

# PALMYRA HIGH SCHOOL

311 West Fifth Street  
Palmyra, New Jersey 08065  
856-786-9400

## **Student Handbook** **2011-2012**

Mr. Mark L. Pease  
Principal

Mr. Kenneth E. Holloway  
Assistant Principal

## LETTER FROM THE ADMINISTRATORS

Dear Parents and Students:

The Handbook contains important information, rules and regulations for students at Palmyra High School. It is your guide to academic and social success.

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

We hope that this handbook serves its intended purpose. Complete listings of all school policies are available in the main office.

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

Have a great year!

Mark L. Pease  
Principal

Kenneth E. Holloway  
Assistant Principal

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# ACTIVITIES

Palmyra High 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.

## INTERSCHOLASTIC SPORTS

### FALL

Field Hockey	(9-12)
Cross Country	(9-12)
Football	(9-12)
Soccer, Boys	(9-12)
Soccer, Girls	(9-12)
Tennis, Girls	(9-12)

### COACH

Ms. K. Adamczyk, Ms. Tracy Wolf
Mr. J. Slocum
Mr. T. Belford, Sr., Mr. J. Boris, Mr. L. Howard
Mr. M. Papenberg, Mr. Matt Papenberg
Mr. M. Petticrew, Mr. K. Miller
Mr. F. Hiller

### WINTER

Basketball, Boys	(9-12)
Basketball, Girls	(9-12)
Winter Track- B/G	(9-12)
Wrestling	(9-12)

Mr. J. McColgan, Mr. M. Papenberg
Mr. S. Brady, Mr. K. Miller
Mr. K. Potor, Mr. J. Slocum, Mrs. C. Potor
Mr. J. Geisel

### SPRING

Baseball	(9-12)
Softball	(9-12)
Track, Boys	(9-12)
Track – Girls	(9-12)
Tennis – Boys	(9-12)

Mr. D. Licata, Mr. W. Donley
Mr. K. Miller, Ms. M. Sharkey
Mr. K. Potor, Mr. J. Geisel
Mrs. C. Potor, Mr. J. Slocum
Mr. F. Hiller

## CLUBS AND ACTIVITIES

### CLUB

Art
Band
Band Front
Big Brother/Big Sister
Book Club
Cheerleading
Drama
German Club
German Honor Society
Homework Club
Interact
National Honor Society
Pinnacle
REBEL Club
Spanish Honor Society
Student Council-Jr. High
Student Council-Sr. High
Tillicum-Business
Tillicum-Literary
Youth in Government

### ADVISOR

Mr. M. Budden
Mr. J. Moore
Mr. J. Moore
Mr. M. Petticrew
Mrs. L. Foster
Ms. E. Sulkowski
Mrs. S. Bonner/Mr. C. Tracey
Mrs. A. Feinleib
Mrs. A. Feinleib
Mrs. S. Bonner
Mrs. L. Foster
Mr. J. Yoon
Mr. D. Licata
Mr. M. Petticrew
Mrs. K. Salvo
Mrs. C. Bostock
Mrs. L. Masich/Mrs. W. Sitzler
Mrs. L. Foster
Ms. J. VanZandt
Mrs. S. Werner

### GRADE

(7-12)
(7-12)
(7-12)
(9-12)
(9-12)
(9-12)
(7-12)
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(9-12)
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(7-8)
(9-12)
(9-12)
(7-12)

# ATTENDANCE POLICY

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

The Board of Education does not condone absenteeism from school, and it will not issue credit at the high school level, or promotion at the seventh/eighth grade level, if maximum pupil absenteeism is exceeded.

Adopted by the Palmyra Board of Education on August 22, 1978.

Revised: May 20, 1997

Revised: June 9, 2009

## 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 absence, please call (856) 786-2967.**

For attendance purposes, a student is either present, absent, excused for religious observance, excused for verified medical reasons, or on homebound instruction. Other excused absences, along with verified documentation, may include - college interviews, examination for a driver's license, and medical or dental appointments that cannot be scheduled at a time other than during the school day. All medical documentation must be submitted to the main office within five (5) school days from the time the student returns to school. Medical documentation after this time frame will not be accepted.

**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 physician's statement, sufficient opportunity shall be afforded the student to make up work missed. 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. An excused absence is for religious observance and medical reasons and does not include employment (other than school approved work assignments), performance of baby-sitting duties, extended family vacations (other than what is allowed), homelessness, or other prolonged absence. A student, who is verifiably absent for one of the reasons listed above, is absent, but with reason.

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 non-verified absences from school, or from classes within the school day, constitute truantries and shall be subject to the disciplinary rules of the Board in accordance with the laws of the state. Repeated truantries may result in suspensions.

**Students in grades 7-12 shall suffer loss of credit for absence from school for more than 10 days (unexcused) for a full year course, 6 days (unexcused) for a semester course, and 4 (unexcused) days for a quarter course. A warning notice will be given to any pupil, and to the parent or guardian of any minor pupil, who has been absent more than 4 days in a semester, excluding any absence attributable to disciplinary suspension.**

## Appeal

Students and/or their parents may appeal school action as indicated below:

1. Petition for Hearing – A written notice of appeal must be presented to the high school principal by the student and his/her parent/guardian within ten (10) days of notification.
2. Decisions of the principal may be further appealed in writing to the Superintendent of Schools within seven (7) days of the principal's decision. The Superintendent will respond in writing to the petition within seven (7) days from receipt of the appeal in his/her office.
3. Appeals to the Board of Education may be made in writing within ten (10) school days of the decision rendered by the Superintendent. The Board of Education shall respond in writing to the petitioner within five (5) days after the next regular scheduled public meeting.
4. Board of Education decisions may be appealed to the Commissioner of Education.

## Record Keeping and Counseling

1. Absences will be indicated on attendance forms by homeroom teachers and the form forwarded to the high school office for placement on the master attendance list. Absences and tardiness will be indicated on the student's report card. The official record for lateness and absences is the master list recorded in the high school office.
2. 5<sup>th</sup> Absence- A letter will be mailed informing the parents of the 5<sup>th</sup> absence for a semester course and possible loss of credits for that particular course.
3. 6<sup>th</sup> Absence- A letter shall be sent (with return receipt) informing the student and the parent of loss of credit for the semester course.
4. 10<sup>th</sup> Absence- A letter will be mailed informing the parents of the 10<sup>th</sup> absence for year courses and possible loss of credit for the school year. Guidance will contact the student and the parent informing them that loss of credit for the course is imminent at the 11<sup>th</sup> absence.
5. 11<sup>th</sup> Absence- A letter shall be sent (with return receipt) informing the student and the parent of loss of credit for the year.
6. 20<sup>th</sup> Absence- A letter will be sent advising parents/guardians of the student's absences and advising that the student must return to school and attend school on a regular basis.
7. 31<sup>st</sup> Absence- A certified letter, return receipt requested, and a letter mailed first class stating the loss of credits for the year must be sent. Notification will be included of the appeals process.

## LATE TO SCHOOL

Students are expected to be in school on time. Lateness to school will be unexcused unless the student presents an acceptable written excuse upon arrival. This includes: documentation from medical or dental professionals, court officials, and driver's licensing centers, etc. ***Parental notes for such things as oversleeping, car trouble, and unexcused personal reasons will not be acceptable reasons for being tardy to school.***

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

Late arriving students **MUST** report to the Main Office to sign in. Students will be issued a pass and should proceed to their locker and to class in a timely manner. Students will be allowed (two) 2 unexcused tardies to school per marking period. Failure to sign in will result in disciplinary action along with a "0" (zero) grade for all class work missed.

Student late arrivals will be monitored as follows:

- 1<sup>st</sup> – 2<sup>nd</sup> Offense: Reprimand
- 3<sup>rd</sup> – 6<sup>th</sup> Offense: Central Detention/Parent Notification
  - Arrival between 8:01 – 8:15 will result in a 30 minute Central Detention
  - Arrival between 8:16 – 8:30 will result in a one hour Central Detention
  - Arrivals after 8:30 AM will result in automatic Saturday School Detention
- 7<sup>th</sup> – 12<sup>th</sup> Offense: Saturday Detention/\*Notify Parents & Guidance Counselor on 10<sup>th</sup> lateness
- 13<sup>th</sup> + Offense: In-School Behavior Program/Parents notified and possible Out of School suspension

### **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 TO BE SENT BACK TO THEIR PREVIOUS LOCATION TO RETRIEVE A PASS.** The teacher will address the first two (2) incidents of lateness to class; by speaking with student, calling parents, or assigning a teacher detention. Continued lateness will then be forwarded to the administrator on a discipline referral form. An unexcused lateness exceeding 50% or more of a class period will be considered an unexcused absence from class and will result in a zero (0) for all class work that day.

*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 pass.*

### **Family Vacation during the School Year**

There are circumstances, which require that family vacations be taken during the school year. Hence, such vacations will be allowed with the following provisions:

1. The student must get a Vacation Form from the main office **two (2) weeks** in advance of the vacation. This should be filled out by their parent/guardian and returned to the office. The approved form will be returned to the student for teacher signatures informing them of the upcoming vacation.
2. Only one such event in any school year will be allowed and may not exceed ten (10) school days.
3. Subject assignments will be provided to the student for completion and must be returned within the time frame above.
4. **Students must make all arrangements to make up work.**

## **AUTOMOBILES**

Students driving to school must park their car in the school parking lot. All vehicles must be registered in the main office. A valid parking permit must be displayed at all times.

**STUDENTS MAY NOT GO TO THEIR CARS DURING THE SCHOOL DAY. VEHICLES ARE NOT TO BE DRIVEN DURING SCHOOL HOURS.**

**Loss of parking privilege, and further discipline, may apply at discretion of administration.**

## BULLYING

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.

## CAFETERIA

The cafeteria should be a pleasant place to eat lunch, provided proper rules of conduct and respect for others are 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. 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 but their own lunch period. Students may not be late to class because of violation of this rule.
7. An "open lunch" policy exists for students in **grades 11-12**. All other students must remain in the building during lunch. Students wishing to go to a local luncheonette or to home must proceed directly there and directly back. Students returning from lunch at anytime must enter by the hall doors located at the cafeteria/gymnasium end of the building. Students who leave for lunch should be on time for their next class. **Students entering other entrances prior to the bell will be subject to detention and possible loss of the open lunch privilege.** Excessive tardiness will result in the student losing his/her privilege. Any 9<sup>th</sup> or 10<sup>th</sup> grade student leaving the campus will be disciplined.
8. No students are to be in the hallway during their lunch without a pass.

### **PLEASE RESPECT THE PROPERTY OF OUR NEIGHBORS!**

Students are not to loiter on local streets during lunchtime and should return to school on time. No cars are permitted to be used during lunch and/or school hours. Violations are punishable by a Saturday School. Refer to the Discipline Policy regarding consequences in the main office.

## CENTRAL DETENTION

Central detention is a supervised study period which is issued to students for various offenses. Students are required to work on academic assignments from thirty to sixty minutes, depending upon the length of the detention.

## CHEATING / PLAGARISM POLICY

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.

# DANCES

The high school administration supports the concept of student dances for Palmyra High School students. It is a method of adding school spirit and unity. The dances are not operated for outsiders; however, there are certain times when this may be acceptable. If a Palmyra student wishes to bring a guest, he/she must submit a completed guest form to an administrator by the announced date. Recent graduates will be accepted at the dance. Attendance at all dances is at the discretion of the school administration. Proper student behavior and attire is expected. Violators will be handled through the discipline procedure. Admittance to all dances will end one-half hour after it starts. Permission to arrive late may be granted ahead of time by the adviser.

## 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 High 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, 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.

**Central Detentions:**

These detentions are held from 2:30 p.m. to 3:30 p.m. on Monday, Wednesday and Friday. Central detentions may be assigned for the following offenses:

1. Failure to report to a teacher detention
2. Lateness to school
3. Inappropriate dress
4. Cafeteria misconduct
5. Pass abuse or loitering
6. Disruptive behavior
7. Use of abusive language
8. Gambling/card playing
9. Dress Code violation
10. Other Offenses

**Saturday School/In School Behavior Program/ Suspensions:**

Students may be suspended from school for the following offenses:

1. Any offense listed under Central Detention
2. Bullying/Harassment
3. Foul or abusive language directed at staff
4. Harassment directed at staff
5. Breaking and entering
6. Insubordination
7. General disruption of the orderly education process
8. Fighting
9. Inappropriate sexual behavior
10. Theft
11. Vandalism
12. Trespassing
13. Dealing/possession/transfer of stolen goods
14. Arson
15. False fire alarm/bomb threat
16. Tampering with any fire safety device
17. Aggravated assault
18. Robbery/extortion
19. Rape or attempted rape
20. Possession/concealment of weapon(s), dangerous instrument(s)
21. Computer tampering or unauthorized use
22. Using, possessing, or distribution of drugs or alcohol
23. Continuous violation of school rules
24. Violent Offenses
25. Leaving School grounds without permission-including using vehicles during lunch without permission
26. Gang related graffiti on school property, clothing, book bags and personal items
27. Dress Code violations
28. Other Offenses

**Saturday School Detention Program**

The Saturday School Detention Program will meet in a designated area in the High School cafeteria, unless there are fewer than five (5) students assigned or other problems exist which the administration deems serious enough to warrant not having the program.

The program will be held from 8:00 am to 11:00 am. No student will be admitted prior to 7:45 am or after 8:00 am. No student is permitted to leave prior to being dismissed by the teacher in charge.

Any student assigned to the program who does not arrive by 8:00 am will not be admitted into Saturday School. an exception will be made if the student or his/her parent presents a doctor's note

stating that the student was too ill to attend school on that date. If a doctor's note is presented, the Saturday School will be reassigned. Administrators may reassign a student from a missed Saturday School only in extreme circumstances where the reason can be satisfactorily verified.

Students assigned to the program will assume the responsibility for getting school work and bringing the necessary materials with them. Students must work during the entire program. There will be no sleeping, putting of heads on tables or talking to other students. No food or beverages other than water from the drinking fountain will be consumed. Students will be under the supervision of the staff members in charge and will follow his/her direction. Students will be assigned to specific seats and will not leave those seats without prior permission.

Students will enter and leave the building by the designated entrance.

Any student violating any provisions of the program may be asked to leave the school upon parental contact. In this event, the student must immediately leave the building and school grounds. The teacher in charge has the authority to invoke this penalty. Misconduct in Saturday School will result in receiving no credit for the time spent. Any student who fails to serve, or is reassigned for arriving with insufficient work, will be assigned to ISBP the following week.

### **In School Behavior Program**

The In School Behavior Program is an in-house program to which a student may be assigned for a short period of time in lieu of out-of-school suspension (OSS). Students may receive an ISBP as a disciplinary consequence for violating a school rule or district policy. ISBP is the result of chronic violations of the student code of conduct and/or failure to serve Saturday School detentions. In all cases the parent/guardian will be notified as soon as possible.

The student is removed from his/her classroom and required to work in an environment with a minimum of privileges. It is a less-restrictive alternative to sending students home, and it permits better supervision of pupils. Instructional time can continue without interruption.

### **In School Behavior Program Rules**

The student will report no earlier than 7:55 a.m. The student will be released from ISBP at 2:26 p.m. A student who is tardy, absent or does not complete the daily work, for any reason, will be assigned an additional day in ISBP. (The student is not allowed to attend any school sponsored functions, practice or activity or be on the regular campus at any time while in ISBP)

Upon arrival on the first assigned day of ISBP students must have all textbooks, paper, pen, pencil and any other materials needed to complete assignments; these items will remain in ISBP throughout the duration of the assigned ISBP period. **ALL STUDENTS** will have assigned seating and will keep their desk clean. Defacing desks and/or walls will not be tolerated. All student areas will be checked every afternoon before going home. Theft/destruction of property is grounds for immediate dismissal and charges can be filed and restitution demanded. Students are responsible for all lost, stolen or damaged items.

**Lunch:** the student may bring a brown bag lunch from home or have lunch delivered from the cafeteria. The cost of a student lunch is \$2.20 unless they are serviced through another program. Students will eat lunch at their desk during a 30-minute lunch break. Lunches ordered from the cafeteria will be delivered @ 11:30 a.m.

#### **During the Day:**

1. Students will stay on task at all times. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. **Sleeping is prohibited. No physical contact of any kind between students.** No magazines, drawing or coloring allowed unless approved by the ISBP teacher or is necessary to complete assignments.

2. The student is expected to complete each day's assignments for every class according to directions given to the ISBP teacher before being released from ISBP at the end of the day. No credit will be given for incomplete work.
3. Students are required to have all textbooks required to complete the assignments. The ISBP teacher may give additional assignments if a student runs out of work. Students may bring a library book to read once all work is completed and with permission from the ISBP teacher.
4. The student will be required to write a **one page summary** on why they were assigned to ISBP and include a positive resolution to their behavior in that situation. Summary will also include what can be done in the future to change behavior in the classroom.
5. No passes to lockers, classrooms or the nurse will be issued.
6. No food, drinks, gum or tobacco products of any kind will be allowed in ISBP.
7. All electronic devices (iPods/cell phones, etc) will be collected and then returned at the end of the school day.
8. Respect to others must be shown at all times. No foul language, disruptive behavior, or physical contact between students at any time.
9. Computer games will not be permitted in ISBP. Students who have assignments that require the use of the computers will obey the policies set forth in the Palmyra School's Acceptable Internet Use Policy.
10. All regular school rules apply, **including dress and grooming codes.**

**\*\*\*If a student is dismissed from ISBP for violation of rules, he/she will be suspended from school for one day and upon returning will have the original ISBP reassigned\*\*\***

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 in which to complete make-up work when they return from a suspension.**

**The complete Policy is available in the main office.**

### **THREE SUSPENSION RULE**

A student who is suspended three (3) times during the school year will be excluded from participating in **Commencement/Graduation Exercises, Prom, athletics and all co-curricular activities including school dances and class trips.**

A parent/guardian has a right to appeal an administrative action through the office of the Principal within ten (10) days of receiving notification of the third suspension.

### **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 principal may place the child in an interim alternative educational setting for a maximum of 45 calendar days, pending a hearing. As an outcome of the hearing, the student may be placed in a permanent alternative setting such as the Adult High School.

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

## DRESS CODE

### Philosophy:

The purpose of the Dress Code is to provide a healthy educational environment. It promotes self-discipline, order, safety, respect, and overall character development.

#### Acceptable: Shirts

Collared golf style, turtleneck and dress shirts (short or long sleeved).

Shirts must be loosely fitted and midribs must be covered.

All shirts must be buttoned above the chest line and tucked in or properly fitted.

Shirt colors are only solid white, solid black or solid red.

Solid black shirts may only be worn with khaki color pants, skirts, shorts, skorts or capris.

Shirt logos must be only Palmyra logos.

#### Acceptable: Sweaters

Crew-necked, V-necked or cardigans over collared shirts (as specified above) or turtleneck.

Sweater length must extend to and be no longer than the hip area.

Sweaters must be loosely fitted.

Sweater colors are only solid red or solid white.

Sweater logos must be only Palmyra logos.

Sweaters must be properly fitted as defined by the administration.

#### Acceptable: Pants & Skirts

Docker or Dickie Style pants, dress pants, or capris.

Bermuda or walking shorts must be no shorter than two inches from the knee.

Skirts, shorts, and skorts must be no shorter than two inches from the knee. (Slits should not extend any higher than two inches above the knee.)

Pants cuffs must be within the heel to toe of students' footwear.

Pants must be appropriately sized and worn at the waist. Pants (slack) and skirt colors are only khaki (tan) or solid black.

#### Acceptable: Footwear

Shoes with rubber or hard soles, sneakers and open toed sandals with back strap.

#### Acceptable: Headwear

Headwear that is specific to religious affiliations.

**\*final determination of what is acceptable and not acceptable will be made by the administration\***

The Dress Code may be waived by the principal for special events and/or circumstances.

**Students found in violation of the dress code will be subject to the discipline policy.**

Students found in violation of the dress code will be subject to the following:

- |                 |   |
|-----------------|---|
| First Offense:  | Student will receive a warning<br>Parent notified (Infraction corrected)  |
| Second Offense: | Student will receive Central Detention<br>Parent notified (Infraction corrected)  |
| Third Offense:  | Student will be Saturday School<br>Parent notified (Infraction corrected)   |
| Fourth Offense: | Student will receive an ISBP<br>Parent notified (Infraction corrected)  |
| *Fifth Offense: | Student will receive a ONE day Out of School Suspension (OSS)<br>Loss of extra-curricular privileges for ONE marking period<br>Parent notified (Infraction corrected) |

- \*Sixth Offense: Student will receive ONE day OSS  
Loss of extra-curricular privileges for semester  
Parent notified (Infraction corrected)
- \*Seventh Offense: Student will receive ONE day OSS- **NOTE-3<sup>rd</sup> Suspension**  
Loss of extra-curricular privileges for the year  
Parent notified (Infraction corrected)

**\* Includes athletic teams, clubs, trips, dances, open lunch, Senior Privilege, etc.**

A copy of the complete uniform dress code policy may be found in the main office.

## EARLY DISMISSALS

Request for an early dismissal from school **MUST** be in **WRITING** and **MUST** be in the high school office no later than 8:00 a.m. on the date of dismissal.

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. Only notes written by a parent or guardian will be accepted.

Valid early dismissal excuses are those for doctor, dentist, State behind the wheel driver examinations 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 the main office or school nurse.**

## ELECTRONIC DEVICES

Cell phones must be turned off and should not be in use or visible during school hours. Beepers and other remote paging devices are not permitted on school grounds. Students found in possession of cell phones (during the school day) or electronic paging devices must surrender the article immediately and will face disciplinary action as described in the Student Code of Conduct. Radios, headphones, cassette or CD players, I-pods, and MP3 players are not to be in use during school hours. If these articles are stolen, Palmyra High School is not responsible. Students are encouraged to leave all electronic devices at home.

Students found in violation will be subject to the following:

- First Offense: Warning; device given back to student at the end of the day
- Second Offense: Central Detention; parent must pick up the device
- Third Offense: Saturday School; parent must pick up the device
- Fourth Offense: In School Behavior Program; parent must pick up the device
- Fifth Offense: One (1) day Out of School Suspension; parent must pick up the device

# ELIGIBILITY POLICY FOR CO-CURRICULAR ACTIVITIES

To be eligible to participate in sports at the high school level, students in grades 11 – 12 must pass 27.5 credits per year (13.75 per semester). This is an N.J.S.I.A.A. regulation. Students in grades 9 - 10 grade must pass 30 credits per year (15 per semester)

## EMERGENCY SCHOOL CLOSING

In the event it becomes necessary to close school because of bad weather, an announcement will be made on Philadelphia radio station, KYW. Our school code is 663.

## HALL REGULATIONS

All students must have a pass or their signed agenda books to be in the halls during class periods. Students moving in the halls must do so quietly, keeping to the right. Running in the halls is dangerous and not permitted.

**The building is open to students at 7:25 AM; students may only enter through door #4 (nurses door on 5<sup>th</sup> street side of building) or door #9 (cafeteria door on the 4<sup>th</sup> street side of building).** Hallways are not supervised before this time. Students may not leave the cafeteria area. Students should not be in classroom areas before 7:45 without an appointment with a teacher.

Buildings are closed to students at 2:45 PM. Hallways are not supervised after this time. Students should not be in the building after 2:45 unless they have an appointment with a teacher or an after school activity or sport.

## ILLNESS, INJURY AND ACCIDENTS

Any student who is ill or injured during the course of the school day must see the school nurse. No student is to leave school without first seeing the school nurse. Contact must be made with a parent or guardian before dismissal. The nurse will issue an early dismissal pass and report it to the main 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 returning the Student Health form supplied by the nurse, and the Student Data form supplied by the office.

## INSURANCE

Accident insurance during school hours is provided by the Board of Education. If you wish to purchase 24-hour coverage the forms will be available in the high school office.

## 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 Public Schools. 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 Public Schools 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 web site. Parents must sign a disclaimer in order for their child to use the Internet.

## LEAVING SCHOOL GROUNDS

No student is permitted to leave school during the school day, except those students in grades 11 or 12 at lunchtime. In cases of illness, only the school nurse can dismiss a student after contact has been made with a parent or guardian.

**Students are not permitted to leave school grounds in their automobiles during the school day unless a parent or guardian writes a note to the main office. All students who drive their automobiles to school must complete a registration form for their vehicle.**

Students who leave for lunch, (grades 11-12 only), must have a parent notify the school, if he/she becomes ill. If no parent is at home, the student must return to the school until contact is made. Failure to follow this procedure will constitute cutting classes.

## LOCKS AND LOCKERS

Under Title 18A, New Jersey Statute, 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 the beginning of each school year that inspection may occur. **This is your notification. Lockers will be inspected periodically.**

Students will be assigned lockers in homeroom. In most cases two students will be assigned to a 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 **\$5.00**. Students are advised not to give their combinations to anyone but their partners. They should be sure lockers are locked at all times.

Students are required to supply their own gym locks and lockers should be kept locked at all times. Gym lockers are to be used exclusively for athletic clothing and/or equipment. Palmyra High School is not liable for any lost/stolen items.

# NATIONAL HONOR SOCIETY

## C. Elizabeth McDonnell Chapter

Membership in the National Honor Society is one of the highest honors that can be awarded to a high 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 junior or senior who has a cumulative grade point average of 3.25 or higher based on the approved 4.0 grade point average system. GPA's will not be rounded up.
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.

## OBLIGATIONS

Students are expected to maintain the condition of books, materials, and equipment that they are issued. If items are lost or damaged, students will be responsible for 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 will be considered **UNRETURNED**, and students will be fully responsible for their replacement value.

## PARENT ADVISORY

Parental input is a vital part of the Palmyra community. Parent Advisory Council meets once a month to review and discuss school policy, programs and parental concerns. 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.

## 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 is 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

All students will be required to dress for gym in appropriate attire, as designated by the Physical Education Department. Physical Education is a State requirement. You cannot graduate from this school without passing gym for four years. Successful completion of Physical Education will earn a student  $3 \frac{3}{4}$  credits and 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. Over four unprepared (F) gym periods per marking period will cause a failure for the marking period. No make-ups will be allowed.
4. Uniform –Students must change for gym into acceptable athletic wear-including athletic shoes, shirts, and pants/shorts.
5. Lateness to class = one-half of an unprepared grade.
6. Lack of cooperation = an unprepared grade.

**Health:** Students must pass one marking period each year. They receive 1  $\frac{1}{4}$  credits and a letter grade.

## PHYSICAL EXAMINATION

All students who participate in sports at Palmyra High School 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: [www.palmyra.k12.nj.us](http://www.palmyra.k12.nj.us) or obtained from the high school 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.

## 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.

## 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 three times per year at the high school.

## 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.

## SEASON PASSES

Student season passes may be purchased to gain admission into the following sports: Football, Boys Basketball, Girls Basketball, and Wrestling. The student pass will be shown each time it is used for admission. The cost for student passes will be determined on an annual basis. The pass is available from the Athletic Director during the first four months of school.

## SEXUAL HARASSMENT

The Palmyra Board of Education is committed to maintaining an academic environment that is free from any form of sexual harassment. Sexual harassment of any kind is prohibited in the educational setting. No person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect that pupil's standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through contact or communications of a sexual nature within the school setting.

**Any allegations of sexual harassment are to be immediately reported to the administration or affirmative action officer.** Grievance procedures are available for protesting alleged discriminatory, sexual, or other harassing action for both employees and students.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual advances and other inappropriate verbal or physical contact of a sexual nature when made by an employee to another employee or pupil when made by any pupil to another pupil or employee where:

- Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; or
- Submission to or rejection of such contact by an individual is used as the basis for academic or employment decisions affecting that individual; or
- Such contact has the purpose or effect of interfering with an individual's academic or work performance and thereby creates and intimidating hostile or offensive educational or work environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has a sexual overtone. This includes, but is not limited to:

- Written contact, such as sexually suggestive or obscene drawings, letters, notes or invitations;
- Verbal contact, such as sexually suggestive or obscene comments including remarks about a person's body or rumors about a person's sex life, queries, including those about a person's sexual fantasies, preferences or history;
- threats, slurs, epithets, jokes about gender specific traits or sexual propositions.
- Nonverbal contact such as giving a person unwanted or personal gifts or for following a person (stalking);
- Physical contact, such as intentional touching, pinching or bruising against another body, touching oneself in a sexual manner in front of another person, impeding or blocking, movement, assault or coercing sexual intercourse, and
- Visual contact, such as leering or staring at another's body, gesturing or displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual or social interest after being informed directly that the interest is unwelcome, and includes using sexual behavior to control, influence or affect the career, salary and/or working or educational environment of an employee or pupil.

Sexual harassment may also consist of intimidating, abusive or hostile behavior of a nonsexual nature toward an employee or pupil because of their gender. Verbal abuse and hostility that is not sexual in character but is directed solely at a female staff member or student because they are female, for example, is likewise a violation of this policy on the same level as harassment of a sexual nature.

It is impermissible to threaten, suggest or imply that failure to accept a request for a date or sexual intimacy will affect an employee's employment or pupil's educational prospects or benefits. Also, explicitly or implicitly offering education or employment benefits, such as grades, progress reports, recommendations, promotions, favorable performance evaluations, favorable assigned duties, recommendations, or transfers in exchange for sexual favors is forbidden.

**Consequences:**

The consequences for any infractions of this policy will be dependent on the severity of the incident.

- References:
- N.J.S.A. 10:5
  - N.J.S.A. 18A:36-2
  - N.J.S.A. 18A:38-5.1
  - N.J.S.A. 6:4-1.3
  - N.J.S.A. 6:8-4.2

School District of the Borough of Palmyra High School

Introduced: April 23, 1991

Adopted: June 18, 1991

Revised: November 16, 1993

Revised: November 20, 2001

Revised: April 22, 2008

**The complete policy is available in the main office.**

## SMOKING

Smoking in public schools is illegal. Smoking presents a fire hazard and medical proof substantiates that smoking is injurious to one's health. Smoking in the school building and on school grounds is prohibited at all times. Violations are subject to suspension as outlined in the infraction procedure. Students may also be fined according to state and local statutes.

## 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 call or write to Mrs. Jeanne Barber, Equity Officer, at the Charles Street School, Palmyra, New Jersey 08065 or call (856) 829-3601.

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 Officer is Mr. Pupchik, (856) 786-8900.

## STUDENT ASSISTANCE PROGRAM 7-12

The Palmyra Public Schools Student Assistant Program is designed to provide FREE confidential assistance to students in need. Issues may be personal in nature; they may include alcohol and other drug use, emotional problems and/or family difficulties. For more information, call Mr. Michael Petticrew, Student Assistant Coordinator at 856-786-2104.

## STUDY HALL

Students assigned to Study Hall, in lieu of an academic class, must respect the wishes of others to study. Conduct in study hall will be subject to the same rules and regulations as academic classes. Students are not permitted to wander or visit other classes during study halls; they must remain in their assigned study hall. If a student needs to make up an assignment or exam during a study hall, all arrangements must be made through the guidance department or study hall teacher and class teacher.

## SUBSTANCE ABUSE

The Palmyra Board of Education realizes the seriousness of drug and/or alcohol abuse. All students are subject to the state statues as well as the Board of Education policy pertaining to drugs and alcohol. The school district will provide and maintain an on going 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/Core Team, 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 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. These services will be provided by the Student Assistance Program and/or

Core Team Members who are trained in drug and alcohol prevention, intervention and after-care procedures.

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.

## SUMMER SCHOOL INFORMATION

Any students who have failed a subject 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.

High school students are encouraged to make up any lost credit in summer school. Students who lost credit for the school year due to attendance should take classes during the summer session to make up this lost credit with approval from the principal or assistant principal and guidance counselor.

## TEXTBOOKS

Textbooks are loaned to students for their use. Each student is responsible for books issued. Lost, stolen or damaged books must be paid for by the student. All books issued must be covered. Teachers may have a limited supply of book covers to issue, free of charge.

## TRAIN PASS PROCEDURES

Beverly students attending Palmyra High School can request and receive a train pass for transportation purposes for the following reasons ONLY:

- \* School sponsored athletic teams
- \* School sponsored clubs, activities, and organizations
- \* Teacher tutoring

**\*Please note that train passes will not be given out for teacher detentions, central detentions, or Saturday School Detentions**

Passes will be distributed from the main office and the athletic office. A log sheet (for both offices) has been developed to keep track of the distribution of these passes. These log sheets will be forwarded to the Superintendent's office on a monthly basis.

## TRIPS

The same rules apply on trips that are in effect during a regular school day. Permission slips must be in for all students who will be going on school sponsored trips. It is the decision of school administration whether a student is permitted to attend a school trip. Students may not be permitted to attend due to discipline or attendance issues. School board policies and procedure apply to all trips.

## 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 accordingly.

## 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

Students who are withdrawing, moving or transferring to another school must notify the office in writing from a parent or guardian. A student must obtain a withdrawal slip from the main office and have it signed by all of their teachers, library, counseling and the principal's office. All books and materials must be returned before transfer papers will be sent. Student athletes new to the district should contact the Athletic Director.

## WORKING PAPERS

Students may obtain working papers from the principal's secretary. These should be obtained before or after school or by appointment. Where a physical examination is necessary, please check the procedure with the school nurse.

## 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.

