

Palmer Elementary School Procedures

2016-2017

In order for your child's school to operate in a safe and efficient manner, there are procedures that a Palmer Parent is expected to follow. Please take time to read the expectations below so that you model the behavior of a Palmer Parent.

First Day of School Procedures

- ❖ **The first day of school is Monday, August 22, 2016.** School starts at 8:10 a.m. and ends at 3:25 p.m. The building will open at **7:30 a.m.** Teachers and staff members will be available to assist students with finding their classrooms. August 22nd through August 24th, you are welcome to walk your child to class, but please leave quickly so he or she may participate in the welcome back activities teachers have planned. **Starting August 25th,** students are to walk themselves to class. We will continue to have staff members present to assist your child to his or her classroom. The building will open at 7:30 a.m. the remainder of the year. Students must be **in their classrooms by 8:10 a.m. Morning announcements will begin promptly at 8:10 a.m.**
- ❖ There will be many parents escorting their child on the first day of school. Parking spaces will be limited. Please arrive early so that you have enough time to park and walk your child in the building
- ❖ Please be patient with the drop off and pick up procedures the first few days of school until the routine is established. Please assist by following the arrival and dismissal procedures that are published.
- ❖ We kindly request that parents do not eat lunch with their child until after the first week of school. Students need an opportunity to become familiar with the routines and procedures of school. If he or she sees you during lunch, it may cause your child to want to go home following lunch and it may be more difficult for him or her the remainder of the day.
- ❖ Please be sure you have communicated with your child's teacher how your child will go home the first few days of school. It is very important that this information is communicated with your child's teacher and does not change.
- ❖ If your child will be a car rider, it is imperative that you pick up a Palmer Car Rider Fast Pass to display in your front window. Please complete the Fast Pass with your child's name and grade level. If you do not have this pass on the first day of school, you will be required to park and report to the front office with a valid ID to pick up your child. Please know that you may be required to wait before your child is released. Please assist by explaining the following car rider procedures to your child.

Step 1. Your child's name will be called and they will be directed to stand in one of the color zones (red, blue, orange, yellow, green, or purple). A staff member will also stand in the color zone with a sign the same color as the color zone. The staff member may ask your child his or her name.

Step 2. When your car pulls forward to the color zone, the staff member will check your Fast Pass and assist your child inside the car. You will then pull your car forward and exit the drive. Please explain to your child the importance of listening for their name, repeating their name when asked and standing in the correct color zone.

- ❖ Please do not arrive early to pick up your child. No children will be released before 3:25 p.m. We will be dismissing over 500 students. It is important that all children are released and returned home safely. NO walk in pickups will be allowed.
- ❖ No parents will be allowed to wait in the lobby prior to dismissal.
- ❖ If your child has a meal balance, your child will need to bring a sack lunch from home or he or she will be given a sandwich meal from the cafeteria.
- ❖ If you participated in the meal program during the 2015-2016 school year, you will need to resubmit a new application for the 2016-2017 school year. All meal program applications can be found on line by visiting <http://fortbendis.d.heartlandapps.com>.

Arrival and Dismissal Procedures

Arrival

- ❖ Students arriving in cars should be dropped off **in the front circle drive only**. For safety reasons, at no time should students be told to walk across the street or parking lot by themselves. Please drive all the way around the circle drive to allow as many cars in the circle drive as possible. Please model courtesy and respect to our safety patrol students and duty teachers. Do NOT talk or text on your cell phone while driving in the school zone. Please keep the safety of ALL students in mind by putting away your cell phone during morning drop off.
- ❖ Cars should not turn left into the parking lot off Crow Valley Drive. This is an illegal left hand turn which has a posted traffic sign. The Missouri City Police have been known to issue tickets for this traffic violation.

Dismissal

- ❖ Please make sure that your child's teacher is informed of how your child will get home each day. All students will be escorted by staff members to their designated dismissal area. Parents should **not** plan to wait in the lobby to pick up their child. For security reasons, we will not release children to parents who walk up to the front doors. If you wish to walk to meet your child, designate your child as a walker and meet him or her at the corner of Crow Valley and Plantation Lakes.
- ❖ **Car Riders**- If your child will be a car rider for the 2016-2017 school year, please be sure to display the Palmer Elementary Car Rider Fast Pass on the left side of the dashboard. These tags will be available for pick up starting August 18th. If the Car Rider Tag is not displayed, the teacher will not be able to call your child's name and you will need to park and enter the building to check out your child at the front desk. Do NOT talk or text on your cell phone while driving in the school zone. Please keep the safety of ALL students in mind by putting away your cell phone during dismissal.
- ❖ **Walkers**- Students who are walkers will be escorted to the corner of Crow Valley and Plantation Lakes. They will be allowed to walk home and/or released to parents at the corner.
- ❖ **Bus Riders**- You will receive a letter from the transportation department with your child's bus route and pick up/ drop off location. If you do not receive the letter, please visit the web address <http://www.fortbendis.com/Page/367>. Select the school zone/route locator then enter your address. Students will only be allowed to ride their assigned route. Be sure to let your child's teacher know the bus number that your child rides. This will be verified the first day of school.

Rainy Day Dismissal

- ❖ In case of lightning and severe weather, we reserve the right to keep all walkers and bikers at school until the threat of severe weather has passed. Be prepared and make plans for your walker or biker to become a car rider.
- ❖ We will have rainy day dismissal if there is torrential down pour and/or lightening occurring during dismissal or is expected to occur during dismissal. You will be notified through school messenger or Remind 101, an instant text messaging service, if we will implement rainy day dismissal. Otherwise, it will be dismissal as usual. To sign up to receive text messages, join Palmer Parents Remind 101 group by texting @palmerpa to the number 81010 on your cell device.

Change of Transportation Home

- ❖ If your child's regular plan for dismissal changes, we **must** have a note in writing from you with your signature prior to or on the day of the change. In the case of an emergency, you may email the teacher prior to 12:30 p.m. We will call you to verify your change in transportation before 2:30 p.m. If we do not reach you, we will leave a message and proceed with the change in transportation. Be sure to verify that we received the email or note by calling the front office at (281)634-4760 prior to 12:30 p.m. Instructional time is very valuable; therefore, early dismissals are highly discouraged. Dismissal changes may not be made over the phone. Please limit the number of times you change a child's dismissal plan. This becomes very confusing to the student and teacher. Limiting the number of times you change dismissal plan will assist us in ensuring your child goes home the correct way.

Visiting Palmer

Entry into the building

- ❖ **Visitors in the building are required to have a valid photo I.D.** and sign in through our Raptor system at all times. Please do not be offended if you are asked for your photo I.D. each time you visit the campus. Even if the front office staff member recognizes you, you will still be asked to show your I. D. This will help us to be consistent in our practices and ensure that only parents or guardians have access to our students.
- ❖ Place the photo I.D. sticker on the upper left chest area. Staff members are instructed to look for this photo I.D. in this location. This will prevent them from asking if you checked in at the office.
- ❖ For the safety of the students, we do not allow parents in the hallways or classroom between 7:30 and 8:10 unless you have a previously scheduled appointment.

Classroom Observations

- ❖ **Parents are welcome to observe their child's classroom.** Parents who wish to observe their child's class will need approval from an administrator at least 24 hours in advance. Please contact your child's teacher to schedule a time to observe or call the front office to schedule the appointment. *A Welcome Mat* will be completed by the teacher and approved by an administrator. Please limit your observation to 30 minutes. Your child's teacher will have a chair ready for you so he or she will not have to stop or interrupt the lesson. Also, this is **not** the time to discuss concerns or ask the teacher questions. **You will need to email or call the teacher to request a conference. Teachers may only conference during scheduled appointments.** If you want to take your child with you following the observation, you must check out your child from the front office.

Eating Lunch with Your child

- ❖ You or other family members listed on the child's emergency card are able to eat lunch with your child during your child's designated lunch time. A copy of each grade level's lunch is below. If you eat lunch with your child, you and your child will sit at the designated Parent and Child lunch table. Only your child will be able to eat with you at the table. Other classmates will not be able to join your child at the Parent and Child Lunch table.

Lunch Times

| | Kinder | First | Second | Third | Fourth | Fifth |
|-------|-------------|-------------|-------------|------------|-------------|-------------|
| Lunch | 10:15-10:45 | 10:55-11:25 | 11:25-11:55 | 12:55-1:25 | 12:25-12:55 | 11:55-12:25 |

Campus Volunteers

- ❖ Parents serving as volunteers and chaperones must have a Criminal History Form completed and approved by the district **each school year**. Parents must complete the form online and submit it to the district via e-mail. To access the form online:
 - go to www.fortbendisd.com
 - click on the Parent tab (top right corner)
 - click on Criminal Background Check (under Parent Shortcuts)
 - click on Volunteer Criminal History Application
- ❖ Please remember for safety reasons, if a parent volunteer brings a younger child to the workroom they must be supervised at all times. Parents are liable for their children. Please watch them carefully to avoid any accidents.

Contacting Palmer

- ❖ There are many ways to reach us. All staff members are expected to return parent phone calls or emails within 24 hours.
- ❖ Here are the best ways to reach us:

Call the school between 7:30 am and 4:00 pm

Palmer Front Office Phone: (281) 634-4760

Palmer Front Office Fax: (281) 634-4773

Palmer Clinic Phone: (281) 634- 4765

Feel free to email us any time.

| | |
|----------------------------|--------------------------------------|
| Teachers | FirstName.LastName@fortbendisd.com |
| Principal | Kellie.Clay@fortbendisd.com |
| Assistant Principal | Glena.Bailey@fortbendisd.com |
| Counselor | Katrina.BranchScott @fortbendisd.com |
| Attendance Clerk | Barbara.Shaver@fortbendisd.com |
| Secretary | Clair.Taylor@fortbendisd.com |
| District Clerk | April.Price@fortbendisd.com |
| Nurse | Vacant |
| Nurse/ Counselor Assistant | Abby.Foteh@fortbendisd.com |
| Receptionist | Mallory.McPherson@fortbendisd.com |

- ❖ Please feel free to stop by between 7:30 am and 4:00 pm. Our receptionist will be glad to assist you. However, if you would like to speak with a teacher, please schedule a conference with the teacher before school, after school or during their conference time.

Information on School Meals

- ❖ You may prepay your child's lunch account starting August 17th from 8:00 am-2:00 pm at Palmer Elementary or you may use Family Access. You may also make lunch payments with a check. Please include your child's name and student ID on the memo line of the check.
- ❖ In preparation for the 2016-2017 school year, Fort Bend ISD's Child Nutrition Department is encouraging eligible parents/guardians to take advantage of the online process when completing the Free/Reduced Meal program application. Families will not receive printed applications for the 2016-2017 school year. Families may complete an online application from any computer with internet access at <http://fortbendisd.heartlandapps.com>. If your child qualified for the

Free/Reduced Meal program the previous school year, you must complete a new application each year in order for the benefits to continue.

- ❖ Charges made by a student are the responsibility of the parent. This also includes those charges incurred prior to being approved for participation in the meal program.
- ❖ Any student with an outstanding balance of \$35 or more will be served a courtesy meal, consisting of cereal and milk for breakfast, and a cheese sandwich and milk for lunch. These meals will prevent additional charges to the student’s account until the outstanding balance is paid, but even more importantly, it will ensure that our students do not go with an empty stomach if they do not have money to pay for a meal. Students who have outstanding balances of \$35 or more are encouraged to bring a lunch from home, or bring cash to pay for their meals.
- ❖ You may also access <http://www.fortbendis.com/page/334> for additional information about child nutrition.

Prices

| | |
|--------------------------------|------------------------------|
| Cafeteria Manager | (281) 634-4766 |
| Breakfast 7:30 AM-7:55 AM | \$1.25 daily/ \$5.25 weekly |
| Hot Lunch or Chef Salad | \$2.25 daily/ \$11.25 weekly |
| Extra milk \$.40 – Juice \$.40 | Adult lunch - \$3.25 |

Lunch/Snack Deliveries

- ❖ If you need to drop off a lunch for your child, you may drop off at the lunch drop off center in the front foyer. Please complete the lunch slip that will be available in the front office and place the lunch along with the slip on the appropriate shelf. Assigned students will collect the lunches that were dropped off at their grade level’s lunch times.
- ❖ We encourage you to keep fast food deliveries to a minimum. Save those deliveries for a special day or treat.

Food/Healthy Snacks

- ❖ Many children are able to concentrate more effectively if allowed to “snack” while learning. Snacking replenishes physical energy and may provide relief for anxiety or nervousness.
- ❖ We allow foods that are nutritional and not messy. If **sugar** (in any form, such as fructose or corn syrup) or **oil** is listed in the first three ingredients, then it is NOT an appropriate snack. (We do not allow candy, chips, cookies, pudding, etc.)
- ❖ Further, because we have students at PE with **life threatening food allergies to peanuts and nuts, we do NOT allow peanut or nut products in the classrooms.** Please check the ingredients on the snack to make sure that peanuts or nuts are not in the snack. Be aware that many products have cross contamination with nuts because they share machinery that produces nut products. (Your child can eat these products in the cafeteria at

designated area during their lunch period.) Further, if your child has a food allergy, please alert the school nurse immediately and the classroom teacher so we can take appropriate precautions in the classroom to address the specific food allergy.

- ❖ Please do NOT send foods that require eating utensils in the classroom. We encourage you to discuss the importance of eating a healthy breakfast each morning at home with your child. The snack does not take the place of breakfast or lunch.
- ❖ Students may also bring a container with a pop-up top to fill with **WATER**. Only water will be allowed in the classroom.
- ❖ Please know that snacks are not required. This is an option for students who respond well to snacking while learning. Because of food allergies and health reasons, students are **NOT** allowed to share snacks.

Celebrating Birthdays

- ❖ ALL student birthdays will be acknowledged in the classroom by the teacher and on the morning announcements.
- ❖ Parents may send store bought cupcakes/cookies for their child's class. We are a nut free school. Therefore, nuts of any kind cannot be listed in the ingredients.
- ❖ The teacher and birthday boy/girl will pass them out at the end of the school day, so you can drop them at the front counter for delivery.
- ❖ Drinks, goody bags, gifts, flowers, balloons, etc. are not allowed at school.
- ❖ If your child is planning to invite all students in his or her homeroom to a birthday party, he or she may distribute party invitations at the end of the school day. If your child is hosting a private party, it is up to the parent to issue the invitations to the invited students by emailing the invited student's parent or mailing to the student's home address.

Clinic and Medication

- ❖ Parents must bring their child's medication to the clinic in the original medication bottle.
- ❖ Do NOT send medication with your child to school.
- ❖ Students may not have any medication in the classroom, including prescriptions or over the counter medication such as cough drops.
- ❖ Doctor's orders will be required in order for the nurse to administer medication.
- ❖ The school nurse or nurse aide will be happy to assist you with and answer any questions that you may have.

Curriculum and Instruction

- ❖ In order for your child to begin the day with the best start, it is vitally important for your child to arrive at school prior to 8:10 am. Students may enter the class at 7:50 am and begin preparing for the day.

- ❖ Early pickups are strongly discouraged unless it is for a doctor or dentist appointment. Teachers teach until the end of the day and your child will miss valuable instruction time.
- ❖ You may access <http://www.fortbendisd.com> to discover what your child will be learning this year. Once you enter the web site, click on Departments and Services, then click on Curriculum and Instruction and select the appropriate grade level to review.

Assessments-DRA/PAPI/STAAR

- ❖ *Developmental Reading Assessment (DRA)*

A district-wide Developmental Reading Assessment is given to your child at least twice a year; at the beginning and end of the year. If your child is not on grade level at the beginning of the year, then they will also be assessed mid-year to monitor growth. The expected levels are listed below. These are the MINIMUM DRA levels for promotion to the next grade level. This does not guarantee that your child will be promoted to the next grade level by reaching the minimum reading level. The retention/promotion committee also looks at math and writing progress, as well as yearly averages, attendance, and state assessments.

- ❖ **Grade level reading expectations:**

| Grade Level | Fall | Winter | Spring |
|-----------------|-----------|--------|----------|
| K | ** (PAPI) | 1-3 | 4-6 |
| 1 st | 4-8 | 10-12 | 14-18 NF |
| 2 nd | 16-18 | 20-24 | 28 NF |
| 3 rd | 28 NF | 34-38 | 40 |
| 4 th | 40 | 44 | 50 |
| 5 th | 50 | | 60 |

- ❖ *Phonemic Awareness and Phonics Inventory (PAPI)*

PAPI is an assessment used by Kindergarten, 1st grade, and 2nd grade at the beginning and end of the year for each student. The purpose of the assessment is to target specific skills mastered and those that need additional support. PAPI objectives include but are not limited to: beginning sounds, ending sounds, blends, rhyming, sight words, and alphabet identification. PAPI information is used for grade placement decisions.

- ❖ *State of Texas Assessment of Academic Readiness (STAAR)*

Grades 3-5 will take STAAR assessments of reading and math in the spring. Fourth grade will also take writing and 5th will be tested on science as well.

Tuesday Folders

- ❖ Information, papers for you to sign and return, and student work will be sent home in your child's Tuesday folder.
- ❖ It is very important that you sign and acknowledge that you have seen the folder.

- ❖ The last Tuesday of each month, we will place a copy of the upcoming month's school calendar in the Tuesday folder. Please post the calendar on the refrigerator so that you are able to keep track of the upcoming school events.
- ❖ Students are expected to return the folder the next day.
- ❖ If you have any questions regarding the Tuesday folder, please email the teacher to set a time to discuss your concerns or questions.

Student Tardies and Early Pickups

- ❖ Students who are not in class at 8:10 am are counted tardy. The student will report to the office to receive a tardy note to give to the teacher.
- ❖ Tardies and early pickups will be tracked and consequences will be assigned.
- ❖ 3 tardies warning notice will be given to parent in Tuesday Folder.
- ❖ Students who have 5 tardies in a 9-week period will receive an "N" for following school rules on their report card. Please refer to the Student/Parent handbook located at <http://www.fortbendis.com/students> for more information.
- ❖ 7 tardies will result in administrator contacting parents by phone
- ❖ 10 tardies will result in a parent and campus administrator conference
- ❖ In order for a tardy or early pickup to be excused, you must bring a note from the doctor's office stating that the doctor/dentist saw your child. Only the child who saw the doctor/dentist will be excused. Siblings who were either tardy or absent due to the visit will not be excused
- ❖ Please be advised that between 2:55 p.m. to 3:10 p.m. is the busiest time of the school day. Students **will not** be released from class after **3:10 p.m.**
- ❖ All students leaving school early must be signed out in the office by a parent, guardian, or an adult listed as an emergency contact who must show a picture ID (Driver's license). Only those whose names are listed on the child's registration form and Emergency Health Card will be allowed to pick up your child. No child will be released without proper identification of the individual picking up the child.
- ❖ Please be advised that this procedure is for the safety of your child and will be strictly enforced. Sometimes it is necessary for a child to be picked up by a different individual or go home a different way on a specific day. In emergency situations, please contact the front office for assistance.

Avoid Unexcused Absences

- ❖ Parents must send or email the teacher explaining why the student was absent from school within 5 days of the absence in order to avoid an unexcused absence.
- ❖ You do not need to call the school but feel free to email our attendance clerk, Barbara Shaver, explaining why your child was absent.
- ❖ Please note that vacations are considered unexcused absences.

Dress Code for Palmer Students

- ❖ Students are not required to wear uniforms but they should adhere to the FBISD student dress code. You may access the student dress code at <http://www.fortbendisd.com/students>.
- ❖ For safety reasons, students shall not wear flip-flops or shoes with no back/heel strap. Unsafe footwear is not permitted (i.e. house shoes, slippers, etc.) Appropriate shoes must be worn during P.E.
- ❖ Dresses shall be worn modest in length (3 inches above the knee).
- ❖ Shorts, jeans, and all pants shall be worn at the hip and must cover the undergarments.
- ❖ No tattered shorts, biker shorts, or wind shorts or clothing that has been ripped, torn, or cut in a way as to reveal undergarments shall be worn.
- ❖ Shorts may be worn provided they are no more than three inches above the knee.
- ❖ Students in kinder through second grade may wear shorts slightly above mid-thigh or finger-tip length.
- ❖ No clothing that is excessively tight such as spandex/lycra unless worn with a garment that covers to mid-thigh shall be worn.
- ❖ Hair must be neat, clean and well-groomed; worn in a style and color that is not distracting to the environment.
- ❖ School spirit days will be every Friday. We encourage students to wear their school spirit shirts with jeans.

Student Code of Conduct

- ❖ The District Code of Conduct is a district-wide discipline management plan adopted by the Board of Trustees. All students, teachers, and parents are expected to comply. The Code of Conduct will be available to parents as part of the FBISD Parent/Student Handbook on the FBISD Web Page.
- ❖ Palmer seeks to provide a safe, orderly, and nurturing learning environment for all children. Our school promotes this atmosphere through character education, teaching rules, routines, and procedures and teaching students to become responsible, self-disciplined learners. At PE, we use CHAMPS as a foundation for our behavior plan.
- ❖ As a general rule, less serious offenses will be addressed with discipline management techniques developed by the classroom teacher and grade level. Persistent offenses will result in parental notification and could lead to more serious discipline strategies including behavior contracts, loss of privileges, and in-school suspension. The most serious offenses may receive more severe discipline measures, up to and including suspension

from school or removal to an alternative education program. Each case will be evaluated independently and may warrant discipline of a type different from another case.

Email Notifications

- ❖ In an effort to conserve paper in an increasingly digital world, our school relies on email communication to provide you with important and timely information about school events, activities and news. You will be asked to provide an email address to receive these messages. Please be sure to let us know if your primary email account changes so we can update our records. Alternative distribution arrangements will be made for those without internet access.

Emergency Contacts

- ❖ Parents or designated adults must provide and keep current all phone numbers where they can be reached in the event of a child's illness or injury. If phone numbers and/or contacts change during the year, please notify the office and your child's teacher(s) immediately. If your child needs emergency care and no one can be reached, we will call EMS. Parents are responsible for any medical charges for EMS or the hospital.

Honor Roll

- ❖ Palmer Elementary will follow the District guidelines for an Academic Honor Roll for students in grades 2-5. Students will be recognized for outstanding academic performance on the District's curriculum.
- ❖ Conduct grades will not be considered in determining Honor Roll status. Honor Roll status is achieved when the student receives no grade below 80 and no letter grade below S.

Lost and Found

- ❖ Please label your child's belongings (hat, jacket, sweater, backpack, etc.). The school cannot assume responsibility for your losses. However, if you report them immediately, every effort will be made to help locate missing items. Lost items are stored in a Lost and Found Bin located in the cafeteria. Unclaimed clothing will be donated to the District's clothes closet (Shared Dreams) for families in need at the end of the school year.

Report Cards

- ❖ Report cards describing a student's progress are available online through Family Access at the end of each reporting period (9 weeks). In addition, the teacher will require a conference (in person or on the phone) at the end of any reporting period in which the student's performance falls below state-mandated academic levels.

- ❖ Teachers or parents may also request a conference at any time during the school year. The district offers two parent / teacher conference days during the school year; one in the Fall and one in the Spring.

Retention and Promotion Procedures

- ❖ Along with your child being at the expected reading level at the end of the year, other items are also taken into consideration. The district states, “Student may be advanced to the next grade level by meeting promotion or placement standards. To be promoted, the student must; earn a yearly average of 70 or above in reading, language, math, and science or social studies; meet the state attendance requirements; and meet district and state promotion guidelines on assessments” (as noted on the front page of the report card). We look at all the information we have on a student. For example: PAPI, DRA, report cards, STAAR, District Assessments (math, writing, science, and social studies), grade level assessments, and attendance. Teachers will talk to you at parent-teacher conference time to explain your child’s progress in each subject area. Even though the teachers must contact you, please take the initiative to contact the teachers if you have concerns or questions.
- ❖ Retaining a student is a very difficult decision and we work very hard at PE to ensure every child meets or exceeds the expectations for that grade level. However, if there is enough evidence to show that a student has not met the expectations, we also do not believe in setting a child up for failure in the next grade level. We want every child to be successful, which means they must learn and show that they have mastered the basic information for the current grade level in order to move on to the next grade level. An additional conference with the parent, teacher, and an administrator will take place at the end of the year, if your child is in danger of failing.

Safety Drills / Evacuation of Building

- ❖ Fire/Emergency drills are required monthly by law and are an important safety precaution. It is essential that when the first signal is given, everyone clears the building or goes to the designated area by the prescribed route as quickly as possible. Students should refrain from noise and remain outside until a signal is given. Fire, severe weather, and lockdown drill instructions are posted in each room of the building. Each drill shall be treated as if it were an actual emergency situation, which potentially is a life and death matter. Although speed is important in any such procedure, of greater importance is the ability for all students to follow directions and evacuate in an orderly manner. If parents are in the building, they are expected to also follow these procedures. You must be a role model for your child and show them the importance of safety procedures.

Parent Notification System

- ❖ **SchoolMessenger** – SchoolMessenger provides an easy to use communication tool for administrators to send parents information via the telephone, email and text messaging. Parents may choose to receive messages in English or Spanish.
- ❖ **Remind 101**- Remind 101 is a text messaging service that you may join to receive instant text messages regarding school events, school closures, emergencies, etc by texting @palmerpa to the number 81010 on your cell device. Data charges will apply. You will receive instant messages on school emergencies, school closures, reminders, updates, etc.
- ❖ **Student Agendas/Daily Folder**-In order to promote organization habits and to keep parents informed, Kinder-3rd will use a daily folder sheet and 4th-5th grade students will use agendas. Each day's assignments, test information, school activity information, etc. will be written on the board first thing every morning. It is the student's responsibility to write the information in their agenda. Please check your child's agenda daily.
- ❖ **Skyward**-Classroom teachers will utilize Skyward to post messages to Family Access and send email messages to parents.
- ❖ **Teacher Website**-Upcoming events, major assignments, etc will also be published on the teacher's webpage on our campus website. Please be sure to visit our campus website at www.fortbendis.com/pe.

Bus Expectation for Palmer Students

- ❖ The main responsibility of the bus driver is to focus on traffic and deliver your child safely to school and home. Bus drivers should not have to ask your child to behave correctly while riding the bus. The bus is an extension of the school and we expect students to follow the student code of conduct while they are in school, so we expect students to follow the student code of conduct while on the bus. Just as we use the CHAMPs guidelines in school, we use CHAMPs guidelines on the school bus. Below are the following bus expectations for your child.

| | | |
|----------|---------------|---|
| C | conversation | Students may talk quietly to the person sitting in the seat next to them which is a voice level 1. |
| H | help | Students should raise their hand or speak to the driver prior to exiting the bus if they need to report an issue. |
| A | activity | Students are safely riding the bus and following the bus driver's instructions. (Follow student code of conduct.) |
| M | movement | Students will remain seated and not get up until it is time for them to leave the bus! |
| P | participation | Students will comply with bus behavior expectations while riding the bus! |

- ❖ Please speak with your child about Palmer's expectations for riding the bus. Working together, we can ensure that all students arrive home safely. You may also refer to the Student Handbook located on the FBISD web page in the Student Code of Conduct.
- ❖ Students will receive consequences if he/she chooses to disregard the bus behavior expectations and/or the bus driver's instructions.
- ❖ **The consequences are:**
 1. **First offense-** An administrator will speak with the student and notify the parent unless the student is involved in a Level 3 or Level 4 infraction.
 2. **Second offense-** The student will be suspended from riding the bus for 1 - 5 days depending on the infraction.
 3. **Third offense-** The student will be suspended from riding the bus for 3 – 10 days depending on the infraction.
- ❖ Students with severe/repeated bus infractions may result in immediate suspension from riding the bus for up to 10 days and/or permanent bus removal.