



PENNSAUKEN PUBLIC SCHOOLS

Pennsauken Intermediate School

James R. Bevere, Ed.D.
Superintendent of Schools

JoAnn Young
President – Board of Education

Tanya Harmon
Principal

To the Parent/Guardian of:



Greetings and Welcome Intermediate Parents and Students:

We hope you had a wonderful summer with your families and friends. Your teachers and the staff here at Pennsauken Intermediate School are excited to welcome our new Intermediate families and new staff members who will be joining us for the 2025-2026 school year. This school year will be filled with new learning experiences and explorations! We can't wait to see you!

Below, please find a summary of information that will help you plan ahead for the upcoming school year:

- ★ The first day of school for students is **Thursday, September 4th**. This week will be full days of school for the students.
- ★ School begins **daily at 8:05 a.m.** for all students. Students are considered late to school after **8:27a.m.** If your child arrives late to school, please bring him/her into the vestibule.
- ★ Back to School Night will be held at the Intermediate School on **Tuesday, September 16, 2025** from **6:00 p.m. to 7:30 pm.** More information will be forthcoming.
- ★ A bus, if assigned, will pick your child up at their designated stop. Bus information will be mailed to you from the Pennsauken Department of Transportation. If you have questions, please contact the Transportation Dept. at 856-662-8502. **Please expect delays the first week of school for students.** If there will be a significant delay in either pick up or drop off, it will be communicated to you via text message.
- ★ The lunch program will begin the first day of school, **September 4th**. The cost for a school lunch is **\$4.00** Breakfast begins on **September 8th**. The cost for breakfast is **\$2.50**. You **MUST** complete a new application on or before **October 17th, 2025** or your child's meal status will be determined as Full Price. The 2025-2026 lunch application form will be sent home with your child. **Please complete one form for the household and return it to school with your child before the deadline mentioned above.** If you have any questions about your child's meal status (free, reduced, or paid lunch), please contact **Food Services at 856-662-8500.**

COMMUNICATION

- ★ The Genesis Parent Portal will be

- ★ accessible on August 25th. If you need help with your login and/or password, please contact the main office at 868-662-8501. Please update or confirm your contact information. Please utilize the portal to review your child's attendance, grades, and gradebook assignments on a frequent basis.
<https://parents.pennsauken.net>
- ★ Please note that the following list of student forms can now be completed online and submitted electronically via Parent Access on the Pennsauken School District website (www.pennsauken.net). Some of these forms will also be sent home with your child.
 - Ø **Agenda Book Acknowledgement**
 - Ø **Parent Portal Registration Form**
 - Ø **Photo Release Form**
- ★ Each month, a paper calendar and a lunch menu will be sent home with your child. The calendar will highlight important events and activities occurring at the Intermediate School. This information will also be available on the school website. Events and activities will be announced through text messages.
- ★ We will continue to have one **Fire Drill and one Safety Drill once per month**. Prior to the drills, our staff members will practice the safety procedures with students. Communication will be sent via email each time a drill occurs.

BLOCK SCHEDULE

- ★ In 4th and 5th grade, students will follow a transitional block scheduling. They will have one teacher for English Language Arts (ELA) and another teacher for Math, Science, and Social Studies. Both classrooms are adjacent to each other to allow for smoother transitions.
- ★ English Language Arts is scheduled for 3 blocks (Reading-Writing-Differentiated Instruction). There is one scheduled block for Foundations (spelling/grammar program). Math is scheduled for two consecutive blocks daily and Science or Social Studies is scheduled for one block on alternating marking periods.
- ★ Special area classes (art, computer, music, Spanish) and gym classes operate on a four day cycle (ABCD). Students rotate among the special area classes for a double period each marking period. Gym classes are held for the entire school year, with one marking period devoted to health classes.
- ★ This will be our Third year implementation of the ELA curriculum, Book Worms. We will continue in our quest to improve reading and comprehension skills. This school year, we will begin the full implementation of the new math program, Reveal.

UNIFORM POLICY

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

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.**



**Examples of:
Slacks - Shorts
Jumper - Skirt**



- **In cooler weather:** Tights may be worn under skirts or jumpers; any color Long sleeve shirts may be worn under short-sleeved uniform shirts. **NO HOODIES of any color are allowed.** Pennsauken Intermediate School sweatshirts (shown above) can be ordered from **Community Sports - 21 North Centre St. Merchantville, NJ** or at www.communitysportsshop.com
- **These attire, footwear, and items are not permitted to be worn in school:**
 - **Sweatpants, yoga pants, Jeans, biker shorts, tights/jeggings. No Hoodies!**
 - **Flip flops, high heels, KROCS, slides (for safety reasons).** Sneakers must be worn during gym days.
 - **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 for religious reasons.

For further information on school uniform, please review the Uniform Policy on the district's website <https://www.pennsauken.net/families/uniform-information> under the "Families" tab.

ARRIVAL/DISMISSAL PROCEDURES



Morning Drop Off Procedure:

- ❑ Parents will drop off students 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.

Walkers:

- ❑ **All students will enter through the front doors - rain or shine.**
- ❑ School employees will be at the front doors to monitor your child as they enter inside the building.

Bus Students:

- ❑ AM Buses will drop 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 the front doors. Walkers and students who are being picked up, will be dismissed first. 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 brought to the Main Office for parent pick up. **Please be prepared to show proper Identification to sign students out of school.**

EARLY DROP OFF AND 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 are requesting your cooperation with early morning drop and afternoon pick up protocols indicated below.

- Please be advised that the school doors open daily at 8:05 am. We strongly discourage students from being dropped off in the front of the school building before 8:05 am in the mornings. Please utilize the LAM Before/After Care program if you need early morning childcare.
- In order to maximize instructional time, maintain an orderly school environment, we strongly suggest that students are not picked up before dismissal at 3:05 p.m. Please make every effort to schedule appointments so that they do not interfere with school and with instruction. Your cooperation is greatly appreciated.

When 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. If there have been any recent changes to your child's custody, please contact the main office immediately and bring in appropriate court documents.**

ATTENDANCE POLICY

Absence from school **will be Excused** for:

- (1) Illness, Dental, and medical appointments accompanied by a doctor's note
- (2) Death in the family (provide documentation)
- (3) Legal appointments (provide documentation)
- (4) Religious observance
- (5) Take Your Child to Work Day (provide documentation)

Absences from school for any reasons other than the above mentioned **will not be excused** by the school unless it is cleared in advance by the school. **Calling your child out or writing a note will not excuse the absence. Family Vacations are not excused.** If there are questions and concerns regarding an absence not being excused, you may call the school's main office at 856-662-8501.

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. **In addition, a conference will be held with the parent, school nurse, guidance counselor, classroom teacher, and the grade level administrator to develop a plan of action to correct the truancy problem.**

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.

For further information on the Attendance, please review the Attendance Policy on the district's website <https://www.pennsauken.net/families/attendance-policy> under the "Families" tab.

MEDICAL INFORMATION

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.

For further information on administering or transporting Medication in school, please review the Medication Policy on the district’s website <https://www.pennsauken.net/families/health-services-nursing> under the “**Families**” tab.

We here at Pennsauken Intermediate School want to ensure that our students are provided with the best educational opportunities. We strongly believe that it really does take a “whole community” to make this possible. Our staff members look forward to working with you and with your child/children to make this a very exciting and productive school year.

We hope that you enjoy the rest of your summer and we look forward to seeing you on **September 4th**. If you have any questions or concerns, please contact the school office at 856-662-8501.

Sincerely,

Tanya Harmon,

Principal