

# Willingboro High School

“Boro Pride Lives Inside”



## 2019-2020 @ A Glance Student Handbook

*“To learn and never be filled, is wisdom; to teach and never grow weary, is love.”*

### **Willingboro High School Administrative Team**

[Kimberly Ash](#), Principal  
[Harold Booker](#), Assistant Principal  
[Theresa Hipplewith](#), Assistant Principal  
[Phillip Crisostomo](#), Assistant Principal  
[Leon Owen](#), Athletic Director/Asst. Principal

### **Central Administration**

Dr. Michael Kozak, Interim Superintendent  
Dr. Dale A. Talbert, Deputy Superintendent  
Kelvin Smith, Business Administrator/Board Secretary  
Dr. Melody Alegria, Director of Special Services  
Stacey M. Robinson, Director of Human Resources

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## **VISION**

In our vision for the future, our key word is ALL. No longer can any school district shoulder the entire responsibility for the education and social well being of our children. Rather, we must ALL work together and share in that responsibility. Our strength will be a collective strength; with students, families, communities, the Board of Education, teachers, support staff, administrators, and local businesses all working together to improve learning and teaching in the Willingboro Public School District. Critical decisions that impact all of us will be shared decisions.

In our vision, we see students as both ambassadors of their culture and as citizens. In our schools students learn about social climate while they learn the contents and skills they will need to be self-sufficient and responsible world citizens. Our schools celebrate the differing "gifts" bestowed upon our students. We acknowledge and accommodate different interests, different learning styles, different learning rates, different kinds of intelligence, and different ways of knowing. Above all, however, we expect the very best from all of our students because we know that they are capable; and so do they.

In our schools, we stress that ALL members of the school family should be technologically literate. Technology will be used as an important instructional tool to achieve excellence. In our schools, we stress that ALL members of the school family should be technologically literate. Our schools will encourage and foster an atmosphere which values excellence, discipline and mutual respect.

## **MISSION**

Willingboro Public Schools will serve all students ensuring each child grows intellectually, socially, and emotionally in a safe and nurturing learning environment of high expectations. Our students will be college/career ready with positive character, capable of competing in and contributing to local and global communities

## **PRINCIPAL'S MESSAGE**

It is with great pride and humility that I serve you, the students and families of Willingboro High School. Being a part of the beloved Chimera family is both an honor and a privilege for me.

I believe that you are among the best and brightest students that our nation has to offer. I further believe that each one of you possesses a unique set of talents and potential that must be nurtured and strengthened by all who touch your lives.

It is your hard work that will be at the forefront of our transformation into a National School of Excellence.

I expect that you will always be willing to put forth extra effort in order to produce the highest quality work that you are capable of producing. Know that your teachers and the faculty of Willingboro High School are here to assist you as you develop into young adults and that your needs are a priority to all of us.

There are no limits to what you can do with your life but you must first believe that it's attainable and never allow anyone or anything to shift your focus from your dream. If you can believe it, you can achieve it.

Have an awesome and productive year!



## **WHAT IS A CHIMERA? (Ki-mer-rah)**

Willingboro High School has a very unique mascot...the Chimera. The Chimera is a mythical creature made up of a number of other creatures that are combined to represent one formidable being. The Willingboro High School Chimera is an animal that has the head of a lion, the body of a goat and the wings of an eagle.

The embodiment of every student at Willingboro High School is outlined in our daily pledge.

## **THE CHIMERA PLEDGE**

**Come to school and class on time**

**Have on the school uniform colors**

**Ignore negative behavior**

**Maintain a positive attitude**

**Enjoy the high school experience**

**Respect yourself and others**

**Always keep your head up and remember...**



***BORO PRIDE LIVES INSIDE!***



# STUDENT DRESS CODE

(Policy #5511)

Willingboro High School students are required to wear school uniform. Students are to remain dressed in uniform throughout the entire school day. This Uniform Dress Code in the Willingboro High School will be:

**Gray Insignia polo shirts and navy blue bottoms(slacks, skirts, or skorts) daily, exception “white shirt and tie Business Wednesdays” when all students will wear the Chimera-Red and Blue striped tie with a white Insignia button-down shirt.**

All students should recognize the need to dress appropriately for school. Clothing that appears to create an improper or disruptive influence on the educational environment will not be tolerated.

*The following dress rules will be in effect:*

- ❖ No hats, head coverings or sweatbands are to be worn. (Religious exceptions)
- ❖ No tank tops, halters, open-chest shirts or tops that resemble underwear or are transparent will be tolerated.
- ❖ No “T” shirts are to be worn.
- ❖ No blouses, sweaters or shirts that are worn with a bare midriff will be permitted.
- ❖ Shorts/Skirts/Dresses must be fingertip length, measured with arms, hands, and fingertips extended on the side of the body.
- ❖ No biker shorts/pants, jeggings, and/or “tights” (spandex material).
- ❖ Pants must be worn with the waistbands at the waist. No drooping pants; trousers are to be properly worn at all times while in school.
- ❖ No bib overalls.
- ❖ Articles of clothing that may have indecent patches, pictures, slogans or writing may not be worn.
- ❖ No tattered clothing or cut-offs will be permitted.
- ❖ Rings which are designed for more than one finger are not to be worn on school property.
- ❖ Heavy outerwear, overcoats/jackets are not to be worn in classes during a normal school day.
- ❖ No denim.

## DEPARTMENT CHAIRPERSONS

English	Ms. Linda Powe	<a href="mailto:lpowe@wboe.net">lpowe@wboe.net</a>
Mathematics	Mrs. Ana Hargrove	<a href="mailto:awoolsoncroft@wboe.net">awoolsoncroft@wboe.net</a>
Social Studies/World Language	Ms. Kelley Gauntt	<a href="mailto:kgauntt@wboe.net">kgauntt@wboe.net</a>
Science	Ms. Terri Wilson	<a href="mailto:twilson@wboe.net">twilson@wboe.net</a>
Physical Education & Health Visual and Performing Arts	Mr. Charles James	<a href="mailto:cjames@wboe.net">cjames@wboe.net</a>
Career/Technology Education	Mr. Rocco Riccio	<a href="mailto:riccio@wboe.net">riccio@wboe.net</a>

When expressing instructional concerns please follow the chain of protocol:  
**Teacher— Department Chair— Building Administrator**

## ATTENDANCE MATTERS

Students who are absent more than 10% of the time enrolled are determined to be chronically absent which may result in loss of credits for the entire school year. Late students arriving to school after 10:00 A.M are documented as absent.

***BE ON TIME...EVERYDAY!!!***

Doors open at 7:05 AM

Breakfast is served from 7:05 - 7:35 AM

**Homeroom begins at 7:45 (students are late after this time)**

### Dismissal

Regular School Day - 1:49 PM

Early Dismissal - 11:49 AM

## HALLWAY RITUALS & ROUTINES

1. Use Respectful Language
2. Arrive to class on time
3. Use Hallway Pass
4. Electronics out of sight, including headphones
5. Remember...Boro Pride lives inside!

## GUIDANCE DEPARTMENT

Students are assigned to a guidance counselor in alphabetical order:

Ms. Kristin Brown	A-F	<a href="mailto:kbrown@wboe.net">kbrown@wboe.net</a>
Ms. Shawnet Bright	G-M	<a href="mailto:sbright@wboe.net">sbright@wboe.net</a>
Mrs. Deshe Clark	N-Z	<a href="mailto:dclark@wboe.net">dclark@wboe.net</a>

School guidance and counseling services at Willingboro High School are designed to address and meet the needs of all students through a developmental guidance curriculum, responsive services, individual student planning, and activities designed to support the school system. Our practices are aligned standards recommended by the American School Counselor Association. For more information visit the National Standards for School Counseling Program at the website of the American School Counselor Association.

Because success at school can be improved in many ways we offer information and resources helpful to students and parents in several areas known to impact students, their future goals, and their opportunities for success, information for students bound for post-secondary education and their parents can be viewed at the [National Association for College Admission Counseling](#).

## **BUS REGULATIONS**

Students are expected to be at their designated bus stop and ready to board five minutes prior to their scheduled pick-up time. (Bus may arrive up to five minutes early)

- ❖ Students must respect and obey the rules, expectations and procedures of the bus driver
- ❖ Consumption of food and drink are not permitted on the bus
- ❖ Glass containers or breakable items are not permitted on the bus
- ❖ The bus will not leave the grounds until the environment is safe and orderly
- ❖ Students must have board approved bus privileges to board the busses. Any student using the bus services without approval is subject to disciplinary actions
- ❖ Late Bus service can only be used by students who are assigned to ride the buses to and from school.

All students will be required to show ID cards upon entry to the bus. Failure to show a school ID card may prohibit boarding onto the bus. Misconduct on school busses may result in loss of bus privileges.

Alberto Silva—Transportation Coordinator  
Peggy Schwanda—Asst. Transportation Coordinator  
609-835-8780

## **NAVIANCE**

Naviance and Career Readiness Solution is a proven resource that both middle and high school students utilize to explore hundreds of career paths. As part of the district-wide investment to enhance college and career readiness for our students, we eagerly encourage students to utilize Naviance to assist with goal-setting and establishing academic plans.

## **PARENT PORTAL: GENESIS**

This student information system is a web-based student record application that manages the district's current year and historical student data, such as grades, attendance and scheduling. Access forms can be found at <https://chimeras.page.link/u9DC>. Parents can access Genesis at <http://parents.wboe.net>.

## **SCHOOL IDENTIFICATION CARDS**



Each student must have and wear them everyday. Students may see security personnel for replacement ID badges. Cost is \$5 for replacements. Failure to pay the replacement cost will result in a debt obligation on the student account that must be paid prior to receiving end of high school privileges and documents.



# DROP OFF & PICK UP PROCEDURES/STUDENT DRIVERS

Please be mindful of the traffic patterns when dropping off your child for arrival and departure. Student drivers must obtain a permit to park on campus. Students must park in the student lot at the far end of the drop zone in the rear of the school. Students are not permitted to park in the staff lot (front of school). Students parked in the front of the school may lose campus driving privileges. Failure to observe safe driving practices on school grounds will result in loss of campus driving privileges.

## VISITORS

All Visitors **MUST** present pictured identification and sign in at the front entrance security desk to obtain a visitor's pass. Visitors must walk through the metal detector and all bags & packages are subjected to search. The main office is open for visitors at 7:50 and closes at 2:20. All non urgent administrator visits are done by appointment. It is the policy of this administration to service our students' and family needs as quickly as possible, however, we are often unavailable for drop in visits during the school day. Your request to meet will be given to an administrator and granted as soon as possible (within 1 school day)

## ATTENDANCE POLICY

Students are required to attend every assigned class. Failure to report to class on time or remain in class is considered recorded as a class cut. Cutting class is a disciplinary infraction. Unmodified class cutting may result in a change in placement recommendation to the Willingboro Alternative School @ Levitt.

## LOCKER USE

Students are **ONLY** permitted to visit their lockers **before** 1st block, **during** Homeroom, **before** their lunch period, and **after** school. All students are assigned a locker. Coats, jackets and book bags are to be stored in lockers at the beginning of the school day. **Locker sharing is not permitted.** Students are responsible for all items contained in the locker that they have been assigned.

## FIRE DRILLS

Fire drills are safety procedures designed to ensure that all occupants of the school are familiar with a safe and efficient method of exiting the building during an emergency. During a fire drill, students are required to exit the building at the appropriate emergency exit, with their teacher, in an orderly fashion. Attendance will be taken during the fire drill. Students are to remain with their teacher during the drill and may not leave the property for any reason.

When clearance to re-enter the building is signaled, students and staff are expected to do so in an orderly fashion. Attendance will be taken at the conclusion of each drill. If a student does not return to class after a drill or returns to class late, he/she is subject to disciplinary action.

## CHROMEBOOKS

Every staff member and student will receive a Chromebook at the beginning of the school year. Students and

parents must sign the Acceptable Usage Policy (AUP) and the Annual Usage Fee Agreement, and pay a device fee prior to receiving the Chromebook. The devices must be returned in the same working condition prior to the end of the school year.

Students should bring their Chromebook to school each day fully charged and prepared to use. Should you forget your Chromebook or need to borrow a charger, you can check one out in the library on a first come, first serve basis. You must return these items before the end of the school day. Failure to return Chromebooks or chargers you have borrowed from the library will impact your ability to borrow them in the future.

If you have a problem with your Chromebook, or believe it is lost, stolen, or damaged, you must report it as quickly as possible at <https://whs1to1.page.link/rTCx>. This allows us to help you with the problem as best as possible.

Remember that you are responsible for your device. You should not allow others to access your device, and you should not share your device with anyone. Do not add any decorations to your Chromebook, case, or charger, as you will be expected to pay for devices that are permanently damaged. In addition, make sure that all barcodes are present and easily readable; destroying the barcode on your Chromebook will consider the device damaged.

More information on the WHS Student Chromebook Initiative can be found online at <https://whs1to1.page.link/xhKP>.

## **LOSS OF PRIVILEGES**

Students who are assigned disciplinary actions that result in out of school suspension will lose privileges to participate in all extra curricular activities. This includes but is not limited to the inability to attend:

- ❖ School functions (ie. Homecoming Dance, sports events, prom and graduation)
- ❖ School trips
- ❖ Other activities deemed appropriate by administrative staff

The building principal reserves the right to revoke privileges in lieu of out of school suspension or as part of a behavior modification strategy when deemed appropriate.

## **ALTERNATIVE INSTRUCTION SITE (AIS)**

The Alternative Instructional Site is an intervention designed to address student misconduct while allowing the student to remain in school. Students who do not attend teacher's and/or general detention will be assigned to AIS. Misconduct while in AIS or refusal to report to AIS will result in Out of School Suspension.

## **OUT OF SCHOOL SUSPENSION (OSS)**

It is the purpose of this administration to take every measure to modify misconduct by various levels of intervention. However, there are occasions when misconduct will result in Out of School Suspension (OSS). OSS protocols are outlined in the board approved Code of Conduct and may range from 1 day to 45 days depending on the severity of the incident. Repeated OSS may result in a recommendation for a change in the educational placement to the Willingboro Alternative School at Levitt.

Reminder: All OSS include a 30 day loss of extracurricular privileges, including participation in sports

**Note:** Parents and guardians have a right to appeal any OSS to the building principal. Forms can be obtained in the main office or at the Parent Center at the Central Administration building. An appeal will be responded to

within 5 school days of the request.

## ACTIVITIES

<u>Extra Curricular Activities</u>	<u>Clubs &amp; Co Curricular Activities</u>	<u>Sports</u>
<p>Dances (including Prom)                      Field trips (non academic)                      Athletic competitions                      Pep Rallies                      Assemblies                      Celebrations  <i>*This is is not all inclusive</i></p>	<p>Audio Visual Club                      Bible Club                      Chess Club                      Color Guard (Ladies of Excellence)                      Debate Team (Academic Competition)                      Dance troupe (Lady Jewlz)                      FCCLA                      Math National Honor Society                      National Honor Society                      School Newspaper                      Set &amp; Scene Club (Art Club)                      Student Council                      Yearbook Club                      Z-Club                      Cultural &amp; Performing Arts Program                      (Black History Performance)                      Marching Band                      Jazz Band                      Showstoppers (annual musical performances)</p>	<p>Football                      Wrestling                      Baseball                      Soccer (Boys &amp; Girls)                      Basketball (Boys &amp; Girls)                      Softball                      Cross Country Track (Boys &amp; Girls)                      Indoor Track (Boys &amp; Girls)                      Track and Field (Boys &amp; Girls)                      Tennis (Girls)                      Cheerleading (non competitive)</p>

***All students are encouraged to participate in sports, extra curricular and co-curricular activities. A physical examination by a doctor is required for sports. Students must be in good standing with attendance, conduct and academics (maintaining a minimum GPA of 2.0) to participate in any sport, extra curricular or co curricular activity.***

## MAKING VISIONS POSSIBLE (MVP)

MVP is a grant based student advocacy and support program run by a third party staff housed at Willingboro High School. They serve the student body in a myriad of ways from providing counseling, peer groups sessions and additional academically sound projects. Membership is available to all students at Willingboro High School. For more information Contact the program coordinator at Extension 3053.

## PARENT CONFERENCES

Willingboro School District hosts 2 parent conference sessions per school year (1 per semester). The high school team is eager to meet and conference with our families at any time of the year. It is recommended that parents and teachers maintain an open avenue of communication. Should the need arise for additional conferences or meetings, they can be arranged by contacting the assigned guidance counselor. Please be advised that teachers are required to have a 24 hours notice between the request time and the scheduled meeting time.

Meetings with the building administrative team are arranged by appointment. Our child's guidance counselor will notify the appropriate assistant principal of your request to meet.

Meetings with the building principal must be arranged with her administrative assistant in the main office.

## **PARENT TEACHER & STUDENT ASSOCIATION (PTSA)**

All parents are strongly encouraged to be an active member of the WHS PTSA please email [pta4whs@yahoo.com](mailto:pta4whs@yahoo.com) for additional information on how you can become a member.

## **AFFIRMATIVE ACTION STATEMENT**

All members of the student body, staff and community are reminded that, according to Title IX and N.J.A.C. 6A:7, the Willingboro Township Public Schools shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the district. Willingboro Township Board of Education is an equal opportunity employer. Ms. Stacy Robinson, Director of Human Resources, is the district Affirmative Action Officer and district 504 Coordinator. If you have a question or concern, you may call her office at (609) 835-8600, or email her at [Robinson@wboe.net](mailto:Robinson@wboe.net). You may also contact the Director of the New Jersey Division on Civil Rights, Trenton Regional Office, Office of the Attorney General, 140 East Front Street - 6 th Floor, Trenton, New Jersey 08625-0090, (609) 292-4605.

## **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

Willingboro High School has 4 Automatic External Defibrillators (AED). One is located on the wall next to the in office. Another is located in Gymnasium. Only district employees that are currently certified in CPR/AED are permitted to use this device in an emergency situation. Please see the school nurse if you have any questions or wish to view the protocol for this device.

## **CHILD STUDY TEAM**

The Willingboro Child Study Team evaluates students to determine eligibility for special education services. If you believe your child may have a disability which adversely affects his or her educational performance, and you think your child is in need of special education services, please contact the Director of Special Education at 609-835-8600

## **STUDENT SERVICES CENTER (Guidance Department)**

Student Services is available for all students who wish to talk over any problems that may arise. Class visitations are scheduled by the School Counselors during the course of the year. On occasion, the Coordinator of Student Services will initiate individual sessions by contacting the classroom teacher and/or parents. Parents wishing to

meet with the School Counselors should call 609-835-8800 ext 3017 to schedule an appointment.

## **HARASSMENT, INTIMIDATION, AND BULLYING**

The Willingboro Township Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal, or physical act, or electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. 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 pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Individuals who believe they have been harassed should file a complaint with the building principal. The complaint will be investigated by one of the three Building Anti-Bullying Specialists, (School Counselors). All HIB complaints will be investigated in accordance with Board policy. All investigations will be private and remain confidential.

## **MEDICATION**

The administration of oral medication should be avoided if at all possible. In the unavoidable circumstance that medicine must be administered during school, please follow these guidelines:

1. The medication must be prescribed by the student's family physician.
2. The medication must be brought to the school by the parent or guardian in the original container, appropriately labeled by the physician or pharmacy. Do not send medication in with your child.

3. The family physician must provide written orders indicating the type of medication to be given, time of administration, and for what period of time the medication is to be given. This applies to over the counter medication as well as prescription medication.

4. Students are not permitted to carry emergency medications during field trips or after school activities unless appropriate forms are completed in advance. Please contact the school nurse for further information.

5. New medication orders from the doctor are needed for each school year. Please notify the school if your child gets booster shots, takes any medication on a regular basis, or has any medical condition.

## **Nutritional Guidelines**

Willingboro High School adheres to the New Jersey School Nutrition Policy. This policy states the following may not be served, sold, or distributed anywhere on school property at any time before the end of the school day:

- Items listing sugar in any form as the first ingredient
- Candy
- Items with more than eight grams of total fat per serving
- Items with more than two grams of saturated fat per serving

Food deliveries of any kind are not accepted for students at Willingboro High School. Students are not permitted to bring covered dishes for sharing. Lunches from home should be in single servings and are not to be shared. Class parties are not permitted at Willingboro High School.

## **Personal Property**

Students should refrain from bringing personal property which is not required for our instructional program into school or on school buses. This includes toys, sports equipment, games, electronic devices, valuables, excess money, jewelry, etc. All unauthorized items will be confiscated and parents will be required to retrieve them at school. The loss of property or restitution of any lost items is not the responsibility of the school district.

## **Pupil Records Access**

Student Records are accessible via the Genesis Parent Portal. Hard copies may be requested by contacting your child's counselor.

## **Student Safety**

In the event that a student poses a threat to him/herself or others, he/she will be referred to a mental health clinician for evaluation. The student will be considered for re-entry by the administration only when a full report is

received stating that the student is not deemed to be a threat to him/herself or others.. The administration may consult the Intervention and Referral Services (I&RS) Team regarding its decision. In addition, students who pose a threat to others will also be subject to the discipline code.