



VIRGINIA PALMER FAMILY/STUDENT HANDBOOK 2024-2025

Abstract

Important school information for Virginia Palmer families and students.

5890 Klondike

Sun Valley, NV

89433

775-674-4400

Lean, Courtney

Clean@washoeschools.net

Non-Discrimination Statement: The Washoe County School District is committed to nondiscrimination on the basis of race, color, national origin or ethnic group identification, marital status, ancestry, sex, sexual orientation, gender identity or expression, genetic information, religion, age, mental or physical disability, military or veteran's status in educational programs or activities, and employment as required by applicable federal and state laws and regulations. No District employee, including, without limitation, administrators, faculty, or other staff members, nor students shall engage in acts of bullying, harassment, or discrimination on the premises of any public school, school-sponsored event, or school bus in the District. Prohibited behaviors include cyber-bullying, sexual harassment, hazing, intimidation and retaliation.

Disclaimer: This document contains references to Board Policies and other documents pertaining to the rules and regulations of the Washoe County School District. The District reserves the right to revise any of these documents during the course of the school year. For the current version of any of these documents, please check the District's website at [WCS D Board Policy and Administrative Regulations Search \(wcsdpolicy.net\)](https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf)

WCS D Safe and Respectful Learning Environment Policy:

- https://www.wcsdpolicy.net/pdf_files/board_policy/5700_Policy-SRLE-v6_FINAL.pdf

WCS D Student Bullying and Harassment Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5701-Reg-Student_Bullying-v4.2_FINAL.pdf

WCS D Gender Identity Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5161_Reg-Gender_Identify-v2.pdf

WCS D Homework Policy:

- https://www.wcsdpolicy.net/pdf_files/board_policy/6154_Policy-Homework-v4_FINAL.pdf
- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/6154-Reg-Homework-v5.pdf

WCS D Plagiarism & Cheating Prohibited Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_procedures/6642_Admin_Proc_-_Plagiarism_and_Cheating_V4_5.16.24.pdf

WCS D Use of Personal Electronic Devices by Students Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810%20Reg%20-%20Cell%20Phones%20v1.1.pdf

WCS D Responsible Use and Internet Safety Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7211-Reg-RUA_Internet_Safety-v4.pdf

WCS D Student E-Mail Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5007-Reg-Student_Email-v3_FINAL.pdf

WCS D Service Animals Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7521-Reg-Service_Animals-v5.pdf

WCS D Transportation of Students Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/7501_Reg-Transport_of_Students-v9.1_Final.pdf

WCSD Student Records & Information Policy:

- https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf

WCSD Volunteer Screening & Background Checks Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1501_Reg-Volunteers-v1.pdf

WCSD Protocols for Visitors to District Property Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/1506-Reg-Visitors-v3.pdf

WCSD Student Uniforms Policy:

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106%20Reg%20-%20Student%20Uniforms-Adoption%20Guidelines_School%20Site%20Policy_v5_FINAL.pdf

WCSD Student Dress Code Policy (when we have free dress days):

- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5102_Reg-Dress_Code-v1.1.pdf

WCSD Student Behavior Policy:

- [Student Behavior Manual](#)
- https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf

WCSD Student Attendance:

- https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf

WCSD Release of Students During School Hours:

- https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf

Daily Schedule
School Day 9:00 am until 3:00 pm

Bell Schedule 2024-2025	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell & Breakfast
11:30 – 12:10 p.m.	Lunch & recess K & 1st
12:00 - 12:40 p.m.	Lunch & recess 2 nd & 3rd
12:30 – 1:10 p.m.	Lunch & recess 4 th & 5 th
3:00 p.m.	School Dismissed

Early Release - Wednesday's 2024-2025	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell & Breakfast
11:30 – 12:10 p.m.	Lunch & recess K & 1st
12:00 - 12:40 p.m.	Lunch & recess 2 nd & 3rd
12:30 – 1:10 p.m.	Lunch & recess 4 th & 5 th
2:15 p.m.	School Dismissed

Two – Hour Delay Bell Schedule 2024-2025	
10:55 a.m.	School Begins
11:00 a.m.	Tardy Bell & No Breakfast
11:30 – 12:10 p.m.	Lunch & recess K & 1st
12:00 - 12:40 p.m.	Lunch & recess 2 nd & 3rd
12:30 – 1:10 p.m.	Lunch & recess 4 th & 5 th
3:00 p.m.	School Dismissed

Early Release @ 12:50 Bell Schedule 2024-2025	
8:55 a.m.	School Begins
9:00 a.m.	Tardy Bell & Breakfast
11:30 – 12:10 p.m.	Lunch & recess K & 1st
12:00 - 12:40 p.m.	Lunch & recess 2 nd & 3rd
12:30 – 12:50.	Lunch 4 th & 5 th
12:50 p.m.	School Dismissed



2024-2025 Balanced Calendar

July 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 0
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

January 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
			1	2	3	4	January 1 - 3 - Winter Break
5	6*	7	8	9	10	11	January 6 - Teacher Professional Dev. Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	January 20 - Martin Luther King, Jr. Day
26	27	28	29	30	31		

August 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 15
				1	2	3	August 6 - 8 - Teacher Professional Dev. Days
4	5	6	7	8	9	10	August 9 - Teacher Work Day
11	12	13	14	15	16	17	August 12 - First Day of School for Students
18	19	20	21	22	23	24	August 12 - 16 - Kindergarten Testing Week
25	26	27	28	29	30	31	August 19 - First Day of Kindergarten

February 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 19
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	February 17 - President's Day
							* February 24 - 28 - Spring Conference Week for some elementary schools. Please check with your school for details.
16	17	18	19	20	21	22	February 25 - College and Career Readiness Assessment for high schools only.
23	24	25	26	27	28		

September 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 20
1	2	3	4	5	6	7	September 2 - Labor Day
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

March 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 11
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	March 14 - End of Grading Period
16	17	18	19	20	21	22	March 17 - 28 - Spring Break
23	24	25	26	27	28	29	
30	31						

October 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
		1	2	3	4	5	
6	7	8	9	10	11	12	October 7 - 11 - Fall Break
13	14*	15	16	17	18	19	October 14 - Teacher Professional Dev. Day
20	21	22	23	24	25	26	October 18 - End of Grading Period
27	28	29	30	31			October 18, 21 - 24 - Conference Week
							October 25 - Nevada Day Observance

April 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 22
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

November 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 17
					1	2	
3	4	5*	6	7	8	9	November 5 - Election Day (See * below)
10	11	12	13	14	15	16	November 11 - Veterans Day
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	November 27 - 29 - Thanksgiving Break

May 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 21
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	May 26 - Memorial Day

December 2024							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 14
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	December 19 - End of Grading Period
15	16	17	18	19	20	21	December 20 - Teacher Work Day
22	23	24	25	26	27	28	December 23 - January 3 - Winter Break
29	30	31					

June 2025							No School on Shaded Days
S	M	T	W	TH	F	S	# of School Days = 5
1	2	3	4	5	6	7	June 6 - End of Grading Period
8	9	10	11	12	13	14	June 6 - Last Day of School
15	16	17	18	19	20	21	June 9, 10, 11 - Contingency Days
22	23	24	25	26	27	28	June 19 - Juneteenth
29	30						

*October 14, November 5, 2024 & January 6, 2025 is a non-student day used for professional development but counted as a day in session per NAC 387.140 (2a).	Number of Days Per Quarter	44	39	48	49	180
	Number of Days Per Semester	83		97		180
	Contingency Days: June 9, 10, 11					

Teacher Work Days: August 6 - 9, December 20
Teacher Professional Dev Day: October 14, November 5, 2024 & January 6, 2025

Virginia Palmer Staff as 7/1/24

Principal:

Courtney Lean

Assistant Principal:

Jamie Schocko

Counselor:

Rachel Salcido

Communities in School:

Cole Fenner

Office:

Tania Estrada

Sandra Reyes

Clinic:

Nurse: Jared June

Clinical Aide: Angela Benjilali

Custodian:

Martin Chavez

Marleny Carillo

Parminder Purewal

Computer Lab:

Reyonna Crouch

**Family and Community
Engagement (FACE)**

Nidia Gonzalez

Kitchen:

Peggy Leone

Jamie Marsh

Library:

Summer Kerr

Music:

Brant Luevano

GATE:

ELL Teachers:

Jennifer Andrew

Carissa Hoover

School Psychologist:

Jodi Westmont

Special Education:

Kelly Cruz

Hugo Duenas

Speech:

Katie Lopez

Cameron Whipple

Strategies Teacher Aides:

Kashawn Amjad

Nazia Akhtar

Carissa Shelton

Certified Part-Time Teacher

Lindsay Trail

Team-Up

Monserrat Melendrez

Pre-Kindergarten:

Teresa Hagerty & Maria Rachel

Helen Hoffman & Ivette Garcia

Strategies:

Cristin Zion

Linnea Wolters

Kindergarten:

Amanda Bradeen

Simone Chambers-Walker

Emma Perkins

First Grade:

Lucy Castillo

Kimberly Dye

Chris Smith

Second Grade:

Lea Gray

Patty Harders

Abby Hutchison

Stacey Saulsgiver

Third Grade:

Teagan Ciesynski

Sydne Huck

Jason Walker

Fourth Grade:

Wayland Denny

Keli Evans

Katherine Larsen

Fifth Grade:

Kelly Cochran

Kimberly Davidson

Anita Lyons

Attendance Policy:

The Nevada Revised Statutes 392.122 is the basis for the WCSD Attendance Policy and Procedure. NRS 392.122 states that the Board of Trustees shall establish a minimum attendance requirement for promotion to the next grade or earning credit.

For a complete WCSD Attendance Manual, please visit:

https://www.wcsdpolicy.net/pdf_files/board_policy/5400_Policy-Student_Attendance_v5_Final.pdf

Absences:	<ul style="list-style-type: none">• If your child is sick, please call the school at 775-674-4400.• If your child has been sick (vomit or fever) in the 24 hours prior to school beginning, please do not send him/her.
Make-Up Work:	<ul style="list-style-type: none">• Please complete the make-up work if your child has missed school for any reason.• Students will have the number of days they missed plus one extra day to complete the work.• It is the student's responsibility to request Instruction Related Activities or Concepts Missed which are missed, exams, quizzes, or concepts learned on the day of absence.• These activities or concepts must be requested ON THE DAY the student misses any part of the class or ON THE DAY the student returns to class after absence.• It is the student's responsibility to abide by the school/teacher's procedures on how to request this work.
Late Arrivals:	<ul style="list-style-type: none">• Students who arrive late to school must report to the office for a pass to get into class. Please make every effort to have your student here on time.
Leaving Early:	<ul style="list-style-type: none">• If you need to pick-up your child before the end of the school day please be prepared to show ID.• Please make sure your name is included in the IC panel.• WCSD Policy on Leaving Early: <u>https://www.wcsdpolicy.net/pdf_files/5146%20Reg%20-%20Release%20of%20Students.pdf</u>

Enrollment:

Items needed to enroll a student at Virginia Palmer:

New to District and/or incoming Kindergarteners

1. Birth Certificate
2. Shot record – originals
3. Proof of Residence – Utility bill or rental agreement
4. Parent ID

Coming from Washoe County School

1. Proof of Residence – Utility bill or rental agreement
2. Parent ID

Withdrawal of your student(s):

In order to withdraw a student from Virginia Palmer it is required that the parent or guardian sign a withdrawal form. The form is located in the office.

Health:

Should your child become ill or get hurt at school, a clinical aide or nurse will attend to the child's immediate needs. The school will make every attempt to contact you to pick them up. Please do not send your child if he/she has the following symptoms:

- Vomited or had diarrhea in the last 24 hours.
- Has a fever of 100.4 or higher.
- Obvious severe cold symptoms (severe congestion, cough, or sore throat).
- Eyes that itch, burn, are bloodshot, or draining (these can be symptoms of conjunctivitis or pink eye which is very contagious).
- If a child has been diagnosed with an illness that requires antibiotics, the child may return to school after being treated for **24** hours.
- Please make sure all emergency phone numbers and information are up to date.

Medication:

- If it becomes necessary for a student to take any form of medication at school, a Consent and Request form (HS75-320A) signed by the parent/guardian and physician must be presented to the clinic. The request may be written on a physician's prescription pad and must be accompanied by a written request from the parent/guardian. All medication must be sent in prescription bottles which are clearly labeled with the appropriate directions for administering the drug. All medications will be kept in and dispensed through the clinic. No medication of any kind is to be in the student's possession without consent from the school nurse.
- <https://www.washoeschools.net/Page/2895>

Immunization Policy:

All Students entering Washoe County School District from another school district must be in compliance with Nevada State Law NRS 392.435. It states that the students be immunized for Diphtheria, Pertussis, Measles, Mumps, Rubella, Polio, Varicella, Hepatitis A & B. Beginning July 1, 2018, parental history of chickenpox disease will not be accepted as proof of immunity.

Parent/ Guardian or student must present to the school, upon enrollment, an immunization record stamped or signed by their physician or health care provider.

Copies of records are acceptable.

THERE IS NO GRACE PERIOD.

<https://www.washoeschools.net/Page/2890>

Religious/Medical/Medial Exemptions:

Any parent desiring an exemption from the immunization policy for religious or medical reasons must submit a letter to the WCSD Board of Trustees at the time of enrollment. The students may be enrolled immediately pending the Board's decision. The school will be notified of the decision. Children in Transition CIT students will not be excluded for lack of immunizations.

Delayed Start:

It is possible to have a two-hour delayed start due to inclement weather. A delayed start schedule will be announced when the district determines the roads are too hazardous. The delay will allow road crews to clear the roads and highways during or following a snowstorm.

Delayed starts are announced by calls to your home via Connect Ed, on your local radio or television news broadcasts beginning as early as 5:00 a.m. Once announced, all Washoe County Schools (K-12) will begin two hours later than usual. Dismissals at each school will remain the same. It is not necessary to call the school for verification. Whatever the TV or radio announces is what every school in the district follows.

In the event of a delayed start, we will not serve breakfast. School buses will run two hours later than usual, and the morning program will be canceled. All before-school activities will also be canceled including parent conferences, IEP meetings, tutoring, or any other activities. Students can arrive at school at 10:40, but not any earlier.

Nutrition Services:

- Breakfast is served in the classroom daily from 8:55-9:10
- Lunch is served daily at the times specified for the grade level. Every student is served lunch.
- Dinner is served daily at 3:00pm, except for Early Release Wednesday when it will be served at 2:15pm. All children ages 1-18 can enjoy dinner in the lunchroom.

<https://www.washoeschools.net/Domain/69>

Special Occasions Food Days (Student Wellness Policy):

Per Nevada Department of Education and the Washoe County School District Student Wellness policy, families are not allowed to bring or provide any food to students other than their own child. Although, the WCSD Student Wellness Policy does state expectations can be made for special occasions. These days are listed on the Virginia Palmer Website and School Calendar. Food days are typically on Fridays twice a month. Please work with your child's teacher to ensure adherence to the Wellness Policy.

<https://www.washoeschools.net/Domain/652>



Palmer PBIS Matrix-PAWS

<u>P</u>ANTHERS will:	EVERYWHERE	CLASSROOM	HALLWAY	RESTROOM	CAFETERIA/ ASSEMBLIES	PLAYGROUND	BUS
<u>A</u>CT RESPECTFUL & RESPONSIBLE	Pick up after yourself	Follow classroom rules	Have a pass	Flush, wash, quietly leave	Follow stop light colors for voice levels	Follow the rules of the game	Listen to the driver and follow the bus rules
	Use kind words and actions	Be aware of others and your surroundings	Keep your hands and body to yourself	Be respectful of others privacy	Be an active listener/ Pay attention	Report big problems immediatley to the duty teacher	Use kind words
	Respect yourself, others, and property		walk quietly		Help others clean up	Use kind words	Use a quiet voice
	Wear school uniform				Use a quiet voice	Walk with purpose back to class	
	Treat others and things appropriately.				Wait to be excused	Be a problem-solver	
	Report problems immediatley				Use good manners and kind words	Share equipment and space	
	Keep cellular devices in your backpack						
	Leave personal items at home						
<u>W</u>ORK	Show effort in the classroom, library, music, EL computers, etc.	Arrive on time	Walk with a purpose	Return to class quickly	Eat	Care for and use equipment properly	Be at the bus stop on time
		Follow teacher instructions	Bring what you need to learn	Keep it clean, quick, and quiet	Clean up after yourself		Keep the bus clean
							Take all personal items when exiting
							Go directly to the bus at the end of the day
<u>S</u>AFETY FIRST	Keep hands and body to yourself	Follow teacher instructions	Walk with your class facing forward and on the right hand side of the hallway	Report problems immediatley	Walk when dismissed	Walk to/from the playground	Once seated, stay seated
	Think before you act	Use supplies & technology properly		Keep hands and body to self.	Raise your hand for assistance	Follow playground rules	Listen to the driver
	Be aware of others and your surroundings	Keep hands and body to yourself			Keep hands and body to yourself	Stay within boundries	Keep hands, body, and objects to yourself
	Have a pass when outside of the classroom	Be aware of others and your surroundings			Stay seated until you are dismissed	Line up when the bell/whistle rings	Face forward
					Eat your own food	Be aware of others and your surroundings	Follow loading and unloading rules
					Follow instructions		Keep aisle clear

Virginia Palmer Playground Rules

Please see the following rules that have been created for student safety in addition to our school-wide behavioral expectations:

1. Students are to stay on the playground, past the red lines, and inside the fenced area, at all times of the day.
2. Food is to be enjoyed in the lunchroom or classroom during breakfast. Food should not be consumed outside.
3. Exit all equipment correctly, and use it correctly, including sports balls.
4. Use two finger touches to play tag.
5. Keep hands, feet, and objects to self at all times.

6. Swings:

- Sit on your bottom.
- Face the playground.
- Swing front to back.

WCSD Student Behavior Policy:

https://www.wcsdpolicy.net/pdf_files/board_policy/5100_Policy-Student_Behavior-v7_Final.pdf

Telephones:

- The use of the telephone by students will be restricted to emergency calls.
- Personal cell phones are to be in the student's backpack and in the off position.
- Cell phones are not permitted outside on the playground.
- If a student takes the cell phone out it will be confiscated and returned at the end of the day for the 1st offence.
- 2nd offence it will be taken and turned into the office. Parents will need to get cell phones from office if they are turned in.
- https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5810_Reg_-_Cell_Phones_v1.1.pdf

Personal Belongings:

- All students are responsible for instruments, books, equipment or other items they bring on campus.
- Cell phones are to be off and in the student's backpack while on campus.
- Toys brought to the school are up to the grade level teachers on what they will allow.

Library Services:

- The school library is a valuable resource. Books are your child's responsibility to keep safe. Please remind your child to return the books when they are due. Parents and students are responsible if a book gets lost or damaged.

Boys & Girls Club:

- Boys and Girls Club Program utilized the Palmer facility for the Before School Program.
- Boys and Girls Club is not affiliated with the Washoe County School District.
- WCSD and the Washoe County Board of Trustees neither endorse nor sponsor the organization.
- The distribution of this information is provided as a service to our school community.

Team Up

- Team-Up is focused on student academics.
- Students will engage in after school tutoring and enrichment activities
- Tutoring will occur from 3:30-4:30. Enrichment activities will occur from 4:30-5:30
- Students should be picked up by 6:00pm.

Emergency/Crisis Procedures:

We have developed a plan at Virginia Palmer that enables us to provide the best protection for our students and staff. We have monthly practice drills to make our actions automatic in an actual emergency. In order to keep our students safe and secure, it is imperative that families strictly adhere to the following:

- In case of a school emergency, DO NOT call the school phone number. It is imperative that we have our lines open for out-bound communication.
- If there is a major crisis, you will be notified by the school, T. V. /radio or Connect-Ed.
- **It is very important that we have your current phone number so that we can reach you in case of an emergency.**
- In the case of a **major** emergency, where it is necessary to evacuate students from the school, NO ONE will be allowed to take students from the school. It is mandatory that we account for all students. Students may be

evacuated to a safe location by school district buses.

- Only PARENTS or INDIVIDUALS who are listed on a student's emergency contact information would be able to pick students up from our new evacuation location.
- Do not come to school if you hear of an emergency until you hear from the school that it is safe. Private vehicles and extra people may block the passage of emergency vehicles or impede the safety of the students.

Emergency data: It is the responsibility of the parent to furnish emergency information including home, work and third contact numbers as well as current home address. This information is vital should we need to contact you due to illness or an accident at the school. Please inform the office in writing immediately should any change occur.

Field Trips:

Field trips are scheduled by individual teachers to enhance the required curriculum for that grade level. We reserve the right to keep students who chronically misbehave at school from attending field trips. These decisions are at the discretion of the classroom teacher, Principal, or Assistant Principal. Students not allowed to participate in field trips because of behavioral issues will be supervised in another classroom for the field trip. **(Remember, you need to turn in volunteer forms 3 weeks in advance if you want to be a chaperone.)**

Lost and Found:

A lost and found bin is located inside the building. Parents may check it at any time. It is always a good idea to mark your child's clothing for easy identification. Students are discouraged from bringing toys, games, or any valuables as we are not responsible for lost items. The items in the Lost and Found are donated to charitable organizations at the end of each quarter.

Report Cards:

Your child will receive a report card four times per year. Although there are two parent/teacher conferences scheduled per year, you are encouraged to contact the teacher with any concerns. Please feel free to contact the Family & Community Engagement Liaison (FACE) if you have any problems communicating with your child's teacher.

Family and Community Engagement or FACE:

Virginia Palmer provides assistance to parents of children served by the school in understanding topics such as the following,

- the State's academic content standards,
- the State's student academic achievement standards,
- the State and local academic assessments including alternate assessments,
- the State's proficiency level targets,
- the school's curriculum,
- how to monitor their child's progress, and
- how to work with educators and school leadership.

Nidia Gonzalez is the current FACE at Palmer and can be reached at the main school phone number.

School Pictures:

School pictures are taken by Bell Photography. Virginia Palmer's picture days are on the school calendar, which is also on the school website.

Student Drop-Off & Pick-Up:

Gates:

- Gates are locked at all times from bell to bell
- Drop-off – Gates are open until 9:00 am. Please enter and exit through the gates.
- Pick-up – Gates open at 3:00 pm. Parents and students must exit through the gates and avoid passing through the hallways unless there is a need.
- Other Washoe County School District students are asked to make arrangements to pick up siblings/ relatives outside the gates or in front of the school.
- If your child is going to the daycare next door, they will meet on the map mural in the back playground.

Kiss & Drop:

- We will use the staff parking lot for Kiss & Drop in the mornings only.
- The parking lots will be used for Kiss and Drop from 8:45-8:55 am and closed after school each day.
- Please pull into the parking lot and pull all the way forward to close any space and allow others to enter.
- Parking spots are for Palmer Staff only.
- Students will enter through the gates and go to the assigned playground.
 - The front playground is for primary students.
 - The back playground is for intermediate students.

Buses:

- Buses will be the only vehicles allowed through the gates near the playground.
- Students will exit the bus and go straight to their classroom.

Single Point of Entry:

- During official school hours (9:00 am – 3:00 pm) everyone must enter Virginia Palmer through the main entrance.
- If a visitor needs entry during official school hours, they will have to sign-in and sign-out with the office and identification will be verified.

Leaving the school:

- Palmer students must use the marked crosswalks when coming and leaving school.
- Students and families should stay on the sidewalk all the way until they reach a crosswalk.
- Staff will be at crosswalks to assist where students cross in front of the parking lot and at the three-way stop.

Student of the Month:

Each month of the school year teachers will select one student that has highly demonstrated both positive behavior and academic areas.

- Students receive a certificate and recognition from staff and peers.
- Each month we will select students who are Growing & Glowing in academics or social skills.

Uniforms:**WCSD Student Uniforms Policy:**

- [https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106_Reg - Student Uniforms-Adoption Guidelines_School Site Policy_v5_FINAL.pdf](https://www.wcsdpolicy.net/pdf_files/administrative_regulations/5106_Reg_-_Student_Uniforms-Adoption_Guidelines_School_Site_Policy_v5_FINAL.pdf)

Virginia Palmer implements a Standard Student Attire (School Uniform) policy.

In order to implement a mandatory Standard Student Attire policy, a school must have followed the guidelines of WCSD Policy and Regulation 5105. Under the policy and regulation, at least 10% of the ballots given to the families that make up the population of the student body must be returned, and 51% of the votes returned must agree to implement the Standard Student Attire policy. Both Policy and Regulation 5105 were followed and families of Virginia Palmer (School Uniform) policy.

A parent/guardian may apply for their child to be exempt from the Standard Student Attire policy in the following two instances:

- When the parent/guardian can demonstrate a bona fide religious objection to wearing the Standard Student Attire;
- When wearing Standard Student Attire is inappropriate due to a verified medical condition.

I encourage you to review and discuss the Standard Student Attire requirements below with your child. All Standard Student Attire violations will result in disciplinary action in alignment with Regulation 5105 and the school-based progressive discipline plan.

Virginia Palmer Elementary School Site-Based Student Uniform Policy**General:**

- The following student uniform policy shall be in effect for school years 2024-2025 unless changes are directed by the Superintendent in accordance with Board Policy.

- All provisions of the Washoe County School District's student dress code, as documented in the Parent/Student Handbook and/or any posted rules of this school, shall remain in effect.

Description of the Uniform:

- The approved uniform shirt is a gray or purple polo shirt.
 - The uniform shirt may be plain or have the approved school logo on it. Non-approved school logos are not permitted on the uniform top.
 - T-shirts of any color may be worn under the approved uniform top.
- Approved bottoms are defined as jeans, slacks, sweatpants, shorts, leggings/jeggings, skirts, and skorts and must be majority black or khaki (light tan or brown). No other colors shall be allowed.

Sweatshirts and Sweaters:

- Sweatshirts/sweaters are not part of the student uniform, are considered outerwear, and shall comply with the student dress code. The lapel of the uniform polo shirt must be visible over the collar of the sweatshirt/sweater.

Outerwear:

- Jackets, coats, and sweatshirts are considered outerwear and are permitted over the uniform in accordance with the school's dress code.

Misc:

- Other items of clothing such as shoes, socks, belts, hats, ties, and accessories shall comply with the dress code.
- All students enrolled at Virginia Palmer Elementary School shall be in compliance with the provisions of this site-based student uniform policy, as well as the school dress code during the school day. The only exception to this policy shall exist with the permission of the principal during a free day, spirit day, or similar events. Free days shall apply to all students. No content-based exceptions shall be allowed.

Sale of Uniforms / Financial Assistance.

- Short-sleeved polo shirts with the school logo may be purchased from the Kate's Logos
- Non-logo'd gray or purple polo shirts, and other clothing options, may be purchased at any retail location.
- Any family in need of financial assistance with the purchase of the school shirts should contact the office for information or to make arrangements.

Under Regulation 5105, "the school logo may only include the school's name and/or school mascot. No other names or symbols related to school athletic teams, school clubs/activities, charitable organizations, or similar groups/organizations should be on the clothing."

- Uniforms can be purchased from Kate's Logos. (Kate's Logos is not affiliated with the Washoe County School District and the Washoe County School District and the Board of Trustees neither endorses nor sponsors the organization. The distribution of this information is provided as a service to our school community.)

School Volunteers:

- Parents and extended family members are welcomed as volunteers at Virginia Palmer. For the safety of all children, WCSD has a volunteer screening policy that requires that all volunteers complete a School Volunteer Application with a picture ID check (driver's license, passport, etc.) and submit to a background check. Some volunteer opportunities, such as regular volunteers, overnight chaperones, and volunteer coaches, also require fingerprinting. Applications are available in the school office or on the WCSD webpage at <https://www.washoeschools.net/Domain/91>. Most volunteers may begin volunteering 3 weeks after the volunteer application has been turned into the school office unless otherwise notified and is good for a twelve (12) month period.
- Volunteers assist with school activities under the supervision and direction of school personnel. Volunteers shall abide by district and school policies and practices. Additionally, volunteers are directed to check in with the office each time they visit and wear the volunteer identification. We expect our volunteers to practice confidentiality when working with staff members and students.

WCDS Volunteer Screening & Background Checks Policy:

- https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf

WCSD Protocols for Visitors to District Property Policy:

- https://www.wcsdpolicy.net/pdf_files/board_policy/5000_Policy-Student_Records-v3_Final.pdf

Palmer Handbook Acknowledgment

By signing this document, I acknowledge that I have read and understood the contents of the Palmer Handbook. I agree to adhere to the guidelines and policies outlined within the handbook. Please return this paper to the classroom teacher.

Student Name:

Student Signature:

Parent Name:

Parent Signature:

Date:
