and the Superintendent's Honor Roll for outstanding performance.
2. To qualify for the honor roll a student shall earn all A's or B's in all major subjects with no mark less than an S in minor subjects.
  - a. The Superintendent's Honor Roll - all grades of A.
  - b. The Principal's Honor Roll - all grades of A and B.
3. The honor rolls will be computed and reported at the end of each marking period.
4. Major subjects are those which meet five (5) times per week.

## **K. SUMMER SCHOOL**

During the summer, students who have failed classes for the year have the opportunity to retake them in state certified summer school or online with Educere offered through Woodstown High School. These classes are offered at area high schools, for a fee, and are not available at Woodstown High School. Information concerning these summer programs and their fees is available with the final grades at the end of the school year. Parents must make their own arrangements for these classes, including the tuition and transportation. At the end of the 5-6 week program, the grades are sent to the Woodstown High School guidance office. If a student repeats a subject in a district approved summer school, the grade received in that subject will appear as a separate entry on the student's transcript. Both the failing grade and the summer school grade will be included separately in the calculation of a student's class rank, GPA and their overall accumulation of credits towards graduation.

**Summer School – See Board Policy 6160 at <http://www.woodstown.org/domain/404>**

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish guidelines for acceptable summer school programs for Woodstown Middle School and Woodstown High School students. It will not be the responsibility of the Board of Education to establish a summer school program in the district or to supply transportation to any of the approved summer school programs. Any and all costs for these programs will be the responsibility of the parents or guardians.

## High School

Any student failing required subjects will be allowed to submit a request to attend summer school. The Principal or the Director of Guidance shall review all requests and render a decision accordingly.

If the option of summer school is granted, the student and his/her parents or guardians may choose from the following approved programs:

1. Summer schools that are sponsored by other school districts which meet the following criteria:
  - a. Are certified and approved by the New Jersey State Department of Education.
  - b. Submit grade documentation directly to the principal.
2. Principal approved at home tutoring program that contains all of the following elements:
  - a. Is for those subjects not offered in summer school, e.g. Chemistry, Algebra III, Trigonometry.
  - b. If at all possible, is coordinated with a certified summer school.
  - c. An approved curriculum that was reviewed by the administration and follows along district guidelines. This curriculum may be established by the tutor with the principal's input.
  - d. A tutor who is a certified teacher and holds New Jersey certification in the area in which the student is being tutored and is currently employed as a teacher of that subject.
  - e. An evaluation process that meets with the principal's prior approval and demonstrates that the student has met all the criteria necessary to pass the course.
  - f. Documentation (dates, times, signatures) that the tutor has met with the student for no less than 40 hours.
  - g. A signed agreement between the parent and tutor stating the meeting dates and cost of the program.

## **L. WILLIAM A. SIBLEY ACADEMIC LETTER**

See Board Policy 5126 at <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish the criteria to receive the William A. Sibley Academic Letter at the high school:

1. Students whose grades qualify them for the honor roll each of the four marking periods within the same academic year, will be eligible for academic recognition. Seniors will be eligible for academic recognition after three (3) marking periods and be honored at Senior Awards Night.
2. Recognition will consist of an academic letter the first year and a pin to add to the letter each additional year that the student qualifies. Students who earn academic recognition all four (4) years will be awarded a plaque or plate during Senior Awards night.
3. Each fall these students will be invited to a ceremony given in their honor. The ceremony will be held in the fall following the academic recognition. Besides honoring these students, the ceremony would serve several other functions. One function is to kick off the school year on a positive note and to motivate students in the new school year.

## **M. CLASS RANK**

– See Board Policy 6147.1 at <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to have rules for determining class rank for high school students as follows:

1. Only those students who have been in attendance at Woodstown High School for two (2) or more years shall be eligible for the valedictorian and salutatorian awards.
2. Procedure for determining class rank:
  - (a) Numerical average will be used in calculating class rank. All courses completed will be used in this calculation.
  - (b) Class rank will be computed as follows: for each course, multiply the grade x weighting factor x credits. Add the total points earned for each course and divide the cumulative total by the number of credits attempted. The resulting numerical average will be used to determine class rank.

(c) The following weights will be applied:

Career	1.0
Academic	1.1
Honors	1.2
Advanced Placement	1.3

3. The high school administration will maintain a list of weighted courses. Any addition to or deletion from those courses currently recognized as weighted shall require Board of Education approval.
4. If a student repeats a subject in a district approved summer school, the grade received in that subject will appear as a separate entry on the student's transcript. Both the failing grade and the summer school grade will be included separately in the calculation of a student's class rank and their overall accumulation of credits towards graduation.
5. Class rank will be computed and reported at mid-year and year's end for all students having successfully completed six (6) semesters and seven (7) semesters. Final class rank will be announced at the end of eight (8) semesters.

## **N. NATIONAL HONOR SOCIETY CRITERIA**

- Visit [www.woodstown.org](http://www.woodstown.org) and click on Woodstown High School for more information about NHS.

1. Scholarship – A student must have a non-rounded cumulative average of 93 to be considered for NHS.
2. Leadership/Activities
  - a. In the 2 school years prior to consideration, a student must have a total of 15 points from an approved list of school and community activities.
  - b. Officers of listed school activities will receive one additional point per year they serve as an officer.
  - c. Captains of school athletic teams will receive one additional point per year they serve as the captain.
  - d. The list of approved activities and the point distribution can be found on the Woodstown High School website.
3. Service
  - a. Students must have 10 **verifiable** hours of community service for a non-profit organization in the 2 years prior to consideration.
  - b. Community service hours **cannot** be in conjunction with school activities.
  - c. Examples of community service
    - i. Mission trip
    - ii. Red Cross/United Way/March of Dimes volunteer
    - iii. Volunteer EMS or fire personnel
    - iv. Community service through church or Girl/Boy Scouts
    - v. Relay for Life
4. Character - Teachers of the student being considered for NHS will rate students based on the following criteria
  - a. Student is conscientious and dependable.
  - b. Student demonstrates academic honesty. (Student does not cheat, copy homework, plagiarize, or allow others to copy his/her work.)
  - c. Student uses language that does not offend the ethnic, cultural, or social sensitivity of others.
  - d. Student attempts to work constructively and with others.
  - e. Student demonstrates appropriate behavior and a positive attitude.



## O. HIGH SCHOOL GRADUATION REQUIREMENTS

– See Board Policy 6146 at <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish, pursuant to law and code, requirements for graduation that are consistent with the achievement of state and district goals and objectives and standards of proficiency. Minimum graduation requirements shall include but not be limited to all of the following:

1. Successful completion of a program of studies in grades 9-12 which shall include but not be limited to the following credits:

English	20
Math *	15
Social Studies	15
Science	15
Health & Safety	4
Physical Education	12
Visual, Performing and Practical Arts **	10
World Languages *	5
Financial Literacy	2.5
Regular Credit	98.5
Electives ***	37.5
Total Credits	136

**Note: Algebra and World Language taken in the 8th grade do not count toward the high school requirements. These courses will not show on the high school transcript.**

\* Only those courses taught as part of the high school curriculum qualify in meeting this requirement.

\*\* Students may select from Business, Applied Technology, Agriculture, Industrial Arts, Home Economics, Music and/or Art offerings.

\*\*\* Students will need to take Computer Applications for 2.5 credits and Financial Literacy for 2.5 credits.

2. Successful achievement of locally determined minimum proficiencies, which shall include but are not limited to the Core Curriculum Content Standards approved by the State Board of Education, in each of the areas outlined in No. 2 above. Specific standards required for each course shall be approved by the Board annually along with the approval of all curricular and support programs.
3. Beginning with the Class of 2020, all students MUST take all PARCC assessments associated with the high school level courses for which they were eligible and receive valid scores in order to graduate. The Class of 2021 and beyond will only have two pathways to meet the high school graduation requirements: (1) Pass the ELA 10 and Algebra I assessments, or (2) The submission by the district of a student portfolio through the NJDOE's portfolio process, assuming the students has taken all PARCC assessments. (see above)
4. Attendance requirements as outlined in Policy 5200.
  - a. Pupils/parents/guardians shall be notified annually of all high school graduation requirements required for successful completion of all courses.
  - b. Parents are to be consulted on an on-going basis when a student is in danger of failing a course. Interim reports are to be issued at the midpoint of each marking period and/or at any time during the school year when a student is in jeopardy of receiving a failing grade. The parents must be notified in writing, not longer than 10 days after the school becomes aware that he/she is not eligible for graduation. Opportunities for remediation shall be provided as outlined in Policy 5460.
  - c. Procedures for the exemption of handicapped pupils from high school graduation requirements shall be in accordance with law and code.

## P. DUAL CREDIT

Woodstown High School has entered into a program with Salem Community College that would grant college credit for courses taken at Woodstown High School. Salem Community College has designated a number of courses that will be awarded dual credit (high school and college) upon earning a grade of 73 or higher. There will be a nominal fee in order for these college credits to be granted. Students participating in these courses will be required to complete an application for Salem Community College and will receive instruction for the application. It should be noted that the acceptance of these credits is at the discretion of the particular college or university the student will attend. **Students must request their transcript from Salem Community College as well as the syllabus for the course(s) for which they want to receive credit.** Please see your guidance counselor or page 2 of the Program of Studies Booklet for a complete list of courses.

## Q. STUDENT CLASSIFICATION

The following number of credits determines the grade level of students. No other classification is made during any other time of the school year.

To 10th - 34

To 11th - 68

To 12th - 102

A senior must have 136 credits of work to graduate, having passed all required courses.

## R. PUPIL RECORDS AND DISPENSATION

Upon graduation or permanent departure of a pupil from the school system, Administrative Code 6:3-6.8 requires a copy of the entire record of the pupil be provided to the parents/guardian or adult pupils upon request **within one year of departure.** Information other than birth date, sex, address, telephone number, grades, attendance record, classes attended, grade level completed, year completed, name of parents, and citizenship status may be destroyed if reasonable attempts to secure parental or adult pupil permission have been unsuccessful. Requests should be made in writing to the high school counseling office prior to graduation.

## S. TWILIGHT PROGRAM

The Twilight Program at Woodstown High School is an alternative school that operates on the same calendar year as the traditional high school but from the hours of 10:15 am – 2:35 pm. This program is designed to meet the needs of our students who struggle in the regular day program with academics, attendance and disciplinary issues. Students who attend this program fit a variety of pre-determined criteria that make them eligible to participate in the alternative school. Students who have been identified to attend the program have exceeded the multiple interventions used by the traditional high school such as parent, guidance and administrative conferences, tutoring, Intervention and Referral Services (I&RS), mentoring and a variety of other counseling options. These students are generally referred to the program due to the danger that they would not graduate without a differentiated educational program. For more information about the program, please contact your son or daughter's guidance counselor.

- Students who have demonstrated consistent inappropriate behavior during the school year that has led to a third (3rd) external suspension may be placed into the Twilight Program pending a review by the Principal, the student's counselor, and the Twilight Program Coordinator.

## PART VIII - ATHLETICS

### A. INTERSCHOLASTIC ATHLETICS

Woodstown High School offers a wide range of interscholastic activities in which students can participate. Those offerings include:

#### FALL

Football  
Field Hockey  
Girls Cross Country  
Boys Cross Country  
Boys Soccer  
Girls Soccer  
Girls Tennis  
Cheerleading

#### WINTER

Boys Basketball  
Girls Basketball  
Wrestling  
Boys Swimming  
Girls Swimming

#### SPRING

Baseball  
Softball  
Boys Tennis  
Boys Track  
Girls Track  
Golf  
Boys Lacrosse  
Girls Lacrosse

\*An intramural weight-training program is also offered during the school year.

### B. ELIGIBILITY REQUIREMENTS FOR INTERSCHOLASTIC ATHLETICS

Students are considered eligible to participate in athletics if they satisfy each of the following requirements:

1. Present an athletic application giving:
  - a. Parent consent
  - b. Physician's certificate of physical fitness
2. Observe all training rules of the school and the team sport in which they are participants.
3. Abide by all the rules and regulations established by the New Jersey State Interscholastic Association and the Tri-County Conference.
4. Meet academic eligibility standards (See Part V Section A)
5. Students participating in athletics must ride both to and from all contests on the school provided transportation. Under special circumstances, students may ride with their parents/guardians with administrative and coaches approval if they fill out a "Parent Permission Transportation Form" located in the athletic director's office.
6. To participate in an athletic event/practice students must:
  - a. not sign out prior to the end of the regular school day on the day of an athletic event, or the last day of school prior to a weekend or holiday athletic event without a doctor's note.
  - b. Sign in by 8:30 am. A student may not participate in practice or games/meets if she or he signs in late past 8:30 am. If a student has Senior Option 1st period he/she must sign in by 9:28. A student may not participate in practice or games/meets if he or she signs in late past 9:28.
  - c. If a student has AM senior option, they must have signed in within 45 minutes of their designated arrival time in order to be eligible to participate in extra-curricular activities that day.
  - d. Clear, in advance, a valid absence, early dismissal, lateness the day of a game or the last day of school prior to a weekend or holiday event to be excused from sections 6a, 6b, and 6c.
7. The following is a contract that all student athletes must sign in order to participate in a school sponsored sport. This contract is designed in the effort to have our students represent themselves as a model for our programs at Woodstown High School. Should a student violate any of the rules listed in this contract during an athletic season, the student would be excluded from participating in that sport. The period of time for the elimination is determined by the administration.

### C. ELIGIBILITY REQUIREMENTS FOR INTRAMURAL PROGRAMS

A candidate will be considered eligible to participate in the Intramural Weight Training Program of Woodstown High School only if he/she complies with each of the following:

1. Secures a health office certificate of physical fitness.
2. Present all day in school the day of the activity.
3. Not externally suspended from school.
4. Cannot be participating in the same season in both interscholastic sports and intramurals.
5. Meets seven (7) Academic Eligibility Standards (see section B)

## D. ATHLETIC AWARDS

– See Board Policy 5126 at <http://www.woodstown.org/domain/404>

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to set the value of athletic awards. Qualifications required for earning athletic awards are based upon standards as set forth in the Coaches Handbook:

### 1. Participating Awards:

- (a) A chenille “W” with the appropriate sport symbol will be awarded to an individual who has earned a varsity letter in an interscholastic sport. A certificate of award will be given for any subsequent letter earned in the same sport along with a bar/pin.
- (b) Any varsity letters individuals earn in additional interscholastic sports will entitle the participant to a chenille letter the first year and a certificate of award for each subsequent year of varsity competition in the same activity along with a bar pin.
- (c) Captain shall receive a star pin.
- (d) All junior varsity players will be awarded a certificate for the first activity in which they have lettered as a junior varsity player.

### 2. Awards for Additional Accomplishment:

Individual awards for recognition of team accomplishment (league championship, Tri-County championship or higher) shall be given. Only those players who earned “varsity awards” shall be eligible in addition to coaches and managers of the team as approved by the Board. The award shall be a plaque with a team picture and appropriate inscription. Those athletes who win an individual championship (e.g. district, region, state) will receive a plaque with appropriate inscription.

## E. ATTENDANCE AT ATHLETIC EVENTS

Students in grades 9 through 12 may attend school athletic events unaccompanied by a parent/guardian. Students in grade 8 and below must be accompanied by a parent/guardian.

1. If a student is signing out of school early to attend a play-off or championship game, then a parent or guardian **must** be present and attend the game with the student.
2. If it is a SJ Final at WHS, the administration supports the students ability to attend the game and will provide administrative coverage as necessary for those that might be interested in attending. This would include running a fan bus (that would be paid for by the students) for games that are away. Students must be in good standing (academics, discipline, and attendance) in order to ride a fan bus.
3. Please note that we support all of our athletic teams, but it is difficult to allow our students to attend all play-off games and continue to provide continuity in the classroom.

## F. ALCOHOL DETECTION DEVICE PROCEDURES FOR HOME ATHLETIC EVENTS

1. All bags are subject to search by our School Security Specialists
2. No outside beverages, containers, or food will be permitted in the gym or stadium.
  - a. Attendees will have the option of returning the items to their vehicle or to dispose of them at the door/gate
  - b. No exceptions will be made, not even for un-opened containers.
  - c. If a parent is bringing something for their student athlete who is competing (water bottle, Gatorade, snack), the SSS or administrator will take it to the student athlete.
3. The ADD will be utilized when the SSS or Administrator on duty has reasonable articulable suspicion that a student may be under the influence. The ADD will be visible at the door/gate to act as a deterrent.
  - a. The ADD will only be administered in the presence of a school administrator.
  - b. If a student/parent from a visiting school is under the influence, they will not be granted access to the facility and the matter will be turned over to the police.
  - c. If one of our students is under the influence, they will not be granted access to the facility and their parent will be contacted to come and get them.
    - i. If found to be under the influence the student will be subject to BOE policy 5131.6 and the discipline associated with that infraction.
  - d. If one of our parents is under the influence, they will not be granted access to the facility and the matter will be turned over to the police.

## CAUSES FOR ELIMINATION FROM EXTRA CURRICULAR ACTIVITIES

Name: \_\_\_\_\_ Sport: \_\_\_\_\_ Date: \_\_\_\_\_

If for any reason I am in violation of written coach's rules or any of the rules listed below, I may be removed from the team without receiving an award.

1. Those rules, procedures and policies set forth by the coaching staff.
2. Failure to conform to the rules and regulations of the student handbook, following the policies of the school, abide by the constitution of the N.J.S.I.A.A. and the Tri-County conference.
3. Any possession or use of alcohol, tobacco or any other controlled dangerous substance.
4. Possession of a weapon or dangerous instrument as per Board of Education Policy.
5. Failure to maintain minimal academic standards.
6. Any conduct of a student athlete that is determined inappropriate by the director of athletics, coach, and/or principal.
7. An initial suspension during the season that the administration and coach feel is serious in nature and would warrant dismissal.
8. A 2nd suspension from school or any reason during the season.
9. Any athlete placed on the restricted list would warrant dismissal.
10. Any athlete placed in restricted study twice during a season would warrant dismissal.
11. Violation of training rules as listed on the athletic application.
12. Any athlete who does not complete the scheduled season including playoffs, games, or matches will not receive an award for that sport.

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Student Signature)

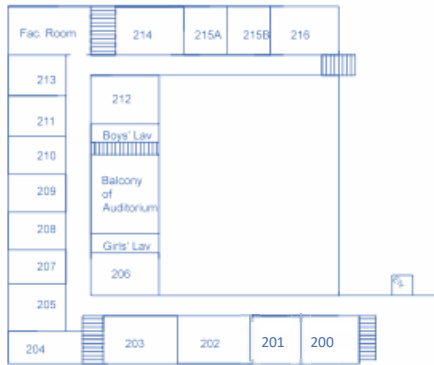
\_\_\_\_\_  
(Date)

\*\*\* A student may request a disciplinary review of the facts surrounding a failure to comply with these rules by submitting a letter to the athletic director within 48 hours of the infraction. In all instances of a violation of these rules, administrative discretion will prevail and consequences will be delivered in a fair, impartial and consistent manner. These consequences can include a coach's sanction, suspension from the team for a period of time, or possible dismissal from the activity. These outcomes are not meant to be inclusive and are only an example of possible penalties.

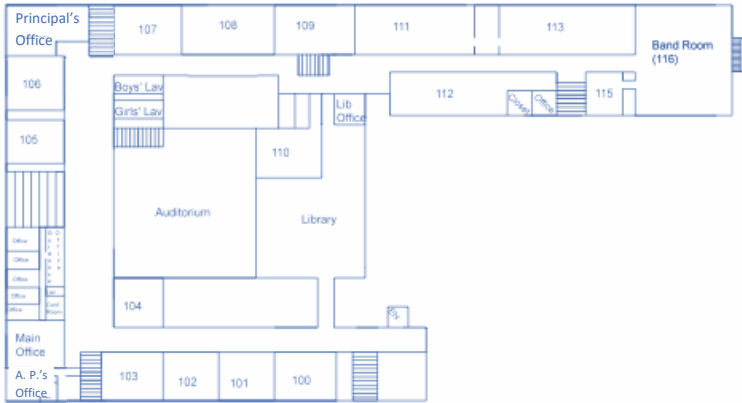


# IX. BUILDING DIAGRAM

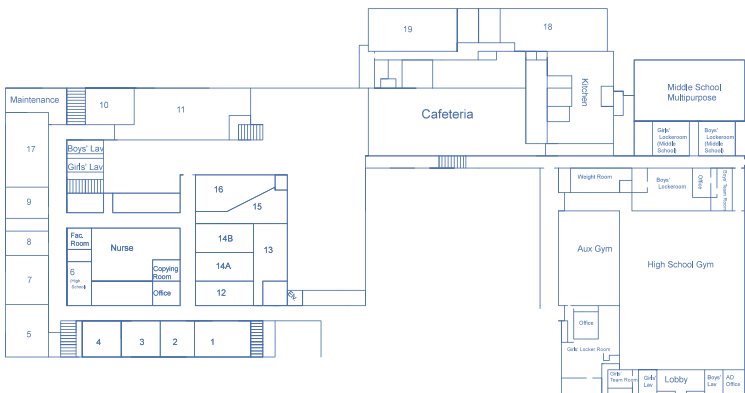
## TOP FLOOR



## MAIN FLOOR



## BOTTOM FLOOR



# X. IMPORTANT TELEPHONE NUMBERS AND DIRECTIONS FOR VOICEMAIL

## A. IMPORTANT TELEPHONE NUMBERS

High School office 769-0144 ext. 55225

Guidance office 769-0144 ext. 55271

Updated school information and school closings 769-INFO (4636)

## B. VOICEMAIL AND EMAIL

In order to leave voice mail for a teacher

Dial 769-0144

After the introductory greeting

Press the teacher's voice mail number.

(Teacher voice mail numbers are listed below)

Then follow automated phone directions to leave a message.

## VOICEMAIL NUMBERS

Name	Voicemail Numbers	Email Address
Adams, A.	92065	adams.a@woodstown.org
Adams, J.	92041	adams.j@woodstown.org
Althouse, C.	92028	althouse.c@woodstown.org
Bill, K		bill.k@woodstown.org
Bitgood, T.	92048	bitgood.t@woodstown.org
Blaney, L.	92042	blaney.l@woodstown.org
Catalano, C.	92064	catalano.c@woodstown.org
Coleman, J.	92044	coleman.j@woodstown.org
Coombs, C.	92013	coombs.c@woodstown.org
Davis, W.	92037	davis.w@woodstown.org
DiStafano, J.	92040	distafano.j@woodstown.org
Garren, Z.	92038	garren.z@woodstown.org
Gorman, P.	92057	gorman.p@woodstown.org
Gunther, K.	92055	gunther.k@woodstown.org
Haines, R.	92030	haines.r@woodstown.org
Hartman, M.	92017	hartman.m@woodstown.org
Hathaway, D.	92018	hathaway.d@woodstown.org
Heineman, J.	92026	heineman.j@woodstown.org
Heyel, G.	55242	heyel.g@woodstown.org
Hiles, S.	92025	hiles.s@woodstown.org
Hollinger, J.	92063	hollinger.j@woodstown.org
Huck, D.	92012	huck.d@woodstown.org
Keller, D.	92021	keller.d@woodstown.org
Kelly, J.	92023	kelly.j@woodstown.org
Knight, J	92049	knight.j@woodstown.org
Knorr, K.	55240	knorr.k@woodstown.org
Kranz, P.	92024	kranz.p@woodstown.org
Levitsky, C.	92054	levitsky.c@woodstown.org
Ludlam, J.		ludlam.j@woodstown.org



Lynch, K. 92015  
 Mace, J. 92067  
 Massara, S. 92050  
 McMurray, B. 92031  
 Mealey, S. 92047  
 Micheletti, M. 92032  
 Nicotra, K.  
 O'Brien, J. 92053  
 Ordog, S. 92039  
 Podolski, J. 92020  
 Raggio, L. 92036  
 Rickard, C. 92056  
 Rybynski, A. 92043  
 Sexton, D. 92068  
 Sorbello, J. 92035  
 Sottile, D. 92058  
 Strachan, D. 55241  
 Vogel, N. 92062  
 Whitmore, A. 92019  
 Wichart, M. 93051  
 Wildermuth, D. 92061  
 Williams, M. 92014

lynch.k@woodstown.org  
 mace.j@woodstown.org  
 massara.s@woodstown.org  
 mcmurray.b@woodstown.org  
 mealey.s@woodstown.org  
 micheletti.m@woodstown.org  
 nicotra.k@woodstown.org  
 o'brien.j@woodstown.org  
 ordog.s@woodstown.org  
 podolski.j@woodstown.org  
 raggio.l@woodstown.org  
 rickard.c@woodstown.org  
 rybynski.a@woodstown.org  
 sexton.d@woodstown.org  
 sorbello.j@woodstown.org  
 sottile.d@woodstown.org  
 strachan.d@woodstown.org  
 vogel.n@woodstown.org  
 whitmore.a@woodstown.org  
 wichart.m@woodstown.org  
 wildermuth.d@woodstown.org  
 williams.m@woodstown.org

## **XI. WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT WEB PAGE**

In order to locate up-to-date information about our high school and district go to our new web page at <http://www.woodstown.org>. For high school information click on the link for Woodstown High School.

