

PALMYRA MIDDLE SCHOOL

311 West Fifth Street

Palmyra, New Jersey 08065

856-786-9300

Student Handbook 2022-2023

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Middle School Principal

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LETTER FROM THE ADMINISTRATORS

Dear Parents and Students;

Palmyra Middle School will provide educational experiences for the students that will increase social acceptance, and strengthen communication and study skills. This Handbook contains important information, rules and regulations for the students at Palmyra Middle School.

Students are expected to conduct themselves in a manner that is responsible, respectful, honest, fair and compassionate. Please review this book with your family. Refer to your handbook frequently throughout the school year so that you remain familiar with all of this information.

We hope that this handbook serves its intended purpose. School policies are available on our website - palmyraschools.com.

Remember that Palmyra Middle School is a supportive and caring learning community. The faculty and staff are here to help your child learn. Together we can all succeed.

Have a great year!

STUDENT RIGHTS AND RESPONSIBILITIES

Every student has a right to a public education; however, every student has a right to a safe environment that is educationally sound. Therefore, any student who causes any type of disruption to the education of others is subject to disciplinary action. The following information describes some of the rights and responsibilities we feel are important.

Student Rights

A right is a privilege to which one is justly entitled.

Equal Educational Opportunity

The schools must provide all students the opportunity to receive a quality education. This means that every student has the right to attend public school until graduation from high school or until the age of 21 (depending on circumstances).

Palmyra School District does not discriminate among its students on the basis of race, sex, color, disability, religion, national origin, or sexual orientation.

Behavioral Expectations

A student has the right to be informed of school board policies, district regulations, and the rules promulgated for the student's school, classrooms, athletic fields, and school buses.

Academic Information

A student is entitled to be informed of the academic requirements of his courses, to be advised of his progress, and to have opportunities for assistance. Grades should reflect a teacher's objective evaluation of a student's academic achievement.

Privacy and Property Rights

Students are entitled to maintain the privacy of personal possessions within certain limits and are responsible for those personal possessions. A student may not, of course, bring onto school property any substance, object, or material prohibited by law or school board policy. A student's right to privacy does not, however, extend to items stored in school property such as desks and lockers. These are the property of the Board of Education and may be searched at any time by the Board.

In addition, school officials may search a student's person or personal possessions, such as book bags, purses, and cars parked on campus, if the officials have a reasonable suspicion that the search will reveal the presence of prohibited or illegal materials. The search must be reasonable under the circumstances, including such factors as the materials sought and the age and sex of the student. Such means as trained dogs and metal detectors may be used in an effort to locate prohibited or illegal items. District officials may use such means at any time at their discretion. The use of iPods, electronic games, and similar electronic devices by students during school hours is not permitted. School officials may confiscate all such unauthorized equipment.

Freedom of Assembly

Students are permitted to gather on school grounds when they deem appropriate and for reasons they deem appropriate. Such a gathering must not materially and substantially disrupt the operation of the school, endanger the safety of any person, or violate any law, district policy, or school rule. This right to assemble does not apply to the conduct of meetings by student groups, which meetings are governed by the Equal Access Act.

Freedom of Expression

Freedom of Speech:

Students are permitted to express themselves, as long as the expression does not materially and substantially disrupt the operation of the school, is not vulgar, obscene, or profane, and otherwise complies with the law, board policy, district regulations and school rules. The term "obscene" refers to any narrative or graphic depiction that is meant to embarrass, humiliate or demean an individual based on sex, appearance, gender or sexual orientation.

School property, such as the intercom and public address systems, and school events, such as assemblies and athletic events, shall not be used for personal expression.

Other Forms of Expression

Obscene, vulgar, and profane expressions of any kind and any expression that advertises or promotes the use of drug, alcohol, or tobacco are prohibited.

No form of expression shall interfere with the rights of others to express themselves or with the conduct of school, classroom and transportation activities.

Written Expression and Circulation of Petitions

Students are permitted to use designated bulletin boards for the posting of approved notices concerning school activities only. School publications (newspapers, yearbooks, etc.) belong to the school and are not available to students or others as public forums. School officials reserve the right to promote legitimate educational concerns by exercising editorial control over the style and content of materials submitted for publication.

Due Process

Students facing disciplinary action are entitled to fair procedures to determine if they are at fault. This includes, at a minimum, the right to know what they are accused of and the right to respond with their side of the situation.

Students have the right to appeal decisions resulting in major disciplinary action such as suspension from school or transportation, expulsion, or transfer to an alternative program.

Student Responsibilities

A responsibility is an obligation one has to ensure that the rights of all are protected.

All students have the responsibility to:

1. Attend school to receive an education. Schools cannot educate students who do not attend school. Refer to the attendance policy for more information.
2. Attend school daily unless ill or legally excused. New Jersey school law requires a student to attend school until his/her sixteenth birthday, and then can only be withdrawn with the written permission of his/her parent.
3. Be on time for all classes. Students who enter a classroom after a lesson has begun are interfering with the rights of others to learn and study. Punctuality is a habit that students must develop if they are to succeed in the world of work.
4. Come to class with necessary materials. A teacher should not have to delay instruction because a student has come to class unprepared. This is interfering with the rights of others to learn and study.
5. Complete all in-class and homework assignments and meet deadlines. The full responsibility for student learning does not rest solely with the teacher. Education cannot be effective unless students participate in class and complete outside assignments.

6. Obey school rules and school personnel. No one has the right to interfere with the education of others. Rules are designed to allow a school to meet its obligation to educate students. Students are required to obey and be courteous to everyone who works in our schools.
7. Cooperate with school staff. Every community depends upon its citizens to uphold the rules by which everyone has agreed to live. Students have the responsibility to provide truthful information when asked by school authorities.
8. Respect the person and property of others. Treat people and their property with respect.
9. Respect public property. Schools are a community investment and resource for young people. People who damage school property will be held responsible.
10. See that school correspondence to parents reaches home. Education is a partnership between home and school. Students must do their part by not intercepting or destroying progress reports, attendance information and report cards, and by delivering home any school correspondence.
11. Follow the Computer and Internet Policy that all must sign.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the students education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal [or appropriate school official], clearly identify the part of the record they want to change, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

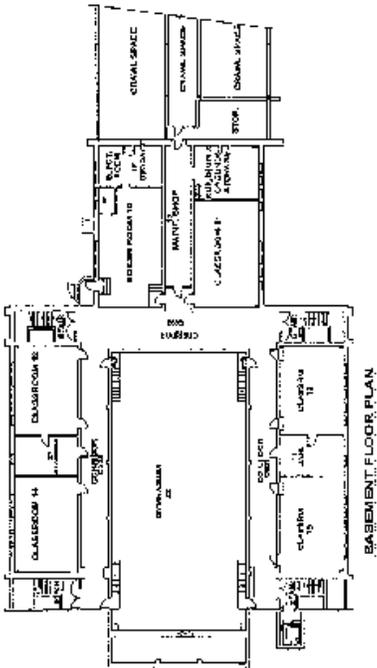
The name and address that administers FERPA is:

Family Policy Compliance Office
 U. S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

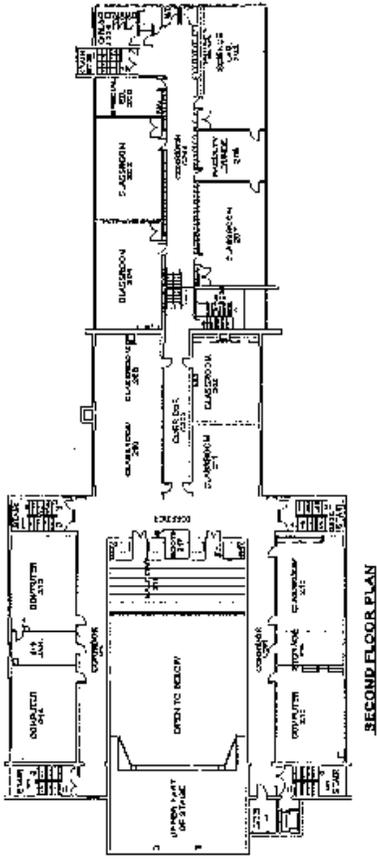
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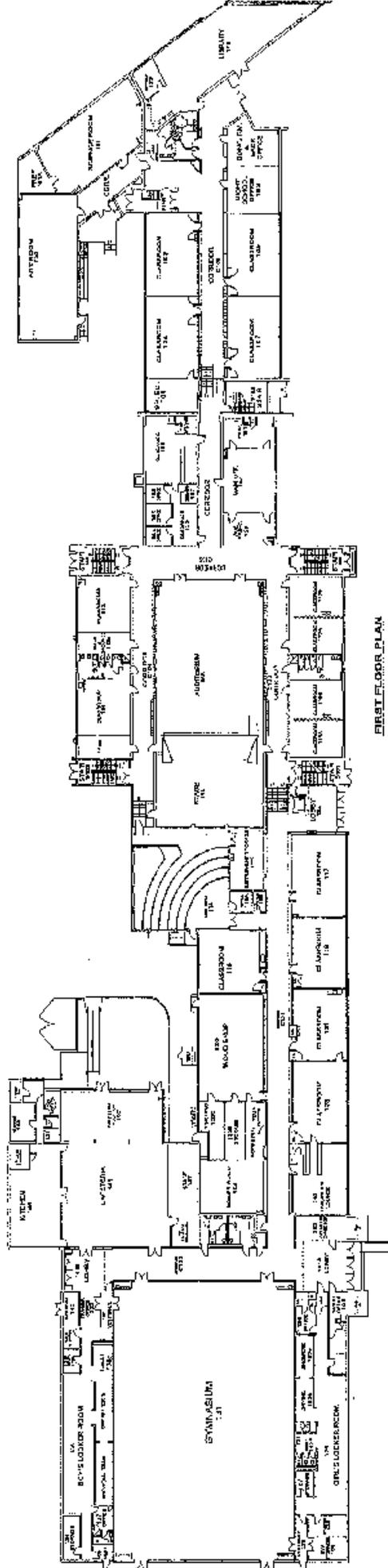
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BASEMENT FLOOR PLAN



SECOND FLOOR PLAN



Student Drop- Off Procedures:

- Door #1 on Fifth Street will be open for morning arrival from 7:35 – 7:50am for middle school students. After 7:50, all doors will be locked. Door #1 is the main access point into the building for late arrivals.
- Students may only exit vehicles on the school side of the street. Vehicles must not stop within the identified crosswalks or in front of the fire hydrants. Signs are posted prohibiting stopping, standing, and parking along the parking lot side of the street from Mon. – Friday between 7:00 AM and 6:00 PM. This will be strictly enforced by the local police.
- Pedestrian crosswalks are located on Fourth Street and must be utilized at all times when crossing. All vehicle traffic must yield to pedestrians while in the cross walks.

Bell Schedule

<u>BELL SCHEDULE 2022-2023</u>											
<u>Normal Schedule</u>						<u>Early Dismissal</u>				<u>Two Hour Delay</u>	
1	7:50 - 8:35			1	7:50 - 8:21			1	9:55-10:25		
2	8:38 - 9:18			2	8:24 – 8:50			2	10:28-10:54		
3	9:21 - 10:01			3	8:53 - 9:19			3	10:57-11:23		
4	10:04 - 10:44			4	9:22 - 9:48			4	11:26-11:52		
5 - Lunch	10:47 - 11:27			5	9:51 - 10:17			5 - Lunch	11:55-12:21		
6 - Lunch	11:30 - 12:10			6	10:20 - 10:46			6 - Lunch	12:24-12:50		
7 - Lunch	12:13 - 12:53			7	10:49 - 11:15			7 - Lunch	12:53-1:19		
8	12:56 - 1:36			8	11:18 - 11:44			8	1:22-1:48		
9	1:39 - 2:19			9	11:47 - 12:13			9	1:51-2:19		
				NO LUNCHES SERVED				LUNCHES SERVED			

ACADEMIC INTEGRITY

There is a “zero tolerance” for students caught cheating. They will receive no credit on their assignments. Subsequent offenses may result in one or more of the following: suspension, removal from elected position(s) and/or honorary organization(s), inability to participate in co-curricular activities, and/or other consequences determined by an administrator.

Cheating is taking credit for any work that is not your own. Students who cheat, including those who help others cheat, will receive no credit for the essay, test, quiz, homework assignment, or project in question and may result in the failure of the class. Parents or guardians will be contacted by the teacher. The Principal’s office will be notified. The cheating incident will remain on file until the student’s senior year.

Plagiarism is copying all or part of another person’s work (ideas as well as exact words) as if they were the copier’s own. It is stealing; it is illegal and unethical. Any use of pictures, graphics, videos, sound recordings, etc. from computer databases, the Internet, books or magazines, must be documented appropriately. Anyone plagiarizing will face severe penalties; plagiarized work will not be accepted nor will credit be given. It will be at the teacher’s discretion to allow the student to resubmit the project. The plagiarism incident will remain on file until the students’ senior year.

All students and staff have the obligation and responsibility to report cheating and plagiarism to the administration as soon as it is known.

To avoid plagiarism, students must follow the guidelines of the Modern Language Association (MLA) and submit written work through Turn-It-In.com website.

In addition, students must:

1. Practice responsible note taking
2. Understand the significance of copyright laws
3. Document all sources
4. Give credit to others for their thoughts/ideas/opinions

Colleges and businesses alike will not tolerate any form of plagiarism. Consequences may include the loss of college credit as well as loss of wages, job termination or even lawsuits.

The faculty and administration strive for everyone to be successful in their research assignments-no matter how big or small- but not through intellectual theft.

ACTIVITIES

Palmyra Middle School provides the opportunity for students to participate in a varied activities program. This program includes clubs, student council, social activities and interscholastic sports. All students are encouraged to participate in those activities which interest them. Student athletes new to the district should contact the Athletic Director. Below are the clubs and athletics we are proud to offer. Further information, including the contact information of coaches, can be found in the Palmyra Middle School Sports, Clubs, and Activities 2021-22 booklet found on the Palmyra Middle School website.

CLUB ACTIVITY

MS Art Club
Band Front
Band & Travel
Environmental Club
GSA Club
JR NHS
Palmyra Players
Palmyra Players
Robotics Club
STEAM Technology-MS
Student Council Grades 6-8
Yearbook
ATHLETICS
MS Basketball Girls
MS Basketball Boys
MS Field Hockey
MS Girls Soccer
MS Boys Soccer
MS Boys & Girls Spring Track
MS Wrestling

APPEAL PROCESS

Attendance and Discipline

An Attendance / Discipline Appeal form may be found on the last two (2) pages of this Student Handbook and also on the district website.

Please send all appeals to: Mr. Kenneth Holloway, Principal
Palmyra Middle School
311 West Fifth Street
Palmyra, NJ 08065

ATTENDANCE

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Kindergarten.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Unexcused Absences That Count Toward Truancy/Excused Absences

1. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined below.
2. Per New Jersey School Register, Ch.3; an excused absence from school for a full day or a portion of a day for one or more of the following reasons:
 - a. Religious Observance (N.J.A.C. 6A:32-8.3(h))
 - b. A college visit (up to 3 days per school year, only for students in grades 11 and 12)
 - c. “Take our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner

- d. Participation in observance of *Veterans Day* (N.J.S.A.18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33)
- e. The closure of a busing district that prevents a student from having transportation to the receiving school.

In addition, students are excused for the following reasons:

- f. A medical reason supported by a doctor’s note submitted within 48 hours of the students return to school.
- g. Attending a funeral of a family member. An obituary must be submitted within 48 hours of the students return to school.
- h. The student’s suspension from school.

- 3. An excused absence does not include extended family vacations or other prolonged absence.
- 4. “Truancy” means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board’s Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.
- 5. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240

C. Notice to School of a Student’s Absence

- 1. The parent or adult student is requested to call the absence line before the start of the student’s school day.
- 2. The parent/guardian of the student or an adult student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the attendance office before the start of the afternoon session.
- 3. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

D. Readmission to School After an Absence

- 1. A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
- 2. A note explaining a student’s absence for a noncommunicable illness for a period of more than three (3) school days must be accompanied by a physician’s statement of the student’s illness with medical clearance to return to school.

3. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

E. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students who anticipate an absence of five (5) school days duration. The parent or student must request such home assignments.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up missed work.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded to a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when he/she has been absent from seven (7) classes per semester and thirteen (13) classes per year or more of the class sessions, whatever the reason for the absence, except that absences for the observance of a religious holiday or absences caused by a student's suspension will not count toward the total.
 - a. A secondary student who has been dropped from a course of study may be assigned to an alternate program.
3. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent twenty (20) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday and absences due to student's suspension will not count toward the total.

G. **School District Response To Unexcused Absences During the School Year That Count Toward Truancy**

1. For ten or more cumulative unexcused absences that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
2. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
3. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
4. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5.

above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

H. Absent from School – Consequences

Per district regulation, absent from school will be disciplined as follows:

-5 days absent: Conference with an administrator to discuss the reason for the absence and/or strategies to avoid being absent in the future (Action Plan). Students will be given the Action Plan form to take home to their parent / guardian. The parent / guardian will be emailed by an administrator and we will attached the Action Plan form to the email. Students will complete the Late to School / Absent from School Form.

-10 days absent: The main office will mail a Truancy letter home to the parent / guardian. Students absent between 10-19 times in a school year will owe time in Credit Completion / Attendance Recovery School. For every Absence the student will need to complete one day of Credit Completion / Attendance Recovery School (ex1: 12 unexcused absences = 3 days of Credit Completion / Attendance Recovery School)

-15 days absent: Conference with an administrator, Support Plan*, Suite 360 Video, Corrective Action Plan (CAP)**. Students will complete the Late to school / Absent from School Form. We will compare the form to the previous form completed.

-20 days absent: Student is removed from “Good Standing”, will remain on a CAP, and will have a Parent Conference with an Administrator. The main office will mail a letter home stating the student is removed from “Good Standing” and will need to have a Parent Conference. Students missing 20 or more days from school for unexcused reasons may not pass all classes due to their attendance.

*Support Plan: Student will meet with our School Social Worker as needed to discuss any Social / Emotional issued and strategies to address it.

**Corrective Action Plan (CAP): Student will meet on a monthly basis with an administrator. For every 10 days the student arrives on time and is present for the entire school day, 1 day of being absent will be administratively excused.

J. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students’ attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
3. A report card will record the number of times the student was absent and tardy in each marking period.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

K. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

L. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

The Attendance Regulation #5200 can be found on the district website.

ATTENDANCE PROCEDURES

The Palmyra Board of Education requires that pupils enrolled in the schools of this district, attend school regularly and in accordance with the laws of the state. The educational program offered by this district is predicated on the presence of the pupil and required continuity of instruction and class participation. Pupils absent from school for any reason are responsible for the completion of all course assignments missed resulting from their absence.

**To report a student absent, please call the district main number
(856) 786-9300, option #2 (for the HS/MS), then option #1 (student absence).**

For attendance purposes, a student is either present, absent, excused (for religious observance), or on homebound instruction.

A written note from the parent/guardian is required every time a student is absent.

In cases of absence due to extended illness, as documented by the physician's statement, sufficient opportunity shall be afforded the student to make up for missed work. In general, following return from an absence, pupils will be allowed one (1) school day to make up missed work for each one day of absence. The pupil is responsible for requesting missed assignments and any assistance required.

Administrative absences include absences as a result of suspension from school, required and documented attendance in court, or when a student is receiving home instruction every day that school is officially open.

For any extended family vacation request to be considered a parent meeting with the Principal or his designee **must** take place at least two (2) weeks prior to vacation.

Any child who is repeatedly absent from school without verification shall be deemed truant. A pupil will also be considered truant if he/she leaves school at any time without permission when school is in session or leaves class at any time due to illness and does not report to the nurse as directed, or is present in school, but absent from class (including lunch) without approval. Such truancy is a class cut. These unverified absences from school, or from classes within the school day, constitute truanies and shall be subject to the disciplinary rules of the Board in accordance with the laws of the state. Repeated truanies may result in suspensions.

A secondary student may be dropped from a course or denied course credit when he / she has been absent from seven (7) classes per semester, thirteen (13) days per year long course, and four (4) days per quarter course or more of the class sessions per district regulation 5200.

LATE TO SCHOOL

Tardiness to school or class that is caused by a pupil's illness, an emergency in the student's family, the observance of a religious holiday, a death in the student's family, or by the student's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused. A student who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness. For reporting purposes, the Attendance Office must be notified in writing or a phone call the day the student is tardy with the reason to make it excused.

A pupil will be considered to have attended school if he/she has been present at least four hours during the school day.

Students are considered late to school any time they arrive to their first class after the 7:50 am bell. Late arriving students **MUST** report to Door #1 to sign in. Students will be issued a late pass to class and should proceed to their locker and to class in a timely manner. Students will be allowed four (4) unexcused tardies to school per year. Failure to sign in will result in disciplinary action along with a "0" (zero) grade for all class work missed.

LATE TO CLASS

Students are considered late to class any time they arrive after the bell. Lateness to class during the school day will be excused only upon presentation of an official pass from a staff member. Students who do not have a pass from a teacher must quietly enter the class and be seated. Any disruption to classroom instruction may result in additional disciplinary action. THE STUDENT WILL NOT BE SENT BACK TO THEIR PREVIOUS LOCATION TO RETRIEVE A PASS. For the first three occurrences, students will receive a warning from the teacher. For all subsequent latenesses to class, teachers will refer students to the administration. Students that are excessively late to class, at least 3 minutes, will be referred to the administration without prior warnings. Students that are late 10 or more minutes to class will be disciplined for cutting class.

Please note: Students who are tardy to school shall be considered tardy to class without consequence provided they report to class in a timely manner with an office issued late pass.

LATE TO SCHOOL – Consequences

The BOE approved consequences for arriving late to school can be found on the district website:

Per district regulation, unexcused tardiness to school will be disciplined as follows:

- 5 days Late: Conference with an administrator to discuss the reason for the lateness and / or strategies to avoid being late in the future (Action Plan)
- 15 days Late: Conference with an administrator, Support Plan*, Suite 360 Video, Corrective Action Plan** (CAP)
- 25 days Late: Student is removed from Good Standing and will remain on a CAP

* Support Plan: Student will meet with our School Social Worker as needed to discuss any Social / Emotional issue and strategies to address it.

**Corrective Action Plan: Students will meet on a monthly basis with an administrator. For every 5 consecutive days the student arrives on time, 1 day of being late will be administratively excused.

BICYCLES, SCOOTERS, AND SKATEBOARDS

Students who ride bikes, scooters, or skateboards to and from school must wear a protective helmet as per New Jersey state law. Students are required to lock bikes and scooters to a bike rack that are located by door #1 and door #20. The school district will not be held responsible for damaged or theft while parked on the school grounds. Skateboards are to be stored in the Attendance Office upon entering the building.

CAFETERIA / LUNCH

The cafeteria is a pleasant place to eat lunch. Proper rules of conduct and respect for others will be observed.

1. All students must take their place in line. Students may not enter the kitchen. This is a safety precaution.
2. No cutting in line is permitted.
3. Students should leave tables as they found them, CLEAN.
4. Running, shouting, and throwing objects will not be tolerated.
5. With the exception of water in a clear water bottle, food and drink are not to be consumed in the halls or outside. All food is to be eaten in the cafeteria or designated outside area.

6. Students may not go to the cafeteria at any time except during their own lunch period. Students may not be late to class because of violation of this rule.
7. No students are to be in the hallway during their lunch without a pass.
8. No students are to leave school property during lunch.

LUNCH CHARGE PRACTICES

Palmyra Middle / High School-Grades 6 – 12

In accordance with the United States Department of Agriculture regulations, Palmyra School District is required to have and enforce a LUNCH CHARGE PRACTICE.

In the event that a student must charge a lunch meal, the student will be allowed to choose their selections freely for up to and including two (2) meals and a debit charge of the appropriate lunch amount per meal will accrue on the students' account.

The school will notify you that the student has a balance that needs to be paid. If the student lunch account is not brought current before the third (3rd) meal, that meal, and all subsequent meal choices, will be limited to the following selection only:

Peanut Butter & Jelly or Cheese Sandwich
½ pint of low fat or fat free milk
½ cup serving of fruit and ½ cup serving of vegetable dark green or red/orange

Lunch balances will continue to accrue. Any time there is an outstanding charge balance, access to the snack and ala carte items will be denied (milk is the only exception). All funds that come in to the account will first be deposited toward the outstanding balance.

Delinquent accounts will be submitted to the Building Principal on a regular basis. Notifications will be hand delivered to students, as well as mailed to parents/guardians until the account balances are up to date. Outstanding balances are considered obligations and must be paid in full before moving, or transferring out of the school district.

CELL PHONES

CELL PHONES/ELECTRONIC DEVICES

With teacher's permission, cell phones are allowed in the classroom for educational purposes. Cell phones and their associated accessories may be used in the cafeteria during lunch, breakfast. Middle School students are not permitted to use electronic devices in the hallways. However, at no time should a student make a phone call on their cell phone during the school day. **Students found to have recorded still image(s), video, or audio on campus without permission of a staff member will be subject to disciplinary action.** School personnel *are required* to refer students who violate this policy to the Assistant Principal. **Cell phones are strictly prohibited in A.L.L.** If an electronic device is seen, used, or heard in A.L.L., students will be required to submit it to the administration for the remainder of the day. The PHS Administration reserves the right to confiscate and search any student's cell phone during an investigation.

In most cases, a student may be given permission to use an administrative office phone to contact a parent/guardian, and in the case of an emergency, a student may be called out of class to receive a call from a parent/guardian.

Administrative Procedures

First Offense: If a student is found to have used a cell phone/electronic device without authorization, the phone or device can be confiscated by the staff member and given to an administrator. The parent/guardian may be contacted and the device will be returned by an administrator at the end of the school day at 2:19pm.

Second Offense-the device will be confiscated, the parent/guardian will be called and the device will be returned by an administrator to the parent/guardian at the conclusion of a conference between the parent and administrator. The student will also be assigned to a one Administrative Detention (2 periods of A.L.L.).

Third Offense-the device will be confiscated, the parent/guardian will be called and the device will be returned by an administrator to the parent/guardian at the conclusion of a conference between the parent and administrator. The student will also be assigned to a two Administrative Detention (4 periods of A.L.L.).

Subsequent Offenses-the same procedures as above will be followed; however the student will receive one day of A.L.L.

Failure to relinquish an electronic device to a requesting staff member will be considered insubordination and may be subject to discipline.

No image of any student may be reproduced by means of pictures, video, or any other electronic means unless permission is granted by a teacher or administrator. Disciplinary action can be taken if permission is not obtained.

Students bringing phones and other electronic devices to school do so at their own risk. The Palmyra School District will not assume liability for any lost, stolen, or damaged devices either in school or in their possession.

Chromebook (One to One) Initiative of Palmyra Public Schools

Palmyra Public School District is embarking on a One-to-One Chromebook initiative. Beginning in September 2021 the following guidelines and policies will be strictly observed. 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.

Basic Guiding Principles

1. All users of the district network and equipment must comply at all times with guidelines set forth in the most current AUP (Acceptable Use Policy)
2. All technology equipment associated with the device are on loan to students and remain the property of Palmyra Public School District.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of the technology equipment and network must support education.
5. Students and families must follow all guidelines set forth in this document and by district staff.
6. All rules and guidelines are in effect before, during, and after school hours for all district technology equipment whether on or off the school campus.
7. All files stored on district equipment or on the network are property of the district and may be subject to review and monitoring at any time.

8. Students are expected to keep all equipment in good condition and report any functional issues to their teachers or school personnel as soon as it is noticed.
9. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
10. All users are expected to follow existing copyright laws and educational fair use policies.
11. Students may only log in under their assigned School District username. These devices are not intended for private use. Students will not share their password with other people at any time.
12. Students may not loan equipment to any other person for any reason.

Distribution and Collection of Devices

During the first year Chromebooks will be collected at the end of the school year for summer-time maintenance. Notification of the process for returning the devices will be sent to the students and families a few weeks before the end of school. Please Note: NEW Chromebooks will be provided for all 1st grade, 5th grade, and 9th grade students each year. Students will have access to the Chromebook for 4 years before reaching the next replacement cycle.

Parent/Guardian Responsibilities for Student Mobile Devices

- Parents and Students must Sign an AUP (Acceptable Use Policy) and parents must also sign the One-to-One Chromebook Initiative.
- Parents/Guardians must provide Insurance or agree to pay for repairs (See details below for Insurance options)
- Parents who do not sign up for insurance will be responsible for the cost of repair or replacement for items that are damaged or not returned. Lost or stolen devices must be reported to the school and/or police immediately.
- The parent/guardian must agree to monitor student use at home (if applicable) and away from school.
- The rules and regulations are provided here so that students and parents/guardians are aware of the responsibilities that students accept when they use district-owned technology equipment. In general, this requires efficient, ethical and legal utilization of all technology resources. Violations of these rules and guidelines may result in disciplinary action.

General Guidelines:

- If it is necessary for Chromebooks to be stored in lockers, care must be taken to prevent heavy items from being placed/stored on top of the device
- Hallways - Keep your Chromebook in the protective case or cover when not in use.

Classroom Habits

- Ensure that the Chromebook is resting securely on the desktop.
- Never place your Chromebook on the floor.
- Close the lid before standing up.
- Never leave your Chromebook unattended unless you have your teacher's permission to do so. If you walk away from your device, lock the screen or logout.

Student Responsibility for Chromebooks at School

- The power cord/charger should always be available if/when needed.
- Store the device on a desk or table.
- Books and/or binders should never be placed on top of a Chromebook.
- A Chromebook should never be placed on the floor!
- A Chromebook should never be open if a student is consuming food or drink.

** If a Chromebook is lost, damaged or stolen, the student should report the matter to the main office for further direction as soon as possible.**

Student Responsibility for Chromebooks at Home

- The Chromebook should stay in a protective cover when not in use.
- Charge the Chromebook fully each night.
- Use the Chromebook in a common room of the home.
- Store the Chromebook on a desk or table – never on the floor!
- Protect the Chromebook from: Extreme heat or cold, Food and drinks, Small children, & Pets.

Other considerations

- Completely shut down the Chromebook before traveling.
- Do not leave the Chromebook in a hot or cold vehicle.

COVID-19

All policies and regulations outlined on the Palmyra School District Website be enforced during any hybrid and/or remote schedule the district may need to follow because of the pandemic.

CREDIT COMPLETION / ATTENDANCE RECOVERY SCHOOL

Students may regain credit by attending credit completion school if their unexcused absences fall within the following limits:

- a) 10-19 unexcused absences

Example: 14 unexcused absences = 5 days of Credit Completion / Attendance Recovery School

(continued)

Students must spend one day at Credit Completion / Attendance Recovery School (4 hours) for each unexcused absence as indicated above. Students who have exceeded these limitations will not be eligible to attend.

Students may be dismissed from Credit Completion / Attendance Recovery School and receive no credit for the day for the following reason:

1. Failure to attend the first session
2. Late Arrival
3. Misconduct during the session
4. Failure to do the assigned work
5. Violation of school dress code policy

There may be a registration fee required to attend Credit Completion / Attendance Recovery School up to but not exceeding \$50.00 per day.

DANCE POLICY

Prior to any school dance, students will be provided with a form, which will contain the specific expectations. All students must sign the form and submit it back to the appropriate person in the allotted time given to attend any school dance.

DISCIPLINE CODE

Philosophy

School, like society in general, is founded on reasonable rules of behavior which are intended to provide for the well-being and safety of its citizens.

The purpose of this discipline code is to assure that Palmyra Middle School continues to be an environment of learning and a desirable place for social interaction between students, staff and the community.

To maintain these goals within our school society, the responsibility for success must be shared by all the students, teachers, other staff members and administrators.

It is the intention of the discipline code to provide fair and effective solutions in the event of serious student misbehavior that would disrupt or damage the school setting.

When is the Code in Force?

The code is in force:

- On school property prior to, during, and following regular school hours when school is in session or when school activities are in operation.
- While students are on the school bus for any purpose.
- At all school sponsored events and other activities where school administrators have jurisdiction over students.
- Off school grounds when student misconduct may endanger the health or safety of other Palmyra School District students and staff or adversely affect the educational process.
- Palmyra School District will have a no tolerance policy towards fighting. The school district reserves the right to file charges with the Palmyra Police Department.

Additionally, whenever the actions of a student, outside of school hours, interferes with the orderly, learning environment of school during normal hours the district may take disciplinary actions. The administration is authorized to take action when a student's misconduct to and from school has a harmful effect on the other students or on the orderly educational process.

The entire Code of Conduct Regulations can be accessed on the District Website.

FIGHTING

- A. Fighting, threatening, bullying, and harassment are banned. Any violence or threats of violence to persons or property will result in out-of-school suspension. Those students who accompany others in any of the above referenced offenses will be subject to discipline. Any instance of such behavior will be reported to the police for appropriate criminal disposition/charges. Upon returning to school, students and parent/guardian will be required to attend a mandatory re-entry meeting with the Principal.
- B. Horseplay, hand slapping, shadow boxing, etc. that gets out of hand may fall into this area as well.
- C. School authorities have jurisdiction over student altercations occurring off school property while coming to or leaving school. In addition, any student present at an altercation occurring off school property will be subject to disciplinary action.
- D. Students are expected to seek assistance from staff members when they are experiencing a conflict with another student or with a group of students.

OUT OF SCHOOL SUSPENSION (OSS)

A student who has been suspended out of school has demonstrated that he/she has prevented other students from learning or represents a danger to the safety of other students and staff of Palmyra School District. An out of school suspension will only be used in severe disciplinary problems. In some cases, a police complaint will be included with the suspension that may result in a court appearance. Students may be subject to discipline, if appearing on campus during an Out of School Suspension.

Note: any physical altercation (fight) will automatically result in a police complaint in addition to a school suspension.

Re-Admittance Procedure from External Suspensions:

The Board of Education has determined that a pupil returning from an external suspension (OSS) **must be accompanied by a parent/guardian** to the re-admittance conference unless the student is the age of majority. Following the first and second suspensions they will meet with the Principal. If a third external suspension is warranted, another re-admittance conference will be held with the Principal. Following a fourth external suspension, the re-admittance conference will be held with the Superintendent of Schools, at which time a Child Study Team or a pre-expulsion evaluation may be ordered. Any further external suspensions shall require a re-admittance conference with the Board of Education or a committee thereof. One of the purposes of this re-admittance conference is to determine if a full expulsion is necessary. Nothing in this policy will prohibit the administration from accelerating this procedure based upon the severity of the presenting problems.

Students who continually violate the discipline policy may have to go before a Behavior Review Board and be placed on a probationary behavior contract. Violation of this contract may result in the student being placed in an alternative setting.

Students will have the same number of days they were suspended to complete make-up work when they return from a suspension.

Refusal to Leave Class

Students disrupting the learning of others may be asked to leave the classroom by the teacher. Refusal to leave the classroom will result in a call to the office to have the student escorted by an administrator. Refusal to leave the classroom with an administrator may result in the school pressing charges on the student.

SPECIAL EDUCATION PROVISION

Pupils with educational disabilities may be referred to an alternative placement or suspended for a maximum of ten (10) school days in accordance with the school discipline code pending a manifestation determination hearing.

Parents will be notified of the discipline decision and of all procedural safeguards. A copy of this letter will be forwarded to the student's case manager.

Within ten (10) days, the district will conduct a functional behavioral assessment and implement a behavioral intervention plan as developed by the IEP team and a manifestation determination meeting will occur with the parent's participation.

In case of a dangerous weapon or drugs, the district may place the child in an interim alternative educational setting for a maximum of forty-five (45) calendar days, pending a hearing. As an outcome of the hearing, the student may be placed in a permanent alternative setting.

All requirements for discipline will be followed in accordance with the New Jersey Administrative Code Title 6A Chapter 14-2.8 and in accordance with 20 U.S.C. of 1415 (k) of Federal law.

DRESS CODE

The entire Dress Code Regulations can also be found on the district website.

R 5511 STUDENT UNIFORM DRESS CODE

Standards for Success

The Palmyra School District believes that the dress, grooming, and personal hygiene of students are important factors to a student's academic success, well-being, and positive behavior. Student dress, grooming, and personal hygiene shall reflect appropriateness, cleanliness, and safety within the classroom and school activities. Student dress should not be extreme and it must not be in any significant way distracting to the educational activities of the school. The Palmyra School District recognizes that this regulation of student Dress and Grooming is essentially a parental responsibility. We believe our students should dress for success.

Personal Responsibility – Dress Code

1. Students shall dress in a way as to not present a health risk to themselves or others.
2. Students attending any school function (field trips, dances, activities, athletic events, during and after school hours, etc.) shall wear proper attire as defined in this regulation. Any student who is not properly attired will not be permitted to participate in the event.
3. Students shall not wear clothing, accessories, or display tattoos and body expressions that:
 - a. Is sexually suggestive or contains obscenities and vulgarities in writing or pictures;
 - b. May be discriminatory to race, religion, creed, sexual orientation, etc.;
 - c. Suggests the use of tobacco, alcohol, or illegal drugs;

- d. Suggests gang behavior, terroristic threats/activity, assault or personal violence, or criminal behavior;
 - e. Displays weapons (firearms, knives, incendiary devices, etc.);
 - f. Has a double meaning, wording, or obscene language/gestures;
 - g. Is disrespectful in nature that it disrupts learning;
 - h. Is tattered, frayed, ripped, cut-off, has holes.
4. At no time are underwear and/or support under garments of any kind to be exposed. This includes boxer shorts, briefs, and bra straps.
 5. Students shall respect the rights and privacy of others. At no time shall a student engage in unacceptable behavior that harasses, intimidates, or bullies another student based on the rights of self-expression supported in this regulation.

Personal Standards – Dress Code

Shirts/Tops

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

Pants/Slacks/Shorts/Skirts

1. The shortest point of clothing shall be approximately two (2) inches above the knee.
2. 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 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/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 tinted glasses) is not allowed.
2. No jewelry, chains, or other accessories that may present a danger to one's self, or to the health and safety of others are permitted (i.e. chains, spikes, studs, etc.).
3. Book bags may not be left unattended in the hallways and cafeteria.

Grooming and Personal Hygiene

1. Students shall present a regard for hygienic care to body and clothes.
2. Personal fragrances shall be limited so as not to cause health reactions or disruption to others.
3. Hair may be worn as desired providing it does not create any problems to one's self or other's health, safety, or cause classroom disturbances.

Waivers and Exceptions – Dress Code

1. Written requests for waivers to the dress code must be presented to, and approved by the building principal PRIOR to an action occurring by the student.
2. Waivers to the dress code for religious or medical purposes must be valid and substantiated with written documentation from the religious organization or medical provider. This information must be provided to the building principal for approval.
3. A classroom teacher may grant temporary exception to the dress code for special/emergent situations provided authorization is received from the building principal (facilities, student activities, etc.).

Violations and Accountability – Dress Code

1. Students, parents and staff are expected to adhere to the intent of the dress code as well as the specific wording of the dress code.
2. If a student or parent is unsure if a specific article of clothing or accessory is allowable, clarification from the building principal shall be obtained PRIOR to wearing the article of clothing or accessory.
3. Parents/guardians will be contacted at home or work if the student is unable to self-correct his/her dress code violation.
4. Should a student violate the dress code, appropriate consequences will be applied as per the Student Discipline – Code of Conduct.

School Administration – Dress Code

1. The Administration has the right to alter this code in order to guarantee that an orderly classroom academic environment exists.
2. Other rules relative to the dress code may be established by the Administration on an “ad hoc” basis for certain classes or certain operations in some classes when necessary for safety reasons.
3. The Administration is authorized to modify the dress code to sponsor school spirit day activities related to special dress.
4. Final determination of what is acceptable and not acceptable, as it pertains to the dress code, will be made by the Administration.
5. The Administration has the right to send the student home (with parent confirmation) if a student is unable to self-correct for a dress code violation.

N.J.S.A. 18A:11-1, 18A:11-7, 18A:11-8, 18A:11-9

Issued: 22 April 2008

Revised: 11 March 2015

Effective: 1 July 2015

Reviewed: 12 June 2019

EARLY DISMISSALS

Request for an early dismissal from school MUST be in WRITING and MUST be given to the Attendance Office no later than 8:00 a.m. on the date of dismissal.

Only notes written by a parent or guardian will be accepted. Written requests **MUST** bear a phone number where it can be verified. Where requests cannot be verified, they will be **DENIED**. Students are not permitted to write their own notes.

Valid early dismissal excuses are those for doctor, dentist and illness of students after arriving to school, and upon being dismissed by the school Nurse. **Students must not leave school without permission for any reason, unless authorized by an Administrator or the school Nurse.**

ELIGIBILITY POLICY FOR CO-CURRICULAR ACTIVITIES

- A. Attendance and participation** in extra-curricular activities is considered an integral part of a student's educational experience. Students are expected to abide by all school rules while attending or participating in activities. Students who do not abide by school rules are subject to disciplinary action and may be deprived of the privilege to participate in or attend future events.
- B. ATHLETIC AND ACTIVITY ELIGIBILITY REQUIREMENTS ELIGIBILITY RULES** apply to ALL FRESHMEN, JUNIOR VARSITY AND VARSITY teams representing a High School (girls and boys).
1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.
 2. ACADEMIC REQUIREMENTS
 - a. To be eligible for athletic competition, cheerleading or any activity during the first semester (September 1 to January 31), a pupil must have completed at least 30 credits with a passing grade (does not apply to incoming eighth grade students)
 - b. To be eligible for athletic competition, cheerleading or activities which begins during the second semester (Feb. 1 to June 30), a pupil must have a passing average in 15 credits.
 - c. At every grade level, students must be passing in 30 credits. (Excludes Middle School)
 - d. Any student who fails two or more subjects in marking periods one (1) through three (3) will be ineligible to participate for the following marking period within the current school year. Reinstatement may occur when grades are reevaluated at the end of the following marking period.
 3. ELIGIBLE if transfer because of a change of residence by parents or as approved by the Executive Committee of NJSIAA.
 4. ELIGIBLE as per NJSIAA rules regarding transfers. All incoming students from previously attended districts must complete a "Transfer Form" according to NJSIAA regulations.
 5. Students in grades 6, 7 and 8 who are failing two (2) or more classes are not eligible to participate.
 6. A student who have Alternative Learning Lab (A.L.L.) assigned shall not be allowed to participate in athletics or co-curricular programs on the date of their A.L.L.
- C. ATHLETIC RULES**
- The following rules and regulations will apply during all sports seasons:**
1. Any student who is caught using alcohol, tobacco, or illegal drugs during a game, practice, while in uniform, or under the supervision of a coach, will be removed from the appropriate team and will also be subject to regular school discipline as outlined in Board Policy.
 2. No student may practice or participate in any athletic event if absent the day of a game or the day prior to the game if the game is on Saturday. To be counted present for the day, athletes must be in school before 10:24am or they will not be able to participate in that day's events or on the weekends if it is a Friday.
 3. Fighting, hazing, initiation, etc. Any student who engages in fighting, hazing, or initiations involving physical violence with another student during a game, practice or at any time in uniform or under the supervision of a coach will be removed from the team and subject to other school discipline. Students who violate this rule may also not be allowed to participate in any other sport for the remainder of the school year.
 4. Return of Uniforms- Students/players are responsible for returning all uniforms/equipment to the coach at the conclusion of each season. Students must turn in equipment and uniforms from previous season to be eligible to play the subsequent season. The students will be charged for any unreturned uniforms/equipment.
 5. Excessive discipline write-ups- All students must be in "Good Standing" to participate in any extracurricular activity.

EMERGENCY SCHOOL CLOSING

In the event it becomes necessary to close school because of bad weather, a phone broadcast will be sent to parents/guardians. School closings are also posted on the school website.

GRADING 6 - 8

This grading regulations can be found on the district website.

HALL REGULATIONS

Passes:

- A. **No student is permitted outside the assigned room without a pass.**
- B. When using a pass to use the lavatory, students are to report to the lavatory closest to their classroom. Students are not permitted to use the lavatories in the locker rooms.
- C. Whenever students are dismissed from an area with a pass, they are to report directly to their destination and report promptly back to class.
- D. Before a student leaves a study hall, he/she will be asked to show the pass that they received from the other teacher. If for any reason the study hall teacher believes the pass is not valid, he/she will contact the teacher the student is reporting to before he/she sends them

Food and/or drink is not permitted in the hallways at any time.

Door #1 on Fifth Street will be open for morning arrival for all Palmyra Middle School students from 7:30 am – 7:50 am. After 7:50 am this door will be locked. The only access point into the building will be through Door #1 for late students.

Buildings are closed to students at 2:30 pm. By 2:30 pm, all students should be at their sport, club, or activity. Students not staying for a sport, club, or activity must exit at 2:30 pm.

HARASSMENT, INTIMIDATION, BULLYING (HIB)

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 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. All students will be informed of the Palmyra School District Bullying Policy. Copies of the policy are available in the main office or visit our website.

HIB District Specialist – Ms. Kyra Denish

HIB Coordinator – Mr. Michael Papenberg

HONORING PUPIL ACHIEVEMENT

HONOR ROLL

Pupils who distinguish themselves by high academic achievement will be listed on an honor roll at the end of each marking period. The following rolls will be published for grades 6 through 12:

Distinguished Honors

Straight A's (no grade below a 90)

Honors

Any combination of A's & B's; no grade less than 80

(continued)

NATIONAL JUNIOR HONOR SOCIETY

Elizabeth McDonnell Chapter

Membership in the National Junior Honor Society is one of the highest honors that can be awarded to a middle school student. Membership is based on the student's outstanding achievement in scholarship, service, leadership and character. The student must be a member of the school community at least one semester prior to applying.

Students meeting preliminary grade requirements will receive a letter notifying them of their eligibility for membership. All of the following criteria must be met in order to be considered for admission:

1. **Scholarship:** A student must be a 2nd semester 6th grade student, or a 7th or 8th grade student who has a cumulative average of 85% in all subjects.
2. **Service:** A student must demonstrate commitment to varied activities within his/her school and community. Service activities are those which benefit others and for which students receive no form of compensation. Students must participate in a minimum of three (3) varied school-sponsored activities. In addition, the student must also earn twenty (20) hours of community service per year of attendance or the equivalent total for years in high school.
3. **Leadership:** A student must demonstrate leadership qualities in and out of the classroom, receiving a solid rating of 3.0 or above from staff surveys. (There will be no rounding up of this ratio)
4. **Character:** A student must demonstrate the "six pillars of character": respect, responsibility, trustworthiness, fairness, caring and citizenship.

If a student is denied membership, he/she may submit a written request to the National Honor Society advisors to appeal the decision. The high school principal is the final level of appeal. No appeals will be heard beyond the high school principal.

ILLNESS, INJURY & ACCIDENTS

Any student who is ill or injured during the course of the school day must see the school Nurse. In the event that the nurse is not in the office, the student must report to the main office. Students should never stay in the lavatory because they do not feel well. They should always report to a teacher, Nurse, or main office. It is a class cut to do otherwise. No student who is feeling ill is to leave the school without first seeing the school Nurse. Contact must be made with a parent or guardian before dismissal. The Nurse will issue the early dismissal and report it to the Attendance office.

All accidents should be reported immediately to a teacher, the Nurse, or the main office. Prompt attention may prevent serious complications. In cases of serious accidents, parents will be notified.

In cases where a physician is required, or treatment at a hospital emergency room is needed, parent's permission is required. **WE MUST HAVE AN EMERGENCY NUMBER WHERE THE STUDENT'S PARENTS OR GUARDIANS MAY BE REACHED.** This is accomplished by completing and the Student Health form and updating students contact information in OnCourse.

INTERNET USE POLICY

Palmyra students and staff use the Internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational information needs. Inappropriate use may result in a cancellation of privileges.

Access to the Internet is made possible by the Palmyra School District. The use of electronic resources is extended by the district and may be revoked at any time. Any intentional behavior with respect to the electronic environment that interferes with the missions or activities of the Palmyra School

District will be regarded as unethical. Guidelines applying to the use of computer systems, accounts or network access provided by the district are available in the main office and on the school website. Parents must sign a disclaimer in order for their child to use the Internet. Please contact the building principal should a concern with the internet use occur.

LEAVING SCHOOL GROUNDS

No student is permitted to leave school during the school day. In cases of illness, only the school Nurse can dismiss a student after contact has been made with a parent or guardian.

LOCKS AND LOCKERS

Under Title 18A, New Jersey Statue, the principal or other official designated by the local board of education may inspect lockers or other storage facilities provided for use by students as long as students are informed in writing at the beginning of each school year that inspection may occur. ***This is your notification. Lockers may be inspected periodically.***

Each student will be assigned their own locker. Students are not to change lockers without authorization from the office or put things in other's lockers. Lockers should be kept clean and neat. No food should be left in lockers overnight or on weekends. Students should refrain from writing on lockers.

Only locks issued through the main office shall be used. Unauthorized locks will be removed. Lost or stolen locks will cost **\$10.00 ea.** Students are advised not to give their combinations to anyone. Students should be sure lockers are locked *at all times.*

Personal Belongings

We must issue a word of caution to students and parents about bringing and storing personal belongings in school. Please be aware that the district does NOT hold insurance against theft or damage of the personal property of students or staff. This includes personally owned or leased items used in school programs, such as musical instruments and equipment for art and drama projects, and all personal electronic devices (cell phones, laptops, cameras, etc.). School districts in general cannot afford the prohibitive premiums for such insurance. Even if personal items are kept in a secure area, the owner still bears the responsibility and risk, and personal insurance would have to be used in the event of theft or damage.

OBLIGATIONS

Students are expected to maintain the condition of district issued books, materials, and equipment that they are loaned. If items are lost or damaged, students are responsible for the repair or replacement costs. If there are outstanding debts for the above, or for fundraising activities, students will not be issued working papers, transcripts, or a diploma nor allowed to participate in any extracurricular activities*. Books and materials left in lockers at the end of the school year will be considered **UNRETURNED**, and students will be fully responsible for their replacement value. All obligations must be paid in full before moving, or transferring out of the school district.

PARENT ADVISORY

Parental input is a vital part of the Palmyra community. Parent Advisory Council (PAC) meets periodically to review and discuss school policy, programs and parental concerns. Check high school website for PAC meetings. Parent meetings are also periodically scheduled for specific topics/groups, including but not limited to, Basic Skills classes, Special Education programs, Financial Aid and College Planning, the Senior Trip, Booster Clubs, etc. All parents are strongly encouraged to participate in these meetings.

PASS RESTRICTION

Students may be put on a hall Pass Restriction by an administrator for reasons including but not limited to the following: abusing the pass privilege, being in possession or under the influence of a CDS, vaping, etc. Students on a hall Pass Restriction will receive two (2) passes per day from the Middle School Principal to use during the school day during all non-gym and lunch periods.

PASSIVE BREATH-ALCOHOL SENSOR DEVICE

The Board of Education authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. When it is determined a PBASD will be used, one of the following options are available:

1. Every pupil attending or pupil participating in such event will be screened.
2. The Building Principal or designee may, in certain circumstances, determine to have pupils screened on a random basis/selection process that is predetermined by the principal.
3. The building principal or designee may screen based on reasonable suspicion of alcohol use.

PHYSICAL EDUCATION / HEALTH

Physical Education is a State requirement. Successful completion of three marking periods of Physical Education will earn a student a letter grade. Illness or injury verified by a doctor's note is the only exemption from gym.

Rules:

1. Anyone unprepared for gym will receive a failure for that day if they do not have a medical excuse from the nurse, a doctor, or a parent.
2. Medical excuses must be made up before or after school within two weeks unless excused by a doctor. Grades for missed periods will change to a failure (F) if classes are not made up during that two week period.
3. Students with medical excuses lasting at least four (4) weeks will be required to write a paper on a health/fitness/sport related topic for credit. 4. Over four unprepared (F) gym periods per marking period will cause a failure for the marking period. No make-ups will be allowed.
5. Students must wear acceptable shoes to participate in class.

Health: Students must pass one marking period each year.

Reminders:

- A. Only students scheduled for PE are permitted in locker rooms.
- B. Students should lock all belongings in lockers provided. School is not responsible for lost/stolen items.
- C. Students must remain in the gym until the bell rings at the end of the period.
- D. No food or drink permitted in gym/locker rooms.

PHYSICAL EXAMINATION

All students who participate in school sports must have a physical examination performed by the student's own physician or advanced practice nurse and a report given to the school Nurse on state approved forms. These forms may be downloaded from the district's website or obtained from the Nurse or the main office.

Athletic physicals are valid for 365 days from the day they were performed by the doctor. **Student athletes must have a valid physical on file in the Nurse's office in order to participate in practices and games.**

The school physician is available at the school for physical exams in June. Please see the Nurse for information.

Anyone needing information regarding New Jersey Family Care Insurance, please see the Nurse.

PLEDGE OF ALLEGIANCE

By law, students are required to stand for the Pledge of Allegiance. If a student declines to stand, an administrator is within his/her right to inquire as to why. The reason must be for religious, moral, conscientious or other constitutional grounds. If the student is under 18 years old, the administrator may discuss the matter with the student's parent. It is worth repeating that "I don't feel like it" or "I'm too tired" are not constitutional reasons. However, if the administrator ascertains that the student does have constitutional reasons for not standing or participating in the Flag Salute, the student is permitted to sit quietly and not be disruptive.

If a student will not be standing for a religious and or moral reason, please bring this to the attention of the administration in writing at the main office. As noted before, if the administration ascertains that the student does have constitutional reasons for not standing, we will let your homeroom teacher know via email. Again, the student would then sit quietly and not be disruptive.

PROMOTION

Palmyra Middle School students will be promoted by demonstrating proficiency in all core subjects (math, English, science, social studies).

PUPIL RECORDS

Records of pupil progress are maintained in the office. Parents or legal guardians may inspect these records upon request under supervision. Charges will be assessed for copies of these records.

RENAISSANCE PROGRAM

The Renaissance Program recognizes, respects, and rewards academic achievement and good school citizenship for the students. The program provides students with incentives to achieve success academically, socially and behaviorally. Students will qualify for recognition by maintaining good grades, coming to school regularly and promptly, maintaining a clean discipline record and by contributing to the school community in some way.

REPORTING PUPIL PROGRESS

1. Electronic report cards will be posted quarterly.
2. Parents/Guardians will be notified by the teacher of the possibility of a failing grade at any time during the school year.
3. Parents/Guardians will be notified in writing by the guidance Counselor when the possibility of a pupil not being promoted is determined.
4. Comments will be posted for parents / guardians on progress reports and report cards if their child receives a "D" or "F"

Please refer to the school calendar on the district website for all progress report and report card dates for the school year.

SAFETY & SECURITY

Safety and security is everyone's responsibility. **Do not** prop doors open or open any doors to allow **anyone** in the building. All students and visitors entering the building must use the main entrance - Door #1. Surveillance equipment may be used to monitor the school facility or buses for the purpose of safety. Fire and safety drills are conducted monthly throughout the year. Students are to follow all of procedures set forth and remain attentive throughout the drills.

SAFETY COMMITTEE

This committee will consist of community members, school personnel and local safety agencies to promote the discussion and understanding of safety issues in our schools and community. The committee will meet several times per year in the high school building.

SCHOOL BUS

SCHOOL BUS PUPIL DISCIPLINE

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the appropriate building administrator of the school which he/she attends (NJSA 18A:25-2). Disruption on the bus is a serious disciplinary infraction that places pupils and the driver in danger. District-provided transportation to and from school is a privilege that may be terminated due to continued disciplinary infractions. A pupil may be excluded from the bus for disciplinary reasons by the principal or his/her designee and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion (NJSA 18A:25-2).

BUS REGULATIONS-

Previous to Loading (on the road and at school):

1. State regulations require that students are only authorized to ride the bus assigned by the district transportation coordinator. Riding or attempting to ride an unauthorized bus will result in disciplinary action. A Bus Pass/ID will be required to board the bus.

While on the bus:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and other objects out of the aisles.
8. Do not throw anything out of the bus window.
9. **Bus riders are not permitted to leave their seat while the bus is in motion.**
10. Horseplay is not permitted around or on the bus.
11. Any student vandalizing or damaging a school bus will not ride the bus for the remainder of that school year.
12. No eating or drinking while on the bus
13. Seat belts must be worn at all times.

Disregarding bus regulations:

Students who are eligible for public school transportation are subject to the authority of the bus driver. The privilege of riding the bus will also be revoked (suspended) for misbehavior on the bus or at the bus stop.

SCHOOL NURSE

The school Nurse, under the direction of the school physician, provides services in the areas of first aid, vision, hearing, blood pressure and scoliosis screenings, immunization compliance, control of Communicable disease, encouragement of physical and dental 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 medications must be in labeled pharmacy containers; over the counter medication must be in the original container. The school Nurse is available throughout the day for health services and consultation with students, staff, and family members.

SEXUAL HARASSMENT

The complete Sexual Harassment policy #5751 is available on the district website.

SMOKING

Smoking on school grounds is a violation of Section 3 of P.L. 1981, c.320 (C.26:3D-17) of New Jersey State Department of Health and Senior Services code. Below are listed quotes taken from the above law. The first quote applies to individuals who willfully violate the law-for example; an individual is asked not to smoke and decides to smoke on school grounds anyway. The second quote applies to school administrators who do not make a reasonable effort to uphold the law-for example; a school official who knows people are smoking on school grounds but does not react to it.

- "Thereupon any such person who smokes on such premises are in violation of this act and is subject to a fine not to exceed \$100."
- "Thereupon, any person receiving such notice that knowingly fails or refuses to comply with the order is subject to a fine not to exceed \$25 for the first offense and not to exceed \$100 for the second offense and not exceed \$200 for each offense thereafter."

Also, please be advised that an additional statute (NJSA 2C: 33-13) deems smoking in schools a misdemeanor punishable with fines, court costs and community service.

Cigarettes and Incendiary Devices

Cigarettes, e-cigarettes (vapor), tobacco products, and incendiary devices (matches or lighters) found in the possession of a student on school grounds will be confiscated. The confiscated items will only be returned to the parents/guardians of the student.

STATEMENT OF EQUITY

The New Jersey Constitution and implementing legislation guarantees each child in the public schools equal educational opportunity regardless of race, color, sex, creed, religion, ancestry, national origin, or social or economic status. To assure these basic rights, the Commissioner of Education and the State Board of Education have developed regulations outlined in New Jersey Administrative Code 6:4-1.1 etc. sec. which specifically implement N.J.S.A. 18A:36-20 and the State Board of Education resolution concerning sex equality in education programs.

If any person has any complaint with regard to discrimination, please contact Mrs. Lianne Kane, Equity Officer, at (856) 786-9300.

Section 504 is the section of the Rehabilitation Act of 1973, which applies to students with disabilities. Basically it is a civil rights act which protects the civil and constitutional rights of students with disabilities. Section 504 prohibits school districts which receive federal funds from discriminating against otherwise qualified students solely on the basis of handicap. Section 504 is enforced by the US Department of Education, Office for Civil Rights (OCR). Palmyra School Districts Section 504 Officers are:

Mr. Michael Papenberg - Palmyra Middle / High School, (856) 786-9300

STUDENT IN GOOD STANDING PROGRAM

The Palmyra School District supports privileges for students who have demonstrated appropriate behavior, satisfactory attendance, and have met all obligations throughout the school year. Students must meet the eligibility requirements below to participate in *athletics or clubs* or attend any school sponsored function, activity, dance or prom, as a guest or member of the class, and any school trips.

The eligibility criterion is outlined below.

Academic:

Any student ineligible for athletics per the N.J.S.I.A.A. for academic reasons will also be ineligible to participate in the extracurricular activities offered by Palmyra Middle School. In addition, students with 2 or more failing grades at the conclusion of marking period one and / or three will not be eligible to participate in the extracurricular activities offered at Palmyra during the subsequent marking period (marking period two for two or more failing grades at the conclusion of quarter one and marking period four at the conclusion of quarter three).

Discipline:

- The following disciplinary actions taken against a student will keep that student from all extracurricular activities including, but not limited to: dances, participation in school athletics, clubs, the prom, the senior trip, and graduation.
- A total accumulation of six (6) or more days of out of school suspensions
- A total of accumulation of nine (9) or more days of Alternative Learning Lab- A.L.L. (in-school suspension)
- Any total combined accumulation of ten (10) days of out-of-school suspension and A.L.L. (in-school suspension)
- Excessive Lateness to School (Tardiness) – a total of twenty five (25) days of unexcused lateness (tardy)
- Unexcused Absences from School – a total of twenty (20) days of unexcused absences

Obligations:

All obligations must be met prior to the date of the privilege or event, including but not limited to the following: Library Books, Text Books, Athletic Equipment/Uniforms, & Lunch Accounts/Charges

Forms:

All required documents must be returned to school prior to the date of the privilege or event, including but not limited to, the following:

Student Data Form, Emergency & Health Information form

First Day packet Forms

Physical/Medical forms (athletics)

Student-Parent handbook acknowledgement form

***Once all obligations are met and/or all forms are returned to the school, the student will regain his/her good status in the program and will be permitted to participate in any extra-curricular activity or event.**

Any student questioning his/her status in the Student in Good Standing program must submit an appeal form to the Attendance/Discipline Appeal Committee. The appeal forms are available in the Middle School and main office. Also, appeal forms are available on the school website and can be found on the last two (2) pages of this handbook. If the decision is made by the committee to put the student on probationary status, the student's record will be reviewed regularly by an administrator. Failure to comply with the recommendations agreed upon by the student and administrative team may result in the removal of probationary status.

SUBSTANCE ABUSE

The Palmyra Board of Education realizes the seriousness of drug and/or alcohol abuse. All students are subject to the state statutes as well as the Board of Education policy pertaining to drugs and alcohol. The school district will provide and maintain an ongoing drug and alcohol education program for parents/guardians of students within the school district in accordance with N.J.A.C. 6:29-6.3 (c) 7.

Concerns over student use of drug/mood-altering substance or alcohol within school or outside of school may be addressed via referral to Student Assistance Program, school counselor, substance awareness coordinator, school nurse or administration. The student is protected from disclosure under Federal Law 42CRF, Part 2 and confidentiality is maintained if student seeks assistance from in-house support services provided by the Student Assistance Coordinator and/or Core Team. A referral to a community treatment center may be necessary.

The Board of Education shall provide in-house assessment of student drug and alcohol concerns, as well as educational information, prevention, intervention, and outside referral sources for students and/or family members.

Alcohol and drug use is viewed as a serious problem which may cause serious consequences to students. For this reason, students may voluntarily seek confidential assistance with an alcohol or drug problem by contacting the crisis counselor, a school counselor, administrator or staff member. The abuse,

use, consumption, possession, sale, distribution or transfer of alcohol, any controlled dangerous substance or drug paraphernalia is strictly prohibited in any of the following circumstances:

- on school property, either before, after or during the school day
- at any school-related activity
- while in route to and from school or any school-related activity

Please note: All staff members are bound by state law to report to the administration and medical staff any student(s) who appear to be in violation of this policy. When there is reasonable suspicion that a student has used, consumed or abused alcohol or controlled dangerous substances, the principal or designee will notify the parents and Superintendent of Schools. A medical examination/assessment will be immediately arranged with or without parental permission.

If a student or parent/guardian refuses to comply with these assessment procedures, the student will be presumed guilty. The student will be subjected to the same discipline procedures as a person who is found to be under the influence of alcohol or drugs. In addition, the Superintendent of Schools or designee will refer a parent/guardian who refuses to comply with these procedures to the Division of Youth and Family Services for investigation.

Once suspended for substance abuse of any kind, a student must present a certificate of fitness completed by a physician to return to school. The administration may also require another screening in the future to determine that the student is drug/alcohol free.

Upon return to school, the parent and student must schedule an appointment with the SAC to develop an individual plan for the student.

SUMMER SCHOOL INFORMATION

Any students who have failed a core subject (math, English, science, social studies) may take that course during the summer in an approved summer school program. Students interested in making up a course should make an appointment to see his/her school counselor during the first week of June.

TEXTBOOKS

Textbooks are the district's property and are loaned to students for their use. Each student is responsible for books issued to them. Lost, stolen or damaged books must be paid for by the student. All books issued must be covered.

TRIPS - Administrative Regulations

The same rules apply on trips that are in effect during a regular school day. Parent/guardian signed permission slips must be received from 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 or attendance issues and/or outstanding obligations. School board policies and procedure apply to all trips.

Students who intend to participate in a class trip must meet the following eligibility requirements:

1. Parent permission

- a. The regulations will be distributed to the parents well in advance of the trip. The permission slip will include a sign-off stating that the parents and the student understand the rules and regulations.

2. Scholastic eligibility

- a. The student must be eligible per the Student in Good Standing Policy
- a. Any student attending a trip **must** be present to school on the **day preceding the trip**.
- b. Refunds to any excluded student will only be made in accordance with the cancellation policy.

* Any student who is restricted from attending a class trip under the terms of the pre-trip stipulations shall be considered truant if, in fact, they attend by providing their own transportation and admission. These students will be considered insubordinate and truant and will be appropriately dealt with under the terms and conditions of the disciplinary and attendance regulations.

Please note that class trips are a privilege; any student excluded for the above reasons is not entitled to an appeal.

VACATIONS

Students shall not be excused for vacations that are not on the school calendar. If a family vacation is unavoidable, a parent must complete and submit a Family Vacation Form to the Attendance Office, and meet with the Middle School Principal at least two (2) weeks prior to the vacation. A Family Vacation Form can be requested from the Attendance Office.

VANDALISM

This building is maintained, at considerable expense, for the students' education. Students, who maliciously damage or destroy any part of this building, will be held accountable for the damage and will be disciplined according to Board of Education policy.

VISITORS

Although the Palmyra Board of Education is a public entity, it does not give open access permission to visitors.

At **NO** time should a person be allowed access to the building without a confirmed reason for their visit (the locking door system is designed as a security measure).

1. **All visitors must enter through Door #1**
2. If a person arrives unannounced they are to wait outside (Sentry Denied) until their identity and reason for visit is confirmed.
 - a. Follow the sign prompts on the Door for instructions
3. All visitors must provide identity and check in at the Attendance Office to receive a visitor's badge. They are to remain at the office until escorted by the staff member with whom they are visiting.
4. At the completion of the visit they must be escorted back to the Attendance office by the staff member, sign out, return visitor's badge, and then proceed to the exit (positive confirmation).
5. Notification of trespassing signs are posted at all entrances of the building.
6. In the event that a visitor fails to adhere to Board policy, the SRO, Safety Officer, and/or Palmyra Police Department shall be contacted for assistance.
7. The building principal or his/her designee shall make the final decision to admit and/or deny entry of person in the building if there is concern.
8. Athletic and extracurricular events are often open to the public, but this is a privilege that can be revoked in the event of a person's failure to adhere to Board policy.

Security is in place for the safety of students and staff. The Building must remain secure and the whereabouts of all visitors must be closely monitored. Access for visitors should be limited to official business. Exceptions for visits (pending teacher approval) are at the discretion of the building principal.

All visitations will be discouraged after 3:00 pm. After-hours access by visitors/students are not permitted unless prearranged with the building principal (athletics and extra-curricular being the exception). Coaches and activity advisors are responsible for monitoring their students in/out of the school building. They must be supervised at all times. Staff and students who are in the building before and/or after regular school hours must have the assurance that the facility remains locked and access is secure.

WAIVER OF LIABILITY

A waiver form will be sent home with each student and must be signed by the parents/guardians and returned to the school in order to permit a student to participate in any sport or activity. If the school does not have a waiver on file, the student will not be permitted to participate in any activity including class trips.

WITHDRAWAL OR TRANSFER FROM SCHOOL

Students who are moving, withdrawing, or transferring out of the district to another school must notify the school main office in writing, by the students' parent/guardian. This notification **must be made at least one (1) week in advance of the withdrawal/transfer date**. The student must then obtain a student **Transfer Form** from the office. This form must be signed by all of the students' teachers, the librarian, counselor and the principal before the transfer can take place. All district books and materials must be returned before a school transfer card can be issued. Student athletes should contact their current coach or the Athletic Director.

ALMA MATER

PALMYRA'S PRAISE

There's a rousing cheer rings far and near,
And the air is filled with song;
When we shout her praise these happy days
As we mingle with the throng.
For we ever, as we sing,
Make Palmyra's praises ring.

Come join with us in songs of praise,
And let every voice be raised.
Oh we'll sing and shout her praises well,
For our Alma Mater dear.



ATTENDANCE / DISCIPLINE APPEAL FORM

Date: _____

Student's Name: _____ Grade Level: _____

Mailing Address: _____

Parent's/Guardian's Name: _____ Phone Number: _____

(Print)

I am appealing my status in the Student in Good Standing program in the area of:

_____ Discipline

_____ Obligations/Forms

_____ Attendance

*Please provide information below to support why the committee should consider your appeal. Please attachment additional pages if needed. For Attendance appeals please indicate the days being appealed, supporting physician's notes, as well as the reason(s). Thank you.

continued

Signature of Parent/Guardian: _____

Please direct all appeals to:

Palmyra Middle School
Mr. Kenneth Holloway, Principal
311 West Fifth Street
Palmyra, NJ 08065

The Attendance/Discipline Committee consists of the Principal, Assistant Principal, Guidance Counselor, and a teacher. The committee will meet within five (5) school days after receiving the appeal form a parent or guardian. Appeal forms are available on the middle school's web-page. You will be notified within two (2) days after the meeting date of their decision.