

PENNSVILLE BOARD OF EDUCATION
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REGULATION: 6147.1R

EVALUATION OF INDIVIDUAL STUDENT PERFORMANCE

K-12 Forward

The Pennsville School District values the importance of using accurate grading methods to effectively evaluate student achievement. Assigning grades that are valid, reliable, and transparent promotes effective communication of student achievement. Therefore, grading guidelines that address the validity, reliability, and transparency of grades that are assigned to students are essential.

Overall Philosophy

In today's world of education, individual staff and District accountability has increased and come to the forefront. Grading Guidelines increases the validity, reliability, transparency, and accountability of grading, while at the same time demonstrating an accurate account of students' achievement of the standards set forth by the District and the State of New Jersey. Overarching ideas incorporated in the overall philosophy that shaped the grading guidelines are:

- Grading practices must be consistent, valid, reliable, transparent, and fair;
- Grading practices must be consistent within departments and across grade levels;
- Grades must be transparent and easy for parents/guardians and students to understand and calculate;
- Grades are to reflect student achievement of the New Jersey Core Curriculum Content Standards;
- Grades must be a valid measure of student achievement and include multiple and varied types of assessments; and
- Grading practices must incorporate flexibility to allow for course differences.

High School and Middle School Guidelines

The following grading guidelines will be implemented for students in Pennsville Memorial High School and Pennsville Middle School:

A. Total Points and Assessment Categories

- Using total points is the most transparent way for parents/guardians and students to calculate averages.
- Grades are to be standards based.
- Grades must reflect the degree to which the student has mastered the essential knowledge and skills. Refer to sections P and Q for additional information pertaining to secondary Related Arts and Physical Education respectively.

- The grade book will document completion of work, enrichment activities, and remediation.
- All departments in Grades 6-12 will use the following categories:
 - Homework/Classwork, Minor Assessments, Major Assessments

B. Homework

- Homework is not to be accepted late, unless provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan, and/or other similarly developed academic plan.

C. Extra Credit

- If a teacher chooses to offer extra credit, it must be standards based and offered to all students in that course.
- Extra credit can be no more than 5% per assignment.
- Extra credit must be used by the teacher judiciously.

D. Absences

- Students who are absent, whether excused or unexcused, will be permitted to make up missed work and assessments.
- Students will have at least as many school days as the student was absent to make up work.

E. Zeroes, Cheating, Incompletes, No Grades, and Plagiarism

- If a student is absent on the day that a test and/or quiz is administered or that an assignment for grade is collected, the grade for the test, quiz and/or assignment for grade is to be checked as "M" for missing and a zero placed in the gradebook until the test and/or quiz is taken, or the assignment for grade is completed.
- Students, who have cheated on any minor/major assessment, will be given a "0" with the opportunity for an alternate re-assessment during a non-instructional time to be determined by building administration. If the student chooses to take the alternate re-assessment, the two scores will be averaged. If the student decides not to take the alternate re-assessment, the zero will remain.
- Any student who has been caught cheating on a Homework/Classwork assignment will be assessed a "0" for that assignment.
- "EX" is to be used for excused assignments, and it will not be used in the average.
- Marking period, Mid-term, and/or Final exam grades that are incomplete will be placed in the gradebook as a "0" with an "I" for incomplete checked. The "0" will be averaged into the semester or year average as a zero until the work is completed or until the deadline established for finalizing grades.
- Marking period, Mid-Term, and/or Final exam grades that are not graded will be placed in the gradebook as "NG" and are to be given only by Administrative directive from the

Building Administrator, Superintendent, or his/her designee.

- Plagiarism is defined as work that is copied from another source and presented as one's own, ranging from an idea to an entire paper. Plagiarism can be avoided through careful attention to proper citation and with the assistance of an online plagiarism prevention and originality checking service such as Turnitin.com.
- A student paper will be deemed to be plagiarized when the final submitted copy contains approximately 15-20% unoriginal work. This figure is a guideline for teachers, who will make the final determination. A smaller percentage of unoriginal writing will be considered faulty citation, and the paper will be graded accordingly.
- Composition assignments found to contain plagiarized work will be given a zero. The student will then have one (1) day in which to write and submit a new assignment. The two grades will then be averaged.
- For a research paper assignment found to contain plagiarized work, the paper will be given a zero, and the student will be allowed one week to complete all the steps necessary for a properly researched and cited paper. The two grades will then be averaged as above.

F. Late work

- All major and minor assignments and assessments shall be accepted late and shall be penalized 10% of the grade for lateness per day. "Late" is defined as any time the established date and time the assignment was made due by the staff member. If a student was absent on the entire day the assignment was due, the student will have as many school days as the student was absent to make up the assignment, unless given additional time by the building administrator due to extenuating circumstances or religious event. In a rotating schedule situation the day count will be assessed as school days, NOT days in which the class period meets.
- For rotating school schedules, such as A/B Block and/or Modified Block, lateness deductions can only be applied on the day in which the class meets, not on a day where the schedule skips the given class meeting period..
- Students shall receive a "0" for assignments or assessments that are not turned in by the "late" time defined above. There shall be no exceptions after the due date unless made by the building administrator for an extenuating circumstance or religious event, unless an additional exception is provided by the student's Individualized Education Plan (IEP), Section 504 Accommodation Plan, and/or other similarly developed academic plan.
- An assignment or assessment may be accepted late at any time with or without a grade penalty at the discretion of the building principal for extenuating circumstances.
- Homework will not be accepted late unless an exception is provided for in the student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

G. Reassessment

- Reassessments are not permitted, unless the teacher determines that the assessment was invalid and/or a reassessment is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Every student that is reassessed will be re-assessed using an alternate assessment.
- Teacher discretion may be used to postpone an assessment or redo an assessment for unusual extenuating circumstances on a case by case basis, such as family emergency the night before the assessment or illness.
- Programs such as Study Island and/or Accelerated Math, which are based on reassessment of skills until mastery is achieved, are exceptions to the above.
- Revisions in the writing process are not considered reassessment.

H. Bell curves

- Use of the bell curve is not consistent with standards-based assessment, and therefore, is not to be used.

I. Category values

- Teachers are to follow guidelines:
 1. All assignments will be classified into 1 of 3 categories for all departments in grades 6-12
 - a. Homework/Classwork
 - b. Minor Assessment
 - c. Major Assessment
 1. Each category will have a set point total. Ex. HW/CW = 5-15pts, Minor Assessments = 25-50pts, Major Assessments = 75-100pts.
 1. Each category will have a minimum number of assignments per marking period, for a class that meets daily.
 - a. HW/CW - minimum 10 assignments (minimum 50-150 points)
 - b. Minor Assessments - minimum 6 assessments (minimum 150-300 points)
 - c. Major Assessments (benchmarks are included in this category)- minimum 3 assessments (minimum 225-300 points)
 4. Each category will have a minimum number of assignments per marking period, for a class that meets every other day.
 - a. HW/CW - minimum 10 assignments (minimum 50-150 points)
 - b. Minor Assessments - minimum 4 assessments (minimum 100-200 points)
 - c. Major Assessments (benchmarks are included in category) - minimum 2 assessments (minimum 150-200 points)

- Multiple types of assessments are necessary to ensure differentiation of instruction.
- More emphasis and value are to be placed on summative/academic achievement, which reflects a student's mastery of content skills rather than formative/academic practice.

J. Number of Grades and Frequency of Grades Entered In PowerTeacher

- Students are to be given multiple and varied opportunities to demonstrate their skills and knowledge, which align with the minimum grades per category as referenced in letter "I" Total Points, above.
- Grades are to be recorded in PowerTeacher within one (1) week of the due date.
- Certain assessments, such as research papers and large projects, may be exempted from being recorded in PowerTeacher within one (1) week of the due date. Teachers should use their discretion in these instances and notify students of when the grades will be recorded.

K. Final Marking Periods Grades

- For the first marking period, no student at the high school or middle school will receive a reported grade lower than sixty percent (60%) on his/her report card for a full year course.
- For the second marking period, no student at the middle school shall receive a reported grade lower than sixty percent (60%) on his/her report card for a full-year course.
- For the third marking period, no student in the middle school shall receive a reported grade below fifty percent (50%) on his/her report card for a full year course.
- For semester courses, no student at the high school shall receive a reported grade lower than sixty (60%) on his/her report card for the first marking period of the semester.
- Grades for quarter/marketing period courses at the high school have no minimum grade in any marking period.
- For quarter and semester courses at the middle school, no student shall receive a reported grade lower than sixty (60%) on their report card.

L. Group projects

- For any group project, two (2) rubrics must be used to grade group projects: a group grade and an individual grade.
- The individual grade must have a greater value than the group grade.

M. Home projects

- No more than two (2) major assessments in any subject during one marking period shall be home projects other than in a project-based course. Home projects are defined as projects that are done entirely at home and that require a final product other than an essay or paper. A major assessment is defined as comparable to a test grade in value.

N. Honor roll

- The honor roll requirements will be "All A Honor Roll" and an "A and B Honor Roll".

O. English as a Second Language

- Until a student is determined to be fully English proficient, alternative grading procedures will be in effect.
- ESL students with a WIDA language proficiency level of 1.0-2.4 will receive a pass/fail grade. The following will be noted on the student's report card: "Pass/Fail grade assigned due to student's language proficiency."
- ESL students with a WIDA language proficiency level of 2.5-4.4 will receive a final marking period grade of no lower than 78%. The following will be noted on the student's report card: "Student's grade has been modified according to ESL grading guidelines." The student's strengths and weaknesses should also be indicated.
- ESL students with a WIDA language proficiency level of 4.5 and above will be given standard grades equivalent to those assigned to native English speaking peers.
- All ESL students will be given 1 ½ time to complete assessments.

P. Related Arts:

1. Middle School

In the middle school, the teacher should evaluate student progress in terms of individual growth and encourage student self-evaluation through individual and group critiques.

Emphasis should be focused on the creative process rather than the final product. The teacher should use rubric based assessments for student work. Related Arts-educators recognize that some skills may be measured by testing or objective product evaluation. Effective teachers also make evaluative judgments based on expressive measures. The grading criteria established for middle school related arts classes must recognize both of these elements.

Objective scores and documentation of the teacher's professional judgment will be maintained to determine the student's daily/weekly grades. In formulating grades the relative weight of these components may vary from unit to unit. Teachers should use rubrics showing how their subjective assessments translate into grades. When reporting progress, teachers must be sure that the system is easily understood by the students and the parents.

2. High School

In a high school related arts course, evaluation of the student's total experience requires consideration of the individual's aesthetic growth, understanding of art

culture and heritage, and development of skills, as well as the quality of creative work. Teacher evaluation must include evidence of artistic growth. Since innovation, imaginative response, and expression are highly valued in the arts, evaluation must be based on the student's individual growth. The teacher's professional judgment is extremely important in evaluating that growth.

In both objective and expressive evaluation, in addition to rubrics, the teacher may use a variety of formal and informal assessment tools (observations, checklists, discussion, portfolios, demonstrations, exhibitions, sketchbooks, self-evaluation, written and oral reports and tests, and individual and group critiques). For grading purposes, the relative weight of the objective and subjective components will vary depending on the criteria established for the individual unit or project. The student should have a good understanding of the criteria being used for each segment of the curriculum.

Q. Physical Education Courses:

Middle School/High School

For Physical Education courses at the middle school and high school, the teacher should evaluate student progress in terms of individual growth and mastery of the standards, which the State of NJ has adopted for Physical Education. In order for students to show growth and ultimately achieve the standards, participation in all activities is essential.

Due to the physical nature of the activities, which students are performing, proper physical education clothing is required. Failure to provide and maintain all required ~~uniform~~ essentials will result in the loss of all points for that day's activity. Also, due to the size of the groups involved with Physical Education class, cooperation and proper attitude is essential to the safety and productivity of all students; and therefore, points will be deducted for failure to maintain proper safety measures. Points will be given on a daily one hundred point scale, based on the student's mastery of the day's skill(s). One total point grade will be recorded at the end of each week, based on the total number of days' each class meets.

When reporting progress, teachers must be sure that the system is easily understood by the students and the parents. Materials will be distributed to parents that list all possible deductions, which can be received during a given class period.

ELEMENTARY SCHOOL GUIDELINES

A. Product

- Assessments used for grades will be standards-based without any "non-achievement"

factors.

- No work/project is to be used as a product grade, if it is completed at home, unless provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

B. Process

- A student's citizenship grades 2-5 will be graded as "O," "S," or "N", and a student's Positive Behavior in grades K-1 will be "ME" or "NI" for "Meets Expectations" or "Needs Improvement".
- The rubric scale for a student's citizenship grades 2-5 will be calculated through PowerTeacher as follows: "O" = 100 – 90, "S" = 89 – 75, and "N" = 74 and below.
- A student's citizenship grade in grades 2-5 will be part of process with standardized rubric, and a student's Positive Behavior grade in grades K-1 will be derived from the researched based positive behavior color coded system, unless an exception is provided in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- One citizenship or Positive Behavior grade per week will be entered in PowerTeacher. Comments will be added for any score of an "N" or "NI". In addition, teachers will add comments in PowerTeacher, if the student earns a lower overall average than usual for more than 2 weeks consecutively. For example, if a student earns an "S" for two weeks in a row, after only ever receiving "O"s since the marking period began, then the teacher will add comments.
- A student's grade is to represent that student's behavior within the school community including classroom, cafeteria, playground, and specials.
- Please see attached Citizenship rubric.

C. Progress

- Student progress will be communicated through comments section on report card, as well as through any other means of communication provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

D. Standards Based Grading (Grades K-1) and Total Points (Grades 2-5)

- Grades are to be standards based. Grades K-1 will utilize a standards-based report card and grades 2-5 will utilize total points.
- Grades must reflect the degree to which the student has mastered the essential knowledge and skills. Grades for special area classes (i.e. art, music, health/physical education) are based on participation, behavior and content understanding.
- The actual earned student grade is to be entered in PowerTeacher; however, no student at the elementary level in grades 2-5 shall receive a reported grade lower than sixty (60%) on his/her report card for any marking period.

- The grade book in grades 2-5 will document completion of work, enrichment activities, and remediation. The grade book in grades K-1 will document progress towards mastery of standards using summative assessments with "GW" or "KP" for "Good Work" or "Keep Practicing", respectively. In grades K-1, report card grades will reflect level of mastery towards standards using summative assessments, portfolios, running records, and writing rubrics. Levels of mastery will be reported with "ME" (Meets Expectations) or "NI" (Needs Improvement). Teachers in grades K-1 will utilize common assessments, common benchmarks, and common standard levels of mastery across the grade levels.

E. Zeroes (Grades 2-5)

- Assignments that are not graded will be entered in PowerTeacher as "NG" and are to be given only by administrative directives.
- There will be no point or percentage deduction for late work that is turned in within three (3) days of the due date. However, an assessment may not be turned in for credit after three (3) days of the due date, unless an exception is made by the building administrator for an extenuating circumstance, or an exception is made in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- An "O" is to be placed in the gradebook for an assignment that is not turned in with an "M" checked in the gradebook for missing. The grade will be calculated as a zero ("O") until the assignment is turned in and scored, unless the assessment is not turned in, as noted above, within three (3) days of the due date. In that event, the "O" will remain in the gradebook and the grade will be calculated as a zero ("O"). However, an exception will be made in situations where additional time for the submission of an assessment beyond the three (3) day time frame noted above is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- It will be at the teacher's discretion to determine an assignment's due date.
- Homework will not be accepted late, unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Assignments, which are late due to absence, will be treated according to Board policy.
- Assignments will be placed in the gradebook as "O" with "M" checked for missing until the assignment is completed and turned in for scoring.

F. Extra Credit

- Extra credit is not permitted at the elementary level; however, a teacher may give challenge or bonus questions that may be rewarded in ways other than through grades for correct completion.

G. Honor Roll (Grades 4-5)

- There is an 'All A Honor Roll' and an 'A and B Honor Roll'. To qualify for the 'All A Honor

Roll', a student must have an A in all academic subjects and an O in citizenship.

- To qualify for the 'A and B Honor Roll', a student must have an A or B in all academic subjects with at least one A in any one academic subject, and a student must have an "O" or "S" in citizenship.

H. PowerSchool

- Information and "How-to" directions for parents/guardians will be included in the handbook and/or Back to School information packet. The information will include topics such as how to find teacher comments for a specific assignment.

I. Assessments

- The common assessments are to be used in grades 2-5 for end of unit assessments, unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Common assessments are to be used in grades K-1 for all assessments used for reporting student progress in PowerTeacher and Report Cards, unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

J. Bell Curve

- Use of the bell curve is not consistent with standards-based assessment; and therefore, is not to be used.

K. Group grades (Grades 2-5)

- Assignments that are completed by groups will be scored using a rubric.
- Students will receive an individual grade for their work on the project and not a group grade.

L. Weighting/Averages (Grades 2-5)

- Categories are not to be weighted. Categories are only to be used to determine the type of assessment.
- End of Unit assessments values are to be consistent across grade levels.
- Reassessments are not permitted, unless the teacher determines that the assessment will not be used for any student because of the need for more instruction, and/or an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan. In addition, teacher discretion may be used to postpone an assessment or redo an assessment for unusual extenuating circumstances on a case by case basis, such as family emergency

the night before the assessment or illness.

L. Number and frequency of grades per week entered in PowerSchool

- Students are to be given multiple and varied opportunities to demonstrate their skills and knowledge.
- Teachers will follow guidelines and requirements of building administrators/ supervisors, as well as any modification and/or supports provided in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.
- Grades are to be recorded in PowerSchool within one (1) week of the due date.
- There are to be enough grades in each subject to reflect an accurate assessment of student achievement.
- Teachers must follow grade level guidelines, unless an exception is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

M. Absences

- Students who are absent, whether excused or unexcused, will be permitted to make up missed work and assessments.
- Students will have at least as many days as the student was absent to make up work, unless additional time is provided for in a student's Individualized Education Plan ("IEP"), Section 504 Accommodation Plan and/or other similarly developed academic plan.

N. Formative/Summative and General Guidelines

- Multiple types of assessments are necessary to ensure differentiation of instruction.
- In grades 2-5, more emphasis and value are to be placed on summative/academic achievement, which reflects a student's mastery of content skills rather than formative/academic practice. In grades K-1, only summative/academic achievement, which reflects a student's mastery of content skills to report mastery of standards through PowerTeacher and report cards.
- Please see attached guideline delineating summative/academic achievement versus formative/academic practice.
- Assignments/assessments in grades 2-5 such as projects that are not completed entirely in school and that will be used as a grade will be included with formative/academic practice; however, this does not include homework.
- Homework is not to be used towards a product grade; however, homework is incorporated in the citizenship rubric (grades 2-5).
- Comments indicating that an assessment has been completed with materials below grade level are to be reported on the comment section of the report card when grading a student who is working with below grade level materials, and who does not have an IEP.

O. Cheating

- Teachers will handle the issue of students cheating on graded assessments in collaboration with the building administrator and applicable Board Policy and Regulation.

Q. English as a Second Language

- For all grade levels with a numeric grading system - Until a student is determined to be fully English proficient, alternative grading procedures will be in effect.
- ESL students with a WIDA language proficiency level of 1.0-2.4 will receive a pass/fail grade. The following will be noted on the student's report card: "Pass/Fail grade assigned due to student's language proficiency."
- ESL students with a WIDA language proficiency level of 2.5-4.4 will receive a final marking period grade of no lower than 78%. The following will be noted on the student's report card: "Student's grade has been modified according to ESL grading guidelines." The student's strengths and weaknesses should also be indicated.
- ESL students with a WIDA language proficiency level of 4.5 and above will be given standard grades equivalent to those assigned to native English speaking peers.
- All ESL students will be given 1 ½ time to complete assessments.
- For all grade levels with a Standards Based Grading System, ESL students will be assessed using the same criteria as native English speakers. In any areas that ESL students do not meet expectations, a narrative report will be provided.

Revised: August 28, 2017



Pennsville Memorial

Cross Country Girls Varsity Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves
Saturday, Sep 9, 2017					
Cherokee Challenge ?	9:00AM	Cherokee	Pennsville Memorial	Cherokee High School	7:15AM
Tuesday, Sep 12, 2017					
Batch Meet ?	4:00PM	Pennsville Memorial	Gloucester City Jr-Sr, Pitman	Kingsway Regional High School	2:30PM
Saturday, Sep 16, 2017					
SJ Shoot Out ?	8:30AM	Pennsville Memorial	TBA	Rowan College at Gloucester County (RCGC)	7:15AM
Tuesday, Sep 26, 2017					
Batch Meet ?	4:00PM	Pennsville Memorial	Salem, Wildwood	Delsea Regional High School	2:30PM
Tuesday, Oct 3, 2017					
Batch Meet ?	4:00PM	Pennsville Memorial	Clayton, Penns Grove	Cumberland Regional High School	2:30PM
Saturday, Oct 7, 2017					
Invitational ?	9:30AM	Holmdel	Pennsville Memorial	Holmdel Park	5:45AM
Wednesday, Oct 18, 2017					
Salem County Championships ?	4:00PM	Arthur P. Schalick	Penns Grove, Pennsville Memorial, Salem, Woodstown	A.P. Schalick HS	2:30PM
Wednesday, Oct 25, 2017					
Showcase ?	3:30PM	TCC	Pennsville Memorial	Cumberland Regional High School	2:30PM
Saturday, Nov 4, 2017					
NJSIAA Sectionals ?	10:00AM	Delsea Regional	Pennsville Memorial	Delsea Regional High School	8:30AM
Saturday, Nov 11, 2017					
NJSIAA Group Finals ?	2:00PM	Holmdel	Pennsville Memorial	Holmdel Park	10:30AM
Saturday, Nov 18, 2017					
Meet Of Champions ?	11:00AM	Holmdel	Pennsville Memorial	Holmdel Park	7:00AM



Pennsville Memorial

Cross Country Boys Varsity Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves
Saturday, Sep 9, 2017					
Cherokee Challenge	9:00AM	Cherokee	Pennsville Memorial	Cherokee High School	7:15AM
Tuesday, Sep 12, 2017					
Meet	4:00PM	Pennsville Memorial	Gloucester City Jr-Sr, Pitman	Kingsway Regional High School	2:30PM
Saturday, Sep 16, 2017					
SJ Shoot Out	8:30AM	Pennsville Memorial	TBA	Rowan College at Gloucester County (RCGC)	7:15AM
Tuesday, Sep 26, 2017					
Meet	4:00PM	Pennsville Memorial	Salem, Wildwood	Delsea Regional High School	2:30PM
Tuesday, Oct 3, 2017					
Meet	4:00PM	Pennsville Memorial	Clayton, Penns Grove	Cumberland Regional High School	2:30PM
Saturday, Oct 7, 2017					
Invitational	9:30AM	Holmdel	Pennsville Memorial	Holmdel Park	5:45AM
Wednesday, Oct 18, 2017					
Salem County Championships	3:30PM	Arthur P. Schalick	Penns Grove, Pennsville Memorial, Salem, Woodstown	A.P. Schalick HS	2:30PM
Wednesday, Oct 25, 2017					
Showcase	3:30PM	TCC	Pennsville Memorial	Cumberland Regional High School	2:30PM
Saturday, Nov 4, 2017					
NJSIAA Sectionals	10:00AM	Delsea Regional	Pennsville Memorial	Delsea Regional High School	8:30AM
Saturday, Nov 11, 2017					
NJSIAA Group Finals	2:00PM	Holmdel	Pennsville Memorial	Holmdel Park	10:30AM
Saturday, Nov 18, 2017					
Meet Of Champions	11:00AM	Holmdel	Pennsville Memorial	Holmdel Park	7:00AM

Game	4:00PM	Pennsville Memorial	Salem	Pennsville Memorial High School Field Hockey Field
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Tuesday, Oct 17, 2017

Game	4:00PM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Field Hockey Field
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Thursday, Oct 19, 2017

Game	4:00PM	Gloucester City Jr-Sr	Pennsville Memorial	Gloucester City Jr-Sr High School
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Pennsville Memorial

Soccer Boys JV Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location
Tuesday, Aug 22, 2017				
Scrimmage	10:00AM	Sterling	Pennsville Memorial	Sterling High School
Tuesday, Aug 29, 2017				
Scrimmage	10:00AM	Pennsville Memorial	Gloucester County Institute of Technology	Pennsville Memorial High School Soccer Field #1
Thursday, Aug 31, 2017				
Scrimmage	10:00AM	Pennsville Memorial	Deptford Township	Pennsville Memorial High School Soccer Field #1
Tuesday, Sep 5, 2017				
Game	4:00PM	Gateway Regional	Pennsville Memorial	Gateway Regional High School
Monday, Sep 11, 2017				
Game	3:45PM	Pennsville Memorial	Audubon	Pennsville Memorial High School Soccer Field #1
Wednesday, Sep 13, 2017				
Game	4:00PM	Pitman	Pennsville Memorial	Alcyon Park
Friday, Sep 15, 2017				
Game	4:00PM	Pennsville Memorial	Salem	Pennsville Memorial High School Football Stadium
Monday, Sep 25, 2017				
Game	4:00PM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Football Stadium
Wednesday, Sep 27, 2017				
Game	4:00PM	Clayton	Pennsville Memorial	Clayton High School
Wednesday, Oct 11, 2017				
Game	4:00PM	Pennsville Memorial	Pitman	Pennsville Memorial High School Football Stadium
Friday, Oct 13, 2017				
Game	4:00PM	Salem	Pennsville Memorial	Salem High School
Tuesday, Oct 17, 2017				
Game	4:00PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS
Saturday, Oct 21, 2017				
Game	4:00PM	Penns Grove	Pennsville Memorial	Penns Grove High School
Monday, Oct 23, 2017				
Game	4:00PM	Pennsville Memorial	Clayton	Pennsville Memorial High School Football Stadium

Game	4:00PM	Pennsville Memorial	Pitman	Pennsville Memorial High School Football Stadium
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Friday, Oct 13, 2017

Game	4:00PM	Salem	Pennsville Memorial	Salem High School	2:30PM
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Tuesday, Oct 17, 2017

Game	4:00PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS	2:30PM
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Thursday, Oct 19, 2017

Game	4:00PM	Pennsville Memorial	Gloucester City Jr-Sr	Pennsville Memorial High School Football Stadium
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Saturday, Oct 21, 2017

Game	4:00PM	Penns Grove	Pennsville Memorial	Penns Grove High School
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Monday, Oct 23, 2017

Game	4:00PM	Pennsville Memorial	Clayton	Pennsville Memorial High School Football Stadium
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Pennsville Memorial

Soccer Girls JV Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location
Thursday, Aug 24, 2017				
Scrimmage	10:00AM	Pennsville Memorial	Highland Regional	Pennsville Memorial High School Soccer Field #1
Monday, Aug 28, 2017				
Scrimmage	10:00AM	Gloucester County Institute of Technology	Pennsville Memorial	GCIT HS
Tuesday, Aug 29, 2017				
Scrimmage	4:00PM	Hammonton	Pennsville Memorial	Hammonton High School
Friday, Sep 1, 2017				
Scrimmage	10:00AM	Pennsville Memorial	Glassboro	Pennsville Memorial High School Soccer Field #1
Tuesday, Sep 5, 2017				
Game	4:00PM	Williamstown	Pennsville Memorial	Williamstown High School
Monday, Sep 11, 2017				
Game	4:00PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS
Wednesday, Sep 13, 2017				
Game	4:00PM	Pennsville Memorial	Pitman	Pennsville Memorial High School Football Stadium
Friday, Sep 15, 2017				
Game	4:00PM	Salem	Pennsville Memorial	Salem High School
Monday, Sep 18, 2017				
Game	4:00PM	Triton Regional	Pennsville Memorial	Triton Regional High School
Tuesday, Sep 19, 2017				
Game	4:00PM	Pennsville Memorial	Delsea	Delsea Regional High School
Monday, Sep 25, 2017				
Game	4:00PM	Penns Grove	Pennsville Memorial	Penns Grove High School
Wednesday, Sep 27, 2017				
Game	4:00PM	Pennsville Memorial	Clayton	Pennsville Memorial High School Football Stadium
Monday, Oct 2, 2017				
Game	4:00PM	Gloucester Catholic	Pennsville Memorial	Gloucester Catholic Patrick Peyton Athletic Complex
Wednesday, Oct 4, 2017				
Game	4:00PM	Haddonfield Memorial	Pennsville Memorial	Haddonfield Memorial High School

Monday, Oct 9, 2017

Game	10:00AM	Pennsville Memorial	Sterling	Pennsville Memorial High School Soccer Field #1
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Tuesday, Oct 10, 2017

Game	10:00AM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Soccer Field #1
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Wednesday, Oct 11, 2017

Game	4:00PM	Pitman	Pennsville Memorial	Pitman High School
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Friday, Oct 13, 2017

Game	4:00PM	Pennsville Memorial	Salem	Pennsville Memorial High School Football Stadium
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Tuesday, Oct 17, 2017

Game	4:00PM	Pennsville Memorial	Deptford Township	Pennsville Memorial High School Football Stadium
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Monday, Oct 23, 2017

Game	4:00PM	Clayton	Pennsville Memorial	Clayton High School
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Pennsville Memorial

Soccer Girls Varsity Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves
Thursday, Aug 24, 2017					
Scrimmage	10:00AM	Pennsville Memorial	Highland Regional	Pennsville Memorial High School Football Stadium	
Monday, Aug 28, 2017					
Scrimmage	10:00AM	Gloucester County Institute of Technology	Pennsville Memorial	GCIT HS	
Tuesday, Aug 29, 2017					
Scrimmage	4:00PM	Hammonton	Pennsville Memorial	Hammonton High School	2:30PM
Friday, Sep 1, 2017					
Scrimmage	10:00AM	Pennsville Memorial	Glassboro	Pennsville Memorial High School Football Stadium	
Tuesday, Sep 5, 2017					
Game	4:00PM	Williamstown	Pennsville Memorial	Williamstown High School	2:30PM
Friday, Sep 8, 2017					
Game	4:00PM	Wildwood	Pennsville Memorial	Maxwell-Field 401 W. Youngs Ave. Wildwood, NJ	
Monday, Sep 11, 2017					
Game	4:00PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS	
Wednesday, Sep 13, 2017					
Game	4:00PM	Pennsville Memorial	Pitman	Pennsville Memorial High School Football Stadium	
Friday, Sep 15, 2017					
Game	4:00PM	Salem	Pennsville Memorial	Salem High School	
Monday, Sep 18, 2017					
Game	4:00PM	Triton Regional	Pennsville Memorial	Triton Regional High School	
Tuesday, Sep 19, 2017					
Game	4:00PM	Pennsville Memorial	Delsea	Delsea Regional High School	
Thursday, Sep 21, 2017					
Game	4:00PM	Pennsville Memorial	Gloucester City Jr-Sr	Pennsville Memorial High School Football Stadium	
Monday, Sep 25, 2017					
Game	4:00PM	Penns Grove	Pennsville Memorial	Penns Grove High School	
Wednesday, Sep 27, 2017					
Game	4:00PM	Pennsville	Clayton	Pennsville Memorial	

Memorial				High School Football Stadium
Monday, Oct 2, 2017				
Game	4:00PM	Gloucester Catholic	Pennsville Memorial	Gloucester Catholic Patrick Peyton Athletic Complex
Tuesday, Oct 3, 2017				
Game	4:00PM	Pennsville Memorial	Wildwood	Pennsville Memorial High School Football Stadium
Wednesday, Oct 4, 2017				
Game	4:00PM	Haddonfield Memorial	Pennsville Memorial	Haddonfield Memorial High School 2:30PM
Monday, Oct 9, 2017				
Game	10:00AM	Pennsville Memorial	Sterling	Pennsville Memorial High School Football Stadium
Tuesday, Oct 10, 2017				
Game	4:00PM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Football Stadium
Wednesday, Oct 11, 2017				
Game	4:00PM	Pitman	Pennsville Memorial	Pitman High School
Friday, Oct 13, 2017				
Game	4:00PM	Pennsville Memorial	Salem	Pennsville Memorial High School Football Stadium
Tuesday, Oct 17, 2017				
Game	4:00PM	Pennsville Memorial	Deptford Township	Pennsville Memorial High School Football Stadium
Thursday, Oct 19, 2017				
Game	4:00PM	Gloucester City Jr-Sr	Pennsville Memorial	Gloucester City Jr-Sr High School
Monday, Oct 23, 2017				
Game	4:00PM	Clayton	Pennsville Memorial	Clayton High School



Pennsville Memorial

Tennis Girls Varsity Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves	Dismissal	Comments
Wednesday, Aug 23, 2017							
Scrimmage	11:00AM	Oakcrest	Pennsville Memorial	Oakcrest High School	9:15AM		
Thursday, Aug 24, 2017							
Scrimmage	10:00AM	Pennsville Memorial	Deptford Township	Pennsville Memorial High School Tennis Courts			
Wednesday, Aug 30, 2017							
Scrimmage	10:00AM	Pennsville Memorial	Kingsway Regional	Pennsville Memorial High School Tennis Courts			
Thursday, Aug 31, 2017							
Scrimmage	10:00AM	Pennsville Memorial	Gloucester County Institute of Technology	Pennsville Memorial High School Tennis Courts			(Location Changed) Scrimmage moved from Away to Home on 8/31.
Wednesday, Sep 6, 2017							
Match	4:00PM	Pennsville Memorial	Wildwood	Pennsville Memorial High School Tennis Courts			
Friday, Sep 8, 2017							
Match	3:45PM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Tennis Courts			
Monday, Sep 11, 2017							
Match	3:45PM	Pennsville Memorial	Gateway Regional	Pennsville Memorial High School Tennis Courts			
Wednesday, Sep 13, 2017							
Match	3:45PM	Pitman	Pennsville Memorial	Shertle Park	2:30PM		
Friday, Sep 15, 2017							
Match	3:45PM	Pennsville Memorial	Salem	Pennsville Memorial High School Tennis Courts			
Monday, Sep 18, 2017							
Match	3:45PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS	2:30PM		
Wednesday, Sep 20, 2017							
Match	3:45PM	West Deptford	Pennsville Memorial	West Deptford High School	2:30PM		
Friday, Sep 22, 2017							
Match	3:45PM	Pennsville Memorial	Gloucester Catholic	Pennsville Memorial High School Tennis Courts			
Monday, Sep 25, 2017							
Match	4:00PM	Wildwood	Pennsville Memorial	Wildwood High School	2:00PM	1:45PM	
Wednesday, Sep 27, 2017							
Match	4:00PM	Pennsville	Hammonton	Pennsville Memorial			

Memorial				High School Tennis Courts	
Friday, Sep 29, 2017					
Match	3:45PM	Penns Grove	Pennsville Memorial	Penns Grove High School	2:30PM
Monday, Oct 2, 2017					
Match	4:00PM	Millville	Pennsville Memorial	Millville Senior High School	
Wednesday, Oct 4, 2017					
Match	4:00PM	Pitman	Pennsville Memorial	Pitman High School	2:30PM
Friday, Oct 6, 2017					
Match	3:45PM	Salem	Pennsville Memorial	Salem High School	2:30PM
Tuesday, Oct 10, 2017					
Match	3:45PM	Woodstown	Pennsville Memorial	Woodstown High School	2:30PM
Wednesday, Oct 11, 2017					
Match	3:45PM	Pennsville Memorial	Haddon Heights	Pennsville Memorial High School Tennis Courts	
Friday, Oct 13, 2017					
Match	3:45PM	Gloucester Catholic	Pennsville Memorial	Washington Lake Park	2:30PM
Monday, Oct 16, 2017					
Match	3:45PM	Pennsville Memorial	Glassboro	Pennsville Memorial High School Tennis Courts	



Pennsville Memorial

Football JV Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves
Monday, Sep 11, 2017					
Game	4:00PM	Pennsville Memorial	Woodstown	Pennsville Memorial High School Football Stadium	
Monday, Sep 18, 2017					
Game	4:00PM	Woodbury	Pennsville Memorial	Woodbury High School	
Monday, Sep 25, 2017					
Game	4:00PM	Deptford Township	Pennsville Memorial		
Monday, Oct 2, 2017					
Game	4:00PM	Pennsville Memorial	Saint Joseph	Pennsville Memorial High School Football Stadium	
Monday, Oct 9, 2017					
Game	4:00PM	Pennsville Memorial	Clayton	Pennsville Memorial High School Football Stadium	
Monday, Oct 16, 2017					
Game	4:00PM	Pitman	Pennsville Memorial	Pitman High School	2:30PM
Monday, Oct 23, 2017					
Game	4:00PM	Salem	Pennsville Memorial	Salem High School	
Monday, Oct 30, 2017					
Game	4:00PM	Pennsville Memorial	Gloucester City Jr-Sr	Pennsville Memorial High School Football Stadium	
Monday, Nov 6, 2017					
Game	4:00PM	Pennsville Memorial	Glassboro	Pennsville Memorial High School Football Stadium	
Monday, Nov 13, 2017					
Game	3:30PM	Penns Grove	Pennsville Memorial	Penns Grove High School	

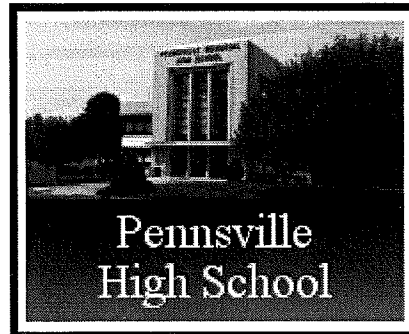


Pennsville Memorial

Football Varsity Schedule (as of 08-21-17)

Type	Time	Home/Host	Opponent	Location	Leaves	Comments
Wednesday, Aug 23, 2017						
Scrimmage	4:00PM	Alexis I. DuPont	Pennsville Memorial	Alexis I. duPont High School	2:00PM	
Saturday, Aug 26, 2017						
Scrimmage	11:00AM	Riverside	Pennsville Memorial, Point Pleasant Beach	Riverside High School	9:00AM	
Thursday, Aug 31, 2017						
Scrimmage	6:00PM	Arthur P. Schalick	Pennsville Memorial	A.P. Schalick HS	3:45PM	
Friday, Sep 8, 2017						
Game	7:00PM	Woodstown	Pennsville Memorial	Woodstown High School	4:45PM	
Friday, Sep 15, 2017						
Game	7:00PM	Pennsville Memorial	Woodbury	Pennsville Memorial High School Football Stadium		
Friday, Sep 22, 2017						
Game	7:00PM	Pennsville Memorial	Deptford Township	Pennsville Memorial High School Football Stadium		
Saturday, Sep 30, 2017						
Game	12:00PM	Saint Joseph	Pennsville Memorial	Saint Joseph High School	9:00AM	
Friday, Oct 6, 2017						
Game	7:00PM	Clayton	Pennsville Memorial	Clayton High School	4:30PM	
Friday, Oct 20, 2017						
Game	7:00PM	Pennsville Memorial	Salem	Pennsville Memorial High School Football Stadium		Homecoming Weekend
Friday, Oct 27, 2017						
Game	7:00PM	Gloucester City Jr-Sr	Pennsville Memorial	Gloucester City Jr-Sr High School	4:30PM	
Friday, Nov 3, 2017						
Game	7:00PM	Glassboro	Pennsville Memorial	Glassboro High School	4:30PM	
Wednesday, Nov 22, 2017						
Game	6:00PM	Pennsville Memorial	Penns Grove	Pennsville Memorial High School Football Stadium		

Pennsville Memorial High School **2017-2018 Emergency Plans**



Document Includes:

1. *PMHS Crisis Drill/Fire Drill Dates for 2017-2018 School Year*
2. *PMHS Crisis Plan 2017-2018*
3. *PMHS Fire/Emergency Evacuation Plan for 2017-2018 School Year*
4. *PMHS Quick Reference Guide for Shelter In Place & Lockdown for 2017-2018 School Year*
5. *In the Event of Power Outage Document*
6. *PMHS Reunification Plan for 2017-2018 School Year*
7. *In the Event of a Power Outage 2017-2018 School Year*

***Each classroom emergency folder contains the plans/documents listed above and 10 red cards (labeled on the front with "room number" & "extra students" and on the back of the card "missing students"), and 5 green cards labeled with "room number" on the front. One side of the folder is labeled with the tab "Evacuation" and the other side of the folder is labeled with "Lockdown." On the front of the folder is a sticker labeled with the room number.*





PMHS Security/Fire Drill Dates
2017-2018 School Year



School Security Drills – in the event of bad weather on an Evacuation date, we will use the next sunny day. Lockdown, Bomb Threat, and Active Shooter will not require students or staff to leave the classroom.

**These dates are subject to change based on unanticipated changes to the school calendar. Any change will be communicated with Pennsville Police Department.*

- September 13, 2017 – Shelter in Place
- October 16, 2017 – Shelter in Place (Evacuation)
- November 28, 2017 – Shelter in Place (Bomb Threat)
- December 11, 2017 – Lockdown (Active Shooter)
- January 30, 2018 – Shelter in place
- February 26, 2018 – Shelter in Place (Bomb Threat)
- March 22, 2018 – Lockdown (Active Shooter)
- April 16, 2018 – Shelter in Place (Evacuation)
- May 3, 2018 – Shelter in Place
- June 8, 2018 – Shelter in Place (Bomb Threat)

Fire Drill – planned time frames (These are subject to change based on other events which are out of the control of the administration).

- September 15, 2017 –Friday – Period 4A
- October 12, 2017 – Thursday – Period 4B
- November 21, 2017 – Tuesday – Period 3A
- December 18, 2017 – Monday – Period 3B
- January 22, 2018 – Monday – Period 1A
- February 2, 2018 – Friday – Period 1B
- March 28, 2018 – Wednesday – Period 3A
- April 18, 2018– Wednesday – Period 4B
- May 17, 2018 – Thursday – Period 2A
- June 1, 2018 – Friday– Period 2B

PENNSVILLE MEMORIAL HIGH SCHOOL
FIRE/EMERGENCY EVACUATION PLAN

(An alarm has been activated – remain calm).PENNSVILLE MEMORIAL HIGH SCHOOL

CRISIS PLAN

STAGE 1 (The time between the event occurring and assistance being summoned).

- Upon learning of a crisis or emergency situation, the Principal is to be informed immediately.
 - ❖ In his absence Assistant Principals, Student Assistant Coordinator (SAC), Guidance Counselor whoever is most immediately available. The order of succession beyond this point is: Middle School Principal, Middle School Assistant Principal.
- Avoid panic. NOTIFY THE MAIN OFFICE IN ANY MEANS AVAILABLE REQUESTING ***IMMEDIATE ASSISTANCE & EXPLAIN THE SITUATION***. The key word is ***IMMEDIATE***.
- As soon as possible, the principal or his designee will notify the Superintendent of the situation and the response underway.
- A call is to be placed to 911 by any available main office staff member. Make the following statement to the 911 dispatcher –“**We have an emergency situation at Pennsville High School and need IMMEDIATE police assistance.**” Remain on the line with the dispatcher. Questions will be asked which should be answered with fact, not speculation. Until the police take command of the situation, it is imperative that the caller remain on the line, or at minimum the phone line stay open.
- The Principal, or the highest ranking person in the succession order, will make the announcement:
 - **FOR A SHELTER IN PLACE SITUATION – FACULTY AND STAFF AT THIS TIME WE WILL GO INTO SHELTER IN PLACE. PLEASE AWAIT FURTHER INSTRUCTIONS AND CONTINUE CLASSROOM INSTRUCTION.**
 - **REFER TO QUICK REFERENCE GUIDE**
 - ✓ Teachers are to close and lock their doors (doors are to be locked at all times), pulling any student proximate in the hall into their classroom, as well as any student that presents themselves at a classroom/office door during the situation.
 - ✓ **SHUT WINDOWS/PULL BLINDS**
 - ✓ Take attendance and include those who are not normally assigned to the class.
 - ✓ **ATTENDANCE:** Email a list of missing students from regular class roster and any student who is being housed and not assigned to regular class roll. This email must be sent to the following designated email address (Ldown-hs@pv-eagles.org)– or called in to ext. 7200, within 5 minutes of initial shelter in place. If this can be done safely.
 - ✓ **KEEP LIGHTS ON AND PROCEED WITH DAILY LESSON, UNLESS INSTRUCTED TO DO OTHERWISE.**
 - ✓ **No student is to leave class for any reason.**
 - ✓ **In the event of the fire alarm sounding – wait to receive evacuation instructions.**
 - ✓ Do not use the phones other than to convey factual information regarding the

emergency to the office. In those cases be direct, terse, and accurate, **DO NOT SPECULATE OR CONVEY RUMOR.**

○ **FOR A LOCKDOWN SITUATION** – The following statement will be made:
“Lockdown, Lockdown, Lockdown!”

○ **REFER TO QUICK REFERENCE GUIDE**

- ✓ Teachers are to close and lock their doors (doors are to be locked at all times), pulling any student proximate in the hall into their classroom. Main office secretaries are to move to back office and/or Assistant Principal's office immediately with anyone else in the main office. Secretary in the Principal's Office move to safest area at time of emergency. Any staff member, always remember to move to the nearest and safest place.
- ✓ **TURN OFF LIGHTS**
- ✓ **SHUT WINDOWS/PULL BLINDS** (if can be done safely)
- ✓ **Students should be seated on floor in the least visible location. (IF CAN BE DONE SAFELY)**
- ✓ **PE Students will be moved to locker rooms**
- ✓ **If PE students are outside, main office will radio/walkie talkie gym teachers on their own radios.**
- ✓ **No student is to leave class for any reason.**
- ✓ **In the event of the fire alarm sounding – wait to receive evacuation instructions.**
- ✓ **Do not use the phones other than to convey factual information regarding the emergency to the office. In those cases be direct, terse, and accurate, DO NOT SPECULATE OR CONVEY RUMOR.**

➤ All faculty not assigned to students should remain in the nearest safe place

STAGE TWO (interval between lockdown and Police or Emergency Management command)

- The Principal meets with first responders. Order of succession here Assistant Principals, or SAC, Middle School Principal, Middle School Assistant Principal.
- Assistant Principal coordinates resources in the Main Office, or alternate location if necessary and if not otherwise assigned. Order of succession here is Principal, Assistant Principal of Athletics, Guidance Office, Middle School Principal, Middle School Assistant Principal.
- Police Command Center: The Middle School Room 13 (Middle School Principal assists police)
- A location for the media: District Office Conference Room 1. (Assistant Superintendent of Curriculum or Superintendent's designee assists media)
- Once the nature of the emergency is determined, it is to be conveyed to the 911 dispatcher, who will relay the situation to the authorities.
- Localize the emergency. Those in charge of a particular location are to keep the situation located where it occurred, and prohibit any others from getting close to the event. (within reason)
- Each of those designated to supervise an area is to report to the Main Office via radio, wall phone, or telephone, detailing the status of their area of vision. (within reason)
- No students or staff are permitted to leave.

STAGE THREE (time immediately following Police/Emergency Management taking control of the situation)

- The ranking police officer first on the scene assumes command of the situation after making contact with the Principal (or the person in charge according to the order of succession).
- If evacuation is necessary, teachers will be advised over the PA system, or by direct contact from the administration or police. If the fire alarm sounds while we are in any of these stages, you are to wait for instruction regarding evacuation. Those assigned to specific areas in Stage One are to maintain their stations until all students are evacuated.
- The Principal's secretary and guidance secretary are to report to Room 13 in the Middle School, Assistant Principals' secretary and attendance secretary are to assist in the Middle School Main Office.
- Teachers are to remain with their classes during the evacuation.
- Teachers must take red emergency folders with them during evacuation.
- All teachers are to take attendance immediately upon arriving at evacuation location.
 - Green Card should be displayed prominently by teacher at evacuation location when all students are present.
 - Red Card should be displayed prominently when a student(s) are missing/extra in their group.
 - ***WE MUST ACCOUNT FOR EVERY STUDENT AND FACULTY MEMBER.***
 - No students or staff are permitted to leave.

STAGE FOUR (the time after the emergency has been alleviated)

- Directions are given to alleviate the situation.
 - ***An announcement will come from the main office with Administrator's name, Date and Time, which all must be stated in order to be return to normal status (out of Lockdown or Shelter in Place).***
- Remain in place until otherwise directed by either the administration or the Police. See above.
- An announcement, followed by a written statement, will be made to control the rumors generated by the crisis. ***DO NOT SPECULATE OR PASS RUMORS.*** This is important in the event there are charges filed in association with the crisis.
- Complete a School Messenger Emergency Call
- Administrators will activate Student/Parent Reunification Plan (when necessary)
 - Attendance will be requested (electronically to Ldown-HS@pv-eagles.org or in written form) prior to the implementation of a Student/Parent Reunification Plan.

SITUATIONS MANDATING A POSSIBLE SHELTER IN PLACE RESPONSE: BOMB THREAT, CHEMICAL SPILL, DANGEROUS ANIMAL, DOMESTIC DISTURBANCE WITHIN COMMUNITY, ARMED BANK ROBBERY, THE UNKNOWN

SITUATIONS MANDATING A POSSIBLE LOCKDOWN RESPONSE: IMMEDIATE INTERNAL THREAT TO SCHOOL SAFETY AND SECURITY.

NO STAFF MEMBER PUTS HIMSELF OR HERSELF AT RISK. IF YOU ARE UNSAFE IN YOUR ASSIGNED AREA, ABANDON THAT ASSIGNMENT AND NOTIFY THE OFFICE OR COMMAND CENTER. REPORT TO THE OFFICE AS SOON AS SAFELY POSSIBLE.

IMPORTANT: Remember safety and security are always best practice protocols. Assess the situation and remember best practice of Run, Hide (lockdown/ barricade), fight---if can't secure the doors.

RUN HIDE FIGHT - and not necessarily in that order. Whatever promotes the immediate safety should be done.

SWATTING - The act of using computer based programs to anonymously call in threatening acts. The school district's crisis plans provide detailed instructions on how to mitigate Swatting. Information is included in all emergency folders, as an addendum, to this plan. All main office staff have been notified and provided with informational procedures to address any suspicious phone calls into the district.

PENNSVILLE MEMORIAL HIGH SCHOOL **FIRE/EMERGENCY EVACUATION PLAN**

- The following activities must be completed prior to vacating your room:
 1. **Obtain the Crisis Kit (red folder – affixed to the right panel under teacher desk)**
 2. **Close all windows & door**
 3. **Report with class to designated evacuation area.**
- Students must assemble at designated rally points around the building. Room numbers are painted on curbs surrounding the building.
 - **ALL STUDENTS PRESENT & ACCOUNTED FOR:**
 - **Hand GREEN index card to Rally Point Leader.** (This card will be returned to your mailbox – please reinsert into Emergency folder!!!!)
 - **DO NOT WRITE ON GREEN CARDS!**
 - **MISSING STUDENTS – LIST ON FRONT OF RED CARD**
 - **EXTRA STUDENTS – LIST ON BACK OF RED**
(Missing students are defined as those not previously marked absent in PowerSchool, or if Emergency occurs prior to taking PowerSchool attendance.)
- Teachers must maintain accurate and up-to-date attendance lists in Red Crisis Kit.
- Upon receiving all RED/GREEN index cards, rally leaders must present all cards to, Assistant Principals, Student Assistance Coordinator, District Supervisor or other designee.
- Teachers and Rally leaders are to await further instructions from the Principal or designee.

SITUATIONS MANDATING A RESPONSE: FIRE, CHEMICAL, BIOLOGICAL, ODOR

NO STAFF MEMBER PUTS THEMSELVES AT RISK. IF YOU ARE UNSAFE IN YOUR ASSIGNED AREA, ABANDON THAT ASSIGNMENT AND NOTIFY RALLY POINT LEADER, MAIN OFFICE OR COMMAND CENTER. REPORT TO THE COMMAND CENTER AS SOON AS POSSIBLE.

PMHS Quick Reference Guide 2017-2018 School Year

LOCKDOWN (active shooter)

In-Class Procedures

LOCKDOWN ANNOUNCEMENT IS MADE:

(LOCKDOWN, LOCKDOWN, LOCKDOWN)

TEACHER RESPONSIBILITIES:

1. **BRING IN STUDENTS FROM OUTSIDE HALLWAYS**
2. **CLOSE DOORS** (doors are required to be locked at all times)
3. **TURN OFF LIGHTS/CLOSE WINDOWS/ PULL BLINDS** (This should be done for ALL drill types as a way to create common practice)
4. **MOVE STUDENTS OUT OF SIGHT** (appropriate area based on threat)
5. **NO ONE LEAVES THE ROOM** (do not open door for anyone – police/admin have keys)
6. **WAIT FOR FURTHER INSTRUCTIONS**

***DURING A LOCKDOWN – DISREGARD ALL CLASS BELLS AND FIRE ALARMS. ONLY MOVE WHEN DIRECTED BY THE MAIN OFFICE.**

SHELTER IN PLACE (outside threat)

In-Class Procedures

SHELTER IN PLACE ANNOUNCEMENT IS MADE:

(Faculty and Staff – at this time we will go into SHELTER IN PLACE. Please await further instruction and continue classroom instruction.)

TEACHER RESPONSIBILITIES:

1. **BRING IN STUDENTS FROM OUTSIDE HALLWAYS**
2. **CLOSE DOORS** (doors are required to be locked at all times)
3. **CLOSE WINDOWS AND PULL BLINDS** (This should be done for ALL drill types as a way to create common practice)
4. **ATTENDANCE** – email to ldown-hs@pv-eagles.org or ext. 7200 (if able to be done safely)
 - a. **Subject Line – GOOD** (if all are present/accounted for nothing is needed in body of email)
 - b. **Subject Line – ABSENT** (list missing or extra in the body of the email, not in the subject)
5. **CLASSROOM INSTRUCTION SHOULD CONTINUE**
6. **NO ONE LEAVES THE ROOM** (do not open door for anyone – police/admin have keys)
7. **WAIT FOR FURTHER INSTRUCTIONS**

***DURING A SHELTER IN PLACE - DISREGARD ALL CLASS BELLS AND FIRE ALARMS. ONLY MOVE WHEN DIRECTED BY THE MAIN OFFICE.**

IMPORTANT: Remember safety and security are always best practice protocols. Assess the situation and remember best practice of Run, Hide (lockdown/ barricade), fight---if can't secure the doors. **RUN HIDE FIGHT - and not necessarily in that order.** Whatever promotes the immediate safety should be done.

IN THE EVENT OF A POWER OUTAGE

1. ALL STUDENTS AND STAFF WILL REMAIN IN THE CURRENT CLASSROOM
2. STUDENTS MAY USE THE LAVATORY (PLEASE DIRECT THEM TO ONE WITH AN OUTSIDE WINDOW). ONE STUDENT AT A TIME
 - A. PE LOBBY WOMEN'S ROOM
 - B. MATH WING MEN'S ROOM
 - C. ANY UPSTAIRS BATHROOMS
3. ADMINISTRATION WILL MAKE AN ATTEMPT TO SEND SOMEONE AROUND WITH ADDITIONAL INFORMATION
4. IF YOU HAVE AN EMERGENCY SITUATION IN YOUR ROOM – PLEASE FIND A CELL PHONE (THERE WILL BE PLENTY IN THE ROOM) AND CALL ONE OF THE ADMINISTRATORS CELL PHONES LISTED BELOW
 - A. High School Principal – 856-542-0753
 - B. High School Assistant Principal – 609-770-1777
 - C. High School Assistant Principal of Athletics– 856-535-4679

****DO NOT DISMISS STUDENTS FROM CLASS BASED ON THEM TELLING YOU THEIR PARENT IS HERE FOR AN EARLY DISMISSAL – CONTACT ONE OF THE ADMINISTRATORS ABOVE TO CONFIRM THIS BEFORE DISMISSING THEM.**

****** DO NOT POST THIS INFORMATION IN YOUR ROOM, AS ADMINISTRATORS NUMBERS SHOULD NOT BE SHOWN TO STUDENTS.**

PMHS Student / Parent Reunification Plan

Student release is a crucial part of emergency planning. During an emergency or disaster the traditional student release procedure is often unsafe and therefore not operable. Accordingly, a comprehensive emergency plan needs to include certain procedures to accomplish the main priority of safety planning which is to insure the safety of the students to every extent possible.

There are a wide variety of emergency situations that might require student/parent reunification. Student/parent reunification may be needed if the school is evacuated or closed. The reunification may occur at the school.

The designated reunification site will be a separate location from where the students are sheltered during an evacuation, when the students have been removed from school grounds. The parents will be informed by a phone call on where to report to be reunified with their child/children.

Procedures

In an emergency, schools must establish a safe area for parent/guardian to go to pick up their children. This area must be away from the both the damage and the students assembly area. In a typical release the following steps will be followed:

- a. Parent/Guardian will report to the assigned area and give the name of their child/children. The Parent/Guardian will be given a card to complete with pertinent demographic information.
- b. Picture I.D. must be presented by the parent or guardian or person on emergency card to ensure the person requesting the child/children is a match to the name on the emergency release card. **DO NOT** release students to people not listed on the student emergency card. A well-intentioned friend may offer to take a child home; however, school staff must be certain that students are only released to the appropriate people so students' families will know where they are.
- c. The information on the card will be verified via the student data management system or a hard copy of the demographic information. The card will be given to a runner who will reunite the student with the Parent/Guardian.

- d. Parent/Guardian will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
- e. If the child is in the first aid area the parent/guardian will be escorted to that area for reunification with their child/children.
- f. Counselors, when available, will be located close to the first aid area in the event they are needed.

Additionally:

- 1. Student rosters/emergency student data cards are to be updated when enrollment changes.
- 2. Updated rosters are to be stored in every classroom in an area easily identified by the both teachers and substitutes.
- 3. Emergency information should be filled out at the beginning of the year. This information should include contact information of parents/guardians as well as other adults who can be contacted if the parent/guardian is not available. The card should also indicate who the child is permitted to leave campus with, if necessary (This is done and required yearly through InfoSnap by student parent/guardians to be integrated into PowerSchool Database).
- 4. When accessible, PowerSchool should be utilized to access student emergency information.

Procedure:

- 1. Administration will assign faculty to stay at the evacuation site.
- 2. Administration will then assign faculty to reunification site.
- 3. Administration will make notification to transportation, requesting the appropriate amount of busses needed and supplying the report location.
- 4. Student emergency information and or access to PowerSchool must be located at the reunification site along with student release forms.
- 5. Superintendent will notify parents/guardians where to report for student reunification through school resources and media.
- 6. When parent/guardian arrives at the reunification site, they will need to provide proper identification that matches the student emergency information on file.
- 7. Once identification has been verified, the reunification site administrator will make notification to the evacuation site administrator of the student's name.
- 8. The Administrator will then have that student escorted to the transportation bus to be transported to the reunification site.
- 9. When the students arrive at the site, they will be escorted into the building where they will assemble prior to being released to their parent/guardian.
- 10. This process will continue until all students have been released to their parent/guardian.

Resources Needed:

1. The reunification location will need three 8-foot tables. The location will be separated by alphabet A-G, H-O, P-Z.
2. The person staffing each station will need access to the demographic information. It will either be hard copy or access to the student data information system.
3. Pens and Pencils will be needed.
4. There will be one person at each table with two (2) runners at each table.

Reunification Locations – by buildings

1. High School – Auditorium and/or Gymnasium
 - a. Initial greeters – Main Lobby of HS
 - b. Reunification Student Holding Areas – Auditorium (canopy entrance) and/or Gymnasium (Main Gym Lobby entrance – front doors)
 - c. Trauma notification/Counseling – thru main lobby to guidance office
2. Middle School – Cafeteria
 - a. Initial greeters – Cafeteria side entrance (closest to stadium)
 - b. Reunification Student Holding Area – Gymnasium (Girls gym rear entrance)
 - c. Trauma notification/Counseling – Main entrance to guidance office
3. Penn Beach – Main Entrance
 - a. Initial greeters – under canopy at Main entrance
 - b. Reunification Student Holding Area – Gymnasium (Side Entrance by storage shed)
 - c. Trauma notification/Counseling – Main entrance to guidance office
4. Central Park – Main Entrance
 - a. Initial greeters – under canopy at Main entrance
 - b. Reunification Student Holding Area – Gymnasium (Side Entrance by dumpsters)
 - c. Trauma notification/Counseling – Main entrance to guidance office
5. Valley Park – Library
 - a. Initial greeters – Outside Library Exit Door
 - b. Student Holding Area – Multi-Purpose Area
 - c. Reunification Area-Lobby
 - d. Trauma notification/Counseling – Faculty Room and/or Nurse's Office

****All Documents Revised 6.2017****