

Palm Elementary School

Home of the Panthers

"Where students become Global Learners!"

PARENT-STUDENT HANDBOOK

Grades 3-5

"Full Speed Toward Success!"

2025-2026

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PALM ELEMENTARY SCHOOL VISION STATEMENT

Our community at Palm Elementary creates a diverse, positive, interactive learning environment in which students are motivated, eager to learn, and exhibit the skills of communication, collaboration, critical thinking, and creativity. All stakeholders work together to create a successful school climate of high achieving and mutually respectful citizens.



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

15959 E. Gale Avenue City of Industry, CA 91716-0002
(626) 933-1000

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HLPUSD VISION STATEMENT:

The Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creative, critical thinking, and problem solving in meeting the challenges of a changing society.

HLPUSD Guiding Principles

We believe students, parents, staff and community have a shared responsibility for the establishment of a professional culture built upon dedication, honesty, integrity, pride, perseverance, collaboration, teamwork, mutual trust and respect.

We believe students, parents, staff and community have a shared responsibility for recognizing the diverse learning styles and individual needs of our students and ensuring all students meet high learning standards.

We believe students, parents, staff and community have a shared responsibility to create a learning environment reflecting our community's diversity that is safe, clean, supportive and responsive.

We believe students, parents, staff and community have a shared responsibility to protect and preserve the short and long-term financial well-being of the District.

This handbook is meant to acquaint parents and students with our school policies, procedures, schedules, and important information. Please take time to read this thoroughly and discuss it together with your student(s).

PRINCIPAL'S MESSAGE

Welcome to Palm Elementary School, the GREATEST school in the UNIVERSE! I am excited to start another school year at Palm Elementary and honored to be the principal of this amazing school. Every new school year brings a new opportunity to be even more successful than the year before. The teachers and staff have worked hard over the summer planning, attended trainings and participated in professional development in order to prepare for a fun and successful school year!

It is essential to have a safe, positive, and nurturing atmosphere in which all students can perform their best. We strive to meet the needs of each student with an engaging and challenging educational program. We want to provide a caring and supportive learning environment where each student can reach their potential. Parent participation, involvement, and communication are essential to this process. We welcome and encourage parent-teacher-student collaboration. Together we will work to set high expectations, establish goals, and support the needs of your student.

Please read and discuss the rules, regulations and policies provided in this handbook with your student(s) and those found in the Hacienda La Puente Unified School District Annual Information Handbook. It is important parents/guardians and students know the expectations of the school and District.

We care about your success. We look forward to partnering with you to have a successful school year.

“PANTHER PRIDE” - “Go Panthers!!!”

Palm School Song

*We are the Palm School Panthers
We always do our best!
You can hear those panthers roaring
Louder than all the rest.
We're not afraid of trying
'cause panthers are so cool.
P - A - N - T - H - E - R - S
We are the panthers of Palm School!*

Palm Panthers are:

Safe - Respectful - Responsible

SCHOOL DRESS CODE

Palm Elementary follows the District uniform policy. Tops should be navy blue, white or purple collared shirts with uniform bottoms, including blue denim jeans and khaki bottoms. We encourage our students to “Dress for Success” (uniform clothing) Monday – Friday unless participating in our Spirit Days: “Kindness Day” on Monday, “Go Green” on Tuesday, “Disney Day” on Wednesday, “College Shirts” on Thursday, and “Spirit Day” on Friday. *Uniform waiver form is available via Aeries as part of the yearly Data Confirmation requirement.* All students are expected to follow the District ‘Student Dress and Grooming Standards’ found in the Hacienda La Puente Unified School District Annual Information Handbook. To follow are a few excerpts from the HLPUSD Annual Information Handbook:

- *Shoes must be worn at all times.*
- *Jewelry and personal items (backpacks, fanny packs, gym bags, water bottles, etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice, shall not be worn on campus or at school activities.*
- *Clothing must be free from tears, rips, holes, etc. Clothes shall be sufficient to conceal undergarments at all times. See-through or fish-net fabrics, halter tops, off-the-shoulder or low-cut tops, bare midriffs and skirts or shorts shorter than mid-thigh are prohibited.*
- *Shirts and blouses should have sleeves. Hoods on shirts, sweaters, sweatshirts, jackets, etc. should not be worn up.*
- *Shorts must fit at the waist, not oversized. Shorts must not be below the knee. Socks must not be pulled to meet the shorts.*
- *Pants must fit the student at the waist, cannot be oversized, and must be hemmed (sagging, drooping is not allowed). Pants should touch the top of the student’s shoe without dragging on the ground.*
- *Students may wear sun-protective clothing, including hats, while outdoors during the school day in accordance with Education Code 35183.5. The basic approved hat is a straw or cloth hat with brim that is 1.5–4 inches wide. It may be white, off-white or tan without design or writing. Any other type of hat may not be worn unless it has been specifically approved by the school principal for the individual school site. Approved hats must be worn in such a manner as to provide protection from the sun. Approved hats may only be worn while outside.*

PARKING / PARKING LOT

Our school parking lot is a concern for student safety. Please always drive with care when using the parking lot. Never leave your car unattended in traffic lanes. Park only in marked stalls or on the street.

- Lane 1 – The first lane closest to the curb is for the school buses and dropping off and picking up students.
- Lane 2 – The second lane is for thru-traffic only.
- State Law requires all vehicles not pass school buses while students are boarding or leaving school buses (while red bus lights are flashing). Please be sure to stop behind school buses (no passing) when red bus lights are flashing.
- Please remind your child to use the cross walk in front of the school when crossing the street.
- **Do not drop off or pick up students while parked across the street**
- Students must be picked up on time from their designated pick-up area or by using the carpool lane. If students are not picked up within 10 minutes, teachers escort students to the cafeteria to await pick up. Please call the school if you are going to be late.

BREAKFAST & LUNCH PROCEDURES

Palm Elementary offers a breakfast & lunch program which provides a balanced meal for students. Breakfast and lunch are free. Breakfast is served from 7:15am until 8:10am. The cafeteria door will close at 8:30am to make sure students who are tardy have an opportunity to eat breakfast. Parents may not go into the cafeteria to feed or eat with their child, *nor is food to be taken out of the cafeteria.* Our school staff will assist children as needed. Additionally, outside food (In-n-Out, McDonalds, etc.) may be consumed in the front office when

delivered by parents. Unfortunately, food delivery services such as Door Dash, Uber Eats, etc., are not accepted in our front office due to safety reasons.

HEALTHY SNACKS

We strongly encourage parents to send their students to school with healthy snack and lunch options and avoid snacks high in sugar and fat.

BIRTHDAY CELEBRATIONS

Due to a high number of students who have food allergies/restrictions, parents are encouraged to donate a goodie bag with non-edible food items in lieu of candy or high-sugar items. Should the decision be made to donate food items, parents are to arrange this with the teacher, so items are not purchased containing any allergens posing a health risk to any child in the given classroom. There are students whose allergies are life-threatening and if an allergen is ingested, it will result in the student being transported by ambulance and admitted to the emergency room. Any items delivered to the front office will be picked up by the teacher at the arranged time decided upon and will be distributed at the end of the day to minimize interruptions to the instructional day.

ATTENDANCE

Regular school attendance is the first step to student success. Families should help students value the importance of good school attendance and its relationship to being successful in school. Good attendance helps students to feel comfortable at school, develop friendships, develop healthy habits and routines, learn and demonstrate academic success, and have positive school experiences. Studies show that children suffer academically if they miss too many days of school. Missing 10% of the school year can lead to a child's struggle academically. This equates to about 1-2 days per month and can add up quickly. Start building the habit of good attendance from the start. Students who have Amazing Attendance (0 absences) will be recognized throughout the year (certificates, rewards, and/or field trips).

TARDINESS

All students should arrive at least **5 minutes before** school begins so that they learn to be on-time, not tardy. When students arrive late to school, they lose instructional time, disrupt the classroom and learning process, and may feel uncomfortable entering the class. Students arriving between 8:15am and 8:30am must enter through the cafeteria for a tardy slip. If students arrive after 8:30am they must enter through the office. **Excessive tardiness will result in a phone call, letter home, or meeting with the teacher and/or principal.**

ABSENCES

Attending every day is very important. Compulsory School Attendance is required by law. In California, every person between the ages of six (6) and eighteen (18) years of age is required to attend school (Education code sec. 48200). Students are expected to attend school regularly and on time. Parents and guardians are required to send their children to school. When an absence from school is necessary, parents may respond to the Parent Square absence notification or call the school office to report the absence and follow-up with a note to the teacher stating the reason for the absence. As a courtesy to the parent/guardian, the school may accept notes from parents/guardians for absences. If absences become excessive, parent notes will no longer be accepted. Absences need to be verified within 72 hours (3 days) of returning to school.

TYPES OF ABSENCES

- **Excused** absences are only for health reasons, and justifiable personal reasons, as permitted by law, Board Policy, and Administrative Regulations (Ed Code 46010, 48216, 48205).
- **Unexcused** absences are those which occur with the knowledge and approval of parents but for reasons not considered valid legal absences under state law. Absences are also recorded Unexcused when parent/guardian fails to verify the absence with the school office.

- **Truancy** is an absence that is intentional and planned violation of state attendance laws. Absence without valid excuse for 3 full days in one school year, or tardy or absent on 3 occasions in a school year for more than any 30-minute block without valid excuse is considered truant. ***Parents/Guardians will receive a 'Truancy Notice' from our District Office if absences go Unexcused over a period of time.***

Students who miss 10% of the school year are considered Chronic Absentees. When excessive absence occurs, families will be referred to SART – School Attendance Review Team or SARB – School Attendance Review Board to develop improvement strategies and attendance agreements.

WHAT IS CONSIDERED A VALID LEGAL ABSENCE

- A student's illness (not parent's or other family members)
- Quarantine by a county or city health officer
- Medical, Dental, or eye appointments
- Attending the funeral of an immediate family member: One (1) day in California, three (3) days if out of California
- Court appearance when the student has a subpoena with his/her name on it
- Religious instruction/exercises (max of 4 days per school month student must attend school at least the minimum school day for his/her grade level)
- Religious holidays/retreat/ceremony (max of 4 hours per semester with prior parent request and approval from school)

DISMISSAL AFTER SCHOOL

It is very important that students are picked up in a timely manner after school. There is supervision for students for 10 minutes after their dismissal. Students who walk to and from school should always go home directly from school. **If students are not picked up after 10 minutes, they will be escorted to the cafeteria to await parent pick up.**

EARLY PICK-UP FROM SCHOOL

Circumstances may arise when a parent needs to take their child out of school for part of the day. We ask that you make every effort to schedule appointments after the school day. When these situations arise, parents/guardians and approved adults on the Emergency Contacts section on Aeries are to go to the office to check the child out of school. BE CERTAIN to have a picture ID (CA Driver's License or government issued ID card) with you. ***Only those persons listed on the Emergency Contacts section on Aeries*** will be allowed to check a student out of school early.

EMERGENCY CARDS/AERIES PARENT PORTAL

For the purpose of safety, every student must have current contacts listed on Aeries Parent Portal. It is imperative that we have accurate and current parent/guardian contact numbers (work, mobile, home) or those of responsible adults that can be reached during the day for emergencies. For your child's safety, we should have at least **three** emergency phone numbers to call. Please remember to contact the office if any of your phone numbers change during the school year. It is IMPORTANT to keep your emergency contact information on Aeries UPDATED.

DISASTER DISMISSAL PROCEDURES

In the event of a disaster (earthquake, fire, etc.), all students will be safely secured at school. Parents must check students out at a designated command post on campus. Students will be kept after school hours if conditions in the area are not safe.

STUDENT CLASS PLACEMENT

The objective of this process is to produce a heterogeneous combination of students. This important task contributes significantly to the creation of a positive class environment that enables students to reach their potential. It has been our professional experience that nearly all children are able to adjust rapidly to the different teachers they have had over the years. When assigning students to specific classrooms, the principal and teaching staff shall strive to provide the best possible learning environment for each student. Insofar as possible, consideration is given to the following:

- Academic balance of high, medium and low achievers
- Student readiness, behavior and motivation
- Recommendations of the current classroom teacher

While we strive not to make changes after the year has started, it is important to remember there are times it is necessary to adjust class placement of students due to enrollment, staffing and other variables.

TEXTBOOKS

Textbooks are purchased by the school district with taxpayer funds and are lent to students while enrolled at Palm Elementary. It is the students' obligation to care for them while they have them as they are very costly (\$30 to \$60 each). If a book is lost or damaged, you will be asked to pay for its replacement.

HOMEWORK POLICY

It is the policy of the district for teachers to provide homework for students in accordance with academic and developmental needs. Homework is an extension of classroom learning, and is based on pupils' needs, interests, and abilities. It may include written work, book assignments, researching on the internet, watching television programs, attending community activities, conducting personal interviews, gathering materials, or other similar purposeful real-world activities that require adult assistance. It is important that homework is returned on a regular basis in person or via Canvas. Please contact the classroom teacher if homework assignments are unclear or additional assistance is needed. Assignments **will be modified** for students with special needs.

Student Responsibilities:

- Ask questions in class so homework is clearly understood.
- Complete and return assignments on time.
- Record nightly assignments in the agenda planner or notebook.
- Ensure you have all needed materials before leaving school.
- Follow the structure and design of work assignments set by your classroom teacher (proper heading, problems numbered, etc.)
- Strive for quality in everything you do.
- Review the requirements of the assignment to make sure you are finished and edit your writing.
- Ask your parents, a sibling, or a classmate for help when needed.
- Turn in what you can if the assignment is too difficult. Partial credit is always better than no credit.

Parent Responsibilities:

- Provide a consistent, quiet place with minimized interruptions for your child to complete his/her homework.
- Provide necessary materials and tools to complete all assignments. These materials may include scissors, crayons, pencils, glue, ruler (straight edge), stapler, tape, eraser, paper, atlas, thesaurus, and/or dictionary.
- Initially review assignments with your child, review his/her finished product, and sign the homework assignment book/folder/agenda provided by the school.
- Encourage your child to work independently on assignments as much as possible.
- Monitor your child's productivity; provide assistance and encouragement when needed.
- Maintain high expectations and insist upon quality work.
- Contact the teacher if your child is confused about an assignment or if your child reports not having homework for more than three nights in a row.

- Contact the teacher if you feel the work is consistently too easy or too difficult for your child. As a general rule, nightly homework should last approximately:

Homework	Reading
-TK/Kindergarten (10-15 minutes)	-TK-1 st Grade: 15 minutes or more
-Grades 1-3 (15-30 minutes)	-2 nd -5 th Grade: 20 minutes or more
-Grades 4-5 (15-60 minutes)	

LIBRARY

Each class visits the library regularly. Students are responsible for the books they check out from the school library. If a book is lost or damaged, the student's privilege of checking out books from the library will be suspended until the book is either paid for or found. Those students who have an outstanding balance may not be eligible for End of the Year Activities and may arise as a delinquency notice upon entering another school within our district.

1:1 iPads/Laptops

Each student has an iPad (Tk/K) or laptop (1st-5th) assigned to them to use both at school and at home. Parents and students are responsible for the care of the designated device.

FIELD TRIPS

Field trips are planned to enhance classroom activities and to provide opportunities to apply learning outside the classroom. Parents will be notified of each field trip, and a signed permission slip is required for attendance. Parents will also be notified of any monetary donations for each field trip. Teachers will notify parents if chaperones are needed for each field trip. Only cleared volunteers will be allowed to chaperone upon teacher request. Unfortunately, siblings of any age will not be allowed to accompany chaperones on a field trip.

REPORT CARDS

Students' progress towards meeting grade level *Common Core Standards* is reported three times per year. Report cards are distributed in November, February, and sent home with students on the last day of school in May. Students not making adequate progress towards meeting grade level standards (Grades 2 through 5) will be identified as "*at-promise*". Immediate intervention may be needed by both the teacher and parent to ensure their successful completion of the grade by the end of the year. The teacher or parent may request a **Student Focused Team** (SFT) meeting in order to brainstorm intervention ideas for helping the student. A request for a meeting can be made to either the classroom teacher or the Principal.

Progress in Meeting Standards is reported as follows for grades TK-2. A score of:

- 4 **Thorough Understanding** - Consistently demonstrates proficiency; grasps, applies and extends key concepts, processes and skills.
- 3 **Adequate Understanding** - Regularly demonstrates proficiency, grasp and applies key concepts and processes.
- 2 **Partial Understanding** - Partial progress towards proficiency. Additional work needed.
- 1 **Minimal Understanding** - Beginning to grasp and apply key concepts, processes and skills.

Progress in Meeting Standards is reported as follows for grades 3-5. A score of:

- A – Excelling at Grade Level Standards
- B – Meeting Grade Level Standards
- C – Approaching Grade Level Standards
- D – Below Grade Level Standards
- F – Insufficient Grade Level Standards
- NA – Not Addressed at this time

AWARDS ASSEMBLIES

Students are recognized three times a year for going above and beyond in academic achievement, academic effort and improvement, attendance, and/or character.

PARENT CONFERENCES

Conferencing with your child's teacher is essential. A fall (September) and spring conference (February) are recommended for each child every school year, though you may request a conference at any time should you feel it necessary. Conferences are arranged with the teacher (by note, email, or by calling the school). Decide in advance what you want to discuss with the teacher and jot down your questions ahead of time. Additionally, be ready and willing to answer questions from the teacher about your child's health, family life, homework habits, problems or feelings about school. This information helps the teacher work with your child. Here are a few questions you may consider asking – Does my child:

- ...participate in classroom activities?
- ...show self-control in school?
- ...get along with others?
- ...express thoughts and ideas clearly?
- ...seem happy in school?
- ...complete assignments, homework, etc?
- How can I support my child at home?

STUDENT ASSESSMENTS

Smarter Balanced (SBAC) - Next-generation assessments are aligned to the *Common Core State Standards (CCSS)* in English language arts/literacy and mathematics for grades 3-8 and 11 and Science for grade 5. That means students will be taught to the same high standards as in other states. Smarter Balanced will provide parents, students, and teachers a clearer window on whether students are on track to graduate high school, ready for college, and the workplace. Parents can use results to better communicate with teachers and school administrators about their child's success.

In addition, the following tests are administered annually in the Hacienda La Puente Unified School District in accordance with federal, state and local mandates:

ELPAC - Administered every year to all English Language Learners beginning in Transitional Kindergarten to determine language proficiency. Students are tested in the areas of Listening, Speaking, Reading and Writing.

MAP/NWEA Assessments - administered three times during the year in Reading, Language Usage, Mathematics, and Science. Student test results are used to guide instruction and student progress.

PARENT INVOLVEMENT

Palm Elementary School invites you to become involved in the school by volunteering in a classroom or by serving on a parent group like our Parent Teacher Organization, English Language Acquisition Council, School Site Council, or Community Schools Site Team. When children see their parents involved in their education, they will be encouraged to put forth their best effort. Proven Effects of Parental Involvement in schools include:

- Students with highly involved parents can experience learning gains in reading and math.
- Students of involved parents have fewer behavioral problems.
- Family participation in education is twice as predictive of student academic success as socio-economic status.
- Older students are less likely to drop out of school when their parents remain involved.
- Students whose parents know about higher level programs, like AP classes, are likely to be in them.

VOLUNTEERS

We value and encourage parents/guardians to get involved and volunteer at Palm Elementary. A critical part of effective schooling is parent involvement. Students learn best when parents, teachers, the principal, and

community members all work together as a collaborative team. This requires planning, effective communication, and effort on everyone's part. Volunteers are needed who possess a wide variety of skills and who are available at different times during the school day and beyond. Parent availability to support may vary. There is volunteer work waiting for everyone. Please contact either a teacher, PTO representative, or the school principal to learn more about how you can become involved. When volunteering, siblings and/or younger children are not allowed to accompany their parents. Some of the ways you might help include:

- Volunteering to help in a classroom one day a week for a special one-time event;
- Chaperoning a field trip;
- Attending school functions;
- Attending parent conferences;
- Joining PTO
- Volunteering to help plan or assist at an after-school event;
- Donating supplies or resources and/or encouraging local businesses to do the same.

To follow are district guidelines that all volunteers must follow to ensure the safety of all.

One-time volunteers:

- Must have a “*One-time*” Volunteer Application on file at both the school site and the HLPUSD Department of Police & Safety ***at least four weeks prior to the event***. This application is available in the school office. Once completed, the school office manager will verify volunteer identification, Covid Vaccine Card or current negative Covid test upon entering the site when volunteering and give it to the site administrator for approval and signature. One-time events include helping with **ONE** special school-wide event/classroom activity. No “Live Scan” (fingerprints), No TB clearance or fees are required.

On-going volunteers:

- Cleared volunteers within the past 4 years do not need to renew their volunteer application yearly, unless they are volunteering at a new site or updating any medical information. Any clearance beyond 4 years will require applicants to begin the volunteering process.
- ***First Time Applicants:*** A current TB clearance, Covid Vaccine Card, or provide a negative Covid test weekly. The TB test must be ***no more than 60 days old for the first-time applicants*** (clearance is good for up to four years from date of test); Applicant must contact district Department of Police and Safety to schedule Live Scan fingerprinting and pay the one-time fee. Volunteer hours will not begin until clearance is obtained.

AFTER SCHOOL PROGRAMS

A variety of after-school programs are offered yearly. Activities include Cross Country, Basketball, Science Olympiad, Lego League, and other extracurricular activities. **Champions** also offers after school daycare with homework tutoring and other activities. Additional information regarding each of these programs will be sent home with students in the first few weeks of school.

MOBILE PHONES/DEVICES

Mobile phones/devices (commonly referred to as cell phones/devices) may not be used during instructional time, therefore bringing one to school has limited value and is strongly discouraged. There isn't a secure place where phones/devices will be kept, and the school may not be held responsible for replacing lost or stolen phones/ devices. **Mobile phones are not to be seen nor heard between 7:15 a.m. and 2:19 p.m.** If seen or heard, the device will be confiscated and returned to the parent/student at the end of the school day. Mobile devices are to be kept in a backpack at all times.

LOST AND FOUND

Lost and found articles are to be turned into the office. Found clothing is hung on the clothes rack in the cafeteria. Small items are stored in the office. Please check lost and found periodically if your child's belongings go missing. Unclaimed items will be donated to a local charity.

MEDICATION & SCHOOL NURSE

Medication is only permitted with a doctor's recommendation. Children who take medication must leave it in the nurse's office, and it must be administered by authorized school staff or parent/guardian; a parent/guardian may come to the school to administer medication to their child in the school office. Forms are available in the front office to authorize school/district personnel to administer the medication. These forms must be signed by the student's physician. The school does not have a nurse on a daily basis. A nurse is available for emergencies at all times. Hearing and vision assessments are given to all kindergarten and third grade students.

PSYCHOLOGICAL SERVICES

The emotional well-being of all students is a responsibility shared by all staff members. To assist the staff, a school psychologist and counselor are assigned to the school twice a week to support students.

STUDENT EXPECTATIONS

The Palm Elementary staff uses a positive behavioral expectation plan for all children. Our goal is to work together with parents so that all children can learn in a secure, safe, and positive environment while developing a positive attitude toward themselves and school. Therefore, it is important for students to know the boundaries for their behavior. If inappropriate behavior should occur, the disciplinary action taken will follow board policy and state law. Please review the 'Palm Panther Behavior Expectations' at the back of this handbook and the following:

PALM ELEMENTARY SCHOOL RULES

- Be Safe
- Be Respectful
- Be Responsible

CAFETERIA EXPECTATIONS

- All children are expected to enter and eat breakfast/lunch in the cafeteria in a quiet and orderly manner.
- Candy, soda, and gum are not allowed.
- Children will not throw, trade, or give away any food.
- Children will remain seated at their tables until dismissed by a Site Supervision Aide.
- Each child will be responsible for keeping his/her own eating area clean.
- Children will be respectful and follow the directions of the Site Supervision Aides and school staff.

PLAYGROUND EXPECTATIONS

- All games and activities are open to anyone who wants to play.
- Students are to remain on the playground for the entire recess period. Once students leave the hallways, they are not to return to their classroom unless with a teacher.
- Students are to get drinks and use the restroom at the beginning of the recess period, not after the bell rings.
- Students may wait for friends on the playground, away from the classrooms or restrooms.
- Students should try to resolve problems with others prior to asking for adult assistance.
- When you hear the bell signaling the end of recess, wait for the whistle to line up. Walk to your line immediately and patiently wait for your teacher.

- Be respectful of our playground by staying off the hill, picking up trash, and treating the equipment respectfully.
- No food is allowed in the playground except at the tables.

INAPPROPRIATE STUDENT BEHAVIORS:

- Fighting or threatening to cause a physical injury to another person
- Willfully using force or violence towards another person
- Possessing any firearm, knife, explosive, pepper spray, laser pen or other dangerous object.
- Disorderly conduct
- Dress appearance, which causes disruption.
- Profanity, obscene acts
- Forgery/cheating
- Theft/burglary/possession of stolen property
- Smoking or possession of tobacco
- Defiance of authority/disruption of school activities
- Destruction of school property or private property
- Physical assault/battery
- Alcohol/drugs/paraphernalia/look-alikes
- Possession of an imitation firearm
- Extortion/robbery
- Explosive devices, including firecrackers
- Hazing
- Leaving school without permission
- Sexual harassment
- Bullying another student

POSSIBLE CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:

- Counseling with student
- Conferencing with parents
- Suspension: the school principal has the right to suspend a student for a period of up to five consecutive school days for each offense. In cases of this type, an informal conference between the principal and his/her designee, the student, and any other appropriate persons will occur. If after an investigation the principal decides that a suspension is necessary, it will become effective immediately. The principal will attempt to notify parents by telephone before this action is taken.
- Expulsion: The school principal has the right and, in some cases, is required, to recommend to the district superintendent that a student be expelled (expulsion). If a student has violated a school rule and is subject to expulsion, the student and his/her parents will be formally notified. Part of this notification will include detailed instructions regarding the due process procedures.
- In-School suspension
- After-School detention

DAMAGE TO SCHOOL PROPERTY

The law states that parents are liable for all damage to school property, including books that are damaged or lost. Textbooks will be assigned to students. If books are lost or willfully damaged, a fee to cover the loss or damage will be charged. We may withhold report cards, additional school activities and/or End of the Year activities until all costs have been paid. Students writing on desks or walls will be expected to clean them. The damaged equipment will need to be replaced at parents' expense.

DANGEROUS OBJECTS / WEAPONS

Education Code 48900 states no student can bring and/or possess any weapon (look-alike/toy weapon) or dangerous object on any school campus. Any student possessing one will be subject to school suspension, transfer to another school, or recommended expulsion from our district.

EMERGENCY PROCEDURES

Students participate in monthly drills to practice emergency procedures. In the event of a major disaster such as an earthquake, our campus will be locked for safety reasons. A Command Post will be established at or near the front office gate. If this location is unsafe, an alternative location will be used. When a disaster occurs, the school principal or designee will determine if, when, and how the students will be released. School staff are required to remain on campus for up to 72 hours after a major disaster.

Students will only be dismissed prior to the end of the school day to any adult listed on their emergency card; therefore, it is important each family write down as many persons as they feel comfortable with picking up their child(ren). It is also essential that this card is kept up to date. A change in any of the following should be reported to the school immediately:

1. *Home and/or work telephone number;*
2. *Physician's name and/or telephone number;*
3. *Name, address, or telephone number of a friend/relative to be contacted if we cannot reach you;*
4. *After-school caregiver's name and/or telephone number.*

When a disaster happens, every parent wants to be sure their child is safe and cared for or supervised. Please make sure you follow these emergency procedures:

1. In the event of an emergency, remain calm.
2. Do not telephone the school. The telephones may be down and if operable, will be utilized for emergency communications.
3. If at all possible, do not drive to school as this will only add to the traffic congestion and impede the progress of emergency vehicles.
4. If you do come to the school, do not enter the school grounds except at the designated area. Also, expect to wait in a line to pick up your child(ren) while school staff notifies teachers and your students are sent up. Make sure you write down who you are taking and where you are going. Other family members who arrive after you will want this important information.

Palm Elementary

2025 - 2026 Schedules

Daily Schedule

JK-3rd 8:15am-2:12pm
4th-5th 8:00am-2:19pm

Recess Schedule

JK, 4th-5th 9:55am-10:15am
K-3rd 10:15am -10:35am

Lunch Schedules

JK 12:20-1:00pm
K 12:00-12:40pm
1st 12:15-12:55pm
2nd 11:55am-12:35pm
3rd 11:50am-12:30pm
4th 12:05-12:45pm
5th 12:10-12:50pm

Thursday's

JK-3rd: 8:15am-1:07pm
4th/5th: 8:00am-1:06pm

Parent Conference Week

JK-3rd: 8:15am-1:06pm
4th/5th: 8:00am-1:07pm

Report Card Days

JK-3rd: 8:15am-1:09pm
4th/5th: 8:00am-1:07pm

Palm Elementary School Calendar *
“Full Speed Towards Success”
2025-2026

August:

05 – Meet and Greet (Cafeteria)
06 – First Day of School
13 – Fall Picture Day
16 – Garden Beautification Day (8-11am)
21 – Back to School Night (4:30pm Title 1 @ Cafeteria/5pm Classrooms)
29 – Coffee w/the Principal Title I/EL Mtg (8:30am @ PECSR Rm)

September:

01 – *No School* (Labor Day)
12 – Coffee w/the Principal/ELAC #1 Mtg (8:30am @ PECSR)
13 – Recycle Rally (8am-12pm Parking Lot)
22-26 Parent Conference Week (TK-3rd 1:06pm/4th-5th 1:07pm)
23 – *No School* (Student Release Day)
30 – SSC #1 Mtg (2:45pm @ PECSR)

October:

01 – CBED’s Day
16 – 50th Day of School Celebration
17 – Coffee w/the Principal/ELAC #2 Mtg (8:30am @ PECSR)
17 – 50’s Sock Hop Family Dance (5-7pm @ Cafeteria)
17 – 50th Day Celebration – 50’s Day
25 – Trunk-or-Treat (5:30-7pm @ Parking Lot)
27-31 Red Ribbon Spirit Week
28 – SSC #2 Mtg (2:45pm @ PECSR)
31 – Storybook Parade (8:30am @ Playground Area)

November:

05 – Modified Day (4th-5th 1:07pm/TK-3rd 1:09pm)
07 – Trimester #1 Ends
07 – Trimester #1 Awards (Cafeteria)
10-14 Anti-Bully Spirit Week
11 – *No School* (Veterans Day)
14 – Coffee w/the Principal (8:30am @ PECSR Room)
14 – Family Game Night (5:30-7pm @ Cafeteria)
15 – Chalk-It Up (11am-1pm @ Front of LRA)
24 – 28 *No School* (Thanksgiving Break)

December:

05 – 80th Day Celebration – 80’s Day
12 – Coffee w/the Principal (8:30am @ PECSR Room)
13 – Pancakes w/Santa (9-11am @ Cafeteria)
13 – Winter Boutique (10am-1pm @ Parking Lot)
19 – 5th Grade PJs and Pancake Breakfast
22 – 31 *No School* (Winter Break)

January:

01 – 05 *No School* (Winter Break)
06 – School Resumes
19 – *No School* (MLK, Jr Day)
20 – 100th Day of School Celebration
23 – Coffee w/the Principal/ELAC #3 (8:30am @ PECSR Room)
23 – Paint Night (5:30-7pm @ Cafeteria)

February:

03 – SSC #3 Mtg (2:45pm @ PECSR Room)
07 – Cancer Walk
09 – *No School* (Lincoln’s Birthday)
13 – Coffee w/the Principal (8:30am @ PECSR Room)
16 – *No School* (President’s Day)
17 – Spring Picture Day
18 – Modified Day (4th-5th 1:07pm/TK-3rd 1:09pm)
19 – 120th Day of School
20 – End of Trimester #2
20 – Trimester #2 Awards (Cafeteria)
20 – Fairy Tale Ball (5:30-7pm @ Cafeteria)

March:

02 – 06 Parent Conference Week (TK-3rd 1:06pm/4th-5th 1:07pm)
02 – 06 Read Across America Spirit Week
13 – Coffee w/the Principal/ELAC #4 (8:30am @ PECSR Room)
13 – STEM Night (5:30-6:30pm @ Cafeteria)
17 – SSC #4 Mtg (2:45pm @ PECSR Room)

April:

06 – 10 *No School* (Spring Break)
17 – Coffee w/the Principal w/ELAC #5 (8:30am @ PECSR Rm)
18 – Autism Acceptance Walk (11:30am-1:30pm @ LAHS)
21 – SSC #5 Mtg (2:45pm @ PECSR)
30 – Celebration of Learning (4:30pm @ Cafeteria)
30 – Open House (5-6pm @ Classroom)

May:

08 – Trimester #3 Awards (Cafeteria)
08 – Family Fiesta Night (5:30-7pm @ Black Top)
15 – Coffee w/the Principal (8:30am @ PECSR Room)
15 – 5th Grade Dance (2:30pm @ Cafeteria)
20 – Kinder Promotion (10am @ Black Top)
20 – 5th Grade Promotion (11am @ Black Top)
21 – Last Day of School



Palm Panther Behavior Expectations



Palm Panthers Are:	Classroom	Playground	Hallway	Restroom	Office	Cafeteria	Library	Computer Lab
Safe	<ul style="list-style-type: none"> • Walk • Follow all classroom rules • Keep my hands, feet, and all body parts to myself 	<ul style="list-style-type: none"> • Keep my hands and feet to myself • Walk on the blacktop • Run only on the grass areas • Follow game rules • Walk to my line when I hear the whistle • Report any injuries or accidents to adult 	<ul style="list-style-type: none"> • Pay attention to where I am walking (face forward) • Walk • Keep my hands and feet to myself 	<ul style="list-style-type: none"> • Get 1 pump of soap • Rub hands for 10 seconds • Rinse thoroughly • Get 1 paper towel and dry my hands • Walk to the trash can and throw away my trash 	<ul style="list-style-type: none"> • Wait in a single file line • Only one person in the nurse's office at a time unless told otherwise by an adult 	<ul style="list-style-type: none"> • Walk • Stay seated until dismissed • Wait patiently in line • Keep my hands and feet to myself 	<ul style="list-style-type: none"> • Push in chairs • Use handrails to walk up steps • Walk • Pick up books off the floor 	<ul style="list-style-type: none"> • Push in chairs • Walk • Wash and dry my hands before lab time
Respectful	<ul style="list-style-type: none"> • Take pride in my work • Do my best and try my hardest • Be kind to my classmates and teachers • Raise my hand • Wait for others to be finished talking before I speak • Listen and am attentive 	<ul style="list-style-type: none"> • Show good sportsmanship • Wait my turn to play • Ask to join a game 	<ul style="list-style-type: none"> • Use indoor voices • Pay attention to adults' directions 	<ul style="list-style-type: none"> • Wait my turn • Respect other's privacy 	<ul style="list-style-type: none"> • Say "please" and "thank you" • Use indoor voices • Wait patiently until someone is able to help me • Sit on a chair with both feet on the ground • Quietly open and close the door behind me 	<ul style="list-style-type: none"> • Listen to adult's directions • Use indoor voices • Am polite and kind to others • Say "please" and "thank you" 	<ul style="list-style-type: none"> • Use indoor voices • Handle books carefully and gently 	<ul style="list-style-type: none"> • Use indoor voices • Raise my hand • Handle computer equipment gently
Responsible	<ul style="list-style-type: none"> • Bring my materials and supplies every day • Bring my completed homework every day • Come prepared to learn • Complete all my assignments 	<ul style="list-style-type: none"> • Bring playground equipment back to my classroom • Throw away trash in a trash can • Respond immediately to noon aides • Stop and freeze when the bell rings 	<ul style="list-style-type: none"> • Throw away trash in trash cans • Go directly to my destination 	<ul style="list-style-type: none"> • Throw away your trash • Turn off faucet to save water • Leave the restroom as soon as I am finished 	<ul style="list-style-type: none"> • Make sure your teacher knows where I am before coming to the office • Know exactly why I am at the office (errand for the teacher, making a phone call, or getting copies) • Keep my belongings with me 	<ul style="list-style-type: none"> • Memorize my lunch number • Throw away all trash • Keep my eating area (table and floor) clean 	<ul style="list-style-type: none"> • Return books on time • Place books on desk when coming in • Quietly find an appropriate book • Have books ready with barcodes up • Put books back where I found them 	<ul style="list-style-type: none"> • Memorize my login information • Keep my passwords private • Stay focused on my assignment

Paws Tracker

What is a Paws Tracker?

Your Paws' Tracker will be carried with you throughout the school day. This document will be used to tabulate your citizenship and be used for eligibility for Fun Fridays and End-of-the-Year activities.

How Do I Earn Points?

Student will begin each month with 50 citizenship points. Students will keep all citizenship points by simply being a good citizenship. If a student loses citizenship points, he/she will have the opportunity to earn back points to be eligible for Fun Friday's and End-of-the-Year activities. A student may earn back a maximum of 2 points per week.

*Students who have been suspended, whether it's an In-House or Out-of-School suspension, **will lose 10 or 20 points**. Students may earn points on their behavior card by volunteering and accumulating points.

20 minutes of teacher-approved Volunteer Work is equivalent to **1 point**. The following are examples of volunteer work that qualify for points.

- Conduct community service after school
- Assist a teacher in a classroom after school (Filing, stapling, sweeping, cleaning, organizing, or other)
- School-wide Beautification
- Cafeteria Beautification during lunchtime
- Other ideas as approved by the Panther Staff

How do I Lose Points?

You will lose points based on infractions on your Paws' Tracker, based on our Panther behavior rubric. These points will be deducted from the overall 50 points for the month.

What Happens If I Lose My Card?

If you lose your Citizenship Card, an automatic **5 points** will be deducted from your overall points for the month. However, you will have the opportunity to earn back up to **2 points a week**.

Citizenship Card

The Citizenship Card points will be tabulated at the end of every month. Thursday before Fun Friday, students who have earned 70% or more of their citizenship points will attend Fun Friday/EOY Activities.

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

PAWS TRACKER

Name: _____

Month: November

Grading Scale:	C (35-39)	Community Service:	Referral – 5 pts
A (45-50)	0-34 points - Not eligible for Fun	20 minutes = 1 point	In-House –10 pts
B (40-44)	Friday		Out-House - 20pts

Loss of Paws Tracker –5pts each time

- | | | |
|----------------|----------------------|--------------------------|
| 1. Respectful | 4. Tardy | 7. Substitute Disrespect |
| 2. Responsible | 5. Damaging Property | 8. Office Referral |
| 3. Safe | 6. Gum/Food | |

Date	Code	Description	Initial	Points	Grade	
				50	A	
						Week 1 Parent Signature
						Week 2 Parent Signature
						Week 3 Parent Signature
						Week 4 Parent Signature

Reflection and Goal Setting:

Name: _____

Grading Scale:	C (35-39)	Community Service:	Referral – 5 pts
A (45-50)	0-34 points - Not eligible for Fun	20 minutes = 1 point	In-House –10 pts
B (40-44)	Friday		Out-House - 20pts

[illegible]

Name: _____

Grading Scale:	C (35-39)	Community Service:	Referral – 5 pts
A (45-50)	0-34 points - Not eligible for Fun	20 minutes = 1 point	In-House –10 pts
B (40-44)	Friday		Out-House - 20pts

[illegible]

Reflection and Goal Setting:

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Name: _____

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Loss of Paws Tracker –5pts each time					
1.	Respectful	4. Tardy	7. Substitute Disrespect		
2.	Responsible	5. Damaging Property	8. Office Referral		
3.	Safe	6. Gum/Food			
Date	Code	Description	Initial	Points	Grade
				50	A
Week 1 Parent Signature					
Week 2 Parent Signature					
Week 3 Parent Signature					

Reflection and Goal Setting:
