

Howard M. Phifer Middle School

8201 Park Avenue
Pennsauken, NJ 08109
Telephone: (856) 662-8511
Fax: (856) 486-1422
phifer.pennsauken.net

PARENT/STUDENT HANDBOOK 2025-2026

Student's Name

Homeroom



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P		R		C		E	
E		1		F		A	
1		2		o		C	
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HOWARD M. PHIFER MIDDLE SCHOOL CONTACT LIST

PRINCIPAL: Jon Reising Ext. 4501

SECRETARY: Martha Shukdinas Ext. 4502

MAIN OFFICE SECRETARY: Warrenett Hines Ext. 4500

6th GRADE

ASST. PRINCIPAL: Ruth Andrade-Thomas Ext. 4506

SECRETARY: Rebecca Laporte Ext. 4507

COUNSELOR: Stephanie Dangerfield Ext. 4559

7th GRADE

ASST. PRINCIPAL: Peter Nardello Ext. 4513

SECRETARY: Dolores Garofalo Ext. 4514

COUNSELOR: Jessica Kirner Ext. 4526

8th GRADE

ASST. PRINCIPAL: Ralph Midora Ext. 4505

SECRETARY: Nicole Perry-Pagán Ext. 4509

COUNSELOR: Terrance McStravick Ext. 4558

Mission Statement

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

Board Beliefs

The Pennsauken Board of Education believes:

- The well-being of our students is the foremost consideration in all district decision making.
- Every child can learn and succeed.
- Every child will be offered programs that suit their interests and educational needs.
- Higher expectations will yield higher results.
- Schools are most effective when there is a shared commitment and shared responsibility between home, school, and the community at large.
- The diversity of our community and students is one of our greatest assets.
- Excellent educational services are at the forefront of the concerns of the Board of Education.

Board of Education Goals

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

PENNSAUKEN PUBLIC SCHOOLS CALENDAR 2025-2026

SEP	1 2-3 4 15 16 17 18 18	1 - CLOSED Labor Day 2-3 - STAFF ONLY 4- FIRST Day for students 15- Elementary Schools BTS Night 16- Intermediate School BTS Night 17- Phifer Middle BTS Night 18 - PHS BTS Night 18 - Early Dismissal - Staff PD
OCT	2 3 30	2 - CLOSED - Yom Kippur 3 - No School for Students - Staff PD 30 - Early Dismissal - Staff PD
NOV	6 7-8 24-25 26 27-28	6 Marking Period 1 closes 6-7 CLOSED NJEA Convention 24-25 Early Dismissals - Conferences 26 Early Dismissal -Thanksgiving Break 27-28 CLOSED - Thanksgiving Break
DEC	11 22 23 24-31	11 - Early Dismissal - Staff PD 22 - Early Dismissal - Staff PD 23 - Early Dismissal 24 - 31 CLOSED - Winter Vacation
JAN	1 - 2 5 15 19 28	1-2 CLOSED Winter Vacation 5 School Reopens 15 Early Dismissal - Staff PD 19 CLOSED MLK Jr. Day 28 Semester 1 & Marking Period 2 closes
FEB	16 17	16 - CLOSED - Staff PD 17 - No School for Students - Staff PD
MAR	12 20 26	12 - No School for Students - Staff PD 20 - CLOSED - Staff Appreciation Day 26 - Spring Conferences
APR	1 2 3 -10 30	1 - Marking Period 3 closes 2 - Early Dismissal Spring Break 3 - 10 - CLOSED Spring Break 30 - Early Dismissal - Staff PD
MAY	21 25	21 - Early Dismissal - Staff PD 25 - CLOSED Memorial Day
JUN	4 15 -16 15 16 17 17 19	4 - Early Dismissal - Staff PD 15-16 Early Dismissal - Staff PD 15 - Pre-K Move-Up Ceremony 16 - Phifer Middle School Graduation 17 - Early dismissal - LAST DAY for students 17 - High School Graduation 19 - Juneteenth

Marking Period Calendar for 2025-2026 Revision

Marking Period	Begin Date	Interim End	End of MP
MP1	09/04/25	10/01/25	11/05/25
MP2	11/10/25	12/12/25	01/28/26
MP3	01/29/26	02/27/26	04/02/26
MP4	04/13/26	05/08/26	06/17/26

2025-2026

Students are dropped off between 7:35 am and 7:45 am. Once students enter the building, they will report directly to their homeroom. The daily bell schedule is as follows:

Regular Bell Schedule	
Period	Time
HR	7:35am - 7:55am
1	7:57am - 9:19am
2	9:22am - 10:44am
3A	10:46am - 11:27am
3B	11:29am - 12:10pm
3C	12:12pm - 12:53pm
4	12:56pm - 2:18pm
PM HR	2:21pm - 2:27pm

2-Hour Delay Schedule	
Period	Time
HR	9:35am - 9:45am
1	9:47am - 10:32am
2	10:35am - 11:20am
3A	11:22am - 12:03pm
3B	12:05pm - 12:46pm
3C	12:48pm - 1:29pm
4	1:32pm - 2:18pm
PM HR	2:21pm - 2:27pm

Half Day Schedule	
Period	Time
HR	7:35am - 7:50am
1	7:52am - 8:52am
2	8:55am - 9:55am
3	9:58am - 10:58am
4	11:01am - 12:01pm
PM HR	12:03pm - 12:12pm
Lunch is NOT SERVED	



REPORT CARDS

Student report cards can be viewed in Genesis. The conference dates are **November 24, 2025** (in-person and virtual conference) and **November 25, 2025** (in-person and virtual conference).

Teachers will send notices of student progress at the middle of the marking period. This is known as the interim. Conferences with teachers and/or guidance counselors to discuss grades are encouraged.

*****All interim reports and report cards are available to view in the Genesis parent portal. Paper copies can be requested, but will NOT be mailed or sent home.***

GRADING SYSTEM

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

	A : 94 -100	A- : 90 - 93
B+ : 87 - 89	B : 84 - 86	B- : 80 - 83
C+ : 77 - 79	C : 74 - 76	C- : 70 - 73
D+ : 67 - 69	D : 64 - 66	D- : 60 - 63
	F : 0 - 59	

PARENT PORTAL

All parents have access to Genesis via the Parent Portal. The parent portal allows parents to see attendance, discipline, grade books, report cards and teacher information. Students also have access to a genesis portal to access grades, etc. They will not have access until parents login and sign all required forms. If you need help, contact the grade house office.

RETENTION AND PROMOTION

- The district will not offer summer remediation as a condition for promotion.
- The school will provide targeted academic support for students who may be at risk of not meeting promotion expectations.
- Final promotion and retention decisions will be made between late May and early June. All recommendations for retention will be evaluated at the school and district level with final approval from the Superintendent.

STUDENT AGENDA BOOK

At the beginning of each year, students are issued an agenda book that will help them organize their assignments and events. The agenda serves two important purposes: it is a daily planner that they should carry around each day throughout the school year and it is used for passes to leave the classroom. Parents, please make it a habit to check students' agenda books on a regular basis. Effective utilization of this agenda book will help academic success. It also houses important generic educational information that students can utilize. If an agenda book is lost throughout the year, **a new one may be purchased for a \$5 fee.**

ATTENDANCE POLICY AND ATTENDANCE EXPECTATIONS

The following is an abridged copy of the attendance policy approved and mandated by the board of education. A copy of the unabridged policy may be provided upon request. The Pennsauken Township Board of Education recognizes and accepts its responsibilities to provide a thorough and efficient education for every student within the district in accordance with the laws of the State of New Jersey. The board cannot successfully fulfill its responsibilities to the student unless the student is present for all regularly scheduled classes. It is essential, therefore, that every student and every parent or guardian accept their responsibility for the student's attendance at school. Your child needs to arrive at school on time. If your child should arrive at school after the late bell, they will be considered late and must report to the vestibule in the front of the building to obtain a pass.

ABSENCES

The following are the consequences regarding unexcused absences counting toward truancy:

- **5 absences** - A letter will be sent home.
- **10-13 absences** - A letter will be sent home and the parent must attend a mandatory attendance conference.
- **14+ absences** - Students are placed on attendance recovery status and must serve Saturday school to redeem their attendance status..

"Excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A 18A:36-14 through 16, for Take Your Child To Work Day, or any other absence determined to be excused by their New Jersey Department of Education.

** "Truancy" means ten (10) or more non-consecutive absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's attendance policy and regulation pursuant to N.J.A.C.6A:16-7.6(A)4.III and the definition of school day pursuant to N.J.A.C.6A:32-8.3.

FREQUENCY OF ABSENCES

Consecutive Absences: Any pupil who misses ten (10) consecutive school days, and does not appear on home instruction, and/or is not medically verified as incapacitated, will be issued a written notification to report back to school within five (5) school days. Failure to return to school could result in the student being considered truant with possible court procedures.

Non-Consecutive Absences: Students who miss ten (10) or more days from school, in a non-consecutive fashion, will be considered truant and will face court procedure.

Written medical or legal verification must be turned in within ten (10) days from the date that the student was absent. Failure to do so may result in those days being classified as *unexcused*. Documentation for all absences is required if the absence extends for three (3) or more consecutive days. Doctors' notes must be given to homeroom teachers and then submitted into their homeroom folders for grade level offices to receive.

Makeup Work Due to Absence

Students will be given the opportunity to make up their work. **All missing work must be completed in a timely fashion.**

**** The attendance recovery program is held on Saturdays throughout the school year within a limited time frame.**

LATENESS TO SCHOOL

- Students who are late to school must report to the vestibule in the front of the building. Failure to sign in will result in disciplinary action. In addition, other appropriate corrective actions may be taken to resolve the problem.
- Students late to school will be counted absent for the classes missed that day.
- **Lateness to school/homeroom will be monitored closely by the grade level assistant principal.** Parents will be notified and detentions will be given after three (3) latenesses during any given marking period.

The following are the consequences for excessive lateness:

- **03 times late** - Administrative conference.
- **05 times late** - Student will be assessed an additional 1 day “unexcused absence”. Administrative conference.
- **10 times late** - Student will be assessed an additional 2 days “unexcused absence”. Administrative conference.
- **15 times late** - Student will be assessed an additional 3 days “unexcused absence”. Administrative conference and possible parent meeting.

***As per board policy: Every five (5) unexcused lateness equals one (1) unexcused absence.**

- **A student who has 8 “unexcused absences” in a semester will be assigned a Saturday School.** The student will have to serve Saturday School held at Phifer Middle School from 9am-12pm. **Transportation is not provided.**
- **EACH Saturday School session served will forgive 3 “unexcused absences.” Information will be provided by the House Office throughout the school year.**

EXCUSED LATENESS TO SCHOOL

The following are considered an **EXCUSED** lateness:

- Medical appointments with appropriate documentation
- Court appearance
- Situation subject to Administrative approval
- Religious Holiday

Other items such as making up missed work, home instruction, appeals, record-keeping, and family vacation are discussed in greater detail in the unabridged Pupil Attendance Policy.

BOOKS

The Board of Education supplies the students with all necessary textbooks. Students are then responsible for the proper handling and care of the books assigned to them. Teachers will complete book obligation sheets and students are liable for lost or damaged books each year. When a student loses a book, the loss must be reported to the subject teacher. The teacher will allow a reasonable time to locate the book. The teacher will also issue the student another textbook until proper disposition of the lost book has been made. The student is then charged with the responsibility of two (2) books. If the lost book is not found, the teacher will report the missing book to the office as an obligation and the student's parent/guardian must pay for the book. If the book is later found, the student will be issued a refund. Note - we are trying to rely more on online textbooks as we forward with our one to one technology initiative.

CHROMEBOOKS

The district has issued each student with a chromebook to use for schoolwork. The ID number of the chromebook is logged in genesis. The student is responsible for the chromebook and its condition. Loss and damage could be charged to the student/parent. **A student who breaks a chromebook will be charged a \$250.00 fee for a replacement. Replacement tablets will also be charged a fee if broken by a student.**

This year, students will put their chromebook IN THEIR LOCKER when they go to physical education and when they go to lunch. **CHROMEBOOKS SHOULD NOT BE IN THE LOCKER ROOM OR CAFETERIA.**

SCHOOL PROPERTY

The school attempts to impress upon its students a sense of responsibility towards school property. **Each student is expected to take care of all school property at all times.** Students will be held responsible for property damage due to carelessness or abuse. **Students are expected to show respect towards all private property** surrounding the school - this includes the district issued chromebook.

A locker is provided for each student's personal use and convenience and is subject to inspection by authorized personnel of the Board of Education at any time without notice. The school cannot assume responsibility for the loss of personal possessions. **Lockers and combinations should not be shared.** If, for any reason, the locker is not operating properly, it is the student's responsibility to notify the house office immediately.

CUTTING CLASS (Unexcused Absence from Class)

Cutting class is a serious disciplinary infraction. Each day, students are required to report to every class period on time. Teachers take attendance during every class period. An attendance record for each student is kept in Genesis. Teachers are required to enter the infraction of *cutting class* into Genesis. Students who cut class will be subject to disciplinary action. Parents will be notified about each class cut.

LEAVING SCHOOL EARLY

During the course of the school day, a parent may have to pick up their child and leave the building. The reasons listed below are considered valid:

- Doctor's note with appointment, time, and phone number to be verified.
- An illness that manifested itself after having reported to school.

- A court appearance with appropriate documentation.
- Situation subject to administrative approval.

REGULAR BREAKFAST PROCEDURE

- Students enter their grade level hallway at 7:35 a.m.
- Students will report to their lockers, breakfast kiosk and their homeroom prior to 7:50.
- Announcements begin at approximately 7:50 a.m., prior to transitioning to 1st period at 7:55 a.m.

ELIGIBILITY FOR SCHOOL-SPONSORED EVENTS

All student-athletes and their parents will receive detailed requirements on the participation of a sport or any other extracurricular activity. The following standards are for student eligibility:

1. **Student-athletes must have a current sports physical on file with the school.**
2. **Student-athletes are expected to maintain a "C" average or better in all classes.**
3. **Student-athletes with a "D" average in any class will be placed on probationary status** until the interim progress report date, or the end of the marking period to show satisfactory progress.
4. **Student-athletes on probationary status will have to report to their content area teachers as needed after school.** This will be monitored by their grade level assistant principal before going to practice or contests.
5. **Student-athletes with an "F" average in any class** will result in the student-athlete being ruled ineligible for participation until probationary status is reached.
6. **Student-athletes' *conduct*** will also be considered for eligibility.

DANCES, CLASS TRIPS, and OTHER CO-CURRICULAR ACTIVITIES

Students' academics, attendance and conduct must be in good standing at the time of ticket sales for field trips, dances, and any co-curricular activities. After tickets are purchased, students must continue to maintain passing grades, good attendance and good conduct. Refunds are not issued for students who commit disciplinary violations, decline academically or have excessive absences.

EMERGENCY SCHOOL CLOSING

In the event that snow and inclement weather make walking and driving too hazardous, schools may have a delayed opening or be closed altogether. An announcement of a delayed opening or school closing will be made via automatic phone dialer message as soon as the decision is made. Parents should be sure to have accurate information in the Genesis Parent Portal. Announcements will also be made by Channel 19 and all major news stations. The superintendent will determine if the closure will result in a remote day of school, meaning the students will work from home on their chromebooks. **Please do not call the school, as the phone lines are needed for emergency arrangements.**

TRANSPORTATION - BUSES

Students who ride the bus to school are to take the bus that is assigned to their area. **They may not change buses or bus stops without written permission and approval by Transportation.** Good conduct is a must for the safety of each person on the bus. Students will refrain from distracting the bus driver in any way, and obey his/her directions quickly and respectfully. Bus equipment must be treated carefully, and students should avoid cluttering the aisles with books, gym bags, etc. Hands, arms and heads must be kept inside the bus. Students must sit in their assigned seat and wear a seatbelt whenever the bus is in motion. Students involved in any disturbance on a school bus will receive disciplinary action, which could include exclusion from the bus.

PERIMETER BUSES

Students are encouraged to seek additional assistance from their teachers, use the school library, and participate in co-curricular activities and interscholastic athletics. It is the policy of the school to provide perimeter buses for students taking part in these activities. These buses are scheduled to cover larger areas than the regular school buses and will leave Phifer Middle School at approximately 4:30pm. Riding a perimeter bus may necessitate a greater walking distance for the student. Any inquiries concerning transportation after 4:30 pm should be made to Pennsauken Transportation at 856-662-8502.

DROP-OFF AND PICK-UP PROCEDURES

Students being transported by a Parent or Guardian should be dropped off on the side of the school closest to Haddonfield Rd (**near the Red Wing**). This avoids cars interfering or blocking the movement of our school buses. During dismissal, students not taking the bus home should be picked up in the same Red Wing parking lot closest to Haddonfield Rd. Parents should NOT pull into fire or bus lanes when picking up a child early, but should park in a designated spot and walk toward the front entrance. **Pennsauken Police will cite and/or ticket violators of these procedures.**

GUIDANCE

The Guidance Department is concerned with helping the individual student meet his/her unique needs in any of the areas pertaining to educational growth, solving social problems, vocational planning, and developing the social skills necessary for optimal personal growth. Meetings with students are almost always on an individual basis. Counselors are most concerned with having students make wise decisions based on self-knowledge of ambitions and aptitudes of the students. Students may speak with their counselor at any time between the hours of 8am and 2:50pm. Call 856-662-8511 to make an appointment.

CELL PHONE POLICY

Student cell phones may not be used during the school day. They must be turned off and in the Yondr pouch during the school day. If there is an emergency, students may request the use of the telephone in their House Office. Failure to adhere to the rules will result in confiscation of devices and disciplinary measures. Once a phone is confiscated, a parent or guardian is responsible for picking it up from the school. **Phones will not be returned to students. IF A STUDENT BREAKS THEIR YONDR POUCH, STUDENTS WILL BE FINED \$18.00.**

*****It should be noted that personal belongings of value (e.g. cell phones, electronics, headphones, etc.) are not the responsibility of administration and will not be investigated if lost or stolen. Students are provided with a locker with a combination to secure their valuables.**

HOWARD M. PHIFER MIDDLE SCHOOL UNIFORM POLICY

TOPS:

- Light blue (baby/powder/columbia only) solid collared shirts - long sleeve or short sleeved - MUST be worn by all students. For warmth, long sleeved shirts or sweatshirts can be worn UNDER the uniform shirt. **The Phifer logo must appear on all shirts.**
- Students may wear a navy or light blue sweatshirt (crew or hooded) **with the Phifer logo.**
- **Hoods are NOT permitted to be worn while in the school building for any reason.**

BOTTOMS:

- Tan khaki/navy blue khaki pants
- Tan khaki/navy blue khaki shorts NOTE: shorts should be no more than 4 inches above the knee
- Tan khaki/navy blue khaki skirts. Skirts should be no more than 4 inches above the knee

These styles and fabric are NOT permitted and are deemed a violation of the dress code of Howard M. Phifer Middle School:

- Undergarments are not to be visible.
- Students may not wear any clothing over the Phifer Middle School uniform in the classroom setting or cafeteria. **Denim, fleece, spandex, Biker shorts, rain/snow gear, jeggings, leggings, other athletic garments** or any other tight fitting bottoms are not permitted.
- Torn, decorated shirts or bottoms are not permitted.
- Hats, headbands, bandanas, ascot scarves (Head apparel as part of religious expression or medical reasons supported by verifiable documentation is permitted.) **Uniform headbands are allowed and available for purchase in the school store.**
- Students are required to wear appropriate footwear upon entering the school to avoid injury. **Students will be prohibited from wearing "athletic slides", flip-flops, bedroom slippers, or open toe shoes of any kind.**

STUDENTS WHO FAIL TO ADHERE TO THE UNIFORM POLICY WILL BE DISCIPLINED:

- **1st Offense - WARNING** - Parents will be notified to bring the appropriate uniform attire to school. The student will be placed in the Internal Suspension room until the appropriate uniform is brought to the main office. Infraction will be documented in Genesis.
- **2nd Offense - DETENTION** - Parents will be notified to bring the appropriate uniform. The student will be placed in the Internal Suspension room until the uniform is brought to the main office. The student will receive lunch detention or an administrative detention and the infraction is documented in Genesis.
- **3rd Offense - In-School Suspension** - Parents will be notified that the student will be assigned a one (1) day In-School Suspension.
- **4th AND EACH SUBSEQUENT OFFENSE** - Student's behavior is deemed persistently defiant and insubordinate. All Privileges and co-curricular activities will be revoked and/or will receive further disciplinary action.

Uniforms are sold at **THIRD BASE SPORTS & TROPHIES, located at 1960 OLD CUTHBERT RD, CHERRY HILL, NJ, 08034 - (856) 665-0114.**

- Parents/Guardians who are unable to purchase uniforms due to financial hardship must submit a letter of request to the principal's office. Upon administrative review and conference with the Parent/Guardian, students will be provided with the appropriate uniforms from the comfort closet.
- On specially designated days, members of athletic teams or clubs will be permitted to wear their school issued shirts and team jerseys with permission from the principal. **However, the pants/bottoms must follow the uniform policy.**
- A student must have the uniform on in order to be admitted into the building. Bringing a uniform to school to change into or keeping a uniform in a locker will not be permitted and will be considered a violation of the school uniform policy. Students must come to school in proper uniform.
- Medical reasons for not being able to comply with the uniform policy require proper medical documentation provided by a physician that can be verified. Religious reasons for not being able to comply with the uniform policy require proper documentation in the student's records.

DRESS DOWN DAYS

Throughout the school year, Phifer holds "dress-down days" for various fundraisers, rewards, and school spirit days. Students who are "dressing down" must adhere to the following expectations:

- Absolutely **no ripped jeans** are permitted without leggings underneath which fully cover any skin above the knees. Jeans that are shredded with enlarged holes are not permitted, regardless of any leggings underneath. The house office will determine if ripped jeans are school-appropriate.
- Shoulders and midribs (belly area) must be covered. Tank tops and crop tops are **not permitted**.
- Students who arrive at school inappropriately dressed for a dress-down day will be asked to call home and must sit in the internal suspension room until a parent/guardian brings school-appropriate clothing. A conduct referral will be placed in Genesis for a dress code violation.
- **Hoods and hats are not permitted to be worn in the building.**

SCHOOL VISITORS

All visitors must report to the **Security Vestibule, with identification, upon entering the building** and obtain a visitor's pass. Students **ARE NOT** to bring guests to the school. **Trespassers are in violation of state law and can be prosecuted. Parents/Guardians MUST PRESENT VALID IDENTIFICATION** and must be a contact person on the Genesis Student portal in order to pick up a student. Forgotten money, lunches, books, etc. should be left in the Security Vestibule. These items will be delivered to the student.

LOCKERS

The Pennsauken Board of Education and the school administration 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 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 property of the Pennsauken School District and the students should have no expectation of privacy as to the use and the contents of 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 locker 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.

Students may **NOT** take chromebooks to physical education or to lunch - they **MUST** be put in their lockers during those periods. Phones also need to be in their lockers. All belongings are secure if lockers are used properly and combinations are kept secure. If a student needs assistance with their locker - tell a teacher or the house office and they will assist them.

MEDICAL PROCEDURES

The school attempts to provide an environment in which the child will be safe from accidents. A registered nurse is on duty during regular school hours. If an accident or sudden illness occurs, first aid will be administered and the child's parent notified. No care beyond first aid (defined as the immediate temporary care given in case of accident or sudden illness) will be given by the school nurse. The nurse will not send an ill student home unless there is adult supervision. The student must be picked up at the nurse's office by a parent or a person listed on the emergency form. **Please contact the school nurse if your child requires any medication during school hours. Students are not permitted to transport any medication (including over the counter medication) to and from school. However, if your child requires life-saving medication, such as an EpiPen, inhaler, or insulin glucagon, please contact the school nurse for instructions on how to transport these medications.**

PHYSICAL CONTACT

It is an expectation that students do not touch other students. This includes horseplay, slapping, pushing, and grabbing. Students should respect their peers' personal space. Public displays of affection, such as hand-holding and kissing are not permitted in Phifer Middle School.

**Pennsauken Public Schools
Student Code of Conduct**

Infractions / Consequences

Grades 6 through 8

Consequences for student misconduct have the purpose of empowering students to understand, correct and take control of their own behavior.

Note: All disciplinary infractions will be reported in Genesis. The following code of conduct serves as a disciplinary guidelines. Administrative judgment will be exercised by the team of principals when implementing discipline.

CODE	CONSEQUENCE
AW	Administrative Warning
LD	Lunch Detention
AD	Administrative Detention
CONFSC	Restorative Justice
ISS	In-School Suspension
OSS	Out-of-School Suspension

Phifer Middle School Student Code of Conduct

can be viewed at [Phifer. Pennsauken.net](http://Phifer.Pennsauken.net) under the Code of Conduct Banner

Howard M. Phifer Middle School

STUDENT CODE OF CONDUCT

INFRACTION	CONSEQUENCE
Assault on Student, Staff, or School Employee	Minimally OSS, number of days depending on severity. Possible parent conference.
Behavior in Alternative Education (ISS)	Possible single or multiple day(s) OSS in accordance with Administrative discretion. Possible parent conference.
Behavior/Conduct Violation of Laws Not Specifically Addressed in the Code of Conduct	Minimally AD - OSS, depending on severity. Possible parent conference.
Bias Incident/Crime	OSS, number of days depending on severity. Possible parent conference. Police Notification.
Boycott of Class and/or Disruption of regular school day schedule	Minimally AD - OSS, depending on severity. Possible parent conference.
Computer Acceptable Use Policy Violation	Minimally AD - OSS, depending on severity. Possible parent conference and strict monitoring of computer usage.
Cutting Class	Minimally AD - OSS, depending on severity. Possible parent conference.
Cut Teacher/Admin Detention	Minimally AD - OSS, depending on severity. Possible parent conference.
Defiance/Defiant Behavior	Minimally AD - OSS, depending on severity. Possible parent conference.
Destruction of Property/Vandalism	Minimally AD - OSS, depending on severity. Possible parent conference.
Disrespectful	Minimally AD - OSS, depending on severity. Possible parent conference.
Disruptive/Inappropriate Behavior	Minimally AD - OSS, depending on severity. Possible parent conference.
Dress Code Violation	Place in ISS until change of clothing. Multiple infractions result in OSS. Possible parent conference.
Electronic Device - Including cell phones during the instructional day	Minimally AD - OSS, depending on severity. Possible parent conference.
Endangering the Welfare of Others, Hazardous	Minimally AD - OSS, depending on severity.

Behavior, throwing Objects of Any Kind	Possible parent conference.
Fighting and/ or Including Assault	Minimally ISS - OSS, depending on severity. Possible parent conference.
Gang Activity and/or Involvement	OSS, number of days depending on severity. Possible parent conference. Police Notification.
Hall Sweep	Minimally AD - OSS, depending on severity. Possible parent conference.
Harassment, Intimidation, and Bullying	Mandatory state HIB report followed by minimally AD - OSS, depending on severity. Possible parent conference. Police Notification.
Inappropriate Behavior - Student behavior which is not appropriate for the school setting	Minimally AD - OSS, depending on severity. Possible parent conference.
Inappropriate Physical Contact	Minimally AD - OSS, depending on severity. Possible parent conference.
Inappropriate Verbal Comments	Minimally AD - OSS, depending on severity. Possible parent conference.
Instigation (Fight, Theft, or Other)	Minimally AD - OSS, depending on severity. Possible parent conference.
Insubordination (Defiance/Willful Disobedience)	Minimally AD - OSS, depending on severity. Possible parent conference.
Late to Class	Minimally AD - OSS, depending on severity. Possible parent conference.
Leaving School Property Without Permission	Minimally AD - OSS, depending on severity. Possible parent conference.
Left Class Early	Minimally AD - OSS, depending on severity. Possible parent conference.
Obscene/Profane Language or Gestures Directed At Staff Members or Students(Verbal or Written)	Minimally AD - OSS, depending on severity. Possible parent conference.
Pass Abuse	Minimally AD - OSS, depending on severity. Possible parent conference.
Plagiarism	Minimally AD - OSS, depending on severity. Possible parent conference.

Pornography – Viewing, Possession of and/or Distribution	Minimally AD - OSS, depending on severity. Possible parent conference. Police Notification.
Possession of Illegal Substance on School Property - Drugs/Alcohol	Minimally AD - OSS, depending on severity. Possible parent conference. Police Notification.
Possession/Use of Tobacco, E Cigarettes or Vaping Products	Minimally OSS, number of days depending on severity. Possible parent conference.
Possession or Use of Weapons on School Grounds, including Guns, Knives, or other items that can be categorized as a Weapon	OSS, number of days depending on severity. Possible parent conference. Police Notification.
Racial or Ethnic Slurs	Minimally AD - OSS, depending on severity. Possible parent conference.
Sale or Distribution of Drugs/Alcohol (Including over the counter medication) or Possession with Intent to Distribute	OSS, number of days depending on severity. Possible parent conference. Police Notification.
Sexual Harassment	Mandatory state HIB report followed with AE - OSS depending on severity. Possible parent conference. Police Notification.
Stealing/Theft	Minimally AE - OSS & Restitution. Possible parent conference. Police Notification.
Taking and/or Distributing picture(s), video or any recording of an individual(s) without his/her permission	Minimally AD - OSS, depending on severity. Possible parent conference. Police Notification
Technology Misuse/abuse	Minimally AD - OSS, depending on severity. Possible parent conference.
Terroristic Threats Against Individuals or the School (Verbal or written, including	OSS, number of days depending on severity. Possible parent conference. Police Notification.

social media)	
Theft	Minimally AD - OSS, depending on severity. Possible parent conference. Police Notification.
Threat on a Student or Staff Member (including on social media)	Minimally OSS, number of days depending on severity. Possible parent conference. Police Notification.
Trespassing on School District Property	Minimally AD - OSS, depending on severity. Possible parent conference. Police Notification.
Unauthorized Area	Minimally AD - OSS, depending on severity. Possible parent conference.

**PENNSAUKEN TOWNSHIP PUBLIC SCHOOLS
BUS CONDUCT / BUS SAFETY**

While the law requires the school district to provide transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day.

In view of the fact that a bus is an extension of the classroom, the Board shall require children of the school district to conduct themselves in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal by the Supervisor of Transportation. The building principal will inform the parent(s) immediately of the misconduct and request their cooperation in checking the child's behavior. Children who become a disciplinary problem on the school bus will have their riding privileges suspended. In such cases, the parent(s) of the child involved become responsible for seeing that their child(ren) gets to and from school safely.

We need your help. In the parent portal, you will find a copy of our Bus Conduct/Bus Safety Agreement. Please read the Board of Education policy and review the bus rules with your child(ren).

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.

The right of all pupils to ride in the conveyance is conditional on their good behavior and observance of the following rules and regulations. Any pupil who violates any of these will be reported to the school principal. Students' ability to ride the bus is contingent upon appropriate behavior. Students' misconduct on a bus will be sufficient reason to discontinue bus transportation for those involved.

1. The driver is in full charge of the bus and the pupils. Pupils shall obey the driver cheerfully and promptly.
2. Pupils shall obey and respect the orders of bus drivers and bus aides (if applicable).
3. Pupils shall be on time; the bus cannot wait for those who are not on time.

4. Pupils shall observe the following:

- a. Stand on the sidewalk or side of the road, out of the roadway, while waiting for the bus.
- b. Clean footwear before entering the bus.
- c. Spitting on the bus is against health and safety rules. Such conduct will be reported to the school principal.
- d. Papers or other rubbish should not be thrown on the bus floor.
- e. No one should damage or deface the bus in any way.
- f. Smoking is forbidden on all buses, at all times.
- g. Safety requires that students do not lean their heads out of windows or extend their hands out of windows.
- h. Students must not change seats or try to get on/off the bus while it is moving.
- i. Courtesy and respect must be shown to fellow passengers, persons along the route and the bus driver. Profanity on the bus will not be tolerated.

5. Any complaint of drivers, pupils, or parents, not specified in the above regulations, shall be reported promptly to the principal.

6. Should the conduct of a pupil on the bus endanger the lives or morals of other people, and the offending pupil fails to cease such conduct when requested by the bus driver to do so, with permission of the principal, the offender may be removed from the bus. This will be done only in extreme cases and as a last resort to protect the safety of other pupils.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

The staff of the school district looks forward to working with you during the school year. Please call us if you need assistance. Best wishes for a successful school year.

For any questions/concerns regarding your child's transportation, please call the Transportation Department at 856-662-8502.