



34-65 192 Street at Francis Lewis Boulevard
Flushing, NY 11358
Telephone: 718-461-2219
Fax: 718-461-2633
Website: www.wjps.org

Dr. Janine Polla Werner, *Principal*
Nancy Poulos, *Assistant Principal*
Daniel Petrotta, *Assistant Principal*

WJPS

Handbook

2018-2019

ADVISORY

Each student is a member of an advisory, led by a WJPS teacher. Advisory provides support to optimize each student's academic and emotional success in school. Students participate in a range of activities in advisory. While in advisory, students participate in discussions about issues within and outside the school community, work on study and organizational skills, and are involved in community building activities. Every advisory also focuses on college and next steps for students.

ARRIVAL & DEPARTURE

Parents and guardians should avoid double parking on the streets near the school. Please make arrangements to drop-off or pick-up your child at least one block away from the building.

Middle School Entrance & Exit is at the gate on Francis Lewis Boulevard between the small and large playgrounds.

High School Entrance & Exit is through the main doors on 192nd Street. Late middle school students are also admitted through this main entrance.

All students swipe into the computerized CAASS system with their ID Cards when they arrive at school. Students swipe out if they leave school before the end of the day for doctor's appointments, if they are ill, or are seniors with early release.

Students may not bring in cups of hot or cold beverages from Dunkin Donuts, Starbucks, 7-11, etc.

Students are expected to be in their seats when the first period bell rings. Repeated tardiness will culminate in phone calls and meetings with parents/guardians and possible detention.

Students are expected to clear the area in front of the school and the corners near the school promptly at the conclusion of the school day. WJPS students are expected to be mindful of other members of the community, avoid loitering and/or impeding pedestrian traffic on the sidewalks in the immediate neighborhood as this poses a possible danger to themselves or others. Students are required to adhere to instructions from WJPS staff and school safety officers at all times regarding dismissal.

ATTENDANCE

Attendance is essential to academic success. If a student is ill and cannot attend school, please call the main office at 718-461-2219 to let us know. When the child returns to school please have them bring a note to the main office that explains the absence. An automated phone call is made to parents/guardians when a student is absent.

Unexplained and excessive absences may result in failure to meet promotional criteria.

Taking a student out of school during the school day is disruptive, and parents/guardians are encouraged to make appointments for after-school hours or during weekends/days off. When taking a student out of school during the day, a parent/guardian or designated person from the Blue Card must come to the Main Office to sign-out child.

BELL SCHEDULE Monday – Friday

	Breakfast	7:30 am	-	7:45 am
	Student Arrival	7:45 am	-	7:58 am
	Period 1	8:00 am	-	8:51 am
	Period 2	8:53 am	-	9:40 am
	Period 3	9:42 am	-	10:28 am
MS Lunch	Period 4	10:30 am	-	11:16 am
	Period 5	11:18 am	-	12:04 pm
HS Lunch	Period 6	12:06 pm	-	12:52 pm
	Period 7	12:54 pm	-	1:39 pm
	Period 8	1:41 pm	-	2:20 pm
	Period 9	2:22 pm	-	3:08 pm

ONLINE LEARNING

Online learning is an instructional model that leverages technology to allow students to self place and take ownership of their learning. Students at WJPS may be assigned an online course at some point during their high school years. These are credit-bearing courses. Students will be given directions and support for these classes, and are expected to complete them in a timely manner. Students who do not finish their online course will be assigned a failing mark.

BLUE CARDS

Every student is given two Emergency Contact Cards to complete. As the name indicates, this card is essential and helps us contact someone in the event of an emergency (i.e. illness, injury, etc.). Please be mindful of the following points when completing your child's Blue Emergency Contact Cards:

- The Emergency Contact Cards must be filled be out completely, front and back.
- This information must accurate and up-to-date. Any new information, such as a change in guardianship, is to be accompanied with the appropriate paperwork/court order, etc.
- Students will not be released to the care of any adult unless their name is listed on the Blue Emergency Contact Card.
- Only relatives 18 years or older can sign out a student (if they are on the blue card) and proper identification is mandatory.
- Written correspondence (i.e. email, letter or fax) is not acceptable as authorization to sign out a student.
- Parents must indicate any special medical condition or need on the Blue Emergency Contact Cards. Appropriate paperwork must accompany this request – i.e. 504/Medical Form.
- Please make sure to include several telephone numbers and email where you can be reached.
- When providing names of people to whom the school can contact in the event of an emergency, be sure to include individuals who are within close proximity to the school and are available to come to pick up your child during the course of the school day.
- If you move, the school must be notified immediately. Please submit proof of address to the Pupil Accounting Secretary in the Main Office, and you will be asked to submit an updated Blue Emergency Contact Card.

CELL PHONE POLICY

As per Chancellor's Regulation A-413, students may bring cellphones to school, but they may not be turned on or used at school, unless specified by a particular teacher for a specific reason. **All cell phones must be stored in a student's locker with the ringer off.** This policy is often referred to as, "off and away throughout the day".

COLLEGE READINESS

College Readiness is a process that develops the achievements and personal behaviors that students need to complete in order to be ready to enroll, persist and succeed in college and a career. WJPS provides college readiness preparation for middle and high school students through a vigorous curriculum, portfolios, advisory, Town Hall meetings, and Road to College workshops.

College Readiness Academic Achievements:

Score 75+ on the ELA Regents Exam (or score a 480 on SAT Verbal or 20 on ACT English) **and** Score 70+ on a Math Common Core Regents Exam (or score a 480 on SAT Math or 20 on ACT Math) **and** Passing an Algebra II/Trigonometry class

Students who score below a 75 on the ELA Regents exam or 75 for a Math Common Core Regents exam are expected to retake the exam.

Other methods to demonstrate College Readiness:

Score 3+ on any Advanced Placement (AP) exam

Earn a grade of "C" or higher in a college credit bearing course such as "College Now" or "Early College"

College Readiness Personal Behaviors:

- Persistence supports long-term commitment to educational goals through a positive mindset and self-efficacy.
- Engagement in school can increase a student's connection to the community and self-confidence.
- Strong work habits and organizational skills carry over into successful college and career attainment.
- Communication and collaboration skills are essential life skills.
- Self-Regulation is important to resiliency. Students must develop coping skills, self-control and confidence to work through challenges.

COMMENCEMENT CEREMONIES

Per New York City Department of Education policy, middle and high school students must meet promotion/graduation requirements in order to participate in a moving up or graduation ceremony. A student who is already on suspension at the time of moving up or graduation related activities may be prohibited from attending if he or she poses a threat of violence or disruption to the event. It is also possible to bar a student from a moving up or graduation activity when his or her conduct has been particularly egregious, and where the student has previously been advised in writing.

COMMUNICATIONS

Families should make every effort to confirm plans before the school day starts. If this is not possible, parents/guardians should contact the school to reach their children. **In cases of emergency, please call the school office at 718-461-2219** to leave a message for your child. We will make every effort to give the message to your child. **Please do not call your child on their cell phone.**

Email is the best way to communicate with faculty and staff. They can be emailed through the school website **at www.wjps.org**, through PupilPath, or by using their WJPS email address, which is formatted as `firstname.lastname@wjps.org`. If you call the school, please leave the best phone number at which to call you back, and the best time of day.

DIGITAL CITIZENSHIP

At WJPS, students are expected to practice the characteristics of positive Digital Citizenship. According to the International Society for Technology in Education (ISTE), Digital Citizenship means:

Students understand human, cultural and societal issues related to technology and practice legal and ethical behavior. Students:

- *advocate and practice safe, legal and responsible use of information and technology*
- *exhibit a positive attitude toward using technology that supports collaboration, learning and productivity*
- *demonstrate personal responsibility for learning*
- *exhibit leadership for digital citizenship by setting a positive example for others*

DISCIPLINE

World Journalism Preparatory School follows the New York City Department of Education's Citywide Standards of Intervention and Discipline Measures (the Discipline Code) and Chancellor's Regulations. At the start of the school year, students are given a copy of the Discipline Code to take home. Additional copies are available from the New York City Department of Education's website at <http://schools.nyc.gov/RulesPolicies/DisciplineCode/default.htm>

ELECTRONIC DEVICE POLICY

- If a student has a visible cell phone, headphone, tablet, or other electronic device, a staff member will ask for the device and turn it into the principal. Failure to comply will result in a disciplinary action for insubordination (Chancellor's Regulations for Discipline Code).
- When an item is confiscated, it will be tagged and secured in the principal's office.
- All confiscated non-approved electronic devices will be returned in the following manner:
- The student must retrieve the device after school from the principal.
- The third incident of having a device confiscated, the device will be returned to the parent or guardian on the last day of school.
- If a student chooses to bring an electronic device to school and it is lost or stolen, the school will not be responsible for loss or damage, nor will we safeguard the item or investigate its loss.

EMAIL USE POLICY

Electronic mail is a tool used by World Journalism Preparatory School (WJPS) to complement traditional methods of communication and to improve education and administrative efficiency. Teachers and administrators use email to communicate with students and for official notices. Students are expected to use their email accounts according to professional standards, good manners and common sense.

User Responsibility: Each student is assigned a WJPS email account address. The format is firstname.lastname@wjps.org The name used is that shown on the official Department of Education records. Nicknames are not permitted. **Students are required to check this account daily, and they are accountable for all communications from teachers and administrators that are sent to their WJPS email accounts.** Students may not opt out of school emails.

Sharing of passwords is strictly prohibited. Each student is responsible for their account, including the safeguarding of access to the account. All email originating from an account is deemed to be authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

Privacy: WJPS owns all wjps.org email accounts and all data transmitted or stored using them. While WJPS attempts to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through wjps.org. Under certain circumstances, it may be necessary for appropriate school officials to access email files to investigate security or abuse incidents or violations of WJPS school policies. Such access will be on an “as needed” basis and any email accessed will be disclosed only to those individuals with a need-to-know, or as required by law.

Expiration of Accounts: If a student leaves WJPS prior to graduation, the account will be deleted. Upon graduation, the account will be maintained for one year.

Gmail: WJPS email accounts are provided through Google, and are Gmail accounts. Gmail is a web based service that is accessible 24/7 from any computer or cellphone with an internet connection. The account has unlimited. Gmail allows student access to calendars, classroom websites and shared documents that allow several people to work on the same document at the same time, from different locations.

GRADUATION REQUIREMENTS

All students at World Journalism Preparatory School are expected to meet the following minimum requirements for graduation:

Courses	Credits
English AP English Language & Composition AP Literature & Composition	4 years (8 credits)
Math: Algebra Geometry	4 years (8 credits)

Algebra II/Trig	
Science (includes required labs): Earth Science (8 th grade only) AP Environmental Science Living Environment Chemistry AP Chemistry Physics Astronomy Forensics	4 years (8 credits)
Social Studies: US History AP US History Global History I Global History II AP World History US Government & Economics AP Macroeconomics	4 years (8 credits)
Physical Education	2 years (4 credits)
Health	.5 years (1 credit)
Arts	1 year (2 credits)
Spanish Language	1 year (2 credits)
Electives include but are not limited to: Journalism Publications Newspaper Broadcast Yearbook	3.5 years (7 credits)

Students who take a Regents and/or an Advanced Placement level class are expected to take the corresponding Regents / AP Exam for that class. AP class offerings are subject to change from year to year. For graduation, students must pass Regents Exams in the following subjects: English, Math, Science, US History and Global History.

ID CARDS

Students are issued photo ID Cards that are used to swipe in when they arrive in the morning or to swipe out if they leave before the end of the day. ID Cards are also used to swipe for lunch in the cafeteria. Replacement ID Cards cost \$5.00, payable to Ms. Pepe in room 336. Students then take their payment receipt to Mr. Myrtill in room 358, and he creates the new ID Card.

INTERNET ACCEPTABLE USAGE POLICY

A) Personal Safety Violations for Students

- i) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to: home address, telephone number, birth date, school name, school address and classroom.
- ii) Student users will not agree to meet with someone they have met online without their parent's approval and participation.
- iii) Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

B) Illegal Activities

- i) Users shall not attempt to gain unauthorized access to the Department of Education or WJPS system or to any other computer system through the Department of Education or WJPS system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account.
- ii) Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment. Users are prohibited from accessing any non-school wireless networks.
- iii) Users shall not use the Department of Education or WJPS system to engage in any other illegal activity, threatening the safety of a person, etc.

C) System Security Violations

- i) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except to supervisors and/or teachers who may require users to provide their passwords.
- ii) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator.

D) Inappropriate Language

- i) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- ii) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.

- iii) Users will not post information that could interfere with the educational process or cause a danger or disruption in the educational environment.
- iv) Users will not engage in personal attacks, including prejudicial or discriminatory attacks
- v) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.
- vi) Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- vii) Users should not post private information about another person.

E) Respecting Resource Limits

- i) Users will use the system only for educational and professional activities.
- ii) Users will not download large files without permission. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or USB drive.

F) Plagiarism and Copyright Infringement

- i) Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
- ii) Users will respect the rights of copyright owners and not infringe on those rights. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

G) Access to Inappropriate Material

- i) Users will not use the Department of Education or WJPS system to access material that is profane or obscene (e.g. pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards others (e.g. hate literature). For students, a special exception may be made if the purpose is to conduct research and is approved in writing by both the teacher and the parent. Department employees may access the above material only in the context of legitimate research expressly approved in writing by the employee's supervisor.
- ii) If users inadvertently access such information, they should immediately disclose the inadvertent access to the Principal so that the website URL may be blocked in the future. This will protect users against an allegation they have intentionally violated the Internet Acceptable Use Policy.

LOCKERS

Individual lockers are provided for all students. All students are required to rent a WJPS lock for their locker. Locks are \$5, payable once during a student's time at WJPS. The cost is non-refundable because it covers maintaining the locks and lockers.

- Students should not bring large amounts of cash or valuables to school. If a student needs to bring something difficult to store to school, he/she can bring it to the main office to be picked up at the end of the day.
- Lockers must be kept locked at all times.
- Lockers may not be shared, as the contents of the locker is the responsibility of the student assigned to it.
- Students are not permitted to place personal locks, stickers, and name tags on lockers. Nor are they allowed to write on the lockers or otherwise deface them.
- Damage to the lockers will result in revocation of a student's locker.
- To alleviate noise in the hallways and classrooms that have lockers, students may go to their lockers only at the following times:
 - before school starts
 - before and after lunch
 - before and after PE class
 - after the last bell
- **Gym Lockers:** Students may bring their own locks to use on the small lockers in the gym locker rooms. The lock must be removed at the end of the PE period.

LUNCH

Our building uses a computerized system in the student cafeteria. At the head of the lunch line, each child swipes their ID card at the Point of Sale (POS) keypad. Even though lunch is free, the DOE still needs to keep track of how many lunches are served each day. The DOE also needs to keep records for the Federal Lunch Program, and lunch forms will still be required to be completed for all students.

METRO CARDS

Student metrocards are distributed twice a year, September & February. If a metrocard is lost or stolen the student must inform the main office immediately. A replacement metrocard may take 7-10 business days to replace.

PHOTO RELEASE

For clarity, the term photograph as used here, encompasses both still photographs and video footage. As a journalism school, WJPS will often take photographs of students and staff for use in school publications such as the school newspaper, news broadcast, yearbook and for the purpose of promoting the school and student activities. We strongly encourage all families to sign the standard Department of Education photo release form.

PLAGIARISM/ACADEMIC INTEGRITY

World Journalism Preparatory School enforces the New York City Department of Education's Discipline Code, Infraction B-32: Engaging in scholastic dishonesty which includes but is not limited to:

- a. Cheating (e.g., copying from another's test paper; using material during a test which is not authorized by the person giving the test; collaborating with another student during the test without authorization; knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test; substituting for another student or permitting another student to substitute for one's self to take a test; bribing another person to obtain a test that is to be administered; or securing copies of the test or answers to the test in advance of the test.)
- b. Plagiarizing (appropriating another's work and using it as one's own for credit without the required citation and attribution, e.g., copying written work from the Internet or any other source).
- c. Colluding (engaging in fraudulent collaboration with another person in preparing written work for credit)

PORTFOLIOS

A portfolio is a collection of teacher assignments that exhibits student efforts, progress and achievements across core subjects. All WJPS students have a private digital portfolio account on the internet. Teachers post assignments and students upload their work directly or upload a scan or photograph or film, depending on the assignment. An essential element of each student portfolio is the reflection the student writes about each assignment, and her/his own learning and progression towards the mastery of the material documented in the portfolio. Instead of traditional parent/teacher conferences, twice a year WJPS students present their portfolios to their parents/guardians, with support from the student's advisor. Senior Portfolio Presentation is a culminating activity for WJPS students in June of their senior year.

PORTFOLIO CONFERENCES

WJPS practices student led conferences, which allow students to tell the story of their own learning. This increases their sense of responsibility and pride in their accomplishments, and strengthens self confidence. During conferences, students present their ePortfolios to their parents and guardians, under the supervision of their advisor.

PUPIL PATH

PupilPath.com is a web-based program that allows parents/guardians and students to check assignments, progress, and behavior via computer, cell phone or tablet. Emails between teachers, staff, parents/guardians and students are supported on PupilPath. All WJPS students are required to check their Pupil Path accounts daily. Parents and Guardians are strongly encouraged to access their child's account on a regular basis. All parents, guardians and students are automatically assigned access to Pupil Path. Parents and guardians will receive an email advising them to click on a link to create a password so they can log in. If you do not wish to have access to Pupil Path, please **contact our Parent Coordinator, Mrs. Reed: helen.reed@wjps.org or 718-461-2219.**

SENIORS

Seniors and their parents/guardians are required to meet all senior expectations. Failure to do so may result in forfeiture of participation in senior activities, ceremonies and traditions.

STANDARDIZED TESTING PROTOCOLS

- Students must meet lab requirements in order to take Science Regents exams
- Students need to arrive at least 30 minutes before a standardized exam is scheduled
- Students must be in uniform
- No cell phones or electronic devices are permitted in testing rooms – they must be stored in a student’s locker or given to the teacher who is administering the exam.
- Students must bring their own pens, sharpened pencils and erasers

REGENTS & ADVANCED PLACEMENT EXAMS

High school students are expected to take Regents Exams at the conclusion of a Regents course, whether or not the course is required for graduation. Students enrolled in an Advanced Placement class are also expected to take the Advanced Placement Exam for that class.

ROAD TO COLLEGE MEETINGS

WJPS is a college preparatory school and the road to college is a journey that begins the first time you enter the school. Administrators, teachers, staff and Mr. Lumetta, College Counselor, will guide you through this journey. Each grade will have an evening “Road to College” meeting during the school year, and attendance by parents, guardians and students is mandatory.

SAFETY DRILLS

All schools in the Adrien Block campus practice the General Response Protocol (GRP) that provides all schools with the direction they will take when an emergency incident occurs. At its core is the use of common language to identify the initial measures all school communities will take until first responders arrive. The three types of drills we practice are:

Evacuation/Fire: A fire alarm is the initial alert for students and staff to start an evacuation.

- | | |
|----------|---|
| Students | Leave your items behind
Form a line, remain quiet and listen to directions from your teacher. |
| Teachers | Lead students to evacuation location and take attendance. Notify Building Response Team/School Safety Agent if there are missing, extra or injured students |

Lockdown (Soft/Hard): A hard or soft Lockdown is announced over the PA system. A soft lockdown implies there is no imminent danger, while a hard-lockdown implies that imminent danger is known.

- | | |
|----------|--|
| Students | Remain silent and quickly move out of sight and away from the door |
| Teachers | Retrieve any students from the hallway and lock the classroom door
Wait for responders to open the door or await the “all clear” announcement:
“The lockdown has been lifted.” |

Shelter-In: When protocols determine that students and staff remain in the building, a PA announcement will be made, announcing a Shelter-In.

- | | |
|----------|--|
| Students | Remain inside the building and follow directions of staff |
| Teachers | Increase situational awareness, conduct business as usual, and follow all announced directions |

Remember, no one will be permitted to enter or leave the building during a Shelter-In, until the all clear message, “The Shelter In has been lifted” is announced.

UNIFORM DRESS CODE

The school uniform dress code at World Journalism Preparatory School is just one example of the high standards we expect from our students. Students in this academic setting are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation and good taste. The goals of the school uniform dress code are:

- Help students distinguish that different types of dress are appropriate for different settings.
- Increase pride in appearance and in WJPS.
- Prevent the distraction over competition of fads and expensive clothes.
- Provide a neat and comfortable school uniform.
- Decrease time spent on enforcement of a dress code in order to concentrate on the core matters of learning and teaching.
- Ensure the safety and security of our school.

“Modesty in dress” at WJPS requires that students refrain from wearing such items as tight fitting and revealing clothing, and from displaying visible cleavage, visible underwear, bare midriffs, etc. Interpretation and judgment in matters pertaining to dress and personal appearance are, obviously, necessary. In this area, Mr. Lumetta, Ms. Poulos, Mr. Petrotta and Dr. Werner have the final say of what is, or is not acceptable for an individual student.

Students must be in uniform from arrival at school until they leave the building. They may not change out of the uniform in school bathrooms at the end of the day. In addition to the above-mentioned administrators, all members of the faculty and staff can respond to students who violate the guidelines. Responses include, but are not limited to: “writing up” the student, phone call to parent/guardian, requirement to check with a faculty member each morning, or detention for repeat offences. **The responsibility of adhering to the guidelines that follow rests with students and their parents and guardians.**

There are two vendors for WJPS school uniforms items. There is a link to both companies on our website.

Ideal Uniform Store located at 175 Rockaway Avenue, Valley Stream, NY Phone: 516-354-8255, or purchase from their website at www.idealuniform.com

Lands’ End School Uniforms: School # 900141987 Items are available online only at www.landsend.com. Click on the link on the wjps.org website to be taken directly to the WJPS section of their website.

DePhillips Sports, at 33-05 Francis Lewis Boulevard, 718-445-5420, will add the WJPS logo to a shirt that you bring to them (or purchase from them).

TOPS:

A WJPS logo top: t-shirt, long sleeve or short sleeve white blouse/oxford shirt, long sleeve or short sleeve white, navy, black or gold polo, white or navy turtleneck, navy or black sweatshirt or navy cardigan. The WJPS logo must be visible at all times. The top may be purchased from Lands’ End, Ideal Uniforms, the PTA, or you can have the logo added to your own shirt by DePhillips.

- The blouse/oxford shirt is to be buttoned up to the second button.

- The zip-front sweatshirt is zipped up to just below the collarbone. It can be worn open over any WJPS logo top.
- Only a WJPS blouse/oxford shirt, sweatshirt, cardigan or blazer can be worn over the turtleneck.
- If an undershirt is worn under the blouse, oxford shirt, cardigan or sweatshirt, no logo or design may show through, unless it is a WJPS shirt.
- It is not acceptable to pin, tie or bunch-up a top to make it tighter or to show the midriff.
- Tops must be an appropriate length so that normal activity during the day does not expose bare midriffs.

BOTTOMS:

- Pants, shorts and skirts must be in khaki, navy or black.
- No jeans or denim bottoms of any kind are permitted.
- The length of skirts and shorts should approach the knee and should not be shorter than the extended tip of the longest finger with arms hanging naturally at the side.
- The waistband of pants should be closer to the natural waist than the knee. Excessively long, wide or baggy or sagging pants are not permitted. Underwear or boxer shorts should not be visible at any time.

SHOES/HATS/ACCESSORIES:

The following are not permitted:

- Flip-flops, backless shoes, slippers, heavy boots including military, steel-toed, combat, construction or cowboy boots, shoes with retractable wheels.
- Caps, visors, sweatbands, do-rags, bandanas or sweatshirt hoods worn up are not permitted.
- Hanging wallet/key chains or chain belts, large chains worn around the neck or wrist, chains with padlocks, and pointed-stud bands are not allowed in school. Sunglasses may not be worn inside the building.

GYM UNIFORM:

The WJPS gym uniform consists of:

- WJPS logo t-shirt, including limited edition shirts
- sweatpants or shorts
- lace-up sneakers

DRESS UNIFORM:

The WJPS “dress uniform,” to be worn on trips and special occasions, consists of:

- WJPS logo blazer
- WJPS logo blouse/oxford shirt (buttoned up)
- WJPS logo khaki trousers/or khaki skirt

WHERE DO I GO IF...
(Get a pass from your teacher first.)

I lost my metrocard?	Go to the main office, room 334, before 4 th period
I lost my program?	Go to the Guidance Office, room 324
I can't remember my locker combination?	See Mr. Myrtil in room 328
I can't remember my lunch PIN?	Go the main office, room 334
I lost something?	The lost and found is in the main office, room 334
I forgot a password (email, ePortfolio, etc.)?	Put a note in Mrs. Reed's mailbox in the main office
I have an absence note?	Bring it to the Main Office, Room 334
I have something for the PTA?	Bring it to the Main Office, Room 334
I need to talk to someone?	Reach out to your Advisor or to a Guidance Counselor (Mr. Lumetta or Ms. Paplow).

WHO IS WHO AT WJPS...

Dr. Janine Werner	Principal
Nancy Poulos	Assistant Principal
Daniel Petrotta	Assistant Principal
Vincent Lumetta	College Counselor, Programmer
Kimberly Paplow	Guidance Counselor
Ms. Pepe	Principal's Secretary
Ms. Arroyo	Pupil Personnel Secretary
Ms. Reed	Parent Coordinator
Mr. Myrtil	Technology Specialist
Ms. Spellman	School Aide
Ms. Cressy	School Aide
Mr. Nisonoff	Student Government Coordinator

**I have read the WJPS Handbook, including the Internet Acceptable Usage Policy.
I understand the terms of usage and agree to abide by them.**

Student Name

Student Signature

Date

Parent Name

Parent Signature

Date

