

## Audubon Jr. Sr. High School - General Information and Contacts

Address: 350 Edgewood Avenue, Audubon, NJ 08106

Phone: 856 – 547 – 7695 x4114 (General Office)

Fax: 856 – 547 – 4073

District Web Site: [www.audubonschools.org](http://www.audubonschools.org)

**Welcome to Audubon Jr. Sr. High School! We look forward to you joining us.**

The purpose of this welcome packet is to make the change to a new school as easy as possible - both for you and your child. Listed below are some facts about the high school and suggestions that may help you assist your child in having as smooth a transition as possible.

**Building Layout:** The junior-senior high school consists of three buildings – A-Building, B-Building, and C-Building.

- A-Building is located at the intersection of Edgewood Avenue and Chestnut Street, and it is the original high school building. Columns on the stairway is the easiest way to recognize A-Building.
  - Primarily Grades 7 – 8 have classes in this area of the building.
- B-Building is the “middle” building of the high school. Located at the top of the stairs (and the handicapped-accessible ramp) is our main entrance. There is a large sign above the doors to indicate that it is our school’s main entrance. During the school day, all visitors should use this entrance.
  - Primarily science, math, and world language courses take place in B-Building.
- C-Building is located at the end of Pine Street. This building houses our two gymnasiums, district offices, and classrooms.
  - Primarily upperclassmen-level courses.



*A-Building (Edgewood & Chestnut)*



*B-Building (Edgewood Avenue)*



*C-Building (Edgewood & Pine)*

Rooms that start with a “2” are located on the 2nd floor. Those that start with a “1” are located on the 1st floor, and classrooms starting with a “0” are located below the first floor.

**Main Entrance:** The school's main entrance is located on Edgewood Avenue (at the handicapped accessible ramp) at B-Building. Next to the door on the far right, you can find the buzzer. The doors are always locked, so please ring the buzzer to talk with a staff member. If you are buzzed in, enter and sign in (please have photo ID available for security purposes). This area is known as The Breezeway. Any student who is late must enter through the Main Entrance. Visitors must have an appointment to enter the building.



**Parking:** Parking during school hours is available on Edgewood Avenue between Walnut St. and Pine St., directly across from our Main Entrance at B-Building. Please obey the parking signs.

**General Office:** The phone number to reach the General Office is (856) 547 – 7695 x4114. Our voice recording will provide the extensions to reach the various offices (press ‘4’ to reach the General Office).

**Student Personnel Services (SPS) and Counselors:**

- Mr. McMichael – Director of SPS (x4138)
- Mrs. Weil – Administrative Assistant/Registrar (x4138)
- Mrs. Schwab – Grades 7 and 8 (x4139)
- Ms. Warren – Last names that start with A through F in Grades 9 to 12 (x4142)
- Mrs. Van Fossen – Last names that start with G through M in Grades 9 to 12 (x4140)
- Mr. Tomasetti – Last names that start with N through Z in Grades 9 to 12 (x4141)
- The phone number to reach the SPS office is (856) 547 – 7695.

**Nurse:** Mrs. Coakley is our school nurse. Students may visit the nurse's office if they are not feeling well or take daily medication. Please note that all medications must be brought in their original container and have a doctor's order so that they can be administered by Mrs. Coakley. If you need more information, please contact Mrs. Coakley directly ([dcoakley@audubonschools.org](mailto:dcoakley@audubonschools.org)) or by dialing '6' when you call the school. The phone number to reach the Nurse's office is (856) 547 – 7695 x4165.

**Beginning of the School Day:** Doors open at 8:05am and lock at 8:09am, unless students have arrived earlier to take advantage of being able to study or eat in breakfast in our cafeteria, which opens at 7:15am.

- Any student who has a Period 0 class or will be coming early for breakfast or before-school supervision in the Cafeteria, then they are to use the entrance at the Breezeway (B-Building).
- Students are permitted in the Cafeteria at 7:15AM to complete schoolwork, study, or eat breakfast. Teachers are present for student supervision. If you are dropping your child off in the morning, please do so at the designated cross-walks, located on each corner of Edgewood Avenue.

**Student Entrance for School Day:**

- Students in grades 7 & 8 enter through the Walnut Street doors (located at the far end of A-Building).
- Students in grades 9 & 10 enter the building through the Main Entrance (The Breezeway) in the front of B-Building.
- Students in Grades 11 & 12 should enter through the Pine Street doors.



*Walnut Street Entrance (Grades 7 & 8)*



*Main Entrance (Grades 9 & 10)*



*Pine Street Entrance (Grades 11 & 12)*

**End of the School Day:** Dismissal for full days is 2:30PM, while half-day dismissal time is 12:15PM.

**Food Services/Cafeteria:** School meals are no longer free for all students. Please complete a free or reduced lunch meal application if you believe your family/child might qualify. Additionally, if you have any questions about menus, special dietary considerations, lunch accounts, etc., you may contact Mrs. Vencius. To do so, you can reach her via email ([kvencius@apsd.us](mailto:kvencius@apsd.us)) or phone at (856) 547 – 7695 (x4181).

Students in grades 7 & 8 will eat during the first lunch, which takes place 10:51AM to 11:16AM. Grades 9 through 12 eat during our second lunch (11:40AM – 12:05PM) or third lunch (12:29PM – 12:54PM). Students may bring a check in for payment, or they may pay in cash. To add money to your child’s account, visit the online portal ([www.schoolpaymentportal.com](http://www.schoolpaymentportal.com)).

- The school's menu is available on the school's main web site.
- There is no recess at the middle school/high school.

**School Supplies:** There are no “Supplies” lists for the middle school/high school. Teachers will provide information as to what is needed for their class.

**Technology:** A 1:1 device will be provided to all students. A district Chromebook fee is collected when the device is issued. Please see the Technology Handbook for more information.

**Student Handbook:** Our Student Handbook is now fully digital and will be shared with students and parents as well as posted on our web site.

**Lockers:** Students are assigned lockers during the first few days of school during homeroom. They will be given the locker combination as well. Typically, two students share a locker (a partner from their homeroom). It is accessible throughout the school day.

**Physical Education Uniforms:** Each student’s dress for physical education class will consist of the following: t-shirt, sweatshirt, shorts, or sweatpants. These items must be one of the following colors: Gray, Green, Gold, White, or Black. Students are to wear appropriate athletic footwear for physical education class (i.e. sneakers, tennis shoes, running shoes, etc.). If a student is wearing PE attire that is a different color than the required colors they can still participate but will lose 2 points for the day. All students are responsible for proper attire in the physical education classes.

**Daily Schedule During the School Year:**

Normal Bell Schedule - (46 Minute Periods; 4 Minutes Passing Time; 25 min Lunch)

School Opens: 7:20 am; Supervised Study (Cafeteria): 7:20 am - 8:05 am

	<b>Grades 7 – 8</b>	<b>Grades 9 – 10</b>	<b>Grades 11 - 12</b>
Period 0	7:19 am - 8:05 am	7:19 am - 8:05 am	7:19 am - 8:05 am
Student Entrance	8:05 - 8:09 am	8:05 - 8:09 am	8:05 - 8:09 am
Period 1 *	8:10 am - 9:01 am	8:10 am - 9:01 am	8:10 am - 9:01 am
Period 2	9:05 am - 9:51 am	9:05 am - 9:51 am	9:05 am - 9:51 am
Period 3	9:55 am - 10:41 am	9:55 am - 10:41 am	9:55 am - 10:41 am
Period 4	10:45 am - 11:10 am (Lunch)	10:45 am - 11:31 am	10:45 am - 11:31 am
Period 5	11:14 am - 12:00 pm	11:35 am - 12:00 pm (Lunch)	11:35 am - 12:21 pm
Period 6	12:04 pm - 12:50 pm	12:04 pm - 12:50 pm	12:25 pm - 12:50 pm (Lunch)
Period 7	12:54 pm - 1:40 pm	12:54 pm - 1:40 pm	12:54 pm - 1:40 pm
Period 8	1:44 pm - 2:30 pm	1:44 pm - 2:30 pm	1:44 pm - 2:30 pm
Dismissal	2:30 pm	2:30 pm	2:30 pm

- \* - *Period 1 (Extended 5 minutes for announcements.)*
- All instructional periods are 46 minutes in length.
  - All lunches are 25 minutes in length.
  - Passing time between all classes is 4 minutes.

## **Important Policy Information**

- Cell phones are prohibited in school from 8:00am to 2:30pm except for students' lunch period. Please refer to Behavior & Discipline Guidelines for more information.

## **Who Do I Contact If?**

### **Attendance Issues**

- I Have an Attendance Question (Absence, Lateness, Doctor's Appointment, Signing My Child Out of School for Appointment, Etc.)
- I Need to Turn in a Doctor's Note for My Child
- My Child Is Leaving Early or Arriving Late
- I Have a Question About an Attendance Letter I Received
  - Call Mrs. Burns at (856) 547 – 7695 x4122

### **I Need to Drop Something Off at School for My Child**

- You can drop off items that your child may have forgotten (i.e. gym clothes, lunch) at the Breezeway, which is located at our main entrance at B-Building
- Ring the bell next to the door on the far right and someone will retrieve the item.

### **Student Personnel Services (Counseling)**

- I Need to Speak with My Child's Counselor
- I Need to Discuss My Child's 504 Plan
- I Need to Discuss My Child's Schedule of Classes
  - Call Mrs. Weil in SPS at (856) 547 – 7695 x4138

### **Child Study Team**

- I Need to Speak to My Child's Case Manager
- I Have a Question About My Child's IEP
  - Call Mrs. Murray or Ms. Silverman at (856) 547 – 7695 x4152

### **Nurse**

- I Have a Question Regarding Medical Information, Medical Forms, Doctor Notes, Medications, etc.
  - Call Mrs. Coakley at (856) 547 – 7695 x4165

### **Fees & Fines:**

- I Have a Question Regarding Fees & Fines.
  - You can find any of your student's fees and fines in your Genesis Parent Portal.

### **Athletics**

- Questions Regarding Athletics, Sporting Events, etc.
- To Register Your Student(s) for a Sport, Log Into Your Parent Genesis Portal, Click 'Forms,' and Complete the Registration.
  - Call Mrs. Borodziuk at (856) 547 – 7695 x4123
    - Our Athletic Director is Mr. Carbone

**Clubs, and Activities**

- Questions About Clubs and Activities
  - Call Mrs. Burns at (856) 547 – 7695 x4122

**Genesis Parent Portal Question**

- I Have a Question About the Genesis Parent Portal System
  - Call Mrs. Greway at (856) 547 – 7695 x4109

**How to Contact a Teacher, Administrator, or Staff Member**

- Check Our Web Site at [www.audubonschools.org](http://www.audubonschools.org) (Click on Audubon High School).

**Building-Level Administrators**

- Principal – Pending (856) 547 – 7695 x4114
- Mr. Corley (Vice Principal – Grades 10 to 12) – (856) 547 – 7695 x4122
- Mr. Miller (Assistant Principal – Grades 7 to 9) – (856) 547 – 7695 x4109
- Mr. McMichael (Assistant Principal – Student Personnel Services) – (856) 547 – 7695 x4138
- Mr. Carbone (Assistant Principal – Director of Athletics) – (856) 547 – 7695 x4123