



CHARLES STREET SCHOOL
Parent & Student
Handbook
2023-2024

Mrs. Octavia Lee
Principal

OUR MISSION STATEMENT

The Mission of the Palmyra Public School District is to work cooperatively with the available resources of home and community, including business and industry, to offer each child the educational opportunities that will enable him/her to function politically, economically, and socially in a democratic society and to fully facilitate their development within a safe and secure school environment.

STAY INFORMED

The [Palmyra Board of Education](#) invites you to attend its monthly meetings.

Attending the monthly Board of Education meetings is the best way to find out what is happening in your school district.

The Board of Education schedules regular meetings from August through June for the 2nd Wednesday of each month.

Regular and Special Meeting dates and times are posted on the district website under the Board of Education.

BOARD OF EDUCATION MEMBERS

Mr. Sean Toner, President

Ms. Kate Allen-Yoakum

Ms. Judy Belton

Ms. Cara Broadbelt

Ms. Erica Campbell

Vacancy, Beverly Rep.

Ms. Amy Austin, Vice President

Ms. Erica Celley

Mr. James Dickinson

Dr. Jennifer Mossgrove

Ms. Leah Falicki, Riverton Rep.

Miss Olivia Ottenbreit, Student Rep.

PALMYRA SCHOOL DISTRICT • Calendar 2023-2024

Calendar subject to change. Please do not make irrevocable plans for vacations.

September 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sept 4 Labor Day - SCHOOLS CLOSED
 Sept 5-6 Staff In-Service (no students)
 Sept 7 First Day for Students
 Oct 9 Staff In-Service (no students)
 Nov 7 Early Dismissal PreK-12 (pm staff PD)
 Nov 9-10 NIEA Convention - SCHOOLS CLOSED
 Nov 16-21 Parent Conferences (see page 2)
 Nov 22 Early Dismissal PreK-12
 Nov 23-24 Thanksgiving Recess - SCHOOLS CLOSED
 Dec 22 Early Dismissal PreK-12
 Dec 25- Jan 1 Winter Recess - SCHOOLS CLOSED
 Jan 2 Schools Reopen
 Jan 12 Early Dismissal PreK-12 (pm staff PD)
 Jan 15 Dr. M.L. King Jr. Day - SCHOOLS CLOSED
 Feb. 8-9 Parent Conferences (see page 2)
 Feb 16 Staff In-Service (no students)
 Feb 19 Presidents' Day - SCHOOLS CLOSED
 Mar 1 Early Dismissal PreK-12 (pm staff PD)
 Mar 12-15 NUGPA - Delayed Opening 9-12
 Mar 7 CSS Project Night; Early Dismissal PreK-5
 Mar 29-Apr 5 Spring Recess - SCHOOLS CLOSED
 April 8 Schools Reopen

February 2024

S	M	T	W	T	F	S
					1	2
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

October 2023

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2 Schools Reopen
 Jan 12 Early Dismissal PreK-12 (pm staff PD)
 Jan 15 Dr. M.L. King Jr. Day - SCHOOLS CLOSED
 Feb. 8-9 Parent Conferences (see page 2)
 Feb 16 Staff In-Service (no students)
 Feb 19 Presidents' Day - SCHOOLS CLOSED
 Mar 1 Early Dismissal PreK-12 (pm staff PD)
 Mar 12-15 NUGPA - Delayed Opening 9-12
 Mar 7 CSS Project Night; Early Dismissal PreK-5
 Mar 29-Apr 5 Spring Recess - SCHOOLS CLOSED
 April 8 Schools Reopen

March 2024

S	M	Tu	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

November 2023

S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

May 6-10 NUGPA - Delayed Opening 6-12
 May 24 SCHOOLS OPEN - Snow Make-Up day
 May 27 Memorial Day Weekend - SCHOOLS CLOSED
 May 31 PROM & Early Dismissal PreK-12 (pm staff PD)
 June 7 Fitness Day PreK-5 - Early Dismissal PreK-5
 June 10 Early Dismissal Gr. 6-12
 June 11-14 Early Dismissal Gr. PreK-12
 June 14 Early Dismissal for PreK-12; PHS Graduation
 June 17 Early Dismissal for PreK-12; Last Day for all Students and Staff

April 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

December 2023

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School Days: Students = 180 Teachers = 184 days

Students	Teachers	Students	Teachers
Sept. 17	19	Feb. 20	20
Oct. 21	22	Mar. 20	20
Nov. 18	18	Apr. 17	17
Dec. 16	16	May 22	22
Jan. 19	19	June 11	11

- Teachers Only
- Schools Closed
- Early Dismissal PreK-5
- Early Dismissal 9-12
- Early Dismissal 6-12
- Early Dismissal PreK-12
- End of Marking Period
- Delayed Opening 9-12 (testing)
- Delayed Opening 6-12 (testing)

Emergency Closings will be made up as follows:
 5/24 and by adding days at the end of the year.

Board of Education Approved: March 15, 2023
 Revised: 6/14/23, 8/30/23, 10/11/23, 11/15/23

May 2024

S	M	Tu	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2024

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

IMPORTANT DATES 2023-2024

Marking Period Ends **Report Cards**

1st	Nov. 7	Nov. 14
2nd	Jan. 25	Jan. 30
3rd	Mar. 28	April 10
4th	June 13	

Back to School Nights

Palmyra Middle/High School: Sept. 19

Charles Street School: Sept. 21

Delaware Avenue Preschool: Sept. 18

Charles Street School Halloween Parade: October 31 @ 1:15 p.m.

Fall Conferences—Early Dismissal

Delaware Avenue Preschool: TBD

Charles Street School: Nov. 16 (evening), 17, 20, 21

Palmyra Middle/High School: Nov. 21 (evening)

Spring Conferences—Early Dismissal

Charles Street School: Feb. 8 (evening), 9

Charles Street School Project Night: March 7 • Early Dismissal PreK-5

Palmyra High School Prom: May 31 • Early Dismissal PreK-12 (pm staff PD)

Charles Street School Fitness Day: June 7 • Early Dismissal PreK-5

Final Exams—June 10 - 14 • Early Dismissal Gr. 6 -12

HOURS OF SESSION

Palmyra High School (9-12)	7:50 am - 2:19 pm	EARLY DISMISSAL	7:50 am - 12:13 pm
Palmyra Middle School (6-8)	7:50 am - 2:19 pm		7:50 am - 12:13 pm
Charles Street School (K-5)	8:15 am - 2:30 pm		8:15 am - 12:45 pm
Charles Street Preschool	8:30 am - 2:30 pm		8:30 am - 12:45 pm
Delaware Avenue Preschool	8:30 am - 2:30 pm		8:30 am - 12:45 pm

Charles Street School

CSS PRESCHOOL

Mrs. Henry
Miss Maniscalco
Miss Nikiperowicz

KINDERGARTEN

Mrs. Gaffney
Ms. Kaufmann
Mrs. McCann
Mrs. Mills

FIRST GRADE

Mrs. Bewley
Ms. A. Craig
Miss Fanrak
Mrs. McCann
Mrs. Stagliano

SECOND GRADE

Ms. A. Craig
Miss Eckhardt
Mrs. Mackey
Mrs. Riggi

THIRD GRADE

Mrs. A. Craig
Miss Graovac
Mrs. Heller
Miss Ruff

FOURTH GRADE

Mrs. Bowen
Ms. C. Craig
Mrs. Shubiak
Mrs. Williams

FIFTH GRADE

Mrs. Allen
Mrs. Ehret
Mrs. Gerner
Mrs. Mackenzie



PARA-PROFESSIONALS

Mrs. Aaronson
Mrs. Childs
Mrs. Eckhardt
Mr. Hoffecker
Miss Hunt
Ms. McCloskey
Miss Morales-Sanchez
Mr. Nault
Ms. Perry
Ms. Powell
Miss Ridgway
Ms. Robinson
Mrs. Sperbeck
Miss Thompson-Bell
Miss Vincent

CAFETERIA AIDES

Mrs. Littlejohn
Ms. Long
Mrs. Miller
Ms. Pfeifer

AFTERCARE PROGRAM

Miss Petrucelli
Director

SPECIALISTS

Miss Berenato
School Counselor
Ms. DelRossi-Bishop
School Nurse
Ms. Postle
Speech Therapist
Officer Holloman, PPD
School Resource Officer
Mr. Leysath
Social Worker

BASIC SKILLS INTERVENTIONISTS

Mrs. Adams
Mrs. DeCesare
Mrs. O'Connell
Mrs. Vieira

SPECIAL AREAS

Miss Bove <> Music
Mr. Coppola <> PE/Health
Miss Hagmann <> Computers
Miss Hoffecker <> STEAM
Mrs. Michaels <> Library / G & T
Ms. Watson ~ ESL
Ms. Tait <> World Language

Mrs. Octavia Lee
Principal
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Mrs. Joy Butler  
Secretary  
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Mrs. Susan Mason
Secretary

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ADMISSIONS REGULATIONS

The registration process starts online: [REGISTRATION](#)

After visiting the website, please contact the school registrar at 856-786-9300 x1000, to schedule an appointment.

Board of Education Policy requires proof of residency.

All new entrants must present:

- parent/guardian valid photo ID (driver's license/state ID/passport)
- proof of residence (2 documents - see online registration checklist for acceptable documents)
- a valid documentation/certification of birth for student
- valid documentation of New Jersey mandated Immunizations (in English) for student
- student's unofficial transcript from previous school
- a physical examination by the student's physician (forms can be found on the district website)

All documents must be provided within 30 days of registering.

Kindergarten: Children who will be five years of age on or before the first day of October will be admitted to kindergarten in September of each year.

First Grade: Students must be at least six years of age before October 1st if they have not attended a state certified kindergarten elsewhere.



The State of New Jersey requires proof of immunization against diphtheria, pertussis, tetanus, polio, mumps, measles, rubella, chicken pox, hepatitis b, haemophilus influenzae type b (HIB), pneumonia, meningitis and influenza at appropriate age levels before entering school. Pre-K students are required to have an annual flu vaccine by December of the current year, and students entering grade 6 or 11 require Tdap and meningitis vaccines.

Please contact our School Nurse, Mary Del Rossi, with any questions or Concerns at (856)786-9300, ext. 2004.

ANNUAL REGISTRATION

The Annual Registration process is required each year for updating Student Information. Students will not have access to their OnCourse Portal until this is completed!

Please review the information carefully as it will become part of the student's record in OnCourse.

School Hours

Charles Street School Gr. K-5 8:15 am - 2:30 pm
Preschool 8:30—2:20

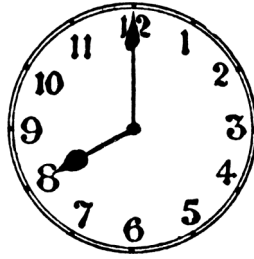
After School Program 2:30 pm - 5:45 pm

Kindergarten through 5th grade students can begin entering the building at 8:00 at their assigned doors to go to their classrooms

Students who wish to attend the breakfast program can enter through Door #9 on Walnut Street at 7:45 to receive a free or reduced breakfast or to purchase a breakfast - no packed breakfasts are permitted.

School Scheduled Early Dismissal Times

Grades K-5 8:15 a.m. - 12:45 p.m.



ASSIGNED ENTRANCE DOORS OPEN AT 8:00

Grades K—1 will enter and exit through Door #9 located on Walnut Street.

Grade 2 will enter and exit through Door #5 located by the front parking lot.

Grades 3 and 4 will enter and exit through Door #21 located on the field side black top.

Grade 5 will enter and exit through Door # 19 located on the field side.

Preschool will enter and exit through Door #4, 6, and 7 located by the front parking lot.

Tardy Arrivals

Students arriving after 8:15 must enter through the main entrance, Door #1,

Emergency Closings

In case of any emergency which will require the schools to close, an automated phone message will be delivered to all parents/guardians advising them of the closure and/or delayed opening. In addition, a school closing message will feature prominently on our district website. Radio and television websites with whom we report will state “Palmyra School District” is either closed or on a delayed opening.

PALMYRASCHOOLS.COM

As always, our district website is the most reliable source for delays, closings, and other important information.



STUDENT ATTENDANCE

Please be advised of the following from our District Attendance Policy and Regulation 5200

- A student may not exceed 9 cumulative unexcused absences in one school year.
- 10 or more cumulative unexcused absences is considered truancy and may result in a court referral
as per N.J.A.C. 6A:16-7.6(a)4.iv.
- An **excused** absence is defined as:
 - A religious holiday (as per NJ Commissioner of Education)
 - "Take Our Children to Work Day"
 - Participation in observance of Veterans Day or district board of election membership activities
 - College visits (up to 3 per year for students in grades 11 and 12)
 - The closure of a busing district that prevents a student from having transportation to the receiving school
- An **unexcused** absence is defined as:
 - Sickness or injury
 - A death in the family (bereavement)
 - Vacations
 - Personal or family emergency
 - Anything not listed as an "excused" absence above

Crossing Guards

At dangerous crossings that are not guarded by the regular police, crossing guards are on duty at the times when children are on their way to and from school. Parents can protect their children by seeing that they come to school at the right time, when these crossings are guarded, and that they cross only at protected points.

Early Dismissal Crossing Times: 12:45 pm - 1:15 pm

Protected Crossings 7:30 –8:15 am & 2:30-3:15 pm:

Broad Street & Cinnaminson Avenue
Spring Garden Street & Park Avenue
Broad Street & Park Avenue

Protected Crossings 7:40-8:25 am & 2:30-3:15 pm:

Charles Street & Cinnaminson Avenue
Charles Street & 900 Walnut Street
Charles Street & 800 Walnut Street
Charles Street & Filbert Street
Walnut Street Kindergarten Door



SafeRoutes



The 3 designated routes that have been chosen for the Safe Routes to School Program are the following:

- 1) Seventh to E. Charles Street to Charles Street School
- 2) Harbour Drive to Cinnaminson Ave to W. Charles Street
- 3) Race Street to Park Avenue to W. Charles Street

All 3 routes are protected by crossing guards and cross through the major sections of the borough.

Safety Between Home and School



Students should:

1. Start to school early enough so they will not have to rush but late enough so that crossing guards are on duty.
2. Travel to and from school in pairs or small groups at all times.
3. Cross streets at intersections only and, whenever possible, where there are crossing guards.
4. Students should not be on school grounds before the buildings are open (unless they are arriving for the breakfast program)
5. Stop and look both ways before crossing all streets.
6. Not leave the curb until the crossing guard gives the signal.
7. Not get out of an automobile in the middle of the street or on the opposite side of the street from the school. If getting out is necessary on the opposite side, crossing should then be made at the corner.
8. Not play in the street on the way to or from school.
9. Help other children, especially smaller ones, to get back and forth safely.
10. Never accept rides or gifts from strangers; tell their parents or teacher if these things are attempted; try to get the license number of the car, if possible; and try to remember what the "stranger" looked like and how he/she was dressed.
11. Never hitch rides on cars when on bikes or skateboards or when the streets are snow covered.
12. Avoid rough play, swinging objects and throwing things as these are the chief causes of accidents.
13. Obey safety patrol members who are assisting crossing guards.
14. Use the safe routes to school when possible.

Please note: Students not participating in extracurricular activities are required to leave school grounds immediately.



Bicycle Riding

Only 3rd through 5th graders are permitted to ride bikes to school.

Bicycle riding is a privilege and may be suspended if safety rules are not followed. Bicycles should be locked while on school grounds. The support of the home is critical toward these points and will be of great assistance in avoiding accidents. The Board of Education will not assume any responsibility for lost, stolen, or damaged bicycles.

Students in Pre-K through 2nd grade can only ride bikes to school accompanied by parents.

All children, fourteen years of age and younger, are required to wear a bike helmet for safety.



1. Never double ride on a bicycle with another person either on the seat, handlebars, crossbar, or fender.
2. Keep on the right hand side of the road; go with traffic, the same as a car.
3. Keep close to the curb when riding. Dismount at the curb when riding. Dismount at the curb when crossing all intersections.
4. Keep both hands on the handlebars, except when signaling for a turn or stop.
5. Observe all traffic signals and stop signs, and directions of all traffic officers and safety patrol.
6. Look both ways before crossing intersections or railroads, and when coming out of driveways or pulling out of parking spaces.
7. Cross the railroad only at protected crossings.
8. Never hitch rides on trucks, buses, or other vehicles.
9. Ride in a single file when riding in a group.
10. Never zigzag on the street or do stunt riding.
11. Give pedestrians the right of way.
12. Not ride or glide their bikes on the school grounds.
13. Walk in bad weather. Do not ride in inclement weather.
14. Do not ride bicycles in the school parking lots.



Light Rail Safety

Never stand on the tracks.
Only cross the tracks at a grade crossing.
Always look both ways before crossing the tracks.
When waiting for a train, stand behind the yellow line.
Never hold onto the outside of any train.

School Parking Lots



Parking lots are for staff members only. At no time should parents pick up or drop off students using the Charles Street Parking lots.

MISSING CHILDREN POLICY

The Board of Education recognizes its responsibility to play a preventative role in the problem of children missing from the educational system.

The Board of Education directs the Superintendent to continue already established procedures in the areas of custody and attendance.

In addition, the Board directs the administration to notify the Palmyra Borough Police Department of suspected cases of missing children. In reporting the names of such children to the police, the administration is authorized to also give the following information:

- Full Name
- Home Address
- Chronological Age
- Gender
- Description
- Parent/Guardian Name(s)
- Parent/Guardian Work Place, Phone

In all instances where a matter of doubt exists, the matter shall be resolved in favor of the well-being of the child.

Finally, all reasonable attempts at resolving the missing children problem within the school setting will be exhausted.

BIRTHDAY CELEBRATIONS

No Food BIRTHDAY CELEBRATIONS for Students

Charles Street School will celebrate student birthdays with non-food alternatives. Palmyra School District Regulation 5331, Management of Life-Threatening Allergies in Schools, provides authorization to encourage the use of non-food items for birthday celebrations as to avoid the potential exposure of food allergens. We are recommending various non-food alternatives to celebrate birthdays. Classroom teacher recognition of birthdays: pencils, crowns, special duties, etc..

We will continue to make this a special day for all of our students, without interfering with the academic integrity of the school day or risk exposing our students to allergies.



Lunch Procedures

A full service cafeteria will be in operation at Charles Street School. Hot or cold lunches may be purchased there or students may bring bag lunches. Palmyra School District participates in the National School Lunch Program; applications for free and/or reduced lunches are available on our website.

Students may not leave school property during their lunch period.

See information for the LunchTime Pay Portal for parents on page #

Free & Reduced Price Lunch

Download: [Free/Reduced Lunch application](#)

Applications should be turned in to the Business Office in the Delaware Avenue Administration Building.

Great News!

**You can now add funds to
your students school
breakfast or lunch ac-
count online!**

Palmyra School District has chosen **LunchTime Software** as its school lunch management tool. As a part of this software suite, the district will be offering the **School Payment Portal** as a safe, secure and convenient way for parents/guardians to manage their student's school lunch/breakfast payments.

By using the **School Payment Portal** you will be able to track your student's purchases, create reminders and set up automatic payments into your students lunch/breakfast account.

No More Cash or Checks! The **School Payment Portal** is a completely electronic system that lets you use your credit card to deposit money into your school lunch/breakfast account.



Setting up your account is quick and easy.

Go to <https://www.schoolpaymentportal.com/Default.aspx>

Click on **Create Account**

Enter the required information and click on **Create Account**

Click on **Login Page** and enter your E-mail Address and the Password you just created

Click **Sign In**

Click **Add Student**

Enter **08065** in the Zip Code box then click Continue

Click **Select** next to the school your student is attending

Enter the required information and click on

Continue *you will need your students**

"STUDENT ID NUMBER*. Insert Student ID#**

where it asks for the students PIN.

From here you can add your payment information and set up reminders. The system will accept Visa, MasterCard and Discover credit cards.



FEE STRUCTURE

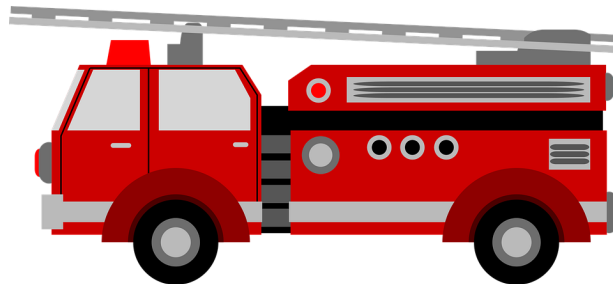
A convenience fee of 2.3% plus a \$1.00 transaction fee will be added to all credit card transactions:

EXAMPLE: A \$50 deposit made to a student's account will be charged to the credit card as \$50.00 (to lunch account) + \$1.15 (convenience fee) + \$1.00 (transaction fee) = \$52.15 total charge. Should you have any questions or need assistance regarding a student's account please feel free to contact Susan Danner, Food Service Director at (856)786-9300 x2010 or at PAL@nsfm.com.

FIRE AND SAFETY

The School Laws of New Jersey require that every school hold at least one Fire Drill and one Security Drill each month during school hours. Children are taught appropriate procedures to comply with drills. Reasonable effort will be made to notify parents/guardians on the day that a security drill was conducted.

The signal to evacuate the building will be the fire alarm or an announcement over the public address system. Directions for leaving the building will be given by the teacher and are posted near the door of each room in the building. Upon the notice to evacuate, students and teachers will move QUICKLY & QUIETLY out of the building by the nearest exit in an orderly fashion away from the building. If doors are blocked, move quietly to the nearest exit. The last group to clear the building should be at least fifty feet from the building. All doors should be closed upon exit. Students will proceed to designated area(s) of safety (i.e. Charles Street Athletic Field; Legion Field; Palmyra Community Center).



Dress & Appearance

Personal Standards – Student Dress Code

Shirts/Tops

1. Shirts and tops must cover shoulders;
2. No muscle shirts or camouflage;
3. No low-cut, revealing, excessively tight, or see-through attire;
4. No bare midriff, bare shoulder or backless attire, such as halter, spaghetti strap, tank or tube tops;
5. No sleepwear.



Pants/Slacks/Shorts/Skirts

1. The shortest point of clothing shall be approximately two (2) inches above the knee.
2. Garments cannot be worn lower than the hip resulting in exposure of undergarments or inappropriate expose of the body.
3. No excessively short skirts, skorts, or shorts. All attire must be no shorter than approximately two (2) inches above the knee.
4. Yoga/stretch pants, leggings or tights - only worn under garments that are no shorter than approximately two (2) inches above the knee.
5. No sleepwear.
6. No camouflage.

Hats, Head Covering

1. Students may not have a hat, head covering, visor, skull cap, wave cap, hood, bandana, headband, or scarf on their head in a school building.
2. Headbands or scarves may only be worn to keep hair out of the eyes; they must serve this specific purpose.

Shoes/Footwear

1. Appropriate footwear must be worn at all times.
2. Student footwear must promote personal safety, particularly walking up and down stairs and for Physical Education classes.
3. Footwear with laces must be tied or secured so that a tripping hazard is not present.
4. Unacceptable: Soft sole shoes (not rubber or hard), flip-flops, shower shoes, slippers, athletic slides, sandals without a back strap, and all sandals and shoes with heels over two (2) inches.

Jackets/Coats/Outer Garments

1. Jackets and coats may not be worn in the building except during arrival and dismissal times.
2. Hats, gloves and winter weather accessories may not be worn in the building, except when immediately entering/exiting the building.

Accessories

1. Eyewear that prevents eye-to-eye contact (sunglasses, glazed, and/or tinted glasses) is not allowed.

Dressing well is a form of good manners.

-Tom Ford

CLASSROOM DELIVERIES & CALLS TO SCHOOL

On occasion a student may forget something deemed as important for them to get through their day, lunch/money, a book, homework, etc. Or, a family emergency may have cause for a parent to call the office to get a message to their student with after-school plans. Please keep these interruptions to your child's classroom to a minimum. Please contact the main office for assistance.



- * Please make every attempt to be sure your child knows your plans for afterschool pick-up prior to coming to school each day.
- * Encourage your child to become more responsible in preparing for school by having their needed items ready and packed before leaving home in the morning.

CLUBS AND ACTIVITIES

Students in grades 3 through 5 have the opportunity to participate in extra-curricular clubs. A description of all clubs, with requirements and grade limitations is sent home in late September. A permission slip signed by the parent/guardian is required for participation. The number of participants may be limited; all club participation is on a first come, first serve basis. All activities will end by 3:05 PM unless the advisor has secured parental permission to conduct the activity longer. Should the need arise for a cancellation or postponement of a scheduled meeting date, every effort will be made to provide an announcement prior to the day of the scheduled meeting in the daily announcement, or the activity advisor will contact parent/guardians directly.

code of conduct

The Student Code of Conduct and Regulation are established to achieve the following purposes:

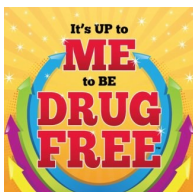
1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A. C. 6A:16- 7.2 through 7.9, as appropriate.

Follow the link below to the detailed CSS Code of Conduct:

[CSS CODE OF CONDUCT](#)

DAILY ANNOUNCEMENTS AND BULLETINS

Announcements which are important to a large segment of the student body will be made over the public address system in the morning and in the afternoon prior to dismissal.

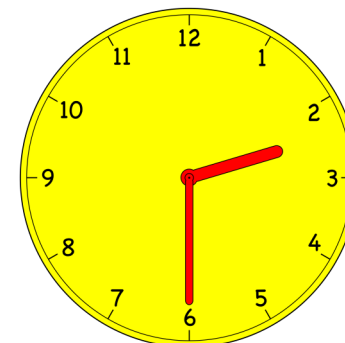


DRUG POLICIES AND PROCEDURES

The Palmyra School District has specific policies concerning the evaluation, treatment and discipline of students suspected of or determined to be under the influence of or in possession of drugs/alcohol. Specific policies are available upon request.

EARLY DISMISSAL

If a student is to be excused early from school due to medical, dental or other appointments, the student must report this request with a note from home, dated and signed by the parent/guardian. The note must state the request, the reason and the specific time of dismissal. The student will be called to the office at the time of dismissal and will only be released to the parent/guardian who signs the student out. Please make every effort to schedule appointments outside of school hours.



Field Trip!

On occasion students have the opportunity to participate in school sponsored trips with their class. The same rules apply on trips that are in effect during a regular school day. Permission slips must be in for all students who will be going on school sponsored trips. It is the decision of school administration whether a student is permitted to attend a school trip. Students may not be permitted to attend due to discipline, attendance issues, or obligations owed. School Board policies and procedure apply to all trips. Students must use the mode of transportation provided by the school district both to and from the field trip destination.

GRADES AND ACCESS

The Palmyra School District offers an online student information system, OnCourse, which allows for up to-date access to student grades, attendance records, classroom assignments/homework and the ability to view teacher websites. This information can be attained through the Parent Portal features of OnCourse. A username and password are required for the Grade Portal, and can be attained by contacting the school office at (856)786-9300.

OnCourse is your “go-to” for following your student’s education:



- Parents are strongly encouraged to utilize the Parent Portal on a regular basis
- Parents and students each have their own ID
- Parents should log on with their own ID
- The Parent Portal allows access to
 - ♦ each of your children’s portals (grades/schedules/homework/etc)
 - ♦ the annual OnCourse Update (done prior to each school year)
 - ♦ special notifications and surveys
 - ♦ other important information that the district may need to provide to parents

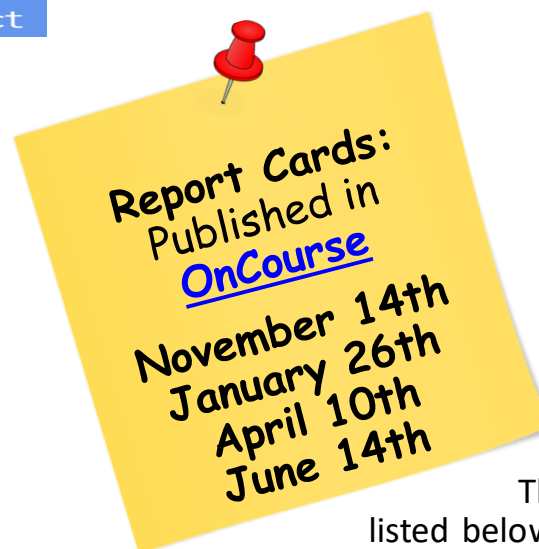
PROMOTION /RETENTION POLICY

Promotion is based on successful completion of all subjects. Failure in two or more subjects for the school year will cause a student to be retained at his/her present grade level. The principal decides placement after consultation with the student’s teachers, parents, and appropriate school personnel.

HONOR ROLL

Distinguished Honors requires that a student in Grades 3-5 receive A’s in all subject areas, and O or S in all related arts specials.

Honors requires that a student in Grades 3-5 receive any combination of A’s and B’s in all subject areas, and O or S in all related arts specials.



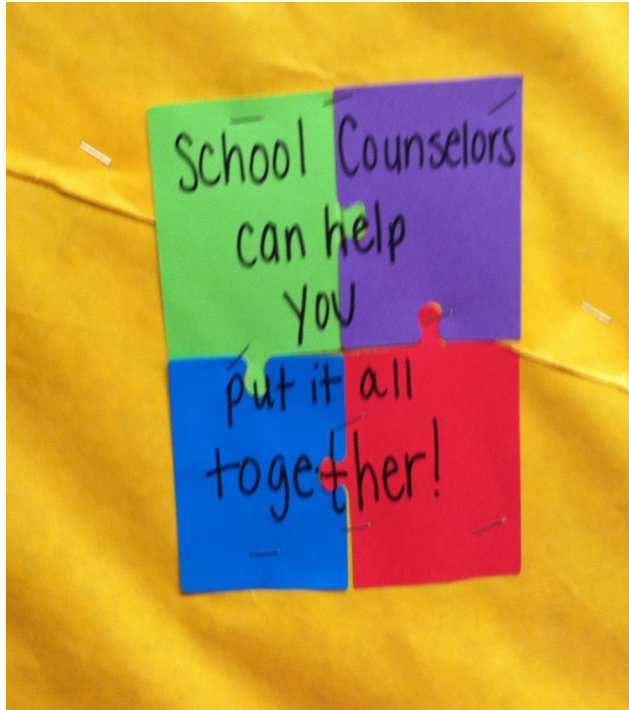
Parent-Teacher CONFERENCES

The conference schedule is listed below. Please note that parents are welcome to schedule an appointment with their child’s teacher at other times as needed (walk-ins, however, cannot be accommodated).

Charles Street School

November Nov. 16 (evening), 17, 20, 21
February 8 (evening) and 9

Your child’s teacher will reach out to you to schedule a convenient time for your child’s conference.



HARASSMENT, INTIMIDATION & BULLYING

Policy # 5512.01, 5512.02

Bullying includes threats, taunts, and implied threats to do harm to another physically or emotionally. It includes such behavior as hitting, pushing, vandalism, threats, taunting and others. Consequences are addressed in the Discipline Policy. The Palmyra School District has adopted a policy in accordance with the state statutes to address such concerns. This policy includes training for staff in the recognition of such behaviors, identification of potential victims, and preventative measures.

The district policy on Harassment, Intimidation and Bullying is available on the Palmyra School District website, www.palmyraschools.com and in the school office.

GUIDANCE

STUDENT SUPPORT/GUIDANCE SERVICES

Guidance services are available to every student at Charles Street School. These services include assistance with interpretation of test scores, study help, assistance with home, school and/or social concerns or any other questions the students may wish to discuss with the counselor. Group counseling and individual counseling is offered on an individual basis. Staff, teachers, students and parents can make guidance referrals. Any parent wishing to have their child seen by the Counselor should contact the main office at



Health Services

The Palmyra Board of Education employs a school physician. In addition, there is nursing staff for each school building.

The following screenings are performed by the school nurse during the school year: annually—weight, height, blood pressure, grades K, 2, and 4 - vision, grades K, 1, 2, and 3 -hearing, scoliosis (from age 10, every 2 years).

In all cases where a physical problem is noted, parents will receive written notice.

Students are required to have a physical examination for the following reasons:

- Entering preschool or kindergarten
- Transferring into the Palmyra School District from another school
- Participation on a school sports team (required every 365 days).
 - If requested, sports physicals will be done by the school doctor in June. See nurse for details.
- Applying for working papers

Required Physical Forms can be found on the district website or can be obtained from the school nurse.

All student medical examinations are conducted by your medical home or urgent care clinic.

The administration of medications during school hours should be avoided whenever possible. Only when medications are prescribed by a licensed physician, and with the written request of a parent/guardian, will they be approved by the school physician to be administered by the school nurse. The medicine should be brought to the school by a responsible adult in the original container labeled according to standards. Such medication is to be kept in a locked closet and administered by the school nurse.

Your family physician must complete a medication form to be turned in to the school nurse. Forms can be found on the District Website under the School Nurse tab for each school: [CSS](#)

Self-administration of medicine shall be limited to the use of inhalers or epipens.

In emergency situations students may be permitted to self-administer medication when the nurse or parent/ guardian is not present, provided a physician authorizes such self-administration for life-threatening illness only, and certifies that the student is capable of self administration, and the parents/guardians release the school district of any and all liability. Self-administration of medicine shall also apply to students who participate in any off-site or after-school activity under the same conditions. The nurse shall retain an identical copy of any inhaler (s) or epipen that a student may be permitted to use under the specific conditions described.



Health Exclusions

- When a student lacks valid documentation of New Jersey State-Mandated Immunizations, the student may be excluded from school until requirements are met.
- When there is evidence of departure from normal health for any student, the principal of the school shall, upon the recommendation of the school nurse or school physician, exclude such student from school.

Re-admission to school may be granted when proof, satisfactory to the school medical inspector, is furnished to indicate that the student is free from communicable disease.

Information on required immunization can be found at:

https://www.nj.gov/health/cd/documents/imm_requirements/k12_parents.pdf



FIRST AID

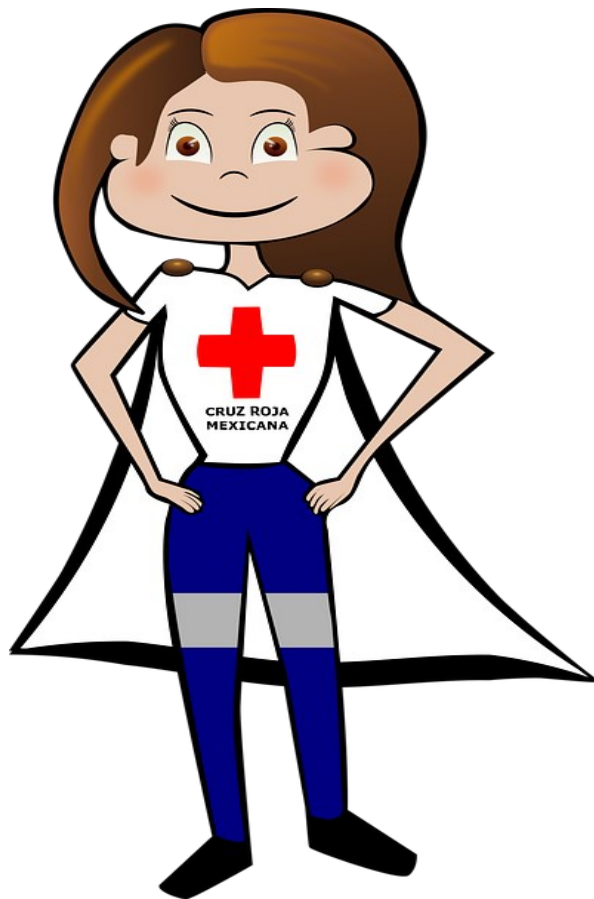
The school nurse is available daily to provide **first aid** for students with an urgent illness or injury. Parents will be notified when referral to their physician is indicated. Parents must provide transportation if a student becomes ill in school. The nurse provides care to special needs students as directed by their physicians. It is essential that the nurse have accurate and complete information regarding all medication your child takes regularly. Also, the nurse will confer with any student, parent, or staff member about their health concerns.

Nurse:

PreK-5: Ms. Del Rossi Bishop, RN

856-786-9300, x 2004

HEALTH OFFICE



Our school nurse provides first aid, vision, hearing, blood pressure, and scoliosis screenings, assures immunization compliance, control of communicable disease, encouragement of all health management examinations and promotion of sound mental health.

The school nurse administers all medications, including prescription and non-prescription. All student medication must be kept in the nurse's office along with a medication permission form, completed and signed by the parent/guardian and family physician. Prescription medication must be in labeled pharmacy containers; over the counter medication must be in the original container and the medicine must be brought to school by a responsible adult. If necessary, a **parent** may come and give medication to a student during the school day.

Please be sure to notify the school nurse of any chronic medical issues your child may have, along with any allergies, or medications he/she is currently taking.

In addition to diagnosed illnesses, the following symptoms are an indication that your child must not be brought to school:

- an elevated temperature of 100 or above
- diarrhea more than twice in one day
- vomiting
- sore throat that impedes speaking
- persistent cough
- reddened eyes with discharge

ILLNESS/INJURY AT SCHOOL

Should you feel ill, get permission from the teacher for any student who is ill or injured during the course of the school day must see the school nurse at once. Do not go to the lavatory. There are lavatory facilities in the Nurse's Office. If the nurse feels that you should go home, she will notify your parent/guardian. **NEVER LEAVE THE BUILDING OR CALL HOME TO ARRANGE FOR TRANSPORTATION WITHOUT FIRST GOING TO THE NURSE'S OFFICE FOR PERMISSION.**

WE MUST HAVE A CURRENT EMERGENCY NUMBER ON FILE WHERE THE STUDENT'S PARENT OR GUARDIAN CAN BE REACHED AND AN ADDITIONAL NUMBER OF A PARENT APPROVED EMERGENCY CONTACT.

The school nurse is available throughout the day for health services and consultation with students, staff, and parents/guardians. Any questions regarding the administration of medication or other health related issues should be directed to our school nurse at (856)786-9300, ext. 2004

EMERGENCY CLOSING

In case of any emergency which will require the schools to close, an automated phone message will be delivered to all parents/guardians advising them of the closure and/or delayed opening. In addition, a school closing message will feature prominently on our district website. Radio and television websites with whom we report will state "Palmyra Borough School District" is either

INTERNET—ACCEPTABLE USE POLICY

Access to the Internet is made available to our students and staff to assist in the educational process. Inappropriate use of this educational tool may result in the cancelation of privileges. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Palmyra Public Schools will be regarded as unethical. Guidelines applying to the use of computer systems, accounts or network access provided by the Palmyra School District are available in the school office and on the district website, www.palmyraschools.com



INCLEMENT WEATHER



On extremely cold and rainy days, the students may enter the building at their designated door as soon as staff are available to allow them in.

Students should not arrive on school grounds before 8:00.

INSURANCE

Accident insurance during school hours is provided by the Board of Education.



All articles, which are found, except library books, should be turned in to the Main Office. Library books that are found should be returned to the library. Students may claim lost articles by giving proper identification. Lost articles, especially clothing, will be on display during Open House and school-wide conference times for parents to check.



LOCKERS

All fifth grade students will be issued a locker at the start of the school year for storing books, clothing and other materials. The lockers are the property of the school district and are subject to inspection by school authorities at any time. The school cannot guarantee the security of the locker. For your own protection, keep your combination confidential. Students are permitted to go to their locker before attendance, before and after lunch, and after school. Permission to go to your locker at any other time must be obtained from the teacher providing a hall pass. Students are not permitted to share a locker or change locks without a teacher or administrative approval. No food should be left in the locker overnight or on weekends.



PUBLICATION OF STUDENT INFORMATION / PHOTOS

Permission must be given for any student photo, video image, and/or achievements to be disclosed in school publications, school video projects, cable TV, posted on the school's Website, released to the media, Palmyra BOE recognized school booster organizations, Palmyra High School Foundation for Educational Excellence (PHSFEE), and/or Palmyra Parent Teacher Association (PTA).

STUDENT OBLIGATIONS

Students are issued school owned supplies and equipment. Each student is responsible to return them in reasonable condition. If books or equipment are damaged or lost, the student must pay a fair price for any such item. The teacher shall report such loss to the office. Do not deprive the student use of necessary materials due to loss. As soon as obligations are reported, issue any needed replacement to the student. Notify parents of said obligation. **Students who owe obligations to the school will not be permitted to participate in any extra-curricular activities.**

The following is a guide to be used for fines:

New	-	Full price
Very good	-	4/5 price
Good	-	3/5 price
Fair	-	2/5 price
Poor	-	1/5 price

TEXTBOOKS

Students should return textbooks to their teachers in approximately the same condition in which they were when the books were assigned.

Textbooks are loaned to students for their use. Each student is responsible for books issued. Every effort should be made to return any books in the condition in which it was received. Lost, stolen or damaged books must be paid for by the student.

SEXUAL HARASSMENT

Palmyra Board of Education Policy

The Palmyra Board of Education is committed to maintaining an academic environment that is free from any form of sexual harassment. Sexual harassment of any kind is prohibited in the educational setting. No person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect that pupil's standing in the school setting.

Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of sexual nature within the school setting.

Any allegations of sexual harassment are to be immediately reported to the Administration or the Affirmative Action Officer. Grievance procedures are available for protesting alleged discriminatory, sexual, or other harassing actions for both employees and students.

Sexual harassment is defined as un-welcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct by an individual is made explicitly or implicitly a term of employment; (2) submission to, or rejection of conduct has the purpose or effect of interfering with an individual's work performance, or creating an intimidating, hostile, or offensive environment. Specific policies are available upon request.

Further information on this and any other district policy can be found on the Palmyra School District website:

www.palmyraschools.com



Books and other necessary school needs that are supplied by the school at no cost to the student remain the property of the school district. Books are to be covered at all times; this is the responsibility of the student. Books which are lost must be paid for in full by the student. Assessments for damage will be at the discretion of the teacher or librarian.

Supply lists will be made available for parents/guardians on the website.

SUSPENSION

Students suspended from school for any reason are not permitted to participate in any extra-curricular activities. The student is required to make up any assignments or tests when they return to school.



Computers, Library, Music, STEAM, World Language, Physical Education

Throughout the school year instruction is offered to students in grades K—5. Specialty trained teachers utilize programs and curriculum to offer students a terrific opportunity to engage in meaningful lessons that often connect to other content areas.



Physical Education

An organized health and physical education program is provided for all children. A full program of recreation, games, contests and individual sports is offered by a teacher of physical education. Fundamentals of team sports are taught with some interschool competition.



The Palmyra School District uses a points system to identify students for additional gifted programming in grades 2 through 5. Within the 6 day cycle at Charles Street School, cohorts of students are pulled during an 80 minute period to participate in projects and extensions that enrich and supplement their learning of the classroom curriculum. The Gifted and Talented (G&T) Program pushes students to think outside of the box, communicate and work with partners in small groups, and explore parts of academia that they would not usually have a chance to explore in the regular classroom. G&T groups are fluid, so students can enter and exit as the year progresses based on their performance within the G&T classroom as well as their performance on common grade level or benchmark assessments.

TARDINESS

All students who are late after **8:15** are to report to the office for a late pass. State School Law requires a student to be in school and on time each day unless excused.

When a student is late to school they miss a very important part of their school day. Morning announcements and opening exercises take place prior to 8:30. During this period of time, important information is shared with or collected from students, both on a school-wide and classroom level.

First period begins at 8:30; it is from this point forward that individual subject area and classroom instruction takes place. When your child is late to school, they have not only missed a very important part of their daily lessons, but they interrupt the learning process for all others in their class. Please make every effort to see that your student arrives at school on time.

TRUANCY

For truancy or cutting class, a student will be suspended from school. Students are required to follow the schedule of classes. Cutting is considered an act of truancy. Continued truancy may result in re-

VANDALISM

The school district facilities and property are maintained at considerable expense for the education of each student. Students who cause intentional damage or vandalism to school district property will be disciplined accordingly.

VISITORS TO CSS

School safety procedures are as follows:

- All school doors will continue to be locked daily.
- No visitors are to enter the building with students during arrival.
- 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 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.
- 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*).

Main office staff are directed to call the school resource officer or to notify the building administrator if a visitor is uncooperative, does not adhere to the procedure, or becomes threatening.

Technology

The Palmyra School District considers the use of digital resources as central to the delivery of its educational program and expects that all students will use digital resources as an essential part of their learning experiences. It is the ongoing policy of the Palmyra Public School District to maintain an environment that promotes ethical and responsible conduct with all digital resources. With this privilege comes specific responsibilities for the parent AND for the student. Please visit the technology team's website: <https://www.palmyraschools.com/page/technology> to view policies and forms.





Before and After School

The Before and After School Program:

- Offers a safe, affordable after school program for children in grades K to 5.
- Furnishes quality child care delivered by a professional and caring staff.
- Provides a convenient program located in the Charles Street School.
- Selects activities that are relaxing, safe, and enjoyable.
- Plans the curriculum to promote the physical, mental, emotional, and social needs of your child.

Interested parents should contact the Board of Education Business Office (856-786-9300, x 1000) for additional details.



The Brightwheel app is used for all billing and check-outs • Monthly or Flex-Pay plans are available
(must be selected at time of registration)

IMPORTANT INFORMATION FOR PARENTS/GUARDIANS:

Charles Street School Offices close at 3:30 - you cannot reach the Afterschool Program by calling the School Office after this time. Please call 609 828-2056 if you need to reach the After School Program after 3:30.

The Palmyra PTA

Parent-Teacher Association

The Palmyra PTA serves the students in Pre-K through 8th grades in both the Charles Street & Palmyra Middle Schools.

The Palmyra PTA is a unit of the National PTA which is comprised of millions of families, students, teachers, parents, grandparents, administrators, business & community leaders devoted to the educational success of children & the promotion of parent involvement in schools.



We are known for Enriching Education by:

- Recognizing our students' talents through various awards programs.
- **Recognizing & welcoming our Faculties** in both the elementary (CSS) & middle schools (PHS).
- Continuing a national focus on reading by providing **Book Fairs** in fall & spring, the **Book for all Students** program & supporting the district's annual reading incentive in the **Read Across America** initiatives & celebrations.
- Raising valuable funding in order to help teachers to reduce the costs to families for **Class Trips**.
- Educating our kids on the value of fun in wellness & exercise with our big **Fitness Fun Day** each spring.
- Sponsoring **scholarship awards** that reward the academic as well as the civic efforts of students.
- Resourcing an extraordinary array of authors, dancers, athletes, musicians, illustrators, scientists, zoologists and more brought in for truly memorable **Assemblies**.

We work towards Building Community by:

- Supporting our annual **Ice Cream Social** with free bowls to all our students, fostering friendships & a chance to socialize with fellow parents.
- Organizing the spirited fun of our **Annual Halloween Fest** celebration including our Pumpkin Contest.
- Sourcing indirect ways to raise money for programs.
- Managing the **December Holiday Shop** for students to purchase small gifts for their families.
- Organizing **School Pictures**, including registry in the National Smile-Safe kids program.
- Educating the parent & faculty community by bringing programs of interest, encouraging our members to have a voice in School Board discussions, along with supporting a **Candidate Forum** for the School Board elections



We welcome all those interested to join us with whatever time or talent they may be able to give. Your generosity & the commitment of our dedicated volunteers enables the Palmyra PTA to sponsor many activities for the children.

PTA Meetings are usually the 1st Monday of the Month. Date & time are posted on Facebook and on signs at CSS.



**You can view ALL Policies
by going to our District Website:**

www.palmyraschools.com

Go to Menu > Board of Education > Policies and Notices

Or click on link below:

<https://palmyranj.sites.thrillshare.com/page/policies-and-notices>

You can search by subject (i.e. "Harassment" or "Attendance," etc.)
or you can go directly to the policy number (i.e. 5512 and/or 5512.01)

Are You Registered To Vote?

At the annual local election, held in November, voters choose members of the nine-member Board of Education.

To be eligible to vote, residents must be citizens of the United States and at least 18 years old on the day of the election. Residents must have been living in the state and county for at least 30 days and must have registered to vote at least 29 days before the election. Anyone registered to vote in general elections may also vote in school elections.

Qualifying residents may register to vote at the Borough Clerk's office at the Office of the County Clerk or by securing a mail-in registration application. Registration forms are available online at: <https://www.co.burlington.nj.us/556/Forms-Documents>.

We encourage you to vote in the next school election.



FULL DAY SCHEDULE

Preschool Program

8:30 - 2:20

Lunch

11:15—12:00

GRADES K through 5

SCHOOL IS IN SESSION

8:15 A.M. – 2:30 P.M.

LUNCH SCHEDULE

Grades K - 1 10:45-11:25

Grades 2 - 3 11:30-12:10

Grades 4 - 5 12:15-12:55

EARLY DISMISSAL SCHEDULE

Preschool Program

8:30– 12:45

Lunch

11:15-12:00

GRADES K through 5

SCHOOL IS IN SESSION

8:15 A.M. – 12:45 P.M.

LUNCH SCHEDULE

Grades K-1 10:10-10:45

Grades 2 - 3 10:50-11:25

Grades 4-5 11:30-12:05