

PENNSAUKEN HIGH SCHOOL

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STUDENT HANDBOOK 2025-2026

STUDENT'S NAME _____ H.R. _____

MASCOT: INDIANS
COLORS: SCARLET AND COLUMBIA BLUE

PENNSAUKEN HIGH SCHOOL ADMINISTRATORS

PRINCIPAL: RICHARD BONKOWSKI
SECRETARY: HELEN JOHNSON

Assistant Principal (9th): Casey Crass
Assistant Principal (10th): Dominique Upsey
Assistant Principal (11th): Alexander Veston
Assistant Principal (12th): Gregory Munford
Assistant Principal of Athletics: William (Billy) Snyder

ALMA MATER

Hail, hail, Pennsauken, proudly you stand.
Widespread your beauty, on every hand.
High flying banner, valiant and free.
We, who are thy children, honor thee.
We honor thee.

TABLE OF CONTENTS

INTRODUCTION

Principal's Letter	3
Mission & Beliefs	4
Bell Schedule	5
School Calendar	6
Student Government	7

ACADEMIC REQUIREMENTS AND COUNSELING

Important Guidance Dates	8
Marking System	8
Graduation Requirements	9
Counseling	9
Special Services	10
Student Assistance Program	10

ATTENDANCE POLICY AND ATTENDANCE EXPECTATIONS

Withdrawal from School	11
Leaving Early	11

STUDENT'S CODE OF CONDUCT - EXPECTATIONS OF STUDENT BEHAVIOR

Student's Code of Conduct	11
Student Behavior/Sanctions	12
Cafeteria/Lunch Time Conduct Expectations	13
General Conduct Requirements	13
School Bus Conduct	15
School Uniform Policy	15
Attendance Expectations	16
Attendance Policy	17
Makeup Work	17
Attendance Consequences	17
Lateness to School	18
Lockers	18
Student Conduct Guidelines of	
Offenses and Corrective Actions	19
Expulsion Procedures	23
Suspicionless Search Sweeps	23
Student ID's	23

STUDENT INCENTIVE

Honor Roll	24
Honors Breakfast	24
Renaissance	24
Gold Card	25
Red Card	25
Blue Card	26
Honor Societies	26

ATHLETICS	
General Information	28
Available Sports	28
Attendance Regulations	29
Athletic Disciplinary Procedures	29
NCAA Eligibility Center	31
Athletic Department Website	31
ACTIVITIES AND CLUBS	
Activities/Clubs	32
Criteria for Student Government	32
Class Cabinets	32
Description of Clubs	32
Disciplinary Procedures	36
GENERAL INFORMATION	
Accident Insurance	36
Deliveries/Visitors	36
Emergency Closings	36
Fundraising	36
School Dances	33
SCHOOL SERVICES	
Cafeteria	34
Lunch Tickets/Pin Numbers	34
School Breakfast	35
Media Center/Hours	35
Lost and Found	35
Nurse	36
Perimeter Buses	36
STUDENT RESPONSIBILITIES	
After-School Activities	37
Assemblies/Pep Rallies	37
Automobile Regulations	37
Books	37
Care of School Property	38
Classroom Procedures	38
Fire Drills	38
Emergency Procedures	38
Lockers	38
Loitering	39
Obligations	39
Passes	39
Electronic Device Policy	39
Working Papers	39
Student Grade Level Information	40
POSITION AND POLICY STATEMENTS	
Flag Salute	42

PRINCIPAL'S LETTER

Dear Students:

Our student handbook is a day planner and reference for activities, services and regulations at Pennsauken High School. It is designed to help manage your time and keep track of your academic assignments and social engagements. Please take some time to read the material in the beginning of the handbook that focuses on your daily activities at Pennsauken High School. It is important that you read and understand the attendance policy and understand that poor attendance and lateness will result in the loss of credit, could affect participation in transition and other activities as well as your ability to graduate. You should also look at the uniform policy. It is extremely important that you familiarize yourself with the content of this handbook. It provides the information you need in order to be aware of our school policies, including discipline and grading.

I wish you well during the 2025-2026 academic year at Pennsauken High School.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Rich Bonkowski". The signature is fluid and cursive, with the first name "Rich" and last name "Bonkowski" clearly distinguishable.

Richard Bonkowski
Principal

**PLEASE REFER TO THE DISTRICT WEBSITE FOR ALL DISTRICT
POLICIES**

MISSION

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.

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 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 a focus on improved programs and improved instruction.**
- **Create a properly aligned, cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.**
- **Enhance communication with and outreach between home, school, and the community at large.**

**PENNSAUKEN HIGH SCHOOL
BELL SCHEDULE
2025-2026
DAILY BELL SCHEDULE**

Clear Halls	7:00-7:10
Block 1A	7:10-7:50
Block 1B	7:52-8:32
Homeroom(during block 1)	8:32-8:40
Block 2A	8:45-9:25
Block 2B	9:27-10:07
Block 3A	10:12-10:52
Block 3B	10:55-11:35
Block 3C	11:38-12:18
Block 4A	12:23-1:03
Block 4B	1:08-1:50

Teachers are available for supplemental instruction after school Monday through Thursday please make an appointment with the teacher.

PENNSAUKEN PUBLIC SCHOOLS
CALENDAR 2025-2026

September 2025

1 CLOSED Labor Day
2-3 STAFF ONLY
4 FIRST Day for students
18 BTS Night*Back to School Nights will be a Virtual presentation by the teacher and posted on their website

October 2025

2 CLOSED Yom Kippur
3 No School for Students - Staff PD
30 Early Dismissal - Staff PD

November 2025

6 Marking Period 1 closes
6-7 CLOSED NJEA Convention
24-25 Early Dismissal - Conferences
26 Early Dismissal - Thanksgiving Break
27-28 CLOSED - Thanksgiving Break

December 2025

11 Early Dismissal - Staff PD
22 Early Dismissal - Staff PD
23 Early Dismissal
24-31 CLOSED - Winter Vacation

January 2026

1-2 CLOSED - Winter Vacation
5 School Reopens
15 Early Dismissal - Staff PD
19 CLOSED MLK Jr. Day
28 Semester 1 and Marking Period 2 close

February 2026

16 CLOSED - Presidents' Day
17 No School for Students - Staff PD

March 2025

12 Early Dismissal - Staff PD
20 CLOSED - Staff Appreciation Day
26 Spring Conferences

April 2026

1 Marking Period 3 closes
2 Early Dismissal - Spring Break
3-10 CLOSED - Spring Break

May 2026

21 Early Dismissal - Staff PD
25 CLOSED - Memorial Day

June 2026

4 Early Dismissal - Staff PD
15-16 Early Dismissal - Staff PD
15 PreSchool Move-Up Ceremony
16 Middle School Graduation
17 High School Graduation
19 Juneteenth

STUDENT BODY

President: Sydney McCurry
Vice President of Activities: Chasity Harris
Public Relations: Fatina Lozier
Secretary: Ayden Tol

CLASS CABINETS

SENIORS Class of 2026

President: Janet Jimenez-Merino
Vice President of Activities: Nathan Perez
Secretary: Mariella Gasparinatos
Treasurer: Angelica Mercado
Class Color: GREEN

JUNIORS Class of 2027

President: Destiny Carrasquillo
Vice President of Activities: Ana Vo
Public Relations: Brandon Cobb
Secretary: DiaShaun Lassiter
Treasurer: Travis Ngeth
Class Color: PURPLE

SOPHOMORES Class of 2028

President: Lia Ortega
Vice President of Activities: MaKayla Kee
Public Relations: MiaRose Torres
Secretary: Marienne Mayo
Treasurer: Chole Permaul
Class Color: ORANGE

FRESHMEN Class of 2029

TBD in Fall 2025
Class Color: YELLOW

ACADEMIC REQUIREMENTS AND COUNSELING

It is important for all students to choose a program that meets their objective. In making this choice, consideration should be given to their previous academic record, demonstrated abilities, special interests, ambitions, and personality traits. You will be issued a "Program of Studies" when you select subjects for every grade. This booklet gives a complete outline of the curriculum and a description of every course offered in the school. It is extremely helpful to keep this booklet and supplements for the four years you are here.

Pennsauken High School offers courses in the following areas:

- Dual Credit
- Advanced Placement and Honors
- Business and Computer Technology
- College Preparatory
- Vocational Trade Courses
- Fine and Visual Arts
- Engineering
- AFJROTC

IMPORTANT GUIDANCE DATES (Subject to Change)

Back To School Night	September 18, 2025
SAT	September 13, 2025
SAT	October 4, 2025
College Night	October 10, 2025
Financial Aid Night	October 17, 2025
SAT	November 8, 2025
SAT	December 6, 2025
SAT	March 14, 2026
SAT	May 2, 2026
Honors Breakfast	May 21, 2026
SAT	June 6, 2026
Senior Awards	June 12, 2025
Filling Out the FAFSA	TBD

MARKING SYSTEM

Marking Period grades are based on a 100 point system. Students receive letter grades as final course grades based on the accumulation of the numerical marking period grades.

GRADING KEY:

A	94-100	D+	67-69
A-	90-93	D	64-66
B+	87-89	D-	60-63
B	84-86	F	0-59
B-	80-83	P	Pass
C+	77-79	M*	Medical
C	74-76	NCP	No Credit Passing
C-	70-73	NCF	No Credit Failing

*Medical exemption – credit given only with the completion of work packets.

INTERIM NOTICES

Notices are sent to inform parents/guardians of their child's progress in each course. If for some reason you do not receive an interim notice please contact your child's counselor. **Interim notices are no longer sent home through the mail. Parents/Guardians must use the Parent Portal to access electronic copies of these notices.**

COURSE FAILURES

Any student who does not acquire a minimum of 240 grading points has failed that course for the semester.

ACADEMIC HONESTY

All students at Pennsauken High School are expected to observe the highest standards of honesty and integrity of fulfilling the requirements of each course. Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz or examination may result in a grade of zero for the work in question and disciplinary action.

GRADUATION REQUIREMENTS

1. State graduation requirements and local requirements apply to all students in Pennsauken High School. To graduate with a state endorsed diploma, a student must have taken and passed a specific program as detailed in the Program of Study booklet.
2. Each student must carry a minimum of thirty (30) credits per year while in high school.
3. Each student must earn a minimum of one hundred twenty (120) credits and pass all required courses to certify for graduation from high school.
4. The minimum credit requirements necessary to remain on track for graduation with your entering class are as follows:

- | | |
|----------------------------------|---------------|
| A. From Grade 09 to Grade 10: | 25.0 credits |
| B. From Grade 10 to Grade 11: | 50.0 credits |
| C. From Grade 11 to Grade 12: | 80.0 credits |
| D. To graduate from high school: | 120.0 credits |

NOTE: NJSIAA requires students to pass a minimum of 30.0 credits each year in order to maintain their eligibility.

COUNSELING

The Counseling Office, located on the main floor adjacent to the auditorium, is always open to those who seek assistance. Although the counselors may not always be in a position to answer all your questions directly, they can help you find the solutions. Arrange to visit the Counseling Office during lunch rather than during a class period unless the problem is very urgent and demands immediate attention. Come in and meet your counselor early in the year and encourage your parents to use this counseling service. They need only to phone the Counseling Office for an appointment during the school day or after school. Your counselor will make every effort to arrange a conference at a time most convenient for parents. It is our hope that parents will keep in close contact with the counseling staff rather than wait until a problem grows to such a point that they are requested to come to school for a conference. Many serious difficulties can be prevented by conferencing early in the school year.

The following are a few situations which may require the assistance of a counselor:

1. Choice of subjects or curriculum
 2. Selection of a college or vocational school
 3. Application for scholarship
 4. Personal problems
 5. School progress
 6. Determining a future occupation
- Students will be assigned a guidance counselor.

English Language Learners

Please check in the Counseling Department. If your counselor is not available and an emergency arises, you may see any counselor in the counseling department.

SPECIAL SERVICES

Pennsauken High School has a complete child study team composed of individuals who are specialists in the areas of learning disabilities, psychology and social work. The child study team is housed in the counseling office. This team determines whether a student is eligible for Special Education and related services. If a student is determined to be eligible for Special Education services the child study team will work closely with other personnel and the parent/guardian in the development and review of the student's Individualized Education Program.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to prevent discrimination against persons with a handicap in any program receiving Federal financial assistance. The school district must identify, evaluate and determine if a student is eligible under section 504 to receive the appropriate educational services. Students must present a yearly doctor's note with a diagnosis of their student's disability.

Intervention and Referral Services (I&RS)

The I&RS committee is composed of teachers, counselors, administrators and other professionals. The purpose of this committee is to identify students who are experiencing difficulty in school and develop strategies to assist the student to succeed.

STUDENT ASSISTANCE PROGRAM

A private, confidential counseling service is available to help teenagers with problems that may be getting out-of-hand. The problems addressed are family conflict, alcohol and drug dependence, sexual harassment, bullying, and other issues of an emotional nature. All discussions between the student and counselor are confidential.

ATTENDANCE

WITHDRAWAL FROM SCHOOL

Anyone wishing to withdraw from school permanently or transfer to another school must first report to the guidance counselor. The counselor requests advance notice so that the necessary forms may be completed by the actual withdrawal date. All school property must be returned before final severance is completed. The withdrawing student must have an exit interview with the assigned counselor and a parent or guardian must sign the release form.

LEAVING EARLY

In the course of the school day, a student may have to leave the building. The reasons listed below are considered valid and excused.

- Doctor's note with appointment time and phone number to be verified.
- Driver's License – the student must present permit with the date of the test
- Parent/guardian picks up the student and signs him/her out /in the Main office. The student's grade level Assistant Principal must approve any early dismissal notes prior to homeroom. Students leaving before 11:34am will be considered absence for the entire school day. (excused absences are listed above)

Students attending proms will be dismissed at 11:34 appointments e.g., hair, nails, car rentals must be made after the dismissal time. **Students attending the prom will not be dismissed before the scheduled dismissal time. Students not attending school on the day of the prom will not be allowed to attend the prom unless it has been approved by the administration.**

STUDENT CODE OF CONDUCT **EXPECTATIONS OF STUDENT BEHAVIOR**

PURPOSE OF THE STUDENT CODE OF CONDUCT

The Pennsauken Board of Education believes that all students should commit themselves to learning and to the development of their unique potential. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in our schools. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Pennsauken Public Schools Student Code of Conduct is established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote the achievement of high academic standards;
4. Prevent the occurrence of adverse behaviors;

5. Establish parameters for the intervention and remediation of problematic student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

STUDENT CONDUCT EXPECTATIONS

The Pennsauken Board of Education believes that all students should be able to access education. All students should have the opportunity to learn. No student has the right to deny another student the opportunity to learn by disrupting the educational activities in all Pennsauken Schools. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:

1. Students will comply with all general requirements, all student discipline guidelines, and all student conduct expectations of the Code of Conduct.
2. Students will walk in the hallways, in the lunchroom, and in the multipurpose room during assemblies and meetings.
3. Students will follow the directions of all teachers and staff members the first time and without argument.
4. Students will speak appropriately, not screaming, yelling, or making loud noises in the hallways, in the lunchroom, and in the multipurpose room during assemblies, performances, and meetings.
5. Students will not throw paper and/or other objects in the school building or on the school property.
6. Students will not deface or damage school property.
7. Students will use formal language in the school – use of inappropriate language is not acceptable.
8. Students will adhere to the school dress code.
9. Students will be quiet during all emergency situations and/or evacuations. It is imperative that students be able to hear and follow directions during emergency situations.
10. Students will not engage in any activity or behavior which creates a safety hazard or in any way endangers any student or staff member.

Specifically,

- Students will not throw paper and/or other objects.
- Students will not hit, poke, kick, or touch anyone.
- Students will not tease or harass anyone.
- Students will not bring any banned objects or inappropriate materials to school.

11. Students may not have food or beverages in hallways or other areas of the school building.

CAFETERIA/LUNCH TIME CONDUCT EXPECTATIONS

The Pennsauken Board of Education believes that all students should behave appropriately at all times and during all activities in all Pennsauken Schools. The Cafeteria/Lunch time is not an exception. Therefore, the Pennsauken Board of Education expects students to conduct themselves as follows:

1. Pennsauken High School will not accept food from any outside food delivery service.
2. Students must adhere to the School Conduct Expectations and the student conduct guidelines.
3. Students may not leave the cafeteria without permission.
4. Students will follow the directions of all staff members the first time and without argument.
5. Students will not throw food, paper and/or other objects.
6. Students will not toss trash or refuse at a trash can.
7. Students will form an orderly line for food and will not get in front of anyone. A student will
join the line at the end of the food line.
8. Students may not take any food from the cafeteria without permission.
9. Students will not hit, poke, kick, or touch anyone.
10. Students will not tease or harass anyone.
11. Students will not bring any banned objects or inappropriate materials to lunch.
12. Students will use formal language in school – use of inappropriate language is not acceptable.
13. Students will not yell or scream in the cafeteria. Yelling and screaming creates a safety hazard. Students must be able to hear and follow the directions in the event of an emergency.
14. Students will not run or jump in the cafeteria.

GENERAL CONDUCT REQUIREMENTS

Smoking/Vaping

The State of New Jersey prohibits smoking and/or possession of tobacco products or other controlled substances and paraphernalia by pupils or adults at any time on school premises, on any transportation vehicle supplied by the school district, and on any district sponsored events. Smoking and/or possession of tobacco products or other controlled substances by anyone is prohibited on school grounds, school buildings, and school property.

Use of Office Phone

Students may not use the office phone for personal calls except in an emergency and only with staff permission. Parents may leave a message with the school for their son or

daughter in an emergency. Otherwise, parents may not call a student at the school during the school day.

Contacting a Student During the School Day

Parents may come to the school office to leave a message for a student. The written message will be delivered to the student in a class. We will not interrupt classes or student's education for forgotten items. Please make sure students have keys, lunches, homework, and school required documents before they leave home in the morning.

Suspension/Expulsion

The administration has the authority to suspend and/or recommend expulsion in cases of flagrant and continuing misconduct. Appropriate due process will be followed by the school administration in all cases of discipline. At the discretion of the administration, parent conferences will be held prior to reinstatement of students from suspension. **One parent or legal guardian must come to the school and meet with the principal before the student will be readmitted to school.** A phone conference does not replace a face to face conference at the school.

Additionally, if a student is suspended mid-day for the remainder of the school day, a parent or legal guardian must come to the school to take the student home. The parent must leave work, if necessary, to come to the school. Parents are responsible for their son/daughter's behavior in the school.

Any student suspended or expelled from school may not be on school grounds at any time during the suspension or expulsion. If the administration deems appropriate, the student will be placed on an activity suspension.

Activity suspension includes, but is not limited to, ineligibility to participate/attend the following:

- All extracurricular activities
- School evening programs
- Home/Away sporting events
- Field trips
- Class trips
- All assembly programs
- Graduation

SCHOOL BUS CONDUCT

Students must comply with all school rules while traveling on a school bus to or from school, or to and from any school-related activity. Students shall be disciplined for offenses of the Code of Student Conduct which occur while going to and from their homes or school-sponsored activities. **Students must ride their assigned bus to and from school.** The principal may suspend any student from school or from riding the bus if the student commits an infraction covered by the Student Code of Conduct.

ELECTRONICS/CELL PHONE POLICY

Students are permitted to bring cell phones into the school building. Ear buds will be permitted. **All electronics (including cell phones and computers) except school issued devices are prohibited during instructional time including physical education. No outside devices are permitted during the school day. Students are expected to use their district issued chromebook for all instructional purposes.** No phone calls may be made or received during the school day. Devices are to be turned off during class unless permitted by the instructor for instructional use. Students who do not comply with these requirements will be subject to the following consequences:

- First Offense: Alternative Education for the day
- Second Offense: Alternative Education for the day and detention.
- Third Offense and all Subsequent Offenses Alternative Education for the day and 1 Day out of school suspension

STUDENT UNIFORM POLICY

Pennsauken High School Uniform Policy

Tops:

- **Navy blue or red polo shirts** (long or short sleeves) **MUST** be worn by ALL students. For warmth, **short or long sleeved t-shirt or sweatshirt may be worn UNDER the uniform shirt.** The official Pennsauken School logo or approved athletic / club logo must appear on all shirts.
- Students may wear a **blue or red sweatshirt** (crew neck or hooded) with the approved Pennsauken School Logo or approved athletic / club logo. **Hoods must be down while in the building**
- Students may wear a **blue or red long sleeve three-quarter zip** with the approved Pennsauken School Logo or approved athletic / club logo

Bottoms:

- Tan khaki / navy blue khaki/ black khaki
- Tan khaki / navy blue/black shorts: **NOTE** shorts should be no more than 4 inches above the knee
- Tan khaki / navy blue/ black skirts. The skirt must be no more than 4 inches above the knee.. The skirt must not be altered in any way that would change the intended appearance of the skirt. No cut off shorts or skirts.

These styles and fabrics are NOT permitted and are deemed a violation of the dress code of Pennsauken High School:

- The only clothing students may wear over their Pennsauken High School uniform is a **NAVY BLUE CARDIGAN (PHS LOGO)**

- Any logo/label/picture etc. on the outer garment other than the approved Pennsauken High School logo or approved athletic / club logo.
- **Pants, “short” shorts, skirts, in any color other than tan khaki, navy blue or black.**
- **Denim, fleece, spandex pants/shorts, rain/snow gear, other athletic garments or any other tight fitting bottoms.**
- Hooded clothing other than the approved red or blue with PHS logo.
- Blue or red t-shirts worn as a uniform shirt
- Torn, decorated shirts or bottoms
- No head covering, that includes but not limited to: hats, headbands (unless school approved), bandanas, **hoods**, ski masks, scarves, shower caps, bonnet, (Head apparel as part of religious expression or medical reasons supported by verifiable documentation is permitted.)
- No open-toed shoes

Dress Code Violation

- First Offense: Alternative Education for the day
- Second Offense: Alternative Education for the day and detention.
- Third Offense and all Subsequent Offenses Alternative Education for the day and 1 Day out of school suspension

ATTENDANCE EXPECTATIONS

The Board of Education believes that for a student to achieve their full academic potential, good attendance and punctuality are essential. The Board of Education, therefore, requires students enrolled in the Pennsauken Public Schools attend school regularly in accordance with the laws of the State and Board Policy 5200 Attendance and Policy 5240 Tardiness.

All parents are expected to:

- Emphasize the importance of being on time for school, class, and supervised activities.
- Send their child to school every day prepared to participate and learn.
- Establish reasonable, age-appropriate curfews/bedtimes.
- Make personal appointments for their child before or after school hours as much as possible.
- Ensure that their child receives the periodic student health examinations that are required by law.
- Schedule family vacations to coincide with student recesses.
- Call the school when their child is absent and state the reason for absence.
- Provide a written note for every absence when their child returns to school, including a physician's note when required.
- Provide a written note for every late arrival and a written request for every early departure.
- Provide correct current addresses, emergency contacts, home, cell, and work telephone numbers, email addresses to the school at the beginning of each

school year and update information whenever there are changes.

- Celebrate good attendance and success.

ABSENCES

The State of New Jersey recognizes the following absences as being excused:

- A. Personal illness – Doctor's note required
- B. Death in family – Copy of obituary or proof of service
- C. Religious holidays – Notification from parents in advance
- D. Court appearance/Legal obligation – Document required
- E. College visit –Letter required from College
- F. Bring your child to school day – Letter from parents employment
- G. School sponsored trips – Teacher/BOE approval

All other absences are considered unexcused unless otherwise determined by the Principal or his/her designee.

Written medical or legal verification must be turned in within the same semester as the absence occurred. Failure to do so may result in those days being classified as unexcused. Documentation for all absences must be delivered to the Attendance Office. Please note that family vacations are NOT approved as authorized absences from school.

Makeup Work Due To Absence

If missing work is not completed in a timely fashion, the mark is automatically a failure. Students who do not complete the work they have missed while absent in the prescribed time by their teacher may be subject to failing grades. Students will be given a minimum of one day per absence to make up work for full credit. Upgrading may be used for students whose grades and attitude warrant it.

Attendance Consequences

Non-Credit Status

A student must maintain 92% attendance in any course to receive credit. Student unexcused absence of seven(7) school days or more for a semester course will cause a student to be placed on non-credit status for all courses. An "unexcused absence" occurs when a student is absent without submission of a valid excuse. The attendance of a student on non-credit status will be evaluated periodically to determine if that student is eligible for credit reinstatement. Students ineligible may be subject to lose all credits for the semester and repeat those courses.

The credit reinstatement program is held during Saturday School Sessions from 9am-1pm on select Saturdays as well as during after school detention from 2-4:20pm. Students are required to wear their school uniform and bring make up work with them.

Every absence after 6 days(per semester) will require 2 hours of Credit Restoration

- **Saturday sessions will account for 4 hours and Level 2 detention will account for 2.5 hours.**
- **Twenty (20) or more absences per semester will result in the student receiving no credit for the semester, even if a student has begun Credit Reinstatement**
- **Students who do not serve the credit reinstatement hours will be given no credit for unexcused absences beyond 6 per semester.**

LATENESS TO SCHOOL

- Students are to report to first block by 7:10am. Failure to report will result in a Lateness to School. Excused lateness include but are not limited to: medical appointments that are verified, legal appointments and funerals. All excused lateness are subject to approval by the school administrators.
- **Lateness to school/homeroom will be monitored closely by the grade level assistant principal.**
- **Students who arrive to school on time but do NOT attend first block will be considered late to school.**
- **Every 5 latenesses to school will be counted as 1 day absence**

EXCUSED LATENESS TO SCHOOL

The following are considered excused lateness:

- o Medical appointments – Doctor's note required
- o Family emergency (subject to Administrative Approval)
- o Obtaining driver's permit or license or license - Proof from DMV
- o Court appearance – Court notice
- o Situation subject to Administrative approval

LOCKERS

The Pennsauken Board of Education and the school administrators hope to ensure the safest possible environment for all students. Therefore, the principal and/or other administrators will inspect student lockers and their contents periodically during the school year. This item serves as notification of the administration's intent to inspect lockers under 18A:36-17.2. If as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities. Students are reminded that these lockers are their personal responsibility and must be kept clean and orderly - never defaced in any way. Nonetheless, all lockers are the property of the Pennsauken School District and the student should have no expectation of privacy as to use or the contents within the locker

STUDENT CONDUCT GUIDELINES OF OFFENSES AND CORRECTIVE ACTIONS

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
ADL	Administrative Detention - 2:00 pm - 4:15pm
AE	Alternative Education
OSS	Out of School Suspension
PS	Pass Restriction

Therefore, the following guidelines apply to all students whenever school jurisdiction is applicable.

TIER 1 OFFENSES

Consequences are cumulative for each Tier 1 offense regardless of the infraction.

Total # of Tier 1 Offenses	Consequence
1st offense	AW - Call Home
2nd offense	ADL
3rd offense	AE
4th offense	1 OSS Parent Conference (Behavior Contract)
5th offense	3 OSS - Parent Conference
6th offense	5 OSS - Parent Conference with Building Principal
7th offense	10 OSS - Alternative School Placement

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

1. Cafeteria/Lunch Disruption All students will adhere to all conduct outlined in the Cafeteria/Lunchtime Conduct Expectations. Cafeteria specific infractions (throwing food, cutting line, taking food out of the cafeteria, using the vending machine outside of lunchtime).

2. Cheating (Assignment, Test, Quiz)/Plagiarism

3. Class Disruption (including, but not limited to: excessive talking, lateness, inappropriate comments, violation of classroom conduct expectations)

4. Cutting Class/Student in Unauthorized Area

5. Cutting Teacher Assigned Detention

6. Forgery (including, but not limited to: administrator, parent or teacher signature. Alteration of medical, grade reporting or other school documents.)

7. Gambling/Playing Cards

8. Inappropriate Behavior – Student Behavior Which is Not Appropriate for the School Setting (including, but not limited to: selling or soliciting items, verbal altercations, instigation, cutting security lines)

9. Insubordination(Defiance/Willful Disobedience) (including, but not limited to: refusing to comply with school/classroom rules, ignoring directives, refusing to remove hood and/or outerwear, refusing to report to designated or assigned area)

10. Late to Class

11. Obscene/Profane Language or Gestures (Verbal or Written)

12. Pass Abuse

TIER 2 OFFENSES

Consequences are cumulative for each Tier 2 offense regardless of the infraction.

Total # of Offenses	Consequence
1	OSS-Up to 10 days-Parent Conference with contract
2	OSS-Up to 10 days-Parent Conference with building principal
3	10 OSS-Refer to Superintendent

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

1. Alcohol/Drug Offense (Including over the counter medication) – Possession or Use
2. Boycott of Class and/or Disruption of regular school day schedule
3. Computer Acceptable Use Policy Violation
4. Creating a False Alarm
5. Destruction of Property/Vandalism
 - In addition to discipline consequences, restitution to school subject to property damage
6. Endangering the Welfare of Others, Hazardous Behavior, throwing Objects of Any Kind
7. Fighting and/ or Including Assault
8. Leaving School Property Without Permission
9. Obscene/Profane Language or Gestures Directed At Staff Members or Students(Verbal or Written)
10. Pornography – Viewing, Possession of and/or Distribution
11. Possession/Use of Tobacco, E Cigarettes or Vaping Products
12. Racial or Ethnic Slurs
13. Sexual Harassment
14. Taking and/or Distributing pictures(including air drop), video or any recording of an individual(s) without his/her permission
15. Theft
16. Threat on a Student or Staff Member (including on social media)
17. Trespassing on School District Property
18. Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code

TIER 3 OFFENSES

All Tier 3 offenses will incur 10 days OSS with referral to Superintendent

1. **Assault on School Employee**
2. **Bias Incident** (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. Possible police involvement)
3. **Gang Activity and/or Involvement**
4. **Possession or Use of a Gun or Other Weapon or Use of Any Implement as a Weapon**

5. Sale or Distribution of Drugs/Alcohol (Including over the counter medication) or Possession with Intent to Distribute

6. Sexual Assault

7. Terroristic Threats Against Individuals or the School (Verbal or written, including social media)

OTHER CODE OF CONDUCT VIOLATIONS

1. Cutting Detention

- First Offense: Original Detention reassigned plus a Detention is added.
- Subsequent Offenses: Will result in an out of school suspension.activity suspension.

2. Harassment/Bullying/Intimidation

- First Offense: Warning with referral to HIB specialist for investigation. Consequences pending outcome of investigation.
- Second Offense: Warning with referral to HIB specialist. Up to 5 days suspension. Possible Administrative Review/Superintendent's Hearing/Expulsion Hearing/police intervention.
- Subsequent Offenses: Suspension pending Administrative Review/Superintendent's Hearing/Expulsion Hearing/police intervention.

3. Reckless Driving/Abuse of Parking Privileges

- First Offense: Suspension of parking privileges and possible police involvement.
- Second Offense: Loss of parking privileges and police involvement.

4. Suspected Alcohol/Drug Offense

- First Offense: The student will undergo drug screening process specifically, evaluation by school nurse, interview with the Principal, and immediate examination by physician selected by parent or guardian or if not immediately available, by the School Doctor. This must be completed within 24 hours. If the School Doctor is not immediately available, the student shall be examined in the hospital emergency room, accompanied by a member of the staff designated by the Principal, and a parent or guardian, if available. A written report of that examination shall be furnished within 24 hours by the examining physician to the superintendent. If it is determined that the pupil was under the influence of alcohol or other illegal substance, the student shall not resume attendance until the student submits to the superintendent a written report certifying that he or she is physically and mentally able to return to school. Any discipline that is ordered in relation to the immediate examination shall be consistent with the policy on the use and/or possession of alcohol or other illegal substances and these guidelines.

Expulsion Procedures

The Board of Education recognizes that expulsion from the school district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and only after the Board has provided an appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.1 et seq., Alternative Educational Programs, and N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students, and N.J.A.C. 6A:14-2 et seq., Special Education, Procedural Safeguards and N.J.A.C. 6A:14-4.1 et seq., Special Education, Programs and Instruction, whichever are applicable. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

Suspicionless Search Sweeps

In collaboration with the Pennsauken Police, the Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable suspicion that illegal drugs may be present in a school.

Our purpose would be to maintain order and discipline within the school as well as to ensure a healthy learning environment for all students. This sweep would also be conducted with an emphasis on identifying students who abuse substances and may be in need of any school based interventions and counseling. Detection shall be used only to determine the presence of drugs in locker areas, student desks and other areas in the school where such substances could be concealed.

STUDENT ID'S MUST BE WORN AT ALL TIMES WHILE IN SCHOOL

STUDENT INCENTIVE

HONOR ROLL

Students must maintain a minimum (3.0) to be on the Honor Roll.

A student cannot have the grade of a C, D or F regardless of their grade point average to be on the honor roll. Students who have earned a 4.0 GPA meet the requirements of a distinguished honor roll.

HONORS BREAKFAST

All 9th, 10th, 11th, and 12th grade students who have been on the Honor Roll for the first three marking periods will be invited to the Honors Breakfast.

RENAISSANCE

Pennsauken High School is a Renaissance school! We believe in the importance and success of recognizing and rewarding positive accomplishments in order to reinforce further positive behavior. Through the efforts of the Student Government and the Pennsauken Foundation, we are able to provide fun ways to encourage behavior which will lead to success and enjoyment in our school. This behavior includes a focus on good academics, attendance, and attitude (discipline). The Renaissance concept also recognizes educators as dedicated and valuable professionals who work hard to foster a successful environment high on morale and school spirit.

Our Goals...

- **Raise grade point averages**
- **Improve attendance rate**
- **Decrease tardy rate**
- **Lower discipline referrals**
- **Increase school pride**
- **Foster student leadership**
- **Recognize and reward staff**

The center point of our Renaissance efforts includes our card system. Students are recognized for their excellent achievement by receiving a recognition card each marking period. These cards include the following:

Card	Grade Point Average	Attendance*	Discipline**
Super Student	4.0 GPA or better	No absences or lateness	No disciplinary referrals
Gold Card	3.5 GPA or better	Less than 3 absences or lateness	No disciplinary referrals
Red Card	3.0 – 3.5 GPA	Less than 3 absences or lateness	No disciplinary Referrals
Blue Card	2.5 - 3.0 GPA	Less than 3 absences or lateness	No disciplinary referrals
High Five Card	Increase GPA by 0.5 from the previous marking period. the next	Less than 3 absences or lateness	Less than 2 disciplinary referrals

Does not include absences or lateness officially excused by the school.

** Only includes disciplinary referrals that result in an administrative detention, suspension, or expulsion.

Based on the card received, students will be eligible for prizes, invitations to special assemblies and other programs, Discounts on school and community purchases, and various school privileges. Some of the standard rewards include the following:

Gold Card

- Benchmark Exams or Post End of the year Assessments Student must be in possession of a valid Gold Card for MP 1, 2, 3
- Student must have an "A" average up to the final exam
- Card serves as a hall pass & activity bus pass (Perimeter Bus)
- Preferential lunch line status and other cafeteria incentives
- Reduced admission to selected events at participating Penn Jersey
- Renaissance Coalition Schools
- Discounts or other premiums at participating Renaissance Stores
- Reduced admission to select school events (sports, dances, etc.)
- Discounts on various school store items
- Periodic school prizes
- Priority parking privileges (juniors permitted as space allows)

Red Card

- Benchmark Exams or Post End of the year Assessments Student must have received a Gold or Red Card for all Marking Periods
- Reduced admission to selected events at participating PennJersey
- Renaissance Coalition Schools
- Discounts or other premiums at participating Renaissance Stores
- Reduced admission to select school events (sports, dances, etc.)
- Discounts on various school store items
- Periodic school prizes

Blue Card

- Reduced admission to selected events at participating PennJersey
 - Renaissance Coalition Schools
 - Discounts or other premiums at participating Renaissance Stores
 - Reduced admission to select school events (sports, dances, etc.)
 - Discounts on various school store items
 - Periodic school prizes
-
- **Staff Rewards** – Rewards will be provided periodically to staff for their contributions to our school. These rewards may be given to different staff groups or to individuals for specific accomplishments.

HONOR SOCIETIES

French Honor Society

The French Honor Society is an organization for students who are interested and who excel in the French language. The goals of the organization are to create enthusiasm for an understanding of French culture and to promote Franco-American friendship. To become a member of the French Honor Society, one must have received an "A" average for the year in French. Once in the club, this grade must be maintained. Meetings are held once a month and dues are paid at each meeting.

Latin Honor Society

The Latin Honor Society is an organization for students who are interested and who excel in the Latin language. The goals of the organization are to create enthusiasm for an understanding of Classical culture and the study of the Latin language. To become a member of the Latin Honor Society, one must have an "A" average in Latin II Honors, Latin III, or AP Latin. One must also be a member in good standing in the Junior Classical League, through the Latin Club, and exemplify good citizenship. Once in the Honor Society, the grade must be maintained. Meetings are held monthly.

Mu Alpha Theta (Math)

Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society. We are dedicated to inspiring a keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. As of June 2017, more than 110,000 students are Mu Alpha Theta members at more than 2,400 schools in the United States and in 20 foreign countries.

National Art Honor Society

The National Art Honor Society's purpose is to recognize students who have shown an outstanding ability in art. They will be expected to participate in activities in their school and community. Activities include mural painting, fundraisers, calendar sale, and the Spring Art show. It is open to all qualified students. To be considered for membership, candidates must be in 11th or 12th grade, must have a B average in at least two semesters in art and other classes, must be nominated by their art teacher, and must do at least four (4) hours of community service in the arts.

National English Honor Society

The Pennsauken High School chapter of the National English Honor Society endeavors to inspire a heightened zeal for the written word and to highlight the accomplishments of outstanding students of English to parents, teachers, peers, and the community. The NEHS motto, "duty goes with honor," affirms and celebrates an obligation to use one's gifts in service to others. Service to peers, school, and community are part of the selection as a council of English faculty members evaluates all qualified applicants on their scholarship, passion, and service. Inducted members plan and execute a litany of projects to promote literacy and the art of writing. To be considered for NEHS membership, one must have a minimum A average in their English classes, and they may apply during their Sophomore, Junior, or Senior year.

National Honor Society

Pennsauken High School Chapter of the National Honor Society (NHS) is open to all qualified students. Members are selected from the Junior and Senior classes. The criteria for membership follows the guidelines set by the NHS National Council. To be considered for membership, candidates must have a cumulative GPA of at least 3.50. The Faculty Council evaluates candidates on the basis of scholarship, leadership, service, and character. The selection of candidates requires the majority vote of the Faculty Council. Junior class members must accumulate thirty (30) hours of community service; senior class members must accumulate thirty (30) hours of community service and complete a leadership project. Candidates who become members of the NHS must continue to demonstrate the above-mentioned qualities to remain a member in good standing.

Science Honor Society

SNHS is an active scientific organization that empowers the next generation of thinkers who will be the future of industry, research, and scientific exploration. The nationally recognized chapter participates in multiple competitions and authentic learning experiences to deepen exposure and understandings. From the Science Olympiad to Engineering Design competitions and STEM events, the Science National Honor Society recognizes high achievement and promotes excellence in Science.

Spanish Honor Society

The purpose of the Spanish Honor Society is to promote further interest in the Spanish language and culture. To become a member, one must have an "A" average in the Spanish course. The initiation ceremony takes place in May of each year.

ATHLETICS (including Marching Band)

General Information for Athletic Eligibility

Pennsauken High School students may participate in interscholastic sports for young men and young women. All sports come under the rules of the New Jersey State Interscholastic Athletic Association of which the school is a member. This organization has established eligibility rules for athletes that include the following:

1. Completion of the **PHYSICAL QUESTIONNAIRE** and have a physical examination given by or reviewed by the school physician.
2. Completion of the **PERMISSION AND DRUG TEST FORM**. Weekly, during the athletic season, the Principal/designee has the authority to conduct random testing of urine specimens to ascertain the use of certain illegal drugs and/or alcohol.
3. Meet all **NJSIAA** standards, which are:
 - A. Players/members may participate in any sport for only eight consecutive semesters following entrance into 9th grade.
 - B. A player becomes ineligible if he/she attains the age of 19 prior to September 1st.
 - C. All first year ninth grade students are academically eligible for the fall and winter seasons.
 - D. Players must acquire at least 30 credits in the previous year to be eligible for fall and winter sports.
 - E. Players must be passing or in good standing (15 credits) after the first semester to be eligible beginning February 1st the spring sports season.
 - F. A student transferring from one secondary school to another, without a change of residence by that student's parent or guardian, shall be ineligible to participate for a period of thirty calendar days from the start of the present school's regular schedule for that sport, if that student has earned a Varsity letter at the previous school. All transfers will follow the transfer rules set forth by the NJSIAA.

If you have any questions regarding eligibility, check with the Athletic Director, Billy Snyder at extension 5242.

Available Sports

MALE	FEMALE
Baseball	Basketball
Basketball	Bowling
Bowling	Crew
Cheerleading	Cheerleading
Crew	Golf
Cross Country	Cross Country
Football	Field Hockey
Golf	Flag Football
Soccer	Lacrosse
Spring Track and Field	Soccer
Volleyball	Softball
Winter Track	Spring Track and Field
Wrestling	Volleyball
	Winter Track
	Wrestling

Attendance Regulation for Athletics

- A. School attendance: A student may not participate in an athletic activity on the day he or she is absent or has been externally suspended. Players will be counted as present if they sign into school by 10:45 AM. Exceptions to this rule would include absence due to religious, legal, medical or family emergencies. All of the above must be verified in writing.
- B. If an athlete is absent the day prior to a Saturday contest, he/she may participate with the approval of the Athletic Director.
- C. Practice attendance: Athletes are expected to be at every practice. Athletes may face disciplinary action by the coach for violations of team rules.
- D. Students on non-credit status or with excessive lateness may be denied participation.

Athletic Disciplinary Procedures**Interscholastic Athletic Participation Guidelines**

- Each student-athlete is expected to travel to and from an athletic event with the team. Exceptions can be made only with written permission from a parent/guardian and approval from the building Principal or Athletic Director.
- Should a student-athlete lose the privilege to participate on a team before the close of the season, all awards for which the student-athlete may have been eligible to receive will be forfeited.
- NJSIAA guidelines mandate that any student-athlete receiving a flagrant misconduct penalty resulting from disqualification from any athletic contest serve a minimum two (2) game suspension. Pennsauken High School abides by these standards and also retains the right to extend the suspension.
- In addition, Pennsauken High School will abide by all rules and regulations set forth by the NJSIAA in their Constitution and Bylaws for athletic eligibility.

Attendance

- The Pennsauken Athletic Department is an education based athletic program which stresses the philosophy that student-athletes are students first and athletes second. Student learning, personal growth, and total student welfare are at the core of this philosophy. To this end, it is expected that every student-athlete attends school daily.
- Students who are absent (unexcused) from school cannot participate in athletic contests or practices that day. Student-athletes who are absent (excused) may participate with the permission of the building Principal and/or Athletic Director.
- Student-athletes who report late to school (unexcused) may not participate if they report to school later than the conclusion of the second block. Student-athletes who report late to school (excused) may participate with the permission of the building Principal and/or Athletic Director.
- Student-athletes and their families should do their best to ensure medical appointments are scheduled so that no conflict with school, practice or athletic contests occur.

Academic Standards

It is the school's responsibility to ensure that students participating in extracurricular activities maintain a standard of academic performance that is consistent with the mission of Pennsauken Public Schools and the Athletic Department. The following standards will govern student eligibility:

1. Student-athletes are expected to maintain a "C" average or better in all classes.
2. Student-athletes with a "D" average in any class may be placed on probationary status and have until the interim progress report date, or the end of a marking period to show satisfactory progress, as deemed by the building Principal / Athletic Director.
 - a. Student-athletes on probationary status will have to report to a tutoring program or their teachers after school daily until 3:00 OR as assigned by the building Principal / Athletic Director before going to practice or contests.
3. Student-athletes with an "F" average in any class could result in the student-athlete being ruled ineligible for participation in athletic contests until probationary status is reached.

School Suspensions

- Any student-athlete that is externally suspended (OSS) from school may not participate in practices or games during the suspension, and can also be suspended for the next (1) scheduled game.
- Any student-athlete that is externally suspended (OSS) from school for a second time during the school year will meet with the building Principal, Athletic Director, and their parent/guardian, and may be dismissed from the respective team for the remainder of the season.
- Any student-athlete that is placed in an internal alternative education setting may not participate in practices or games during the suspension, and can also be suspended for the next (1) scheduled game.
- Any student-athlete that is placed in an internal alternative education setting for a second time in a season may not participate in practices or games during the suspension, and can also be suspended for additionally scheduled games.
- Any student-athlete that is placed in an internal alternative education setting for a third time in a season will meet with the building Principal, Athletic Director, and their parent/guardian, and may be dismissed from the respective team for the remainder of the season.

Behavioral Standards

Disciplinary referrals will be monitored closely by the building Principal and Coach. Any student-athlete with excessive and/or extreme disciplinary referrals could be benched and/or dismissed from the team by the building Principal or Coach.

Student-athletes serving administrative detentions will follow the matrix below:

Number of Detentions	Consequence
1 st Detention	Warning
2 nd Detention	1/2 Game Suspension
3 rd Detention	1 Game Suspension
4 th Detention	2 Game Suspension
5 th Detention	Meeting with Parent / Principal / Athletic Director Potential Dismissal

Note: Teacher detentions are not administrative detentions.

Any student-athlete whose behavior proves to be continually inappropriate and/or disruptive may be temporarily or permanently removed from the team at the discretion of the building Principal or Athletic Director upon recommendation from the Coach.

Other

Extenuating circumstances will be dealt with by the building Principal, Athletic Director, and/or Coach. Athletic discipline counts will reset for each particular athletic season (Fall/Winter/Spring).

NCAA Eligibility Center

Students who desire to participate in college sports should be familiar with the NCAA clearinghouse regulations. This information can be retrieved from the Athletic Director or District Website.

Athletic Department Website

A wealth of information concerning the Athletic Department can be found on the department website at: www.pennsauken.net.

Tickets for Athletic Events

With the exception of football, basketball, and wrestling, there is no admission charge to athletic events. Students are encouraged to go to these events and support them with their enthusiasm. For those activities with admission charges, student tickets are sold at a reduced price basis. Parents and friends are also encouraged to go to all athletic events. Tickets for adults are on sale at the gate. A complete schedule of athletic events will be distributed prior to each season.

ACTIVITIES AND CLUBS

The activities and clubs, which are presently organized and approved, are listed below. Students wishing to join should listen for announcements of meetings or see the advisor. If you are interested in forming a new activity, contact the appropriate administrator regarding the procedure to follow. Please go to the Pennsauken High School website for more information. **(Note: Not all clubs/activities are active every year.)**

American Sign Language	Latino Culture Club
Art Club	Leo Club
Asian Student Association	Library Club
Black Student Union	Model UN
Computer Science	Psychology Club
Drama Club	Robotics
Engineering Club	Sign Language
FCA/Impact	Spanish Club
French Club	Stage Crew
Game Club	Student Athletics Trainers
GSA Club	Student Government
Gospel Choir	Student Newspaper : PENNDIAN
Junior Classical League	Yearbook Legend
Kaizen	

Pennsauken High School also has Co-Curricular Activities such as Instrumental Music, Vocal Music, Marching Band, Indoor Guard, Band Front, Stage Band, Concert Band, Jazz Band, Concert Choir, and Double Dozen.

CRITERIA FOR STUDENT GOVERNMENT/CLASS OFFICERS

Any student seeking or holding a student council or class office position must maintain a 2.5 grade point average throughout the school year. Should any student in office be suspended or be placed on non-credit status, they may lose their position for the balance of the school year.

CLASS CABINETS

The class cabinets meet in order to discuss, plan, and carry out the activities of the freshman, sophomore, junior, or senior class.

DISCIPLINARY PROCEDURES IN RELATIONSHIP TO SCHOOL ACTIVITIES

1. Any student involved in excessive disciplinary difficulties similar to those outlined below may be excluded from participation in activities. School activities that students could be excluded from include, but are not limited to, non-academic field trips, athletics, dances, school musical, senior class trip, junior and senior proms, yearbook party and commencement exercises.
2. Excessive violation of the policy may result in exclusion.
3. Attendance must be regular and days absent should be reasonable and for legitimate reasons. Cutting classes is a serious disciplinary infraction; therefore it will be a consideration for exclusion.
4. Truancy is a violation of state law, which must be enforced; therefore, it will be a consideration for expulsion from the activity. Failure to sign in is regarded as an absence.
5. **Any external suspensions may prohibit a student from school activities, such as athletics, proms and non-academic trips.**
6. Attendance at athletic contests and other school activities is encouraged. Students are expected to behave in an appropriate manner and demonstrate respect for all others involved in the activity. Any student who engages in inappropriate behavior at a school-sponsored activity is subject to disciplinary action.
7. A student may not participate in a school event if he/she is absent the day of an event unless the absence is excused.
8. Any combination of the above can also result in exclusion from activities.

GENERAL INFORMATION

ACCIDENT INSURANCE

Parents may buy accident insurance to cover their children on the way to and from school, during school hours, and while participating in school sponsored and supervised activities. Details are supplied early in the school term. Report any accident to your teacher or coach immediately.

DELIVERIES/VISITORS

Students are not permitted to have visitors during school hours. Pennsauken High School will not accept deliveries for students (flowers, balloons, food, etc.), that includes deliveries purchased and sent by parents.

EMERGENCY CLOSINGS

In the event of an emergency closing, such as inclement weather, the school website and local TV stations will announce school closings and delays..

PLEASE DO NOT CALL THE SCHOOL. Please watch channel 19 or check the district webpage for up to the minute information. An automated phone call will be sent out to the contact person of each Pennsauken District student provided we have your most current contact number.

FUND RAISING

Fundraising is for school groups only. **Any club, team, or group wishing to conduct a "fund raiser" must first discuss the activity with the Principal.** Fundraisers should be short-termed (time determined by the Principal and advisor) and profitable for the sponsoring organization. The term of the fundraiser should not be in direct competition with another fundraiser. The fundraiser should afford an opportunity for good sales experience and management. A credit from sales toward paying for other school activities is available in certain sales programs.

SCHOOL DANCES

The following are some guidelines pertaining to school dances:

1. All dances held at the high school are from 7:00 – 10:00 P.M. unless otherwise announced.
1. No student will be admitted to a dance after the first hour unless prior approval has been given.
2. Students must be picked up promptly by 10:00 P.M. Failure to be picked up by 10 PM may result in exclusion from future events.
3. **ALL SCHOOL RULES APPLY.**
4. Students may be required to check coats and other personal items before entering the dance.
5. Students leaving the dance early may not re-enter the building.
6. Students must present a school ID to enter school functions.
7. Tickets are not transferable or refundable.
8. A school dance is a chemical free and non-smoking event.
9. **Any suspension may prohibit a student from attending any school dance including proms. Students who are externally suspended or are on non-credit status may not attend a school dance.**
10. Students must be present the day of a dance in order to attend that dance.
11. **Students with financial obligations may not attend any school dance.**

SCHOOL SERVICES

CAFETERIA

We take great pride in our cafeteria and ask that you help keep it in good condition by observing the following:

1. Be courteous and mannerly at all times.
2. Upon entering the cafeteria, all students are to be seated until called to the lunch line.
3. Take your own place in line and do not cut.
4. Dispose of all trash ten minutes before the end of the lunch period.
5. Remain seated until dismissed. Do not line up at the door.
6. Students may use the lavatories adjacent to the cafeteria. The rest of the building is off limits.
7. **Food and beverages are to be consumed in the cafeteria only.**
8. Students are to report directly to the cafeteria within the five (5) minutes passing time.
9. Cafeteria furniture may not be moved to another location without administrative approval.

NOTE: Failure to follow any of the above rules will result in disciplinary action.

LUNCH - The Pennsauken Township School Food and Nutrition Services prepare a variety of fresh lunches daily consisting of nutritious, popular food choices. The same lunches are available free of charge, or at the regular price of \$4.25. To receive free lunches, the parent or guardian **MUST COMPLETE A FAMILY APPLICATION**. Applications are sent home with each student at the start of school with complete directions. **Only one application needs to be filled out per family listing all the members of the household.** State funding for our school district is dependent upon you returning the applications immediately and correctly. If you did not receive a letter indicating that you are eligible for free lunch, it is mandatory for a current year application be completed

immediately , otherwise students will be charged the full lunch amount and be responsible for payment starting October 1, 2025.

PIN NUMBERS: The cafeteria uses a computerized register system in which each student is assigned a secret pin number. The computer will recognize the unique pin number and charge the student accordingly. This system provides the best confidentiality for the students and makes it easy to prepay for meals.

AT NO TIME should a student give another student their pin number. As an incentive for prepayments, we will be offering a "bonus" of one free lunch with twenty (20) pre-paid lunches. School I.D. may be required in order to make purchases in the cafeteria.

SCHOOL BREAKFAST

This program will be available to all students who wish to participate. The Food and Nutrition Services Department will offer a variety of healthy cereals, fruit and grain bars, breakfast sandwiches, flavored milks, and 100% fruit juices. The same procedure applies for breakfast as is currently used for the lunch program. Any student who is approved for free or reduced lunch will automatically receive free or reduced breakfast. This year, students will be able to eat breakfast in their homeroom. Breakfast trash must be disposed of properly and food cannot travel to any classes after homeroom. The price for a full paid breakfast will be \$3.00 per day. Students are encouraged to participate and start the day off right with a nutritious breakfast.

MEDIA CENTER

- The Library Media Center contains books, magazines, newspapers, videos, DVDs for student and staff use.
- DVD players are available to teachers only. These items are listed on the on-line catalog under subject headings and may be used and/or borrowed by students for varying periods of time.
- Generally, students are permitted to borrow up to five (5) books at a time for fifteen (15) school days. However, a student who has overdue materials or fines will be restricted.
- We charge a fine of \$.10 per day for materials that are overdue. A book may be renewed unless it is "on hold" for another student.
- OVERNIGHT REFERENCE books may be reserved during the day and checked out after 4th block at the discretion of the librarian. These books MUST be returned before 1st block the following day. We charge a late fee of \$.25 per day for reference items that are late.

Magazines and newspapers are for in-library-use only.

The Library Media Center has computers that students can use for word processing, internet access, powerpoint presentations and creating spreadsheets and databases. Students are permitted to print one copy, up to ten (10) pages, of school related materials on library printers.

LIBRARY MEDIA CENTER HOURS

Monday - Thursday 6:55 AM – 4:15 PM

Friday 6:55 AM – 1:50 PM

Students are welcome to use the Library Media Center before and after school or during lunch. A limited number of students may sign up for library time during their lunch periods.

The librarian will issue lunch passes before homeroom. We expect students to behave appropriately and maintain an atmosphere conducive to quiet study and research. Suggestions for new materials are always welcome. The Library Media Center will make "wish lists" available to students and staff.

LOST AND FOUND

The location of the lost and found is located in the Main Office. All items, other than textbooks, will be kept in this location. All unclaimed items will be taken to a charitable organization at the end of the year.

NURSE

The health office is in room 144 (near the elevator in the rear hallway on the first floor). Students who need first aid for accidents on school premises or emergency treatment for acute illnesses which occur during school hours should report to the health office. If a student is sick and must be taken home, the nurse will notify the parents immediately. No student will be sent home unless a parent or guardian is notified. All students must have a pass issued to them by the classroom teacher before being admitted to the health office. All medication needed by students during school hours (whether prescription or non-prescription) must be kept in the Nurse's office.

Written authorization from the student's doctor and parent for each medication is to be on file with the School Nurse. The medication must be in the original container, labeled according to pharmacy standards. All medication must be brought to school by the parent/guardian or designated responsible adult. Medications brought to school by a student under 18 years old will not be given.

When the period of medication administration is finished, all medication must be picked up from school by the parent/guardian or responsible adult. The lavatory in the health office is limited to the students being treated by the nurse or to the students confined to the infirmary. **A student sent home due to illness prior to 11:34am will be marked absent (unexcused) until properly documented.**

PERIMETER BUSES

Students who stay after school for extra help must give their teacher adequate notice of their intention to do so. Students will be provided the following after school transportation options:

- 1) 4:30 pm bus
 - Administrative Detention Level 2
 - Library
- 2) 5:00, 6:00 and 7:00 pm buses
 - Athletics or authorized school activities

Perimeter bus passes will NOT be given to students who are loitering in hallways after dismissal.

STUDENT RESPONSIBILITIES

AFTER-SCHOOL ACTIVITIES

If you are remaining after school to participate in an approved activity, you may do so only when the faculty member responsible for the activity is present. You must also remain in the specific areas of the building where the activity is held and are responsible for the care of the room, furniture, and any equipment used. **You may not stay in the building without a valid reason from school faculty. Disciplinary action will be taken for violators of the after-school policy.**

ASSEMBLIES/PEP RALLIES

When you are directed to report to a pep rally or assembly, report to your assigned seat by homeroom. You are expected to conduct yourself properly at all times. Complete attention and respect is required during all assembly programs. Dismissal will be in an orderly fashion. You will report directly to your next assigned area.

AUTOMOBILE REGULATIONS

Pennsauken High School does not encourage the use of motor vehicles by students for transportation to and from school. If it is necessary for eligible students to use their own vehicles, they must register their vehicle with Ms. Kim in room 132 and the following rules must be observed:

1. The student must be a licensed driver in the State of New Jersey and carry the required liability insurance.
2. **Automobiles may not be used between 7:10 a.m. and 1:50 p.m. except in the case of emergency when approved by the administration.**
3. Students are to keep cars locked at all times when they are not in use. Students are not to be in or around parked cars between 7:10 a.m. and 1:50 p.m.
4. The privilege of driving to school may be revoked if the student is convicted of a major motor vehicle violation, reported for improper or unsafe driving on school property and for parking violations.
5. Students **must be parked in their designated parking spot** in the 300 parking lot. All vehicles must be properly registered and the parking decal must be affixed to the back of the rear view mirror. Students may not use the area reserved for school buses or faculty vehicle parking. **There is to be no student parking in the front of the school building. Students who ignore parking regulations will forfeit their driving privileges and will be responsible for any expenses incurred due to towing.**
6. Students who do not use school transportation are responsible for any mechanical difficulties or delay due to traffic; therefore they **will NOT be considered an excused lateness.**
7. **Excessive lateness will result in disciplinary action, e.g. suspension of parking privileges for a specified period of time. (See Student Code of Conduct)**
8. Park at your own risk. Pennsauken High School is not responsible for any loss or damages to your vehicle or its contents.
9. Parking is permitted for registered vehicles of **SENIORS** only unless otherwise notified.
10. Students who drive to school must enter the building through the 300 wing prior to **7:00 AM**. Students arriving after this time must enter through the main entrance.

BOOKS AND CHROMEBOOKS

The Board of Education supplies the student with all necessary textbooks and chromebooks.. Students are then responsible for the proper handling and care of the resources assigned to them. Teachers will complete obligation sheets and students are liable for lost or damaged resources each year.

CARE OF SCHOOL PROPERTY

Any student who shall deface or destroy any school property, shall be liable to suspension and the student shall be liable to the amount of the damage. This is in accord with the New Jersey State Laws 18A: 34-2, 18A-37-3, 18:a37-2.

CLASSROOM PROCEDURES

1. Enter each classroom quietly, quickly, prepared and on time.
2. Take the assigned seat immediately. Keep only the book and notebook needed for a particular class on top of the desk. All other material should be under the desk.
3. Participate in classroom discussions; speak distinctly and loud enough for everyone to hear.
4. Pass to your next class only after the teacher dismisses the class. The passing bell does not automatically excuse you; the teacher does
5. **No food or drink will be permitted in classrooms.**

FIRE DRILLS

1. At the sound of the fire alarm (a continuous ringing of the corridor fire alarm bells or announcement throughout the public address system), teachers will lead their classes to designated positions of safety. Directions for evacuation are posted in each room.
2. Students will remain with their class and conduct themselves in a quiet and orderly fashion. **Students who do not remain with their class or conduct themselves in an orderly fashion will be subject to administrative action.**
3. Students are to return directly to classrooms in an orderly manner.

EMERGENCY PROCEDURES

In the case of an emergency, students must follow the instruction of the nearest teacher/administrator and take notice of the posted signage concerning emergencies. (EVACUATE, LOCKDOWN, LOCKOUT AND SHELTER).

LOCKERS

The Pennsauken Board of Education and the school administrators hope to ensure the safest possible environment for all students. Therefore, the principal and/or other administrators will inspect student lockers and their contents periodically during the school year. This item serves as notification of the administration's intent to inspect lockers under 18A:36-17.2. If as a result of such a search, an inappropriate or illegal item is discovered, the student responsible for the locker will be subject to school discipline and a referral to the legal authorities.

- Students are reminded that these lockers are their personal responsibility and must be kept clean and orderly - never defaced in any way. All lockers are the property of the Pennsauken School District and the student should have no expectation of privacy as to the use or the contents within the locker.
- Lockers should be closed and locked when not in use. **DO NOT SHARE YOUR LOCKER OR GIVE OUT YOUR COMBINATION TO ANYONE.** Students may go to their lockers before school, after school and between classes. **Students are not permitted to go to their lockers during class.** Lateness to class because of going to your locker is not acceptable, and you will have to accept the consequences that your teacher assigns.
- Books left in lockers at the end of the school year will be regarded as "lost" if not turned in by the student to whom they were assigned. **Gym lockers are not assigned in physical education classes. All gym lockers are on a first come first serve availability. Students may not be in the locker room**

without permission. All items must be removed from the gym lockers at the end of each class period.

The school will not accept the responsibility of personal articles left in the lockers. Students are encouraged to leave valuables at home. Students are strongly encouraged to use their own combination locks. The school will not be responsible for any lock that has to be cut off because the student has forgotten the combination.

LOITERING

Students not moving between periods to their next assigned area will be considered loitering. Students not actively engaged in an authorized school activity may not remain on the school grounds after dismissal. Disciplinary action, including suspension, may result as a consequence.

OBLIGATIONS

Students are obligated to pay for all items that have been lost or damaged which have been issued by the school during that school year. **Students who have monetary obligations will not be allowed to purchase tickets to dances, school activities, or attend school trips or participate in the graduation ceremony until all obligations are satisfied.**

PASSES

No passes will be given to a student during the first ten (10) minutes or last ten (10) minutes of class. Students who have to leave their assigned areas for a legitimate reason must follow the designated pass procedure from the teacher whose class they are leaving and sign in with the teacher when they return. **Passes may be issued after 1:30 pm on an emergency basis only.** Being in an unassigned area without a pass will lead to disciplinary action. **All passes must go through the e-hallpass system.**

ELECTRONIC DEVICE PROCEDURE

Students are permitted to bring cell phones and other electronic devices into the school building. Ear buds will be permitted (**Headphones: Bose, Beats, etc. are Prohibited**). When in the building one earbud is allowed. No phone calls may be made or received during the school day. Devices are to be turned off during class unless permitted by the instructor for instructional use. Students who do not comply with these requirements will be subject to consequences as outlined in the student code of conduct. If there is an emergency, students may request the use of the telephone in the appropriate assistant principal's office. Failure to adhere to the rules or multiple violations will result in loss of privilege, confiscation of devices, disciplinary measures and/or students may be required to meet with the principal.

Students must use their electronics responsibly. Misuse of electronics entails:

- Texting students in classrooms
- Cyber-bullying
- Physically talking on the phone
- Use of audio without headphones
- Sharing inappropriate pictures and/or videos
- Recording at any time
- Inappropriate game use
- Violations of electronic policy: see code of conduct chart

It should be noted that personal belongings of value (e.g. – cell phones, ipods, headphones, etc.) are not the responsibility of administration and will not be investigated if lost or stolen.

WORKING PAPERS: Eligible minors may obtain working papers via online at MyWorkingPapers.nj.gov.

STUDENT GRADE LEVEL INFORMATION

9TH GRADE

Office Location: Room 308

Google Classroom Code

Dr. Crass (Asst. Principal)	Email: casey.crass@pennsauken.net
Ms. Williams (Secretary)	Email: rosalind.williams@pennsauken.net
Ms. Fitzsimmons (Dean of Attendance)	Email: sinead.fitzsimmons@pennsauken.net
Ms. O'Malley (Dean of Discipline)	Email: jomalley@pennsauken.net
Ms. Smeriglio (Class Advisor)	Email: ssmeriglio@pennsauken.net

10TH GRADE

Office Location: Back of Main Office

Google Classroom Code: cjnh64h

Mrs. Upsey (Asst. Principal)	Email: dominique.upsey@pennsauken.net
Mrs. Sinatra (Secretary)	Email: donna.sinatra@pennsauken.net
Mrs. Depew (Dean of Attendance)	Email: stephanie.depew@pennsauken.net
Ms. Mendez (Dean of Discipline)	Email: eva.mendez@pennsauken.net
Ms. Mammi (Class Advisor)	Email: smammi@pennsauken.net

11TH GRADE

Office Location: Front of Main Office

Google Classroom Code: UUDASAP

Mr. Veston (Asst. Principal)	Email: alex.veston@pennsauken.net
Ms. Johnson (Secretary)	Email: ivory.johnson@pennsauken.net
Mr. Gable (Dean of Attendance)	Email: steven.gable@pennsauken.net
Ms. Conyer (Dean of Discipline)	Email: aconyer@pennsauken.net
Mrs. Freeman (Class Advisor)	Email: efreeman@pennsauken.net
Ms. Tameeka Wright (Class Advisor)	Email: twright@pennsauken.net

12TH GRADE

Office Location: Room 132

Google Classroom Code: DJW5L4F

Mr. Munford (Asst. Principal)	Email: greg.munford@pennsauken.net
Ms. Kim (Secretary)	Email: jenny.kim@pennsauken.net
Ms. Ward (Dean of Attendance)	Email: mward@pennsauken.net
Mr. Gates (Dean of Discipline)	Email: chris.gates@pennsauken.net
Ms. Burgin (Class Advisor)	Email: abigail.freeman@pennsauken.net
Mr. Mark Klimek (Class Advisor)	Email: mklimek@pennsauken.net

POSITION AND POLICY STATEMENTS

FLAG SALUTE

N.J. Stat. 18A:36-3 (2007)

The students in each school in the district on every school day are required to salute the United States flag and repeat the following pledge of allegiance to the flag: "I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all," which salute and pledge of allegiance shall be rendered with the right hand over the heart, except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect of the flag while the pledge is being given.