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.

The Palmyra Board of Education invites you to keep informed about your schools!

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.

Notices are posted for these and other meetings as called by the Board of Education.

Board of Education Members:

- Mr. Mark Russell, President
- Ms. Amy Austin
- Ms. Judy Belton
- Ms. Erica Campbell
- Mr. James Dickinson
- Mr. Michael Stewart, Beverly Rep.

- Ms. Laurie Beck, Vice President
- Mr. John Liebe
- Mr. John Quigg
- Mr. Sean Toner
- Mr. Jeffrey Elliot, Riverton Rep.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Administrative Staff</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Regulations</td>
<td>6</td>
</tr>
<tr>
<td>Affirmative Action</td>
<td>11</td>
</tr>
<tr>
<td>After School Child Care</td>
<td>14</td>
</tr>
<tr>
<td>Attendance Regulations</td>
<td>9</td>
</tr>
<tr>
<td>Art, Library, Music &amp; World Language</td>
<td>9</td>
</tr>
<tr>
<td>Bicycle Riding/Safety</td>
<td>13</td>
</tr>
<tr>
<td>Board of Education Meeting Schedule</td>
<td>2</td>
</tr>
<tr>
<td>Board of Education Members</td>
<td>2</td>
</tr>
<tr>
<td>Crossing Guards</td>
<td>12</td>
</tr>
<tr>
<td>Early Dismissal Schedule</td>
<td>5</td>
</tr>
<tr>
<td>Electronic Devices</td>
<td>7</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>5</td>
</tr>
<tr>
<td>Emergency Contact Information</td>
<td>14</td>
</tr>
<tr>
<td>Field Trips</td>
<td>7</td>
</tr>
<tr>
<td>Fire &amp; Safety Drills</td>
<td>14</td>
</tr>
<tr>
<td>First Aid</td>
<td>10</td>
</tr>
<tr>
<td>Harassment, Intimidation &amp; Bullying (HIB)</td>
<td>15</td>
</tr>
<tr>
<td>HIB Coordinator</td>
<td>4</td>
</tr>
<tr>
<td>Health Exclusions</td>
<td>10</td>
</tr>
<tr>
<td>Health Services</td>
<td>10</td>
</tr>
<tr>
<td>Hours of Session</td>
<td>5</td>
</tr>
<tr>
<td>Immunization &amp; Vaccinations</td>
<td>6</td>
</tr>
<tr>
<td>Important Dates</td>
<td>5</td>
</tr>
<tr>
<td>Instructional Program</td>
<td>5</td>
</tr>
<tr>
<td>Intervention &amp; Referral Service Committee</td>
<td>11</td>
</tr>
<tr>
<td>Lost &amp; Found</td>
<td>14</td>
</tr>
<tr>
<td>Lunch Period Procedures</td>
<td>6</td>
</tr>
<tr>
<td>Medications</td>
<td>10</td>
</tr>
<tr>
<td>Medical Examinations</td>
<td>10</td>
</tr>
<tr>
<td>Missing Children Policy</td>
<td>14</td>
</tr>
<tr>
<td>Money &amp; Valuables</td>
<td>6</td>
</tr>
<tr>
<td>Parent-Teacher Association</td>
<td>8</td>
</tr>
<tr>
<td>Physical Education</td>
<td>6</td>
</tr>
<tr>
<td>Pre-School Program</td>
<td>14</td>
</tr>
<tr>
<td>Safe Routes to School Program</td>
<td>12</td>
</tr>
<tr>
<td>Safety Between Home &amp; School</td>
<td>12</td>
</tr>
<tr>
<td>Safety, Light Rail</td>
<td>13</td>
</tr>
<tr>
<td>School Progress Reports</td>
<td>5</td>
</tr>
<tr>
<td>School Supplies</td>
<td>7</td>
</tr>
<tr>
<td>Schools/Information</td>
<td>4</td>
</tr>
<tr>
<td>Special Education Program</td>
<td>11</td>
</tr>
<tr>
<td>Student Assistance Program</td>
<td>11</td>
</tr>
<tr>
<td>Students’ Cars</td>
<td>13</td>
</tr>
<tr>
<td>Student Dress Code</td>
<td>7</td>
</tr>
<tr>
<td>Suspension</td>
<td>6</td>
</tr>
<tr>
<td>Technology</td>
<td>9</td>
</tr>
<tr>
<td>Teacher Conferences</td>
<td>5</td>
</tr>
<tr>
<td>Testing Program</td>
<td>7</td>
</tr>
<tr>
<td>Vocational Opportunities</td>
<td>11</td>
</tr>
<tr>
<td>Voting Information</td>
<td>13</td>
</tr>
</tbody>
</table>
Palmyra Public Schools

Central Administration
Delaware Avenue School
301 Delaware Avenue
Telephone: 856-786-9300, ext. 1000
FAX: 856-829-9638
Office Hours: 7:30 a.m. - 3:30 p.m.
Mr. Brian J. McBride, Superintendent of Schools
Ms. Pat Holt, Admin. Asst. to the Superintendent
Mr. William R. Blatchley, Board Secretary/Business Administrator
Ms. Dianne Torres, Assistant to the Business Administrator
Ms. Patricia Stanley, Asst. Business Administrator
Ms. Lisa Muir-Jablonski, Central Registrar
Ms. Nayda Rivera, Payroll & Benefits
Mr. Kenneth Holloway, Chief Academic Performance Officer
Ms. Elizabeth Follis, Teacher Coach
Ms. Lauren Schmidt, Teacher Coach
Ms. Stacy Saia, Supervisor of Curriculum & Instruction
Ms. Valerie Still, Public Information Officer

Charles Street Elementary School (PreK-6)
100 W. Charles Street
Telephone: 856-786-9300, ext. 2003
FAX: 856-303-0481
Office Hours: 7:30 a.m. - 3:30 p.m.
School Hours: 8:15 a.m. - 2:30 p.m.
Mr. Brian J. McBride, Administrative Principal
Mr. Christopher Tracey, Assistant Principal
Mrs. Susan Mason, Secretary
Mrs. Chris Costello Secretary

Child Study Team
301 Delaware Avenue
Telephone: 856-786-9300, ext. 1007
FAX: 856-829-9638
Office Hours: 7:30 a.m. - 3:30 p.m.
Mrs. Lianne Kane, Supervisor of Child Study Team
Mrs. Annette Knighten, Secretary
Mr. Kent MacDougall, Social Worker
Ms. Karyn Frangs, School Psychologist
Ms. Gina Lewis, School Psychologist

Palmyra High School (Grades 7-12)
311 W. Fifth Street
Telephone: 856-786-9300, ext. 3157
FAX: 856-786-3014
Office Hours: 7:30 a.m. - 3:30 p.m.
School Hours: 7:50 a.m. - 2:24 p.m.
Ms. Lisa Sabo Principal
Mr. Jared Toscano, Assistant Principal
Mr. Michael Papenberg, Assistant Principal
Mrs. Dorie Cecchini, Secretary
Mrs. Vicki Agnew, Secretary
Ms. Samantha Crean, Guidance Counselor
Ms. Kara Shore, Guidance Counselor
Mrs. Meredith Tenety, Secretary

Athletic Office
Mr. Michael Papenberg, Director of Athletics
Telephone: 856-786-9300, ext. 3141

School Safety & Security Officers
Mr. Richard K. Dreby 856-786-9300 ext. 3174
Patrolman Omar Kendall
Telephone: 856-786-9300, ext 3178

504 Officers
Charles Street School: Mr. Chris Tracey
Palmyra High School: Mr. Mike Papenberg

HIB Coordinator
Mr. Michael Papenberg 856-786-9300 ext 3142

Buildings & Grounds
Mr. Ronald Holt, Educational Facilities Manager
Telephone: 856-786-9300, x3180

Equity/Affirmative Action Officer, Homeless Liaison, Title IX Officer:
Mrs. Lianne Kane 856-786-9300, ext. 1007
Hours of Session

Palmyra High School  7:50 am - 2:24 pm
Charles Street School K-6  8:15 am - 2:30 pm
   Pre-school –AM Session  8:30 am - 11:30 am
   Preschool –PM Schedule  12:00 pm - 2:30 pm

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

The “first bell” is sounded five minutes before the start of each session. Students should not report for school earlier than ten minutes before the start of the session.

Teacher Conferences

The staff of Palmyra Public Schools desires close cooperation between the home and school. Parents are always welcome to come into the school to confer with teachers when classes are not in session. However, such conferences should be arranged in advance at a time convenient to both parties.

Please note that in addition to scheduled afternoon parent conferences in the fall and spring, the district will be hosting evening parent conferences.

   Charles Street School
   November  Nov. 15, 16, 19, 20 (evening),
   February 19, 20, 21 (evening)

   Palmyra High School
   November 15 (evening), 16
   February 20 (evening)

School Progress Reports

Through the Parent Portal on-line, progress reporting will be made available to parents. Parents are urged to review individual student progress on a weekly basis. Parents may request access to the Parent Portal through the main office. Parents are urged to arrange conferences with the teacher regarding their child’s progress when the need arises, and definitely when notices of unsatisfactory progress are received.

Early Dismissal Schedule

Palmyra High School Gr. 7-12  7:50 a.m. - 12:19 p.m.
Charles Street School Pre K-6  8:15 a.m. - 12:45 p.m.
   Preschool –AM Session  8:30 a.m. - 10:15 a.m.
   Preschool –PM Session  11:00 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. Radio and television websites with whom we report will state “Palmyra School District” is either closed or on a delayed opening.

Important Dates:

<table>
<thead>
<tr>
<th>Marking Periods</th>
<th>End</th>
<th>Report Card Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Nov. 12</td>
<td>November 15</td>
</tr>
<tr>
<td>2</td>
<td>Jan. 28</td>
<td>January 31</td>
</tr>
<tr>
<td>3</td>
<td>April 3</td>
<td>April 8</td>
</tr>
<tr>
<td>4</td>
<td>June 17</td>
<td></td>
</tr>
</tbody>
</table>

Back to School Nights

Charles Street School: Sept. 20
Palmyra High School: Sept. 19

Final Exams
(Early Dismissal Gr. 7-12):
June 11-14, 2019
Admission Regulations

Board of Education Policy requires proof of residency.
Please contact the school registrar, Ms. Lisa Muir-Jablonski, at 856-786-9300 x1000, to schedule an appointment.

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.

All new entrants must present:
- parent/guardian’s driver’s license with current address for identification purposes
- proof of residence (2 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)

New students are placed into the sending school’s grade assignment on a trial basis for 30 days pending receipt of all transcripts and proof of eligibility.

Transfers from other districts: Students transferring from other districts must present transfer cards, health records, and any other school records available at the time of registration.

Lunch Period Procedures

A full service cafeteria will be in operation at both the Charles Street School and Palmyra 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 will be sent home on opening day.

Students may not leave school property during their lunch period.

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.

All students who have lockers are encouraged to lock them.

Suspension

During a period of suspension, students lose all privileges connected with class or school activities. They may not attend dances or other affairs sponsored by the school, nor may they participate in any athletic contest. They are prohibited from being on school grounds. Students are responsible for all school assignments and tests.

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 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.
Student Dress & Grooming

Personal Standards – Dress Code

Shirts/Tops
1. 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 exposure 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 and tights can only be worn underneath garments that are no shorter than approximately two (2) inches above the knee.
5. No sleepwear.
6. No camouflage.

Hats, Head Covering
1. Students are not permitted to have a hat (head covering, visor, skull cap, wave cap, hood, bandana, headband, or scarf) on their head while in a school building.
2. Headband or scarf may only be worn to keep hair out of the eyes; 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, 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.

Testing Program
The State of New Jersey requires students in third through eleventh grade be given standardized proficiency tests (PARCC).

All children in the Palmyra schools are also given tests and measurements of academic performance. A careful study of the assessments help 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.

School Supplies
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 district’s schools websites.

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.

Field Trips
All trips in which a student leaves their regular school building requires a parent permission slip.
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.

Among our many members, our Executive Board includes:

President: Dawn Scalise
Vice President: Kristen Bachich
Treasurer: Stacey Burns
Secretary: Cara Broadbelt

We are known for Enriching Education by:

- Recognizing our students' talents in our Artist of the Month & Writer of the Month 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 much more brought in for truly memorable Assemblies.

We work towards Building Community by:

- Supporting our annual Ice Cream Social with bowls free 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 including: BoxTops, Spirit Nights & more.
- 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.

We typically meet on the 1st Tuesday of the Month.
Palmyra School District Attendance Regulation

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

Absences
When a student in grades PreK-12 is absent, the following procedure should be followed as early as possible on the day of an absence:

PreK-6: Parents should call the school office at 786-9300 (option #3 for Charles Street School and then option #1 for absences) by 8:15 a.m. to report the student absent and the reason for the absence.

Gr. 7-12: Parents should call the school office at 786-9300, (option #2 for Palmyra High School and then option #1 for absences) by 8:00 a.m. and report the student’s name and reason for the absence.

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.

The attendance policy can be accessed through our District Website at www.palmyraschools.com (please see page 15 for more instructions).

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 training is 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 as well as Chromebooks, which are used for instructional and research purposes.
Health Services

The Palmyra Board of Education employs a school physician and nursing staff.

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 in grades 1-6 may participate in a weekly Fluoride Rinse Program, recommended by the Burlington County Dental Association.

All student medical examinations are conducted by your family doctor. 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). If requested, sports physicals will be done by the school doctor in June. See nurse for details.
- Applying for working papers

The Palmyra School District recommends subsequent physical examinations by your doctor during the student’s developmental stages: Fifth Grade and Eighth Grade. Required Physical Forms can be found on the district website or can be obtained from the school nurse.

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

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 epi pen that a student may be permitted to use under the specific conditions described.

Health Exclusions

A. When a student lacks valid documentation of New Jersey State-Mandated Immunizations, she/he may be excluded until requirements are met.

B. When there is evidence of departure from normal health of any student, the principal of the school shall, upon the recommendation of the school physician or school nurse, exclude such student from school.

Readmission 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 physician. 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-6: Ms. Del Rossi Bishop, RN 856-786-9300, x2004
Gr. 7-12: Ms. McClure, RN 856-786-9300, x3124

Health services are provided confidentially and are free of charge.
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.

Intervention & Referral Service Committee

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.

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 Supervisor of Special Services at 786-9300, ext. 1007. Palmyra is a member of the Burlington County Educational Services Unit.

Mrs. Lianne Kane
301 Delaware Avenue
Palmyra, NJ 08065

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.

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, martial status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. Questions or concerns may be directed to:

Affirmative Action & Title IX Coordinator: Mrs. Lianne Kane

Vocational Opportunities

The Palmyra Board of Education supports a program of vocational opportunities that include vocational courses of study as part of the regular curriculum of the school and a cooperative vocational education program to offer pupils experience in private employment.

Admission to vocational education programs will be open to regularly enrolled students who are qualified by interest, motivation and potential for achieving the goals of the program.

No student shall be denied admission or participation in such programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation or sex, social or economic status or disability.

Students participating in vocational education programs supervised by the Board are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board, including rules regarding attendance, for those periods when they are not assigned to outside work projects or other classes.
Crossing Guards

At dangerous crossings that are not guarded by the regular police, special officers 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. This is very important for your child’s safety.

Parents can set a good example by following the safety rules. Parents should wait for the guards to cross them with their children.

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
- Broad Street & Weart Blvd
- 5th and Market Streets

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

Protected Crossings 7:20 - 8:05 am & 2:45 - 3:30 pm:
- Temple Blvd & Cinnaminson Avenue

Safe Routes To School

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

1) Seventh St. to E. Charles St. to Charles Street School
2) Harbour Dr. to Cinnaminson Ave. to W. Charles St.
3) Race St. to Park Ave. to W. Charles St.

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

Safety Between Home and School

Children 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. Never arrive on the playground of the Charles Street School until after 8:00 am when the teacher assistants are on playground duty.
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 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 assume no responsibility for lost, stolen, or damaged bicycles.

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

Light Rail Safety

- Never stand on the tracks or cross the tracks anywhere but at a grade crossing.
- When waiting for a train, stand behind the yellow line.
- When walking or riding a bike, never hold onto the outside of any train.
- Always look both ways before crossing the tracks.

Students’ Cars

Driving to school is a privilege and 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, or going to their cars.)

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 from the Board of Education office.

Applications for absentee ballots may be obtained from the Office of the County Clerk, Mt. Holly, NJ 08060, or from the principal's office at each school.

**We encourage you to vote in the next school election.**

---

**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.
After School Child Care

This program is sponsored by the Palmyra Board of Education.

The program:

• Offers a safe, affordable after school program for children in grades K to 6.
• Furnishes quality child care delivered by a professional and caring staff.
• Features flexibility in scheduling and fees based on the number of days per week that the child attends.
• 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 (786-9300, option 4) for additional details.

Preschool Program

The Palmyra School District offers a preschool to children who reside in Palmyra and who are age 4 as of October 1st, on a tuition basis. The program is held at the Charles Street School. Transportation for this program is not provided and a lottery drawing is utilized to select students for the program. Applications are available at the Delaware School. Please contact the Central Registrar for more information (786-9300, option 4)

Emergency Contact Information

It is the parent’s responsibility to notify the school in writing of any changes to the original registration. Please contact the District Registrar.

At the beginning of the school year each child is required to present an emergency form completely filled out giving the parent’s work number, neighbor or relative’s telephone number, and the name and telephone number of the family doctor.

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.

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.

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.
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.

POLICIES:

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

www.palmyraschools.com

Policies are under the Board of Education section of the site.

You can search by subject (i.e. “Harrassment”) or you can go directly to the policy number (i.e. 5512 and/or 5512.01)