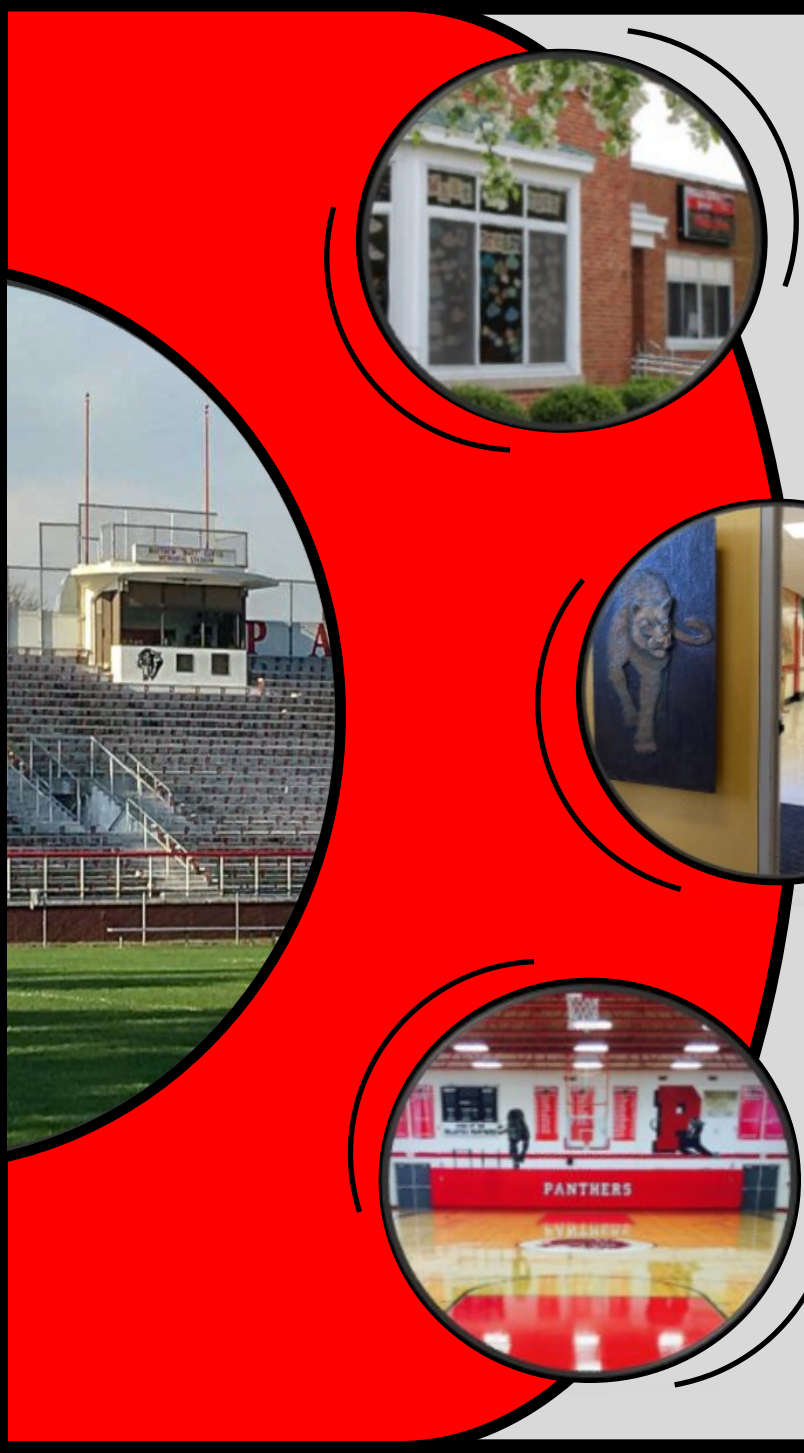


*Inspiring Excellence  
with Palmyra Pride*



# District Parent HANDBOOK

**2023-2024**



# PALMYRA BOARD OF EDUCATION

**Vision:** Palmyra School District's teachers and community inspire all learners to excel, empowering students from our small and diverse community to change the world.

**Mission:** The mission of Palmyra School District is to develop critical thinkers, creative achievers, and compassionate community members. We foster a learning environment that embraces equity for all students while nurturing individual academic success and growth!

**FOR INFORMATION ON OUR BOARD MEMBERS, MEETINGS, AGENDA AND MORE:**

**[PALMYRA BOARD OF EDUCATION](#)**



Board of Education Meetings are typically held on the 2nd Wednesday of each month, begin at 7:00 pm, and are conducted in the Charles Street School Gymnasium. Please check our website to confirm.

# Palmyra School District

## Superintendent's Office

30 West Broad Street (back entrance of Community Center)  
301 Delaware Avenue (mailing address)  
Telephone: 856-786-9300 x 1013  
FAX: 856-829-9638  
Office Hours: 7:30 a.m. - 3:30 p.m.

Mr. Mark Pease, Interim Superintendent  
Ms. Patricia Holt, Admin. Asst. to the Superintendent  
Ms. Lisa Jablonski, Admin. Asst. to the Supt./Public Relations

## Business Office

Mr. Jared M. Toscano, Business Administrator/Board Secretary  
Ms. Diane Torres, Admin. Assist. to the Business Administrator  
Ms. Kimberly Allen, Central Registrar  
Ms. Nayda Rivera, Payroll & Benefits

## Curriculum and Instruction

Dr. Florencia Norton, Director

## Office of Assessment and Accountability

Dr. Peter Lutchko, Director

## Student Services

301 Delaware Avenue  
Telephone: 856-786-9300, x 1007  
FAX: 856-829-9638  
Office Hours: 7:30 a.m. - 3:30 p.m.  
Ms. Lianne Kane, Director of Student Services  
Ms. Helene Mantagas, Secretary

## 504 Officers

Charles Street School: Ms. Octavia Lee  
Palmyra Middle & High School: Mr. Mike Papenberg

## HIB Coordinator

Mr. Michael Papenberg 856-786-9300 x 3142

## **Equity/Affirmative Action Officer, Homeless Liaison :**

Dr. Florencia Norton 856-786-9300 x 1002

**Title IX Officer:** Ms. Lianne Kane 856-786-9300 x 1007

## **Buildings & Grounds**

Mr. Ronald Holt, CEFM  
Telephone: 856-786-9300 x 3181

## Palmyra Preschool

301 Delaware Avenue and 100 W. Charles Street  
856-786-9300 x 1007  
Ms. Lianne Kane, Principal  
Ms. Helene Mantagas, Secretary

## Charles Street Elementary School (PreK-5)

100 W. Charles Street  
Telephone: 856-786-9300 x 2003  
Office Hours: 7:30 a.m. - 3:30 p.m.  
Mrs. Octavia Lee, Principal  
Ms. Susan Mason, Secretary  
Ms. Joy Butler, Secretary

## Palmyra Middle School (Grades 6-8)

311 W. Fifth Street  
Telephone: 856-786-9300 x 3195  
Office Hours: 7:30 a.m. - 3:30 p.m.  
Mr. Ken Holloway, Principal  
Ms. Annette Knighten, Secretary

## Palmyra High School (Grades 9-12)

311 W. Fifth Street  
Telephone: 856-786-9300 x 3157  
Office Hours: 7:30 a.m. - 3:30 p.m.  
Ms. Lisa Sabo, Principal  
Mr. William Devlin, Assistant Principal  
Ms. Dorie Cecchini, Secretary  
Ms. Vicki Agnew, Secretary  
Ms. Meredith Tenety-McGrath, Guidance Secretary

## Athletic Office

Mr. Michael Papenberg, Director of Athletics  
Telephone: 856-786-9300 x 3142

## **School Security Specialist**

Melissa Martinez 856-798-9300 x 3166

## **School Resource Officer( SRO)**

856-798-9300 x 3178

## School Hours

Palmyra High School Gr. 9 - 12	7:50 am - 2:19 pm
Palmyra Middle School Gr. 6 - 8	7:50 am - 2:19 pm
Charles Street School Gr. K - 5	8:15 am - 2:30 pm

Preschool (DAS and CSS)	8:30 am - 2:30 pm
Before School Programs	7:00 am - until school starts
After School Programs	2:30 pm - 6:00 pm

The “first bell” will sound 5 minutes before the start of each session. Students should not report for school earlier than ten minutes before the start of the session with the exception of CSS Breakfast which starts at 7:45 am, entrance Door 9 on Walnut Street.

## Early Dismissal Schedule

Palmyra High School Gr. 9 - 12	7:50 a.m. - 12:13 p.m.
Palmyra Middle School Gr. 6 - 8	7:50 a.m. - 12:13 p.m.
Charles Street School Gr. K - 5	8:15 a.m. - 12:45 p.m.
Preschool (DAS and CSS)	8:30 a.m. - 12:45 p.m.

## 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.

## [PALMYRASCHOOLS.COM](http://PALMYRASCHOOLS.COM)

**The district website is your most reliable and up-to-date source of information for delays, closings, and other important news.**

## 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, 17, 20, 21  
February 8 & 9

Palmyra Middle/High School  
November 21



### Report Cards:

Published in  
OnCourse

**November 7**  
**January 23**  
**March 28**  
**June 13**

# Palmyra School District Absence Reporting

The school cannot perform its primary tasks if students are not present for instruction. The responsibility for the student to attend school regularly is that of the parent and the student.

**The following procedure should be followed as early as possible on the day of an absence:**

**PreK-5:** Parents should call the school by 8:15 am to report the student's name and the reason for the absence: 786-9300 (option #3 for Charles Street School and then option #1 for absences).

**Gr. 6-12:** Parents should call the school by 8:00 am to report the student's name and reason for the absence: 786-9300 and select option #2 for the Middle or High School and then option #1 for absences

School personnel may contact the homes of those whose absence has not been verified by a parent phone call by 9:00 a.m. In some situations the school may make follow-up calls to further verify the student's absence.

Parents cannot legally grant permission for absences which violate state and school policies.

**Both the attendance and tardiness (lateness) policies can be accessed through our District Website at [www.palmyraschools.com](http://www.palmyraschools.com) (please see pages 18-20 for more information).**



**Click on the OnCourse Connect image below to access your parent portal.  
Parents should log on with their own ID, not a student ID.**



**OnCourse is your go-to resource regarding your child'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 the district may need to provide to parents

# **REGISTRATION AND 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.

**Preschool:** Children who are 3 or 4 years of age on or before the first day of October may be admitted dependent on program availability.

**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.

 **EMERGENCY  
INFORMATION  
CONTACT DETAILS**

It is the parent's responsibility to notify the school in writing of any changes to the original registration.



# Health Services

**There is a school nurse at both Charles Street School and Palmyra Middle/High School. In addition, the Palmyra Board of Education employs a school physician.**

The following screenings are performed by the school nurse during the school year: weight, height, blood pressure, vision, 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 annually, sports physicals can be done by the school physician in June. Please contact the Palmyra Middle/High School 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: [CSS](#) [PMS/PHS](#)

**All student medical examinations are conducted by your family doctor.**



# MEDICATIONS

**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:

[Charles Street School](#)

[Palmyra Middle/High School](#)

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.

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



# 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.**



## 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.

**Nurses:**

PreK-5:	Ms. Del Rossi Bishop, RN	856-786-9300, x 2004
Gr. 6-12:	Ms. McClure, RN	856-786-9300, x 3124

**School health services are provided confidentially.**

# 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 tops, crop tops, or tube tops, etc;
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 is not allowed (i.e. sunglasses, glazed, and/or tinted glasses).

**Religious Exemptions:** Religious exemptions to the dress code must be approved in advance by the building principal.

*Fashion fades, style is eternal.*

-Yves Saint Laurent

# 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.

See page 14 for **Bicycle Rules and Safety Precautions**



# Bicycle Riding

Only 3rd through 12th 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.

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

## Kids and Bicycle 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.

## Students' Cars



Driving to school is a privilege which may be revoked. High School students must register their cars with the main office and park ONLY in the parking lot, not on the street. Cars may only be used to drive to and from school. They may not be used during the school day (this includes driving during lunch time, sitting in the car, or going to the car during the school day.)

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

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.



A full service cafeteria will be in operation at Charles Street School, Palmyra Middle School & High School. Hot or cold lunches may be purchased there or students may bring bag lunches. All schools are participating 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 lunch periods.**

## Free & Reduced Price Lunch

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

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

## Field Trip!

All trips in which a student leaves his/her regular school building requires a parent permission slip.

## LOST AND FOUND



Lost and found articles are reported to and taken to the designated area for each school. If not claimed within a reasonable time, they will be disposed of.



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.

## 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.

## Money and Valuables

Pupils should be instructed never to leave money or valuable objects in their desks. Such items should be left in the care of the teacher. Students should report cases of theft immediately to their teacher or to the teacher-in-charge.



## Electronic Devices

Personal electronic devices may be permitted for use during the school day as per the building principal or his/her designee. Use of a personal electronic device without administrator authorization may result in a parent/guardian being contacted and the device being confiscated.

## Art, Library, Music & World Language

Throughout the school year instruction is offered to students in grades PreK-12. 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.



**Instrumental music lessons are available to students in grades 5-12.**

## Technology

The Palmyra School District integrates the use of technology throughout instructional programs. All students and staff are required to review and sign the Acceptable Use Policy (AUP) for the use of technology and applicable resources while in attendance. The Palmyra School District is a “wireless” campus with students and staff utilizing an array of electronic mediums that interface with this network. Students have access to several computer labs within the district. In addition, Chromebooks are provided to every student through our District's 1:1 Chromebook Initiative..



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.



## 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 Instructional Program

The primary aim of the instructional program is to develop well-rounded citizens who are prepared to meet the challenges of a global society. To this end the school provides an environment filled with rich and varied experiences designed to provide each child with equal opportunity to become vocationally and economically effective, and to develop physically, mentally, emotionally, aesthetically, spiritually and socially.



## Testing Program

The State of New Jersey requires students in third through eleventh grade be given standardized proficiency tests.

All children in the Palmyra schools are also given tests and measurements of academic performance. A careful study of the assessments helps the staff to understand individual children more thoroughly so that their development may be carefully guided.

Assessments are administered to all students in grades K-12 each school year. The results of these assessments are used for the improvement of instruction and the identification of academic skills that students possess.

Parents may request a conference to discuss the results of our testing at any time.

Parents will be notified of testing dates when available. Dates will also be posted on our website.

## Affirmative Action

The Palmyra School District is committed to providing equal and bias-free access for all students to all facilities, courses, programs, activities and services regardless to race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.

Questions or concerns may be directed to:  
Affirmative Action Coordinator: Dr. Florencia Norton

## Special Education Program

In order to meet the needs of our community, the Board of Education provides an education for children with special needs. These programs are required and are partially subsidized by the state, and provide specialized educational programs for those children who are determined eligible by the Child Study Team.

Any question regarding special education should be referred to the Child Study Team Supervisor, Ms. Lianne Kane, at 786-9300, ext. 1007. Palmyra is a member of the Burlington County Educational Services Unit.

## Response to Intervention Services (RTI)

Formerly I & RS

Palmyra Public School's Intervention & Referral Service (I & RS) Committee is a multi-disciplinary group of staff who meet regularly to identify, intervene and refer high-risk students for individual assistance. Academic, behavioral and social needs are addressed. Our commitment to on-going training along with pride in the program is the key to its success.

## Student Assistance Program

The Student Assistance Program is a comprehensive program including classroom education, teacher training, parent education, community approaches, peer mediation, crisis intervention, referral, counseling and support services to all students in kindergarten through grade twelve. Students, parents and teachers may utilize the Student Assistance Program in an effort to address core social issues demanding our attention, specifically drug/alcohol prevention, and creating a healthy and positive community and environment.



**These services are provided confidentially and are free of charge.**  
Please contact your child's counselor for additional information.



# Charles Street Child Care



This program is sponsored by the Palmyra Board of Education

Child Street Child Care - 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 can contact the Board of Education Business Office,  
856-786-9300 x 1000 for additional details or click the link below:

[CHARLES STREET CHILD CARE](#)



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)

## Preschool Program

The Palmyra School District offers a preschool program to children who  
reside in Palmyra and who are age 3 or 4 as of October 1st.

The 2023-2024 program will be held at both Delaware Avenue School and Charles Street School.

Transportation for this program is not provided.

Please contact the Registrar for more information: 856-786-9300 x1000

# 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 member of the National Parent Teacher Association.



## 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 (PMS).
- 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 such as BoxTop collections and Spirit Nights.
- 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.**

## Harassment, Intimidation & Bullying Policy

The Palmyra Board of Education prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.



**You can view all policies  
by going to our District Website:**

**[www.palmyraschools.com](http://www.palmyraschools.com)**

**Click on the Board of Education button,  
then click Policies and Notices on the left**

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

# **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

# **STUDENT TARDINESS/LATENESS**

Please be advised of the following from our District Tardiness [Policy and Regulation 5240](#)

- A student, in grades Pre-Kindergarten through 5, who is late to school must report to the main office with their parent/guardian to present a written note explaining the reason for the lateness , be signed in by their parent/guardian, and receive a late pass for admission to class.
- A student, in grades 6 through 12, who is late to school must enter through Door #1 and present the attendance secretary with a written note explaining the reason for the lateness. The student must sign in and receive a late pass for admission to class.
- No student who arrives at school after attendance has been taken will be admitted to class without a late pass.

# 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.**

