



# CHARLES STREET SCHOOL

100 W. Charles Street  
Palmyra, New Jersey 08065  
PH. (856) 829-3601 Fax (856) 303-0481  
"Excellence in Education"

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September 4, 2018

Dear Charles Street School Families,

As mentioned in a previous letter, school administration is taking a proactive position to implement increased safety and security protocols at the Charles Street School effective with the 2018-2019 school year. Kindly, I am asking you to review these protocols and to do your part by adhering to these new requirements as they are in place for the safety and well-being of your child and our staff.

### **Breakfast Option**

Students are welcome to participate in the Breakfast Program at the Charles Street School. Students participating in the Breakfast Program must purchase a breakfast or be eligible for a free and/or reduced priced breakfast. The program runs from 7:45 AM until 8:10 AM. Students shall enter through door number 9 on the Walnut Street side of the building only. Students shall remain in the cafeteria until being released to their assigned homeroom or waiting area. Eligible students who arrive after 8:10 shall be afforded a breakfast in their homeroom. Parents are not permitted to enter the building at the Walnut Street doors.

### **Regular Arrival**

Students not participating in the Breakfast Program may begin arriving at 8:00 AM and shall proceed directly to their assigned homeroom. All homeroom teachers will be in their assigned classrooms beginning at 8:00 AM. Arrival time to enter the building is 8:00 AM – 8:15 AM. Students may no longer congregate outside of the building before school starts. Students shall not be on school property before 8:00 AM. Parents will be contacted if their child arrives to school before 8:00 AM. Assigned doors for entry:

- Walnut Street Door #9: Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades
- 3<sup>rd</sup>/4<sup>th</sup> Hallway Door #21 on Charles Street: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades
- AM/PM Pre-School arrival at 8:30 or Noon at door #4 near front parking lot.

### **Delayed Arrival**

The Breakfast Program will not operate when the district has a delayed opening. Students shall enter through their assigned doors at the designated time of arrival:

- Walnut Street Door #9: Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades
- 3<sup>rd</sup>/4<sup>th</sup> Hallway Door #21 on Charles Street: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades

## Dismissal

A coordinated dismissal process has been developed affording time for students to depart the building in an orderly manner. At dismissal time, students will report directly to the After-School Program, to clubs/activities, to bussing, to pick-up younger siblings, or to exit the building using their assigned door. Assigned doors for exit:

- Walnut Street Door #9 : 1<sup>st</sup> and 2<sup>nd</sup> grades
- Door #5 Front Parking Lot: Kindergarten
- AM/PM Pre-School Dismissal at 11:00 or 2:30 at door #4 near front parking lot.
- 3<sup>rd</sup>/4<sup>th</sup> Hallway Door #21 on Charles Street: 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades
- Main Entrance: students who ride a bus

## Visitors

There is no presumption that a person may enter the building without permission. As per Palmyra Board of Education policy, all visitors must first receive authorization to enter the building from either the principal and/or his/her designee. Visitors requesting to enter the building shall use the Main Office doors located at the front of the building on Charles Street.

It is highly encouraged that visitors coordinate their visit by contacting the Main Office prior to arriving to the school building. Employees of the Board will notify the Main Office of expected visitors. Upon approval and entrance to the building, all visitors must sign-in at the Main Office and provide valid identification. Visitors will be escorted by staff once inside the building and will be required to wear and visibly display district-provided identification. A person may be denied entry to the building if they do not have an appointment or valid reason for entrance. Please be advised that district security, to include the Palmyra Police Department, will be contacted should any person attempt or make entrance in to the building without receiving permission. The district reserves the right to file a complaint with the police department against any individual who trespasses on Palmyra Board of Education property.

## Attendance

Regular and timely attendance is required for all students. Students who fail to attend school on-time and on a regular basis are in jeopardy of not performing well academically. Furthermore, students who are chronically absent, those who are identified as having 10 or more unexcused absences, the district shall make a determination regarding the need for a court referral for truancy.

With the *Every Student Succeeds Act (ESSA)*, the latest reauthorization of the *Elementary and Secondary Education Act* on December 10, 2016, the NJ Department of Education has identified chronic absenteeism as its indicator of school quality and student success for accountability purposes. To say it simply, the Charles Street School is rated by the NJ Department of Education based on the attendance of our students! The more students are chronically absent the lower our rating goes. Please do your part to have your child in school every day and on-time. School administration understands the difficulty this poses for students and we will do our best to work with parents. Providing the school with written record for both excused and unexcused absences is highly recommended. The following five (5) items are considered “excused” absences as per the NJ Department of Education:

### Excused Absences

1. Religious observance (N.J.A.C 6A:32-8.3(h)); list provided by the NJ Commissioner of Education;
2. A college visit (up to 3 days per school year, only for students in grades 11 and 12);
3. “Take Our Child to Work Day” as per the NJ Commissioner of Education

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

Examples of Unexcused Absences

1. Illness or injury
2. Bereavement (death in the family)
3. Medical and dental appointments
4. Vacation
5. Family and/or home emergencies

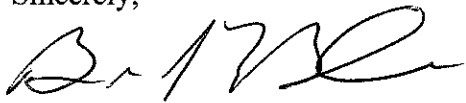
**After School Program**

The After-School Program is offered to students who enroll in the program by completing the required registration paperwork. Our school website provides detailed information on the registration process and costs. Parents will continue to use the door facing the rear parking lot on Henry Street to gain access to the After-School Program. Parents are required to show valid identification to pick-up your child from the program. Building doors will remain locked and students will be supervised at all times. Parents will not be admitted to the building without valid identification. Students will only be released to authorized individuals as indicated by the parent/legal guardian.

Thank you for taking the time to read this letter and to observe the updates contained within. Although we live in a time where increased safety and security protocols are necessary, I believe as a community that we can work together to provide an exceptional experience for your child. Our hope is that you will partner with us as we continue to provide for your child's educational, emotional, and social development here at the Charles Street School. I extend to you the same message shared with our students and staff, "see something say something".

Wishing you the very best as we start the new school year!

Sincerely,



Brian J. McBride  
Superintendent/Administrative Principal