



CHARLES STREET SCHOOL

100 West Charles Street
Palmyra, New Jersey 08065

Octavia Lee
Principal

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Dear Charles Street School Families,

It is my honor and a pleasure to welcome you to the 2023–2024 school year! I hope you and your family had a relaxing and fun summer break. Thank you to everyone who participated in our Kindergarten Orientation and Meet & Greet this week. It was great having everyone together again!

I would also like to welcome all our new families who have relocated from another city, state, or country. We are excited to share with you all that CSS has to offer, and we believe you will soon feel, as we do, that CSS is a special place for all children!

Our incredible staff of educators have been in school throughout the summer to prepare classrooms for the new school year. We are grateful to our amazing custodial staff as they have worked all summer getting our school in pristine shape. Our secretarial staff, Mrs. Mason and Mrs. Butler, continue to work hard as well to ensure a smooth start for our staff, students, and families.

At CSS, partnering with families is crucial and we encourage you to stay connected and informed throughout the school year by visiting our website, reading *The Chatter* (our electronic newsletter), joining the PTA, and connecting with your child's teacher using the Bloomz app (classroom teachers will provide instructions on how to get started).

The first day of school is Thursday, September 7th. Please take some time to review the information below as it will assist in ensuring a successful opening day. Our teachers and staff are looking forward to another successful school year with your children. We have an exciting year ahead of us!

#PalmyraProud #PalmyraStrong #PursueGrowth #BeSafeKindResponsibleRespectful

Sincerely,

Octavia Lee
Principal

I. Arrival and Dismissal Doors and Times


Students will report to their designated door at 8 AM (Preschool is the only exception; their day begins at 8:30 AM). As a reminder, **please do not drop off students prior to 8 AM because there is no outdoor adult supervision before then.** The only exception is if your child participates in the Breakfast Program or the Before School Charles Street Child Care Program (refer to Section III and IV respectively). **Homeroom begins at 8:15 AM. Students that report to school after 8:15 AM must use the main entrance** to enter the school building.

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Grade	Arrival Door	Arrival	Dismissal Door	Dismissal
Preschool	Ms. Maniscalco – Door 4 Mrs. Henry – Door 6 Ms. Nikiperowicz – Door 7	8:30 AM	Ms. Maniscalco – Door 4 Mrs. Henry – Door 6 Ms. Nikiperowicz – Door 7	2:20 PM
Kindergarten	Door 9	8 AM	Door 9	2:20 PM
Grade 1	Door 9	8 AM	Door 9	2:30 PM
Grade 2	Door 5	8 AM	Door 5	2:30 PM
Grades 3 & 4	Door 21	8 AM	Door 21	2:30 PM
Grade 5	Door 19	8 AM	Door 19	2:30 PM

II. Attendance Policy

Regular and timely attendance is required and is a great indicator and predictor of future success. At CSS, we encourage our students to attend school every day and on time. The district's Attendance policy defines what constitutes an excused absence versus an unexcused absence. As a reminder, chronic absence is defined as missing ten percent (10%) of school days within one academic year. Please refer to our attendance information sheet below for details. This information sheet is also located on our school counselor's (Mrs. Berenato's) website: [CSS Counselor Website - Attendance \(google.com\)](https://palmyranj.sites.thrillshare.com/page/policies-and-notice)
Link to the district's Attendance policy: <https://palmyranj.sites.thrillshare.com/page/policies-and-notice>



CHARLES STREET SCHOOL ATTENDANCE POLICIES

In accordance with the provisions of N.J.S.A 18A:38-25, every parent, guardian, or other person having control and custody of a child between ages of six and sixteen shall cause the child to regularly attend school. Regular school attendance is important for a student's academic success if children do not show up for school regularly, they miss out on building fundamental skills.

WHAT TIME DOES SCHOOL START?

For the 2022-2023 school year, school starts at 8:00am and students will be dismissed at 2:30pm.

WHAT DO I DO IF MY CHILD IS ABSENT?

If your child is absent from school for any reason, please notify the child's teacher. You may also call into the school attendance line at **856-786-9300 (option 3 for Charles Street School and then Option 1 for Absences)**. When your child returns to school, the parent / guardian must provide written documentation via messaging app, email, or written letter stating why your child was absent. If your child misses more than three days consecutively, then a doctor's note is needed.

TARDIES

Tardies can equal missed learning and can impact a child's behavior, self-esteem and school success. It is important to have students come to school on time so they can be involved in morning meetings, classroom socialization and the school community.

WHO CAN I CONTACT?

At Charles Street School, we are committed to supporting you and your child. Should you have questions related to your child's attendance you can contact Miss. Berenato or Mrs. Butler.

WHAT IS AN "EXCUSED ABSENCE"

An "excused absence" is a student's absence from school for the observance of:

- i. A Religious observance
- ii. Closure of a busing district that prevents student from having transportation.
- iii. Visit to post-secondary educational institution (3 visits per year for 11th & 12th grade students)
- iv. Take Our Children to Work Day
- v. Participated in observance of Veterans Day or district BOE membership activities

WHAT DOES A VERIFIED ABSENCE MEAN?

Verified - unexcused absences for reasons such as illness, doctor's appointments, court dates, etc. that are supported with a note from a parent or doctor that is provided to the school principal within 10 days.


Not Verified - all other unexcused absences will not be considered a valid excuse for missing school and will impact a student's "good standing" for truancy, and retention / loss of credit.


WHAT CAN I EXPECT IF MY STUDENT HAS MULTIPLE UNEXCUSED ABSENCES?

4 Unexcused Absences: A letter will be sent home notifying the family of the absences.

6-8 Unexcused Absences: A second letter will be issued regarding the attendance and a meeting will be held with the parent to discuss potential barriers.

10+ Unexcused Absences: A third letter will be issued and a truancy referral could potentially be issued.





Updated 9/1/2022

III. Breakfast Option

The breakfast program begins at 7:45 AM and ends at 8:15 AM. Breakfast will only be offered during this time and held in the cafeteria. Students who participate in the breakfast program will enter through Door 9 (Walnut Street door)

IV. The Before School Charles Street Child Care Program

Charles Street School is now offering before care for students in Kindergarten through 5th grade (**Registration is required**). Students will enter through Door 9 (Walnut Street door) starting at 7:00 AM. Students will be greeted by a staff member and directed to the cafeteria to sign into the program. Students will have access to table games, books, coloring sheets, and access to the gym. Students will be directed by staff to the breakfast program at 7:45 AM. Students that do not attend breakfast will be directed to their classroom and will follow the normal school day schedule.

Link to Charles Street Child Care Program information page: [ASP_Program_Guide.pdf \(core-docs.s3.amazonaws.com\)](https://docs.s3.amazonaws.com/ASP_Program_Guide.pdf)

V. Charles Street School Staff Updates

A. New CSS Staff Members

We are very fortunate to have added wonderful new staff members to the CSS family. Please extend a warm welcome to the following:

Ms. Kaufmann	Kindergarten Teacher
Ms. Maniscalco	Preschool Teacher
Mr. Coppola	Physical Education Teacher
Ms. Watson	ESL Teacher
Ms. C. Craig	Resource Room Teacher
Mrs. Wenstrup	3 rd Grade Leave Replacement Teacher for Mrs. Heller
Ms. Morales Sanchez	Paraprofessional
Ms. Lugo	Paraprofessional
Ms. Robinson	Paraprofessional
Ms. Powell	Paraprofessional
Mr. Hoffecker	Kindergarten Paraprofessional
Mrs. Ridgway	Kindergarten Paraprofessional
Ms. McClosky	Kindergarten Paraprofessional
Ms. Pfeifer	Cafeteria Aide

B. Other Staffing Changes

Some of our current teaching staff have changed assignments or grade levels for this school year. Please see the changes below:

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Ms. Henry	Preschool Teacher
Ms. Eckhardt	2 nd Grade Teacher
Ms. Ruff	3 rd Grade Teacher
Mrs. Shubiak	4 th Grade Teacher
Mrs. Bowen	4 th Grade Teacher
Mrs. Williams	4 th Grade Teacher
Mrs. Michaels	Librarian/G&T Teacher
Mrs. DeCesare	Basic Skills Teacher

VI. Lunch

Hot or cold lunches are available for purchase or students may bring their lunch from home. You may add funds to your child's school lunch account by using the School Lunch tab located on the Charles Street School website. Applications for free and/or reduced lunches are available on the School Lunch website. We have also transitioned back to lunch tables 😊. The lunch schedule is as follows:

Kindergarten & Grade 1	10:45 AM – 11: 25 AM
Grades 2 & 3	11:30 AM – 12:10 PM
Grades 4 & 5	12:15 PM – 12:55 PM

VII. School Security and Safety

A. School Entry Protocol for Visitors

The following protocol is designed to ensure that the safety of your children and CSS staff remains our highest priority. I am optimistic that all visitors to CSS will recognize their importance and adhere to the following:

- All school doors will continue to be locked daily.
- No visitors are to enter the building with students during arrival or dismissal.
- All visitors must have an appointment to enter to school.
- When communicating with office staff at the main entrance, please use the Aiphone intercom and it is expected that all visitors will state the purpose of their visit and/or specify with whom you have an appointment.
- If the appointment is verified, each visitor must present themselves to the main office and provide valid identification. You will then be escorted to the location of your appointment.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the Aiphone intercom system.
- If you must drop off an item for a student, you will be directed to deposit that item into a bin or place it on a cart outside the main entrance. Please make sure the item is labeled with your child's name and teacher's name. Entry to the school is not permitted when dropping off items.

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- If you are picking up your child early, you must notify the office in writing prior to dismissal. If it is an emergency, please call the office (*notifying your child's teacher is not notifying the main office*).

B. Protocol for Morning Drop-Off and Afternoon Pick-Up

Please review the following to help ensure the safety and well-being of all CSS students and staff during drop-off and pick-up:

- All vehicles must pull to the curb and drop off students. No student should be dropped off in the street.
 - All vehicles are asked to pull as far forward as possible (along the curb) to form a drop-off line.
 - All vehicles must park facing the flow of traffic and the passenger side of the vehicle should be against the curb.
 - If more than one student is being dropped off, please make sure all students exit the vehicle on the curbside and not into oncoming traffic.
 - Walkers and students who get dropped off must cross the street by the crossing guard.
 - We encourage parents to drop-off and pick up as specified and depart in order to create space for the next parent to drop off their child(ren) safely and efficiently.
 - 15 MPH is the speed limit in all school zones.
 - Parents of Pre-K to 2nd grade students should exit their vehicles and pick up their child(ren) from the assigned door.
 - **At 2:30, all students are to leave the premises. Students are dismissed into the care of their parent(s) or the designated trusted adult or relative. At this time, the parent(s) or the designated trusted adult or relative is responsible for the safety and security of the student.**
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Other Important Reminders

- All classroom supply lists are located on the Charles Street School website.
- Please review the CSS Student and Parent Handbook located on the CSS website for additional important information.
 - Link: [CSS Student Handbook 2023-2024.pdf \(s3.us-east-1.amazonaws.com\)](https://s3.us-east-1.amazonaws.com/CSS_Student_Handbook_2023-2024.pdf)
- The front parking lot is reserved for staff members and foot traffic through the parking lot is strongly discouraged. Please use sidewalks for safe travel to and from the building.
- Students in grades 3-5 may ride their bikes unaccompanied by an adult. Bike racks are provided for your child to lock their bike, should you allow them to ride to school. Students in grades K-2 must be accompanied by an adult when riding their bikes to school.
- OnCourse is the district's approved learning management system. Please log-in to your child's OnCourse account to view their schedule, grades, and update any pertinent information.

Upcoming Dates to Remember

- Back to School Night is September 21st
- Preschool School Picture Day is September 25th
- K-5 Picture Day is October 4th
- Teacher In-Service & No School for Students on October 9th
- Charles Street School Halloween Parade is October 31st at 1:15 PM
- First Marking Period Ends November 7th
- NJEA Convention & Schools are Closed on November 9th – 10th
- Marking Period 1 Report Cards are available November 14th
- Fall Conferences (early dismissal each day): Nov. 16th (evening), 17th, 20th, and 21st

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