

Las Palmitas Elementary School  
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# Parent-Student Handbook

## School-wide Expectations:

- ★ **Have self control (be safe)**
- ★ **Offer respect to others (be respectful)**
- ★ **Work hard to learn (be responsible)**
- ★ **Lead the pack (take initiative)**

At Las Palmitas, we commit to academic and social growth for every member of our community. Somos comunidad. Our school-wide Positive Behavior and Supports System rewards positive effort and actions across all areas of our school campus. Our staff teach expected behaviors and provide students with opportunities to practice each within all settings. Twice each year, school-wide assemblies are held to reinforce rules, expectations, rewards, and consequences to ensure all students fully understand our expectations for behavior at Las Palmitas.

## Las Palmitas PBIS School Wide Expectations

Expectations										
	Assembly	Bus Lines	Cafeteria	Classroom	Common Areas	Quad	Library	Office	Playground	Restroom
Have Self Control (Be Safe)	-Walk calmly to and from the assembly -Keep hands and feet to self at all times -Remain seated during the assembly	-Follow adult directions at all times -Walk to the bus -Wait your turn	-Walk at all times -Leave space between you and others in line -Keep all food off the floor	-Keep things organized and walk at all times -While seated: keep 2 feet and the chair on the floor -Keep hands and feet to yourself at all times	-Walk at all times -Keep hands, feet, and objects to yourself -Be aware of your surroundings	-Walk on the sidewalk -Have a pass from an adult -Keep hands and feet to yourself	-Keep hands, feet, and all objects to yourself -While seated, keep 2 feet and chair on the floor -Walk at all times	-Always WALK to and from the office -Keep hands and feet to yourself -Keep clear of the doorways	-Follow directions -Keep hands, feet, and objects to yourself -Use equipment appropriately	-Always WALK to and from the restroom -Keep water off the floor -Report problems with the sink or toilets
Offer respect to others (Be Respectful)	-Listen attentively to the presenter -Keep eyes on the presenter at all times -Sit quietly and participate only when asked	-Respect others personal space -Respond appropriately to adult directions -Walk with your teacher to bus area/ASES/ or pick up area	-Only eat the food on your plate -Remember to clean up your area: table and floor -Listen to ALL adults in the cafeteria	-Use a calm voice and think before you speak -Raise your hand and wait your turn to speak -Use appropriate and academic language	-Use trash can appropriately -Stop, look, and listen when spoken to by adults -Use quiet voices	-Be quiet and use calm voices. Classes are still in session -STOP, LOOK, and LISTEN when spoken to by staff -Follow directions	-Listen for instructions and directions -Wait patiently for your turn -Use whisper voice -Use a calm voice	-Use polite language: "please" and "thank you" -Wait your turn patiently -Use a calm voice	-Include everyone in your game -STOP, LOOK, and LISTEN when spoken to by adults -Respect others personal space	-Patiently wait your turn in line -Use calm voices -Use restroom supplies such as toilet paper, paper towels, and soap wisely
Work hard to learn (Be Responsible)	-Follow teacher instructions at all times -Use self-control and think before you act -Ignore others' distracting behavior	-Let TK-1 <sup>st</sup> Grade on the bus first -Stay with your siblings -Go directly to your seat on the bus	-Wait in line patiently -Keep all food and drink in the cafeteria -Pick up trash around you – even if it's left by others	-Come to class on time and quickly follow directions -Take care of classroom materials -Make smart choices: complete all assigned tasks	-Stay in line facing forward -Go directly to your destination -Keep area clean	-Go directly to your destination -Keep quad clean, put trash in the trash cans -Have a pass when in the quad	-Use the place holder when pulling a book -Sit and read once you have checked out your book -Push in your chair	-State your purpose politely -Make sure you have a pass -Return to classroom or playground immediately with a pass	-Stop playing at the whistle and walk towards your line -Stay in designated areas -Tell an adult if someone is hurt	-Quickly use the restroom, wash your hands, and return immediately to class -Flush toilets -Throw all trash in the garbage cans
Lean In (Take initiative)										
At Las Palmitas Elementary we HOWL like coyotes!										

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS - PBIS:**

The PBIS plan represents the behavioral expectations for all students. The rules and procedures, which are consistent with state law and with school board policy, were developed by a committee, consisting of the principal, teachers, and parents. All expectations are directly taught and modeled during the first weeks of school. This plan is reviewed and updated annually by the Las Palmitas Transformational Justice Committee.

### **PHILOSOPHY AND RESPONSIBILITIES:**

The students at Las Palmitas are entitled to learn and develop in a positive educational environment which promotes academic achievement, school pride and spirit, and respect of self, others, and property. For this reason, and to ensure the safety and welfare of all children at Las Palmitas, the enforcement of rules in a fair and consistent manner is necessary.

#### **The Student is Responsible for:**

- ★ Respecting the authority of teachers, principal, and all school staff to enforce district policy and school rules and regulations.
- ★ Behaving in classrooms and on school grounds in a manner that is safe and does not disrupt or interfere with the rights of other students to learn.

- ★ Following all classroom rules and procedures.
- ★ Attending school daily, being on time and prepared for learning.

### **The Parent is Responsible for:**

- ★ Teaching and reinforcing appropriate behavior.
- ★ Reviewing school discipline rules and procedures with family members to ensure that all are familiar with and understand the standards of conduct expected by school authorities.
- ★ Cooperating with school officials in carrying out appropriate discipline penalties when such action is necessary.
- ★ Modeling behavior standards by following school rules and dressing appropriately while on school grounds.
- ★ Assuring that students are in class on time and prepared for learning.

### **The Teacher is Responsible for:**

- ★ Teaching and reinforcing appropriate behavior.
- ★ Creating and maintaining a positive and orderly learning environment that provides every student the opportunity to learn without disruption.
- ★ Communicating with students and parents regarding behavioral successes and behavioral concerns with proposed solutions.
- ★ Taking appropriate steps to ensure that students are physically and emotionally safe.

### **The Principal is Responsible for:**

- ★ Establishing rules, expectations, and responsibilities for staff, students, and parents that reflect the existing district, state, and federal laws.
- ★ Communicating behavioral expectations and consequences to staff, students, and parents.
- ★ Implementing a school-wide positive behavioral intervention system.
- ★ Enforcing disciplinary consequences and taking appropriate action to ensure the safety of children and adults on school grounds.

## **POSITIVE REINFORCEMENTS:**

### **Classroom rewards may include the following:**

- ☆ PBIS Rewards Points
- ☆ PBIS Rewards Teacher Store Prizes
- ☆ Group Prizes
- ☆ Class Prizes
- ☆ Coyote Cards - for being safe, respectful, and responsible on the playground

### **Trimester Awards Ceremonies**

- ☆ HOWL Like a Coyote Award: Being safe, respectful, responsible, and taking initiative
- ☆ Student Success Awards
- ☆ Good Attendance Awards

### **PBIS Rewards**

- ☆ Students collect PBIS Rewards Points to purchase items from the Coyote Store
- ☆ Coyote Cards awarded for HOWL behavior on the playground. Drawings held each Friday for a

reward from the principal.

## **CONFLICT MANAGEMENT:**

Children already use many strategies in dealing with conflict on their own. They negotiate, take turns, flip a coin, compromise, and many more. Las Palmitas staff encourages children to utilize a variety of positive strategies to attempt to solve problems on their own, including:

- talk it over/listen respectfully
- walk away
- say, "I'm sorry"
- say, "stop" or "leave me alone"
- take turns/share
- ignore
- ask an adult for help
- do something else

When a conflict involves physical contact, profanity, or a threat, the students are taught to report it immediately to the adult in charge. Students who observe this type of behavior and report it are recognized as good citizens who keep others safe. If students engage in physical contact, profanity, or threats, they will receive appropriate consequences. Responding to aggressive behavior with aggression escalates the conflict and is not tolerated. Such aggression will result in appropriate consequences.

## **CONSEQUENCES:**

The possible consequences for inappropriate behavior may include:

- Warnings (All students receive a warning to correct inappropriate behavior)
- Behavior Citation
- Reflection time in alternate classroom or office
- Loss of recess
- Loss of classroom privileges
- Conference With Teacher/Principal
- Parent contact
- Office Referral
- Suspension

\*\*If a severe behavior occurs, the student may be referred to the principal on the first offense. Each student is responsible for giving the Referral to his/her parent on the day received, have it signed and return it to the teacher the following school day. Parent signature does not indicate agreement but only that the Referral was seen and discussed with the student.

### **Office Referral may result in one or more of the following:**

1<sup>st</sup> Office Referral = Student sent to speak with the principal and next steps will be decided.

Consequences may include: Conference with the Principal; Parent Contact; Lunch Detention in Office; Additional recess detention; Lunch Table Clean Up.

### **\*\*Repeated office referrals may result in:**

Parent phone call; In-school suspension; Student Study Team referral (parent/guardian will attend); At-home suspension; Daily-monitored "check in/check out" system; Site Guidance Meeting with district office personnel.

## **Education Code Violations:**

All Education Code violations will follow the progressive discipline process in alignment with district guidelines and California State Education Code. The major Ed. Code violations involve weapons, fighting, drugs, alcohol and tobacco, harassment (racial and sexual), or Threat Language. Please refer to the District Parent Handbook for a description of the California State Education Code (48900) and a list of suspendable actions. **Suspensions may result in exclusion from field trips and activities (including end-of-year activities).**

### **Behavior Notification forms:**

When a behavior occurs during lunch recess, a Behavior Notification form will be completed by the supervisor and placed in the classroom teacher's mailbox. The teacher will then incorporate that offense into the progressive discipline plan.

### **Lunch Detention:**

- Students assigned a detention report to **the office** within 1 minute of finishing their lunch. Student may bring a snack and water to eat/drink in the office.
- Once in detention, students complete a "Stop and Think Sheet" and the expected behavior is discussed with the principal or assistant principal. Restorative steps are also discussed to facilitate a positive return to school activities.
- At the end of the lunch period, the student is dismissed to get a drink and use the restroom. The principal or assistant principal give students who have successfully completed detention (there on time, behaved appropriately, etc.) a slip to give to the classroom teacher.

### **LAS PALMITAS IS A CLOSED CAMPUS:**

- In order to ensure the safety of staff and students, the campus will remain closed to all visitors before, during and after school. Parent volunteers must be approved by the district and scheduled by the teacher and check in through the office prior to entering the campus. Visitors must present ID and wear a visitors badge on the shoulder at all times while on campus.

### **Before School:**

- All students must be dropped off outside of the school entry gates and enter the campus on their own.
- Students may not arrive on campus before 7:30am.
- 1st-6th grade gate opens at 7:30am. Kinder gate opens at 7:45am. Breakfast begins at 7:45am.
- Students shall always use crosswalks and stay on the sidewalks when walking to and from school entry and exit gates.
- Grade K-6 students should arrive on campus no later than 8:15 a.m.
- TK/K students will enter campus through the TK/Kindergarten gate and eat breakfast after the bell rings at 8:15 a.m.
- Students being dropped off at the front of the school will exit their car in the student drop off zone. For safety reasons, students **may not be dropped off on the street in front of the school.**

- Morning Bells are as follows:
  - 8:10 - first bell rings, students line up to go to class
  - 8:15 - second bell rings, teachers pick up students and go to classrooms
  - 8:15 - the entry gates are locked, all students must now enter through the front office
  - 8:30 - students not in class are considered tardy.

## After School:

- Gates will be opened for dismissal at 2:45 p.m.
- Parents must meet their students outside of the campus gates.
- Parents are NOT permitted to enter the campus after dismissal.
- Students are to go directly home or to ASES.
- Students must be picked up within 15 minutes of dismissal. Those not picked up will wait in the office. Parents picking up their student late are required to park, come to the office, show ID and sign their student out.

## Dress Code:



### Las Palmitas Elementary School Uniform Policy and Dress Code

*Coyotes Dress for Success*



Dress codes are an important part of the climate of schools. Our goal is to always provide an environment that is scholarly, free of distractions, and safe. Please help ensure our students are dressed daily in accordance with our school policy.

#### Uniforms

Students should wear the following:

##### Tops:

- Navy, light blue, or gray collar shirt
- Las Palmitas T-shirt

##### Bottoms:

- Navy blue shorts/pants
- Blue Jean shorts/pants
- Khaki shorts/ pants

##### Please do not send students with the following:

- torn or tattered jeans
- Short shorts/skirts
- Loose or baggy pants
- See-through clothing or clothing that reveals undergarments



### Las Palmitas Elementary School Política de Uniforme y Código de Vestimenta

*Coyotes Vistiéndose Para el Éxito*



Los códigos de vestimenta son una parte importante del clima de las escuelas. Nuestro objetivo es proporcionar siempre un entorno académico, libre de distracciones, y seguro. Por favor ayúdanos a asegurar que nuestros estudiantes siempre se visten de acuerdo con la política de la escuela.

#### Uniformes

Los estudiantes deben de usar lo siguiente:

##### Camisetas:

- Camisa de cuello de color azul marino, azul claro, gris
- Camisa de Las Palmitas Elementary

##### Pantalones:

- Shorts/pantalones azul marino
- Pantalones cortos/pantalones vaqueros azules
- Pantalones cortos/pantalones caqui

##### Por favor no manden a los estudiantes con lo siguiente:

- Pantalones rotos o andrajosos
- Pantalones/faldas muy cortitos
- Pantalones holgados
- Ropa transparente que revela la ropa interior

## **ITEMS FROM HOME:**

Any personal items brought from home are brought at the student's own risk. The school holds **NO RESPONSIBILITY** for items brought from home that are damaged or lost. It is **STRONGLY RECOMMENDED THAT ALL PERSONAL ITEMS REMAIN AT HOME.**

- Items from home such as toys, trading cards (Pokemon etc), playground equipment, games etc. may not be brought to school. Such items will be taken from the student, held by the teacher or the principal, and returned to parents upon request.
- Cell-phones may be brought to school however, **MUST BE TURNED OFF** before upon entrance to the campus. Phones must be kept in backpacks at all times.

## **ATTENDANCE AND ABSENCES:**      PHONE: 760-397-2200 x 3

Attendance plays an important part in the development of your child's attitude toward his/her school life. In our experience we have found that there is a direct correlation existing between a student's attendance habits and his/her academic success. It is vitally important that students attend school on a consistent basis. Poor attendance is a major cause of low academic performance and may result in retention. All students are required by law to attend school, and they are expected to arrive on time. *Repeated absences for any portion of the day are as critical as an absence for an entire day.* It is the responsibility of both the parents and the students to maintain good attendance.

- Please keep your ill child at home. Good health is more important than perfect attendance. Children are to be kept home for a full 24 hours after a fever returns to normal (below 100). Keep your child at home with a runny nose **ONLY** if their nasal discharge is yellowish or greenish as they may have a bacterial infection. Please keep your child home if he/she is contagious. California State Health Code requires that all communicable diseases be reported to the school office immediately.
- If your child has a fever of 100° or higher or a rash, has thrown up, or has had diarrhea in the last 24 hours, do not send them to school! If your child has red eyes or any eye drainage, they must have no symptoms and a doctor's note to return to school.
- If your child has a skin rash, no attendance in school unless a note is provided from the health care provider indicating a non-infectious condition or treatment.
- Absences are to be reported on the attendance phone line: **760-397-2200 x 3**
- If you know your child will be out of town for five school days or more, please inform your child's teacher so we can have an Independent Study Contract completed for your child, and schoolwork can be taken with your child to complete during his/her absence. Please allow A MINIMUM of two weeks' notice, so that appropriate paperwork can be started and discussed with the parent. Please request an Independent Study Contract only if you, as the parent, will ensure completion of all work and record keeping required. The Independent Study Contract, along with the completed schoolwork, is due back the first day the student returns to school.
- Whenever possible, we request that you make doctor and dental appointments outside of the regularly scheduled school day so that your child can benefit fully from classroom instruction.
- California Education Code defines excused and unexcused absences and tardies. Letters will be sent home to parents of students with excessive tardiness or absences. If these continue, the district's Student Services office will be contacted. **A doctor's note will clear a student's absence.**

## **TARDIES:**

- Students MUST get a tardy slip from the office for excused or unexcused tardies. If a student is tardy due to a doctor or dental appointment, present doctor/dental verification upon arrival at school in order to receive an excused tardy. PARENTS ARE REQUIRED TO ACCOMPANY THEIR CHILD TO THE OFFICE WHEN THEIR CHILD IS LATE. State laws and district regulations require school attendance.

## **RELEASING CHILDREN DURING SCHOOL HOURS:**

If you are picking your child up before his/her regular dismissal time or during the day for an appointment, send your child with a note to the teacher at the start of the school day with the specific time he/she will be leaving. Note that students will not be dismissed during the last 15 minutes of school. Parents are required to come to the office, to sign out their child. At that time, the teacher will be notified to send the child to the office. Please allow time for the teacher to gather work and other information to go home with your child. The teacher will not release children until called by office personnel, and children will be released only to those adults listed on the emergency contacts on the parent portal. **Proper identification will be required when picking up a student.**

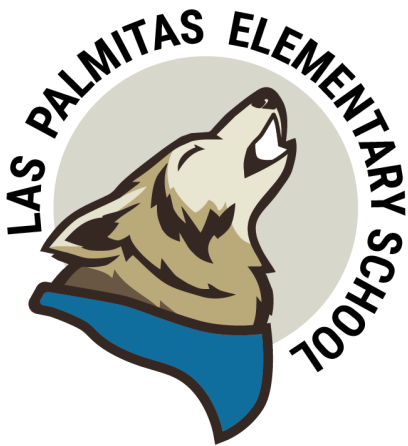
**Please remember that students will only be released to the parent, legal guardian, or persons indicated on the Student Emergency Contacts through the Parent Portal.** These procedures are for the protection of your child. Please try to avoid taking your child from school during the school day if at all possible.

## **UPDATING SCHOOL RECORDS:**

It is **ABSOLUTELY ESSENTIAL** that the office has current telephone numbers of parent's place of employment and the name of a friend or relative who can be called in the event of an emergency when parents cannot be reached. Please make the necessary changes to this emergency information through the District's Parent Portal: [aeries.cvusd.us](https://aeries.cvusd.us)

It is imperative that at least one other name be listed under Emergency Contacts. Also, in regards to this information, you **MAY NOT** call the school to release your child to a person who is not currently listed as an Emergency Contact. Changes **MUST** be made through the parent portal. A note to the teacher is also not sufficient.





# Las Palmitas Elementary Parent Student Handbook

## SIGNATURE FORM

I have read and discussed the Las Palmitas Handbook with my child. This includes behavior expectations, rules, consequences, policies, and procedures outlined in the Las Palmitas Elementary Parent-Student handbook. It is our intent to support this plan to help create a positive learning environment for all Las Palmitas students.

Teacher's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_\_\_  
Parent Name (print)                      Parent Signature                      Date

\_\_\_\_\_  
Student Name (print)                      Student Signature                      Date

**Please sign and return this page to your child's teacher.**