STUDENT HANDBOOK

PALMYRA MIDDLE & HIGH SCHOOL

2025-2026 SCHOOL YEAR



#PalmyraProud
311 West 5th Street * Palmyra * NJ
PALMYRASCHOOLS.COM

PALMYRA MIDDLE & HIGH SCHOOL

Principal: Mr. Daniel Licata

Vice Principal: Mr. William Devlin

Director of Athletics/ Assistant Principal: Mr. Mike Papenberg

PALMYRA SCHOOL DISTRICT

Interim Superintendent of Schools	Dr. Florencia Norton
Business Administrator/Board Secretary	Mr. Jay Toscano
Palmyra High School Principal	Mr. Daniel Licata
Palmyra High School Vice Principal	Mr. William Devlin
Charles Street School Principal	Mrs. Octavia Lee
Director of Curriculum and Instruction & Palmyra Preschool Principal	Mrs. Robyn Ivanisik
CST Director	Mr. Ken Holloway
Supervisor of Buildings & Maintenance	Mr. Ronald Holt

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PALMYRA BOARD OF EDUCATION

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LETTER FROM THE ADMINISTRATORS

Welcome to the 2025–2026 School Year!

Dear Parents and Students,

We are excited to welcome you to a new school year at Palmyra High/Middle School! Our team is committed to creating a safe, supportive, and engaging learning environment where every student can thrive.

This handbook is designed to help you feel confident and informed as you move through the school year. Inside, you'll find important information about school policies, expectations, and resources. We encourage you to review it together as a family and refer back to it when needed.

At Palmyra, we believe that a strong partnership between school and home is key to student success. Our staff is here to support your child academically, socially, and emotionally every step of the way. We take pride in fostering a community built on respect, responsibility, kindness, and integrity.

As always, school policies and updates can also be found on our website at palmyraschools.com.

We're looking forward to an amazing year ahead—full of growth, learning, and new opportunities. Please don't hesitate to reach out if you have any questions or need support.

Let's make it a great year!

Warm regards,

Daniel Licata
Principal

William Devlin
Assistant Principal

Michael Papenberg
Director of Athletics/ Assistant Principal

Student Rights and Responsibilities

Palmyra High School is committed to providing every student with a safe, inclusive, and effective learning environment. With the right to a public education comes the responsibility to respect the learning and safety of others. Disruptions to the educational process will result in appropriate disciplinary action in accordance with district policies.

This document outlines key rights and responsibilities to help all students succeed and contribute to a respectful school community.

Student Rights

A *right* is a guaranteed privilege that supports your ability to learn and grow in a positive school environment.

1. Equal Educational Opportunity

- All students have the right to attend school and receive a high-quality education through graduation or until age 21, as determined by state law.
- Palmyra School District does not discriminate based on race, sex, gender identity, sexual orientation, color, disability, religion, national origin, or any other protected classification.

2. Right to a Safe and Respectful Environment

- Every student has the right to feel physically and emotionally safe at school. Bullying, harassment, intimidation, and discrimination are not tolerated.

3. Right to Understand Expectations

- Students have the right to be informed of school rules, district policies, and expectations in classrooms, common areas, extracurricular events, and on school transportation.

4. Academic Right- Students have the right to:

- Understand the academic requirements of each course.
- Be regularly informed of their academic progress.
- Receive help and support when needed.

5. Privacy and Property Rights- Students have the right to maintain privacy over personal belongings, within reasonable limits.

- Items brought to school should be lawful and not disrupt the learning environment.
- Lockers and desks are school property and may be searched by school officials when necessary.
- Personal belongings (e.g., bags, cars, and electronics) may be searched when there is reasonable suspicion of a violation.
- School officials may use tools such as trained dogs or metal detectors to ensure safety.

Note: Unauthorized electronic devices (e.g., handheld gaming systems, personal music players) may not be used during school hours and may be confiscated if misused.

6. **Freedom of Expression and Assembly-**Students have the right to express opinions and gather peacefully, as long as the activity:

    - Does not disrupt the learning environment or endanger others.
    - Does not include vulgar, obscene, or discriminatory language or materials.
    - Complies with school policies and procedures.

School-owned communication tools (e.g., PA system, bulletin boards) are not public forums and may only be used for approved purposes.

7. **Written Expression-**Students may:

    - Submit materials for school-sponsored publications (e.g., newspaper, yearbook), subject to editorial review.
    - Post approved notices on designated bulletin boards related to school activities.
      Unapproved or inappropriate materials (e.g., promoting drugs, alcohol, or violence) are prohibited.

8. **Due Process-**Students facing disciplinary action are entitled to:

    - Be informed of the alleged infraction.
    - Share their side of the situation.
      For major consequences (e.g., suspension, expulsion, alternative placement), students may appeal decisions through the proper channels.

Student Responsibilities

A *responsibility* is an obligation to act in ways that uphold your own rights and the rights of others. All Palmyra students are expected to:

1. **Attend school daily and on time.**
   -NJ law requires school attendance until at least age 16. Learning can only happen when students are present.
2. **Be prepared for class.**
   -Bring all required materials and complete homework and assignments on time.
3. **Respect the rights of others to learn.**
   - Avoid behavior that disrupts instruction or the school environment.
4. **Follow school rules and directions from staff.**
   -Be respectful and cooperative with teachers, administrators, and all school personnel.
5. **Uphold honesty and integrity.**
   - Be truthful when speaking with staff and take responsibility for your actions.
6. **Respect school and personal property.**
   -Take care of your belongings, others' belongings, and all school facilities. Students may be held accountable for damage or vandalism.
7. **Communicate with families.**
   - Deliver school correspondence (e.g., report cards, forms, notices) to your parents or guardians promptly.
8. **Follow the Technology Acceptable Use Policy.**
   -Use school computers and internet access responsibly and only for educational purposes.

At Palmyra Middle & High School, we believe in helping every student develop the skills, habits, and character necessary for lifelong success. Rights and responsibilities go hand in hand. When we all do our part, we create a learning environment where everyone can thrive.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 to 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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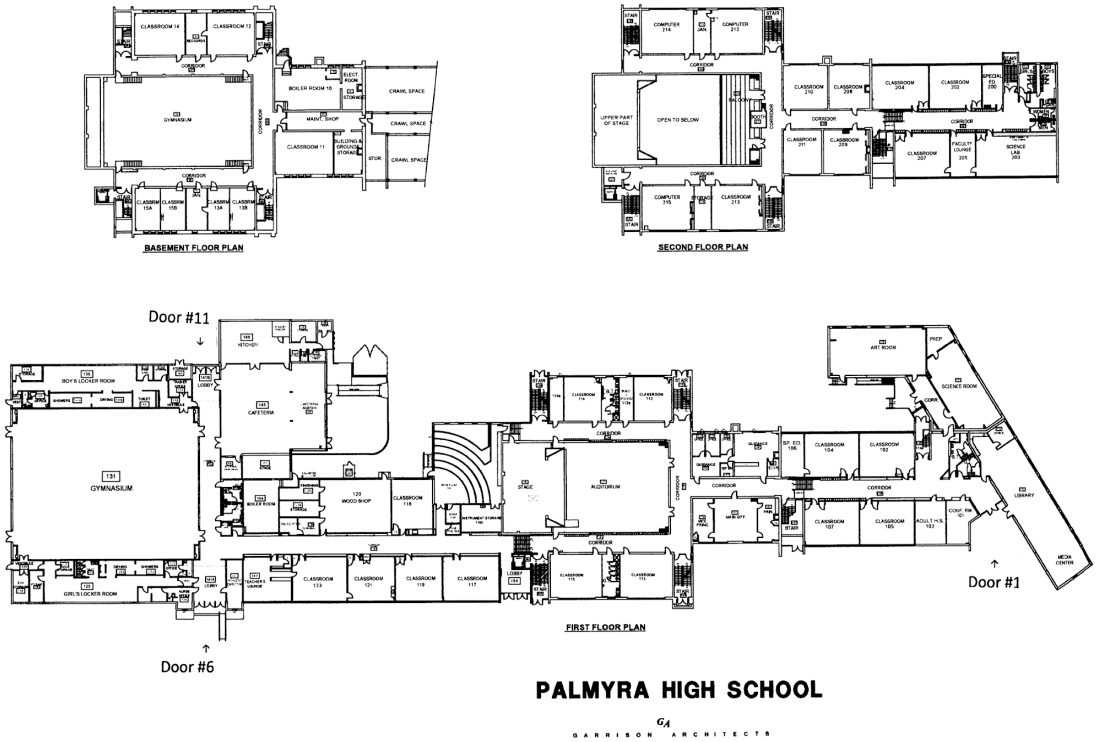
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Student Drop- Off Procedures:

- Doors #1 and Door #11 will be open for morning arrival for all **Palmyra High School and Middle School student**s from 7:35 – 7:50 AM. After 7:50, all doors will be locked and the only access point into the building will be through Door #1.
- 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.
- Students who drive to and from school must park in the school parking lot and register their vehicle in the main office. Parking tags are to be visible at all times.
- Please review the attached map for additional details and clarification.



Palmyra Middle & High School Bell Schedules

Palmyra Middle and High School operates on a **rotating 5-day schedule** (Days 1–5). The cycle repeats continuously throughout the year. Students can view the daily schedule on the school website or through Genesis. Doors open daily at 7:35 AM, and school ends at 2:21 PM each day.

Days 1, 4, and 5 follow a standard **8-period schedule**, with each class lasting **40 minutes.**

- **1st period begins at 7:50 AM.**
- Students must be in their assigned first-period class by **7:49 AM**. Anyone arriving after this time will be marked **late to school.**

Days 2 and 3 begin with **Office Hours (7:35–8:05 AM)** for extra help, make-up work, or quiet study.Each block period lasts **76 minutes.**

- **1st period begins at 8:10 AM.**
- Students must be in their assigned class by **8:10 AM**. Anyone arriving after this time will be marked **late to school.**

Palmyra Middle School

Day 1			*Day 2*			*Day 3*			*Day 4*			*Day 5*		
	Start	**End**		**Start**	**End**		**Start**	**End**		**Start**	**End**		**Start**	**End**
1	7:50	8:30	Office Hours	7:35	8:05	Office Hours	7:35	8:05	1	7:50	8:30	1	7:50	8:30
2	8:33	9:13							2	8:33	9:13	2	8:33	9:13
3	9:16	9:56	1	8:10	9:26	2	8:10	9:26	3	9:16	9:56	3	9:16	9:56
4	9:59	10:39							4	9:59	10:39	4	9:59	10:39
Lunch/Study	10:40	11:05	3	9:29	10:45	4	9:29	10:45	Lunch/Study	10:40	11:05	Lunch/Study	10:40	11:05
Study/Lunch	11:06	11:31	Lunch/Study	10:47	11:14	Lunch/Study	10:47	11:14	Study/Lunch	11:06	11:31	Study/Lunch	11:06	11:31
5	11:32	12:12	Study/Lunch	11:17	11:44	Study/Lunch	1:17	11:44	5	11:32	12:12	5	11:32	12:12
6	12:15	12:55							6	12:15	12:55	6	12:15	12:55
7	12:58	1:38	5	11:46	1:02	6	11:46	1:02	7	12:58	1:38	7	12:58	1:38
8	1:41	2:21							8	1:41	2:21	8	1:41	2:21
			7	1:05	2:21	8	1:05	2:21						

Palmyra High School

Day 1			*Day 2*			*Day 3*			*Day 4*			*Day 5*		
	Start	**End**		**Start**	**End**		**Start**	**End**		**Start**	**End**		**Start**	**End**
1	7:50	8:30	Office Hours	7:35	8:05	Office Hours	7:35	8:05	1	7:50	8:30	1	7:50	8:30
2	8:33	9:13							2	8:33	9:13	2	8:33	9:13
3	9:16	9:56	1	8:10	9:26	2	8:10	9:26	3	9:16	9:56	3	9:16	9:56
4	9:59	10:39							4	9:59	10:39	4	9:59	10:39
5	10:42	11:22	3	9:29	10:45	4	9:29	10:45	5	10:42	11:22	5	10:42	11:22
6	11:25	12:05							6	11:25	12:05	6	11:25	12:05
Lunch/Study	12:06	12:31	5	10:48	12:04	6	10:48	12:04	Lunch/Study	12:06	12:31	Lunch/Study	12:06	12:31
Study/Lunch	12:32	12:57	Lunch/Study	12:05	12:33	Lunch/Study	12:05	12:33	Study/Lunch	12:32	12:57	Study/Lunch	12:32	12:57
7	12:58	1:38	Study/Lunch	12:34	1:02	Study/Lunch	12:34	1:02	7	12:58	1:38	7	12:58	1:38
8	1:41	2:21							8	1:41	2:21	8	1:41	2:21
			7	1:05	2:21	8	1:05	2:21						

ACADEMIC INTEGRITY

Palmyra Middle & High School is committed to fostering honesty, trust, and personal responsibility. There is zero tolerance for academic dishonesty. Students who are caught cheating will receive no credit on the assignment, quiz, test, project, or other work in question. Repeated offenses may result in additional consequences such as:

- Suspension
- Removal from elected positions or honorary organizations
- Loss of eligibility for co-curricular activities
- Other disciplinary actions determined by administration

What is Cheating?

Cheating is taking credit for any work that is not your own. This includes, but is not limited to:

- Copying answers from another student
- Sharing answers or allowing others to copy your work
- Using unauthorized notes, devices, or online tools during an assignment or assessment
- Submitting work completed by someone else (including a peer, family member, or hired service)

Students who assist others in cheating are also in violation of this policy. Parents/guardians will be notified, and the Assistant Principal's office will keep a record of the incident.

What is Plagiarism?

Plagiarism is using someone else's words, ideas, or creative work and presenting it as your own. This includes:

- Copying text from books, articles, websites, or AI tools without proper citation
  Paraphrasing someone else's ideas without giving credit
- Using images, videos, music, or graphics without permission or documentation

Plagiarism is both illegal and unethical. Plagiarized work will not be accepted, nor will credit be given. It is up to the teacher's discretion whether a student may revise and resubmit the assignment.

Use of Artificial Intelligence (AI) Tools

AI tools (such as ChatGPT or other text/image generators) may be helpful for brainstorming and research support, but using AI to create or complete assignments without teacher permission is considered academic dishonesty.

- If AI-generated work is submitted as a student's own, it will be treated as plagiarism.
- Students must clearly document any approved AI use according to teacher instructions (e.g., MLA or APA citation).
- Teachers may use plagiarism and AI-detection tools to verify the originality of student work.

To avoid plagiarism and academic dishonesty, students should follow citation guidelines (MLA unless otherwise instructed), and practice responsible note-taking. Understanding copyright laws and fair use is essential, and students should ask for help if they are unsure about citing sources. Colleges, employers, and professional organizations do not tolerate plagiarism or cheating, and violations can result in the loss of college credit, scholarships, job opportunities, or even legal consequences. The faculty and administration at Palmyra want every student to succeed through their own effort and integrity, not by taking credit for others' work.

HIGH SCHOOL 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. Below are the clubs and athletics we are proud to offer. Further information, including the contact information of coaches, can be found on the Palmyra School District Website.

HIGH SCHOOL CLUBS

Art Club	Black Student Union & Cultivating Club	Book Club
Environmental Club	LGBTQ+ Club	German Club
Interact Club	Marching Band & Color Guard	Mock Trial
Palmyra Players Theatre Club	Morgan's Message Club	RISE Peer Mentoring
Robotics	Spanish Club	Tillicum Yearbook
Chess Club	Craft Club	Panthers with Heart
Film Club	Future Business Leaders of America	Health Occupations Students of America
Student Council	Technology Student Association	

HIGH SCHOOL ATHLETICS

Fall Sports	**Winter Sports**	**Spring Sports**
Boys & Girls Cross Country	Boys & Girls Basketball	Baseball
Boys & Girls Soccer	Cheerleading	Softball
Cheerleading	Boys & Girls Winter Track and Field	Boys Tennis
Football	Wrestling	Boys & Girls Track and Field
Girls Tennis		Golf (Individual Tournaments Only)
Marching Band & Color Guard		
Field Hockey		
Girls Volleyball		

MIDDLE SCHOOL 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.

Middle School Clubs

Art Club	Band	Battle of the Books
Chess Club	Environmental Club	LQBTQ Club
JR NHS	Palmyra Players	Robotics Club
STEAM Technology	Student Council	Volleyball Club
Tillicum	Environmental Club	

Middle School Athletics

Fall Sports	Winter Sports	Spring Sports
Boys & Girls Soccer A & B	Boys & Girls Basketball	Boys & Girls Track and Field
Field Hockey	Wrestling	

Attendance

Attendance Procedures:

- The Palmyra Board of Education requires students to attend school regularly, in accordance with state laws. The educational program relies on student presence, continuity of instruction, and active participation. Students who are absent from school for any reason are responsible for completing all missed assignments.

Reporting an Absence:

- To report a student absence, please call the district main number at (856) 786-9300, select option #2 for HS/MS, then option #1, followed by option #1 again (to report an absence).

Absence Documentation:

- A written note from the parent/guardian is required for each absence. If the absence is due to an extended illness, a physician's statement is needed, and the student will be given sufficient time to make up for missed work. Generally, students are allowed one (1) school day to make up work for each day of absence. The student is responsible for requesting missed assignments and seeking any necessary assistance.

Administrative Absences:

- Administrative absences include those resulting from school suspension, required court attendance, or home instruction (when school is officially open).

Extended Family Vacations:

- For any extended family vacation, a parent meeting with the Principal or designee must take place at least two (2) weeks prior to the vacation for consideration.

Truancy:

- A student will be considered truant if they are repeatedly absent from school without verification. Truancy also applies to students who leave school without permission, fail to report to the nurse when directed, or are present in school but absent from class (including lunch) without approval. Such truancy is considered a class cut and will be subject to disciplinary action in accordance with the Board's policies and state laws. Repeated truancy may result in suspension.

Appeal Process:

- For any appeals regarding attendance, discipline, or obligations, please use the Appeal Form Link. All appeals must be submitted to the Principal.

Attendance Regulation:

- For more information, please refer to the School District Attendance Regulation

Attendance Action Steps:

To support student success, the Palmyra School District follows a tiered approach to address unexcused absences:

- **5 Unexcused Absences:** Parents and students will be notified via Genesis. Families will have the opportunity to schedule a conference with an administrator if needed.
- **10 Unexcused Absences:** A truancy letter will be mailed home. The student will meet with an administrator to discuss attendance concerns and complete a reflection form.
- **10-19 Unexcused Absences:** Students in this range will be required to attend the Credit Completion Program to remain eligible for promotion to the next grade level. For every absence the student must complete one day of Credit Completion (e.g., 12 unexcused absences = 3 days of completion).
- **15 Unexcused Absences:** The student will participate in a follow-up conference with an administrator, be placed on a **Support Plan** and a **Corrective Action Plan (CAP)**, and complete a second reflection form.
- **20 Unexcused Absences:** The student will be removed from **"Good Standing"** status. A parent conference will be required, and a letter will be mailed home outlining next steps. The student may also be at risk of **not passing their classes** based on attendance requirements.
- **30+ Unexcused Absences:** The student may be placed on **No-Credit Status** and may not receive credit for their courses due to excessive absenteeism.

Tardiness: Late to School & Late to Class

Late to School

Students are considered late to school any time they arrive after the start of their first class, which begins at 7:50 AM on Days 1, 4, and 5, and at 8:10 AM on Days 2 and 3. Late-arriving students must report to Door One to sign in, where they will receive a pass before proceeding directly to their locker and then to class without delay. A student is considered in attendance for the day if present for at least four hours.

Tardiness to school will be considered excused only if it is caused by student illness, a family emergency, religious observance, a death in the family, or a request or directive from an administrator. All other tardiness will be considered unexcused. To have a lateness excused, a parent or guardian must notify the Main Office by phone or in writing on the same day with the reason for the lateness. A pattern of frequent tardiness—whether excused or unexcused—may result in a counseling meeting with a staff member to determine the cause and develop strategies for improvement.

Consequences for Unexcused Tardiness to School

- 5 Days Late: Conference with an administrator to discuss causes and strategies to improve punctuality (Action Plan).
- 15 Days Late: Additional conference with an administrator; a Support Plan and Corrective Action Plan will be implemented.
- 25 Days Late: Student is removed from Good Standing and remains on a Corrective Action Plan (CAP).

Corrective Action Plan (CAP): Students meet monthly with an administrator. For every 5 consecutive days of on-time arrival, one previously recorded lateness will be administratively excused. Students who are tardy to school are not considered late to class if they report directly to class with an office-issued pass.

Late to Class

Students are considered late to class any time they arrive after the bell.

- Excused lateness to class requires an official pass from a staff member.
- Students without a pass must quietly enter the classroom and be seated. They will not be sent back to retrieve a pass.
- Any disruption caused by entering class late may result in additional disciplinary action.

Teacher Responses to Class Lateness:

- First 3 occurrences: Teacher issues a warning.
- 4+ occurrences: Teacher refers the student to administration.
- Excessive lateness (3+ minutes): May be referred to administration immediately without prior warnings.
- 10 or more minutes late: Considered cutting class and will result in disciplinary consequences.

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, is at the discretion of administration.
- Vehicles parked on school property are subject to search, based on reasonable suspicion.

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 pared 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 School District is committed to ensuring that every student has access to a nutritious meal each school day. In compliance with USDA regulations and New Jersey law, no student will be denied a meal or subjected to embarrassment or stigma due to unpaid meal charges.

Meal Charges

- If a student's meal account does not have sufficient funds, the student will still be provided a complete, reimbursable school meal.
- Students may charge up to two (2) meals before parent/guardian notification is sent.
- After two charges, the District will continue to provide the standard school meal; there will be no "alternative" meal or differentiated menu.
- Snack, extra milk, and a la carte purchases will be unavailable when an account carries a negative balance.

Parent/Guardian Notification

- Parents/guardians will be notified within 10 school days of any negative balance by mail, email, or automated phone/text message.
- If a student's balance reaches the cost of five (5) meals, the District will:
  - Review the student's eligibility for free or reduced-price meals.
  - Assist families with completing a meal benefit application.
  - Provide information about available community resources.
- Notifications regarding meal balances will be sent directly to parents/guardians.

Outstanding Balances

- Payments received will first be applied to any outstanding meal charges before being applied to future purchases.

Financial Assistance

- Families experiencing financial hardship may apply for free or reduced-price meal benefits at any time during the school year. Applications are available through the district website or school office.

Meal Charges

- If a student's meal account does not have sufficient funds, the student will still be provided a complete, reimbursable school meal.
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CELL PHONES

This policy is intended to ensure that personal electronic devices on district and school property do not interfere with the learning, safety, and the well-being of students and staff. Student cell phones may be permitted on campus but the following rules must be followed.

Maintaining the integrity of the learning environment is the top priority

- Students are not permitted to use cell phones during school hours.
- Cell phones should be silenced upon school arrival from 7:35 am - 2:19pm
- Cell phones are not permitted in the cafeteria, locker rooms, and bathrooms.
- Smart watches can be worn, but not used for communication or gaming purposes. If violated, the same consequences apply.
    - **Electronic Device includes but is not limited to cell phones, smart watches, tablets, and headphones.*
- All school personnel have the right to confiscate electronic devices - both school-owned and personal - when any expectations are not being upheld.Failure to submit a device upon request may result in a Insubordination Infraction.

An office telephone is available for students to use before/after school, during lunch, and urgent matters. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone. Please refer to the Chart of Discipline for students who violate the cell phone policy.

Chromebook (One to One) Initiative of Palmyra Public Schools

- 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.
10. 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.
11. Students may not loan equipment to any other person for any reason.

Distribution and Collection of Devices

- Please Note: NEW Chromebooks will be provided for all incoming 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.
• Completely shut down the Chromebook before traveling.
• Do not leave the Chromebook in a hot or cold vehicle.

Code of Conduct and Discipline Policy

The Student Code of Conduct is established to foster the health, safety, and social-emotional well-being of all students, while supporting the creation of a civil, safe, and disciplined school environment conducive to learning. This code aims to promote high academic standards, prevent problem behaviors, and ensure clear intervention and remediation procedures for inappropriate behaviors. Responses to violations of the Code of Conduct will be consistent, considering the severity of the offense, the developmental level of the student, and the student's behavior history, in accordance with N.J.A.C. 6A:16-7.2 through 7.9.

All students are expected to comply with state statutes and administrative codes regarding academic achievement, behavior, and attendance, in accordance with N.J.A.C. 6A:32-8 and 12.1. For detailed information on school responses to behavioral violations, please refer to the **Chart of Student Discipline**.

Discipline Code Philosophy

The discipline code is founded on reasonable rules of behavior, ensuring the well-being and safety of all members of the school community. Its purpose is to maintain Palmyra High School as a desirable and conducive learning environment, where students, staff, and the community can engage in positive social interaction. The responsibility for maintaining this environment is shared by students, teachers, staff members, and administrators. This code provides fair and effective solutions for handling serious student misbehavior that disrupts or damages the school setting.

When the Code is in Force

The Code of Conduct applies in the following situations:

- On school property before, during, and after 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 activities where school administrators have jurisdiction over students.
- Off school grounds if student misconduct endangers the health or safety of other students or staff, or negatively impacts the educational process.

Palmyra School District enforces a **no tolerance policy towards fighting** and reserves the right to file charges with the Palmyra Police Department. Additionally, the district may take disciplinary action when student behavior outside of school hours interferes with the orderly learning environment during normal school hours or impacts the school community.

The full **Code of Conduct Regulations** can be accessed on the District website.

Credit Requirements and Course Scheduling Guidelines

To stay on track for graduation, students must meet minimum course load requirements each academic year:

- Grades 9 and 10: Students must be enrolled in at least 35 credits (17.5 per semester).

- Grade 11: Students are also required to take a minimum of 35 credits. Juniors may request either Late Arrival (Period 1) or Early Dismissal (Period 8), but not both in the same quarter. A typical junior schedule may include six academic classes, a study hall, and one privilege period. Students taking only six courses should be aware that passing all classes is necessary for athletic eligibility.

- Grade 12: Seniors are required to take at least 30 credits per semester. However, students in good standing and on track to graduate may reduce their schedule to 25 credits. Seniors who opt out of PE may have as few as 20 in-person credits.

Special consideration for a course load below 30 credits may be granted based on a student's conduct, attendance, and overall graduation readiness.

Course Drop Deadlines

Students may make schedule adjustments within designated windows. Full-year courses may be dropped without appearing on the transcript if dropped by **November 20**. For semester courses, the drop deadlines are:

- **November 20** for Semester 1

- **April 16** for Semester 2

Courses dropped after these dates will result in a grade of **WP (Withdrawal Pass)** or **WF (Withdrawal Fail)** on the transcript.

Course Level Changes

Students may request to move between levels of the same course (e.g., from Honors to College Prep) by the **deadline of December 18**.

- If the level change occurs **on or before October 9**, grades from the previous course will not carry over, but the student is responsible for making up missed work.

- If the change occurs **on or after October 10**, all grades from the original course will transfer and be averaged into the new course. These transferred grades are **unweighted**, although final grades in Honors courses will retain **weighted GPA value**.

Additional Course Change Guidelines

Course change requests will not be granted based on teacher preference or to change class periods. Students may only add courses within specific timeframes: for semester-long courses, additions are not permitted after the tenth day of the semester—Friday, September 19th (Semester 1), or Tuesday, February 11 (Semester 2) - and no full-year courses will be added after October 1st.

Please note that course requests submitted after June 12 may not be accommodated due to class size limitations and scheduling constraints. Additionally, to remain eligible for athletics and extracurricular activities, students must pass a minimum of 15 credits per semester.

COVID-19

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

Credit Completion Program

Students who have exceeded the allowed number of unexcused absences but remain within the eligibility limits may regain credit by attending the Credit Completion Program. Students are required to attend one day (4 hours) of Credit Completion for each unexcused absence. Eligibility is limited to 10–19 unexcused absences for a year-long course and 7–12 unexcused absences for a semester-long course. Students who exceed these limits are not eligible for Credit Completion and will lose credit for the course.

Examples:

- **17 unexcused absences** in a year-long course → **8 days** of Credit Completion
- **12 unexcused absences** in a year-long course → **3 days** of Credit Completion
- **9 unexcused absences** in a semester-long course → **3 days** of Credit Completion

Students may also lose Credit Completion eligibility for a session if they fail to attend the first scheduled meeting, arrive late, engage in misconduct, or fail to complete assigned work.

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.

FIGHTING

- 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 Assistant Principal/Principal.
- Horseplay, hand slapping, shadow boxing, etc. that gets out of hand may fall into this area as well.
- 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.
- 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 High School. 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 will be subject to discipline, if appearing on campus during an Out of School Suspension.

***Note**: any physical altercation (fight) may 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 student 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 Assistant Principal. If a third external suspension is warranted, the 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 main 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

- Students 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 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

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.
- Dressing and Grooming Policy **(R 5511)** can also be found on the District website

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 not be less than fingertip length. If needed the administration may use their discretion.
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 if a top covers the backside of the student.
5. No sleepwear.
6. No camouflage.

Hats, Head Covering

1. Hats and hoods are not permitted to be worn inside the school building during the school day. However, students are permitted to wear the following types of head coverings:
    - **Religious Head Coverings** – including items worn as part of religious practice or observance
    - **Hair-Protective Coverings** – such as bonnets, durags, silk scarves, or wraps intended to protect and preserve hairstyles

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.

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.

EARLY DISMISSALS

- Request for an early dismissal from school **MUST** be in **WRITING** and **MUST** be in 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, 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.**
- Seniors may be eligible to leave school prior to dismissal. All early dismissals will be tied to the period. Therefore, students may need to let their employer know in advance that they may be late for work. If needed, the main office will supply a written note.

ELIGIBILITY POLICY FOR CO-CURRICULAR ACTIVITIES

A. **Attendance and participation** in extracurricular 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 student 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 student must have a passing average in 15 credits.

   c. At every grade level, students must be passing in 30 credits.
   d. 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 HS. 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).
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 9-12 who are failing two (2) or more classes are not eligible to participate.**
6. A student who has ALL(Alternative Learning Lab) shall not be allowed to participate in athletics or co-curricular programs on the date of their ALL.

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 10:24 am 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. You may also check the school website.

GRADING/CLASS RANKING

- The regulations can be assessed on the District Website.

HALL REGULATIONS

Passes:

A. We now use SmartPass for all hall passes. This digital system replaces physical lanyards and most paper passes. Students must request a SmartPass before leaving the classroom, and teachers should only approve passes when necessary to help limit hallway traffic. If a student cannot access SmartPass or if the system is temporarily down, a paper pass may be used as a backup.

B. No student should be in the hallway without an approved SmartPass or paper pass. If a student arrives to class late without a pass, they should remain in class—do not send them back to get one. Teachers should not send students to other classrooms or the gym unless prior arrangements have been made. Nurse visits should be for emergencies only. Students must first report to class and then request a SmartPass to go to the nurse.

C. Food and/or drink **is not permitted** in the hallways at any time.
   a. **Doors #11 on Fourth Street will be open for morning arrival for all Palmyra High School students from 7:35 – 7:50 AM. After 7:50, all doors will be locked and the only access point into the high school will be through Door #1. Students will be permitted to eat breakfast in the cafeteria until 7:45 am.**
   b. 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 Anti Bullying Specialist – Ms. Amanda Rutkowski

HONORING STUDENT ACHIEVEMENT

DETERMINATION OF VALEDICTORIAN & SALUTATORIAN

- In each high school graduating class, the student who has earned the highest grade point average shall be named valedictorian and the student who has earned the next highest grade point average shall be named salutatorian in accordance with Board Policy No. 5440 on class rank.
- Manual calculations are made independently by members of the School Counseling Department and compared for accuracy and consistency. The final GPA will be determined at the conclusion of the third marking period. Please note that this will also determine "Top 10" ranking for graduation seating along with the Valedictorian and Salutatorian.

HONOR ROLLS

- Students 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

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

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 Principal is the final level of appeal. No appeals will be heard beyond the 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 the teacher, nurse, or main office. It is a class cut to do otherwise. 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.

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 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.
- **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.** Forms are available in the main office.

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**. Students are advised not to give their combinations to anyone. They should be sure lockers are locked at all times.

- Students are required to supply their own gym locks. Gym lockers must also 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.

- 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, MP3 players, 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 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 Pass Restriction will receive two passes per day from the main office 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 students may be present. When it is determined a PBASD will be used,

One of the following options are available:

1. Every student attending or participating in such an event will be screened.
2. The Building Principal or designee may, in certain circumstances, determine to have students 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 New Jersey State graduation requirement, and all students must successfully complete four years of PE/Health to graduate from Palmyra High School. Each year of PE earns 3.75 credits and a letter grade, and students are expected to dress appropriately in athletic shoes, shirts, and pants or shorts, as outlined by the Physical Education Department. Only doctor-verified illnesses or injuries will excuse a student from participation. In addition, students must pass one marking period of Health each year, earning 1.25 credits and a letter grade.

PE Opt-Out for Student-Athletes

- Students who participate in an approved school-sponsored fall, winter, or spring sport may request to waive PE during their active season. Approval and documentation are required.

Grading & Attendance Policies

- Students must make up missed classes unless exempted by a doctor. Failure to do so may result in a failing grade. Medical excuses lasting four weeks or more require a paper on a health, fitness, or sports-related topic to earn credit. More than four unprepared gym periods per marking period may lead to failure and cannot be made up. Participation points for school-approved absences (e.g., field trips, athletics) can be made up.

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 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.**

PLEDGE OF ALLEGIANCE

- Students are encouraged to stand and recite the Pledge of Allegiance as part of the school's daily routine. However, students have the right to refrain from participation in the pledge for personal, moral, religious, or other reasons.
- Students who choose not to participate must remain seated and quiet, and may not disrupt others who do participate. Questions about this policy may be directed to the school administration

Promotion

- Palmyra HS students will be promoted by acquiring at least 30 credits in a school year.
- Palmyra MS students will be promoted by demonstrating proficiency in all core subjects (math, English, science, social studies).

STUDENT RECORDS

- Records of student 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 at Palmyra High School. 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 STUDENT PROGRESS

- Electronic report cards will be posted quarterly.
- Parents/Guardians will be notified by the teacher of the possibility of a failing grade at any time during the school year.
- Parents/Guardians will be notified in writing by the guidance Counselor when the possibility of a student not being promoted is determined.
- 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 reports 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 the 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.

SCHOOL BUS

Student 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 student from the bus, but, if unable to manage any student, shall report the unmanageable student 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 students 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 student 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).

- While riding the bus, students are expected to follow all safety and behavior guidelines to ensure a safe and respectful environment for everyone. Hands and heads must remain inside the bus at all times, and students should help maintain a clean and safe space. Loud talking, laughter, or unnecessary distractions can divert the driver's attention and potentially lead to accidents, so noise should be kept to a minimum. Bus equipment must be treated with care and respect, as one would treat valuable furniture at home. Students should never tamper with the bus or its equipment, and personal belongings such as books, lunches, and other items should not be left behind. Aisles must be kept clear of books, packages, coats, and other objects. Throwing items out of the window is strictly prohibited. Students must remain seated while the bus is in motion, and horseplay is not allowed in or around the bus. Eating and drinking on the bus is not permitted, and all students are required to wear seat belts at all times. Any student who vandalizes or damages a school bus will lose bus privileges for the remainder of the school year.

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

- 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.

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.
- Students who require the use of the elevator during the school day must obtain an elevator key from the nurse's office and adhere to the Elevator Key Student Agreement Contract. Misuse of the elevator or loss of the key will result in a $20 replacement fee.

SENIOR CLASS TRIP - Administrative Regulations

Students who intend to participate in the senior 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 packet will include a sign-off form stating that the parents and the student understand the rules and regulations. Forms that certify that the parent will allow their son/daughter to participate in the trip will accompany the regulations packet.

   b. A meeting will be held before the trip to discuss the rules and regulations.

2. **Scholastic eligibility**
   a. The student must be eligible per the Student in Good Standing Policy
3. Any student attending this trip **must** be present to school on the **day preceding the trip.**
4. Refunds to any excluded student will only be made in accordance with the cancellation policy stated in the regulations packet.
   * 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.

5. Please note that the senior class trip is a privilege, any student excluded for the above reasons is not entitled to an appeal.

SEXUAL HARASSMENT

- The complete Sexual Harassment policy #5751 is available in the main office and the district website.

SMOKING/VAPING

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."
- 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.

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.

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 Mr. Ken Holloway, Equity Officer, at (856) 786-9400.
- 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 High School, (856) 786-9300

STUDENT IN GOOD STANDING PROGRAM

The Student in Good Standing Program at Palmyra High & Middle School supports privileges for students who have consistently demonstrated appropriate behavior, satisfactory attendance, and completion of school responsibilities. Students must meet the criteria below to participate in any of the following:

- Athletic teams and competitions
- School clubs and extracurricular programs
- Dances, including prom
- Class trips, including the senior trip
- Attendance as a guest at any school-sponsored event

Eligibility Requirements: Academic Standing

- Any student ineligible for athletics due to academic reasons per the New Jersey State Interscholastic Athletic Association (NJSIAA) will also be ineligible for extracurricular participation.

- Students with **two or more failing grades** at the end of Marking Period 1 or Marking Period 3 will be ineligible for extracurricular activities during the **subsequent marking period** (i.e., ineligible during MP2 or MP4 accordingly).

Point System

Students are assigned discipline points when they violate the Code of Conduct. Points are cumulative throughout the school year and determine a student's eligibility for privileges as follows:

0–19 Points: Good Standing

- Eligible for all privileges
- Parents notified of infractions via Genesis

20–29 Points: Restricted Status / Behavioral Review

- Behavioral review with Administration
- Privileges may be limited during the school day
- Possible consequences include:
    - Alternative lunch placement
    - Restricted access to school privileges

30+ Points: Ineligible Status

- Removed from Good Standing
- Ineligible for all school activities and events

Attendance Policy

Unexcused Absences

- Students who accumulate 20 or more unexcused absences will become ineligible to participate in all extracurricular and school-sponsored activities for the remainder of the year.
- Students may appeal this ineligibility by requesting an attendance hearing with school administration and presenting appropriate documentation (e.g., medical notes).

Tardy Points

- Each unexcused tardy will result in 1 point being added to the student's total points.

Infraction-Free Days

- Students who maintain 5 consecutive school days without any infractions (including unexcused tardies) will have 1 point automatically subtracted from their total discipline points in Genesis.

Obligations

To maintain good standing, students must have fulfilled all school obligations, including but not limited to:

- Returning all textbooks, library books, and athletic uniforms/equipment

Note: There will be no refunds for monies paid toward the senior trip or prom if the student is not in good standing at the time of the event.

Required Forms

All required documentation must be submitted to the school by the published deadlines. These may include:

- Student data form
- Emergency contact and health information forms
- First-day packet forms
- Athletic physical and medical forms
- Student-Parent Handbook acknowledgment form

Failure to submit any required forms will result in loss of good standing until all materials are returned.

Regaining and Maintaining Good Standing

Palmyra High/Middle School recognizes and rewards students who consistently demonstrate positive behavior. Genesis automatically tracks student conduct and applies point reductions as an incentive for responsible choices.

Positive Behavior Incentive

- All students, regardless of their current point total, can reduce points through positive behavior.
- If a student completes 5 consecutive school days without any new disciplinary actions—including unexcused tardies—1 discipline point will automatically be subtracted from their total in Genesis.
- After each 5-day clean streak, the cycle resets, allowing students to continue earning additional point reductions for ongoing positive behavior.

Leadership & Service Hours

- With administrative pre-approval, students may reduce their discipline points by completing school-approved service activities. For every hour of approved service, students may earn a two-point reduction, with a maximum of 10 points reduced per calendar month. To receive credit, students must submit proof of completion along with a written reflection detailing their experience.

Lunch Activity Privileges

- Students who have fewer than 20 discipline points are eligible to participate in various lunchtime activities. These include access to the open gym, use of the media center, outdoor recess for students in grades 7 and 8, and other teacher-hosted lunch activities. Participation in these privileges is contingent upon maintaining appropriate behavior and adhering to school expectations.

Alternative Lunch Assignment

Students with 20 or more discipline points may be assigned to Alternative Lunch. Participation is reviewed weekly and lifted once the student's total drops below 20.

Appeals Process

Students who wish to contest their Good Standing status must submit an Appeals Form to the Attendance/Discipline Appeal Committee. Forms are available in the main office and on the school website.

Infraction to Points

Action Code	Description	Points
AW	Admin Warning	0
Late to School	Unexcused	1
.5AD	1 period-Administrative Detention,	1
1AD	2 periods-Administrative Detention	2
2AD	4 periods-Administrative Detention	3
SPPC	Saturday Principal Detention	3
1ALL	1 Day of Alternative Learning Lab	4
4LD	4 Lunch Detentions	2
2OSS	2 Days Out of School Suspension	5
3OSS	3 Days OSS Out of School Suspension	7
4OSS	4 Days OSS Out of School Suspension	10
5OSS	5 Days OSS Out of School Suspension	12
10OSS	10 Days OSS Parent Conference	25

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 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 the 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:
    a. on school property, either before, after or during the school day
    b. at any school-related activity
    c. 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 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 must attend summer credit completion to make up this lost credit.

TEXTBOOKS

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

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

- 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. 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.

VACATIONS

- Students shall not be excused for vacations that are not on the school calendar. However, if the vacation is unavoidable and 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.

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. 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.
- 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 check in and receive a visitor's pass from the main office. They are to remain in 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 main office by the staff member, sign out, return visitor's pass, and then proceed to the exit (positive confirmation).
    5. Notification of trespassing signs are posted at all entrances of the high school.
    6. In the event that a visitor fails to adhere to Board policy, the SRO, Safety Officer, 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 a person in the building if there is concern.

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 need to be signed electronically during annual registration 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 moving, withdrawing, or transferring out of the district to another school must notify the high school main office in writing, by written notification of 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 main office. This form must be signed by all of the students' teachers, the librarian, counselor and the vice 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.

WORKING PAPERS

- As of June 1, 2023, Working Papers for minors have gone digital. Minor workers, their caregivers, and employers all fill out their respective parts of our streamlined online application instead of using the old paper form. Click here to download a handout explaining the new process.

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.