PALACIOS
ELEMENTARY SCHOOL

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2026-2027

Campus Procedures Manual

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PALACIOS ISD RESOLUTION IN ACADEMIC HONESTY

Academic Integrity: It is the aim of the faculty of Palacios ISD to foster a spirit of complete honesty and a high standard of honor. The attempt of students to present as their own work, that which they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offender liable to serious consequences. Some examples associated with academic dishonesty:

Cheating: the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of any unfair advantage on any form of academic work, or attempts thereof. Such acts include, but are not limited to:

- The use of talking, signs, or gestures communicating during a quiz or test
- Copying from another student or allowing the copying of an individual assignment, or leaving work accessible to others
- Passing quiz or test information during a class period or from one class period to members of another class period
- Submission of pre-written writing assignments at times when such assignments are supposed to be written in class
- Illegally exceeding time limits on timed quizzes, tests or assignments
- Unauthorized use of study aids, notes, books, data or other information
- Sabotaging the projects of other students
- Use of electronic devices during an assessment
- Illegal entry to or unauthorized presence at a teacher's computer.

Plagiarism: the copying of the language, structure, programming, computer code, ideas, and/or thoughts of another and passing off the same as one's own original work, or attempts thereof. Such acts include, but are not limited to:

- Having a parent or another person write an essay (including the purchase of works on-line) or do a project, which is then submitted as one's own work
- Failing to use proper documentation and bibliography
- Falsification/Lying (includes the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof. Such acts include, but are not limited to:
    - The forgery of official signatures
    - Tampering with official records
    - Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment
    - Lying or failing to give complete information to a teacher
    - Feigning illness to gain extra preparation time for quizzes, tests or assignments due

Stealing: taking or appropriating without the right or permission to do so and with the intent to keep or make use of wrongfully, the schoolwork or materials of another student or the instructional materials of a teacher. Such acts include, but are not limited to:

- Stealing copies of quizzes or tests
- Illegitimately accessing the teacher's answer key for quizzes or tests
- Stealing the teacher's edition of the textbook
- Stealing another student's homework, notes, or handouts

Falsification/Lying: the statement of any untruth, either verbally or in writing, with respect to any circumstances relevant to one's academic work, or attempts thereof. Such acts include, but are not limited to:

- The forgery of signatures
- Tampering with records
- Fraudulently adding, deleting, or manipulating information on academic work, or fraudulently changing an examination or other academic work after the testing period or due date of the assignment

Students participating in Academic Dishonesty will be subject to academic and disciplinary action.

ALMA MATER

Let our voices loudly singing echo far and near
Praises of Palacios High School and her memory dear.
Palacios High School, Palacios High School,
Loud her praises ring.
Hail to thee our Alma Mater Hail,
All Hail, to thee.

ATTENDANCE

Attendance will be taken daily at 8:45 a.m. Students not present at 8:45 a.m. will be considered absent. If a student attends any part of the day and has a medical excuse for that day, they will be counted as present medical. If your child will be absent two or more consecutive school days, parents should call the office to request assignments prior to 10:30 am, so teachers will have adequate time to gather material. Assignments may be picked up in the office. See Absences/Attendance in the Student Handbook.

A student will be considered present for the following reasons as outlined in the 2026-2027 Student Attendance Accounting Handbook as adopted by the Texas Education Agency (WITH APPROVED DOCUMENTATION):

- If the student is at a medical appointment and the student begins classes or returns to class on the same day of the appointment. The appointment must be supported by a document, such as a note, from the health care professional.
- Court appearance as mandated by court
- School related absences
- Department of family/protective services
- Religious holiday
- Citizen paperwork/ceremony
- Life threatening illness

Letters of student absences will be mailed home after the following absences: 3 days, 5 days, 10 days, 18 days.
Truancy plans are mandated by the state and assist students in avoiding loss of credit and court fines. A truancy plan will begin when a student has five (5) absences. The following steps will occur:

1. Students will be called in and placed on a truancy plan.
2. Parents will be notified by phone, email, and/or mail.
3. A copy of the truancy plan will be mailed home.
4. Students may be assigned to make-up hours for attendance as outlined in the truancy plan.
5. At eight (8) absences students will be called in and the truancy plan will be re-evaluated/adjusted.
6. At ten (10) absences students will lose credit and parents and students will be required to appear before the Palacios Attendance Review Board.
7. If attendance does not improve, student and/or parents will be referred to Matagorda Truancy Court.

ANIMALS

Animals may be brought into the classroom for educational purposes; however, they must be appropriately housed, humanely cared for, and properly handled. Persons bringing any animals into any school must receive prior permission from the campus administrator.

BICYCLES

Students are not allowed to ride bicycles to school.

BIRTHDAY CELEBRATIONS

Parents may send or drop off prepackaged snacks or cupcakes to celebrate their child's birthday. We ask that these items be brought to the school office and a staff member will deliver them to the classroom. Celebrations are typically held at the end of the school day.

BREAKFAST

Breakfast is available to 1st-5th grade students from 7:15-7:35 am. Pre-K and Kindergarten have breakfast in the cafeteria with their class.

BUILDING AND CLASSROOM CARE

Each student using district facilities should be aware of his/her responsibility for keeping his/her immediate area clean and orderly.

BUS REFERRALS

Students receiving referrals from incidents on the bus will be subject to the following consequences deemed appropriate by the administrator: warning, detention, ISS, OSS, suspension from riding the bus.
The following behaviors will result in an automatic suspension from the bus:

1. Vandalism
2. Fighting/physical violence
3. Tobacco/vape products

CAR TAGS

At the beginning of the school year, each parent/guardian will receive one car tag with the student's name and grade printed on it. The first tag is free and any replacement or additional tags can be purchased in the front office by either the custodial parent or guardian. For full pick-up procedures, see *STUDENT PICK UP (page 9)*.

CHANGES FOR GETTING HOME

If you have a change as to how your child is getting home for the day, please call the school by 2:00 p.m. to guarantee your child will receive the message. Your cooperation will assist us in achieving our primary goal of keeping students safe.

CHECK OUT PROCEDURES

To maintain campus safety and uphold district expectations, the following procedures govern all student releases during the instructional day. These guidelines are shared with parents, students, and staff to ensure transparency and consistency.

- All individuals who arrive on campus to pick up a student must present a valid, government-issued photo ID.
- Students will not be released to anyone who is not listed as an authorized contact in the student's records.
- Parents/guardians requesting that someone other than themselves pick up their child must ensure the individual is listed in PEIMS as an approved contact authorized to transport the student.
- If the individual is not listed, the parent must update the student's contact information with the registrar before the student can be released.

COMMUNICATION DEVICES

The district permits students to possess personal cell phones or other communication devices (example: smart watches) for safety purposes; however, these devices must remain turned off during the instructional day and must stay in the students backpack.

The use of cell phones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office.

Confiscated telecommunications devices that are not retrieved by the student or the student's parent will be disposed of after the notice required by law. [See policy FNCE for more information.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See Student Code of Conduct and policy FNF for more information.] Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

COMPUTERS – SCHOOL ISSUED

See PISD User Agreement.

CONDUCT

Achieving productive student conduct is an equal partnership involving school district personnel, parents and students. The ultimate responsibility for successful school behavior must rest with the individual student, yet each member of the school community bears a significant responsibility in nurturing positive school conduct in each child. Support and interest in student behavior by parents plays a very important part in the student conduct.

Students have the responsibility to:

1. Attend all classes, daily and be on time.
2. Be prepared for each class with appropriate materials and assignments.
3. Be properly attired.
4. Exhibit respect toward others.
5. Conduct themselves in a responsible manner.
6. Pay required fees and fines, unless they are waived.
7. Refrain from violations of the Student Code of Conduct.
8. Obey all school and safety rules.
9. Cooperate with staff in investigation of disciplinary cases and volunteering information when the student has knowledge relating to a serious offense.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of your child.
2. Reinforce school responsibilities and rules
3. Be sure your child attends school regularly. Promptly report and explain absences and tardies to the school.
4. Encourage and lead your child to develop proper study habits at home.
5. Participate in meaningful parent-teacher conferences to discuss their child's school progress and welfare.

6. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure your child is appropriately dressed at school and school-related activities.
10. Discuss report cards and school assignments with your child.
11. Bring to the attention of school authorities any learning problem or condition that may relate to your child's education.
12. Maintain up-to-date home, work, and emergency telephone numbers and other pertinent information.
13. Be sure your child attends school tutorials when required or as the need arises.
14. Exhibit respect for teachers and administrators in resolving disciplinary problems of your student.

Teachers have the responsibility to:

1. Use discipline management techniques approved in the district's Student Code of Conduct
2. Ensure good student discipline by being in regular attendance and on time.
3. Perform their teaching duties with appropriate preparation, assignments and resource materials.
4. Comply with district and school policies, rules, regulations and directives.
5. Maintain an orderly classroom atmosphere conducive to learning.
6. Teach to the standards of performance required by the district.
7. Establish rapport and an effective working relationship with parents, students and other staff members.
8. Teach students to strive toward self-discipline.
9. Encourage good work habits that will lead to the accomplishment of personal goals.
10. Serve as appropriate role models for their students in accordance with the standards of the teaching profession.
11. Exhibit respect for parents and administrators in resolving disciplinary problems of the student.
12. Hold one or more conferences during each grading period with parents of students who are not maintaining passing grades for the quarter, not achieving the expected level of performance, presenting a concern to the teacher.

Administrators have the responsibility to:

1. Respond to discipline problems referred to them by teachers.
2. Promote effective conduct and discipline of all students.
3. Encourage parent communication with the school, including participation in required parent-teacher conferences.
4. Provide appropriate assistance to students in learning self-discipline.
5. Assume responsibility and instructional leadership for discipline and for evaluation of the Discipline Management Plan.
6. Serve as appropriate role models for the students on their campus in accordance with the standards of the profession.
7. Exhibit respect for parents and teachers in resolving disciplinary problems of the student.
8. Conduct parent training workshops for home reinforcement of study skills and specific curriculum objectives.

CONDUCT AT ATHLETIC EVENTS / SCHOOL EVENTS

1. All persons on the school grounds must attend the event; loitering around cars, buildings or other school facilities is not allowed.
2. All Palacios Elementary students must be accompanied by an adult who will be responsible for their conduct.
3. All students must remain seated in the stands unless going to and from the concession stand or restrooms; there will be no playing games, sitting on the rail, standing by the fence, etc.
4. Students who do not remain seated, after the first reminder, will be required to sit with their parents. Subsequent violations may result in withdrawal of privileges from future athletic/school events.
5. Palacios ISD prohibits smoking and any use of e-cigarettes or tobacco products on all district property.

CONDUCT AT THE FINE ARTS AUDITORIUM

In addition to the conduct standards for athletic events, students should follow the rules below when attending events in the Fine Arts Auditorium:

1. Remain seated at all times during performances.
2. Refrain from talking, whistling, or other distracting noises during performances.
3. Remove hats and caps when entering the building.
4. Refrain from loitering in the foyer, aisles and outside the auditorium.
5. No food or drink allowed in the auditorium.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before-school or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

DELIVERIES

Deliveries are prohibited unless approved by campus administrators. No food drop offs are allowed.

DETENTION

Students may be required to attend After School Detention or Saturday class for any violation of the Student Code of Conduct. Parents will be given one day's notice about the detention. After School Detention is held from 3:55-4:25 pm. Students who must attend After School Detention must have a parent or guardian sign them out and pick them up in the office at the end of their detention. Students who are required to attend Friday / Saturday school will need to be at the school from 8:00 a.m. -12:00 p.m. Students who miss After School Detention must stay for detention the next day detention is held.

DETENTION (BY TEACHER)

Students may be kept after school for up to one hour per day. Teachers will notify the parents at least one day in advance so that they may make arrangements for transportation.

DISCIPLINE

See *Student Code of Conduct.*

DRESS CODE

See *PISD Dress and Grooming Policy.*

ELIGIBILITY FOR AWARDS

To represent the school in any way, or participate in any school activity or organization, a student must be passing all subjects, not be guilty of willful destruction of school property, and not be guilty of continued misconduct.

EMERGENCY CONTACTS

Parents will be asked to provide the school with at least **two (2)** emergency contacts (other than parent) to be used when parents cannot be reached. The emergency contact, including name and phone number, will be used for:

- medical emergency
- emergency school closure
- students not picked up from school

FEDERAL PROGRAMS

Various programs, federally funded, support the supplemental instruction to students in the areas of teacher professional development, Bilingual and ESL, Career and Technology, core subject areas, and school-wide program to target at-risk students.

FUNDRAISERS

Fund-raising activities by student groups and/or school-sponsored projects will be allowed, with administrative approval, and under the supervision of the sponsor. Fund-raising projects are limited to two product sales per organization each school year. Service-type fund raisers are not limited in number. Student participation in approved fund-raising activities, including the collection of monies, should not interfere with the regular instructional program.

Any sale of food or beverage items sold on campus during the school day, must meet the Competitive Food Nutritional Standards. The school day is defined as the period from the midnight before the beginning of the official instructional day to 30 minutes after the end of the official instructional day. Students are not permitted to participate in fund drives for non-school charitable organizations as official representatives of their school. No outside organization of any sort may solicit contributions of any type from students within the schools during school hours. Any money collected which is related to these activities should be turned in daily to the sponsor and not kept with the student.

GIFTED AND TALENTED PROGRAM

Please see *District Procedures for Academically Gifted & Talented Students*

GRADE LEVEL

Students are considered on grade level in a particular subject when they master at least 70 percent on the Texas Essential Knowledge and Skills (TEKS) for that subject at the grade in which they are enrolled. A grade of 70 or above on graded assignments or the report card reflects mastery of required subject matter.

GRADING

Please see *District Grading Guidelines*

HOMEWORK POLICY

Homework is an assignment to be completed during a period of study outside of class, in a study hall, or at home. Well chosen, clearly communicated homework is an integral part of the instructional process. Homework assignments reinforce student learning and develop study habits.

Guidelines for Homework:

- Homework will have a meaningful instructional purpose.
- The length of homework assignments will be age appropriate.
- Students who are absent, will have up to 3 school days to complete missing homework assignments.

HONOR ROLL

Academic Honor rolls are based on report card grades at the end of each grading period.

- "A" Honor Roll – Report card grades of 90 or above in each subject
- "A/B" Honor Roll – Report card grades of 80 or above in each subject

Students are honored for being on the honor roll at the end of each quarter and at the end of the year. Honor roll and perfect attendance ceremonies will be scheduled and communicated with parents after report cards are sent home.

LEARNING RESOURCE CENTER (LIBRARY)

Students may check out a book for one week and recheck the book for an additional week upon approval by the librarian. If a student fails to return a book after the first week, it will be rechecked automatically for an additional week. Students are not permitted to check out books during the time they have an overdue book.

LUNCH VISITORS

To ensure campus safety, minimize classroom disruptions, and maintain consistency, the following procedures will be followed regarding lunch visitors and outside food: Students who forget their lunch may have a lunchbox dropped off in the front office by a parent or guardian. Office staff will ensure the student receives the lunch. Parents, guardians, or approved visitors who choose to eat lunch with their child are welcome to bring outside food for their own child only. Outside food may not be shared with or provided to other students. Outside restaurant meals or other food items may not be dropped off in the front office for student lunch, except for a forgotten lunchbox brought from home. Visitors eating lunch with students must follow all campus visitor procedures and remain in the designated visitor dining area.

NON-ACCREDITED SCHOOLS

Students entering a District school from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teachers, guidance personnel, and the principal. Criteria for placement may include:

1. Scores on achievement tests, which may be administered by appropriate District personnel
2. Recommendation of the sending school
3. Prior academic record
4. Chronological age and social and emotional development of the student
5. Other criteria deemed appropriate by the principal
6. Credit by Exam

OTHER PROGRAMS / EVENTS

Special programs and events provided to enhance student learning may include:

1. Awards assemblies every quarter
2. Computer instruction
3. Gifted and Talented
4. Bilingual/ESL instruction
5. UIL District Contest for second - fifth grade students
6. Music program
7. Field trips
8. Safety Programs
9. Art exhibits
10. RTI- Shark Time

PARENTAL INVOLVEMENT

The Parent Involvement Coordinator works with parents of students participating in Title I programs and may be contacted at 361-972-5491.

PARENTAL NOTIFICATION / STUDENT THREATS

Schools have an obligation to notify parents/guardians of issues that may affect the student's safety and well-being. Statements or threats regarding suicide, gang activity, or fear of harm must be reported to the parent/guardian. Upon hearing a student make a statement(s) or threat(s), or learning of issues that may affect the student's safety, the faculty member shall report this information to a campus administrator. Depending on the nature of the statement or threat, school staff may be required to notify Child Protective Services (CPS).

Campus administration will ensure that the student meets with his/her school counselor. If the issues related to the student's safety involve other students or adults on campus, the campus administrator will conduct an investigation and take appropriate measures to provide adequate safeguards for the student.

If the issues are criminal in nature, law enforcement shall be contacted. If the issues of concern occurred off campus, campus administrators will obtain as much information as possible and convey it to the necessary school officials or authorities.

PICNICS AND PARTIES

All picnics and parties must be approved by campus administration.

PROGRESS REPORTS

Progress reports will be issued at the 6th week of each quarter. See the *PISD Student Handbook* for the timeline.

RULES: THE SHARK WAY

- **S**upportive
  - Being supportive as a student means helping your classmates and making school a positive place for everyone.
- **H**ardworking
  - Being hardworking as a student means putting in the effort to do your best in school.
- **A**ccountable
  - Being accountable as a student means taking responsibility for your actions and making sure you do what you're supposed to.
- **R**espectful
  - Being respectful as a student means treating everyone with consideration and accepting them for who they are.
- **K**ind
  - Being kind as a student means treating others with care and thoughtfulness.

SCHOOL BUSES AND OTHER DISTRICT VEHICLES

Only eligible students may be transported in district vehicles without written permission from a principal of the campus the student attends, See the *PISD Student Handbook under TRANSPORTATION*.

SCHOOL DAY TIMES / MINUTES

Palacios Elementary School instructional hours are from 7:40 - 3:55 p.m. (495 minutes per day)
Breakfast is served in the cafeteria for 1st - 5th grade from 7:15 - 7:35 am. Pre-K and Kindergarten students will eat breakfast with their class.
For the safety of the students, children SHOULD NOT arrive at school before supervision is provided at 7:15 a.m.

SCHOOL FIGHT SONG

Let's give a cheer for ole Palacios High Whose football
team will never say die! Send a volley cheer on high!
Shake down the thunder from the sky! Although the odds
be great or small, The Palacios Sharks will win over all.
As our Mighty Sharks go fighting
ONWARD TO VICTORY!

SCHOOL TRIPS

Field trips are planned by the teaching staff to support classroom instruction. Permission slips signed by the parent are required of all students who go on the trip. Authorized school personnel can administer medications to students while on field trips. All students must ride school-provided transportation to and from all field trip sites.

SHARK TIME / RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RtI), provided during Shark Time, is a multi-tiered educational strategy that is used to help students who are struggling academically or behaviorally. The goal of RtI is to identify students' needs early on and provide support quickly. RtI can also help teachers identify students who may need more intensive instruction or be eligible for special education programs. Shark time / RtI is provided within the school day.

STAFF RESOURCES FOR STUDENTS AND PARENTS

1. Principal, Buddy Kelley
2. Assistant Principal, Katie Claxton
3. Assistant Principal, Sara Amy
4. School Counselor, Mayra Mancera
5. Classroom teacher
6. Nurse, Christina Jordan

7. Secretary, Trish Carrizales
8. Receptionist, Luz Gomez
9. Receptionist, Amanda Guevara
10. PEIMS / Registration, Jessenia Saldierna

STUDENT CAR DROP OFF

Students who need help opening car doors and exiting the car should be dropped off at the front entrance of the school. Students who do not need assistance exiting the car, may be dropped off at the cafeteria entrance from 7:25-7:38. Buses also use the cafeteria entrance so please be mindful of their presence. Never pass a bus in the drop off lane. Please follow the red traffic directions on this map. When turning into the school entrance, left turns are not recommended from State Highway 35 Business. All traffic is recommended to come from the North side of the school. Traffic during drop off will be single file. Please do not pass vehicles in the drop off lanes. Please pull up as far as possible to unload your student. Please see the *Student Drop Off Procedures (page 10)*

Please be aware that front doors will close at 7:40 a.m. Students arriving late must report to the front office with a parent.

STUDENT CAR PICK UP

PK-1st grade (plus older siblings) will be picked up at the front entrance of the school. 2nd-5th grade students will be picked up from the side entrance (cafeteria) of the school. Please follow the red traffic directions on the *Pick Up Procedures Map (page 11)*. When turning into the school entrance, left turns are not recommended from State Highway 35 Business. It is recommended that all traffic comes from the North side of the school. Traffic during pick up will be double lanes, and PK-1st students will be escorted to cars by staff. Students in 2nd-5th will be monitored by staff members as they load their cars. Please pull up as far as possible to pick up your student.

Parents are to drive through the loading zone. **Do not park and walk to pick up your child at the loading area**. If you choose to park in the parking lot, you will need to sign your child out at the front office. You must have your ID or student car tag to pick up a student. Please do not pick your child up before their dismissal time unless it is an emergency. It is important for your child to be present during the entire instructional day.

If someone other than the parent is going to pick up a child, you must send a note to the teacher or a parent or guardian must call the front office by 2:30 p.m. This person must be noted on the emergency pick-up card, and have photo ID, or the student's car tag. Parents/guardians who are late picking up their child must go to the office to sign their child out.

STUDENT COUNCILS

See Student Council Expectations from Sponsor

SUMMER SCHOOL

Summer school is offered for Emergent Bilingual students in PK and Kindergarten. First through Fifth grade summer school is offered for students who need additional support to meet the required instructional minutes or grade level content. Third through Fifth grade summer school is required for students who have not met state testing requirements.

TARDIES

Any student arriving at school after 7:40 a.m. will be considered tardy and must report to the office to get a tardy slip before going to class. A student is considered absent if they arrive after 8:45 a.m.

9 Week Tardy Policy – (At the discretion of the administrator)

- 1st Tardy Friendly reminder note to student by teacher
- 2nd Tardy Friendly reminder note to parent by teacher
- 3rd Tardy Warning letter to parent by teacher
- 4th Tardy Counselor Intervention
- 5th Tardy Office Intervention

TUTORIALS

All students may attend tutorial sessions voluntarily. Each campus shall develop and conduct a tutorial program and inform students and parents of the schedule. Each teacher shall establish a schedule of tutorial time(s).

VISITORS

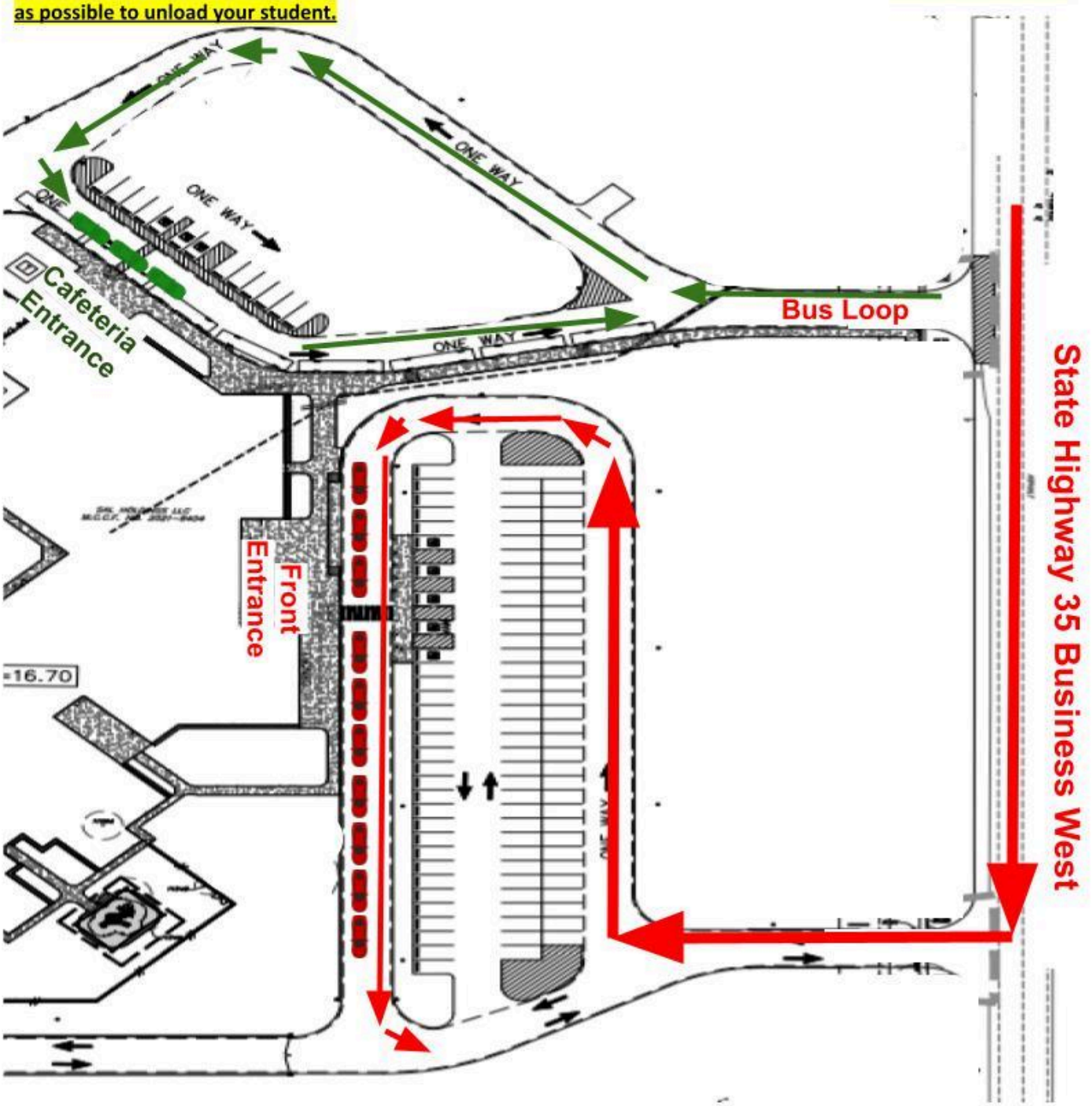
Visitors will be limited on campus.

- All visitors must check in at the front office and present a picture ID.
- A visitor badge will be issued in the main office and must be worn at all times.
- Parent visitors may only speak to their own child and are prohibited from communicating with other students.

PALACIOS
ELEMENTARY SCHOOL

Drop Off Procedures

Students who **need help** opening car doors and exiting the car should be dropped off at the **front entrance** of the school. Students who **do not need assistance** exiting the car, may be dropped off at the **cafeteria entrance** from 7:25-7:38. Buses also use the cafeteria entrance so please be mindful of their presence. **Never pass** a bus in the drop off lane. Please follow the red traffic directions on this map. When turning into the school entrance, **left turns are not recommended from State Highway 35 Business. All traffic is recommended to come from the North side of the school.** Traffic during drop off will be **single file**. Please **do not pass** vehicles in the drop off lanes. **Please pull up as far as possible to unload your student.**



PALACIOS ELEMENTARY SCHOOL

Pick Up Procedures

2nd-5th grade students will be picked up at the side entrance of the school. Please follow the **green** traffic directions on this map. Green car icons will be loaded (double lane). After all green cars are loaded, traffic will be moved up.

Pre-K, Kinder, and 1st grade students (plus older siblings) will be picked up from the front entrance of the school. Please follow the **red** traffic directions on this map. Red car icons will be loaded (double lane). After all red cars are loaded, traffic will be moved up.

All parents: When turning **into** the school entrances, **left turns are not recommended from State Highway 35 Business into the school. All traffic is recommended to come from the North side of the school.** PK-1st grade students will be escorted to cars by staff. 2nd-5th grade students will be monitored by staff as they load their cars. Please pull up as far as possible to pick up your student. When exiting the pick up area onto State Highway 35 Business, please follow all safety laws and exit safely.

