Parent/Student Handbook 2026-2027

ARRIVAL AND DISMISSAL HOURS

PK - 1st Grade: **8:20 am – 1:50** pm **M to F**
2nd – 5th Grade: **8:35** am – **3:05** pm **M/T - Th/F**
2nd – 5th Grade: **8:35** am – **1:50** pm **Wed ONLY**

Please help keep our students safe by adhering to the following procedures:

ARRIVAL

- **DO NOT USE YOUR CELL PHONES IN THE CARPOOL LANE. IT IS THE LAW!!**
- The only parent vehicle drop-off to be used is our carpool lane at the front of the school. **DO NOT DROP OFF ON THE STREET OR PARKING AREAS!**
- Please drop off students only in the right lane adjacent to the building. The left lane is only for vehicles exiting the carpool lane.
- Do not allow your children to disembark from the left lane or left side of car.
- **Always move as far forward as possible** to maximize the use of the carpool lane.
- **Adults never exit their vehicle.** Say goodbye to your child and have your child ready to exit your vehicle before you come to a stop.
- Do not park in the carpool lane, this is a safety concern and slows the flow of traffic.
- Gates open at 8:00 am, all students may report to their classrooms at that time. We offer morning care starting at 7:00 am for those families needing to drop off children earlier.
- If you prefer to park to escort your child, the walkup location is the sidewalk leading to main entrance, please adhere to all posted crosswalk and parking regulations.
- Do not allow any child to run through/around the landscaping. This is an area that is paid for by the PTA.
- On rainy mornings, we will follow the same system.

DISMISSAL

- **DO NOT USE YOUR CELL PHONES IN THE CARPOOL LANE. IT IS THE LAW!!**
- **You must place your carpool sign on your vehicle rear view mirror to facilitate carpool pick process.**
- **PARENT WALK-UP PICK-UP DISMISSAL** is located on the two 124th street gates.
- **YOU MUST HAVE YOUR CARPOOL SIGN TO WALK UP PICK-UP AS WELL.**
- You must email your child's teacher BEFORE noon for a change to your dismissal plan on any given day, ask for confirmation from the teacher. You may also send a written note with your child in the morning.
- If you have an After Care Hourly student to pick up at same time you have a 3:05 dismissal student to pick up, you must pick up students separately. Meaning, pick up ASC students in the office and then proceed to walk-up pick-up area on 124th street.
- On rainy days, we will follow the same dismissal procedure.
- Students should be picked up promptly at dismissal unless they are enrolled in After School Care. No other supervision is provided beyond school hours.
- Staff parking lots are **NOT to** be used for drop off or pick-up. This creates a safety hazard for our students. Do not park in these lots**.**

ATTENDANCE

There are no factors more important to a student's progress in school than regular and punctual attendance. A child must attend school regularly if he/she is to succeed academically. School Board Rule 6Gx13-5A-1.041 delineates specific guidelines and procedures regarding school attendance. All absences and tardies will be initially recorded as ***unexcused*** until appropriate documentation is provided within the three-day period. If your child has had a contagious disease, please have him/her report to the office before going to the classroom **with a note from a doctor** certifying that the illness is no longer contagious.

EXCUSED absences, tardies, or early dismissal are:

1. ***STUDENT ILLNESS*** - **Students missing 3 or more consecutive days of school due to illness or injury must provide a doctor's note to receive excused absence.** 2 or less absences require a written note from parents stating the student's full name, teacher's name, date(s) and reason for absence(s) to be turned into the homeroom teacher and/or Attendance Manager. Notes to excuse a student's absence(s) must be turned in within ***3 SCHOOL DAYS*** of their return to school. If not, it will remain unexcused. This is a district policy.
2. ***Serious Illness or Injury*** – Students who are continually sick and repeatedly absent from school due to a medical condition are required to provide a written statement from a doctor to be placed in their cumulative records.
3. ***Death*** in immediate family.
4. ***Observance of religious holiday*** or service when it is mandated for all members of a faith.
5. ***School-sponsored event*** or activity previously approved by the principal.
6. ***Subpoena*** by law enforcement agency or mandatory court appearance.
7. ***Outdoor suspension***.
8. ***Principal Authorized*** Other individual student absences determined by the principal and will

require documentation related to the circumstance(s).

9. ***Perfect Attendance*** – To qualify students must have no absences, and no more than 4 tardies and 4 early releases for the current school year.

10. ***Participation in extra-curricular activities*** – For a student to participate in any extracurricular activity, the student must be in school for a minimum of 2 hours the day of the event. If the event is on a Saturday, this rule will apply for Friday attendance.

UNEXCUSED **absences, tardies, early releases are:**

1. **Vacations, personal services, and any non-school sponsored event.**
2. **Illness of Others**
3. ***Tardiness/Early Release*** –Only in emergencies will tardies/early release be considered excused. Reoccurring tardies/early releases for sickness/medical requires a doctor's note on file.
4. ***Early Release*** **- S**tudents will not be released within the *FINAL 30 MINUTES* of school.
5. A student must be present in school/field trip at least 2 hours to be considered present.
6. ***Medical Appointments*** - Student's absences, early release, or tardiness due to medical appointments must have a doctor's note.
7. **Non-compliance immunization records.**

Please be reminded that excused/unexcused absences/tardies/early release, do not require a teacher to provide make up work. Also, work is not provided to the student prior/during the student absence. Any missed work will be given upon their return.

The following limits will require submission of documentation and/or documentation in student's permanent records.

- **3 or more consecutive absences- Doctor's note.**
- **After 5 total unexcused absences – Doctor's note for the remainder of the year.**
- **After 10 excused absences – Doctor's note for the remainder of the year.**

After 10 absences the Attendance Committee will initiate a review of the students record. This may include withholding grades, repeating the grade level, assigning additional academic work to fulfill subject area requirements.

Students attending on an Out of Area Transfer must maintain good attendance to remain at the school. In Area students as well as Out of Area students will have documentation recorded in the permanent records that will impact their enrollment/acceptance in future schooling. *********_**A student who has 15 or more cumulative tardies, early releases, or absences will not be allowed to participate in extra-curricular activities for the rest of the school year.**_

BEFORE AND AFTER SCHOOL CARE PROGRAM

A Before and After School Care Program is available at Palmetto Elementary School. The program operates from 7:00-8:00 a.m. and from 1:50-6:00 p.m. For more information, call the main office at (305) 238-4306. Also, visit our website at http://palmettoelem.net for more information. This program is a privilege not mandatory, any student with multiple behavioral incidents can/will be removed from the program immediately by administration or our after-school care manager.

BEHAVIOR

The Miami-Dade County Public Schools Code of Student Conduct is the mandated guide for student behavior at Palmetto Elementary School. Misbehavior on the part of students can be corrected when the home and schoolwork closely together. When positive action taken by parents and teachers has not brought about acceptable behavior, other steps may be utilized as a corrective measure following the Dade County Public Schools Student Code of Conduct.

Florida Statutes 231.09(3) and School Board Rule 6GX13-5D-1.07 state teachers and administrators have the authority and the responsibility to establish and maintain sound effective discipline in the school. To provide students with a calm, safe, and secure environment for education, our school operates on the following schoolwide rules for all students:

Palmetto Elementary School Rules

1. Show respect for others and their possessions.
2. Keep hands, feet, and other objects to ourselves.
3. Use acceptable language.
4. Follow Administration/Teacher/Staff directions.
5. Do not prevent the teacher from teaching or other students from learning.

BICYCLES

It is the parent's responsibility to judge if a child can ride a bicycle to school safely. Bicycles are never to be ridden on school grounds. If your child rides a bicycle to school, he/she should know and practice bicycle safety rules. All bicycles should be securely locked to the bike compound. There is no way for us to watch the bicycle if loss or theft may occur. Remember helmets are required by law when riding bicycles.

BUS TRANSPORTATION/CONDUCT

Students who ride the Miami-Dade County Public School buses follow all safety rules and listen to the bus driver. If

the rules are not followed, a student may be suspended from riding the bus. Parents are to provide supervision at the bus stop in the morning and afternoon.

The following rules are to be followed while on the bus.
1. Use only the bus and bus stop assigned.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless it is necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside the bus or throw anything out the window.
8. No drinks or food may be eaten on the bus.

CAFETERIA/ FOOD PROGRAM

Cafeteria Rules: No visitors may enter or bring food to the cafeteria. Your full cooperation will allow us to maintain a smooth and safe lunch program. The Breakfast Program is offered to students daily from 8:00 a.m.-8:35 a.m. Breakfast is free for all students every school day!! Breakfast will not be served after 8:35 a.m. Children may bring lunch from home, or you can pay for a nutritionally balanced school lunch ($4.20). You can open an account at paypams.com. ***Forgotten Lunches will not be delivered to students in their classrooms after school begins,*** the cafeteria manager can provide lunch for students on that day. Do not send soda cans, coffee, candy, glass containers and snap-top cans to school.

During this school year, our entire Palmetto Elementary Staff will make every effort to make healthier selections for our students during breakfast, lunch, and classroom activities. We have established a Wellness program that will continue to promote healthier nutritional habits for our students throughout the year.

We do not accept cakes, cupcakes, candy, or any other treats for birthdays, including balloons.

Please speak to Ms. Eneyda Diaz, Cafeteria Manager, school extension #2120, if you have any questions.

Students will not be allowed to make phone calls home regarding lunches; this eliminates the number of disruptions in the office and classroom. If your child forgets or has lost his/her lunch, we will provide him/her with a lunch.

LUNCH TIME rules have been established to maintain order and ensure safety in the cafeteria:
1. Use the table manners you use at home or better.
2. Talk softly and stay in your seat.
3. Leave the floor and table clean for the next group of students.
4. Show respect to the aides who are there to assist students.
5. Wait to be dismissed and leave the cafeteria in a quiet and orderly fashion.
6. A student may be removed from the cafeteria when multiple behavioral incidents occur. This may include discipline through the code of student conduct.

CELLULAR TELEPHONES/WATCHES

School Board policy prohibits the use of cellular telephones/watches by students during school hours. If students use cellular telephones/watch during school hours, the cellular telephone/watch will be confiscated. Cellular telephones/watches will only be returned to the parent or guardian. Please assist us in ensuring that your children remain focused on academic activities during their school day by reminding them that cellular telephones/watches are not to be used during school hours.

CLASSROOM ASSIGNMENTS

All classroom assignments are done randomly. Our assignments may be tentative and are made for the benefit of each child. Due to changes in enrollment, it may be necessary to reorganize classes. We need your cooperation and understanding if it becomes necessary to reassign students.

CONFERENCES/CONCERNS

We will offer virtual or face to face meetings.

Parents may set up conferences with teachers during the teacher's planning time or after school by emailing the teacher, writing a note, or telephoning the school office. The agenda book used by our 1st- 5th grade students is an excellent way to communicate with your child's teacher as well. **No phone calls can be accepted by teachers during instructional time.** You may use a form of instant messaging depending on the teacher's preference of communication. You can give your child(ren) the security of knowing the cooperative spirit of learning with strengthened parent-teacher relationships. However, should you have questions or concerns about the school's programs, policies, or procedures, please follow the protocol outlined below to help address these concerns:

Level 1 Conference with the teacher(s)

Level 2 Conference with the:
- a. counselor, about your child
- b. assistant principal, about policies and procedures, or about your child

Level 3 Conference with the principal if prior protocol is met and further assistance is necessary.

DRESS CODE/MANDATORY UNIFORMS
We recommend that field trip t-shirts, logos and other Palmetto Elementary items be purchased at our Palmetto Elementary School Store run by our PTA. Please visit palmettopta.org and click on school store.

PALMETTO ELEMENTARY IS A MANDATORY UNIFORM SCHOOL
All students are required to wear school uniform. Please review the uniform policy below.

Palmetto Elementary' s uniform consists of:

- Navy blue or khaki slacks, Bermuda shorts, skirt, or polo dress. Leggings can be worn under shorts, skirts, or polo dresses on cold days only.
- Polo Shirt with Cambridge logo and following colors: navy blue, gold, or white.
- No other shirt or T-shirts will be accepted.
- Authorized school navy blue uniform sweater, or solid colored white or navy-blue sweater with no lettering or drawings. Sweaters cannot have any embellishments, embroidery, patches, or holes.
- **Fridays only** - "Pawsitively Palmetto" blue or gold t-shirts sold by our PTA. The gold t-shirts are mandatory for field trips.
- Club T-shirts may be worn on Fridays.
- **Fridays only** - Jeans or jean shorts- no cutoffs, holes, or strings hanging may be worn.

Students are expected to come to school with proper attention to personal cleanliness, grooming, and neatness of dress. Students whose personal attire or grooming distract the attention of other students or teachers from their schoolwork shall be required to make the necessary alterations. Parents shall be called to make these corrections and/or student sent home.

1. Students should be encouraged to be neat, clean, and properly dressed.
2. It is required that all students wear closed toe shoes, they provide better protection and support for the child's feet especially during P.E. (preferably sneakers). **Boots and Sandals are not permitted.**
3. **Leggings/tights/spandex material is not permitted unless worn under uniform on cold days.**
4. Large metal taps or metal cleats on shoes may not be worn.
5. Sneakers with embedded wheels that can double as skates my not be worn to school.
6. **Shorts must be long enough to completely cover at least half of student's thighs.**
7. **Pant legs may not drag on the floor. Pants may not have embellishment, embroidery, patches, holes, or rips. Pants and shorts may not be athletic style, such as basketball shorts, leggings, joggers, or any dri-fit material.**
8. No hats or headscarves may be worn in the school building unless due to religious reasons or approved by administration.

DRUGS/WEAPONS
Under no circumstances are students to bring drugs, cigarettes, mood-modifying substances, etc., to school. Nor are weapons, knives, guns (real or toy), or any device intended to harm others are to be brought to school. Violations of any of these rules will result in an automatic 10-day suspension and possible expulsion from school.

ELECTRONIC GRADEBOOK
All parents can and should access their child's grades online on a regular basis to monitor progress. Parents with proper identification may request the PIN number in the main office, to access the district Parent Portal.

EMERGENCY CONTACT/RELEASE FROM SCHOOL
Each school year you must complete a form with information regarding who the school staff should contact in case of an emergency. In addition to parents, two other people should be listed. It is extremely important that names and telephone numbers are kept current. You will be asked to list people who are authorized to take your child from school during the school day. Your child will not be released to any person not listed on the form. Students released from school during the school day must be signed out and picked up from the ***main office***. Please request a note from the doctor's office to excuse the early release.

Students to be released to other parents/individuals at the close of school on any given day must send written communication to the teacher, ***first thing in the morning***. Only in emergencies should a parent call the office when prior notification has not been given to advise a teacher of this change.

FIELD TRIPS
Our concern will always be the safety of our staff and students. Field trips will be evaluated on a case-by-case scenario and decisions will be made in terms of physical or virtual attendance.

GRADING
Individual Report Cards are now available on the parent portal every nine weeks. Students are assessed in all subject areas they are taught. Report cards reflect academic achievement and conduct for children in grades Kindergarten through grade five. Effort grades are earned by children in grades one through five. Additionally, Interim Progress Reports are sent to all students midway through the grading period. These reports notify parents if students are doing satisfactory or need to improve. You may also view your child's progress through the Parent Portal. Always request a parent conference if you have any questions or concerns. More information may be obtained in our main office.

HOME LEARNING POLICY
The Miami-Dade County School Board has a home learning policy which places a great emphasis on home learning and stresses the importance of meaningful home learning to the overall instructional program.

The minimum time requirements for elementary students are:
Kindergarten and grade one - 30 minutes per night, five days per week, including Fridays.
Grades two and three - 45 minutes per night, five days per week, including Fridays.
Grades four and five - 60 minutes per night, five days per week, including Fridays.

Students should read 30 minutes daily at home beyond their assigned home learning. In addition to the daily home learning assignments, there will occasionally be projects or long-range assignments in subjects such as science and/or social studies, and book reports. Parents must assist with the home learning process by providing an appropriate place, a specific time and by checking over the child's work. During this study period students must not be interrupted by the telephone, television, errands, or chores. Home learning is an extension of class instruction and provides opportunities for practice, drill, reinforcement, developing independent study skills, enrichment activities and preparation for future class assignments.

Students are responsible for:
1. completing assigned home learning as directed.
2. returning home learning to the teacher on time.
3. submitting home learning assignments which reflect careful diligence and quality of work.
4. obtaining parent's initials next to the written assignment in this agenda book for students in grades 1 through 5.

Parent responsibilities include:
1. Providing continued interest and concern for the child's successful performance in school through encouraging and supporting the child in his/her performance of home learning assigned.
2. Indicating an interest in assignments and assisting, if possible, when requested by the child, but not to include performing the work for the child.
3. Supporting the school regarding assigned home learning and communicating with teachers.
4. Requesting assignments for students when short-term absences are involved.
5. Signing or initialing the daily assignment in the parent-student agenda handbook for students in all grades.

Schoolwork, school supplies, or projects…etc., ***WILL NOT*** be delivered to classrooms after school begins. The student will need to wait until the following day to submit his/her work.

HOME LEARNING TESTING SKILLS PRACTICE
To practice for the testing that occurs in April/May of each school year, students can log on to the Miami-Dade County Public Schools student portal or our school website at:
http://www.dadeschools.net/students/students.htm
http://palmettoelem.net

Please ask for your teacher's assistance when retrieving these websites as they can provide guidance and passwords for you.

Daily practice utilizing this valuable resource will reinforce students' skills and enhance performance on state assessments. More websites may be assigned or recommended for the enrichment of each student.

ACCELERATED READER PROGRAM
Comprehension is a crucial component to a child's education and advancement. Our AR program provides that capability for students to go beyond the normal curriculum. PTA purchases this program for students to develop these skills and reach above grade level performance. Students can read assigned level books, take online quizzes, and earn points on our Rainbow achievement system. These quizzes are only allowed to be taken in school and during school hours. Speak to your teacher for more information.

ILLNESS/INJURIES
If a child is hurt at school, we will do everything possible to make him/her comfortable and give first aid as needed. You will be called immediately. If you cannot be contacted, we will contact the person you have listed on your child's emergency contact form. When a child becomes too ill to remain in the class, we will also contact you. For this reason, it is most important that your contact information is up to date.

INSURANCE

School Board Rule 6GX13-5D-1.06:
Accident insurance is available. If you wish to obtain insurance, please see the main office for assistance.

LIBRARY/MEDIA CENTER
The school media center is open daily from 8:30 a.m. to 3:00 p.m. We urge all students to check out books and read for enjoyment.
Children are responsible for all books. If a book is lost, the full price of the book is charged. The amount charged for damaged books will depend on the extent of damage to the book. The media specialist will be happy to assist you. Students may also use the online eBooks, located on our school website.

LOST AND FOUND
Students should take any found items to the Lost and Found Center outside the cafeteria. If something is lost, be sure to check the Lost and Found Center and claim your possession. **Mark all personal items brought to school with the student's name** for easy identification. Unclaimed articles are donated to needy organizations at various times throughout the school year.

LUNCH BUNCH
One of our greatest sources of pride at Palmetto Elementary is the success and extent of our Lunch Bunch program. To participate in this program, parents must be processed in the "Be a School Volunteer" app on their MDCPS Parent Portal Accounts. A background check will be performed by the database for the safety of all students before a group of students can be given to you. Parents are asked not to enter the cafeteria during lunch hours. Please do not bring lunch for the students in your group or sweets. The appearance of our school is important, so please make sure all trash is properly thrown away in nearby trash cans when "Lunch Bunch" is finished. Help keep our school clean and teach our students to care for their community.

MEDICATION
The administering/dispensing of prescribed and/or over the counter medicines to students by employees of the school system is forbidden unless authorized by a licensed physician and the parent of the student. Self-administration of medication by the student is also forbidden. Please do not send aspirin, cough medicine, pills, inhalers, etc. for your child to take on his/her own. Please call the main office to receive proper protocol for medication.

There are certain physical/medical conditions that require daily and periodic medication. Procedures to be followed for these unusual circumstances are stated in the Authorization for Medication form that will be sent home upon request. A new form must be completed every year. All medications must be sent to the school in the original container with the pharmaceutical label identifying the medication and including the child's name.

OBJECTS TO LEAVE AT HOME
To avoid accidents and protect the health and welfare of the children, we ask your cooperation in seeing that the following items do not come to school:
1. Chewing gum and candy.
2. Guns and bullets (including toy guns). Bringing a knife, gun or any potential weapon will automatically result in a 10-day suspension and may include a recommendation for expulsion.
3. Money in large amounts. Send only what your child needs for the day.
4. Toys, unless pre-arranged with the teacher.
5. All pets except on the invitation of the teacher.
6. Heirlooms and irreplaceable or valuable articles.
7. Electronics of all types.

PARENT-TEACHER ASSOCIATIONS
Palmetto Elementary School has four major parent organizations. They are all an important part of our school community. Within our active Parent Teacher Association (PTA), parents and staff work together to promote understanding and continual improvement of the educational, social, and physical climate of the school community. The PTA funds and supports many of our activities and endeavors. Committees are organized to help with school needs. We invite you to join and be an active supporter of the Palmetto Elementary School P.T.A.

Our Assistants for Classroom Teachers (ACT) organization works diligently throughout the year to raise funds via various activities, fundraisers, and parent donations. All ACT proceeds are used to hire classroom assistants. This is an invaluable resource for our school.

Our Performing Arts organization works to maintain all the incredible performing arts programs we offer at Palmetto Elementary such as Concert Band, Orchestra, Jazz Combo, Beginning Band, Chorus, Drumline, Cheerleading, and Art.

Our Palmetto Earth Program (PEP) works to educate students in all environmental levels and day-to-day instruction is provided to all students. In addition, Palmetto Elementary, through our PEP program, has received state recognition, due to the vast amount of environmental involvement our students display. We are designated a Golden Apple School.

PHYSICAL EDUCATION
Physical Education is a required subject for elementary students. A student cannot be removed from physical education and placed in another subject. If it is necessary for your child to be excused from physical education classes, a note from the parent is sufficient for one or two days. However, the only way a student can be officially excused from physical education is with a written medical excuse. Even that does not excuse the pupil from the total program. The physician is to list the restrictions or limitations of the patient and the period for these restrictions and/or limitations. There is a form that can be obtained from the physical education teacher for this purpose. The form must be on file in the school and must be reviewed each year.

It is required that your child wear closed toe shoes or sneakers to school. If proper footwear is not worn, the child must go to physical education but will not participate in the program. This non-participation could affect the grade received in the subject.

SAFETY
The safety and wellbeing of students are a major concern of the school staff. The school has general rules and teachers have specific rules for their classroom that include the proper way to move through the building and in the room. There are also certain rules that must be followed when coming to and leaving school. These rules are explained to the children early in the year and are reviewed frequently.

Our physical education teacher, school resource officer, principal, assistant principal, and all teachers devote time for the safety of our students. Fire drills and emergency drills are held regularly. The purpose of the drills is to teach children to leave the building or secure themselves as quietly, orderly, and quickly as possible. Tornado drills are conducted periodically throughout the year. These drills prepare children for situations requiring everyone to remain inside the building.

The child's safety to and from school is the responsibility of the parents. Plan with your child a safe route to and from school, emphasizing the importance of going directly home after school. Discuss the danger of talking to or accepting a ride from strangers. Remind children to use the crossing lights and crosswalks. Parents are asked to set an example by crossing only at corners and crosswalks.

SAFETY PATROL
The Palmetto Safety Patrol is organized to help protect children from danger. We urge you and your child to respect their directions when they are on duty. Although the patrol is a group of selected children, they are still children and may only remind students of the rules. The Safety Patrol needs the support of all!

SCHOOL COUNSELOR
Counseling is included in every student's program at Palmetto Elementary School. All students are entitled to counseling. The counseling team is comprised of the following: the school counselor, administrators, student services personnel, teachers, students, as well as their families.

Students and parents meet with the counselor, face to face or virtually, for a variety of reasons. Parents may contact the counselor to learn more about parenting skills, to improve family relationships, to obtain information about outside agencies, or to gain support and understanding. Children seek help from the counselor to improve peer relations, to express feelings, to feel good about school, to solve problems, to change inappropriate behavior and to discuss their academic performance.

Parents may contact the school counselor at (305) 238-4306. Students may request help from the counselor through their teacher, parents, or by leaving a note in the counselor's mailbox. You do not need to have a problem or let a problem develop before you visit the counselor.

SCHOOL POLICY ON BULLYING
Palmetto Elementary has a policy that discourages student bullying. Bullying includes all behaviors associated with physical, social, and verbal abuse. Palmetto Elementary attempts to teach children how to stop bullying behaviors. Appropriate social, communication, assertiveness, and critical thinking skills are part of their learning experience. Revenge or getting even is not acceptable as a response to bullying. The student must tell the teacher, counselor, administrator, or a parent. All students are made aware of this school policy at the beginning of the school year and throughout the school year. Bullying is a violation of the Dade County Student Code of Conduct. Parents will be notified when their child exhibits chronic bullying behavior and will be responsible for participating in a plan to stop the problem.

CREATING A SAFE, INCLUSIVE, AND EQUITABLE SCHOOL CLIMATE POLICY
Research indicates that a safe, inclusive, and equitable school climate translates into safer, more engaging, and supportive school communities. How students and staff feel about a school's culture impacts other key indicators of success, including academic achievement and teacher retention.
School climate refers to how students and staff feel about the social and environmental factors that make up their school culture (e.g., rules, policies, teaching, pedagogy,

etc.). Palmetto Elementary commits to developing and maintaining a respectful, inclusive, and equitable school climate. The climate is reflected in classrooms and common areas, free from bias and bullying behavior. Clearly stated expectations about everyone's responsibility in challenging bias and bullying; and curricula that reflect the diversity of the student population and the society in which we live are provided. Without this, students will not feel safe, welcomed, challenged, and supported. All members of the school community, including students, staff, administrators, and family members, are expected to serve as role models by demonstrating ally behavior, implementing culturally responsive pedagogy, and respecting other students and staff. Palmetto Elementary will not accept any form of harassment, discrimination, bullying or intimidation that would interfere with a respectful, inclusive, and equitable school climate. If such an incident does take place, the school will address the issue with the individual(s) and will use the moment to educate the school community. Palmetto Elementary also reserved the right to investigate, document, and conduct measures to keep the school community free of any disturbance.

SCHOOL RECORDS REVIEW
Upon request, the parents of any student may arrange to review specific official school records. Parents who wish to see these records are to contact the main office for an appointment.

SCHOOL SUPPLIES
Students are to be prepared for class every day. They are to have the basic supplies for school such as pencils and paper. Teachers may request additional supplies that the students will need in the classroom. You can visit our website and locate the school supply kits for each grade level. Throughout the year PTA will be selling Pawsitively Palmetto T-shirts and other school supplies through the website which the parent pays for online, and the items will be delivered to your child's classroom. Please visit Palmettopta.org and click on school store.

If you need financial assistance, please contact our Counselor, Ms. Astuto, for assistance. Her school extension is #2119.

We do not permit rolling backpacks or rolling suitcases, as they are a safety issue in the hallways. We need your help in adhering to this policy and please assist your child by helping to organize all his/her school items the night before and place them in a specific location, preferably by the front door, so they can be picked up as he/she leaves the house in the morning. **Please check backpacks regularly to remove any items that do not need to be carried daily.**

SCHOOL VISITATION AND VISITORS
School Board Policy requires all people to be checked in through the front gate by providing a current driver's license to be processed through our Raptor system to obtain a visitor's pass. This policy applies before, during, and after school. This is a means of protection for our students. **Visiting classrooms during school hours is prohibited**.

During the school year **siblings are not permitted to attend school events.** We allow siblings to visit for Thanksgiving, Field Day, last day before holiday break in December, and last day of school year in June.

TELEPHONE
The school telephone is always busy with the normal operation and functioning of school business. **Children may not use the school telephone except for emergency calls.** Please see those arrangements for after-school activities are made before your child leaves home. No students are called to the phone nor are messages delivered to them. Only in an extreme emergency can messages be relayed to students.

TEXTBOOKS/LAPTOPS
Per Florida law, parents are responsible for loss, destruction, or unnecessary damage to textbooks. Please assist the school by instilling in your child a sense of responsibility toward taking care of the textbooks issued to him/her. You will be charged for lost and damaged books. Many of our textbooks can now be accessed online. Please ask your classroom teacher for assistance.

Signed out Laptops are the responsibility of the parent. Insurance must be purchased from Dade County to access the laptop.

VOLUNTEERS
Palmetto is a National School of Excellence and has an active School Volunteer Program composed of parents, and other community members who assist in areas throughout the school. If you would like to volunteer, please contact the school for further information. All volunteers must have at least a Level 1 status in the MDCPS Volunteer database before they can participate in any volunteer activities. Please call the school office if you are not sure how to obtain this clearance. All volunteers will have to be processed through the Raptor system on every visit.

A volunteer orientation is scheduled at the beginning of each school year to provide more information about this program. We urge you to attend if you would like to find out more about this most rewarding program.

WITHDRAWLS AND TRANSFERS

1. When withdrawing your child from school, the school should be notified at least one day in advance to complete the necessary paperwork.
2. When students transfer to schools within Miami-Dade County, parents must apply for the transfer in person at the sending school. Parents must provide verification of address change, which may be a broker or attorney's statement of purchase of home, utility deposit receipt or an executed lease agreement.
3. We will make sure all textbooks and library books are accounted for and that no money is owed to the cafeteria or after school care program before the withdrawal may take place.