



**PIONEER ACADEMY OF SCIENCE
SOUTH JERSEY**

A Non-Public/Independent School

Let`s build the future together

STUDENT HANDBOOK

The 2007 - 2008 School Year

124 Evesham Rd. Cherry Hill, NJ 08003

Phone: (856) 216-7100 • Fax: (856) 216-7110

Web: www.passj.org • www.pioneeracademy.net

E-mail: info@passj.org

Dear Students,

Welcome to the 2007-2008 school year at the Pioneer Academy of Science - South Jersey! This new school year means a new beginning and new futures. The administrative team is excited about this coming school year, and the staff at Pioneer Academy of Science - South Jersey is caring, competent, dedicated and willing to assist you. We are working very hard to provide the best possible learning atmosphere for students.

We believe that education is a shared responsibility and that the successful operation of a school depends on the cooperation of everyone concerned: students, parents, and staff. The mission of the Pioneer Academy of Science - South Jersey is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and play together in harmony.

Pioneer Academy of Science - South Jersey is a reflection of all of us. All of our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academic, special programs, and extracurricular activities. We encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook is an overview of our school's goals, services, and rules. It is an essential reference book describing what we expect and how we do things. Read it carefully, discuss it with your parents, and let it act as a guide for your effective involvement in all parts of the school. It has been written to provide you and your parents with the information that will make your year purposeful and rewarding in every aspect. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Pioneer Academy of Science - South Jersey staff and community, best wishes for a great 2007-2008 school year!

Sincerely,

Halil Demir M.Ed.

Principal

STUDENT/ PARENT HANDBOOK	
Mission	1
School Calendar for 2007-2008*	1
Daily Time Schedule*	2
Pupil Data Card	2
Lunch	2
Study Habits and Preparedness	2
Uniform and Personal Appearance	2
Grading Scale	4
English As A Second Language:	4
Classroom Rules and Procedures:	4
Grade Promotion Policy	7
Illness, Injury, and Medication Policies	7
Inside/Outside Playground Decision: (During Gym and Recess)	8
Lockers	9
Lost and Found	9
Public Areas: Hallways, Stairwells, and Lavatories	9
School Activities	10
Photographs/Video Tape - Public Relations	10
Textbook and Supplies	11
Parent-Teacher meetings	11
Visitors	11
Fund Raising	11
Sales	12
Emergency Procedures	12
School pictures	12
Attendance	12
Absence and Tardiness	13
Withdrawal Policy	16
Internet Terms and Conditions	16
Discipline	17
Student Rights and Responsibilities	22
Chain of Command for Questions or Concerns	23
STUDENTS PARENT CONTRACT	24
Attachments	25

MISSION

The mission of the Pioneer Academy of Science - South Jersey is to offer a safe, secure, structured and stimulating college-career preparatory educational environment. Pioneer Academy of Science - South Jersey will provide challenges and opportunities for students to instill the necessary skills and knowledge needed for the rest of their lives. The Pioneer Academy of Science - South Jersey aims to create a partnership among the triad of student-teacher-parent that will provide our youth with the support necessary to reach their highest potential – intellectually, socially, emotionally and physically. Pioneer Academy of Science - South Jersey will provide a rigorous and relevant, standards-based curriculum in a dynamic, specialized learning community for students who seek a comprehensive, challenging curriculum with emphasis on science, world languages, and technology.

The vision for the Pioneer Academy of Science - South Jersey is based on three tenets: The first is to offer students opportunities to excel in academics in an environment of challenge and support and to prepare them for the demands of a post-secondary education and 21st century global careers. The second tenet is to create a culture of multi-cultural understanding, tolerance, and respect in an atmosphere of mutual support and positive adult-student relationships. The third tenet of the Pioneer Academy of Science - South Jersey is the system of support for students which extends from structured transition programming, includes targeted, individualized academic and social support through its advisement program, and culminates with focused support for the college selection and application process.

Because of the nature of its mission, Pioneer Academy of Science - South Jersey does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities

SCHOOL CALENDAR FOR 2007-2008*

First day of school:	Tuesday, September 04, 2007
<u>First Quarter:</u>	<u>September 04 – November 07</u>
<u>Second Quarter:</u>	<u>November 08 – January 25</u>
<u>Third Quarter:</u>	<u>January 26 – April 04</u>
<u>Forth Quarter:</u>	<u>April 05 – June 19</u>
<u>Last day of school:</u>	<u>Thursday, June 19</u>

* This School Calendar is tentative and may be modified as required. For detailed calendar see attached calendar.

DAILY TIME SCHEDULE*

Doors open at 7:45 a.m.
Morning bell at 8:25 a.m.
Classes begin at 8:30 a.m.
Pupil dismissal at 3:45 p.m.
Teachers sign-out at 4:00 p.m.

At Pioneer Academy of Science - South Jersey a student is considered late at 8:35 a.m. and must get a time stamped late pass from the office.

* A detailed daily schedule is attached.

PUPIL DATA CARD

Please be sure your child's Pupil Data Card (filled out in duplicate at the beginning of the school year) is kept current with emergency contact names and phone numbers. Send a note to the main office when a change is necessary at any time during the school year. It is especially important that the school has current information when emergency closings are announced. In the event you cannot pick up your child in an emergency closing situation, call the school with the name of person your child may be released to and be sure that person is designated on the Pupil Data Card. Please be sure that the phone numbers you submit for designated emergency contacts are phone numbers where contacts can be reached during school hours.

LUNCH

All students will remain at school during the lunch period. You have to bring a packed lunch. If you have a special situation, you will need to meet with the principal. During the lunch period, you will be expected to display good manners and courtesy. You must eat your lunch only in the lunch area. You will be expected to clear your place and dispose of all trash appropriately. Teachers on duty during the lunch period will hold you responsible for your behavior.

STUDY HABITS AND PREPAREDNESS

Come to School Ready to Learn:

Pupils need to come to school well-rested, having eaten breakfast, and be equipped with classroom supplies. Pupils are to have their necessary books and any assignments that are due. There should be a quiet study area at home with good lighting, with no distractions, and easily observable by parents/guardians. A definitive bedtime is most helpful. Parents/guardians need to emphasize at an early age and consistently thereafter, that schoolwork has a priority over play and recreation.

Bring Your "Tools For Learning": teachers in all grades will communicate the specific supplies families should provide prior to the first day of a new school year.

UNIFORM AND PERSONAL APPEARANCE

Pioneer Academy of Science - South Jersey has a dress code policy to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code.

If you arrive at school out of uniform, your parents will be called, you will be kept out of classes until you are dressed appropriately and all class time you miss will count as an unexcused absence.

Uniform for Girls

Uniform Skirt or Slacks

- Steel Grey Skirt (K-5) or Khaki Slacks (6-8) available only from Flynn & O`Hara
- Belt to be worn with slacks: A properly fitting, brown or black belt
- Grey Box Pleated Skirt (9) available only from Flynn & O`Hara

Uniform Top

- White Long-sleeved Polo (K-8) available only from Flynn & O`Hara
- Cardinal V-Neck Sweater (K-8) - pull-over or cardigan - available only from Flynn & O`Hara
- Cardinal Short-sleeved Polo shirt (K-8) available only from Flynn & O`Hara
- White Short-sleeved Buttondown Collar Blouse (9) available only from Flynn & O`Hara
- White Long-sleeved Buttondown Collar Blouse (9) available only from Flynn & O`Hara
- Black V-Neck Sweater (9) available only from Flynn & O`Hara
- Red Criss-Cross tie (9) available only from Flynn & O`Hara

Gym Uniform

- Ash Gym Tee Shirt (K-9) available only from Flynn & O`Hara
- Ash Sweatshirt (K-9) available only from Flynn & O`Hara
- Ash Sweatpants (K-9) available only from Flynn & O`Hara

Footwear

- Tights or Socks: White, Grey, Navy, Maroon, or Black
- Shoes: Dark-colored tie shoes or loafers (K-8). Black shoes (9)

Uniform for Boys

Pants

- Steel Grey Pants (K-5) or Khaki Pants (6-8) available from Flynn & O`Hara
- Brown or Black Belt: properly fitting

Uniform Top

- White Long-sleeved Polo shirt (K-8), tucked in at the waist, available only from Flynn & O`Hara
- Cardinal Sweater Vest (K-8) – v-necked pullover or cardigan- available only from Flynn & O`Hara
- White Short-sleeved Buttondown Collar Blouse (9) available only from Flynn & O`Hara
- White Long-sleeved Buttondown Collar Blouse (9) available only from Flynn & O`Hara
- Black Polyester Mens Blazer (9) available only from Flynn & O`Hara
- Maroon/White/Navy Striped Tie (9) available only from Flynn & O`Hara

Gym Uniform

- Ash Gym Tee Shirt (K-9) available only from Flynn & O`Hara
- Ash Sweatshirt (K-9) available only from Flynn & O`Hara
- Ash Sweatpants (K-9) available only from Flynn & O`Hara

Footwear

- Socks: White, Navy, Brown, Black, or Khaki.
- Shoes: Dark-colored tie shoes or loafers (K-8). Black shoes (9)

Additional Dress Code Requirements and Limitations

- Skirts and sweatshirts must be modest length, tucked in at all times, and may not be rolled at the waist.
- Pants and slacks must fit properly, may not be baggy or sagged.
- Boys may not wear jewelry and accessories such as rings, earrings, and necklaces.

- Jewelry and accessories for girls should be appropriate for school and not attract undue attention
- Cosmetics should be appropriate for school and not attract undue attention.
- Facial and body piercing, tattoos, use of hair dyes and bleach are not acceptable.
- Boys may not grow mustache and beard.
- Ear, neck, and forehead should be visible for boys.
- Hair past the shoulder should be tied back for girls.
- Hats, caps, and other headgear may not be worn in the building.
- Outwear, such as windbreakers, jean jackets, or ski jackets, may not be worn in the school building.

Radios/Cell Phones/Tape Recorders & Players/CD-MP3 Players

Radios, cell phones, tape recorders and players, and MP3 and CD players are not permitted for use in school. Any other objects that interfere with classroom learning, with the overall safety of children, or with the operation of the school will also be confiscated. Parents may make appropriate arrangements to pick up such items from the office.

GRADING SCALE

All classes at P.A.S.S.J. will follow this standard scale for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

98 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+
93 - 97 = A	83 - 86 = B	73 - 76 = C	65 - 66 = D
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	0 - 64 = F

ENGLISH AS A SECOND LANGUAGE:

The School's English as a Second Language Program (ESL) has the function of identifying pupils in grades K-9 with limited English speaking ability. This is primarily a pull-out program in a small group instructional setting.

CLASSROOM RULES AND PROCEDURES:

Rules:

1. Be respectful of yourself and others.
2. Be prepared.
3. Raise your hand before you speak during a classroom lesson.
4. Actively listen when the teacher is speaking
5. Keep your hands, feet, and objects to yourself.

Procedures:

What is a procedure? A procedure is the way that we do it. To do things right, we have to follow some simple procedures for example: To open your locker, you have to use your combination as directed by the lock manufacturer. To cook a delicious meal, you need to follow the procedures in the recipe. And, to be successful in learning, we need to follow some simple procedures.

Entering and Exiting the Classroom:

Our first procedure is about how to enter the classroom. You will wait outside until the teacher invites you in. You need to walk in quietly to enter the room. Make sure you have all the necessary materials, including notebook, binder, pencils and paper, with you before you enter the classroom. If you have to borrow materials from classmates or return to your locker, you will be counted tardy. Waiting outside the door and rushing in with the bell will be considered tardy. After you enter go directly to your assigned seat and start doing your bell work quietly. Talking while working on bell work is not allowed. Do not forget the date and title. Write down the question and the answer. When you finish wait silently for the next direction.

Now let's talk about exiting the classroom. When are the students dismissed? Not when the bell rings but when your teacher gives you the permission to leave. When it is the time to leave clean your work area. You are responsible for the cleanness of the area around your seat. The teacher will dismiss you by rows. The cleanest and quietest row will leave first. If a student tries to leave without permission the whole row will wait and leave the last. When you are given the permission to leave, push in your chair, and leave quietly.

HW Procedure:

Homework is an essential part of your successful educational program at P.A.S.S.J. Doing homework will help you develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth and that is appropriate for the subject area. Homework is part of all students' regular evaluations. It is your responsibility to complete and turn in homework **on time**. If you or your parents have questions about homework, immediately contact the teacher who assigned it.

Submit your HW as soon as you enter the class, before you start doing bell work. If you did not do HW, write the date, name and excuse on a paper and sign and submit that paper as HW.

Procedures during Instruction:

The procedures during instruction are very important for your success in the school. During instruction listen to the teacher with full attention. No pencil sharpening, talking, or whispering is allowed. You are only allowed to have course related materials in front of you during the lecture. All other materials will be confiscated. Take notes only when your teacher tells you to. Do not forget to write the date and title for each class. If you have any question related to the lesson raise your hand and speak only after the teacher gives you permission to. Other questions, things unrelated to the lesson, are not allowed during instruction. Right after the instruction, make sure you understand the concept. If not, don't hesitate to ask. But, be specific by mentioning which part you didn't understand.

Procedures during Class work:

We also need procedures to guide us when we are doing class work. You will usually work on several examples or other projects after the lecture. Make sure you read or listen to the directions about your work and understand them correctly. Do not hesitate to ask questions if you are having trouble with

the work but remember to raise your hand to speak. Never yell out questions or answers. There should be no noise during the class work. You should not disturb your classmates. If your teacher allows and you need to talk to each other, it should be no louder than whisper noise. When visitors come to the classroom you are expected to continue what you are doing. Always respect each other. Use your time wisely. Put your best effort to finish your work on time. Remember that class work is an important part of your grade.

Tardiness:

When you are tardy, knock by the door and wait for your teacher to take you in. Tell your excuse, or give your tardy pass. Go to your seat after you are given permission to. Remember waiting outside the door and rushing in with the bell will be considered tardy. When you are late you will not be excused from the work you missed. Take it from your friends and do it at home.

Absences:

If a student is absent he or she shall check the listing of assignments, tests, or quizzes from the course website or from a friend. The responsibility for making up missing work lies solely with the student. It is your responsibility to find the teacher to schedule a make up for the tests and quizzes you missed.

Class-only activities, will not count against students with excused absences. You will get zero if you miss work because of unexcused absences.

Hall Pass:

According to our school rules you cannot be in the hallway during the class time without a hall pass. No hall pass will be given during the first 15 and the last 15 minutes, and first and last periods. Please do not ask for it. Only one student at a time will get a hall pass.

After you are done:

What do you need to do when you completed your work? There are several alternatives. First never call out "I am done" or "I am finished". Simply put down your pencil. If you are done early, start your activity session. You can work on an unfinished assignment, do extra credit work, read the subject from your textbook, or try to draw what you have learned.

When the Teacher Raises His/Her Hand (Give Me Five):

Whenever the teacher says, "Give Me Five," and raises his/her hand, students go through the following five steps:

1. Eyes on speaker
2. Quiet
3. Be still
4. Hands free
5. Listen

When you see your teacher raises his hands and says "give me five" you must stop whatever you are doing and follow the five steps mentioned above. Warn your friends who still haven't seen that the teacher raised his hands. Face the teacher, and wait silently. There should be no talking and no whispering. All attentions should be on the teacher.

Cheating:

Any form of cheating will result in a zero and further consequences if necessary. Cheating includes: plagiarism, copying someone else's work or allowing someone to copy your work. If you caught cheating during a test or quiz you will automatically be referred to the dean of students. No wondering eyes during a test.

Classroom Clean-up:

Each student is responsible for the cleanness of the area around his or her desk. Please pick up anything you found on the floor and put it into the garbage can in your way out. Remember you will be dismissed by row based on the readiness and cleanness of each row.

Procedures for Tests and Quizzes:

There will be absolutely no talking during a test or quiz. If you make any noise or talk 10 points will be deducted from your grade for each offense. If you talk with any other student it will be considered cheating, no matter what the subject is. If you caught cheating you will be reported to the dean and you will receive zero. And remember no wondering eyes. When graded you can see your papers. If requested I can provide you a note to your parent regarding your grade. There might be surprise rewards for high scorers.

Procedure for Fire Drill:

Fire drill is a very serious matter for your safety. For that reason our school has a zero tolerance policy during a fire drill. If you talk, play around, fail to follow directions, or misbehave you will be reported to the dean of students.

GRADE PROMOTION POLICY

P.A.S.S.J. recognizes that the personal, social, emotional, physical, and educational growth of children will vary. Placement in academic settings should be appropriate to student's needs at the various stages of growth.

In general, students shall be placed at the grade level to which they are best suited academically, socially, and developmentally. The educational program shall provide for the continuous progress of the students from grade to grade, with students spending one year in each grade. Retention may be considered when the student is not achieving minimum proficiency levels in basic skills. In grades 3-8, pupils failing two major subjects (Science, Math, Reading, and Social Studies) may be retained.

Summer School

P.A.S.S.J. reserves the right to provide summer school programming. Decisions as to which programs will be administered will be made on an annual basis. Notification of the programs and schedules will be made in a timely manner each spring.

ILLNESS, INJURY, AND MEDICATION POLICIES

P.A.S.S.J. will have a part time school nurse or first-aid-trained-professional available to discuss or assist with medical problems or concerns.

Illness or Injury during the School Day

Please follow these three rules if you become ill or are injured during the school day.

- Report to the clinic. If the nurse is not available, you should report to the Main Office.
- If you do not inform the office and simply miss class, it is an unexcused absence.
- Do not just leave the building. Always report to the main office.

Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- The medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office **or** brought to school by the student's parent/guardian.
- The school must receive a Medication Administration Directions Form signed by the student's physician and parent/guardian.
- On the medication container must be clearly printed the following information:
 - Student's Name
 - Name of the medication
 - Dosage
 - Time the medication must be taken.
- Bring in only the amount of medication that is needed for a school day.
- In the case of prolonged need, send in the amount for a clearly specified period such as one week or one month. Extra medication will not be sent home with a student.
- All medication will be kept in a secure location in the clinic.

Students may carry and administer their medication **if these two conditions are met:**

- It is warranted by a potentially life-threatening condition and advised by their physician and
- A Medication Self-Administration Form is on file in the office signed by the student's parent, physician, and the principal.

Counseling Services

Pioneer Academy of Science - South Jersey does offer counseling services. The school counselor or his/her designee can help you plan and succeed in your high school program and help you look ahead to college. The school counselor can also help with personal issues and concerns. To see the school counselor, make an appointment in advance unless it is an emergency. Your parents may call the office to arrange an appointment with a counselor. If the counselor is not available and you have a problem, make sure you speak with a teacher or administrator.

INSIDE/OUTSIDE PLAYGROUND DECISION: (DURING GYM AND RECESS)

Whether pupils remain indoors or out-of-doors often is a difficult judgment call. Generally these factors are taken into consideration:

- Temperature usually must be at least 40 degrees for grade 1-3 or 30 degrees for grade 4-8.
- Soil conditions are firm and not muddy.
- Dryness or lack of ice/snow on black top areas.
- No threat of rain or lightning.

Parents are asked to dress their children appropriately for cold and windy weather conditions.

LOCKERS

Each student will be assigned a locker for his/her individual use at P.A.S.S.J. This locker is for storing books, coats, and personal items necessary for school. Students should not bring valuable items or large amounts of money to school. The lockers should not be used to store valuable items you bring from home. P.A.S.S.J. will not be liable for personal items you leave in your locker or bring to school with you. To keep your school items safe, we strongly advise you to keep your locker private. Do not trade lockers with another student. Do not let another student share your locker. It is your responsibility to see that your locker is kept locked and in order at all times. You should report any damage, vandalism or non/working condition of your locker to the office. If you do not report vandalism, damage or non-working condition of your locker, you will be held responsible for it. Please remember that your locker is school property and remains at all times under the control of the school; however, you have full responsibility for the security of your locker and what is in it. Lockers are expected to be kept neat at all times. **School officials may make inspections at any time.** No item considered dangerous by the administration may be kept in the lockers and will be removed if found there. This includes glass or any other object that may be potentially dangerous. Students attending P.A.S.S.J. should not expect privacy of the contents of their lockers, desks, or other school property.

Lockers must be cleaned monthly or more frequently if directed by the teacher. Pupils who fail to keep their lockers clean can lose locker privileges temporarily or for extended periods of time. If this occurs, pupils will need to carry their belongings to each class.

Pupils are to make every reasonable effort to minimize locker noise

- No slamming, kicking of lockers
- No dropping of books
- Normal speaking volume at locker
- No shoving, pushing at lockers

Pupils will be held accountable for any damage to lockers and locks.

Locker Searches:

In accordance with State law, school principals or other designated school officials have the authority to inspect pupil lockers or other storage facilities provided for use to pupils, so long as pupils are informed in writing at the beginning of each school year that such inspections may occur. This section serves as such notice. Searches may take place periodically throughout the year and will require no advance notice on the part of the administration. Any administrator or his/her designee may conduct the searches.

LOST AND FOUND

If you find books, clothing or personal items on the school grounds, please bring these items to the school office. If you lose something, check the lost and found. The corridors are inspected each evening and unsecured student property is placed in the lost property shelves located in the office. Students should ensure that all their books, uniform and other property are clearly labeled with their name to ensure a prompt return of such items if they become misplaced. Lost and unclaimed items will be given to the charity organizations after 15 days.

PUBLIC AREAS: HALLWAYS, STAIRWELLS, AND LAVATORIES

Hallways, stairwells, and lavatories are areas used by all members of P.A.S.S.J. Because everyone uses these areas, there are rules of conduct that all students must follow.

- You may not loiter in the halls, lunchroom or lavatories or on staircases.
- You may not eat in halls, lavatories, or on staircases.
- You may not run, roughhouse, push, or wrestle in the halls, lunchroom, lavatories, or on the staircases.
- You may not yell, scream, hit lockers or otherwise make excessive noise while in these areas.
- Do not leave belongings on the floor outside your locker.

During class time, students are not to be in the halls, stairwells, or lavatories without a pass from their teacher or the main office.

SCHOOL ACTIVITIES

Field Trips

Field trips are a privilege and attendance may be denied for behavioral or academic reasons. Because the safety of students is very important to us, specific rules will apply to these activities. Field Trips offer exciting ways to learn. P.A.S.S.J. students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules;

- You must bring to school the Field Trip Permission Slip signed by your parents or guardian by the specified date. No phone calls will be accepted as permission.
- You must wear your school uniform unless otherwise specified.
- You must abide by P.A.S.S.J. codes of student conduct while on the field trip.

Chaperones: Teachers generally give first choice consideration to PTA room parents, who faithfully perform their duties, to serve as trip chaperones. Only teachers and approved chaperones are permitted on field trips. The principal shall approve all chaperones.

Return to School: Please plan to meet your child at the scheduled time of return. If a field trip returns prior to dismissal time and school is still in session, pupils will be sent to their appropriate class.

Overnight Field Trips: There is a separate set of guidelines for these trips. They will be issued by the building principal if such an event is scheduled.

After-School Activities

There is no better way for students to enrich their education than by taking parts in clubs and after-school activities or working with a teacher. These opportunities will allow you to explore more deeply things you already enjoy and to try other areas that sound interesting. If you stay for an after-school activity, you will be expected to follow these rules:

- You must be with a teacher or other staff member at all times.
- You must arrange for your own transportation to arrive promptly at the end of the activity.
- You must abide by the P.A.S.S.J. code of student conduct while participating in the activity.
- You may not stay after school to wait for another student.

A full list and description of after school clubs and activities will be posted after school starts and students will have an opportunity to explore each one that looks interesting.

PHOTOGRAPHS/VIDEO TAPE - PUBLIC RELATIONS

There may be occasions when your child may be photographed or videotaped participating in school functions. If you **DO NOT WISH TO HAVE YOUR CHILD PHOTOGRAPHED OR VIDEO TAPED**, please advise the school principal in writing.

TEXTBOOK AND SUPPLIES

P.A.S.S.J. will provide students with the textbooks for each of their classes. Families will be asked to make a contribution to the textbook fund to defray costs for books. P.A.S.S.J. will hold each student responsible for the condition of the textbook issued to him or her. Each student should take care to see that these books are not lost, stolen, damaged, or defaced. Students will have to pay to replace any books that are damaged or not returned. Students will have the opportunity to keep textbooks they used during the year if they wish, provided their family has made a full payment for the textbooks.

When textbooks are distributed, make sure you write your name in the appropriate place. Teachers will write down the number of the textbook you have and the condition of the book. When you return the book, its condition will be checked. If you lose the book or damage it by writing it in or ripping it so that another student cannot use it, you will have to pay to replace the book.

Many of the classes will use consumable supplies – from materials to workbooks. Students will be required to pay for these consumable materials. If there is a special circumstance, families should meet with the administration.

PARENT-TEACHER MEETINGS

Frequently throughout the school year, informal conferences between parent and teacher can take place via telephone, conversations, written messages, and scheduled meetings at mutually agreeable times.

To initiate a conference with a teacher, parents should write a note to the teacher indicating the nature of the request and convenient times for a conference. Upon receipt of the written request, the teacher will contact the parent by return letter or telephone call whereby the time and the location of the conference can be mutually agreed upon. Parents are asked not to come to school expecting to meet with a teacher without an appointment. Injustice to the students and the teaching learning process, no teacher can be contacted during the teaching hours of the school day.

VISITORS

Visitors for educational reasons are welcome at P.A.S.S.J. Visitors must register with the office when they arrive. Parents also must check in at the office. Students wishing to bring visitors to P.A.S.S.J. must complete the Student Visitor Form and receive approval from the office at least one (1) school day in advance. Do not bring guests to school without prior arrangements. No visitors will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week prior to any school holiday. These procedures are designed to help keep our pupils as safe and secure as reasonably possible during the day and after school while in the school.

VISITORS ARE NOT PERMITTED BEYOND THE SCHOOL OFFICES TO DROP OFF FOOD, DRINKS, HOMEWORK, PROJECTS, NOTES, OR TO ACCOMPANY LATE PUPILS TO A CLASSROOM.

FUND RAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school principal.

SALES

Advertising may be permitted if approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No person may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the written permission of the school principal.

EMERGENCY PROCEDURES

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the semester. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted on the bulletin board in each teacher's room and students should be familiar with the assigned drill areas.

State Law mandates that two fire drills be conducted each month in the elementary schools. When the alarm is sounded for a fire drill or evacuation drill, everyone is required to respond in a prompt and orderly manner, leaving the school building by a prescribed route as directed by the teachers. During the winter months, it is recommended that a sweater be provided by the home to be kept in school.

SCHOOL PICTURES

Students will be photographed on school by a school-contracted photographer sometime in the fall. Students may purchase the entire package of photos.

ATTENDANCE

The success of P.A.S.S.J.'s educational program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the guidance of a competent teacher are vital to the success of the educational program. For these reasons, the administration, faculty and staff of P.A.S.S.J. will frequently talk about the importance of students being in class and on time.

Promoting and fostering consistent student attendance requires a commitment from the administrators, teachers, parents, and students. No single individual or group can successfully accomplish this task. Members of P.A.S.S.J.'s professional staff will do all they can to encourage and support student attendance. This ranges from creating a pleasant and safe physical environment to providing meaningful learning experiences and opportunities in every class. In addition, professional staff will

- Keep accurate attendance records of excused and unexcused absences,
- Require an admit slip from a student returning from an absence and follow through appropriately if the student does not have one,
- Incorporate defined, daily participation as part of the teaching/learning process for each grading period, and
- Require accountability for students to complete work they missed while absent including homework, projects, quizzes, tests, and other assignments.

We ask that you, as a student, do all you can do to attend school every day. If you have any problems with attendance, please talk with a teacher, administrator or the registrar.

ABSENCE AND TARDINESS

P.A.S.S.J. recognizes two kinds of absences and tardiness: excused and unexcused. Please read through the definitions of each carefully so that you understand what you and your parents' or guardians' responsibilities are. Also, you need to be very aware of your responsibilities regarding homework, quizzes, and tests when you have an excused absence and the consequences for unexcused absences and tardiness.

Excused Absences

P.A.S.S.J. accepts only the following as excusable reasons for absence from school. Under the compulsory education law, parents or guardians must notify the school any morning their child is not attending school by 9:30 AM. Otherwise the absence will be recorded as unexcused. The excuse shall be submitted to the attendance office and filed as part of the student's school record. An excuse for absence from school may be approved for the following reasons or conditions:

Appointments during school hours: Please schedule non-emergency doctor, dentist, and other personal appointments before or after school hours. Interruptions in the daily classroom instruction interfere with the learning experience of your child and the other students in the classroom. If an appointment is unavoidable, please send a note in advance to the teacher and notify the main office. Please be sure to sign your child out from the main office.

Absentee notes: Any pupil who is absent must present a note, signed by the parent/guardian, to the teacher on the 1st day of return. The note shall explain the reason for absence. If an absence or tardiness is anticipated, please send a note in advance. When sending a note, please include student's first and last name and teacher's name, written clearly, so that when the note reaches the school office, correct identification can be made. Be sure to phone the office on each day of an absence, if you did not send a note in advance. If a student is ill, we need to know the nature of the illness, to watch for symptoms among other pupils and staff.

- IT IS CRITICAL THAT PARENTS CALL IN ABSENTEES. FAILURE TO DO SO CAN RESULT IN OUR "ABDUCTED CHILD" PROCEDURE BEING IMPLEMENTED, WHICH REQUIRES THE CHERRY HILL POLICE BEING NOTIFIED.
- LATE STUDENTS AT PIONEER ACADEMY OF SCIENCE - SOUTH JERSEY MUST BE ESCORTED INTO THE MAIN OFFICE BY PARENT OR GUARDIAN.

Do Not Send Sick Pupils to School: A pupil who has an indication of fever, chills, sore throat, etc. should not be sent to school. Such symptoms may indicate the beginning of a contagious disease or serious illness, and it would be neither fair to the pupil who is ill, nor the other persons with whom he/she comes in contact, for that pupil to attend school.

Vacation Plans: Taking vacation during times when school is in session disrupts the child's education program. It is suggested that students on vacation during the school year read a book, prepare a summary, or keep a journal of their vacation experiences.

Unexpected Absences

Personal Illness

Your parent or guardian must call the school each morning that you are absent by 09:30 AM. Otherwise the absence will be recorded as unexcused when you are home ill. If it is known for a fact the number of days that a student will be absent this can be reported on the first call.

When you return to school, you must bring an explanatory note from your parent or guardian, or the absence will be recorded as unexcused. The school may require a doctor's confirmation.

Illness in the Family

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused

When you return to school, you must bring an explanatory note from your parent or guardian, or the absence will be recorded as unexcused

Death of a Relative

Your parent or guardian must call the school by 10:00 AM to explain the situation and estimated days of absence or the absence will be recorded as unexcused

When you return to school, you must bring an explanatory note from your parent or guardian, or the absence will be recorded as unexcused

Unexcused Absences

An unexcused absence does become part of a student's school record. You will be marked for an unexcused absence if you

- fail to bring a written note within two school days following an absence,
- leave school without signing out of school at the office,
- are absent from class without permission - including walking out of class,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there,
- are absent for reasons not acceptable to the administration.
- If a student accumulates 10 unexcused absences, the student will fail the grade. There will be no exceptions to this rule. It is very important to parents for excuse all absences.

Make-up Work for Excused Absences

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an excused absence, you will be given the same number of days that you were absent to make up missed work.

To be eligible for make-up work, you must show each teacher the "excused absence slip." On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed. There will be a time limit on turning in make-up work. The teacher will inform the student when the make-up is due.

If you are absent for school-related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments prior to your absence. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the students' responsibility to take the test at that time. If you fail to do this, the teacher is not obligated to set another time for the make-up. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

Make-up Work for Unexcused Absences

If you have an unexcused absence, your grade(s) in a class or classes will be affected in one of these ways.

- You may not make up work following an unexcused absence.
- Unexcused absence may result in a "F" or "zero" for the day in each class missed.
- Teachers are not obligated to allow you to make up quizzes or tests.

Truancy

Truancy means that a student is not excused and absent from his or her assigned location without the knowledge of a parent.

Truancy shows a deliberate disregard for the educational program and is considered a serious matter that will have immediate consequences. If you are truant,

- No credit will be recorded for work you missed as result of truancy.
- A record of the truancy will be entered into your attendance record file.
- A conference with your parents will be held.

Tardiness

Tardiness to school and to class – whether the result of oversleeping, missing the bus, car problems, baby-sitting, athletic workouts, socializing or lingering in the halls - is unacceptable.

Excused Tardiness

You must have your parent or guardian call the office or write an explanatory note if you arrive late to school. Report to the office when you arrive. If you fail to do this, you will receive an unexcused tardy. Students are allowed five excused morning tardiness per quarter. Then it will be counted as unexcused.

Unexcused Tardiness

If you arrive at school late but without a note, report to the office to check in. You will get a “late slip” for admittance to class. Five unexcused tardiness will result in one day of unexcused absence.

Class Tardiness

If you are late between classes, report directly to your next class. Administration will record a tardy detention point on your discipline record.

Early Dismissal of Students from School

Because P.A.S.S.J. is very concerned about your safety and well being, early dismissal from school is an important issue. In all instances of early dismissal, the following precautions will be taken to insure students’ safety.

- The Assistant principal may release you before the end of a school day only upon presentation of a written or face-to-face (no telephone call) request from your parent or guardian or for emergency reasons.
- You may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his/her behalf.
- You may be released "on his/her own" only with verified parental permission.
- No staff member shall permit or cause you to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of your parents or guardian.
- You will not be released from school to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the Assistant principal.

WITHDRAWAL POLICY

When a student must withdraw from P.A.S.S.J. during the school term, the students should report to the office at least three days advance stating the reason for withdrawal in writing. The student will receive a withdrawal form that will be taken to each of these teachers and business office for "clearance":

- Has checked in all assigned equipment.
- No make-up work due.

The student needs to get one of the administrators' signatures after clearance with teachers. The withdrawal form will then be returned to the registrar for official release. The registrar will release student records signed by parents if the student is cleared.

INTERNET TERMS AND CONDITONS

Acceptable Use: School use must be in support of education and research and consistent with educational objectives. Attempts to log on to the Internet as a system administrator, or to obtain unauthorized access to the school system or any other computer system through the School system, or to go beyond the user's authorized access will result in cancellation of user privileges. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or lobbying is also prohibited. Use of school accounts for anything other than school business will be regarded as unacceptable usage and will be grounds for immediate revocation of all Internet privileges. If any incident violates other school policy, additional penalties may also be imposed which could include suspension, expulsion, or termination of employment.

Privilege: The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Netiquette: Users are expected to abide by the generally accepted rules of network netiquette. These include, but are not limited to the following:

Be polite. Messages should not be abusive to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

Do not reveal personal information (ie - names, addresses, phone numbers, social security numbers, etc.).

Illegal activities are strictly forbidden.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

All communications and information accessible via the network should be assumed to be private property.

Security: Security on any computer system is a high priority, especially when the system involves many users. If the user can identify a security problem on the Internet, a system administrator must be notified. Attempts to login to Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

Computer hardware and software are for the benefit of all students. No student may purposefully tamper with either the hardware or the software so that it is inaccessible to other students. Computers are in the school for educational purposes. Abuse and or misuse of computers also include

loading private software, checking personal e-mail, or accessing inappropriate web sites or web pages using school equipment. Student computer history may be checked randomly.

DISCIPLINE

Student discipline is a critical factor in maintaining a safe environment for students and staff. While it's important that students be held accountable for their conduct.

Some student discipline issues are resolved through one-to-one counseling with a teacher, counselor or school administrator, and may require no more than an in-school suspension. This means that students are removed from the classroom for a short period of time for the purposes of redirecting or resolving misbehavior. Other issues may result in out-of-school suspensions. This is a more formal discipline approach, which prohibits students from attending school, and which requires they have the direct supervision of a parent or other adult.

Teachers are specially authorized to keep students after school to make up work or for disciplinary reasons for periods up to one hour after the close of school. In such cases, courtesy will be extended by attempting to contact parents to let them know students will be late in arriving home. No permission slip is required for detention.

Demerit point system:

The demerit points system involves the allocation of penalty points (demerits) for a range of disrespectful manners on the school ground.

Students will have demerit points recorded on their records. The student begins with zero demerit point, and accumulates points for each disrespectful behavior and manners that are shown in the list below. If a student accumulates 15 demerit points, the student stays in Saturday detention. Three Saturday detention will result in an out of school suspension.

Detention will be held on Saturday morning from 9:00 am – 12:00 pm. Failure to attend Saturday morning detention will result in an extra Saturday detention. Failure to attend the second the Saturday detention will result a 2 days out of school suspension.

Misbehaviors:

- 1- Antagonistic behavior/Insubordination (5 points)
- 2- Being unprepared to class (1 point)
- 3- Bringing pop or drink to class (1 point)
- 4- Cheating (15 points)
- 5- Chewing gum (15 points)
- 6- Combing hair in the class (2 points)
- 7- Destruction of school property (15 points)
- 8- Disturbing class (2 points)
- 9- Drawing/writing in textbooks (3 points)
- 10- Dress code violation (5 points)
- 11- Eating/drinking in class (2 points)
- 12- Entering prohibited zone in the school (10 points)
- 13- Excessive talking (5 points)
- 14- Failure to follow a reasonable request (5 points)

- 15- Failure to follow rules on the bus (15 points)
- 16- Fighting (15 points)
- 17- Horse-playing (3 points)
- 18- Humming/Singing/making noises (3 points)
- 19- Inappropriate behavior to friend (1 point)
- 20- Inappropriate behavior to teacher (15 points)
- 21- Inappropriate cafeteria behavior (2 points)
- 22- Lack of cooperation (1 point)
- 23- Leaning back in chair (1 point)
- 24- Leaving paper/trash on the floor (2 points)
- 25- Leaving the classroom without permission (3 points)
- 26- Lying (5 point)
- 27- Makeup outside of restroom (1 point)
- 28- Misbehavior outside of school (2 points)
- 29- Not bringing gym uniform (15 points)
- 30- Not turning in administrative paper (15 points)
- 31- Not turning in assigned work or homework (3 points)
- 32- Not working on assigned tasks (1 point)
- 33- Passing notes in the class with profanity (3 points)
- 34- Passing notes in the class (1 point)
- 35- Profanity against student (5 points)
- 36- Profanity against teacher (15 points)
- 37- Refusing to take assigned seat (3 points)
- 38- Running (2 points)
- 39- Sleeping in class (5 point)
- 40- Talking back to teacher (3 points)
- 41- Tapping (2 points)
- 42- Threatening verbal or written (10 points)
- 43- Throwing stuff from window (10 points)
- 44- Throwing stuff in class/hallway/cafeteria (3 points)
- 45- Unexcused tardy to the class (1 point)
- 46- Using other lockers (15 points)
- 47- Using/carrying electronic devices in school (CD Players, Cell Phones, etc.) (15 points)
- 48- Vulgarity (3 points)

Corrective Actions:

When a student gets a referral to the office from any teacher for any of the misbehaviors, her/his parents will be informed in writing and on the phone.

Administration may give a detention to a student for any of the following reasons:

- 1- 15 demerit points
- 2- Cheating
- 3- Chewing gum

- 4- Destruction of school property
- 5- Dress code violation
- 6- Excessive talking during the class (3 times)
- 7- Failure to attend the first detention
- 8- Failure to follow rules on the bus
- 9- Inappropriate behavior to teacher
- 10- Not bringing gym uniform
- 11- Not turning in administrative papers
- 12- Profanity against student
- 13- Threatening verbal or written
- 14- Using other lockers
- 15- Using/carrying electronic devices in school

Administration may suspend a student for any of the following reasons:

- 1- 45 demerit points (1 day)
- 2- Failure to attend the second detention (2 days)
- 3- Fighting (1 day)
- 4- Getting 3 detentions for any reason (1 day)
- 5- Profanity against teacher (3 days)

Definitions:

- **“In-School/Out-of-School Suspension”**

Whenever possible and appropriate, pupils will serve suspension within the school environment. In-School Suspension (ISS) will be supervised by certified personnel in a restricted area apart from the general school population. The student serving ISS will not eat with other students or attend special subject classes and will not be permitted to participate in or attend any school function until the period of suspension is completed.

- **“Short term suspension”** shall refer to the removal of a student from school for disciplinary reasons for a period of five or fewer days;
- **“Long-term suspension”** shall refer to the removal of a student from school for disciplinary reasons for a period of more than five days; and
- **“Expulsion”** shall refer to the permanent removal of a student from school for disciplinary reasons.

In School Suspensions – ISS / Short Term Suspension

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a short term suspension, unless the Director determines that an exception should be made based on the individual circumstances of the incident and the student's disciplinary record. Such student also may be subject to any of the disciplinary measures set forth hereby, and, depending on the

severity of the infraction, a long-term suspension also may be imposed and referrals to law enforcement authorities may be made.

Disciplinary Infractions

1. Attempt to assault any student or staff member.
2. Encouraging or urging other students to violate school rules.

3. Conspiracy- Any two (2) or more persons mutually agreeing to do any unlawful act
4. Vandalize school property causing minor damage.
5. Endanger the physical safety of another by the use of force or threats of force which reasonably places the victim in fear of imminent bodily injury.
6. Engage in conduct which disrupts school or classroom activity or endanger or threaten to endanger the health, safety, welfare, or morals of others. Disrupting learning includes any behavior that prevents other students from learning. It may include but is not limited to inappropriate language, eating or drinking during class, chewing gum, insubordination, and/or selling or trading personal possessions to other students.
7. Engage in insubordination.
8. Leaving Campus without Permission. Leaving campus without prior consent and authorization from school administration
9. Fail to complete assignments, carry out directions, or comply with disciplinary sanctions.
10. Cheat on exams or quizzes, or commit plagiarism.
11. Steal, attempt to steal, or possess property known by the student to be stolen.
12. Commit extortion (Obtaining property from another with his consent, induced by a wrongful use of force or fear)
13. Engage in gambling.
14. Drive recklessly on school property.
15. Bring inappropriate materials. Pornographic, criminal, hate related, laser pointer(s), lighter(s), water balloon etc.
16. Use obscene or abusive language or gestures.
17. Engage in acts of sexual harassment, including but not limited to sexually related physical contact or offensive sexual comments.
18. Make a false bomb threat or pull a false emergency alarm. Issuing a false fire alarm is a violation of the State Law. Any student who issues a false fire alarm is subject to the legal authorities. The penalties for this, especially if any injuries result, are immense, ranging from fine of \$1,000 to \$10,000 and jail terms.
19. Possess tobacco or alcohol. This includes cigarettes, cigars, herbs, and smokeless tobacco. Possession of tobacco products in purses or lockers is prohibited under this policy.
20. Possess radios, Walkmans®, pagers, beepers or portable/cellular telephones not being used for instructional purposes.
21. Wear inappropriate, insufficient, or disruptive clothing or attire, and/or violate the student dress code. Disruption and/or intimidation caused by the wearing of any type of clothing/jewelry, or by the writing of any signs identified as or associated with gangs.
22. Refuse to identify himself or herself to school personnel.
23. Repeatedly commit minor behavioral infractions which, in the aggregate, may be considered an infraction subject to formal disciplinary action.
24. Public Display of Affection. Commit any other act which school officials reasonably conclude warrants a disciplinary response. Behaviors of affection which are not appropriate for public places such as kissing, hugging, etc.

Procedures for Short Term Suspensions

The director may impose a short-term suspension. Before imposing a short term suspension, the director shall verbally inform the student of the suspension, the reason or reasons for it, and whether

it will be served in school or out of school. The student shall be given an opportunity to deny or explain the charges.

The director also shall immediately notify the parent(s) or guardian(s) in writing that the student has been suspended from school. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall offer the opportunity for an immediate informal conference with whoever has imposed the suspension. The notification and informal conference shall be in the dominant language used by the parent(s) or guardian(s).

Long-Term Suspensions

A student who is determined to have committed any of the infractions listed below shall be subject minimally to a long-term suspension, unless the director or Board of Trustees determines that an exception should be made based on the circumstances of the incident and the student's disciplinary record. Such student may also be subject to any of the disciplinary measures set forth here, to referral to law enforcement authorities, and/or to expulsion.

Disciplinary Infractions

1. Possess, use, attempt to use, or transfer any firearm, knife, razor blade, explosive, mace, tear gas, or other dangerous object of no reasonable use to the student at school.
2. Commit or attempt to commit arson on school property.
3. Possess, sell, distribute or use any alcoholic beverage, controlled substance, imitation controlled substance, or marijuana on school property or at school sponsored events. Use of drugs or alcohol means to knowingly possess, consume, use, handle, give, store, conceal, offer to sell, sell, transmit, acquire, buy, represent, make, apply, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, non-prescription or prescription drug (except when under the direction of a physician/parent and within school procedure), alcoholic beverage, intoxicant, solvent, gas, or any mood-altering chemical, drug of abuse or any counterfeit-controlled substance of any kind including butane lighters. This prohibition also applies to any type of drug related paraphernalia. If caught, the student will be expelled and law enforcement officials may be contacted. The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, and look alike drugs is prohibited anywhere on school grounds, at any school activity, and on any school transportation. Many drug abuse offenses are also felonies. Police will be informed.
4. Assault any other student or staff member.
5. Intentionally cause physical injury to another person, except when the student's actions are reasonably necessary to protect himself or herself from injury.
6. Vandalize school property causing major damage.
7. Commit any act which school officials reasonably conclude warrants a long term suspension.

In addition, a student who commits any of the acts listed in Part II which would ordinarily result in a short-term suspension may, instead or in addition, be subject to a long-term suspension at the director's discretion.

Federal and State law require the expulsion from school for a period of not less than one year a student who is determined to have brought a firearm to a school, or to have possessed a firearm at school, except that the school's chief administering officer may modify such expulsion requirement for a student on a case-by- basis if such modification is in writing.

Procedures for Long-Term Suspensions

The director may impose a long-term suspension. Such a suspension may be imposed only after the student has been found guilty at a formal suspension hearing. In extreme circumstances, the director

may expel the student from school. Upon determining that a student's action warrants a possible long-term suspension, the director shall verbally inform the student that he or she is being suspended and is being considered for a long-term suspension (or expulsion) and state the reasons for such actions. The director also shall immediately notify the student's parent(s) or guardian(s) in writing. Written notice shall be provided by personal delivery, express mail delivery, or equivalent means reasonably calculated to assure receipt of such notice within 24 hours of suspension at the last known address. Where possible, notification also shall be provided by telephone if the school has been provided with a contact telephone number for the parent(s) or guardian(s). Such notice shall provide a description of the incident or incidents which resulted in the suspension and shall indicate that a formal hearing will be held on the matter which may result in a long-term suspension (or expulsion). The notification provided shall be in the dominant language used by the parent(s) or guardian(s). At the formal hearing, the student shall have the right to be represented by counsel, question witnesses, and present evidence.

STUDENT RIGHTS AND RESPONSIBILITIES

Participation in School Activities

All students have the following rights:

To have the opportunity to take part in all school activities on an equal basis regardless of race, sex, national origin, creed, or disability.

To address the school on the same terms as any citizen.

Similarly, all students are bound by the same rules for exclusion from school activities and public address.

Records

The school will not disclose any information from the student's permanent records except as authorized pursuant to The Family Education Rights and Privacy Act of 1974 (FERPA), or in response to a subpoena, as required by law. The parent(s) or guardian(s) of a student under 18 years of age, or a student 18 years of age or older, is entitled to access to the student's school records by submitting a written request to the director.

Freedom of Expression

Students are entitled to express their personal opinions verbally, in writing, or by symbolic speech. The expression of such opinions, however, shall not interfere with the freedom of others to express themselves, and written expression of opinion must be signed by the author. Any form of expression that involves libel, slander, the use of obscenity, or personal attacks, or that otherwise disrupts the educational process, is prohibited. All forms of expression also must be in compliance with the Student Disciplinary Code and the school dress code, violations of which are punishable as stated in the Disciplinary Code.

Student participation in the publication of school sponsored student newsletters, yearbooks, literary magazines and similar publications is encouraged as a learning and educational experience. These publications, if any, shall be supervised by qualified faculty advisors and shall strive to meet high standards of journalism. In order to maintain consistency with the school's basic educational mission, the content of such publications is controlled by school authorities.

No person shall distribute any printed or written materials on school property without the prior permission of the director. The director may regulate the content of materials to be distributed on school property to the extent necessary to avoid material and substantial interference with the requirements of appropriate discipline in the operation of the school. The director may also regulate the time, place, manner and duration of such distribution.

Search and Seizure

A student and/or the student's belongings may be searched by a school official if the official has suspicion to believe that a search of that student will result in evidence that the student violated the law or a school rule. Items which are prohibited on school property, or which may be used to disrupt or interfere with the educational process, may be removed from the student by school authorities.

Student lockers and desks remain the property of the school, though the school is not responsible for books, clothing, or valuables left in lockers or desks. A student shall not place or keep in a locker or desk any article or material which is of a non-school nature and may cause or tend to cause the disruption of the mission of the school.

CHAIN OF COMMAND FOR QUESTIONS OR CONCERNS

The P.A.S.S.J. Board wishes to emphasize that concerns regarding programs, personnel or other issues must be handled through a proper chain of command. Using this procedure, a citizen must first address the concern with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. As an example, a normal chain of command regarding a concern with a classroom teacher would begin with the classroom teacher; continue through the Vice Principal, then on to the Principal and finally the P.A.S.S.J. Board. Please use this chain of command until your concern is resolved or ask for guidance if you are not sure where to begin.

STUDENTS PARENT CONTRACT

Pioneer Academy of Science - South Jersey is committed to reviewing its policies, practices, and benefits continually. Accordingly, the policies, practices, and benefits outlines in this student handbook are subject to change at any time. Pioneer Academy of Science - South Jersey reserves the right to make final interpretation of all current or future policies, and to make the determination, entirely within its discretion, as to whether the facts of a particular situation warrant action on its part.

I have read and understand the Pioneer Academy of Science - South Jersey Parent/Student handbook and agree to adhere to policies. We recognize the right and responsibility of the school to make rules and enforce them.

Parent or guardian name:

Parent Signature: _____ Date _____

Student name:

Student Signature: _____ Date _____

PLEASE SIGN AND RETURN TO THE SCHOOL OFFICE BY _____

ATTACHMENTS:

Detailed Daily ScheduleBell Schedule for K-3 Grades

1st Period	8:30 am - 9:15 am
2nd Period	9:20 am - 10:05 am
3rd Period	10:10 am - 10:55 pm
4th Period	11:00 am - 11:45 am
5th Period / Lunch	11:50 am - 12:25 pm
6th Period	12:30 pm - 1:15 pm
7th Period	1:20 pm - 2:05 pm
8th Period	2:10 pm - 2:55 pm
9th Period / Clubs and Activities	3:00 pm - 3:45 pm

Bell Schedule for 4-9 Grades

1st Period	8:30 am - 9:15 am
2nd Period	9:20 am - 10:05 am
3rd Period	10:10 am - 10:55 pm
4th Period	11:00 am - 11:45 am
5th Period	11:50 am - 12:35 pm
6th Period / Lunch	12:40 pm - 1:15 pm
7th Period	1:20 pm - 2:05 pm
8th Period	2:10 pm - 2:55 pm
9th Period / Clubs and Activities	3:00 pm - 3:45 pm

2007-2008 School Year Calendar