

Palma Sola Elementary School 2023-2024 Parent & Student Handbook



Visit our website for the school calendar and updated information at Palma Sola Elementary School. Also available are district links that include the lunch menu, dress code, and other useful information. Make sure to sign up for the ClassTag app and like Palma Sola Elementary on Facebook and Instagram to stay up to date!

<http://www.manateeschools.net/palmasola>

PSE Mission Statement

The mission of the Palma Sola Elementary School community is to embrace an enthusiasm for learning in a challenging, secure, trusting environment as we inspire each other to learn, dream and achieve.

Message from the Principal

Dear Palma Sola Elementary Families,

I truly believe that family is the first and most powerful influence in a person's life and welcome our families to take an active role in our school. We acknowledge that parents are the child's first and best teacher. Because nobody knows a child better than the parent, they play a critical role in the success of our students. A working partnership between parents and teachers is crucial to ensure that each child's time at Palma Sola Elementary School is positive and rewarding. We are looking forward to hosting in-person events again including Math, Science and Literacy Nights, PTO family events, musical performances, and more! I encourage all our parents to become active members of our School Advisory Committee (SAC) and Parent Teacher Organization (PTO). With your support, our staff and students can have amazing events, school supplies, and field trip opportunities.

To stay abreast of all that is taking place at Palma Sola, please be sure to have an updated cell phone number and email address to receive information via our ClassTag messaging system and be sure to create and/or update your Focus Parent Portal account. Also, remember to visit our website and social media platforms regularly for current news and upcoming events.

It is great to be a part of a community where students, teachers, and parents care for each other and strive to build meaningful relationships that support academic and social-emotional growth. Feel free to contact me with any questions, comments, or concerns at 741-3179 ext. 33001 or by email at grimesj@manateeschools.net. I look forward to working with you and assisting each student to meet his or her personal goals.

Panthers let's make it an awesome year!

Educationally yours,
Jennie Grimes

Important Phone Numbers Main school number: 941-741-3179

Jennifer Grimes	Principal	x-33001
Heather Sills	Assistant Principal	x-33002
Sally Tyson	Senior Secretary	x-33003
Lucille Reyes	Registrar	x-33010
Linda Rose-Applegate	Clerical Assistant	x-33008
Marzena Murphy	Guidance Counselor	x-33023
Michele Miller	Student Support Specialist	x-33054
Diana Guadalupe	Head Custodian	x-33018
Renate Muldoon	Cafeteria Manager	x-33022
Jasminda Michelson	LPN-Clinic	x-33009
Diane Dankovich	Nurse	x-33075
ESOL Support		x-33062
Manatee County School Board		941-708-8770
Bus Transportation		941-708-8800



Reporting Student Absences – 741-3179 and press 8

Please make every effort to contact the school office by 8:30 a.m. if your child will be absent. This request is made for the protection of your child. For withdrawals, please notify the school office in advance. Enrolling your child in another school within the county requires a withdrawal form from the current school.

Arrival/Dismissal at School

Upon arrival at school, students will wait in the cafeteria until 8:00 a.m., then move to their assigned hallways until notified to enter their classroom. Students arriving to school by car may **ONLY** be dropped off through our car rider line. This is the designated and **supervised** area for students to be dropped off. Car rider drop off is prohibited in our front parking lot.

Bus Riders & Day Care Pick Up

All bus and day care vans will drop off and pick up in the North bus loop in the back of our building. Bus riders and Day Cares will be dismissed to the bus waiting area from their classrooms. They will remain seated in the section designated for their bus/day care until called to the loading area which will be in the North campus bus loop. At no time should students have food/toys/cellphones/etc. out while waiting for their bus, unless instructed by an adult.

Car Riders

- ✓ Students are NOT permitted to be dropped off or arrive before 7:45 a.m. because there is no supervision from school staff.
- ✓ To pick up students prior to dismissal, we ask that you are here before 2:45. **Students cannot be released between 2:45-3:15.** It creates quite a disturbance while students are receiving homework directions and important notices per district policy.
- ✓ All car riders (PreK-5) will be dismissed to the cafeteria where they will wait for their ride. Using an electronic scanning system, students will be called and loaded into their vehicles in the car rider line on the South side of campus (behind the cafeteria).
- ✓ While waiting in the car rider lines, parents are to **remain in their cars at all times** allowing for a smooth flow of traffic.
- ✓ Please make sure if you are using the car rider system, to have your tag hanging.
- ✓ Our car line is designed to allow two lanes of traffic up until our scanner. Please make sure to use both lanes when entering our car line, and then, merge one car at a time when you pass the solar reader.

Walkers/Bike Riders

- ✓ Bike riders and walkers will be dismissed by classroom teachers out through the gate on the Southwest side of campus. All bikes are to be locked securely inside the bike rack.
- ✓ No PreK student will be allowed to go home as a walker or bike rider.
- ✓ Students must use sidewalks and crosswalks provided to exit school grounds.
- ✓ Bikes, scooters and skateboards must be walked off school grounds and riders should always wear a helmet. Always cross with the crossing guard.
- ✓ Students riding bikes will be dismissed before any walker students allowing them to safely exit the campus.
- ✓ If a parent will be waiting for a walker/biker students, they must remain off campus, across the street to ensure the safety of all students.

*** If you must change your child's mode of transportation, please send a note with your child in the morning. If you must change the mode of transportation after your child has arrived at school, please call the main office. We ask that you do this before 2:00 p.m.**

Attendance

State Law 232.01 states that children attending school must be in attendance daily unless the individual is sick or there is an emergency in the family. Excessive or chronic tardiness (ten) will be referred to the school truancy officer. This same law implies that students are expected to be in class at 8:25 a.m. each school day. Any student arriving after 8:25 a.m. must report to the office and be marked tardy before going to the classroom. .

Tardies

Being late to school disrupts the educational process for not only the tardy student, but for the teacher and other students of his/her class. Being on time is a vital ingredient for success as children develop. If your child is going to be tardy, **you MUST walk him/her into the building to check them in.** Doors will lock at 8:25am and your child can not enter the building without a parent. A record of tardies as well as absences are reported to parents at the close of each quarter and are recorded on the student's permanent record. (*County policy: 3 unexcused tardies equals 1 unexcused absence*) If your student has excessive tardies, you will be required to show proof of address, meet with administration, and sign a school contract

Student Absences

Please call the school by 8:30 a.m. if your child will be absent. This request is for your child's safety. If your child is absent and the school has not been notified, these absences will be marked unexcused. If a child accrues 9 unexcused absences, the parent/ guardian will receive a letter informing them that those absences will show as unexcused on the child's permanent record and a court appearance may be requested. Family vacations during scheduled school time are considered unexcused absences. It is vital that parents/guardians are aware that they are held legally responsible for their child's attendance.

School Dress Code

You are expected to dress appropriately for school and for the business of learning with proper attention given to personal cleanliness, grooming, and neatness. If your personal attire or grooming distracts the attention of the other students or teachers from their schoolwork, you will be required to make the necessary alterations to such attire or grooming before entering the classroom or you may be assigned to In-School Suspension (ISS). If you fail to meet the minimum acceptable standards of cleanliness, neatness, proper fit, safety and decency as determined by the Principal or Designee and as specified in the **District Code of Student Conduct**, you will be subject to appropriate disciplinary measures.

The following apparel or items are **NOT** allowed at school:

- Shorts/skirts that are not of proper length
- Cutoff pants, shorts, skirts
- Clothing that exposes the midriff
- Tank tops or muscle shirts that are not covered with an over shirt
- Spaghetti straps or strapless dresses or tops
- Leggings that are not covered by a shirt or skirt
- Ill-fitting sweatpants or warm-ups
- No unnatural hair coloring
- Any clothing, accessories, jewelry, or hair styles that may be considered disruptive to the learning environment

The school Principal or Designee will be the final judge about whether a student's clothing is appropriate for school, creates a climate that is distracting to learning, or is a potential safety hazard. Principals, faculty, and staff members will enforce the dress code. Students will be given a verbal warning initially with a note in their planner. A second offense will result in a parent call home. A third offense will result in an office discipline referral. Individual schools may have additional requirements if supported by a majority of School Advisory Council (SAC) members, and if parents are notified in writing of the changes. For a specific list of dress code examples, please refer to the **Manatee County Code of Student Conduct**.



Student Behavior

We adhere to the county Code of Student Conduct that is available via the link on both the District and Palma Sola Elementary Websites. Please make sure to go online and review the Code of Conduct, as we use them to guide our daily routines here at Palma Sola Elementary. Hard copies in both English and Spanish are also available in the front office upon request. If you have any questions, please do not hesitate to contact the school administrators.

When a student is not following our expectations for behavior, his or her classroom teacher counsels him/her individually. If the student exhibits a lack of cooperation, or the behaviors are deemed dangerous or interfering with the opportunities of others, further disciplinary action will be taken. Parents will be contacted for information and assistance. Occasionally a child exhibits behavior that requires the attention of the Principal. In such a case, the parent may be notified in writing in the form of a referral. This will be communicated to the parent via telephone and can be found in FOCUS parent portal.

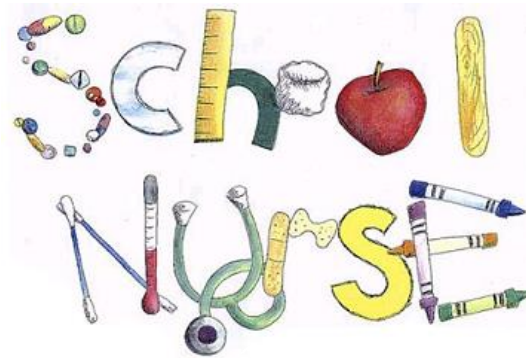
The staff, teachers, and parents of Palma Sola Elementary School feel that our students and staff deserve a campus that is safe and secure. **Palma Sola Elementary has a zero tolerance policy for threats of violence against any person. There is also a zero tolerance policy for guns or knives (toys included).**



School Bus Procedures

Safety on the bus depends on the cooperation of each child. Bus drivers will review safety procedures on the bus during the first week of school. When students fail to cooperate with the bus driver, parents will be notified via a bus warning or referral and the privilege of riding the bus may be temporarily suspended. We suggest that parents wait at designated bus stops in the morning and meet students in the afternoon to insure safe practices are being followed. Parents are responsible for their child at the bus stop prior to the arrival of the bus in the morning and after the departure of the bus at the end of the day. School bus rules are given to each student at the beginning of the year with registration cards. They can also be found in the Manatee County Student Code of Conduct.

Special Note: School Board Policy prohibits any student from riding a bus to which he/she is not assigned. Friends may not accompany bus riders home from school for any reason. Changes in buses and bus stops can only be made if a child moves, and must be approved in advance.



School Clinic

The clinic is available for students who become ill or are injured during school hours. If the injury or illness is such that the student should go home, the parent will be notified. The parent will need to make arrangements for the child to be picked up from school within 30 minutes. Students that have **fevers**, are **vomiting**, or have **diarrhea** are not permitted to be sent to school that day. Also, if head lice are found on your child, you will be notified and will need to take your child/children home. Manatee County School Board policy notes that the student **must be lice free** before returning to school.

Homework Policy

Homework will be assigned to students. The type, length, and complexity of the assignments will vary from team to team according to the maturity of students and the levels at which they are working. Homework is the extension of class instruction. Please take the time to check your child's agenda book and offer assistance with homework. Check it with your child when it is complete.

Teachers will be assigning homework at least three times per week. Homework assignments should be:

K-2: No more than 30 minutes

3-5: No more than 60 minutes

If your child takes longer than these times to complete assignments, please contact the teacher for possible solutions. Homework may run longer for special projects.

School Advisory Council (SAC)

What is the School Advisory Council?

The School Advisory Council, or SAC, is a school-based group of people whose primary purpose is to assist the Principal in developing a school improvement plan and evaluating the results of the plan in order to help students achieve success. The SAC also advises the Principal in the preparation of the school's budget and use of school improvement funds. This school-based group consists of individuals from various segments of the community. It includes parents, teachers, Administrators, school staff, students, people in the business/industry, and other interested community members. There is a required balance of members so that all groups of the school community have a voice in school improvement.

How can I become a SAC member?

Palma Sola welcomes and promotes community involvement with our student's education! It's proven that this increases student achievement. New members and officers of the SAC are selected through a nomination and voting process at the first meeting of the school year. Please check the school website, monthly calendars, and social media for meeting dates. Please consider joining our SAC!

Panther Pride Team PTO of Palma Sola

The Palma Sola Elementary School Parent Teacher Organization (PTO) would like to welcome you to the new school year. For those of you who are unfamiliar with us, we are the Panther Pride Team PTO. A volunteer organization made up of parents, teachers/staff and administrators who are dedicated to the successful education of our children. The PSE PTO works very hard to help make the school year both enjoyable and exciting for students, teachers & parents. The purpose of our organization is to aid the students, teachers & staff by providing support for educational and recreational needs; to promote strong parent involvement, raise money for classroom needs and carry out a positive school spirit. We are looking forward to meeting parents, grandparents, aunts & uncles that would like to get involved with our PTO this year. Everything we do is based on volunteers and we are always looking for those of you to help make a difference in the lives of our children.

How to join

Membership is FREE! If you are interested in being a PSE PTO Member or general events volunteer, please contact us at palmasolapto@gmail.com. Be on the look out for sign ups. Joins us at our first PTO meeting to find out about upcoming events and ways you can help support your child's school.

How to stay informed

There are 3 ways you can stay informed: 1- Come to PTO meetings 2- Be on the lookout for volunteer sign ups. 3- "Like" us on Facebook and Instagram @ Palma Sola PTO. We look forward to getting to know you!



Kristina Snyderman & Hollie Wollard, PTO Presidents

If you have any questions or concerns, please contact us at: palmasolapto@gmail.com or "Like" us on Facebook and Instagram @ Palma Sola PTO.

Why should I belong to PTO?

- To show pride in my child's school
- To take part in fun events
- To have input in how PTO funds are allocated
- To support teachers and staff
- To make friends of other parents and school staff
- To show my child by my example that education is important