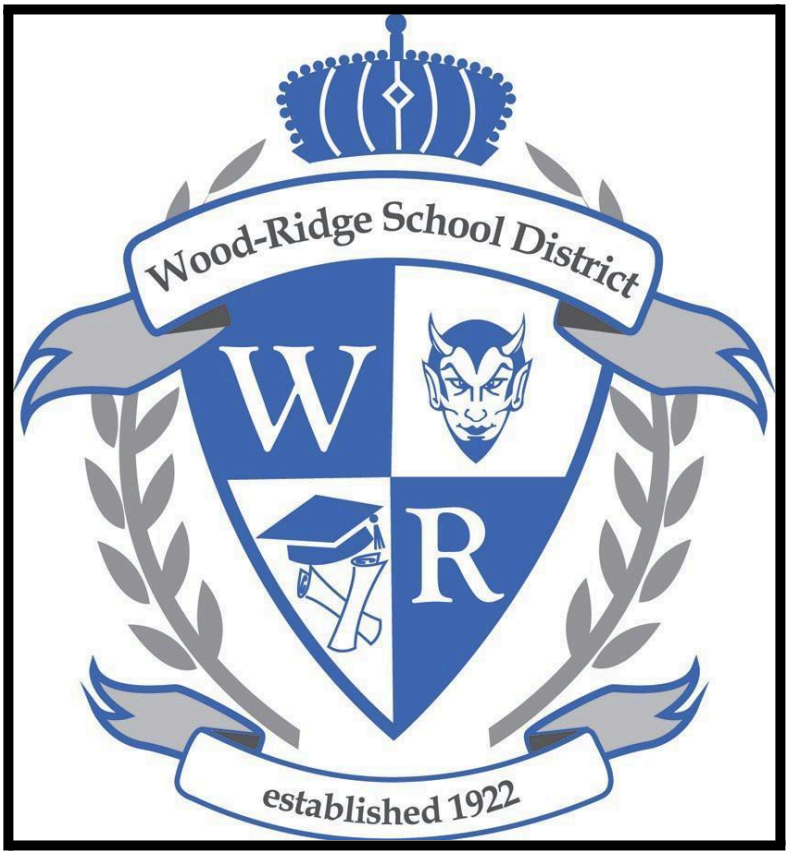
Wood-Ridge Public Schools



STUDENT HANDBOOK

W-R Junior Senior HS

2025-2026

WOOD-RIDGE
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Mr. Peter Forman
Ms. Christine Green
Ms. Valerie Hunter
Ms. Kimberly Millar
Mrs. Melissa Papp
Mr. Matthew Bogert

SOCIAL STUDIES

Mr. Victor Minnocci
Ms. Gloria Glavan
Mrs. Stephanie Gaven
Mrs. Kimberly Forsyth
Mr. Pete O'Brien
Mrs. Emma Melde

MATHEMATICS

Ms. Lisa Zach
Mr. Gabriel Ben-Nun
Mr. Stephen Olsen
Mr. James Santangelo
Mr. Mark Fazio
Mrs. Kristine Schoenig
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Mr. Jonathon Hassinger
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Mrs. Doubravka Hausner
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Mr. Yamil Aranda
Mrs. Lucia DiNapoli
Mr. Joseph Vaccaro
Ms. Katrina Kimberlin
Mr. Andrew Carbone

FINE/PERFORMING ARTS

Mrs. Jessica Sterba
Mrs. Melissa Manolakakis
Mr. Christopher Sterba

BUSINESS/COMPUTERS

Mrs. Debra Beck

ESL

Ms. Kelly Manicone

SPECIAL EDUCATION

Mr. Robert Berger
Ms. Samantha Dixon
Mr. Christopher Affuso
Ms. Kristin Pepe
Mrs. Colleen Kozibroda
Mrs. Carla Sagvay
Ms. Justine Thimmel
Ms. Christina Gobin

CONSUMER SCIENCE

Mrs. Erika Cifelli

LIBRARY/MEDIA

Mrs. Kim Diaz

SCHOOL NURSE

Mrs. Gail Freschi-Saile

Ms. Samantha Wickett
Guidance Counselor

Ms. Alina Sanchez
Guidance Counselor

Mrs. Laura Paniagua
Student Assistance Counselor/Guidance Counselor

MISSION STATEMENT

The Wood-Ridge Public School District is committed to providing an excellent academic education that is rich in social and cultural programs. In collaboration with the faculty, support staff, administration, and community, a learning environment is created which enables students to achieve their personal goals and develop into responsible and productive citizens.

INDICATORS

Indicators for the success of the Mission are:

ADMINISTRATION: Provides highly effective leadership that reflects the educational goals of the community, district, and state of New Jersey.

FACULTY: Quality teachers who are highly qualified, enthusiastic, caring, and compassionate. The faculty has high expectations for its students while recognizing and supporting their diversity.

STUDENTS: Educationally motivated, active participants with a sense of self-esteem and pride in their school, their personal achievements, and self-growth.

CURRICULUM: Challenging, innovative, and continuously responsive to the needs of students, both academic and extra curricula, while aligned with the New Jersey Core Curriculum Content Standards.

TECHNOLOGY: Enhances teaching and learning opportunities through integration in the curricula for academic growth and success.

COMMUNITY: Incorporates the facilities and services of the community in order to enrich varied learning experiences.

CULTURE: Instills a sense of respect for school culture, community, and tradition, in preparation for their place in a global society.

FACILITIES: Maintains a safe and secure environment that is conducive to learning and teaching.

ATTENDANCE POLICY – Policy #5200

The Board of Education recognizes and accepts its responsibility to provide a thorough and efficient education for every student within the district in keeping with the prevailing laws of the state. The Board can only fulfill its responsibilities to students when they are present for all regularly scheduled classroom activities. Therefore, it is essential that every parent/guardian and student accept responsibility for the student's attendance at school as scheduled. Parents/guardians are required to monitor student's attendance via RealTime regularly.

General Attendance Procedures

1. On the morning of each day of absence, parents/guardians are required to call the ATTENDANCE OFFICE (201-933-6777 extension 5601) beginning at 7:30 AM.
2. **ALL** written excuses, including medical, dental and legal, **must** be presented to the office within **one week** after that student first returns to school. If a note has not been received within **one week**, the absence will be placed on the CUMULATIVE absence list. Note must be an original. **If note is faxed it must be faxed directly from the Doctor's office. Our fax number is 201-939-1195.**
3. Excused notes should be presented to the office from 7:40 AM to 7:55 AM or after school.
4. A student absent for *five or more* consecutive days due to illness shall present a doctor's note indicating that the student is fit to return to school. These students will be referred to the school nurse.
5. A student who attends school for less than 4 hours will be considered absent for the purpose of this policy and on the school register. He/She will not be permitted to participate in school-related sports/activities.
6. Students who are absent will not be eligible to participate in sports or extracurricular activities (ECA) on the day of the absence.
7. Students who arrive late to school must sign-in with the attendance officer in the main office. Students will receive one detention for each time they are tardy to class and an absence for every 5 lates of less than 20 minutes to school. Excessive tardiness may lead to No Credit (NC).
8. Students who have exceeded the cumulative absences and receive an NC in one or more classes are ONLY permitted to attend summer school as registering for a new course. Make-up/review courses for will not be accepted to replace a course in which a student obtained an NC.
9. Students are responsible for making up work/or exams, as required by the teacher for all absences, both excused and unexcused. It is the responsibility of the student to make arrangements with the teacher for make-up work and exams.
10. A student will be allotted 3 excused absences for a death in the family.

Parent/Guardian Responsibilities

1. To support the integrity of the attendance policy by accurately and punctually reporting your child's absence from school;
2. To provide a dated note explaining the reason for a date of your child's absence immediately upon his/her return to school or, when possible in advance;
3. To be aware of the dates of your child's absences. Please check Parent Portal on Realtime regularly;
4. To know that class cutting and any other unexcused absence will result in a zero for class participation and a zero for any test/quiz missed without the opportunity for make-up;
5. To direct your child to meet with teachers about work missed during his/her absence;
6. To schedule medical/dental appointments, college visitation, and other non-school-sponsored matters outside school hours;
7. To participate in meetings/reviews cited in the attendance procedure.

Attendance and Student Athletics/Activities

Attendance standards shall be those set in Policy and Regulation No. 5200. In particular, a pupil shall not participate in a performance, exhibition, practice, or athletic event unless he/she has been present in school that day, or has been absent for an excused reason other than for sickness. Prohibition of participation in the case of absence from school due to sickness is done in order to protect the health and welfare of the athlete. In order to be considered present in school that day, a pupil must arrive four hours before the end of the regular student's day.

If a student athlete is absent on a Friday, participation on Saturday or Sunday is prohibited. If a student athlete is absent the last day before an extended vacation, participation will be permitted on the third or subsequent day after the absence with written parental permission.

Cumulative Absences

The concept of unexcused absences is one of CUMULATIVE absences.

1. Students will be limited to four (4) CUMULATIVE absences per marking period course (such as Health), eight (8) CUMULATIVE absences per semester course, twelve (12) CUMULATIVE absences for a three-quarter course (such as Physical Education), and sixteen (16) CUMULATIVE absences per year course. Students who enroll in the district after the school year has started will have a pro-rated attendance policy. Pro-rated policy will be determined by date of enrollment and may vary.
2. Students exceeding the noted cumulative absence limit will **NOT QUALIFY** to receive credit for that course. Attendance is taken on a daily basis in period one **AND** in all classes. Records are entered on each student on a period-by-period basis.
3. **Truancy/Cutting** is defined as any time a student is absent from class without permission. Under these conditions, the student will not be permitted to make up any work missed during the truancy/cut and will receive a "0" for that class. Parents/guardians will be contacted by the Assistant Principal or the Principal so that the reason for the truancy can be resolved to the satisfaction of the school.
    a. Absence from school without parental knowledge and consent (truancy) is considered an illegal absence. While students are responsible for making up the work missed, no credit will be given. Truancy will result in disciplinary consequences.
    b. A student is absent from class without permission. Students will not be allowed to make up assignments missed during the truancy/cut and will receive a "0" for that class.
    c. Students who have exceeded the limited number of **unexcused** cumulative absences will receive "No Credit" (NC).
    d. Vacations for family travel while school is in session are not considered reasons for excused absences.

Make-Up Work Provision

For each CUMULATIVE absence, the student is permitted a minimum of two days in which missed work can be completed. The teacher and the student should arrive at a due date for this work. A student who is absent from class for any reason is required to make arrangements with his/her teachers on the day he/she returns to make up the assignments missed in order to receive credit for that work. The period of time for makeup will be determined by the teacher, keeping in mind the needs of the student and the amount of work to be made up. Long term assignments are due the day the student returns to school. No missed assignments will be excused except at the discretion of the teacher of record. Any missing work after that period will be entered as a zero.

Students who are absent due to field trips or other school activities are expected to meet all deadlines and should make arrangements with each individual teacher to make up work **prior** to the activity.

Non-Cumulative Absence - A NON-CUMULATIVE absence is any absence due to the following:

1. **Medical** - Any absence with a doctor's note.
   *(Note must be received in the attendance office within **one week** of the absence).*
2. **Religious** - All absences for religious holidays as approved by the Commissioner of Education. A note, written by the student's parent/guardian, must be submitted to the attendance office one (1) day in advance in order to be excused.
3. **Death in Family** - Absences attributed to the death of a close family member and authorized by a parent or guardian.
4. **Court Attendance** - Absences as a result of the court mandating your presence and substantiated by a legal document.

College Visitations may be considered a non-cumulative absence if a note is submitted for consideration at least three (3) days in advance and is pre-approved by a guidance counselor. A maximum of three (3) college visits per year are permitted for seniors. A maximum of one (1) college visit per year is permitted for juniors. (See "**COLLEGE VISITATION FOR JUNIORS/SENIORS")**

5. **Driver's Test** - Students are permitted a ½ day absence to take the driver's test.
6. **Emergencies or Administrative Discretion** - Absences as a result of an emergency as determined by the Principal or Assistant Principal.
7. **School-Sponsored Activities** shall be considered non-cumulative absences. All other absences shall be considered as CUMULATIVE absences from each class missed.

TARDINESS – In accordance with Policy #5240

In order for our school to provide an effective educational program, it is important for students to report to school and class on time. Students who arrive late are missing valuable class time and are disrupting the learning of other students. A student is tardy if he/she is not in his/her assigned class **when the late bell rings for that class** and does not have a proper detention/late pass. – District Policy #5240 and Regulation #5240.

- **School Tardiness-** Any arrival after 7:55 AM*.* **-** Any student arriving after 7:55 AM **MUST** report to the Main Office for a detention/late pass.
- **Class Tardiness - *Arrival any time after the class bell*.** **-** Unexcused lateness to class will be recorded on the daily attendance form. Unexcused lateness to class will be subject to disciplinary action.
- **ANY UNEXCUSED TARDIES** to school and/or class will be subject to disciplinary action.
- Students who arrive late to any class are subject to administrative action in accordance with District Regulation #5240.
- In accordance with Regulation #5240, any student arriving later than ten (10) minutes to any class, without a pass, will be recorded as an unexcused absence.
- Students who arrive later than twenty (20) minutes to any period, without a pass, will be recorded as having "cut" a class
- Repeat occurrences are subject to disciplinary action by the building administration or designee.
- Any student with five (5) unexcused late recordings in a class will receive an unexcused absence for that class. Repeat occurrences are subject to disciplinary action by the building administration or designee.

UNAUTHORIZED ABSENCES/"CUTTING"

- If a student is truant from school, parents/guardians will be notified as soon as possible. A conference with the student and/or parent/guardian is required to determine the appropriate course of action, which may include administrative detention or suspension.
- Students who are absent from class without authorization (cutting class) shall be referred to the assistant principal for disciplinary action in accordance with the noted "Infractions and Penalties" as detailed in this handbook.

APPROPRIATE NOTIFICATION (ATTENDANCE AND TARDINESS)

1. Parents/guardians are **required** to check RealTime on a regular basis to monitor student attendance and tardiness.
2. Notification will **only** be mailed to parents/guardians informing them of a student's non-credit status.

APPEALS

In keeping with the dictates of fairness and procedural due process, students may appeal the loss of credit based on medical and/or personal problems.

1. Students may appeal their attendance status to the Principal or Assistant Principal, in writing, **WITHIN 5 DAYS** at the end of each marking period. Requests will **not** be honored after five days from the date of the close of each marking period.
2. If dissatisfied with the decision of the Assistant Principal or Principal, students may request, in writing, a hearing with the Attendance Review Committee within five (5) school days of notification.
3. The Attendance Review Committee will convene within five (5) school days of the student request to rule on the appeal.
4. A student who loses credit in any course will be withdrawn from the course. Educere (an online credit recovery course) will be offered to the student to recover the lost credit at a cost to the parent/guardian.

ATHLETIC ELIGIBILITY REQUIREMENTS

Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the NJSIAA, before participation is granted. The regulations are contained within the NJSIAA handbook in the athletic office and must be verified for each student-athlete by the Guidance Office each season. Participation in interscholastic athletics is a privilege and participating students are expected to comply with all school policies and state laws.

Each student planning to participate on a school team must maintain good academic standing and conduct. All students' grades will be reviewed at mid-marking period and end of each marking period. A Student Academic Plan will be implemented for those students demonstrating such a need.

All students electing to participate in athletics are required to fulfill District Random Drug Screen Policy. Please refer to page 39 of Student Handbook.

ACADEMIC STANDARDS

- At the end of each school year, each student must earn 30.0 credits to be eligible the following year. In addition, student athletes must also earn a minimum 15.0 credits in by the end of the first two marking periods to play sports the following spring. Continued tardies to school result in non-participation.

MEDICAL FORMS

- Health History and Consent Form completed by parents.
- Student Physical completed by examining physician (valid for one calendar year).
- All Concussion forms must be completed and returned to the nurse.

Completed medical forms must be completed by the deadline for each season, or the student's participation will be delayed.

PARTICIPATION STANDARDS

- The state requires each team member to participate in six practice sessions (held on six different days) before being able to participate in competition.
- Every student athlete and his/her parent must sign an Athletics/Extra-Curricular Activities (ECA) Participation Form agreeing to certain conduct standards and consent to the state's testing.

Below is a summary of the requirements:

FALL AND WINTER SEASONS

Must have earned a minimum of 30 credits from the previous school year.

SPRING SEASON

Must be passing a minimum of 15 credits from the first semester of the current year.

- Student-athletes must know their academic standing as it applies to participation in athletics. When academic eligibility is in doubt, the athlete is responsible for contacting the Athletic Office and/or their Guidance Counselor. This should be done well in advance of the start date for the sport.
- Student-athletes should contact their coaches when they are having difficulties during the season and may need academic assistance. Coaches are expected to keep close contact with members of their respective teams with regard to their academic standing. Each coach has the responsibility and obligation to help guide every student on his squad academically, morally and socially, especially those who may have difficulty maintaining their eligibility.

- **BELL SCHEDULE**

Normal Schedule
Period 1: 7:55-8:42
Homeroom in PERIOD 2 class: 8:45-8:55
Period 2: 8:55-9:41
Period 3: 9:44-10:30
Period 4: 10:33-11:19
Period 5: 11:22-12:08
Period 6: 12:11-12:57
Period 7: 1:00-1:46
Period 8: 1:49-2:35

Delayed Opening: 31 minutes
1. 10:00-10:31

HR 10:34-10:40 (6 minutes)

0. 10:40-11:11
0. 11:14-11:45
0. 11:48-12:19
0. 12:22-12:53
0. 12:56-1:27
0. 1:30-2:01
0. 2:04-2:35

Half Day: 29 minutes
1. 7:55-8:24

HR 8:27-8:32 (5 minutes)

0. 8:32- 9:01
0. 9:04- 9:33
0. 9:36- 10:05
0. 10:08-10:37
0. 10:40-11:09
0. 11:12-11:41
0. 11:44- 12:13

BUS REGULATIONS

A. Students will not be allowed to enter or leave the bus at any place other than their regularly assigned bus stop.
B. Students must ride their assigned bus.
C. Students must obey the driver at all times when riding the bus.
D. Students must never extend arms or head out of bus windows or throw objects from the bus window.
E. Students must remain seated while the bus is in motion.
F. Students shall keep the aisles clear of lunch boxes, musical instruments, duffel bags, books, etc.
G. Students must conduct themselves in an acceptable manner at all times. Smoking, vulgarity and boisterous or other improper conduct will not be permitted.
H. Students should assist the driver in keeping the bus clean.
I. Drinking and eating are not permitted on the bus.
J. Students must not damage or deface any part of the bus.

CHEATING AND PLAGIARISM – POLICY #5701

Academic integrity is founded upon the values of personal honesty and ethical behavior. It involves the honest presentation of one's own work and the responsible, cited use of the work, words, or ideas of others. Any attempt to obtain credit for work done by another constitutes academic dishonesty, is not honorable, and will not be tolerated

Our school has a "zero tolerance" for dishonesty, including cheating and plagiarism. Any act of dishonesty reflects upon the individual and affects the entire school community. All work must be the student's own work, and the students should develop the habits of academic integrity that involve acknowledging one's sources and assistance received. Dishonesty includes cheating in any form. Plagiarism is the act of intentionally or unintentionally treating work done by someone else as though it were your own. Plagiarism or cheating of any form is a serious offense and will result in disciplinary action including the following:

1) The student will receive a "F"/"0" (zero) as a grade for the work or project
2) The parent/ guardian will be notified
3) The student may be excluded from Honor Societies
4) The Assistant Principal will be notified and the further disciplinary may be imposed
Wood-Ridge Jr./Sr. High School reserves the right to verify student work electronically using online plagiarism prevention programs and databases.

CO-CURRICULAR ACTIVITIES

Each student planning to participate in a co-curricular activity must maintain good academic standing and conduct. All students' grades will be reviewed at mid-marking period and end of each marking period. A Student Academic Plan will be implemented for those students demonstrating such a need.
All students electing to participate in co-curricular activities are required to fulfill District Random Drug Screen Policy. Please refer to page 40 of Student Handbook.
Pending Board of Education approval, the WRHS may offer the following:

CLUBS/ACTIVITIES			
Class Council Grade 7	Art Club	Italian Club	School Play/Musical
Grade 8	Band	Leo Club	Student Council
Freshman Class	Book Club	Multi-Cultural Club	STEM/Robotics Club
Sophomore Class	Glee Club	National Honor Society	Teen Institute
Junior Class	Chess Club	National Junior Honor Society	Yearbook Club
Senior Class	Debate Team	Neutral Zone	Culinary Club
	Environmental	PRISM	

ATHLETICS		
FALL	WINTER	SPRING
Football	Basketball (Boys)	Baseball
Girl's Volleyball	Basketball (Girls)	Softball
Cheerleading	Bowling (Boys & Girls)	Track and Field (Boys & Girls)
Soccer	Wrestling	Boy's Volleyball
(Boys & Girls)	Winter Cheerleading	Girl's Flag Football

COLLEGE VISITATION FOR JUNIORS/SENIORS

Juniors, seniors and their parents are urged to visit the college(s) they are considering. However, we recommend visitations be arranged when our school is closed. It is recommended that juniors visit colleges during our spring recess, while colleges are in session. Seniors will be limited to **three** visitations during the school year; juniors will be limited to one visitation; more than those stated must be approved by the principal. Procedure for college visitation:

1. Student must obtain a "*college visitation*" form from his/her guidance counselor for approval at least 3 days prior to the visit.
2. Obtain a note from the college verifying the visit.
3. Return the note to the counselor/attendance office

CONDUCT IN THE HALLS

All students should move quickly and quietly and conduct themselves in an orderly manner when passing from class to class. Students are **NOT permitted** to be in the hall while classes are in session. Running, profanity, and the use of electronic devices in the halls are forbidden.

COMMON AREAS and LUNCH BEHAVIOR

Students are expected to be cooperative members of the school community and therefore are responsible for maintaining the cleanliness of the common areas at all times. Students shall discard all garbage and debris in the appropriate receptacles. Students will be held responsible for the cleanliness of the table(s) at which they are present at any point during the lunch period. Students reported for not maintaining or cleaning their areas as well as students considered disruptive or insubordinate during lunch will be subject to disciplinary action.

GAMBLING

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice, or any other activity construed by the school administration as gambling. Items perceived to be used for the purpose of gambling may be confiscated. Violators will be subject to disciplinary consequences and possible legal action.

THEFT

Students are discouraged from bringing any items of value to school including electronic devices, jewelry, etc. The school is not responsible for damage to or loss of personal property. Should a theft occur, please report it to an administrator. All thefts will be reported to the Wood-Ridge Police.

DAILY ANNOUNCEMENTS

Daily notices containing information of importance to students are displayed on the televisions throughout the school. Information relative to job opportunities, deadline dates for college admission, applications for scholarships, applications for college entrance examination board tests, special announcements relative to school activities,

and other items of concern to students are contained in the announcements or are posted in the guidance office.

DEFACING/ DAMAGING SCHOOL PROPERTY – Policy #7610

Students found defacing or damaging school property shall be sent immediately to the Assistant Principal, where appropriate disciplinary action will be taken. In all cases, the student will be assessed for damage to school property; police notification may occur.

DETENTION

Teacher Detention: The first level of discipline. For infractions of classroom rules, teachers should have students report to them before or after school. The length of the detention is determined by the teacher.

Administrative Detention: Student must serve all detentions on the day of notification or additional days will be added. Administrative Detention will be held from 2:45 PM to 3:30 PM on Tuesdays, Wednesdays, and Thursdays. Morning or Lunch Detention may be arranged at administrative discretion individually with the student. **Detention takes precedence over all other school appointments. A student who fails to report to detention two times will be placed in Saturday detention.** It is the student's responsibility to attend detention. A student will not be permitted to participate in any after school activity unless that day's detention obligation has been satisfied. Only the Principal and the Assistant Principal can excuse a student from detention.

Guidelines for Detention:

While serving detention, students are expected to adhere to the following:

1. Students must bring school work to detention and work on an assignment for the duration of the detention period.
2. Be seated in an alternating fashion, as they would be in a test-taking situation.
3. Cell phones and any electronic devices must be turned off and put away.
4. Complete silence must be maintained.
5. Students must remain in the detention room for the entire period.
6. No sleeping, eating or drinking is allowed.
7. Students must remain seated at all times and are required to sit upright.
8. Hats, headbands, head coverings or electronic devices of any type are not permitted.
9. No visitors will be permitted.

DISCIPLINE/SCHOOL CITIZENSHIP - POLICY #5600

No matter where you go or what you do, you will encounter expectations which are in place to guide you. Naturally, there will be high expectations at Wood-Ridge Jr.Sr. High School. They are meant for your benefit. Your conduct should demonstrate respect for the property, rights and privileges of others at all times. You expect and appreciate respect when it is shown to you by others. School authorities and teachers are responsible for your conduct and well-being while you are a student at Wood-Ridge Jr.Sr.High School. One purpose of expectations and consequences is to enable the student to learn to change by examining his/her attitudes and actions. Your good behavior and respect for others will help make your high school career a successful one. Your conduct at all Wood-Ridge Jr.Sr.High School activities is a reflection of you, your family, your school and your community.

All information regarding disciplinary actions taken against the pupil by the district and information in the pupil's record received by the district pursuant to N.J.S.A. 2A:4A-60 shall be maintained in the pupil's record. This information will be forwarded to another school district in accordance with N.J.S.A. 18A:36-19a and

N.J.S.A. 18A:36-25.1 in the event the pupil transfers to another district. The discipline of a disabled pupil must consider his/her disability and educational needs. Pupils with disabilities are subject to the same discipline policies and procedures as non-disabled pupils, unless the pupil's individualized educational program (IEP) includes exemptions to those policies or procedures. Pupils with disabilities shall be disciplined in accordance with Policy No. 2460 and Regulation No. 2460.6. The following disciplinary measures may be applied as appropriate to the pupil's violation of the school rules. Although listed in sequential steps, in order of severity, specific violations may result in one or more of the following:

A. Admonishment
B. Temporary removal from classroom
C. Deprivation of privileges
D. Detention
E. Reduction of Grades (cheating/plagiarism)
F. In-school Suspension
G. Suspension (out of school)
H. Expulsion (to be determined by administration)

1. Suspensions will require re-entry conference with parent, student and Assistant Principal or Principal.
2. Upon the first offense, the teacher will be required to call the parent when a student commits an infraction that takes place in the classroom. The teacher will then refer the student to the School Disciplinarian/Assistant Principal or Principal, whereupon further action will be taken.

TARDINESS

- Students who are tardy to school, not entering their first period class for the 7:55AM bell, will receive detention. Repeat occurrences are subject to further administrative disciplinary action beyond detention.
- Students who arrive later than ***ten (10) minutes*** to any period will be recorded as having "cut" class. This will result in an unexcused, cumulative absence and appropriate disciplinary action.

SUSPENSION ALTERNATIVE PROGRAM

Serious infractions of school rules and regulations may result in Saturday Detention or Suspension Alternative Program (SAP).

OUT-OF-SCHOOL SUSPENSION (OSS)

Serious infractions of school rules and regulations may result in out of school suspensions (OSS). A parental re-admit conference may be required prior to the student's return to school. Any student on OSS is not permitted on school grounds or at any school activity during or after school. All work missed during a suspension must be submitted to receive credit. It is the responsibility of the student to obtain any work required during his/her OSS. In addition to classwork/assignments for scheduled courses, a student assigned to OSS will complete a character education assignment as deemed appropriate by the Assistant Principal and/or Principal. Any student who is suspended is not permitted on school property at any time, and is not permitted to attend any school events or activities whether on school premises or elsewhere.

END OF YEAR FULFILLMENT OF DISCIPLINARY REQUIREMENTS

Senior: If a senior has not fulfilled his/her discipline requirements by commencement, he/she may be excluded from commencement exercises. Senior year students are required to fulfill disciplinary action requirements before receiving his/her diploma.

Code of Conduct

ALL Infractions NOT Listed Will Be at the Discretion of the Principal or Assistant Principal

ALL Discipline is subject to Administrative Discretion

OFFENSE	**Level 1**	**Level 2** *Parent Notification*	**Level 3** *Parent Meeting w/ teacher*	**Level 4** *Parent Meeting w/ teacher Possible Police Notification*	**Level 5** *Parent Meeting w/ teacher Police Notified*
Late to School <10 minutes	Lunch Detention	Failure to report = 2 Central Detentions	Every 5 lates to same class = 1 unx abs		
Late to School >20 minutes	Lunch Detention + 1 unx abs for period 1 class	Failure to report = 2 Central Detentions			
Late to Class <10 minutes	Teacher Detention	Lunch Detention	Failure to report = 2 central detentions	Every 3 to same class = 1 unx abs	ISS
Late to Class >10 minutes/ Leaving class > 10 minutes/ Cut Class	Unx absence + 3 detentions	Unx absence + 1 Day ISS	Unx absence + 2 ISS	Unx absence + 3 Day ISS	Unx absence + 4 Day ISS N/C for class
Dress Code Violation		1 Central Detention + Student must change clothing	3 Central Detentions + Student must change clothing	ISS + Student must change clothing	2 Days ISS + Student must change clothing
Disruptive Behavior	Teacher Detention + Parent Notification	3 Central Detentions	ISS	3 Days ISS	3 days OSS + N/C for class

Defiant Behavior		3 Central Detentions	ISS/OSS	3 Days ISS	3 days OSS + N/C for class
Cell Phone/Ear Bud Violation Use of Electronic Device	Teacher Detenton	2 lunch Detentions + Loss of Cell Phone Use for remainder of the day	ISS/OSS Student must surrender phone (parent picks it up)	3 Days ISS- Student must surrender phone (parent picks it up)	1-3 days OSS Student must surrende r phone (parent picks it up)
Internet Violation				ISS Loss of internet 1 MP	2 Day ISS Permane nt Loss of Internet
Cheating, Plagiarism, **Academic Misconduct**		"0" on assignment/t est/ quiz	ISS+ "0" on assignment/test/q uiz	2 Days ISS N/C for class	
Field Trip/Bus Disruption			ISS	2 Days ISS	
Cafeteria Disruption	1 lunch detention	3 central detentions	ISS	2 Days ISS	
Failure to Display Student ID	1 discipline point	2 discipline points	3 discipline pts + detention	5 discipline points + 3 detentions	Permanen t Loss Of Privileges
Food Fight					5-10 Day OSS
Insubordination toward Staff/ Administrator			2 Day ISS	2 days OSS	5-10 Day OSS N/C for class
Lab Safety Violation				1-5 Day OSS	5 Day OSS N/C for class
Vandalism/Thef t (includes any and all before and afterschool functions)				1-3 Days ISS Monetary Repayment of Loss	1-5 Day OSS Monetary Repayme nt of Loss

Possession/Use of Contraband (including vapes, tobacco products, & drugs)					4-10 Day OSS Possible Drug Screen Possible expulsion
Possession of Weapons					10 Day OSS Possible expulsion
Fighting/Assault Recording of Event. Inappropriate bathroom conduct					5-10 Day OSS Possible expulsion

Teacher Detention: up to 15 minutes
Central Detention: up to 45 minutes

Privileges Include but are not limited to:
Use of phone/computer during lunch
Senior Lunch Privileges
Activities such as a pep rally, dances, field trips, overnight class trips, Prom, Graduation, Athletics

Point System:

Detention = 1 point
ISS = 3 points (each day)
OSS = 5 points (each day)

When a student reaches 15 points - he/she will lose privileges (see above) for 1 marking period, 10 weeks
Remediation: (must begin within 4 school days of loss of privileges)
He/She will regain 2 points/week when no discipline infractions are incurred
He/She will regain 1 point/week for meeting with Guidance Counselor/Case Manager
He/She will regain 1 point/week for each hour of Community Service (*separate from 40 hours required for graduation)

When a student reaches 30 points - he/she will lose privileges (see above) for the rest of the school year.
Remediation: (must begin with in 4 school days of loss of privileges)
He/She will regain 2 points/week when no discipline infractions are incurred
He/She will regain 1 point/week for meeting with Guidance Counselor/Case Manager

He/She will regain 1 point/week for each hour of Community Service (*separate from 40 hours required for graduation)

DRESS CODE - Policy # 5511

Students are expected to dress in a neat, clean and appropriate manner. Wood-Ridge Jr.Sr.High School is a serious academic environment. As such, when in doubt, student dress should be conservative and modest.

The New Jersey State Board of Education regulation concerning dress regulation standards for students states, "attire which causes the disruption of the educational process or which constitutes a health or safety hazard or concern is not permitted.

Specific requirements regarding the dress and grooming regulations are as follows:

A. Clothing that unreasonably exposes the midriff or has an unreasonably low neckline is not permitted in the school building during school hours. The list of restricted items includes: backless tops and dresses, tube tops, miniskirts/dresses or shorts that are shorter than mid-thigh/finger tip length. Undergarments must not be visible. Clothing which is not worn appropriately, not properly fastened or with tears or holes that are indecent will not be permitted.
B. Clothing, accessories or jewelry that include messages associated with gangs, alcohol, drugs, tobacco products or other illegal substances or paraphernalia, sexual connotations, indecent/lewd writings or pictures or cartoon images that support or depict discrimination on the basis of age, handicap, national origin, marital status, race, religion, sexual orientation or gender are not allowed.
C. Personal grooming including combing, brushing, spraying hair, spraying of perfumes or colognes and applying cosmetics is allowed only in restrooms and designated areas.
D. Pants must be worn at the waist and must be securely fastened.
E. Articles of jewelry that can potentially cause a safety concern or hazard or can easily deface school property are not permitted. For example, chains and/or articles of clothing with sharp objects are prohibited.
F. Footwear must be worn in the building at all times. The safety of footwear is at the discretion of administration. For example flip-flops and athletic slides are unacceptable footwear.
G. Headgear is not to be worn in the building during school hours. Hair accessories that compliment students' dress and which pose no safety or identification concern are permitted. Head accessories worn for religious purposes will be permitted if accompanied by a note from an official representative of the religious institution or a parent. Also, students having a medical condition, which may require headgear, will be permitted if accompanied by a parent note or medical excuse.
H. No sunglasses may be worn during the school day unless medically prescribed.

The Administration reserves the right to determine the appropriateness of dress. The Administration is authorized to permit the wearing of hats on special occasion days, such as School Spirit Day, Hat Day, etc. Violators of these student dress and grooming regulations will be required to make arrangements to obtain suitable clothing immediately. Failure to comply will result in the student's parents being notified, and/or the assignment of penalties as noted in "Infractions and Penalties".

DISSECTION OPT-OUT OPTION – Policy #5250

Any pupil who chooses to refrain from participation or observation in a portion of a course of instruction that includes dissection, vivisection, incubation or capture of animals will be allowed to decline from participation and will be provided with an alternative educational project to be determined by the teacher of the course. The purpose of this alternative project will be to provide the pupil with the factual knowledge, information or experience required by the course of study (c18A:35-4.2 and c18A:35-4.25)

DRUG-FREE SCHOOL ZONES - Policy #5131

The Wood-Ridge Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances and drug paraphernalia on school property. The Board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The Board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the County Prosecutor and approval by the County Superintendent of Schools. The Memorandum of Agreement shall be consistent with the School Zone Enforcement Code (N.J.A.C. 6:3-6.1-6.6), Statewide Action Plan for Narcotics Enforcement and the Attorney General's Executive Directive 1988.1.

SEARCHES

If in the judgment of the principal or designee there is a reason to believe that a student possesses drugs or drug paraphernalia in violation of school policy, a warrantless search of property and personal effects shall comply with the standards prescribed by the United States Supreme Court in New Jersey vs. T.L.O. 469 U.S. 324 (1985).

EARLY DISMISSAL

1. In order to be dismissed from school early, students must be picked up and signed out in the main office by a parent or an adult designated by parent. For students who are 18 years of age and older, parent/guardian notice and acknowledgement of their child's absence is required.

2. Early dismissals may be granted for the following reasons and will be considered NON-CUMULATIVE:
   a. illness that occurs after a student enters school (verified by the school nurse)
   b. approved college visitations
   c. verified medical or dental appointments
   d. verified appointments for driving tests
   e. required court appearance
   f. other reasons of emergency nature approved by an administrator

ELECTRONIC DEVICES – Policy #5516

The school is not responsible for any lost, stolen or damaged cellphones or electronic devices.

Students are not allowed to carry any personal electronic device such as beepers, personal pagers, walkie-talkies, v-links, cellular phones, MP3/MP4 players, IPODs, etc. in school between the hours of 7:50 AM and 2:35 PM. Laser pointers are prohibited at all times. Any student using these items during school hours will have the item confiscated. Electronic devices should be securely stored in a locked locker upon arrival at school. Any student using said equipment will have the item confiscated, their parent/guardian will be contacted and the item will only be returned to the parent. The student will also be assigned penalty as noted in "Infractions and Penalties". Walkman, disc-players, etc., are allowed on buses only and must be placed in lockers upon arrival in the school building.

CELL PHONES

The possession of and use of cell phones by high school students has become a common occurrence in today's educational facilities. A heightened sensitivity generated by Columbine and September 11th has made families feel that cell phones and related technological devices are no longer conveniences, but necessities for student security, accountability and parental peace of mind. However, there are restrictions that must be observed during the course of the school day so that students can focus on academic pursuits rather than social interactions which come at the expense of instructional time.

STUDENTS ARE NOT PERMITTED TO USE OR DISPLAY CELL PHONES FROM 7:50 AM TO 2:35 PM IN ANY CAPACITY – THIS INCLUDES CHECKING MESSAGES, MAKING CALLS, TEXT MESSAGING, CHECKING TIME AND/OR CORROBORATING PHONE NUMBERS. CELL PHONES MUST BE POWERED DOWN AND STORED AWAY. ANYTIME A CELL PHONE APPEARS, IT WILL BE CONFISCATED. Students are not permitted to charge cell phones in school outlets at any time.

In the instance of a family emergency, students will be permitted to utilize the myriad of communication systems at our disposal, and we will immediately locate students when parents/guardians need to reach their children. This practice has always been maintained. The firm, but fair, enforcement of this practice is for the efficient and safe operation of our school and for the sake of all students in our charge.

The administration at Wood-Ridge Jr.Sr.High School feels very strongly that the use of such devices and the multitude of the ancillary features:

- is a severe distraction to the educational process
- has contributed to improprieties in the student assessment process with the abuse of "text" messaging and imagining capabilities
- infringes upon the privacy of other students when snapshots and video clips are taken
- compromises school security and student safety

Unauthorized activation and/or use of cell phones may result in confiscation and/or search of the cell phone as such action is a direct violation of school rules. The extent of the confiscation and/or search of the cell phone is dependent upon the circumstances present at that time and within the discretion of school authorities. Whether or not or when the cell phone is returned to the student or parent is also dependent upon the circumstances presented at the time of violation. Cell phones, like all other personal items brought by a student into a school zone, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by police.

EMERGENCY SCHOOL CLOSINGS

You will be notified via text messages or robo call. Please do not call the police department.

EXAMS

Mid-Term/Final Exam Attendance - Only excused absences will be considered legitimate excuses for mid-term and final exams. Any other absence will result in a grade of zero (0) for that exam.

Cheating/Cutting of Exams - Cheating on and/or cutting of exams in unacceptable and will not be tolerated. Any student found to have cheated on or cut an exam will receive a grade of zero (0) for that exam.

Final Exam Exemptions - Students who have taken an AP Exam are exempt from a final exam for that course. Seniors who have earned no grade less than an "A-" on their report card for a course (inclusive of each of the four marking period grades and the mid-term examination grade) will be exempt from a final exam for that course.

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EXTRA HELP

Teachers will be available for extra help two afternoons per month. In addition, members of the National Honor Society offer tutoring aid. Students are encouraged to take advantage of these opportunities to get the help needed.

FIELD TRIPS

Field trips for classes, clubs and other organizations are recognized as educationally valuable experiences to enrich regularly planned classroom or group activities. The same regulations that apply to students when they are on the school premises apply to students when they are on trips and representing our school. Parental permission slips are required from **all** students, regardless of age, planning to participate. Classwork missed as a result of the educational trips or participation in a school activity must be completed and submitted in accordance with the provisions of the make-up policy. Any student in jeopardy of failing in any subject and/or has attendance issues is **NOT** permitted to attend any field trips. NO EXCEPTIONS.

FIRE DRILLS/SCHOOL LOCKDOWN

A poster with directions for leaving the room is placed in a prominent place in each classroom. Each class using the room is instructed as to the regulations governing fire drills as well as the procedure for leaving the room and building. There will be two security drills (one fire drill and one safety drill) each month starting in September. The students' attitude during these drills is most important. Complete silence should be maintained throughout the entire drill and all movement completed in the most orderly way possible. School lockdowns may be implemented for emergency, non-emergency or practice purposes. Students are to adhere to all requirements and directives during each drill. Failure to do so will result in disciplinary action at the administration's discretion.

GRADING/CLASS RANK/STUDENT HONORS

Grade	Numerical Equivalent	Grade Equivalent	Honors Grade Equivalent	AP Grade Equivalent
A+	97-100	4.33	4.83	5.33
A	93-96	4.00	4.50	5.00
A-	90-92	3.67	4.17	4.67
B+	87-89	3.33	3.83	4.33
B	83-86	3.00	3.50	4.00
B-	80-82	2.67	3.17	3.67
C+	77-79	2.33	2.83	3.33
C	73-76	2.00	2.50	3.00
C-	70-72	1.67	2.17	2.67
D	65-69	1.00	1.50	2.00
F		0.00	0.00	0.00

INC	**Incomplete Work**	All incomplete work must be submitted no later than two (2) weeks from the date the student returns from an excused absence.
P	**Pass**	-

WP	**Withdrew Passing**	-
WF	**Withdrew Failing**	-
NC	**No Credit**	Student will receive the equivalent of an "F" due to excessive absences

Full Year Courses: For marking period 1, 2 and 3 – no **grade** less than "53" will be issued as a final marking period **grade**. For marking period 4, mid-term and final exam, there would be no minimum.

Semester Courses: For marking period 1 and 3 – no **grade** less than "53" will be issued as a final marking period **grade**. For marking period 2 and 4, there would be no minimum.

Marking Period Courses: There would be no minimum.

HONORS CLASSES

For students entering Grades 7, 8 and 9: Determination for eligibility will include multiple measures of current course grades in the specified content area(s), district interim assessment (DIA) Performance (such as Renaissance, Link-It, NJSLA or other DIA utilized by the district), and departmental placement assessment(s).
For students entering Grades 10, 11, and 12: Determination for eligibility will include multiple measures of current course grades in the specified content area(s), district interim assessment (DIA) Performance (such as Renaissance Link-It, NJSLA or other DIA utilized by the district), departmental placement assessment(s) and achievement test scores of PSAT or SAT performance.

All students identified as gifted and talented/high performing students, exiting Grade 6, will be provided access to advance level courses at the Junior-Senior High School, grade 7 through grade 12. This coursework is available to students identified through multiple measures, in accordance with identification of gifted and talented/high performing students. These multiple measures will include the following for students entering:

Grades 7, 8 and 9: Score attainment on a Board of Education approved rubric**for placement in Honors. The rubric will include multiple measures of current course grades in the specified content area(s), district interim assessment (DIA) performance (such as Renaissance Link-It, NJSLA or other DIA utilized by the district), and departmental placement assessment for each course that the student is seeking Honors placement.

Grades 10, 11, and 12: Score attainment on a Board of Education approved rubric**for placement in Honors/Advanced Placement. The rubric will include multiple measures of current course grades in the specified content area(s), district interim assessment (DIA) performance (such as Renaissance Link-It, NJSLA or other DIA utilized by the district), departmental placement assessment for each course that the student is seeking Honors/AP placement, and achievement test scores of PSAT or SAT performance. For Advanced Placement (AP) courses the College Board AP Potential Finder report will also be included among these multiple measures.

*Any student in grade 9, 10, or 11 who achieved an "A" average by the end of Marking Period 3 in the prior level Honors course will not need to be assessed on a departmental placement assessment for continued Honors course selections. Students wishing to enter an Advanced Placement (AP) course will not be exempt from a departmental assessment regardless of prior level Honors or AP course grades.
**Rubrics for placement in High Performance, Honors, or Advanced Placement courses will be reviewed and approved annually. The review process will be comprised of a committee of stakeholders that shall include Administrators, Board of Education Trustee for curriculum and instruction, Teachers, Parents, and Students. The approved rubrics

will be made available to parents and students so they may have the opportunity to review criteria and aim for achievement in advance of scheduling for student placement. Students who do not meet the minimum requirements for advanced performance levels on the noted multiple measures and related scoring rubric may pursue an appeal process with the Chief School Administrator/Principal. Through an appeal process a waiver for Honors or Advanced Placement course enrollment may be granted. This waiver holds a student's enrollment conditional upon attaining an end of first marking period average of 87/B or better.

TRANSFER STUDENTS

Students who transfer into the district are immediately eligible to be admitted into the program if they meet the eligibility criteria. Transfer students who enter the district without standardized test scores will be admitted based upon meeting the eligibility criteria in the area of grades, samples of student work, transcripts indicating involvement in a similar program previously, and District selected assessments.

REVIEW OF ELIGIBILITY CRITERIA

Eligibility criteria will be reviewed and amended if necessary when a new report card format is adopted, standardized tests are eliminated or replaced, instructional programs are revised, and once every three years

Grade Book Calculations

The district's student information management system (SIMS) is used by all teachers to record grades. Grades from the SIMS GradeBook are downloaded directly by the Guidance Department for grade reporting purposes. Numerical grades will be recorded in SIMS GradeBook and assessment weight will be set up for individual teacher grade books. A numerical average is calculated as per the individual grade book set-up. If letter grades have been used to record individual assessments, SIMS then converts the letter grade to a numerical equivalent for averaging; i.e. A (*95*), B (*85*), etc. SIMS will then convert the numerical average to a final letter grade according to the scale above.

Final Grade Calculation

For full year courses, marking period averages will each count for 22.5% of the total grade. Finals will count for 10% of the total grade. In the event a student is excused from the Final exam for a course, each marking period would then be worth 25%. For a single semester course, each marking period will be worth 50%. SIMS calculates a final grade for a course by averaging all final numerical marking period averages with the mid-term and final exam numerical grades to calculate a final numerical average. It then converts that numerical average back to the alpha grade equivalent for reporting purposes.

Example: *Student A*

MP 1	MP 2	MP 3	MP 4	Final	Final Grade
80	85	93	90	86	87
B-	B	A	A-	B	B+

GPA Calculation

Wood-Ridge High School calculates a weighted GPA using an online gradebook. This means that grades for courses designated as Honors or Advanced Placement are converted using a higher grade equivalent scale when calculating final GPA's. A student's weighted grade point average (WGPA) is determined by multiplying the Grade Equivalent (GE) for a course by the number of attempted credits (CR) for that course. This will determine the total number of Points for that course. A total number of Points will be calculated for each course in which a final letter grade is assigned. This will be divided by the total number of credits attempted by that student.

WGPA = Sum (GE x CR)/ Sum CR

CLASS RANK

Wood-Ridge Jr. Sr. High School no longer ranks students.

STUDENT HONORS

At the end of each marking period, the honor rolls shall be published according to criteria set forth in Regulation #5440 and Policy #5440 honoring pupil achievement.

NATIONAL HONOR SOCIETY MEMBERSHIP

A cumulative weighted grade point average of 3.75 is necessary for a student to be academically eligible for membership in the National Honor Society. Induction criteria will measure a student's grades, service, leadership and character. Students with a 3.75 cumulative GPA will be notified by October of their Junior or Senior year that they are eligible to apply for NHS membership.

VALEDICTORIAN/SALUTATORIAN SELECTION (POLICY #5440)

The selection of the valedictorian and salutatorian is made based upon a cumulative seven-semester grade-point average. Grades from subjects taken during the ninth, tenth, eleventh and first semester of the twelfth grades will be averaged. The valedictorian of the senior class will be that student with the highest overall grade-point average. The salutatorian of the senior class will be the student with the second highest grade-point average. Attendance and any discipline infractions will be taken into consideration.

COMMENCEMENT SPEECHES

The Valedictorian, Salutatorian, and Co-Presidents of the Senior Class will be presented with timelines and guidelines for developing his/her speech, as well as guidelines for delivering his/her speech at commencement exercises. The Valedictorian, Salutatorian, and Co-Presidents of the Senior Class, along with their parent(s)/guardian(s), will receive notice and a request for agreement to the guidelines. Refusal to agree to the

guidelines will forfeit the student's presentation at commencement exercises. Any student who delivers a commencement speech that differs from the approved speech will not receive his/her diploma until a disciplinary hearing has been held and the resulting disciplinary action has been satisfied.

GUIDANCE DEPARTMENT

The Guidance Department's services are available to help make the student's high school experience as beneficial and purposeful as possible. The department aids the student in the selection of subjects within the curriculum. As he/she proceeds with his or her high school education, students are given information to help make decisions on the choice of a vocation, on entry into college or schools, on job placement, and on such personal problems as may be faced.

Counselors monitor students' progress by means of frequent student interviews, through analysis of test results, inspection of report cards, and reports from teachers. Parents are encouraged to call their child's teacher to discuss his/her progress, and to maintain contact with their child's guidance counselor as well. The Guidance Office maintains a cumulative record for each student. At teachers' or parents' request, students are called in for conferences when they have received progress reports, attendance warnings, or failing grades. Students who desire to see their guidance counselor must make an appointment before or after school. If a student must miss a class, a prior release form must be signed by the teacher.

The Guidance Department arranges a series of programs in which representatives of different schools, colleges, industry and the military participate. Interested students attend these visitations and have an opportunity to ask questions. A follow-up survey is conducted every year on students who have graduated in order to gain information for the improvement of the guidance program. Evaluations by community, teachers and continuing students are also undertaken periodically.

Guidance information is published periodically concerning employment opportunities, college visitation programs, scholarships and summer programs. Please check the E-Board website of your child's guidance counselor for information. Detailed information is also given to students as to how, where and when to apply for college admission, scholarship and financial aid. Students and parents are notified of financial aid workshops, as well as scholarships that are available. The *Naviance* career program is also used to assist students with college and career choices.

NOTE:

- Although Wood-Ridge Jr.Sr. High School is accredited by the Middle States Association of Colleges and Schools and is approved by the New Jersey Department of Education, graduation alone does not necessarily qualify the graduate for a specific college; colleges differ in requirements and standards. Care must be used in the selection of subjects; grades of "B" or better must be maintained for recommendation to many colleges.
- Students who hope to follow a career in science, mathematics, or engineering should plan to complete four years of both science and mathematics.
- Vocational training is offered through affiliation with the Ho-Ho-Kus School or Paramus Vo-Tech.
- Independent Study and Distance Learning are academically tailored to the individual student.

PARENT WORKSHOPS – "PREPARING FOR THE COLLEGE PROCESS"

- Winter - Financial Aid Workshop for parents of seniors - evening
- Spring - School/College Workshop for parents of juniors - evening

EMPLOYMENT OPPORTUNITIES

An up-to-date file is available on job opportunities in the guidance office. Representatives from business firms are brought to the school to talk to seniors about jobs. The Guidance Department handles the requests that come in locally for part-time or occasional jobs.

STUDENT RECORDS/TRANSCRIPTS

The Guidance Department maintains accurate academic records regarding a student's educational growth. Official transcripts are forwarded by mail to colleges, schools, and employers upon request and written permission by the parent or adult student. Students requesting to hand-carry transcripts will be provided with an **UNOFFICIAL** transcript only. Please allow at least one (1) week for transcript preparation. Only Guidance Department Personnel (guidance counselors and administrative assistant) are authorized to generate transcripts. Any changes to historical grade information that would be reflected on transcripts must be authorized by the Principal in writing.

HALL PASSES

Any student who is in the hall while class is in session must have an approved e-hall pass before leaving the classroom. It is the student's responsibility to have an e-hall pass before leaving a class, or special area to see a guidance counselor, administrator, nurse to use the library/media center, computer lab or to use a restroom. Any student without an e-hall pass, while out of class, is subject to disciplinary action. There is to be no loitering in the bathroom.

STUDENT IDENTIFICATION

Students are to wear their school issued ID at all times. If a student misplaces or loses their ID, it can be replaced for a $5 fee. Student ID's should be kept throughout the summer.

HARASSMENT, INTIMIDATION AND BULLYING - Policy #5512.01

The Wood-Ridge Board of Education prohibits acts of harassment, intimidation or bullying of a student. The Wood-Ridge Board of Education has determined that 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 and disciplined environment. 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.

The Wood-Ridge Board of Education establishes that "harassment, intimidation or bullying" means any gesture or written, verbal or physical act, or any use of electronic communication (N.J.S.A. 18A:37-15.1) that takes place on school property, or at any school-sponsored function, on a school bus and that:

a. 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,

b. by any other distinguishing characteristic; and

c. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

d. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or

e. has the effect of insulting or demeaning any student or group of students; or

f. creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the board of education's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and must be consistent with the district board of education's approved code of student conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Harassment, Intimidation, and Bullying Off School Grounds

This Policy and the Code of Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds when:

1. The alleged harassment, intimidation, or bullying has substantially disrupted or interfered with the orderly operation of the school or the rights of other students; and either
2. A reasonable person should know, under the circumstances, that the alleged behavior will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
3. The alleged behavior has the effect of insulting or demeaning any student or group of students; or
4. The alleged behavior creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

For the full HIB policy please refer to the Wood-Ridge School District website and follow the link.

HAZING - Policy #5512

The Board of Education believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such behavior at any time on school premises, at any school-sponsored function or on any school bus. "Hazing" means the performance of any act or the coercion of another to perform any act of initiation into any class, team, or organization that causes substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. (N.J.S.A. 18A:37-1 et seq.; 18A:42-5; 1BA:42-6)

The district prohibits active and passive support for hazing. All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal.

HEALTH OFFICE

INJURIES/ILLNESS

STUDENTS WHO BECOME ILL IN SCHOOL AND WISH TO GO HOME MUST REPORT TO THE NURSE'S OFFICE FOR PERMISSION. THOSE WHO FAIL TO REPORT WILL BE CONSIDERED TRUANT.

A school nurse is assigned to the High School. Students must have a pass in order to secure the services of the nurse (except in emergencies). In case of illness in the classroom, the office must be notified. If a student is injured at school or during a school activity or athletic event, he/she **MUST** immediately notify the teacher in charge. The teacher will in turn notify the office so that the nurse can be called and appropriate forms can be completed. In the event the school nurse is absent, and we are unable to obtain a substitute nurse, the nurse from the other school will visit our school periodically throughout the school day to administer medication as required.

CRUTCHES

Policy for use of crutches on school property:

The Board has determined that the use of crutches on school property by a student untrained in their use possess a safety risk for both the student and other persons on school property, including fellow classmates. Thus, only a student trained in the use of crutches shall be permitted on school property.

Before a student on crutches shall enter upon school property, The Board requires a student obtain from an appropriate medical provider, DOCUMENTATION OF THE FOLLOWING:

1-That the use of crutches has been authorized by a physician or appropriate medical provider or appropriate medical personnel

2-The diagnosis and the duration of authorized use of crutches

3-That the student received training in the use of crutches (CRUTCHES ARE NOT ALLOWED ON STAIRS)

4-That, if necessary the student requires the use of the school elevator (if available)

5. Anticipated length of time the student will be excused from gym/recess

This document shall be kept in the office of the school nurse, with a copy in the main office. Only students who have submitted such a document shall be permitted on school property.

Individuals visiting the district shall be exempt from policy. Doctor's note should indicate use of the school elevator is necessary.

EPIPEN

Require each public and nonpublic school to maintain in a secure but unlocked and easily accessible location a supply of epinephrine auto-injectors that is prescribed under a standing protocol by a licensed physician or an advanced practice nurse and is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction; and 2. Permit the school nurse or trained designee to administer epinephrine via a prefilled auto-injector mechanism to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes the student is having an anaphylactic reaction or any student whose parent has not: a) provided written authorization for the administration of epinephrine (N.J.S.A. 18A:40-12.5a); b) provided written orders from the physician or advanced practice nurse that the student requires epinephrine for anaphylaxis (N.J.S.A. 18A:40-12.5b

HOMEWORK POLICY # 2330

The amount of homework will vary with grade level and class schedule. Homework shall refer to those assignments to be prepared by the student outside of the school or independently while in attendance at school.

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;

2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;

3. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment.

INTERNET USE – Policy #2361/Acceptable Use of Computer Network/Computers and Resources

Acceptable Use Agreement

In consideration of the Wood-Ridge School District providing student access to a computer interface to Internet services, both parent and student **must** sign a contract (*Acceptable Use Agreement*) agreeing to the terms and conditions for the use of the Internet.

Computer technology is integrated into subject curriculums; students are encouraged to use computers as a regular component of their academic program. Student use of computer technology and the Internet is governed by compliance with the District's Acceptable Use Agreement. The Internet is an electronic communications network that provides vast, diverse and unique resources. With the growing wealth of information now available online, the Internet has become an effective and exciting tool in the classroom for research, communications and networking. As a learning resource, the Internet is similar to books, magazines, video, CD-ROMs and other information sources. Students who misuse the computers and/or Internet, e.g. attempting to access restricted sites, altering the computer settings, use of email during and after school hours, are subject to disciplinary actions as specified.

Wood-Ridge Jr.Sr. High School understands the popularity and usefulness of social networking websites like MySpace, Facebook, Xanga, Bebo and others to students who use these sites as a means of communicating with friends. Nonetheless, students must understand the public nature of these sites, and the responsibility and accountability that they, as site manager, must assume. They also must understand that their names and sites are linked with Wood-Ridge Jr.Sr. High School, and as a result, the school may monitor the content of these sites because of the impact this can have on school accountability, public image and student safety.

You are asked to remember that you are representatives of Wood-Ridge Jr.Sr. High School. Please keep in mind that once you post something, it is available to anyone in the world. Any text or photo posted becomes the property of the site (regardless of how you limit access to your site) and are no longer within your control. Therefore, you should not post information, photos or other items online that could embarrass you, your family, and your classmates.

Your pages are subject to review by administrators, teachers, technology supervisor and athletic department administrative staff. Understand that if information or pictures that are posted represent violations of the district and/or NCAA policies, you may face disciplinary action. In order for Wood-Ridge Jr.Sr. High School to provide a safe working environment for students, certain Internet restrictions have been put into place to help prevent harmful acts via the Internet against a student. Social networking (MySpace, Facebook, Twitter etc…), instant messengers (AIM, Yahoo! Messenger, MSN etc…), chat rooms (Skype etc…), blogs, web mail, forums, message boards, auction sites or any

other web site deemed unsafe by Wood-Ridge Jr.Sr. High School has been restricted. Changes to the Internet security and content filter may occur without warning or notice to students.

Using the School's network or equipment to create, access, download, store, send, or print materials that are illegal, offensive, harassing, intimidating, discriminatory, pornographic, or obscene is prohibited and will result in disciplinary action. These provisions are not intended to prohibit an authorized user from carrying out his/her assigned educational function.

Applicable Laws

Computer and network use is also subject to New Jersey and federal laws and regulations. Suspected violations of applicable law are subject to investigation by the School and law enforcement officials. Among the applicable laws are:

- *Federal Copyright Law:* U.S. copyright law grants authors certain exclusive rights of reproduction, adaptation, distribution, performance, display, attribution, and integrity to their creations, including works of literature, photographs, music, software, film, and video. Violations of copyright laws include, but are not limited to, the making of unauthorized copies of any copyrighted material (such as commercial software, text, graphic images, audio, and video recordings) and distributing copyrighted materials over computer networks or through other means.
- *Federal Wire Fraud Law:* Federal law prohibits the use of interstate communications systems (phone, wire, radio, or television transmissions) to further an illegal scheme or to defraud.
- *Federal Computer Fraud and Abuse Law:* Federal law prohibits unauthorized access to, or modification of information in computers containing national defense, banking, or financial information.
- *Federal and New Jersey Child Pornography Laws:* Federal and state laws prohibit the creation, possession, or distribution of graphic depictions of minors engaged in sexual activity, including computer graphics. Computers storing such information can be seized as evidence.
- *Pyramid Schemes/Chain Letters:* It is a violation of the Federal Postal Lottery Statute to send chain letters which request sending money or something of value through the U.S. mail. Solicitations through electronic messaging are also illegal, if they require use of U.S. mail for sending money/something of value.
- *Defamation:* Someone may seek civil remedies if they can show that they were clearly identified as the subject of defamatory messages and suffered damages as a consequence. Truth is a defense against charges of defamation.
- *Common law actions for invasion of privacy:* Someone may seek civil remedies for invasion of privacy on several grounds.
- *Public disclosure of private facts:* The widespread disclosure of facts about a person, even when true, may be deemed harmful enough to justify a lawsuit.
- *False light:* A person wrongfully attributes views or characteristics to another person in ways that damage that person's reputation.
- *Wrongful intrusion:* The law often protects those areas of a person's life in which they can reasonably expect they will not be intruded upon.

Violation of any of the aforementioned will result in suspension.

LEAVING SCHOOL

A student **MAY NOT** leave school property for any reason while school is in session, unless he/she has received permission from the Principal or Assistant Principal.

LUNCH and BREAKFAST REGULATIONS

In addition to being used as the All-Purpose Room (AP), lunches are served during 4th, 5th, 6th, and 7th periods Students' behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to find it. Wood-Ridge Jr. Sr. High School has a "closed" lunch policy. No students may leave the building for lunch other than Grade 12 students. Students who leave the AP Room during lunch will be disciplined according to the student discipline code. The following directions apply:

1. Student may not eat breakfast or lunch anywhere but in the All-Purpose room. All students wishing to purchase breakfast, hot or cold lunches and/or snacks are to form a single line approaching the appropriate serving area. No food in the bathroom.
2. All plastic utensils and trash paper must be taken to the containers available for this purpose.
3. Be sure that the table is clean when you leave. Others will be eating there after you. If the table is not cleaned, you will be asked to return and clean it.
4. Students may use the lavatories during lunch periods. There shall be no loitering in the halls or bathrooms at any time.
5. The All-Purpose room supervisors have full authority to regulate conduct in the all-purpose room.
6. Failure to comply with directions will result in disciplinary action.
7. Students are not permitted to consume food or beverages outside the All-Purpose room, nor are they permitted to receive deliveries from outside food vendors or parents.
8. Breakfast/snack items are available for purchase and consumption in the All-Purpose room until 7:50 AM, exceptions will be made after 7:50 AM in a case of emergency.

PHYSICAL EDUCATION

The law requires that all pupils must take physical education unless excused by written orders from a doctor. Such excuses will be kept on file in the Nurse's Office. Even though excused from active physical participation, students are required to attend classes and to fulfill all the requirements of the health courses. Makeup written projects will be given in place of Physical Education.

I. State law requires students take a minimum of 150 minutes/week of Health, Safety and/or Physical Education.

II. Students with a permanent or prolonged illness or disability for two days or more may be excused from physical activity upon presentation of a physician's written excuse to the school nurse. The Physical Education teacher will then assign the student a project. The project is dependent upon the length of the student's excuse. The grade from this project will be averaged in with the student's other Physical Education grades. Students with a temporary Physical Education excuse (note from parents for one or two days maximum) will also be assigned a mini-project for missed classes. This, too, will be averaged with the student's other Physical Education grades. See Section V which explains assignments.

III. Marking System - A physical education student is expected to be in uniform for every class meeting and prepared to participate in the daily activities. The quarterly grade will be based upon preparedness, participation and written tests.

IV. Medically Excused Students must complete assignments that can be used toward the awarding of marking period grades. Physical education teachers of record will be responsible for grading the work and awarding marking period grades.

PHYSICAL EDUCATION UNIFORM POLICY

♦ **PHYSICAL EDUCATION**

State law requires that all high school students take physical education for a minimum of 150 minutes a week. State Law for graduation requires twenty (20) diploma credits in physical education. Students with permanent or prolonged serious illness, or disability, may be excused from activity upon presentation of a physician's written excuse that must be given to the school nurse. Students who are excused for more than a year must present a doctor's excuse each school year, during the month of September. Students with a temporary illness must present a written excuse to the instructor from home, the school nurse, or the principal in the absence of the nurse. Students who are excused will be assigned a report to meet the Physical Education requirement.

• **PHYSICAL EDUCATION UNIFORM POLICY**

The Wood-Ridge Board of Education requires students at Wood-Ridge Junior-Senior High School to dress in athletic attire (shorts, sweatpants, sweatshirts, t-shirts.) No tank tops or sleeveless shirts. Final determination is made by the PE staff.

• **Jewelry - Grades 7-12 Policy Reference 5132.1**

As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricula sporting and cheerleader programs while wearing jewelry. Jewelry shall include, but not be limited to: watches, earrings, nose rings, bracelets, necklaces, pins any type of facial piercing or other visible body piercing. This will reduce the risk of students from being severely injured by falling or making contact with another student.

Waivers

Waivers of physical education uniform requirements, of varying duration, may be issued by the Building Principal. Waivers are restricted to those who meet one or more of the following criteria:

1. *Religious Freedom*

For those families who belong to a denomination or sect that has historical religious tenets that can be verified which preclude a student from wearing clothing other than the religious apparel.

2. *Financial Hardship*

It will be the responsibility of each school to assist those families demonstrating evidence of financial hardship with appropriate support according to district policies regarding free and reduced lunch.

JEWELRY - GRADES 7-12 POLICY REFERENCE 5132.1

As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricula sporting and cheerleader programs while wearing jewelry. Jewelry shall include, but not be limited to: watches, earrings, nose rings, bracelets, necklaces, pins any type of facial piercing or other visible body piercing. This will reduce the risk of students from being severely injured by falling or making contact with another student.

PLACEMENT AND EVALUATION

An up-to-date file is available on job opportunities in the guidance office. Representatives from business firms are brought to the school to talk to seniors about jobs. The Guidance Department handles the requests that come in locally for part-time or occasional jobs.

A follow-up survey is conducted every year on students who have graduated in order to gain information for the improvement of the guidance program. Evaluations by community, teachers and continuing students are also undertaken periodically.

PROTECTION OF PROPERTY

STUDENTS ARE REMINDED NOT TO LEAVE POCKETBOOKS, MONEY OR OTHER VALUABLES IN CLASSROOMS OR IN UNLOCKED LOCKERS. THIS INCLUDES GYM LOCKERS. THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY.

When students have clothing, books and other property in lockers, students must keep the locker properly locked. Students are warned against keeping money and other valuables in their desks or lockers. When sums of money are brought to school to pay bills for parents, students are advised to request to have the money placed in the school safe until it is needed.

PUBLICATIONS - Policy #2432

The Board respects the right of pupils to express themselves in written word or picture and to distribute printed materials as part of that expression, but recognizes that the exercise of that right may be limited by the need to maintain an orderly school environment and to protect the rights of all members of the school community. "Printed material" includes any written or printed cards, letters, circulars, books, pamphlets, notices, newspapers, videos, audios, computer media or other like materials. ***The Dial*** is the school yearbook and a pictorial presentation of the school year in review. Its major emphasis is on senior activities, but it appeals to students of all grade levels.

REQUIREMENTS FOR GRADUATION Policy #5460

If a student does not complete at least 130 credits and does not meet the requirements of the State of New Jersey by the end of the senior year, he/she will not be a part of the graduation ceremony held in June. Minimum requirements for graduation can be found in the Wood-Ridge Jr.Sr. High School Scheduling Guide/Program of Studies. Forty hours of community service over four years (Grade 9 – 12) is required.

RIGHTS AND RESPONSIBILITIES - POLICY #5700

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his or her own thoughts. Attendant on the rights guaranteed to each pupil are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of this district. (NJ.S.A. 9:17B-1, N.J. S.A. 18A: 36-20)

A student is expected to:

- report to all regularly assigned classes daily and on time.
- come prepared with text and materials for writing.

- take the responsibility of getting assignments and doing assignments even when absent.
- seek out extra help from teachers and students.

Suggested Study Habits

1. Set aside a "*quiet time*" for homework which is convenient for the family. It can be anytime, but should not be very late in the evening.
2. Television, radio, etc. should not be on while homework is being done. A student will get more benefit from one hour of concentrated homework a night as opposed to four hours in front of a television set.
3. Homework should be done every night, either written or study. This does not mean that each teacher gives an assignment. It is expected that students are rereading stories or chapters, redoing or going over notes, reworking math problems and jotting down questions for areas which are not clear to them.
4. Notebooks and textbooks should go home every night.
5. Weekends may be free of any individual assignments, but parents should know the due dates and status of long range assignments, books reports, term papers and projects. Look at your child's books and notebooks. You should be aware of the sequence of his courses.
6. There should be no "*off*" nights during the week for homework. The four years of high school are critical learning years. Do not accept the statement, "*I have no homework*."
7. Study should be constant and consistent, a little at a time. Studying a short amount of time each day keeps the student alert to the material in class and prepared for tests. It is much easier to retain the material in this manner than trying to study everything the night before a test.

Suggested Parental Involvement

1. It is easy to assume that high school students are responsible enough to complete written assignments and to study regularly. However, classroom experience shows that this assumption simply is not true. Parents should check written assignments for their completeness and have a clear understanding of the sequence of study assignments.
2. Written homework should be legible, neat, well organized, and should show a logical sequence. Parents should check to see that there is a date, a labeling of the exercise, page number, and name on the paper. This enables the student to see and understand the work more easily and is a tremendous aid to study.
3. If notebooks or written assignments are sloppy or disorganized, the parent should have the student do it over. This may be difficult at first, but, after a few times, the student just might become more careful and attentive to his/her work. You and the student should take pride in everything that is accomplished.
4. More importantly - Encourage and expect the best from your child. The best is not necessarily the same for each student. Accepting anything less than his/her best is to limit the greatest potential each child can achieve. When checking homework, ask yourself, "Is this the best he/she can do?" If so, lend your support and encouragement. If it is not, help them to see their faults and to try harder until the best is achieved.

SCHEDULING

The curricular offerings are designed to meet the needs, interests and abilities of each individual student. This is accomplished through Guidance Department conferences with the student and the student's parents. On the advice or recommendation of a teacher or guidance counselor, he/she is encouraged to apply him/herself in certain areas and/or eliminate other areas of study. Student schedules are developed in the spring and summer of each year. The process includes input from students, parents, teachers, counselors and administrators. Students are expected to honor their commitments and to attend and satisfactorily complete the courses in which they enroll

during counseling conferences. Any change in the student's program will require the approval of the administration.

Requests for changes made after the building of the master schedule will be considered for educationally sound reasons according to the guidelines listed below. Students will be denied the request for change when assignment would exceed the maximum class size policy or when student enrollment drops below the Board of Education minimum. The Board of Education reserves the right to offer or not offer particular courses and/or programs depending upon enrollment and other conditions.

Scheduling Change Procedure - During the first week of school, those schedule changes needed to complete a schedule will be addressed first. The following schedule change policy is designed to resolve conflicts or correct errors with student schedules and to promote an orderly beginning of the school year:

- Schedule corrections will be made on a priority basis for students without schedules.
- Students whose schedules show **major problems** (no Physical Education, no English, etc.) will be addressed next.
- If there is a need to correct an error in the schedule, e.g. a missing course, two or more courses in conflict or failure in a prerequisite course.
- If there is a recommendation from the Child Study Team.
- If there is a recommendation from an administrator for disciplinary, attendance or instructional reasons.
- If a student is repeating a course and is assigned to the same course and teacher.
- If there is a request made by the professional staff.
- In exceptional cases, an appeal may be made to the Principal**.**

Student initiated schedule changes will not be considered for any of the following reasons:

- If the course content or standards differ from student expectations or the course is not needed for graduation.
- If the student does not like a given teacher or the student has a last minute preference for some other subject.
- If the student or parent wishes the student to be with friends.

All schedule changes must be completed **within 5 school days from the start of the school year**. All second semester course selections or changes must be completed during the first 5 school days of the second semester. If a course is dropped after the drop/add deadline, the student will receive a grade of "W" or "WF" for the dropped course. All schedule changes will be at the discretion of the administration.

Level Changes

Parents may waive their son/daughter into courses even though the subject area teacher and/or counselor are not in agreement. Students waived into a course must remain in that course for the entire first marking period. ***Note***: If the desired lower level course is filled, the student must remain in the waived class for the entire year. Changes from one level of a course to another level of the same course must be completed **within 5 school days from the start of the school year**, provided a waiver has not been submitted and signed by the parent.

Course Drop/Add

The selection of courses by students is one of the most important events in a student's high school career. It is not only important because it affects career goals but it also determines staffing and how financial resources are allocated. For these reasons, the dropping or adding of courses in a student's schedule will be considered only under extenuating circumstances. It is strongly recommended that students and parents thoroughly review required course offerings, elective course offerings, pre- and co-requisites before finalizing course selections.

MINIMAL CREDITS FOR PROMOTION FROM GRADE LEVEL TO GRADE LEVEL

All students must take 35 credits per year regardless of total credits accumulated. The following criteria are used in determining the retention of a student at the completion of each academic year. Deficiency in academic credits as follows:

- Students in the 7th and 8th grade may be retained in accordance with District Policy #5410 and Regulation #5410.
- Less than 32.5 credits at the conclusion of grade 9.
- Less than 65 credits at the conclusion of grade 10.
- Less than 97.5 credits at the conclusion of grade 11.
- Less than 130 credits at the conclusion of grade 12.

This deficiency is exclusive of credits earned in an accredited summer school or in an accredited evening school.

DEFINITION OF COURSE LEVELS

Although Wood-Ridge Jr. Sr. High School is accredited by the Middle States Association of Colleges and Schools and is approved by the New Jersey Department of Education, graduation alone does not necessarily qualify the graduate for a specific college; colleges differ in requirements and standards. Care must be used in the selection of subjects; grades of "B" or better must be maintained for recommendation to many colleges. Students who hope to follow a career in science, mathematics or engineering should plan to complete four years of both science and mathematics. Independent Study and Distance Learning are academically tailored to the individual student.

GENERAL EDUCATION

General Education courses introduce students to the fundamental principles, concepts, vocabulary and methods essential for the acquisition of knowledge and skills basic to the field of study. These courses prepare students to communicate effectively using written and oral or signed communication skills.

COMPENSATORY SKILLS

English and/or Math labs that are assigned to aid in passing the state mandated tests.

COLLEGE PREP (CP)

College Preparatory subjects are standard high school courses and are available in all core subject areas.

HONORS

Students scheduled into accelerated courses are consistently high achievers. Courses are fast-paced and more academically challenging than regular course offerings. Students who wish to continue in the Honors Program must meet the following criteria: teacher recommendation, "B+" or better in previous Honors course and completion of the Honors summer assignment.

ADVANCED PLACEMENT

Courses are currently offered in Statistics, Physics, Computer Science Principles, English, History, Spanish, US Government, US History and Calculus, with the Advanced Placement Test given in May of each academic year. These courses follow criteria of the Advanced Placement Program. Students of very high academic ability are recommended by teachers or counselors. Students in the accelerated program typically make a natural progression to the Advanced Placement offerings. Students who successfully complete the program may be eligible for college credits or advanced placement at the college level. It is recommended that students take no more than two AP courses at the same time. Any waiver of any of the recommendations must be approved by the principal. Students who enroll are required to take the Advanced Placement Test at their own expense. The Board of Education will reimburse students who earn a score of 4 or 5.

SEARCH AND SEIZURE/LOCKER REGULATIONS

According to New Jersey State Law 18:3619.2:

"The principal or other official designated by the Board of Education may inspect lockers or other storage facilities provided for use by students, so long as students are informed in writing at the beginning of each school year that the inspection may occur."

Student lockers, desks and other such property are owned by the school; therefore, school officials are empowered to conduct reasonable searches and seizures in the interest of school safety, sanitation, discipline and enforcement of school regulations. A student should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials.

Each student will be assigned a locker for outerwear and books and is solely responsible for the contents. Students are responsible for keeping the lockers neat, orderly, and locked at all times; do not place valuables in an unlocked locker. If a locker cannot be opened, the condition must be reported immediately to the Main Office. Please be advised that the school reserves the right for the principal or designee to inspect student lockers at any time during the school year.

The U.S. Supreme Court has ruled further "*a student may be searched if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated either the law or rules of the school"*. Students' effects also are subject to being searched by school officials. Effects may include automobiles located on school property.

Refusal to any search for reasonable cause will result in automatic admission of possession.

STUDENT GRIEVANCES

The Board of Education has a policy to be followed by a student or students who feel they have a grievance. A copy of this policy follows:

STUDENT DISORDERS

The Wood-Ridge Board of Education recognizes its legal responsibility for conducting safe and efficient schools and to maintain an appropriate program of education for all pupils of the district. Therefore, any disruption of the schools or interference with their normal operation violates the law and will not be tolerated.

The Wood-Ridge Board of Education also recognizes that the conditions within the schools are of paramount importance to the learning process and essential to teachers and students in their daily contact. The students must have some means by which their concerns may be effectively expressed, considered, and acted upon in a fair and equitable manner. It is with this purpose in mind that the following policy is established.

STUDENT GRIEVANCE PROCEDURE

1. Individual students having grievances shall first discuss them with the subject teacher or counselor in an attempt to resolve the matter.
2. In the event the matter is not resolved, the student or his/her parents may request a meeting with the Assistant Principal and the teachers previously consulted.
3. If a fair and equitable solution is not arrived at through the previous steps, the student or his/her parents may appeal to the High School Principal. If no solution is achieved at this level, the student must request his/her parents or their representatives to present, in writing, his/her request for an appeal to the Superintendent of Schools and Board of Education.
4. The Board of Education will be the last recourse at the local level. Further appeals may be made by the parents or their representatives on behalf of the student to the County Superintendent of Schools and subsequently to the New Jersey Commissioner of Education.
5. During the processing of individual student grievances, it must be understood that the student involved will conduct him/herself in accordance with the rules and regulations established by the Wood-Ridge Jr.Sr. High School, and the rules and regulations prescribed by the New Jersey statutes. If the individual student fails to follow the prescribed rules, he/she will be subject to the disciplinary action of the school administration and Board of Education.

STUDENT INSURANCE

The Board of Education provides insurance coverage (at no cost to parents) for all students during the regular school day and while they are involved in school-sponsored activities. All claims for **any** accidents (including sports injuries) must be submitted through the parents' insurance company. Specific information regarding school insurance will be distributed to all students within the first two weeks of school.

STUDENTS IN THE BUILDING/VISITORS

Students are not permitted in the building when school is not in session. Students are not permitted to have visitors in school with them, unless approval is received from the principal prior to the requested visit.

SUBSTANCE ABUSE – Policy #5530

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools. (N.J.S.A 18A:40A-9; N.J.A.C. 6:29-6.2).

The Board of Education prohibits the use, possession and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, on any transportation vehicle provided by the Board, or at any school-related activity.

A student who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel. (Board Policy 5530, N.J.S.A. 18A:40A-10, 18A:40A-11, and N.J.A. C. 6:29-6.3(c) 2)

SMOKING/VAPING

New Jersey State Fire Code N.J.A.C. 5:18-3.3(k)1.2 "mandates that the smoking or carrying of a lighted pipe, cigar, cigarette, electronic cigarette, vaporized products designed to be used by the electronic devices, nicotine products, or tobacco in any form is prohibited in school buildings and places of assembly." No regularly enrolled student will be permitted to smoke in any part of our building, on any school property or any bus transporting students to and from trips, athletic events, et al. (Please review Student Discipline/Code of Conduct - Policy/Regulation 5600).

Violations are reported to the Borough's Fire Prevention Bureau for further action and to the Police Department, pursuant to Borough Ordinance.

"Vape Detectors" will be used in all student bathrooms. If a "vape detector" alerts administration (or their designee) of potential inappropriate behavior, efforts will be made to identify the students who were in the alerted location. In these cases, the student(s), as well as their locker(s), may be searched in compliance with district policy 5770. If a student is in possession of an item not permitted in school they would be subject to a violation of the Student Discipline/Code of Conduct - Policy/Regulation 5600) with the corresponding consequences. Intervention after a "vape detector" alert may lead to a staff member's perception of a student being under the influence of drugs or alcohol. For further details about this scenario please see the "Suspicion of Being Under the Influence of Drugs, Alcohol, Drug that is Not Prescribed to the Student, of any Narcotic" section of this handbook.

SUSPENSION AND EXPULSION - Policy #5610, #5620

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process since exclusion may deprive a child of the right to an education.

Suspension/SAP Program

- Shall be the temporary exclusion of a student from a regular school program by the Building Administrator. Suspension takes place immediately following the infraction. Suspension will take place outside the school facilities. Any student who is suspended is not permitted on school property at any time, and is not permitted to attend any school events or activities whether on school premises or elsewhere.

***Expulsion*:**

- Shall be the permanent exclusion of a student from the schools by the Board of Education.

TESTING PROGRAM

In order to graduate from Wood-Ridge Jr./Sr. High School, a student must successfully receive a score of PROFICIENT in both ELA and MATH on the NJSLA or through another acceptable pathway of graduation.

1. The ***PSAT*** is offered to sophomores and juniors planning to attend any institution of higher learning. This test is given in October, during a school day and is paid for by the Wood-Ridge Board of Education. Students who desire taking the PSAT more than once may do so at their own expense on a time scheduled outside the school schedule.

2. ***College Entrance Examinations (Scholastic Aptitude Tests)*** are administered at Wood-Ridge Jr.Sr. High School as well as at nearby approved testing centers. Information regarding test centers can be obtained through the online application process at www.collegeboard.org. Wood-Ridge Jr.Sr. High School's identification number is 311640. Fees are paid by the student.

3. ***Advanced Placement Tests*** are administered at Wood-Ridge Jr.Sr.High School to all students registered for an advanced placement course. Students must take the test and must pay for the application fee. The fee will be returned to any student who achieves a "4" or "5" on any test.

4. ***The New Jersey Student Learning Assessment for Science (NJSLS)*** will be administered in the spring to all students in Grades 8 and 11 currently enrolled in a science course.

TEXTBOOKS

All pupils of Wood-Ridge Jr. Sr. High School are furnished with books free of charge. They are expected to be returned at the end of the school year in the same condition, subject to reasonable wear, as they were when received. All books must be covered. If a student loses a textbook, a new one will be issued. If the old book is not found within one week, the fine for the lost book must be paid at that time. The fine will be refunded if the book is found at a later date.

Students who elect to enroll in early college, vocational and/or online learning courses such as Distance Learning, Collegiate Academy, Dual Enrollment, or Educere/Virtual High School are required to purchase their textbooks and related course supplies.

WEAPONS/DANGEROUS INSTRUMENTS – Policy #8467

Any object that can reasonably be considered a weapon (final determination to be made by the administration and the police) is prohibited from being brought onto school property or to school functions. Any student found to be in possession of a weapon or dangerous implement will be subjected to disciplinary measures, and the police will be notified.

WITHDRAWING FROM SCHOOL

If for any reason a student plans to discontinue attending Wood-Ridge Jr.Sr.High School, the Guidance Office must be notified of this intention. There is a procedure which must be followed. ***An exit conference with the student, parent/guardian, guidance counselor, principal and any other school based personnel deemed appropriate to the circumstance must be held prior to any student withdrawing from school.*** Consult the guidance counselor for details. Once a student withdraws, he/she may not return to school except for reinstatement or official business. A visitor's pass must be obtained upon entering the school building.

WORKING PAPERS

Working papers are now digital. The application is online at Myworkingpapers.nj.gov.

AFFIRMATIVE ACTION/EOE- POLICY # 2260

The Wood-Ridge Board of Education is an Affirmative Action/Equal Opportunity Employer, and has developed policies in compliance with state and federal laws.

The Wood-Ridge Public Schools guarantee equal opportunity to students and employees regardless of race, color, creed, religion, sex, ancestry, national origin or racial or economic status.

Policies supporting this guarantee are on file in the Board of Education Office at 540 Windsor Road. These policies include grievance procedures for those who may feel that they have been denied equal opportunity under law.

To review such policies and grievance procedures, contact the Board of Education Office (201) 933-6777.

The Affirmative Action Officer is:

Anthony Albro, Superintendent
Wood-Ridge Board of Education
540 Windsor Road
Wood-Ridge, NJ 07075
talbro@wood-ridgeschools.org
201-933-6777, extension 5636