

CONSENT FORM

Acknowledgement of Handbook Receipt

I have received a copy of the Woodstown High School Handbook for the 2008-2009 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: _____

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.

Directory information ordinarily includes the following:

- Student's name
- Date and place of birth
- Address and telephone number
- Photographs
- Dates of attendance
- 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 title's 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.
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.

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.

School Calendar

2008-2009

September	1	Labor Day
	2	Schools open for teachers (In Service Day)
	3	Schools open for teachers (In Service Day)
	4	Schools open for Students
October	13	Columbus Day
	31	Schools Closed - In-Service Day
November	6-7	Schools Closed- NJEA Convention
	10	Schools Closed – Veterans Day
	26	Early student dismissal – Thanksgiving Holiday
	27-28	Schools Closed – Thanksgiving Holiday
December	23	Early student dismissal – Holiday Recess

	24-31	Schools Closed- Winter Recess
January	1-2	Schools Closed- New Year's Day
	16	Schools Closed – In Service Day
	19	Schools Closed – Martin Luther King's Day
	26	Mid-Term Review Day
	27-30	Early student dismissal – Mid-Term Exams
February	13-16	Schools Closed – Presidents' Weekend Holiday
March	6	Schools Closed – In Service Day
April	9	Early student dismissal – Holiday Recess
	10-14	Spring Recess
May	22	Schools Closed - In-Service Day
	25	Schools Closed – Memorial Day
June	10	Final Exam Review Day
	11 – 16	Early student dismissal – Final Exams
	17	Last day for students – Early student dismissal

Woodstown High School Bell Schedule

5th Pd. Lunch Schedule

First (1 st) Bell	7:35
Period 1	7:45 - 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

6th Pd. Lunch Schedule

First (1 st) Bell	7:35
Period 1	7:45 - 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

Half-Day Schedule

Period 1	7:45 - 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

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 2008/2009 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 High School Guidance Office and speak directly with Mrs. Emily Owens 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 Homework Connection Program where a student/parent can go online when their student is absent from school and check to see what assignments were missed during the academic day.

We will continue to require all students in grades 9-12 to wear ID badges throughout the school day. This will allow our students access to our services in the lunchroom through our PowerLunch program 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 call 769-WINS. You should also note we have a variety of important numbers listed on the front inside cover of the agenda book including our School Safety Hotline. 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. Michael Jordan was once quoted stating "I've missed more than 9000 shots. I've lost almost 300 games. I've failed over and over again. And that is why I succeed".

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

Woodstown-Pilesgrove Regional School District

Mission Statement

The Woodstown-Pilesgrove Regional School District, a collaborative partnership and educational leader, provides a secure, supportive environment with high quality resources to challenge and empower each individual to pursue his/her potential, to develop a passion for learning in a diverse and changing world, and to reach a high standard of achievement as defined by the New Jersey Core Curriculum Content Standards at all grade levels.

BOARD OF EDUCATION

Mr. Joseph S. Baum	President
Mr. Chapman Vail	Vice President
Mrs. Deborah Duffield	Mr. George Rey
Mr. Richard Morris, Jr. *	Mr. Frank Frazier
Mr. Doug Painter	Mr. Bill Schermerhorn**
Mrs. Eileen C. Miller	Mrs. Deborah Tierno
Mr. Kevin Crouch	

* Alloway Township Representative

** Upper Pittsgrove Township Representative

DISTRICT OFFICES

Superintendent

Mr. Robert Bumpus

Business Administrator/Board Secretary

Mrs. Peggy Nicolosi

Administrative Assistant to the Superintendent

Mrs. Charlotte Harrison

Administrative Assistant to the Business Administrator

Mrs. Deborah Lake

Secretaries

Mrs. Gloria Mason

Mrs. Ginger Jones

CURRICULUM AND INSTRUCTION

Director of Curriculum

Mrs. Patricia Braxton

Secretary

Mrs. Linda Williams

Community School Secretary

Mrs. Jane Johnson

CHILD STUDY TEAM**Supervisor-Special Education**

Mr. Dean Paolizzi

School Psychologist

Mr. Tom McHugh

Secretary

Mrs. Linda Cullen

L.D. Teacher-Consultant

Ms. Kim Kienzle

Social Worker

Ms. Diane Grennor

BUILDINGS AND GROUNDS

Supervisor - Mr. Dwayne Hickman

FOOD SERVICES

Director – Ms. Diane Griscom

SECURITY DIRECTOR

Mr. Floyd Pennal

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**

Dr. Scott Hoopes

Secretary to the Principal

Mrs. Judi Plevak

Assistant Principal

Mr. Christopher M. Snyder

Computer Operator

Mrs. Emily Owens

Director of Athletics

Mr. Glenn Merkle

Secretaries

Mrs. Dawn Clarke

Mrs. Nancy Dick

Instructional Facilitators

Mr. William Connolly

Mr. Nathan Frey

GUIDANCE DEPARTMENT

Director of Guidance
Ms. Andrea Bramante

Secretary
Mrs. Joanne Sammons

Guidance Counselors
Mrs. Gabrielle Heyel
Mrs. Nanette Hathaway
Miss Rosemma Ward

HEALTH OFFICE

School Nurse
Mrs. Marybeth Weber

Secretary
Mrs. Vester Bowers

TECHNOLOGY DEPARTMENT

Technology Coordinator
Mr. Greg Pappas

Technology Trainer
Ms. Meagan Rieder

LIBRARIAN/MEDIA SPECIALIST

Mrs. Patricia Hatton-Jamison

TEACHING STAFF

APPLIED TECHNOLOGY TEACHERS

Mr. Harry Burman
Mr. Michael Hartman
Mr. Michael Powers

Mrs. Cheryl Levitsky
Ms. Melissa Cifaloglio
Mrs. Linda Priest

SCIENCE TEACHERS

Mr. Patrick Chestnut
Mr. Steven Ordog
Mrs. Michelle Williams
Mr. Christopher Rickard

Mrs. Cheryl Lowe
Mrs. Jennifer Sorbello
Ms. Amelia Grogan
Mrs. Lisa Saul

SOCIAL STUDIES TEACHERS

Mrs. Kathleen Bundens
Mr. Peter Mazzagatti
Mrs. Gloria Mitchell

Mr. Jeff Podolski
Mr. Daniel Keller
Mr. John Hollinger

ENGLISH TEACHERS

Mrs. Kathy Both
Ms. Katy Zimmerman

Mrs. Rebecca McMurray
Mr. James Kelly

Mr. Paul Kranz
Mrs. Coleen Coombs
Mrs. Kim Micale

Ms. Lisa D'Amico
Ms. Roberta Sassi

PHYSICAL EDUCATION TEACHERS

Ms. Andrea Stutzbach
Mrs. Shelley Mealey
Mr. Darren Huck
Mr. Edward Strozyk

Mr. Joseph Frassenei
Mr. Douglas Hathaway
Ms. Gayle Remster

SPECIAL EDUCATION TEACHERS

Ms. Meghan Taylor
Mrs. Sarah Berninger
Mrs. April Haley
Mr. Joseph Ursino

Ms. Linda Ayers
Ms. Kathy Egan
Mrs. Kristine Knorr
Mrs. Rachel Piel

MATHEMATICS TEACHERS

Mrs. Wendy Davis
Mrs. Sondra Hiles
Mr. John Adams
Mrs. Rebecca Haines

Mrs. Kim Nelson
Mrs. Judy Heineman
Ms. Sharon Vaughn
Mr. Richard Senior

FOREIGN LANGUAGE TEACHERS

Mrs. Tammy Bitgood
Mrs. Deborah Sottile

Mrs. Jeri Gorman
Mrs. Margaret Goodall

MUSIC AND ART TEACHERS

Mrs. Lori Raggio
Mr. Adam Hyland
Ms. Jodi DiStafano

Mr. Kahlil Gunther
Mr. James Ludlam
Mrs. Paula Gorman

TOP TEN QUESTIONS ASKED BY PARENTS

1. What are the graduation requirements for Woodstown High School? See Part VII – R
2. What are the eligibility requirements for students to participate in interscholastic athletics? See Part VIII – C
3. How do I contact teachers to ask questions or set up a conference? See Part X – C
4. If students are absent from school, how can they find out their homework assignments? See Part X - B
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 15 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 Use and Possession

Tobacco use or possession in the school building on school grounds, or at school related activities, is not permitted and subject to disciplinary action.

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 enroute 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 5530 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

To be eligible for athletic competition and/or student activities during the first and second marking periods of the 10th grade or higher, or the second year of attendance in the high school, a pupil must have passed 27.5 credits* during the immediate preceding academic year. To be eligible for athletic competition and/or student activities during the third and fourth marking periods of the 9th grade or higher, a pupil must have passed the equivalent of 13.75 credits at the close of the preceding

semester. 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 immediate preceding semester.

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 13.75 credits at the end of the 1st semester 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 major subject areas, with no mark less than an S in minor subjects.

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 eleventh grade 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 (currently under revision)

A student with a 3.45 grade point average will need a total of 25 points from the following categories: scholarship, service/co-curricular, community activities and leadership.

PART I - ATTENDANCE

A. ABSENCES - Board Policy 5200

Philosophy

The Woodstown-Pilesgrove 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. Exclusion certified by the school nurse.
- d. A physician's note is required when a student is absent from school for 3 or more days consecutively.
- e. 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 15 days for a full year 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-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 fifteen (15) 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-related reason," as described in #2 above, is due the first day the student returns to school.

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. A second warning bell rings at 7:40 am indicating five (5) minutes remain before the beginning of first (1st) period class.
- c. Before the third bell rings at 7:45 am students are to be in their first period class, seated and ready for instruction.
- d. Students who arrive after 7:45 am and prior to 8:10 am are considered late and subject to discipline after accumulating four (4) lates or more in a semester. Each lateness after the fourth (4th) during the semester is another violation of the lateness policy.

Late to School

Four lates to school = 1 detention

Subsequently every late thereafter is a violation of the discipline code. Lateness tabulation will be reset to zero (0) at the end of the first (1st) semester.

4-9 lates = 1 detention, 10-14 lates = 2 detentions, 15-19 lates = IS, more than 20 lates ES

2. Late to School-Missed Class(es)

- a. Students who arrive at school after 8:10 am are considered late to school and to have missed a class. Disciplinary action can be expected.
- b. 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.
- c. **Students who arrive late after 9:20 am are considered absent one half day. Unexcused absences after 9:20 am can expect disciplinary action.**

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 are referred on the first infraction.

Late to class

Four lates to class = 1 detention

Subsequently every late thereafter is a violation of the discipline code.

4-9 lates = 1 detention, 10-14 lates = 2 detentions, 15-19 lates = IS, more than 20 lates ES

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 noncompliance 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-Piles Grove 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 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

AP Conference w/student – Mandatory
 Phone call home
 Letter sent home

Level 3

12 Unexcused Absences from School

Principal Conference w/student – Mandatory
 Phone call home
 Letter sent home

Level 4

15 Unexcused Absences from school

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 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 11:00am 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 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 - Snow Number 902

School closing, delayed starting time, or early dismissal is announced over local radio stations after 6:45 a.m. **You may also call our school information line at 769-INFO (4636) for a message after 6:45 a.m. or 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 WJIC 1510AM WILM 1450AM
WJBR 99.5FM WDEL 1150AM WSNJ 107.7FM or 1240AM

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 (1st) period class by 8:45 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 first (1st) period class by 9:45 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>.

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 or 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.

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.

PLAGIARISM/CHEATING

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 zero for the assignment. 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.

A student **will be** permitted to resubmit an assignment for half credit if the assignment is valued at more than 10% of the total number of points for the quarter. The assignment must be resubmitted within two days of being notified by the teacher that the assignment was plagiarized. A student will NOT be offered an opportunity to retake a quiz or test on which they have cheated.

A. ARRIVAL AT SCHOOL

All bus students disembark from their buses at the front of the school.

1. Students are urged 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 (1st) 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. Students using the library must secure a pass from the librarian the day before.

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

B. STUDENT CONDUCT ON SCHOOL BUSES Board Policy 5500

It shall be the policy of the Board of Education of the Woodstown-Piles Grove 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-Piles Grove 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 in front 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 - BOARD POLICY 2260

WHS Affirmative Action Officer – Ms. Andrea Bramante

It shall be the policy of the Board of Education of the Woodstown-Piles Grove Regional School District to develop school and classroom practices and procedures that will ensure equal educational opportunity as per NJAC 6:4-1.5.

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 - BOARD POLICY 5751

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to develop practices and procedures to assure that staff members do not subject another staff member or student, through conduct or communications, to harassment of a sexual nature and also to assure that students do not subject other students, through conduct or communications, to harassment of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal or district affirmative action officer. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including suspension. Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal.

Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Notice of this policy will be circulated to all schools and departments of the Woodstown-Pilesgrove Regional School District on an annual basis and incorporated in teacher and student handbooks. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. In-service training sessions on this policy and the prevention of sexual harassment shall be held for teachers in all schools on a regular basis.

SEXUAL HARASSMENT - PROCEDURES BOARD POLICY 5751

The Board of Education encourages and expects students to immediately report incidents of sexual

harassment to any teacher, counselor, or administrator at the school site.

Complaints may be formal or informal. Informal procedures are aimed at stopping the behavior rather than determining degree of guilt. Complaints that are resolved informally are generally not investigated to the same degree as formal proceedings, although the complainant and, in some cases, the accused may be interviewed. A written complaint is not necessary. Informal procedures provide an alternative method for getting sexual harassment to end. Disciplinary measures are not used. If the sexual harassing behaviors do not cease, a formal complaint may be filed.

Formal procedures are initiated by written charges of sexual harassment. Under the formal grievance procedure, an investigation is conducted. An investigating committee will determine whether the sexual harassment policy has been violated. Upon receipt of a formal allegation of sexual harassment, the principal will designate an investigator(s) who will initiate an investigation into the complaint within forty-eight (48) hours. It shall be the responsibility of the affirmative action officer to ensure that the sexual harassment is identified, investigated, and addressed.

Each formal complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances. The investigator will communicate his/her findings to the complainant and the alleged harasser as expeditiously as possible.

E. HARASSMENT, INTIMIDATION AND BULLYING

IT SHALL BE THE POLICY OF THE BOARD OF EDUCATION OF THE WOODSTOWN-PILES GROVE REGIONAL SCHOOL DISTRICT TO PROHIBIT ACTS OF HARASSMENT, INTIMIDATION AND BULLYING.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. by any other distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Board of Education believes that the best discipline is self-imposed and that it is the responsibility

of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Board of Education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for an infraction of these rules.

The Superintendent of Schools shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. All staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted. The Superintendent of Schools shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

1. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
2. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success;
3. Explain student rights; and
4. Identify disciplinary sanctions and due process.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, federal and state statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principals' designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, federal and state statutes and regulations and district policies and procedures.

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. A school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent of Schools shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

F. 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.

G. 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.

H. 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.

I. 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. Students may not use they use their cell phone in place of the phone in the main office. Parents should not contact their children throughout the day by calling or text messaging students on their cell phone. Parents should call the main office and WHS personnel will contact your child with the information. Failure to adhere to this rule will result in disciplinary action.

J. LAVATORY USE

1. To use the lavatory students must first obtain a pass from their teacher. 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 on the bottom floor and main floor. Lavatories on the second floor are to be used by students in classes on the second floor. Lavatories in the locker rooms and in the classrooms are available for use by students in those classes.
3. Lavatories located in the cafeteria are to be used only during lunch or a study hall in the cafeteria.
4. Violation of school rules and procedures may lead to the closing of the top floor lavatories that are monitored by the hall monitors.
5. If any other lavatories are used, students may be subject to disciplinary action. Emergencies are the exception.

K. 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-Piles Grove 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.

L. 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.

M. 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 disciplinary action listed in the discipline code.

3. Because tobacco is prohibited, students are not to have in their possession any smoking materials. This includes cigarettes, 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.
4. It is a violation of New Jersey State law to smoke in a school building. 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.

N. STUDENT 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 fashions.

1. Inappropriate, immodest or offensive clothing is not permitted. We expect clean and well tailored clothing. Ragged, torn, ripped or clothing with holes are not to be worn.
2. Short pants, dresses, skirts and culottes must be no shorter than mid thigh.
3. Spandex (biker shorts) or skintight clothing is not permitted.
4. Shirts and blouses will be long enough so that bare midriffs are not exposed. Also, dresses, shirts and blouses must completely cover shoulders and cannot include plunging necklines. See-through type clothing is not appropriate. Tank tops and spaghetti straps are examples of what is not appropriate.
5. Undergarments must not show and must not be worn as outer garments.
6. Backless shoes may be worn but some classes such as Industrial Arts, Science, Physical Education, etc. have additional standards and may require students to wear more protective shoes as necessary.
7. Clothing and book bags imprinted with double meaning or crude phrases, or with drawings or slogans which appear to promote or condone the use of drugs or alcohol, contain profanity or sexual references, advocate violence or are otherwise offensive, are inappropriate.
8. Hats, bandannas, sweatbands, and sunglasses are not to be worn in the building. Students are not permitted to wear any type of headwear nor are they permitted to carry it during the school day.
9. Pajamas and/or pajama pants are not appropriate school attire.
10. Any chains (other than small, lightweight wallet chains), metal spikes, or sharp objects on clothing or accessories will be considered inappropriate.

O. ID CARDS

1. ID cards are to be worn at all times throughout the school day. The ID card must be visible via a necktie lanyard, clip or retractable ID card that must be displayed from the waist to the upper torso area. Other means of displaying the ID card must be approved by the administration.
- a. If a student does not wear his/her ID card in a consistent manner (after three (3) warnings) subsequent infractions will result in discipline. (See ID Cards in the Discipline Code).
2. If a student loses his/her ID card, a \$5.00 fee will be assessed for replacement of the badge. A \$1.00 fee will be assessed for a new retractable ID card holder. 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 Power Lunch, access to the Internet, library, school functions and other aspects that will arise in the future. Examples of school functions are school dances, plays, athletic events, and any other school based function.
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.

5. Discipline associated with the loss, misuse, damaging or not wearing of the ID card will be as follows:
 - a. 4-9 times = 1 det for each infraction
 - b. 10-14 times = 2 det for each infraction
 - c. 15-19 times = IS for each infraction and a parent conference
 - d. 20 or more times = ES for each infraction and a parent conference

** The tabulation for ID card infractions will be reset to zero at the end of the 1st semester.

P. 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 used throughout the school day:
 - a. Radio
 - b. Personal Listening Device (i.e. Walkman, MP3 Players, CD Players, etc.)
 - c. Beeper
 - d. Pager
 - e. Cell phones
 - f. Laser pointers
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.

Q. WEAPONS AND DANGEROUS INSTRUMENTS - BOARD POLICY 5611

MANDATED POLICY

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to recognize that the presence or potential for presence of weapons and dangerous instruments in any school setting that not only directly endangers the safety and well-being of all members of the school community but also undermines the educational environment and mission of the district. An appropriate and decisive response is necessary to minimize or eliminate these dangers and to ensure compliance with N.J.S.A. 18A:37-1, et seq. and the federal Gun-Free Schools Act.

Prohibition

- A. The possession of any weapon and/or dangerous instrument by any person is prohibited on school properties or at any school-related activities. Students in possession of such weapons or dangerous instruments while enroute to or from school shall also be subject to the conditions of this policy. This includes but is not limited to students who are being transported by bus or private passenger vehicle, who are walking, or who are riding bicycles to school. Furthermore, the conditions of this policy shall apply in cases where a pupil has been convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm.

The administration may grant prior permission for persons to possess certain weapons and dangerous instruments for theater production, security purposes, maintenance purposes, and/or other legitimate purposes pertaining to the operation and function of the schools. However, any person granted such permission who uses said weapon or instrument to assault or threaten another individual shall be subject to the conditions of this policy.

B. Definitions:

1. As used in this policy, the term “weapons and dangerous instruments,” shall refer to any object readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, (1) all firearms, as defined by statute, N.J.S.A. 2C:39-1f and 18USC 921, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, sand clubs, metal knuckles, slingshots, leather bands studded with metal filings, razor blades imbedded in wood; (4) pen knives or regular pocket knives and (5) stun guns or any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. The term shall also include destructive devices, explosives, and fireworks as defined or described by statute, imitation firearms, and toy guns used with intent to threaten.
2. As used in this policy, the term, “possession” shall mean having, holding or carrying any weapons or dangerous instruments. Possession may be open or concealed. Possession includes possession of any carrying case or other container which has weapons or dangerous instruments in it or on it. Possession includes the ability to exercise control over weapons or dangerous instruments. Possession includes but is not limited to having the weapon or dangerous instrument on one’s person as well as in areas such as lockers, closets, automobiles, book bags, coat pockets, and so on.

Response

A. Penalties:

1. Any district student in violation of this policy will be:
 - a. Suspended from school for a period of time as determined by Board of Education and school policies and New Jersey school law. If the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq.), the suspension shall be no less than one calendar year. Suspension for other violations shall be up to one calendar year. The superintendent may recommend to the Board of Education modification of the suspension on a case-by-case basis.
 - b. Referred to the appropriate legal authorities, i.e. DYFS, police, prosecutor’s office, etc. Persons in possession of an imitation firearm on school property, even if not used in a threatening manner, may be charged with a disorderly persons offense (N.J.S.A. 2C:39-5, et al).
 - c. Referred for a possible Board of Education expulsion hearing (Policy #5114.2).
2. Students who are readmitted after a period of suspension shall be on probation for a period of time during which time they will be banned from attendance at or participation in all extra-curricular activities.
3. As a condition of reinstatement, the Board of Education may also require that the student, along with his/her parents, be actively involved in family counseling.
4. Any person other than a district student in violation of this policy will be excluded from school grounds and will be referred to the appropriate law enforcement agencies for prosecution.

B. Procedure:

1. Any person in violation of this policy shall be controlled to the extent safely possible. The person shall be taken to the principal’s office where appropriate action shall be taken by the principal or designee.
2. The principal or designee shall immediately report any incident involving violent or threatening behavior and weapons and dangerous instruments to the police.
3. The principal or designee shall immediately report the incident to the superintendent or designee. The violence and vandalism incident report is to be completed according to

time lines established by state law.

4. If a student is involved, the principal or designee shall immediately notify the parents.
5. Disposition of weapons and dangerous instruments:
 - a. The principal or designee shall immediately secure in the principal's office all weapons and dangerous instruments which have either been voluntarily relinquished to, or confiscated by, school employees.
 - b. The principal or designee will dispose of any and all confiscated or voluntarily relinquished weapons and dangerous instruments by turning them over to the police.
6. In the case of a student where the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq.) or an assault upon a school employee (reference N.J.S.A. 18A:37-2.2, et seq.), school official, or another student with a weapon other than a firearm (reference N.J.S.A. 18A:37-2.2, et seq.), the student shall be removed immediately from the school's regular education program and placed in an alternative education school or program pending a required hearing before the district Board of Education:
 - a. The hearing shall take place no longer than 30 days following the day the pupil is removed from the regular education program.
 - b. The decision of the Board of Education must be made within five (5) days of the hearing. An appeal to the Commissioner must be within ninety (90) calendar days of the Board of Education's decision.
 - c. The superintendent may modify removal and alternative placement requirements on a case-by-case basis pending the Board of Education hearing.
7. In the case of a student where the violation does not involve a firearm or an assault with a weapon other than a firearm, the action shall be suspension and referral to the Board of Education as per Policy 5114.2.
8. The superintendent shall determine whether a pupil is prepared to return to the regular education program. This decision must be in accordance with N.J.A.C. 6:26, Intervention and Referral Services for General Education Pupils, in consultation with the principal of the alternative school program, and in accordance with the conditions resulting from the Board of Education hearing.
9. If the pupil is educationally disabled, the principal may remove him/her for a period of up to ten (10) days without child study team involvement. Decisions as to suspension, expulsion, alternative placements, etc. shall be according to IDEA and N.J.A.C. 6:28, et seq.

R. 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 PAC 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 15 unexcused absences
- Positive academic progress – no grade below a “c”
- Exclusion from all extracurricular activities (to be determined)
- Recommendation for appropriate counseling services.

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

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.

See board policy 5610 and 5620 in the student handbook for additional information regarding this policy.

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.

Code	Infraction	Occurrence				
		1st Offense	2nd ---	3rd Offense	4th Off	
110	Aggravated assault	10 days ES Parent Conf. Poss. charges	10 days ES BD hearing			
925	Bus violation	Warning letter	1 week off bus AP	2 weeks off bus Principal Conf.	3 week Princip	
1010	Cell Phones	2 det Confiscate return to parent only	IS Confiscate return to parent only	2 IS Confiscate return to parent only	ES A.P. Cc Confisc parent	
200	Cheating	No credit for the assignment	Conference with the Asst. Principal No credit for the assignment	Conference with the Principal No credit for the assignment	Discipli May Or No cret assignr	
800	Creating a disturbance	2 IS A.P. conf	3 IS Prin.	3 ES	4 ES	
810	Creating a major disruption	3 ES A.P. conf	4 ES Prin.	5 ES Prin. conf	10 ES Supt. c	

500	Cutting admin. detention	2 det. Parent conf. before returning to class	1 IS Parent conf. before	2 IS Parent conf. before returning to class	2 ES Parent Before class	
Code	Infraction	1st Offense	2nd	3rd Offense	4th Off	
300	Cutting class	2 det No credit for work missed	IS . No credit for work	2 IS A.P. conf. . No credit for work missed	2 ES P credit f missed	
510	Cutting teacher detention	2 det.	IS Parent	2 IS Parent conference	3 ES Parent	
820	Dangerous horseplay	2 IS	3 IS A.P. conf	3 ES Prin. Conf	5 ES Prin. C	
600	Disrespect to a staff member	5 ES AP Conference Guidance Conf	7 ES AP Conferen	10 ES Principal Conf.	10 ES Superir Confer	
310	Disrupting classroom	1 det	2 det	IS	2 IS A.P. cc	
900	Dress code violation (See handbook for additional guidelines)	Warning	1 Detention Parental Contact Placed in ISS until appropriate clothing is provided	2 Detentions Parental Contact Placed in ISS until appropriate clothing is provided	IS Parent: Placed approp is provi	
320	Eating or drinking in class	1 det	2 det	3 det	IS A.P. cc	
130	Fighting	5 days ES 2 IS Parent conf. Possible charges	7 days ES 3 IS Parent conf. Anger	10 days ES Supt. Conf.	10 day: BD hee	
230	Forging or altering a pass	1 IS	2 IS	3 ES	5 ES A.P. cc	

660	Gross Disrespect	5-10 ES Prin./ Supt conf Psbl. Bd. hearing				
	Gross Insubordination	3 ES AP conf.	5 ES Prin. conf.	10 ES supt. conf.	10 ES Bd. He	
620	ID Badges: Inappropriately Displayed/Not Worn	4-9 times 1 det	10-14 times 2 Detentio -	15-19 times ISS	20 time ES Parent	
630	ID Badges: Defacing/Damaging	1 det	2 Det	ISS	2 IS Parent	
210	Illegal note	1 IS	2 IS	2 ES	3 ES	
410	In unauthorized area	1 det	2 det	IS	2 IS A.P. cc	
610	Inappropriate behavior	1 det	2 det	IS	2 IS A.P. cc	
650	Inappropriate displays of affection	Warning	1 det	2 det	IS	
620	Inappropriate language/gesture	1 IS	2 IS	2 ES	3 ES Prin. cc	
630	Insubordination	ES/IS	3 ES	5 ES	10 ES	
905	Internal suspension violation	ES/IS A.P. conf	2 ES/IS	3 ES/IS Prin. conf	4 ES Supt. h	
Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Off	
400	Late to class more than 3 x	1 det (4-9) lates	2 det (10-14)	IS (15-19) lates		

	Late to School	1 det (4-9) lates	2 det. (10-14) lates	IS (15-19) lates	More th ESS	
330	Leaving class without permission	1 det	2 det	IS	2 IS A.P. cc	
1110	Leaving school without permission	1 IS	2 IS	3 IS	2 ES 1 A.P. cc	
120	Making threatening remarks	3 ES A.P. conf Referred to authorities	5 ES Prin. Conf. Referred to authoritie s	10 ES Supt. Conf. Referred to authorities	10 ES Bd. He Referre authori	
420	Misuse of pass	1 det	2 det	1 IS	2 IS A.P. cc	
350	Misuse of technology (Refer to acceptable use policy)	2 det	IS	2 IS	3 ES A.P. cc	
220	Not following procedures/ unauthorized sign out	1 det	2 det	IS	2 IS A.P. cc	
Code	Infraction	1st Offense	2nd ---	3rd Offense	4th Offi	
340	Not following teacher directions	1 det	2 det	IS	2 IS A.P. cc	
430	Parking in unauthorized area	2 det	1 IS	2 IS	3 ES A.P. cc	
1040	Possession of beeper/ pager	1 IS Confiscation File charges	2 IS Confiscat ion File	2 ES Confiscation File charges	5 ES Confisc File ch; Prin. cc	

1050	Possession of fireworks	2-10 days ES Confiscation of fireworks Parent conf. Referred to authorities				
1000	Possession of non-school item	1 det Confiscate return to parent only	2 det Confiscate return	IS-Confiscate Return to parent only	2 IS/A. Confiscate return to r	
1030	Possession of stolen property (major)	3 ES AP/Parent conf. Restitution Possible charges	5 ES AP/Parent conf. Restitution	10 ES Prin/Parent conf Restitution Possible charges	10 ES Supt/P. Restitu Possibl	
1020	Possession of stolen property-minor	2 IS return or restitution psbl. charges	3 ES return or restitution n	5 ES return or restitution psbl charges A.P. conf	10 ES return c psbl. cl Prin. cc	
920	Pulling fire alarm w/o cause	3-10 ES A.P. conf	10 ES Prin.	ES pending	Board	
Code	Infraction	1st Offense	2nd Offense	3rd Offense	4th Off	
640	Sexual Harassment	1-10 ES Prin. conf Parent notified Affirmative Action notified Police notified	Same as 1st	1-10 ES Supt. conf Affirm. Action notified Police notified Parent notified		
100	Simple assault	5 ES Parent conf. Poss. charges	10 ES 2 days IS Parent conf. Anner	10 ES Supt. Conf.	10 ES BD hee	
945	Tampering w/fire extinguisher	1-10 ES Restitution or restoration Referral to authorities				
930	Terroristic Threats against staff, students and/or faculty	Immediate ES Possible Bd.	Hearing on Expulsion	Referral to police	Possibl	
830	Throwing objects	1 det	2 det	IS	2 IS A.P. cc	

950	Trespassing on school grounds/activities	3 ES	5 ES	10 ES		
1100	Truancy	2 IS no credit for work missed	3 IS Prin. conf. No credit	3 ES Prin. conf. No credit for work missed	5 ES Prin. cc No credit missed	
1060	Use of fireworks	See weapons policy Immediate Suspension Up to 10 days				
915	Use of tobacco product	5 ES A.P. conf Poss. charges	7 ES A.P. conf	10 ES Prin. conf	10 ES	
700	Vandalism -Damaging school property-minor	1 IS restitution	2 IS restitution A.P. conf	3 IS restitution Prin. conf	3 ES restitution Prin. cc	
710	Vandalism-Damaging school property-major	5 ES restitution poss. Charges	7 ES restitution	10 ES restitution Prin. conf	10 ES restitution Supt. c	
940	Violating the rights of another student	1-10 det/IS/ES Parent contact Referral to authorities if necessary and/or referral to counseling				
935	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			

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.

Detention and Internal Suspension will be conducted during exam week. Students who miss detention or internal suspension for an unacceptable reason during this time will not be permitted to take their final exams during exam week. They will be required to complete their discipline and take

their make-up exams at designated times after the completion of final exam week.

S. DETENTION

- 1.a. **After School Detention** – After school detention sessions are held Monday through Thursday, from 2:40 to 3:20 p.m. in Room 100. 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. **Morning Detention** - Morning detention sessions are held Tuesday, Wednesday, and Thursday, from 6:55am to 7:35am in Room 111. Students are expected to report directly to Room 111 on time and will not be admitted if they are late. Further disciplinary action can be expected if a student arrives late to morning detention.
2. Transportation to or from detention sessions must be arranged by the student.
3. Students are not admitted to office detention late.
4. During office detention, students must do school related work.
5. No sleeping, talking, eating, radio playing, or other disruptive actions are permitted in office detention.

T. SATURDAY SESSION

As needed, Saturday Sessions are conducted from 8:00 a.m. to 12:00 noon. If students do not report they would be subject to further disciplinary action.

1. No admittance after 8:00 a.m.
2. No sleeping, eating, or talking.
3. Work for the four hours spent in Saturday session must be brought in by the student.
4. Transportation to and from the school is the responsibility of the student.

U. INTERNAL SUSPENSION

Woodstown High School has an internal suspension program. Sessions are held Monday through Friday, from 7:45am - 2:35pm in Room 9. Failure to comply with all of the procedures of internal suspension will result in further disciplinary action.

1. If a student does not earn credit for being in internal suspension, he/she will be assigned an additional day in internal suspension and will not be permitted to return to school until a parent conference takes place.
2. Upon the assignment of internal suspension for a third (3rd) offense during the school year, the guidance department will conduct a parent conference.
3. Upon the assignment of internal suspension 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 internal suspension.
4. Upon the assignment of internal suspension for a fifth (5th) discipline infraction the guidance department and pupil assistance committee 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 Child Study Team Evaluation.
5. Students who are assigned Internal Suspension are not permitted to attend any school activity or function on the day they are to serve the discipline.

V. EXTERNAL SUSPENSION

Students who are continually involved in serious school violations or involved in extreme misbehavior (i.e., fighting, alcohol use, drug abuse, etc.), or have received five (5) or more internal suspensions may be removed from the school community for a determined period of time.

W. ALCOHOL AND OTHER DRUGS - Board Policy 5530

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District

to foster good citizenship, promote acceptable social standards, and uphold the laws of the land. The Board of Education supports an educational program directed at eliminating the use of alcohol and other drugs. Disciplinary measures will be instituted against students abusing this policy.

For the purpose of this policy "drugs" shall mean:

1. All controlled substances including those so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes.
2. All alcoholic beverages.
3. All anabolic steroids.
4. Any prescription drug, except those for which permission for use in school has been granted by the administration and the school nurse.
5. Any over the counter drugs/substances except those for which permission for use in school has been granted by the administration and the school nurse.

Students who are detected as distributing, possessing, controlling, or having ingested any alcohol or other drugs (as defined above) or found to be under the influence of alcohol or other drugs at any time while on school grounds, or at any school activity, which includes regular school attendance, or during regularly defined school hours whether or not he/she is physically present on school grounds, will be banned from attendance or participation in all extra-curricular activities, suspended from school for a period of time as determined by the principal and New Jersey school law, after an appropriate hearing with the school principal, or expelled after an appropriate hearing with the Board of Education. The sanctions for individual incidents are determined according to the severity of the offense as decided by the school principal.

The superintendent shall be responsible for:

1. The establishment and implementation of a drug and alcohol program that realistically addresses the needs of all students.
2. The in-servicing of staff in alcohol and other drug recognition and use.
3. The establishment of an alcohol and other drug use counseling program for students.
4. The district's cooperation with local, state, federal, and other approved private agencies that are involved with student health and safety (N.J.A.C. 6:29-6.1 et seq). These agencies shall include, but not be limited to, the Salem County Department of Health (Crisis Intervention Center, Salem County Counseling Services, and the Alcohol and Abuse Program), the state and local police, the juvenile justice system, and the Probation Department.
5. The encouragement and support of positive peer influence groups.
6. The parent/guardian substances awareness programs which will be offered at times and places convenient to them on school premises or other facilities.
7. The compliance with federal and state confidentiality statutes (42 C.F.R. 2).
8. The district's drug education curriculum in accordance with Department of Education chemical health guidelines pursuant to N.J.S.A. 18A:40A-1.

The Board of Education is cognizant of the potential dangers posed by a student who may be distributing, ingesting, in the possession of, or under the influence of drugs on school property, during school functions, or during regularly defined school hours. The Board of Education directs school officials to follow N.J.S.A. 18A:40-A-8, et seq - teaching staff members, school nurses, or other educational personnel shall report the matter as soon as possible to the principal, or in his absence, to his designee, and to the school nurse, school physician, or student assistance coordinator.

Once the principal or his designee is notified that a student appears to be distributing, ingesting, in the possession of, or under the influence of drugs he must immediately:

1. If during the school day, arrange for a referral to the school nurse for an initial evaluation; and
2. Notify the parent or guardian; and
3. Notify the superintendent; and

4. Arrange for an immediate (within one hour) physician's examination of the student who appears to be under the influence of drugs, such examination being specifically for the purpose of diagnosing whether or not the student is under such influence. The physician's examination shall include the appropriate laboratory tests to determine the presence of drugs.

The examining physician should be one selected by the parent or guardian, upon notification. If the principal cannot arrange for an immediate examination by a parent-selected physician, he should contact the school physician. If the school physician is not available, the principal must order that the student be taken to the emergency room of the nearest hospital for examination. Accompanying the student to the examination in all cases must be a member of the school staff, as designated by the principal, and the parent or guardian if one is available. The consent of the parent or guardian for examination is not necessary, as per state statute. Physician's report of examination findings must be received within twenty-four (24) hours. If the results of the medical examination are negative, the student may return to school upon the receipt of the physician's written report, unless further discipline has been imposed and providing his/her behavior is not disruptive. If the results of the medical examination are not furnished within twenty-four (24) hours, the student shall be allowed to return to school until a written report is received by the parent or guardian and the superintendent or designee unless further discipline has been imposed.

If the evidence secured reveals that the student is distributing, ingesting, is in the possession of, or under the influence of drugs the following actions will occur:

1. The student shall be returned to his/her home immediately, provided a parent or guardian is at home.
2. The student will be suspended under N.J.S.A. 18A:37-2 and may be brought before the Board of Education under Policy 5610.
3. Appropriate local law enforcement agencies must be notified by the superintendent or designee.
4. If an examination was conducted, the examining physician is required to provide a written report of his findings to the parent or guardian and to the superintendent or designee. The examining physician's written report must be part of the student's record. The student's medical records must be updated to reflect the results of the medical examination.
5. A student diagnosed as being under the influence of drugs, as part of the readmission procedure, shall not return to school without a written report from the examining physician, personal physician, or school physician which includes the appropriate laboratory tests, certifying that the student is mentally and physically capable of doing so.
6. If the student still tests positive on re-entry (e.g., marijuana), then he/she will be required to be retested at a later date to ensure that he/she is no longer using drugs. If the offense occurs toward the end of the school year, then the student must be tested prior to re-admittance in September.
7. Parental failure to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed in violation of the compulsory education (N.J.S.A. 18A:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq) laws. Furthermore, if parental failure to cooperate with these provisions causes a delay in the examination or an obstruction of the process in any way, the student shall be refused readmission to school until he/she is cleared by a medical officer stating he/she is free of any drugs or alcohol. The student shall also be subject to disciplinary action according to procedures outlined above as it has not been proven he/she was not under the influence at the time he/she appeared to be.

Prior to re-admittance, the student will be interviewed by the student assistance coordinator and/or the student's school counselor. The student will also be involved in an appropriate student assistance program. If the student's health and well-being are endangered by substance abuse, he/she will be referred to an appropriate treatment center (N.J.S.A. 18A:40A-12).

In instances involving anabolic steroids, the following shall apply:

1. Whenever any teaching staff member, school nurse, or other educational personnel shall have reason to believe that a pupil has used or may be using anabolic steroids, that teaching staff member,

school nurse, or other educational personnel shall report the matter as soon as possible to the school nurse or to a student assistance coordinator and to the principal or, in his or her absence, to his or her designee.

2. The principal or his or her designee shall immediately notify the parent or guardian and the superintendent of schools and shall arrange for an examination of the pupil by a doctor selected by the parent or guardian. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not the pupil has been using anabolic steroids.
3. A written report of that examination shall be furnished by the examining physician to the parent or guardian of the pupil and to the superintendent of schools or designee.
4. If it is determined that the pupil has been using anabolic steroids, he/she will be subject to disciplinary action as per page 1-2 of this policy. The pupil shall be interviewed by a student assistance coordinator or another appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with these substances and possible need for treatment. In order to make this determination, the coordinator or other teaching staff member may conduct a reasonable investigation which may include interviews with the pupil's teachers and parents. The coordinator or other teaching staff member may also consult with such experts in the field of substance abuse as may be necessary and appropriate.
5. If it is determined that the pupil's involvement with and use of these substances represent a danger to the pupil's health and well-being, the coordinator or other teaching staff member shall refer the pupil to an appropriate treatment program which has been approved by the Commissioner of Health.
 - *** Students who test positive under subsequent random screenings from a first (1st) offense must be placed in an appropriate therapeutic treatment program as determined by counselors, administration, and SBYS. Parents must work in conjunction with the administration in order to secure an appropriate placement.

Any staff member who reports a pupil to the principal or his or her designee in compliance with the provisions of this policy on drugs shall not be liable in civil damages as a result of making such a report as specified in N.J.S.A. 18A:40A-13 and N.J.S.A. 18A:40A-14.

<i>First (1st) Offense</i>	<i>Second (2nd) Offense</i>
<i>*All substance abuse offenses are cumulative throughout a student's enrollment in Woodstown-Pilesgrove schools grades 9-12.</i>	
<i>Definition</i>	
<i>Substance Abuse/Under the Influence/Possession of Alcohol or of a Controlled Dangerous Substance. This includes possession of drug paraphernalia or inhalants.</i>	
<i>Administrative Action (1st)</i>	<i>Administrative Action (2nd)</i>
<ul style="list-style-type: none"> • Ten (10) day external suspension • Referral to SAC or designated counselor • Urine drug screen required • Parent/Guardian notification • Conference with the asst. principal and the parent(s)/guardian(s) • Student is ineligible for all school related activities for ninety (90) days effective the first (1st) day the student returns to school • Referral to the Woodstown Police and appropriate charges filed • Superintendent notification 	<ul style="list-style-type: none"> • Ten (10) day external suspension • Referral to SAC or designated counselor • Urine drug screen required • Parent/Guardian notification • Conference with the asst. principal and the parent(s)/guardian(s), counseling must take place before the student is readmitted to school • Student is ineligible for all school related activities for the remainder of the school year

<ul style="list-style-type: none"> • Possible BOE expulsion hearing • Follow up random screenings • Placement in appropriate treatment program(s) if deemed necessary • Referral to SBYS 	<ul style="list-style-type: none"> • Referral to Woodstown Police and appropriate charges filed • Superintendent notification • Possible BOE expulsion hearing • Follow-up random screenings • Placement in appropriate treatment program(s) • Referral to SBYS
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****All substance abuse offenses are cumulative throughout a student's enrollment in Woodstown-Piles Grove schools grades 9-12.***

Definition

Possession/Sale/Distribution of a Substance on School Property/Activity

Administrative Action

- Ten (10) day external suspension
- Referral to student assistance counselor or designated counselor
- Parent(s)/Guardian(s) notification
- Conference with the principal, parent(s)/guardian(s), counselor
- Urine drug screen required
- Student is ineligible for all school related activities for the remainder of the year
- Referral to the Woodstown Police and appropriate charges filed
- Superintendent notification
- Board of Education expulsion hearing
- Interview with the school psychologist. A report will be sent to the asst. principal.
- Follow up random screenings
- Placement in appropriate treatment program(s)
- Zero tolerance policy invoked
- Referral to SBYS

**X. BOARD OF EDUCATION SUSPENSION & EXPULSION HEARINGS
- Board Policy 5610 and 5620**

It shall be the policy of the Board of Education of the Woodstown-Piles Grove Regional School District to promote good citizenship and appropriate student behavior and establish a procedure for Board involvement in cases of unacceptable behavior.

Referral of the case to the Board of Education is required when a student commits a HIGHLY SERIOUS violation of acceptable behavior such as:

1. Assault on a staff member (N.J.S.A. 18A: 37-2.1).
2. Weapons offenses (as per Policy 5611).
3. Distribution of drugs (as per Policy 5530).
4. Any other offense deemed serious enough by the administration to be referred to the Board of Education. Examples might include, but are not limited to, breaking and entering, threatening a staff member, and/or certain drug and alcohol offenses.

Referral to the Board of Education for highly serious cases will be expedited. In such cases, the building

principal, in concurrence with the superintendent of schools, will externally suspend a student immediately, after an appropriate hearing, until the next regular Board meeting. At the next regular meeting, a report will be presented to the Board by the building principal and/or the superintendent of schools which provides details of the incident(s) in question, the student's records, and an evaluation by the school psychologist.

Following a review of the report, the Board may/will* authorize a hearing of the case before its full membership or before a sub committee of the Board as appointed by the president. The power to reinstate, continue the suspension, or institute expulsion proceedings shall be vested in the Board of Education as per N.J.S.A. 18A: 37-5.

No suspension of a pupil shall be continued longer than the second regular meeting of the Board of Education after such suspension unless continued by action of the Board. In the case of assault on an employee or Board of Education member, any expulsion proceedings before the Board of Education shall take place no later than 30 days following the suspension (N.J.S.A. 18A:37-2.1).

In addition, there may be a referral of the case to the Board of Education when a student has committed repeated SERIOUS violations of acceptable behavior resulting in five SERIOUS violation suspensions. SERIOUS violations include infractions of the rules and regulations of the school such as, but not limited to:

1. Fighting.
2. Failure to follow the rules of internal suspension.
3. Refusal to attend an internal suspension assignment.
4. Extreme disrespect toward or defiance of a staff member.
5. Repeated violations of the rules and regulations.
6. Any other deemed serious enough by the administration to be referred to the Board of Education.

Upon receiving the fifth (5th) SERIOUS violation suspension in a school year, the superintendent of schools may conduct a hearing with the appropriate administrators. Should the circumstances and conditions warrant, the student may be readmitted to school after the administrative hearing or referred to the Board of Education for a Board hearing.

Disciplinary procedures for handicapped pupils shall be in accordance with Policy 6171.43.

* A hearing before the full Board is required for certain weapons offenses (see Policy 5131.8) and must be held no later than thirty (30) days following the day the pupil is removed from the regular education program.

Y. 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.

Z. 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 grades and/or disciplinary action if warranted.

AA. 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 8:30am unless excused by the administration. A student may not participate in the activity if he or she signs in past 8:30am.
 - 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.

2. The following are infractions of school procedures that cause the student to be eliminated from participating in and/or attending any extra-curricular activities. The period of time for the elimination is determined by the administration.
 - a. Involvement in an alcohol/drug infraction (see Section V).
 - b. Possession of a weapon or dangerous instrument as per board policy (see Section P).
 - c. Any infraction resulting in suspension (internal or external) found to be of a serious nature is reviewed by the administration and coach/sponsor.
 - d. A second suspension during a season or semester automatically results in elimination.
 - e. Any violation of club activity rules results in elimination from that activity for the remainder of the semester/season.
 - f. An accumulation of disciplinary infractions over a specified period of time.
 - g. Any offense or infraction deemed sufficiently serious by the administration.
 - h. Eligibility requirements must be met.
 - i. Failure to meet attendance requirements.
 - j. Suspension (internal or external) from school on the day of an extra curricular activity or the last day of school before a weekend or holiday activity.
 - k. Listed on the restriction list for disciplinary referrals.

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.

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 bar, and a la carte offerings. Students may also bring lunch prepared at home and purchase a beverage. 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.

2008-2009 High School/Middle School Lunch Prices

Lunch Item	Price
Type A Lunch	2.20
Salad Bar/Milk	2.20
Meat Portion/Roll	1.70
Vegetable/Fruit Portion	.65
Sandwich	1.70
Sub	2.20
Extra Saltines	.05
Soup/Five (5) Saltines	1.00
Lance Crackers	.65
TastyKakes	.95
Ice Cream	.75
Milk	.65
Extra Fries	1.25
Fries with Cheese	1.75

D. FIRE 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.

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 lockers. Locks not purchased or rented from the PE department will be cut off and students will not be reimbursed for the lock. 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. 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.

Desks and cloakrooms are also subject to inspection by the administration and the teachers. The teachers and administration will examine the desks and cloakrooms periodically for the safety and welfare of the students. This is in conformance with Board Policy 5770.

F. LOST AND FOUND

The Lost and Found is located in the main office. 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. If the reason is not valid, credit is not received for work missed during the absence.

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. 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.

I. 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. Permission to go home is never given when no one else is at home. **Going to the lavatory without permission instead of the health office when ill is not only exercising poor judgment but also makes the student subject to disciplinary action.**

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.

J. 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.

K. INSURANCE

The Woodstown-Pilesgrove Regional District will be able to provide accident insurance for all students for the 2008-2009 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 known as EXCESS 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. 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 Porch Agency. If there are any questions, please feel free to call the school nurse or the school business administrator, Mrs. Peggy Nicolosi, at 769-0289.

L. LIBRARY

The library is open most days from a half-hour before school to a half-hour after school. 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.

To utilize the library before the beginning of school, students must first secure a pass from the librarian the day before. In the morning, the student arrives early and enters the school through the cafeteria and proceeds directly to the library without going to any other part of the building. The student must then remain in the library until, 7:35 a.m., the usual entry time for students. The morning library pass must be shown to teachers who request it. The pass is turned into the librarian when entering.

M. 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.

N. 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. If the teacher allows the student to use a laminated pass for the classroom, the student must still carry it within their student agenda book. 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.

O. 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.

P. 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.

Q. 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.

The enrollment period will be the week of **May 5, 2009**. The fee as well as the sign-up procedures will be advertised at that time. **During the enrollment period students who have met the above criteria, will submit payment to the Woodstown Community School office (located on the main floor of the high school) for the fee which is determined annually. Once the fee has been paid, the student must take his/her original birth certificate and social security number to Mr. Glenn Merkle in order to fill out an application for the Division of Motor Vehicles.** 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, **but most students will not be scheduled until the summer months.**

R. 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.

S. PHYSICAL EDUCATION ATTIRE

All students are required to wear blue or orange shorts/sweatpants and blue or orange tee shirts/sweatshirts. Shirts must be either plain (with no writing) or slogans associated with Woodstown (i.e., band, chorus, Wolverines, etc.). Students are required to provide their own orange and blue physical education clothing. If a student does not have such attire, it may be purchased from the Physical Education department or from the school store. 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. The wearing of sweatpants/sweatshirts over the student's school attire is not acceptable and the student will lose points toward his/her daily grade in physical education if he or she does not change into the appropriate clothing for class.

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.

T. 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 - BOARD POLICY 2430

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish standards for all extra-curricular activities.

This policy states the eligibility requirements for all students participating in all extra-curricular activities. Students (grades 5-12) who wish to participate in these student activities must comply with this policy and any other policies and directives issued by national, state, and local governing bodies.

Student Activities – Definition

- A. 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 and second marking periods of the 10th grade or higher, or the second year of attendance in the high school, a pupil must have passed 27.5 credits during the immediately preceding academic year.
2. To be eligible for athletic competition and/or student activities during the third (3rd) and fourth (4th) marking periods of the 9th grade or higher, a pupil must have passed the equivalent of 13.75 credits at the close of the preceding semester. 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. To calculate credits passed for the first semester (September to January), three grades will be used: the first (1st) marking period grade, the second (2nd) marking period grade, and the mid-term exam grade. The mid-term exam grade will carry one half the weight of a marking period grade in determining the semester average for a course. Each marking period grade is weighted as 40% of the semester average. The mid-term exam would be worth 20% 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 27.5 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.

NOTE: A high school student who becomes ineligible for participation in a student activity by virtue of failing to meet the academic standards detailed above, shall be prohibited from further participation in that activity until eligibility is re-established in accordance with Section A above.

B. EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES

Participation in extra-curricular activities is a privilege extended to the student by the school. The following are actions that result in exclusion from participation in extra-curricular activities.

1. Failure to meet eligibility requirements.
2. Failure to meet attendance requirements.
3. Suspension (internal or external) from school on the day of an extra curricular activity or the last day of school before a weekend or holiday activity.
4. An alcohol or drug infraction.
5. An infraction leading to a first suspension that the administration determined to be of a serious nature.
6. A second (2nd) suspension during a season or semester.
7. Any violation of club, activity, or training rules.
8. An accumulation of disciplinary infractions.
9. Failure to return all equipment and meet all obligations in a given activity.
10. Possession of a weapon or dangerous instrument as per board policy.

C. POLICY 5536: STUDENT ATHLETE, EXTRA-CURRICULAR PARTICIPANT AND STUDENT DRIVER RANDOM DRUG TESTING

***** Subject to pending WPRSD BOE approval *****

The Woodstown-Piles Grove Regional Board of Education finds that deterring drug use by school-age children is a compelling educational and community interest. The Board recognizes that drug use is a serious threat to the health and safety of all its students, as well as a disruptive influence to the educational process. It is imperative that the Board take steps to deter and eradicate drug use among the district's student athletes and the general student population.

In order to ensure that the district's student athletes, students participating in extra-curricular activities, and students wishing to obtain parking permits do not use drugs, the Board of Education has adopted the procedures in Regulation 5536 authorizing random drug testing of all students who choose to participate in the district's interscholastic athletic programs and extra-curricular activities, plus those students wishing to obtain on-site parking. Student participants in extra and co-curricular activities as listed in the high school student/parent handbook will be subject to this policy.

This random drug testing policy is not designed to be punitive. It is designed to create a safe, drug-free environment for student athletes, extra-curricular activity participants, and student drivers and to assist them in receiving help when needed. At the same time, the Board recognizes that participation in interscholastic sports and extra-curricular activities and authorization for on-site parking is a privilege, not a right, and therefore zero tolerance of drug use is a requirement for all student athletes, extra-curricular participants, and student drivers.

While the Board is in favor of random drug testing of the student body in general as being consistent with the Board's mission to help deter and prevent drug use for students attending school in the Woodstown-Pilesgrove Regional School District, the Board also recognizes the limits imposed by the federal and state constitutions and court decisions regarding random drug testing of all public school students. The Board shall continue to enforce all policies and administrative procedures regarding individualized suspicion testing for the general student population.

D. EXTRA-CURRICULAR GROUPS

Below is a listing of extra-curricular options and the faculty members who are the advisors for the 2008-2009 school year. Sports activities are listed separately under "Athletics".

GROUP NAME	ADVISOR
Class of 2009	Mrs. Jennifer Sorbello
Class of 2010	Mr. Patrick Chestnut
Class of 2011	Mr. Joseph Frassenei
Class of 2012	Staff
Academic Team	Mrs. Wendy Davis
Astro/Physics Club	Mr. Patrick Chestnut
Athletic Training Club	Mr. Dan Evans
Chess Club	Mrs. Tammy Bitgood
Chorus	Mr. Kahlil Gunther
Color Guard	Mr. James Ludlam
Cultural Heritage Club	Ms. Jodi DiStafano
DuPont Academic League	Mrs. Wendy Davis
Drama Club	Mr. Paul Kranz
Environmental Club	Mrs. Jennifer Sorbello
French Club	Mrs. Margaret Goodall
Future Business Leaders of America	Mrs. Levitsky
Future Educators Assoc.	Dr. Scott Hoopes/Mrs. Gabrielle Heyel
Future Farmers of America	Mrs. Cheryl Lowe/Ms. Lesley Bishop
French Club	Mrs. Goodall
Jazz Band	Mr. James Ludlam
Key Club	Mrs. Michelle Williams

Literary Magazine	Mrs. Kim Micale
Mock Trial	Mr. Peter Mazzagatti/Mr. John Hollinger
National Art Honor Society	Mrs. Lori Raggio
National Honor Society	Mrs. Sondra Hiles
Odyssey of the Mind	Mrs. Patricia Hatton-Jamison
Office Aides	Staff
Peer Leaders	Mr. Darren Huck
Peer Tutors	Staff
REBEL	Ms. Amelia Grogan
SADD	Ms. Amelia Grogan
Spanish Club	Mrs. Jeri Gorman
Student Government Association	Mrs. Kim Nelson
Student Alliance	Dr. Scott Hoopes/Ms. Andrea Bramante
TIGS	Miss Rosemma Ward
Tri-M Music Society	Mr. Gunther
Woodstonian (School Newspaper)	Mrs. Kim Micale
Woodchips (Yearbook)	Mrs. Judy Heineman
Students of Service	Mrs. Mitchell

E. 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 8:00 p.m. and end at 11:00 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 8:00 pm and close at 8:30 pm. After the doors close, no further admissions are permitted.
4. Only current WHS students are permitted to enter the dance.
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 11:00 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.
 - Back to Front (ie. club dancing, grinding, or front to front dancing in a suggestive manner) dancing is strictly prohibited. If a student attempts to dance in this manner he or she will be asked to leave the dance and may 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).
 - 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 (5530) 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).

F. 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.

Write-in balloting for SGA officers is not permitted.

- e. 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 at their respective class meetings.

Freshmen class officers will be elected in the fall of each school year. SGA representatives will be elected in the fall of each school year.

G. 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 smoke-free school event. Therefore, school rules regarding smoking 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 5530)
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").

H. SENIOR CLASS TRIP 2340

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. During the spring of their junior year, the students will be given a number of choices. The choices will be agreed upon by the class officers, the class advisor, and the administration.
3. The students will vote upon the choices. The trip receiving the most votes will be the one for which preparations will be made.
4. 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.
5. 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.
6. A picnic and a day trip may be planned for interested class members.

The senior trip is a smoke free school event. Therefore, school rules regarding smoking apply.

I. 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. Final Exam exemption	1. Final Exam Exemption	1. Homework exemption

(2 exams) – Student must have an overall A average in the class (Valid only on 3 rd marking period cards)	(1 exam) - Student must have an overall A average in the class (Valid only on 3 rd marking period cards)	(1/class/mp)
2. Homework exemption (1/class/mp)	2. Homework exemption (1/class/mp)	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	
6. Discounts @ participating Renaissance Partners	6. Discounts @ participating Renaissance Partners	
7. Numerous giveaways and gift cards	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.
4. Currently participating in a school sponsored sport or activity during the school year or community activity worthy of recognition.
5. 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. Currently 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 5514, Pupil Vehicles/Student Parking and Procedures.

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 farm 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 hang tag is issued and a numbered parking space is assigned. Hang tags must be displayed and students are to park only in their assigned spaces.
4. Each student will be charged a \$2.00 deposit for their parking hang tag. The \$2.00 deposit will be remitted to the student upon the return of his/her parking decal.
5. Only parking applications approved during the current school year are valid.
6. 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 expressed permission from the administration.
7. Vehicles parked in the student parking lot without a permit are towed at the owner's expense.
8. Vocational students must ride the bus provided. Any requests to drive to vocational school must be submitted to the administration in writing.

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 must park their respective vehicles only in their assigned numbered space.
4. 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. Five or more infractions of any kind during the school year that result in disciplinary action.
 - d. Transfer of a numbered hang tag from one car to another without prior approval by the administration.
 - e. Driving to the SCVTS (Vo-Tech) school without expressed approval from the WHS administration.
 - f. Any reason determined by the administration as warranting revocation of parking privileges.
 - g. 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.

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 student's 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. Student's 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- GUIDANCE

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, help with home, school, and/or social concerns, or any questions students would like to discuss with the 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 Foreign 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 Foreign Language |
| 3 years of History | Plus electives |

Engineering/technological schools may require:

1. During marking period one (1), students may drop a course up until the mid-marking period point (approx. 4 1/2 weeks) regardless of their numerical grade. They may move to an appropriate course to be determined by guidance and parents (they must have parental approval) - pending course requirements and space availability in that course/class.
 2. During the remainder of marking period one (1) and through marking period two (2) - students may only drop a course if they are failing that particular subject. If they decide to drop the course at this point, they may pick up the same course at a lower academic level or a different course to be determined by guidance and parents (with parental approval) - pending course requirements and space availability in that course/class.
 3. After midterm exams, no course can be dropped or rescheduled for any reason.
- No requests for particular teachers, by students or parents, will be honored. If a student is requesting to drop a course due to a personal conflict they must drop the course completely; if possible another course, study hall or office assignment, will replace the course. This may only be done in the timeline stated above.

E. FAILURES

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

F. PROGRESS REPORTS/DEFICIENCY REPORTS

Progress reports for each student are sent to parents at the middle of each marking period. If the quality of student work is at the failing point or considerably below the level of expectation, a deficiency report may be sent at other times as needed.

G. GUIDANCE OFFICE

The Guidance 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 summon the students to the guidance office. At no time, unless there is an emergency, are students to be in the guidance office without a summons.

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 Guidance 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 Guidance staff 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.

H. 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 he or she does not master the agreed upon learning objectives and expectations.

I. GRADING SYSTEM - BOARD POLICY 2624

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish guidelines for grading and reporting to parents that will set high standards at every level.

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. Marking period grades:

a. Grades 1-4 special subjects (handwriting, Spanish, art, health, physical education, music) - marking period grades will be represented on the report cards as:

M	=	Merit
S	=	Satisfactory
U	=	Unsatisfactory
Inc	=	Incomplete

b. Grades 1-2 major subjects (language arts/literacy, writing, spelling, mathematics, social studies, science) - marking period grades will be represented by:

A = Student consistently applies, in a wide variety of learning situations, the strategies that have been taught.

B = Student has an expanded use of concepts and applies them with some consistency and independence and less support.

C = Student, with support, is beginning to apply concepts and strategies.

N = Basic standards not met.

c. Grade 3 major subjects (language arts/literacy, writing, spelling, mathematics, social studies, science) - marking period grades will be represented by letter grades:

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

d. Grades 4-8 major subjects (language arts, social studies, mathematics, science, grade 8 foreign language) – marking period grades will be represented on the report cards as a numerical average, rounded to the nearest whole number:

(1) A student would not be able to receive a marking period grade lower than 55 for the first three marking periods nor for mid-terms or final exams in grades 5-12 (mid-terms or final exams are not given in grades 5-6).

(2) A student would not be able to receive a marking period grade lower than 55 for any marking period in grade 4.

(3) In grades 5-12 a student may receive a grade lower than 55 in the last marking period.

(4) Students in grades 7-12 may receive grades lower than a 55 on mid-term examinations and final examinations when they obviously do not make a genuine effort to complete the exams. The principal must agree with the teacher's decision to assign a grade lower than 55 for mid-term and final exams.

e. Grades 9-12 - all subjects are major subjects and the above criteria (2d) for grade calculation applies.

3. Final averages:

a. Grades 4-6 - when determining final course grades, a numerical average will be computed using the four marking period grades.

- b. Grades 7-12 - when determining final course grades, a numerical average will be computed using the marking period grades, the mid-term exam, and the final exam. Each marking period will carry the weight of 20% of the final average, and each exam will carry the weight of 10% of the final average.
 - c. Summer School, Grades 7-12 - 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.
4. 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.

- 5. In grades 3-12, interim reports to parents regarding overall progress, failing work and below-potential work on the part of the students are to be sent 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 1-2, a conference or a phone call by the teacher must be made. A record is to be kept by the teacher whenever a contact is made with a parent in this regard.
- 6. There will be four nine-week marking periods for which grades will be calculated and reported to parents. For grades 7-12, teachers are to have a minimum of nine marks for each report period in each major subject. For grades 1-6, teachers are to have a minimum of six marks for each major subject for each report period.
- 7. It is the intent of this policy to set high standards for grades and the awarding of grades should be, for the most part, based on achievement relative to grade level expectations. However, it is also the intent of this policy to use grades as a reward and motivation for students at all levels. Students working below grade level may earn "As" and "Bs" if their achievement for a given marking period is outstanding or excellent and they have made unusual and substantial growth towards the next instructional level. In the event that students working below grade level truly earn an "A" or "B" for two consecutive marking periods, they should be moved for a trial marking period to the next higher instructional level within that instructional setting.
- 8. In addition to grades for achievement, students in grades 5-8 may be also graded 1-5 for effort:
 - 1 = (working to best of ability)
 - 2 = (above average progress for ability)
 - 3 = (satisfactory progress for ability)
 - 4 = (below average progress for ability)
 - 5 = (unsatisfactory progress for ability)
- 9. Students in grades 1-4 may also be graded as follows on effort and participation:
 - (+) outstanding performance
 - () satisfactory performance
 - (-) improvement needed
 - (NC) not covered

10. Senior students with an "A" average in any subject through and including the fourth (4th) marking period will be provided with the option of not taking their final exam in that subject.

J. MID-TERM/FINAL EXAM PROCEDURES

Students must be present in their classes on Review Day in order to take their scheduled mid-term and final exams. Anyone who does not have a medical excuse cleared through the nurse or prior administrative approval for a valid reason will be denied the opportunity to take their exams.

1. All students are to report to school as a regular school day. School will be in session from 7:35 a.m. to 12:05 p.m. Students will follow the regular school rules during mid-term and final exam days.
2. Each exam day will have two exam periods:
7:55 a.m. – 9:55 a.m.
10:05 a.m. – 12:05 p.m.
3. A student who does not have an exam during the first exam period may sign in late with a note signed by their parent. A student who does not have an exam during the second exam period may sign out early with a note signed by their parent. If a student is in school and does not have an exam, he/she should report to the cafeteria.

Note: Students are not to be in the downtown area during the exam schedule.

4. Students must take their mid-term and final exams for their respective classes during the exam periods designated by the mid-term/final exam schedule.
5. In order to protect the integrity of mid-term/final exams students are expected to remain for the full amount of time allotted for each of their respective mid-terms/final exams. Short of an emergency family situation we ask that parents do not submit any requests for early student dismissals during mid- term/final exam weeks.
6. Mid-term exams and final exams are a requirement of every course. Anyone who does not take an exam and does not have a medical excuse cleared through the nurse or prior administrative approval for a valid reason (i.e., funeral) will be denied credit for the course.
7. **Students may receive a grade lower than a 55 on any mid-term or final exam in which the student did not make a genuine effort to answer all the questions, parts, etc. of the exam.**
8. Buses will depart each exam day at 12:10 p.m.

K. HONOR ROLLS - Board Policy 5440

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. A grade of U in any subject, regardless of other grades, will result in no honor roll status.
5. Major subjects are those which meet five (5) times per week.
6. This policy will apply to all students in grades 5-12.

L. SUMMER SCHOOL

During the summer, students who have failed classes for the year have the opportunity to retake them in state certified summer 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 - Board Policy 2440

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 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.

M. WILLIAM A. SIBLEY ACADEMIC LETTER Board Policy 5440

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 September 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.

N. CLASS RANK - Board Policy 5430

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 announced at the end of eight (8) semesters.

6. This policy has become effective with the graduating class of 2006.

O. ACADEMICALLY WEIGHTED COURSES

ENGLISH DEPARTMENT

English I (1162)	English IV (1462)	Creative Writing/Journalism (1182)
English II (1262)	Communications (1172)	Advanced Creative Writing and
English III (1362)	SAT Prep English (1032)	Journalism (1282)

SOCIAL STUDIES DEPARTMENT

The World (2162)	Intro to Sociology (2392)
U.S. History I/CP (2262)	World Affairs & Economics (2472)
U.S. History III/CP (2362)	Conflict/Change 20/21 st Cent. (2372)

ARTS AND APPLIED TECHNOLOGY DEPARTMENT

Micro Computer App. (4192)	Computer App. I (4192)	Computer App. II (4282)
Computer Prog I (4292)	Computer Prog II (4392)	
Accounting I (6362)	Publishing with Technology (4182)	
Accounting II (6462)	Music Theory (9292)	
Accounting III (6562)	Multimedia Web Productions (4382)	

MATH DEPARTMENT

Pre-Calculus (4552)
SAT Prep Math (4142)
Advanced Math (4472)
Statistics (4482)

Algebra I (4162)
Algebra II (4362)
Geometry (4262)
Calculus (4562)

SCIENCE DEPARTMENT

Advanced Concepts in Science (5172)
Academic Biology (5262)
Physics (5462)

Ecology/Field Biology (5372)
Chemistry (5362)
Vet. Tech. (5342)

LANGUAGE ARTS DEPARTMENT

French I (3162)
French II (3262)
French III (3362)
French IV (3462)
Around Europe in 183 Days (3682)

Spanish I (3172)
Spanish II (3272)
Spanish III (3372)
Spanish IV (3472)
Spanish V (3574)

INDEPENDENT STUDY - Academic weight is based on the status of the prerequisite course.

P. HONORS WEIGHTED COURSES

ENGLISH DEPARTMENT

English I/Honors (1164)
English III/Honors (1394)

English II/Honors (1264)
English IV/AP/Honors (1495)

SOCIAL STUDIES DEPARTMENT

The World: A Physical/Cultural Approach/Honors (2164)
US History I/Honors (2264)
AP US Government & Politics (2465)

US History II/Honors (2364)

MATH DEPARTMENT

Geometry/Honors (4264)
Pre-Calculus/Honors (4554)
AP Statistics (4485)

Algebra II/Honors (4364)
Calculus/AP (4565)

SCIENCE DEPARTMENT

Biology/Honors (5264)
AP Biology (5475)
Anatomy & Physiology/Honors (5384)
AP Physics (5465)

Chemistry /Honors (5364)
Chemistry AP (5365)
Physics /Honors (5464)

Q. NATIONAL HONOR SOCIETY CRITERIA

A total of 25 points is needed from the following categories.

1. Scholarship (grade point average)
 - a. 3.45 Allows a student to be nominated for the NHS but he/she must attain 25 points in the three other areas in order to be elected since there are no points for a 3.45 - 3.49.
 - b. 3.50 - 3.74 5 points
 - c. 3.75 - 4.00 10 points
2. SERVICE - CO-CURRICULAR ACTIVITIES (for each year)
 - Sports - 1
 - All Clubs - 1/2

- FFA - 1
- Band - 1
- Student Government - 1/2
- 3. COMMUNITY ACTIVITIES (for each year – documentation may be required)
 - Church Group - 1/2
 - 4-H Group- 1/2
 - Community Sports – 1/2
 - Community Service Not Associated with a Club – 1/2
- 4. LEADERSHIP (for each year)
 - Class Officer- 3
 - Band Officer - 1
 - Club Officer - 1
 - Band Section Leader - 1/2
 - Church Officer - 1
 - Varsity Team Captain - 2
 - Student Government Representative - 1/2
 - Student Government Officer - 3
 - a. Each student will be given 6 points after his/her teachers return rating sheets, unless there are negative comments. Depending upon the severity of the comments, points will be subtracted from the 6.
 - b. Any student with 3 or more negative comments from teachers will be excluded from membership

R. HIGH SCHOOL GRADUATION REQUIREMENTS - BOARD POLICY 5460

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. Performance at or above the established uniform statewide minimum levels of proficiency on the eleventh (11th) grade statewide assessment tests in reading, writing and computational skills.
2. 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 and Performing Arts **	5
World Languages	5
Career Education	5
Regular Credits	96
Electives	40
Total Credits	136

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

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

3. 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.
4. Attendance requirements as outlined in Policy 5200.

Pupils/parents/guardians shall be notified annually of all high school graduation requirements required for successful completion of all courses.

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.

Procedures for the exemption of handicapped pupils from high school graduation requirements shall be in accordance with law and code.

Note: IPS, Algebra and Foreign Language taken in the 8th grade do not count toward the high school requirements.

S. 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.

T. 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

PART VIII - ATHLETICS

A. INTERSCHOLASTIC ATHLETICS

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

AUTUMN

Football

Field Hockey

Girls Cross Country

Boys Cross Country

Boys Soccer

Girls Soccer

Girls Tennis

WINTER

Boys Basketball

Girls Basketball

Wrestling

Boys Swimming

Girls Swimming

Cheerleading

Boys Winter Track/Field

SPRING

Baseball

Softball

Boys Tennis

Boys Track

Girls Track

Golf

Cheerleading

Girls Winter Track/Field

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

B. CONFERENCE MEMBERSHIP

Woodstown High School is a member of the Tri-County Conference which consists of three (3) divisions in most sports.

<u>Royal Division</u>	<u>Classic Division</u>	<u>Diamond Division</u>
Clearview	Clayton	Glassboro
Cumberland	Gloucester City	Penns Grove
Delsea	Schalick	Gloucester Catholic
Deptford	Pitman	GCIT
Highland	Salem	Woodstown
Kingsway	Wildwood	Pennsville
Williamstown		

C. 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
 - c. Principal's consent
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. 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 8:30am. A student may not participate in practice or games/meets if she or he signs in late past 8:30am.
 - c. 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 5a and
6. If for any reason a student athlete is in violation of written Coaches Rules or any of the rules listed below, he/she will be removed from the team without receiving an award. Causes for elimination from extra-curricular activities:
 - a. Violation of training rules as listed on the athletic application.
 - b. Any conduct of a student athlete that is determined inappropriate by the principal, director of athletics, or coach.
 - c. Consumption/possession of alcohol or illegal drugs (see section V).
 - d. Possession of a weapon or dangerous instrument as per board policy (see section P).
 - e. Any possession or use of tobacco.
 - f. Suspension from school for the first time if the administration and coach determine the offense to be of a sufficiently serious nature.
 - g. A second suspension for any reason during the season.
 - h. Violation of those rules, procedures, and policies set forth by the coaching staff.

- i. Failure to maintain minimal academic standards.
- j. Failure to conform to the rules and regulations of the student handbook, follow the policies of the school, abide by the Constitution of the N.J.S.I.A.A. and the Tri-County Conference.
- k. Any athlete who does not complete the scheduled season including playoffs, games, or matches.

D. 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 internally or externally suspended from school.
4. Cannot be participating in the same season in both interscholastic sports and intramurals.
5. Meets eight (8) Academic Eligibility Standards (see section A)

E. ATHLETIC AWARDS - Board Policy 5450

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) Senior varsity letter winners will be awarded plaques identifying those interscholastic sports in which they have earned a varsity letter at the end of the senior year.
- (e) All junior varsity players will be awarded a smaller chenille "W" and a certificate for the first activity in which they have lettered as a junior varsity player.
- (f) All freshman award winners will receive class numbers for the first team for which they have earned an award and a certificate.

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.

F. 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.

IX. BUILDING DIAGRAM

X. IMPORTANT TELEPHONE NUMBERS AND DIRECTIONS FOR HOMEWORK CONNECTION AND VOICE MAIL

A. IMPORTANT TELEPHONE NUMBERS

High School office 769-0144

Guidance office 769-0144 ext 271

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

Athletic events 769-WINS

B. HOMEWORK CONNECTION**

In order to access Homework Connection.

Go to <http://www.woodstown.org>.

Click on the link "Homework Connection".

Follow the online directions listed on the web page.

C. VOICE MAIL **

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.

VOICE MAIL NUMBERS **

Name	Voice Mail Numbers
Adams, J.	858
Ayers, L.	873
Berninger, S.	874
Bishop, L.	817
Both, K.	875
Bundens, K.	878
Burman, H.	879
Chestnut, P.	882
Connolly, W.	277
Coombs, Coleen	821
Davis, W.	851
DiStafano, J.	855
Egan, K.	880
Hatton, P.	228
Frassenei, J.	819

Goodall, M.	829
Gorman, J.	824
Grogan, A.	955
Gunther, K.	910
Haines, R.	843
Haley, A.	871
Hartman, M.	827
Hathaway, D.	828
Hathaway, N.	241
Heineman, J.	837
Heyle, G.	242
Hiles, S.	836
Hollinger, J.	950
Huck, D.	820
Hyland, A.	935
Keller, D.	832
Kelly, J.	834
Kranz, P.	835
Levitsky, C.	885
Lowe, C.	839
Mazzagatti, P.	862
Mealey, Shelley	876
Micale, K.	943
Mitchell, G	842
Nelson, K.	884
Patten, V.	934
Pennal, F.	256
Piel, R.	942
Podolski, J.	830
Powers, M.	846
Priest, L.	847
Raggio, L.	850
Remster, G.	849
Sassi, R.	833
Senor, R.	956
Sorbello, J.	848
Sottile, D.	930
Strozyk, E.	852
Stutzbach, A.	881
Taylor, M.	872
Vaughn, S.	816
Ursino, J.	944

Ward, R.	240
Weber, M.	230
Williams, M.	822

XII. 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 WHS.