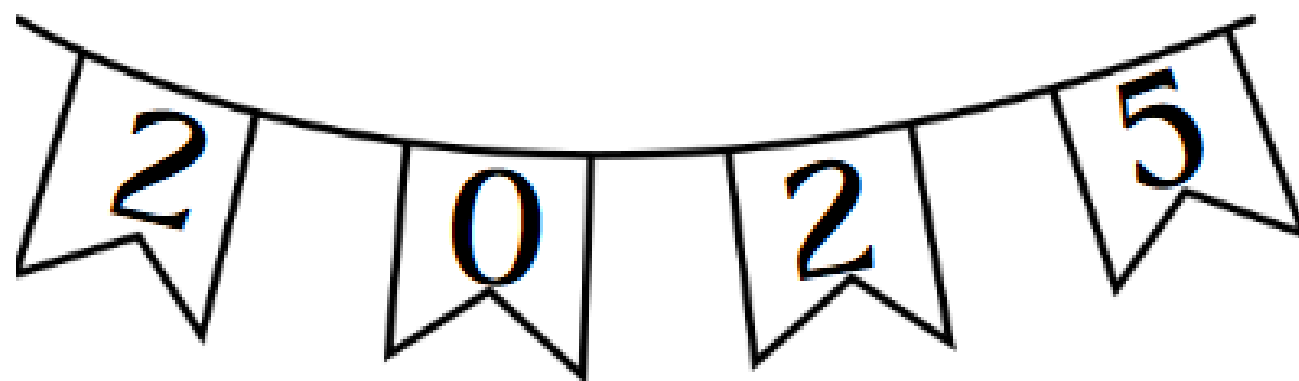


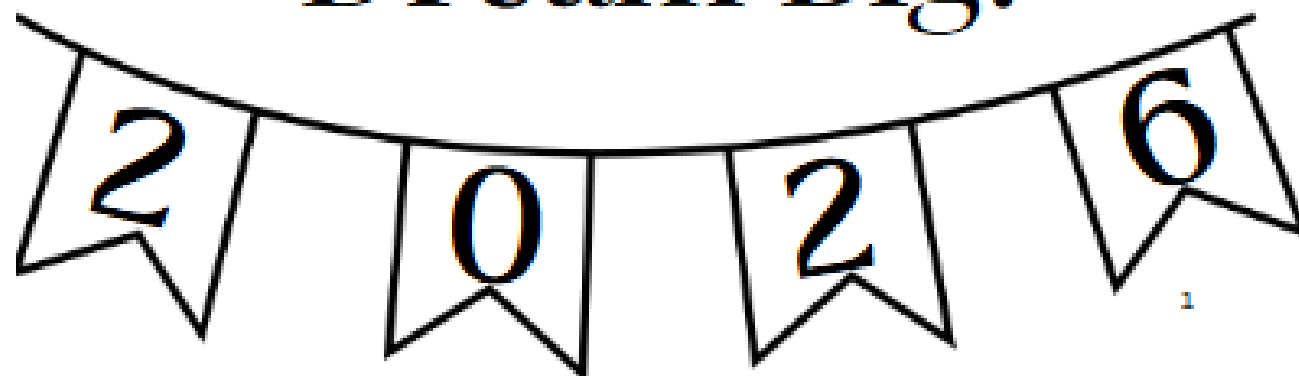
Palermo Middle School



# Family Handbook



Choose Well  
to  
Dream Big!



# **Bulldog Mission Statement**

PALERMO MIDDLE SCHOOL IS DEDICATED TO GUIDING STUDENTS  
TOWARDS SUCCESSFUL FUTURES BY PROVIDING A VARIETY OF  
OPPORTUNITIES THAT ENGAGE STUDENTS ACADEMICALLY,  
SOCIALY AND EMOTIONALLY

**School Principal:** KIMBERLY SOLANO

**School Secretary:** DONNA DUDLEY

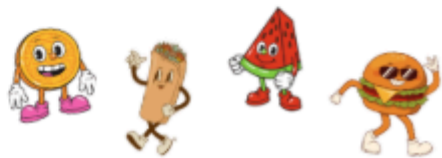
**Health Clerk:** JESSICA PRICE

**Assistant Principal:** ANNA JOHNSON

**Attendance Clerk:** RACHAEL TWEEDT

**Counselor:** NOEMI CARRILLO-RODRIGUEZ

## Palermo School Bell Schedule 2025-2026

Monday-Thursday	Friday	
<b>6th Grade</b> <b>Advisory</b> 8:10-8:15 1ST 8:17-9:01 2ND 9:03-9:47 3RD 9:49-10:33 4TH 10:35-11:19 5TH 11:21-12:05 <b>Lunch</b> 12:07-12:37 6TH 12:39-1:23 7TH 1:25-2:10	<b>6th Grade</b> <b>Advisory</b> 8:10-8:52 1ST 8:54-9:23 2ND 9:25-9:54 3RD 9:56-10:27 4TH 10:29-11:00 5TH 11:02-11:33 6TH 11:35-12:05 <b>Lunch</b> 12:07-12:38 7TH 12:40-1:10	<b>Students may <i>not</i> be on campus <u>before</u> 7:40 am.</b>  <b>Breakfast is available for all students for free from 7:40am to 8:10am in the cafeteria.</b>  <b>Lunch is available for all students for free.</b>
<hr/> <b>7th/8th Grade</b> <b>Advisory</b> 8:10-8:15 1ST 8:17-9:01 2ND 9:03-9:47 3RD 9:49-10:33 4TH 10:35-11:19 <b>Lunch</b> 11:21-11:51 5TH 11:53-12:37 6TH 12:39-1:23 7TH 1:25-2:10	<hr/> <b>7th/8th Grade</b> <b>Advisory</b> 8:10-8:52 1ST 8:54-9:23 2ND 9:25-9:54 3RD 9:56-10:27 4TH 10:29-11:00 5TH 11:02-11:33 <b>Lunch</b> 11:35-12:05 6TH 12:07-12:38 7TH 12:40-1:10	

## Stay Connected with Palermo

Palermo Middle School Office:(530) 533-4708

Please be sure to look for, join, and follow the following communication resources we use to keep you informed:

- **Facebook** - Palermo Middle School - Palermo Union School District
- **School Website**-<https://palermomiddle.palermoschools.org/>
- **Parent Square**
- **Illuminate**- access weekly to view your child's progress

**\*\*PLEASE CONTACT THE OFFICE TO UPDATE CHANGES TO YOUR PHONE NUMBER, EMAIL ADDRESS, AND/OR PHYSICAL ADDRESS!\*\***

## School Site Council

The School Site Council (SSC) is a representative group at the school site made up of the principal, teachers, staff members, and parents. The purpose of the SSC is to plan, implement, and assess school-wide priority for Palermo Middle. As a group, the SSC establishes and approves the School Plan for Student Achievement and budget, and monitors and evaluates the effectiveness of the plan on an on-going basis.

## Registration

All children new to the Palermo Union School District and enrolling in Palermo Middle School are required to provide the following when registering:

- Immunization Records (7th grade must show proof of updated vaccination records)
- Proof of Age-Birth Certificate
- Proof of residency: rental payment receipt, utility statement, mortgage statement, etc.

## Inter-District Transfer

The parent of a child who lives outside of the Palermo Union School District may request that his/her child attend Palermo Middle Approval is based on the following conditions:

- District of residence gives written approval

In the event the inter-district transfer is approved, please note the following:

1. The student will be transferred back to his/her district of residence if facilities or program become unavailable in the school the student is assigned to attend.
2. The student may be transferred back to his/her district of residence if the student demonstrates unsatisfactory attendance, scholarship, or citizenship.

Please note: You must initiate your request at your home district. Inter-district transfer forms must be completed annually.

## Attendance

**ABSENCES:** Your child's daily attendance and participation is **essential** and required for their academic success! If your child is unable to attend school, please contact the attendance secretary. Students that are absent are encouraged to email their teachers and check their Google Classrooms for daily assignments. Hard copy missing assignments can be picked up within 24 hours of the notification. Please note that all of your child's work may not be available at the first visit, and multiple visits to the school may be necessary to have access to the missing assignments. If you are planning for your student to be absent for one or more days, please connect with Mrs. Tweedt to place them on Independent Study (IS).

**TARDY POLICY:** Tardies inhibit students' abilities to regulate routine, and can negatively impact their academic performance. After 10 tardies, students will meet with admin to discuss support to help them arrive on time to school. After 20 tardies, students will begin serving lunch detention every day they are tardy.

## Independent Study Contracts

Independent Study Contracts are available if your child is going to miss one or more consecutive school days. You may request an independent study contract from the attendance technician. If possible, this request should be made at least **two weeks** in advance. This allows enough time for the office to prepare the contract, the teacher to prepare the work, and for all necessary signatures to be obtained. All work should be turned in to the attendance technician in the office on the day scheduled. If the student is ill on the scheduled return date, a parent/guardian must turn in the work.

## Medical Appointments/Early Checkouts

Medical appointments should be scheduled so that they do not interfere with instruction time. Students who find it necessary to leave school for a medical appointment are encouraged to return to school after the appointment has been completed.

Please send a note with your child on the day he/she is to be checked out early. Please come to the office to sign your child out, the office will call the classroom to have your child released. Please give yourself plenty of time to sign your child out and have him/her called from the classroom.

Parents/Guardians are reminded that students must be signed out by an adult (18+). Please remember that students will only be released to the parent, legal guardian or persons indicated on the Student Emergency Card. Palermo's policy is to check the identification of all persons checking children out of school. Please understand that this is for the safety of your child.

## Illness

Please do not send your child to school if he/she is running a fever or has other signs of a contagious illness. A child will be sent home automatically with the following:

- Temperature above 99 degrees F.
- Vomiting
- Diarrhea
- Any questionable injury or trauma

- Any evidence (even if questionable) of communicable disease (chicken pox, impetigo, head lice, or “pink eye”)

## Medication

Medical treatment is the responsibility of the parent/guardian and an authorized health care provider. An authorized health care provider is an individual who is licensed by the State of California to prescribe medication. Medications, both prescription and over the counter, may be given at school when it is deemed absolutely necessary by the authorized health care provider that the medication be given during school hours. The parent/guardian is urged, with the help of your child’s authorized health care provider, to work out a schedule of giving medication at home whenever possible. California Education Code, Section 49423 allows school personnel to assist in carrying out an authorized health care provider’s written orders. Designated non-medical school personnel may be administering your child’s medication. They will be trained and supervised by the credentialed district nurse. Medication will be safely stored and locked or refrigerated, if required.

### **IF MEDICATION IS TO BE ADMINISTERED AT SCHOOL, ALL OF THE FOLLOWING CONDITIONS MUST BE MET:**

1. A written statement signed by the licensed authorized health care provider/dentist specifying the reason for the medication, name, dosage, time, route, side effect; and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent/guardian must be on file at school.
3. Medication must be delivered to school by the parent/guardian or other responsible adult.
4. Medication must be in your child’s original, labeled pharmacy container written in English.
5. All liquid medication must be accompanied by an appropriate measuring device.
6. Any tablets requiring partial doses ( $1/2$  or  $1/4$ ) must be sent to school already cut.
7. A separate form is required for each medication. Whenever there is a change in medication, dose, time, or route, the parent/guardian and authorized health care provider must complete a new form. This authorization must be renewed each year.

# How to Check Your Child's Grades

## Accessing Illuminate for Parents

1) Contact Donna Dudley in our school office to obtain your school access code that connects you to your child's account.

2) Please go to the following website.

<https://palermoschools.illuminatehc.com/login>

\*If you have never created an account, click "create account."

\*Enter your information, access code and create a password.

\* Click on the orange gradebook to view information on each subject. Click on the subject to view all the assignments, due dates and what the student scored. If you have any questions, please call or email your child's teacher.

## Progress Reports/Report Cards

Progress reports are sent out once a trimester. Please look at the school calendar for the set dates. Report cards are sent home on the Friday following the close of each trimester.

## GPA

Students are meeting the grade requirements if they are earning a 2.0 or higher GPA. Any student earning anything below a 2.0 will be considered "at risk". If your child is below a 2.0 at the end of the 1st trimester, teachers will be scheduling a parent conference to discuss their academics. For the 2nd trimester, teachers will send home "at risk" parent letters.

## What is a GPA?

GPA = GRADE POINT AVERAGE

Bulldogs are expected to maintain a 2.0 gpa or **HIGHER!**

### How do you find your GPA?

**1st-** Add up your letter grades...yes, the letters have VALUE!

- A= 4 points
- B= 3 points
- C= 2 points
- D= 1 point
- F= 0 points

**2nd-** Divide the sum of the values of your letter grades by the number of classes you have...7!

## LET'S PRACTICE!

**1st-** add the letter grades  
 $4+4+1+1+3+4+4= 21$  points

**2nd-** divide the sum of the values of the letter grades by 7  
 $21 \div 7 = 3$

The student's gpa is a 3.0.

Subject	1st	
	G	C
Advisory	CR	
Reading	A	
Language Arts	A	
Mathematics	D-	
Social Studies*	D	
Science	B+	
Physical Education	A	
Exploratory / Band	A-	
Total Trimester GPA	3.00	
Cumulative GPA	3.00	

## FAST FACTS

- The most points you can earn in a trimester are **28!**  
(4 points  $\times$  7 classes = 28 points)
- 14 points = 2.0 gpa
- 42 points = 2.0 cumulative gpa by the end of the 3rd trimester



**Palermo Middle School Learning Expectations**  
**#BulldogPromise**

<p style="text-align: center;"><b>Be</b> <b>Responsible</b></p>	<ul style="list-style-type: none"> <li>• Bulldogs show up on time to school.</li> <li>• Bulldogs utilize their support systems, such as asking for help from teachers, paras, Mrs. Applegate (counselor), Mrs. Solano, Ms. Johnson, and go to HW Hall and/or Targeted Tutoring.</li> <li>• Bulldogs complete assignments and record important information in their planners.</li> <li>• Bulldogs uphold a 2.0 gpa+ each trimester.</li> <li>• Bulldogs bring their <u>charged</u> Chromebooks to school.</li> <li>• Bulldogs keep their phones and Airpods in their backpacks.</li> </ul>
<p style="text-align: center;"><b>Be</b> <b>Courteous</b></p>	<ul style="list-style-type: none"> <li>• Bulldogs use kind words.</li> <li>• Bulldogs respect others' perspectives.</li> <li>• Bulldogs support others' learning by following classroom expectations.</li> </ul>
<p style="text-align: center;"><b>Be</b> <b>Safe</b></p>	<ul style="list-style-type: none"> <li>• Bulldogs keep their hands, feet, and all other objects to themselves (KHFAAOOTY)</li> <li>• Bulldogs speak kind words to others, and are mindful of how their words impact others.</li> </ul>
<p style="text-align: center;"><b>Have</b> <b>Integrity</b></p>	<ul style="list-style-type: none"> <li>• Bulldogs do the right thing when others aren't looking</li> <li>• Bulldogs do the right thing when others are pressuring us to not uphold the Bulldog Promise.</li> <li>• Bulldogs do not sell items to other students or staff.</li> </ul>



# PBIS Behavior Expectations



AREA/SETTING	Be Responsible	Show Integrity	Be Safe	Be Courteous
<b>Assembly</b>	Follow protocol. Sit in assigned areas with teacher. KHFAAOOTY.	Respect speaker. Be attentive and listen. Be a positive audience member.	Walk in single file lines. Use stairs to enter and leave stage. Leave backpack in classroom.	Take off hats and hoods. Clap when appropriate. Be quiet and attentive during assembly. Be polite. Exit when excused.
<b>Bathrooms</b>	Keep area clean. Put trash in cans. Do not hang out in the bathroom to use your cell phone.	Respect school property. Report any graffiti or vandalism. Respect each other's privacy.	Wash your hands.	Wait your turn. Flush. Clean up after yourself.
<b>Blacktop/Fields</b>	Check out and return equipment to AEP. Share equipment.	Use good sportsmanship. Respect personal boundaries and property.	Follow activity rules. Stay within designated areas. The field is only for organized games during lunch.	Use positive comments only. Include others.
<b>Bus</b>	Keep hands and feet to self. Follow all bus rules.	Listen to bus driver's instructions. Be an example to others by using only kind words.	Stay in seat. Face forward. Wear seatbelts if equipped. Refrain from chewing gum and eating on the bus. Keep aisles clear.	Use polite language. Use quiet voices. Stand up for others if mean things are being said.
<b>Cafeteria</b>	Clean up after yourself. Put gum and other garbage in trash. Enter through the side door.	Respect school staff and property.	Walk in line. Maintain personal boundaries. Eat well and stay hydrated.	Use quiet voices. Use good table manners. Please be polite, thank you.
<b>Classrooms</b>	Be prepared. Complete work assigned. Have your supplies/materials with you.	Respect yourself and others. Be kind. Assist in the learning process. Do your own work.	Follow safety rules. Keep chairs and desks on the floor. Keep backpacks in designated area.	Be kind and polite. Use appropriate behavior and language. Clean up after yourself. Push in your chair.
<b>Chromebooks</b>	Use devices properly with respect. Keep them on hard surfaces. Carry with two hands. Keep all food and drinks away from devices. Use gentle touch on keyboard.	Use only approved websites. Use technology for assigned purpose. Notify AEP if your device is not working properly.	Protect your personal information, including passwords. Do not share them with other students.	Keep it clean. Do not share your Chromebook or charger with others so it doesn't get lost.
<b>Dances</b>	Be on time. Follow dress code. Make prior arrangements for an on-time ride home.	Dance appropriately. Keep air and light between you and your dancing partner.	Walk. Be aware of your surroundings. Remain in designated area.	Use polite language. Use good manners. Dance and have fun!
<b>Hallways</b>	Keep halls free of trash. Travel directly to your destination. Get to your class on time.	Use polite language. Be considerate of yours and others' personal space.	Walk on the right side. Allow others to pass.	Use quiet voices. KHFAAOOTY. Say hello to people.
<b>Locker Room</b>	Be on time. Put your clothes in your locker. Lock your lockers. Use trash cans.	Keep phones off and away. Be considerate of other's space and personal property.	KHFAAOOTY. Change and move to assigned location quickly.	Use polite language. Respect others. Be kind and considerate.
<b>Library</b>	Follow library procedures. Return books on time. Use shelf markers.	Stay on task. Be kind to books.	Enter and exit in a quiet and orderly manner.	Use quiet voices. Push in chairs when leaving.
<b>Lunch Line</b>	Be on time. Stay in line.	Be patient. Get in line after the last person already there.	Walk. KHFAAOOTY.	Use polite language. Be respectful and kind to staff. Use quiet voices.
<b>Office</b>	Follow office procedures. Check in at front counter.	Use polite language. Only go to office if you have business there.	Hold door open for people walking in. Enter and exit in a quiet and orderly manner.	Be respectful. Wait your turn patiently. Use quiet voices. If you use the phone and no one answers, leave a message.
<b>Office Lobby</b>	Unless it is raining, use the sidewalk around the office to get to your destination.	Enter only for office business.	Walk. KHFAAOOTY. Sit in chairs appropriately.	Use quiet voices. Use polite language.
<b>Sporting Events Home &amp; Away</b>	Follow school rules and dress code. Keep areas free of trash. Remember, you are there to cheer for your team!	Make positive comments only. Use good sportsmanship. Encourage your school team. Be a good representative of Palermo.	Stay in your seat except for necessary trips to the restroom or snack bar. Keep entrances and exits clear. Remain in designated area.	Be respectful to the opposing team, adults, parents, and coaches.



## Palermo Middle School's Cell Phone, Airpod, and other Electronic/Technology Accessory Policy 🐾

Students may bring their cell phone and airpods onto campus. However, cell phones will be powered off and left in the students' backpacks until the end of the school day. Airpods are not permitted; students will be issued headphones when they are needed to complete an assignment and/or an assessment. If another form of an electronic device is disrupting the learning environment, the device will be taken to the office.

### Cell Phone, Airpod, and other Technology Accessory Discipline Procedures

1st Offense	Warning & Electronic is brought to the front office. Student may sign it out at the end of the school day.
2nd Offense	Electronic is brought to the front office. Parent/guardian or someone from the student's Emergency Contacts must sign for the device to be returned to the student.
3rd Offense	Electronic is brought to the front office. Parent/guardian or someone from the student's Emergency Contacts must sign for the device to be returned to the student.
4th+ Offense	Electronic is brought to the front office. Parent/guardian or someone from the student's Emergency Contacts must sign for the device to be returned to the student. Student will receive a referral.

## Chromebooks 🐾

Students will be responsible for bringing Chromebooks to and from school. **IT IS ESSENTIAL THAT YOUR CHILD'S CHROMEBOOK COMES TO SCHOOL DAILY CHARGED!!!** If your child has any problems with their Chromebook, please have them go to the library. Parents/Guardians are responsible for damages to the chromebooks and lost chargers. Please let the office know, and we can get them a new Chromebook or get it fixed. Any outstanding invoices will result in students not receiving their report cards/and or diplomas at the end of the year. Outstanding invoices will carry over to the next academic school year.

# Palermo Middle School Dress Code

The following dress code was designed to provide a safe, distraction-free free and business-like learning environment at Palermo. The staff believes that this code requires students to practice grooming and dress habits that will allow them to be successful members of society outside of the school setting. In order to avoid violations of the dress code and possible consequences, please read and follow the following.

- No “spaghetti straps” (straps must be at least 1” wide), no low cut tops, tube tops, halter tops, crop top, sheer/see through, oversized tank tops or backless tops.
- The midriff, stomach area or cleavage may not be exposed. No sheer or “see through blouses or shirts.
- Shorts, skirts, and dresses must be at or below mid-thigh.
- Rips above mid-thigh must have leggings/spandex under them.
- Undergarments may not be exposed at any time.
- Pants must be worn at the waist and not expose any undergarments.
- Any piece of clothing or accessory may not have any pictures, symbols, colors, or words that refer to, or show, drugs, alcohol, tobacco, sex, violence, weapons, gangs, or exposed body parts. (Example: Cookies, Feather Falls Brewing, Sierra Nevada, Farmers Brewing)
- Hats/Hoods-Students must follow the teacher’s rules for hats inside the class or indoors. Students may be asked to remove their hats/hoods during an assembly.
- Bandanas (any color) are not considered hats and may not be worn or displayed at school. Bandanas cannot be used as a face mask at school.
- Any style of clothing or accessory that creates a distraction, is derogatory or interferes with the education of others will not be allowed. (Example: Costumes, Pajamas, slippers)
- Shoes must be worn at all times.
- No dangerous accessories: this includes items with spikes, heavy chains, and jewelry with sharp edges.

**Students who violate the dress code will be required to change into school t-shirts and/or school sweatpants. Disciplinary referrals/consequences will be issued for repeat violations.**



## Classroom

The teacher will manage behaviors in the classroom according to the teacher's class policies and social contracts. For teacher managed behavior in the classroom, the teacher will first issue a Red Flag Warning. The teacher may issue any of the following examples of behavior interventions to help the student.

- Teacher detention      ▪ Verbal      ▪ Phone call/Remind Message to Parent      ▪ Reflection Sheet
- Miss out on activity/grade level reward      ▪ Community Service      ▪ Seat change
- Phone call to parent by student with staff supervision      ▪ Reset in classroom or outside

The following habitual behaviors may be addressed:

### ***Behaviors include, but are not limited to:***

- Talking during instruction
- Interrupting instruction
- Excessive noise
- Inappropriate items
- Defiance
- Inappropriate language
- Profanity, Obscenity, Obscene gestures
- Harassing/Bullying
- Leaving area without permission
- Violation of the #bulldogpromise
- Unprepared for class
- Throwing objects
- Use of an electronic device during school hours

1	<b>Red Flag Warning Issued by Teacher</b>	The classroom teacher will document five or more interventions provided by the teacher to help improve behavior in the classroom. <b><u>The teachers will date and provide what the interventions were.</u></b> The Red Flag Warning is sent to the office and the Assistant Principal will meet with the student before it is mailed home to review and discuss how the teacher has already supported the student to succeed in the classroom.
2	Referrals written by the teacher.	Once the teacher has completed a Red Flag Warning, they will then write a referral that is sent up to the Vice Principal to assign consequences if the behavior continues. Consequences may include lunch detention, after school detention, Parent Conference, Friday after school detention, Saturday school, alternative placement from the classroom, Behavior Intervention Lessons, etc.

**Leaving Campus**=Students are not allowed to leave campus and return. They are not allowed because it is a safety issue. Students in the ASP program may not go to the store and come back for ASP. This will result in an immediate referral.

### **Misbehavior for Guest Teacher in Classroom**

Immediate referrals may be written for when there is mis-behavior for the guest teacher. The teacher will determine whether or not a referral is written.

## Dress Code

1st Offense	Warning & Change into PE Clothes (6th Grade Parent Contact for first offense)
2nd Offense	Change & Dress Code Reflection during lunch in AEP that same day. No Referral
3rd Offense	Change, Referral for lunch and or after school detention.
4th Offense	Change, Referral for lunch and or after school detention.

**Referrals can also be written for behavior outside of the classroom by any adult on campus for any inappropriate behavior, defiance or disrespect.**

**Extreme Behaviors-** These behaviors require immediate intervention by an administrator.

***Behaviors include, but are not limited to:***

- Gang activity
- Terrorist threat
- Theft
- Sexual harassment
- Harassing/Bullying
- Throwing objects with intent to hurt
- Behavior that causes injury to someone else
- Inappropriate language or gestures directed at staff
- Repeated inappropriate behaviors despite interventions
- Severe or continued disrespect/defiance/disruption
- Severe or continued use of sexually explicit language, profanity or vulgarity
- Committing an obscene act or sexual assault
- Possession of a firearm (or imitation), knife, explosive, or dangerous object
- Fighting or causing, attempting to cause, or threatening to cause physical injury to another person
- Possession, selling, furnishing or use of alcohol, tobacco, drugs or drug paraphernalia
- Possession or use of non-prescription drugs
- Robbery, extortion, damage, vandalism or theft of school or private property
- Other offenses as determined by California Education Code

***Consequences include, but are not limited to:***

- Friday Afternoon School or Saturday School
- Suspension from one to five days
- Financial restitution
- Loss of extracurricular and incentive activities
- Referral for expulsion hearing
- Citation/referral to law enforcement
- Expulsion

## Tobacco Free Campus



Our campus is a Tobacco-free campus. Tobacco in any form is not allowed by students or any adult on campus.

## Anonymous Reporting/Bullying



The staff at Palermo cannot address issues that are happening on our campus if we do not know about them. Please call Mrs. Solano or Ms. Johnson anytime to discuss an issue that is happening with your child. You can also connect with us through our Anonymous Reporting feature on our website. Click on this icon on our website to send us a message regarding anything that needs to be addressed at our school.



## Counselor



Mrs. Carillo Rodriguez is our school counselor. She is available to support all students, staff and families with any social, emotional or academic concerns.

**School Phone #:** 533-4708 Extension #107

**Google Voice (call or text):** 433-9130

**Email address:**

## Sports, Clubs, and Extracurricular Activities



We are so thankful for the opportunities students are able to participate in while a Bulldog at Palermo Middle School. As many of these opportunities take place after school, we need to ensure supervision, safety, and upholding the Bulldog Promise for all of our students to have a positive experience.

**Sports-** All student athletes and families are required to attend a family sports meeting at the beginning of every new sport season. To ensure supervision before/after practice, all student athletes are required to enroll in the After School Program.

**Clubs/HW Hall-** We have a diverse selection of after school opportunities! To ensure the success of these programs, students that are unable to uphold the Bulldog Promise will be disinvited to attend after the third time they are redirected for their behaviors and/or choices.

## Reward Days and Field Trips



Each grade level has instituted reward days to celebrate a student's success or achievement for academics, behavior or attendance. Students may miss out on reward days if they are not meeting the requirements for academics, they have earned a certain amount of referrals for behavior or if they have not met the attendance requirement to participate.

## School Dances

Students may attend the school dance if they have not earned more than one school referral prior to the scheduled dance. If a student has been suspended, they may not attend. After each scheduled dance students have an opportunity to attend the dance.

## Emergency Information

You can count on our caring professionals to provide a safe and secure environment for your children every day and during an emergency.

Our emergency plan is reinforced through drills with students and at regular meetings with our employees.

In most emergency situations, public safety and emergency management personnel will provide guidance to administrators on the appropriate response to the emergency.

**During a “Shelter In Place”**, the following actions shall be taken.

1. The Superintendent/designee shall communicate with all staff that a “Shelter In” is in effect.
2. All staff will go to assigned posts to ensure maximum supervision of student movement and to visually monitor the campus and surrounding area.
3. All visitor access shall be restricted to the office area and a notice will be posted in the office window stating the school is in a “Shelter In Place” situation.
4. The district’s “Shelter In Place” communications system will be activated.
5. The district office staff will post information on the website ([www.palermoschools.org](http://www.palermoschools.org))
6. The Superintendent/designee shall communicate with all staff if a Lockdown is in effect.

During a Shelter In Place Alert the Superintendent/designee shall determine which of the following actions will also be taken.

1. All school building doors locked.
2. All windows covered.
3. All students inside.
4. Any student movement outside will be under adult supervision.
5. An “emergency” phone message will be made to parents/guardians by the district office.

*School Staff and students will remain under Shelter in Place until further instructions are given by the principal or designee.*

### **What can parents do during an emergency?**

In order to provide your children with a safe and secure environment during an emergency situation, we need your help.

1. **PLEASE GO TO [www.palermoschools.org](http://www.palermoschools.org) to view up-to-date emergency information.**
2. Refrain from calling the school. Our phones lines must remain open for emergency assistance, if needed.
3. Please **do not** immediately drive or walk to the school to get your children. We need the time to re-organize and institute our procedures prior to receiving requests to release students.
4. When you do arrive for pick-up, please do not block access points to the school. There may be a need for district and/or emergency vehicles to enter the parking area.

**During a Lockdown**, all gates will be closed and locked to provide the safest environment possible for all students. We will be contacting the phone numbers you provided on the emergency cards to inform you of the lockdown and we will send out updates as often as possible. You may also visit the district website at [www.palermoschools.org](http://www.palermoschools.org) for current emergency information. Please know that the safety of all the students is our first priority! Taking the time to deal with people who don’t want to follow our procedures puts everyone at risk.

## **TIPS FOR PARENTS WHEN HANDLING A LOCAL/NATIONAL CRISIS**

- ❖ Turn off the TV and talk with your children.
- ❖ Stick with the “concrete” facts. Answer only what your child asks.
- ❖ Assure your children that they are safe.
- ❖ Ask “What feelings do you have about what happened?” “What does this make you think about?”
- ❖ Share YOUR feelings
- ❖ Draw a picture, take a walk, prepare dinner together, read a story together. Be there!
- ❖ Allow relaxation time, down time from the regular busy schedule.
- ❖ Let your child know that tears are okay.
- ❖ Make sure your child knows they are in no way responsible.
- ❖ Remind children to be considerate of classmates, friends and their families.



# Student and Family Agreement

**We acknowledge that we have thoroughly read the Palermo Middle School Family Handbook, and understand the expectations set by the school.\***

MY SIGNATURE BELOW INDICATES THAT I ACKNOWLEDGE MY CHILD AND I WILL UPHOLD THE  
BULLDOG PROMISE BY FOLLOWING THESE EXPECTATIONS:

- **Academic Goal of a 2.0+**
- **Attendance and Tardies**
- **Discipline procedures**
- **Dress code**
- **Chromebook, Chargers, and Hot Spots**
- **Cell phone, Airpods, & other Electronic/Technology**
- **Sports, Clubs, and Extracurricular Activities**
- **Reward Day and Field Trip Expectations**
- **No weapons, guns, drugs, or alcohol on campus**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*\*Please return this form to your child's advisory teacher by  
**Monday, August 18, 2025.***

*Your child will not be able to participate in  
extracurricular activities or field trips until the office has received the form.*



