

PENNSAUKEN BOARD OF EDUCATION

PENNSAUKEN, NEW JERSEY 08110

MISSION STATEMENT

The Mission of the Pennsauken Public School District is to provide a safe, challenging, and enriching learning environment for all students that leads to academic success and the development of personal responsibility and self-directed lifelong learning needed to become contributing members of a diverse, global society.

BOARD BELIEFS

The Pennsauken Board of Education believes:

- ❖ The well-being of our students is the foremost consideration in all district decision making.
- ❖ Every child can learn and succeed.
- ❖ Higher expectations will yield higher results.
- ❖ Schools are most effective when there is a shared commitment and shared responsibility between home, school, and the community at large.
- ❖ The diversity of our community is one of our greatest assets.
- ❖ Excellent educational services are always worth the investment.

BOARD OF EDUCATION GOALS

- ❖ Improve student achievement at all levels for all students with the focus on improved programs and improved instruction.
- ❖ Continue to improve educational opportunities for all students and parents in the community through dual credit and career and technical education programs.
- ❖ Prepare students for post secondary education and lifelong learning through cost effective measures. This will be executed through alignment of articulation agreements with academic and career-based post secondary institutions.
- ❖ Create a properly aligned, cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facility improvement in all schools.
- ❖ Enhance communication with and outreach between all stakeholders within the community including students, parents, staff, teachers, administrators and the community at large.

SCHOOL HOURS

School hours are from **8:05 a.m.** until **3:05 p.m.** Students should not arrive earlier than 8:05 a.m. or remain on campus later than **3:20 p.m.** unless they are participating in a supervised school activity. **School doors will not open until 8:05 a.m. daily**, except for students enrolled in the Before/After Care Program. In the case of the Before/After Care program, a representative from the program must be present at the front door to receive students enrolled in the program.

ABSENTEE REPORTING

Pennsauken Intermediate School conducts a safe arrival absentee reporting program. If your child is absent, you should call the school at 856-662-8501 anytime between 8:05am and 8:45am. If your child has not appeared in school by 9:30 a.m., an automated call will be made informing you of your child's absence. **If your child has a fever temperature of 100.4 or higher, please call the school to report him or her sick/absent. A doctor's note is required for him or her to return to school.**



PENNSAUKEN INTERMEDIATE SCHOOL
SCHOOL SCHEDULE

Full Day Schedule		Early Dismissal Schedule		
AM Homeroom	8:05am - 8:25am	AM Homeroom		8:05am - 8:20am
1st Period	8:27am - 9:02am	1st Period		8:22am - 8:37am
2nd Period	9:04am - 9:39am	2nd Period		8:39am - 8:54am
3rd Period	9:41am - 10:16am	3rd Period		8:56am - 9:11am
4th Period	10:18am - 10:53am	4th Period		9:13am - 9:48am
5th Period	10:55am - 11:30am	5th Period		9:50am - 10:25am
6th Period	11:32am - 12:07pm	6th Period		10:27am - 11:02am
7th Period	12:09pm - 12:44pm	7th Period		11:04am - 11:39am
8th Period	12:46pm - 1:21pm	8th Period		11:41am - 11:56am
9th Period	1:23pm - 1:58pm	9th Period		11:58am - 12:13pm
10th Period	2:00pm - 2:35pm	10th Period		12:15pm - 12:30pm
11th Period	2:37pm - 3:05pm	11th Period		12:32pm - 12:43pm
2 Hour Delay Schedule				
AM Homeroom	10:05am - 10:20am			
1st Period	10:22am - 10:42am			
2nd Period	10:44am - 11:04am			
3rd Period	11:06am - 11:26am			
4th Period	11:28pm - 12:02pm			
5th Period	12:04pm - 12:38pm			
6th Period	12:40pm - 1:14pm			
7th Period	1:16pm - 1:50pm			
8th Period	1:52pm - 2:12pm			
9th Period	2:14pm - 2:34pm			
10th Period	2:36pm - 2:56pm			
11th Period	2:58pm - 3:05pm			

ARRIVAL/DISMISSAL PROCEDURES



To ensure the health and safety of our students and staff, **all students will be expected to follow the latest Covid-19 policies and procedures as published by the Pennsauken Public Schools.**

Morning Drop Off Procedure:

- Parents will drop off in front of the building. Make every attempt to distribute backpacks, lunch money, afternoon pick-up instructions, and kisses before arriving at school. Once the children have been dropped off, drivers must depart to keep traffic moving. Parents must not exit their cars.
- All walkers and students being dropped off will enter through the front doors and proceed through the hallways to their assigned classrooms.

Walkers:

- ☐ All walkers will enter the building through the front doors and walk orderly in the hallways to their assigned classrooms.
- ☐ School employees will be positioned in the hallways to monitor your child when they enter the building.

AM/PM Bus Students:

- ☐ AM Buses will drop the students off at the back of the building.
- ☐ PM Buses will park in the numbered parking spaces in the front of the building. **Please avoid parking in the numbered parking spaces between the hours of 2:00-3:30 p.m. DAILY. These spaces are reserved for the school buses.**

Afternoon Pick Up Procedure:

During PM dismissal and between the hours of 2:00-3:30 p.m., PLEASE DO NOT PARK IN THE NUMBERED PARKING SPACES. THESE ARE BUS PARKING SPACES. If you park in any bus spaces during the hours mentioned above, an announcement will be made for you to move your vehicle and/or you will be warned by the campus resource officer.

- Staggered release of students will occur during dismissal. At the end of the school day, all students will be dismissed through different exit doors.
- Walkers and students who are being picked up will be dismissed first and proceed through the front entrance.
- Students who are being picked up, will be in front of the building for pickup. School attendants will be present to assist with traffic.
- Students who ride school buses will be accompanied outside of the building by their teachers and escorted to their assigned bus in the parking lot. School attendants will be present to assist with bus dismissal.
- Students who are not picked up by **3:15 p.m.**, will be taken to the main office to wait for parent pick up. Parents/guardians must sign out students who are picked up late.

STUDENT ATTENDANCE

The Pennsauken Board of Education recognizes and accepts its responsibilities to provide a thorough and efficient education for every student within the district in accordance with the laws of the State of New Jersey. The Board cannot successfully fulfill its responsibility to the student unless the student is present for all regularly scheduled classes. It is essential therefore, that every student and every parent or guardian accept the responsibility for the students' attendance. Please understand that your child's progress at school depends greatly on timely attendance. Excessive absences and/or lateness are disruptive to their educational development and jeopardize their potential for success.

Attendance Policy:

A. Absence from school will be excused for **(1) Illness accompanied by a doctor's note, (2) Death in the family, (3) Dental and medical appointments accompanied by a dental's note, (4) Legal appointments, (5) Religious observance, (6) and Take Your Child to Work Day accompanied by documentation**. **Please note that if your child has a fever temperature of 100.4 or higher, please call the school to report him or her sick/absent. A doctor's note is required for him or her to return to school.**

B. Absences from school for any reason other than the above mentioned will not be excused by the school unless it is cleared in advance by the school. If there are questions and concerns regarding an absence not being excused, you may call the school's main office at 856-662-8501.

C. 1. Students who become ill at school and sent home by the school nurse will be marked as **Excused Absence**.
2. Students leaving school for a legal appointment should provide legal documentation from the appointment upon return to school.

D. A letter will be mailed home for students with **5, 7, and 10 days of Unexcused Absences**. If your child continues to miss school and/or receives excessive absences that accumulate to **14 or more days**, a complaint will be filed with the Municipal Court in compliance with the New Jersey Compulsory Education Act.

The following are the consequences regarding Unexcused Absences counting toward truancy:

- **5 unexcused absences** - Student will receive 2 detentions
- **10 unexcused absences** - Student will receive one day in school suspension and student will be considered truant
- **12 -18 unexcused absences** - Student will receive two days in school suspension and student will be mandated to summer school for credit recovery at the expense of the student/parent
- **Greater than 20 unexcused absences** - Student will be subject to administrative consequences, which could result in retention

The following are the consequences regarding Unexcused Lateness counting toward truancy:

- **5 times late**- Student will receive 2 detentions and 1 unexcused absence towards truancy
- **10 times late** - Student will receive one day in school suspension and two unexcused absences counted toward truancy
- **15 times late** - Student will receive two days in school suspension and three unexcused absences counted toward truancy
- **20 times late** - Student will receive 3 days in school suspension and four unexcused absences counted toward truancy
- **Greater than 20 times late** - Students will be subject to further administrative consequence

For additional information on the district's **Attendance Policy**, please refer to the district's website at [www.http://pennsauken.net](http://pennsauken.net) under the **Parents** tab.

STUDENT DRESS CODE

The Pennsauken Board of Education firmly believes that good grooming and appropriate dress enhance the educational environment and promote good conduct in the schools.

There is a district wide Uniform Policy for all students. Your child is required to wear:

- Dark blue collared polo shirt and either dark blue or khaki slacks, shorts, or skorts/skirts, jumpers for girls.



- **In cooler weather:** Tights may be worn under skirts or jumpers; any color Long sleeve shirts may be worn under short-sleeved uniform shirts
- Pennsauken School Intermediate Dark blue sweaters only (**NO HOODIES of any color is allowed**). Pennsauken Intermediate School sweatshirts (shown below) can be ordered from **Community Sports - 21 North Centre St. Merchantville, NJ** or at [www.https://communitysportsshop.com](https://communitysportsshop.com)



- Appropriate shoes must be worn for students' safety (**No flip flops, high heels, Krocs**). Sneakers must be worn during gym days.

These attire, footwear, and Items are not permitted to be worn in school:

- Sweatpants, yoga pants, Jeans, tights/jeggings. **No Hoodies!**
- Flip flops, high heels, Krocs (for safety reasons)
- Fanny packs, purses/handbags, etc are not permitted to be carried during the school day.

STUDENTS MUST ALWAYS WEAR SCHOOL UNIFORM UNLESS TOLD OTHERWISE. No hats or head coverings (i.e. scarves, bandannas) of any kind are to be worn in school unless approved by the school principal for a special occasion or religious reasons.

For additional information on the district's **Student Dress Code**, please refer to the district's website at [www.http://pennsauken.net](http://pennsauken.net). Click on the **Parents** tab to access the **School Uniform Information**.

PENNSAUKEN INTERMEDIATE GRADING SYSTEM

REPORT CARDS

Student report cards can be viewed in Genesis. The conference dates will be communicated via the District's website or from the school. Teachers will send notices of student progress at the middle of the marking period. Conferences with teachers and/or guidance counselors to discuss grades are encouraged.

**** All marking period Interim Reports and Report Cards are available to view in the Genesis Parent Portal. Paper copies of the Interim Reports can be requested, but will NOT be mailed home.**

Grading System

Letter	Number Value	Range
A	94-100	
A-	90-93	90-100
B+	87-89	
B	84-86	
B-	80-83	80-89
C+	77-79	
C	74-76	
C-	70-73	70-79
D+	67-69	
D	64-66	
D-	60-63	60-69
F	59 or below	
Missing Assignments = 0		Incomplete Assignments = 59
RELATED ARTS GRADES		
O	Outstanding	
S	Satisfactory	
N	Needs Improvement	
U	Unsatisfactory	

Students who fail a test or assessment may be given the opportunity to retake the test in an effort to improve his/her grade average. In such cases, the teacher will average the student's original test score and the retake test score to determine a revised score. **For example: (Test 1 = 55); (Retake Test = 93). $55+93=148/2=74$.** The revised grade entered into Genesis is 74.

STUDENTS BEING RETAINED OR ATTENDING SUMMER SCHOOL

- Students who attain failing grades in three (3) or more courses will be retained in that grade level, and will not be promoted to the next grade.
- Students who attain failing grades in one (1) or two (2) courses will be presented with the opportunity to attend the Summer Program as a means to remediate the grade level work in failing classes and possibly avoid retention.
- Parents/Guardians of these students will be notified prior to the end of the school year.
- If a student does not take the summer course(s), he/she will be retained in the grade level and will not be promoted to the next grade.
- If a student does not pass the summer course(s), he/she will be retained in the grade level and will not be promoted to the next grade.

CODE OF CONDUCT

The Pennsauken School System family believes that an effective instructional program requires an orderly school environment. The effectiveness of the educational system is, in part, reflected in the behavior of the students. We believe that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. Furthermore, we believe that parents are an integral part of their child's education and the most effective instructors of self-discipline.

The Board of Education has approved this plan and expects students to adhere to the rules established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules.

Students will be informed of: Their rights as a member of the school family; their responsibility to behave in an acceptable manner, and their responsibility to respect the person, property, and the rights of others.

When students do not obey the rules, consequences are employed. Every classroom has a discipline plan that is consistent with the District Code. Consequences for infractions of the rules are shared with the students and parents at the beginning of each school year. Occasionally, the school principal may find it necessary to suspend a student. Factors such as severity, intent, number of occurrences, etc. are considered before this decision is made.

For additional information on the district's **Student Code of Conduct** and the **Pennsauken Intermediate School Code of Conduct**, please refer to the information below the line and to the district's website at [www.http://pennsauken.net](http://pennsauken.net). Click on **District Home** to select the **Pennsauken Intermediate School**, select the **Parents** tab to access the **Student Code of Conduct**.

PENNSAUKEN INTERMEDIATE SCHOOL STUDENT CODE OF CONDUCT

The Pennsauken Board of Education believes that Pennsauken Schools should provide a safe and positive educational learning environment. The Board believes that students should conduct themselves appropriately in all areas of the school and in all classrooms. The primary goal of Pennsauken Schools is for all students to become lifelong learners in a school culture that promotes educational excellence through high academic standards.

Code	Consequence
AW	Administrative Warning
ALD	Administrative Lunch Detention
½ ISS	Loss of Lunch/Special/Enrichment Periods
ISS	In-School Suspension
OSS	Out-School Suspension
PN	Parent Notification

STUDENT CONDUCT GUIDELINES OF INFRACTIONS AND CORRECTIVE ACTIONS

Note: All disciplinary infractions will be reported in Genesis. The following Code of Conduct serves as a disciplinary guideline. All disciplinary actions will be at the discretion of the administrative team.

Tier 1 Infractions

Consequences are cumulative for each Tier 1 infraction regardless of the misconduct

**These are the minimum consequences. Administration has the right to increase the severity of the consequences based on individual circumstances .*

INFRACTION	CONSEQUENCE
Cafeteria/Lunch Disruption	AW - OSS
Unauthorized Cell phone usage	AW - OSS
Class Disruption/Behavior	Depending on the severity, AW/ALD - OSS.
Cutting Class/Student in Unauthorized Area/Roaming the Halls	AW - OSS
Cheating/Plagiarism	Depending on severity. AW - ISS, possible parent conference.
Teasing/Name Calling	Depending on severity. AW - OSS, possible parent conference.
Inappropriate Behavior - Student Behavior which is not appropriate for the school setting.	Depending on severity AW - OSS, possible parent conference.
Insubordination, Defiance/Willful Disobedience	AW - OSS
Obscene/Profane Language or Gestures (Verbal or Written)	AW - OSS
Hall/Bathroom Pass Abuse	Minimally AW - OSS, depending on severity. Possible parent conference (<i>subject to administrative pass restriction</i>). Each subsequent offense results in additional consequences

Tier 2 Infractions

Consequences are cumulative for each Tier 1 infraction regardless of the misconduct

**These are the minimum consequences. Administration has the right to increase the severity of the consequences based on individual circumstances.*

INFRACTION	CONSEQUENCE
Online Conduct, Inappropriate Chat, Unauthorized Google Meet	Depending on the severity, ISS - OSS Parent/Student Conference
Photographing, Video Recording, and Inappropriate Posting on Social Media	Depending on the severity, ISS - OSS Parent/Student Conference
Creating a False Alarm <i>(fire or emergency).</i>	Depending on the severity, OSS Parent/Student Conference
Destruction of Property/Vandalism	Depending on the severity, OSS Parent/Student Conference <i>(In addition to discipline consequences, restitution to school is subject to property damage).</i>
Endangering the Welfare and safety of others	Depending on the severity, OSS Parent/Student Conference
Fighting/Simple Assault	OSS Parent Conference/re-entry meeting
Instigation	ISS - OSS Parent/Student Conference
Leaving School Property Without Permission	OSS Parent Conference/re-entry meeting
Obscene/Profane Gestures Directed At Staff Members <i>(verbal or Written)</i>	Depending on the severity, ISS - OSS Parent/Student Conference
Bias or Hate Statement <i>(Racial, Ethnic Slurs, or Body Shaming)</i>	Depending on the severity, OSS Parent Conference/re-entry meeting
Sexual Harrassment	Depending on the severity, OSS Parent Conference/re-entry meeting
Taking and/or Distributing picture(s), video or any recording of individual(s) without his/her permission.	Depending on the severity, ISS - OSS Parent/Student Conference
Stealing/Theft	ISS - OSS Parent/Student Conference
Possession/Use of Tobacco, E- Cigarettes or Vaping Products	Depending on the severity, OSS Parent Conference/re-entry meeting

TIER 3 Infractions

All Tier 3 infractions: Depending on severity of the incident, the following consequences may apply:

- Student/parent conference/Suspension/Police intervention/Administrative Review/Superintendent's Hearing/Referral to BOE

INFRACTION	CONSEQUENCE
Assault on School Employee	Depending on the severity, OSS Parent Conference and re-entry meeting with possible referral to police and BOE
Bias Incident/Crime <i>(Engaging in biased conduct that either directly or indirectly causes intimidation, harassment, or physical harm to another member of the school community or disrupts the educational process).</i>	Depending on the severity, OSS Parent Conference and re-entry meeting with possible referral to police and BOE
Possession or Use of Weapons on School Grounds, including Guns, Knives, or other items that can be categorized as a Weapon	OSS Police Notified
Selling, Possession, and/or Usage of a Controlled Substance/Drugs or Alcohol	OSS Police Notified
Threatening to do harm to the property or possessions of a student or employee of the School District	Depending on the severity, OSS Parent Conference and re-entry meeting with possible referral to police and BOE
Distributing/Possessing Obscene Literature or Photos	OSS Parent Conference and re-entry meeting Police Notified

OTHER CODE OF CONDUCT VIOLATIONS

1. Harassment/Intimidation/Bullying

- Referral to HIB specialist for investigation. Depending on the outcome of the investigation, the following consequences may apply:
 - Administrative warning/Parent conferences/Suspension pending Administrative Review/Superintendent's Hearing/Referral to BOE/Police Intervention

2. Bus Misconduct

Depending on severity, AW, ADL, Suspension of bus privileges.

3. Dress Code

- First Offense is a warning/parent notification.
- Second Offense- the student is placed in ISS and parent notification.
- Third offense- the student is suspended OSS for 1 day with parent notification.
- Fourth Offense- the student is suspended OSS with a parent conference for reentry into school.

STUDENT EMERGENCY INFORMATION

It is imperative that you notify the school office immediately if any of the information originally provided on the emergency card changes throughout the school year. Please update your child's emergency contact with current phone numbers, emergency contacts, and change of address (conduct the District's Residency office) on the district's website www.pennsauken.net under the "Parents" tab or submit the form to the school.

EMERGENCY SCHOOL CLOSING

When inclement weather creates hazardous conditions, schools may be closed to ensure students' and staff safety. An announcement of the closing will be made by the Superintendent of Schools. **PLEASE DO NOT CALL THE SCHOOL.** Phone lines will be needed for emergency arrangements. Please watch Pennsauken Channel 1, local news channel visit, or our website www.pennsauken.net for up to the minute information regarding school closure.

MEDICATION POLICY

If medication needs to be given during school hours, these **STRICT** rules must be met or the medication will not be given.

- Specific written request by the child's doctor to the school nurse noting the name of the medication, the dosage, the time it is to be given, and any specific instructions needed.
- Written request from the parent to give the medication.
- The medication **MUST** be brought to the school by the parent/guardian or other designated responsible adult. The adult must sign in with the medication with the nurse. No student under age 18 may carry their medication to or from school.
- The medication must be in the original pharmacy container labeled with the name of the patient, name of the medication, dosage, physician's name, and the date.
- Non-prescription medications must be in the original container.
- By law, medications are given in school by the registered nurse or parent only.

Any specific questions regarding medication administration in schools, should be directed to the school nurse.

VISITORS

For the health and safety of our children and staff, it is required that you abide by the Security Protocols indicated below. Persons who fail to register in the main office will be subject to possible arrest and /or charges being filed as per local trespassing ordinances. **All visitors will be expected to follow the latest Covid-19 policies and procedures as published by the Pennsauken Public Schools.**

- Please use the outside intercom bell and state your name and purpose for visiting. If you are picking up a child, please state the child's name as well. **Identification provided must match information found on the emergency contact/pickup list in Genesis.** After information is verified, please wait in the vestibule area for your child to arrive.
- We will make attempts to schedule virtual meetings and parent conferences, unless in special circumstances. If you wish to meet or speak with a school staff member, you will be required to schedule an appointment with the office secretaries or with your child's guidance counselor.
- During the school day, if you are dropping off items for your child, an area has been provided in our school vestibule for that purpose. Please label the item with your child's name. We will call for your child to retrieve the item or have it delivered to your child.
- If your child arrives after 8:25 a.m., they must visit the main office to receive a late pass.

EARLY PICK-UP

In order to ensure the health and safety of our students, to maximize instructional time, and to maintain an orderly school environment, **we strongly discourage students from being picked up before dismissal at 3:05 p.m.** Your cooperation is greatly appreciated. **Please make every effort to schedule appointments so that they do not interfere with school and with instruction.**

If a student is being picked up early, proper **Photo Identification is always required regardless of whether you are a familiar face to the office staff.** All individuals picking up student(s) must be included on the student's emergency contact. Please take the time to update your child's emergency contact on the district's website or submit the form to the school. Provide us with current phone numbers and emergency contacts. **Students will not be permitted to leave with any individual who is not present on his/her emergency contact information.**

EMERGENCY AND FIRE DRILLS

Fire drills and emergency drills such as Lock Down, Shelter in Place, Code Blue, and Evacuations are required by law and will be conducted once per month. Such practices are important and should be approached seriously. Specific instructions for evacuations, and/or lock down drills will be given on the first day of school and continued throughout the year. Please reinforce the importance of these emergency practices with your children.

CALENDAR

The official District Calendar is available on the district's website www.pennsauken.net under the **Parents** tab. Each month, your child will receive a school calendar of events. This calendar is accessible on the Intermediate School's website.

CONTACTING STAFF MEMBERS

Please access the district's website www.pennsauken.net and search for Pennsauken Intermediate School under the **Our Schools** tab. Once on the school's website, look for the **Contact Us** tab to find and contact your child's teacher regarding any appropriate school matter. We look forward to hearing from you and value your input to our school.

We thank you in advance for your cooperation and adherence to the policies and procedures set forth in the pages of this Student and Parent Handbook included in this Agenda Book/Planner. We look forward to a productive 2022-2023 School year!