

**STANDARD OPERATING PROCEDURES**  
**Addendum to the School District Student and Family Handbook**  
**2018-2019**  
**Updated: 8/22/18**



**“Achieving high standards for all students!”**

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## **AGENDA**

Student agenda books or planners are designed to keep students organized and to keep parents informed. Agendas are a vital link for home/school communication. Please review your child's agenda with him/her daily. Lost or misplaced agendas must be replaced. Agendas are \$7.00 for students in grades K-2. A grant has covered the cost of agendas for students in grades 3-5.

## **AFTER SCHOOL CARE**

After school care is available from 2:00-4:00 p.m. or 2:00-6:00 p.m. Please contact Heather Stonelake, Director of the Palm Beach Public After School Program, at 822-0730, between the hours of 10:00 a.m. and 6:00 p.m. for more information about these programs. Enrollment is limited and is available on a first come first serve basis.

## **ARRIVAL/DISMISSAL PROCEDURES**

Supervision is not provided before 7:30 a.m. or after 2:20 p.m. Therefore, it is not safe for students to be on campus before or after these times. Cases of noncompliance will be referred to the appropriate agencies. Please notify the office (822-0700) if you know you will be unavoidably detained after school.

## **Releasing students from school:**

Students who must leave school early (doctor or dentist appointments, etc.) must be signed out by a parent/guardian in the front office. Identification is required for the removal of a student. **No student will be released after 1:30 p.m.** as this is disruptive to the "end-of-day" classroom and office procedures. Please schedule appointments accordingly. Parents must notify the school in writing should your child have a change in transportation.

## **Tardies:**

It is extremely important for all students to arrive on time for instruction. Students who are not in their seat by 8:00 a.m. are considered tardy and must report to the main office for a tardy slip.

## **CAR RIDERS:**

- Car Drop-off will be open each morning from 7:30 a.m. – 7:55 a.m. on Seaview Avenue. Instruction begins promptly at 8:00 a.m., therefore, students should arrive by 7:55 a.m.
- Students are dismissed at 2:05 p.m. and pick-up is located on Seaview Avenue.

## **WALKERS/BIKE RIDERS:**

- Students who walk to the Four Arts will be escorted to the SW corner of Cocoanut Row and Seaview Avenue where they will be released to their parents.
- Bike riders must obey all safety rules and wear a bike helmet, as required by law.

## **CELEBRATIONS**

For families who wish to celebrate a child's birthday, the celebration must occur in the café during the last ten minutes of the student's scheduled lunch time. Parents must sign-in at the front office. Parents may only distribute commercially prepared cookies or cupcakes. Party favors are prohibited. Photographs are prohibited due to the privacy of students. Invitations to off-campus parties may only be distributed when all students in the class are given one.

## **CLINIC**

While we encourage regular attendance, we request that ill children remain at home. If a student becomes ill or injured during the school day, he or she is sent to the clinic. If an accident and/or injury occurs, parent(s) will be contacted. Please be sure that we have the most updated telephone number to reach you at all times. According to Palm Beach County School District Regulations, all students receiving medications at school are required to present currently prescribed medication and a new physician's authorization form for each school year.

## **DRESS CODE**

Palm Beach Public has a dress code policy. Appropriate dress and good grooming support that focus. Students are expected to honor their responsibilities and dress in a way that respects the rights of others. Our aim is to promote pride in citizenship, pride in oneself, and pride in our school. Dress code is in full effect on school property or at any school sponsored activity. Students not in uniform will receive a notice of the violation. We appreciate your support. The following policy is mandatory:

### **TOPS:**

- Solid colored, polo-style shirt with collars.
- Solid colored button down shirts with collars.
- School spirit shirts and orchestral strings shirts.
- Solid colored sweaters or sweatshirts.

### **BOTTOMS:**

- Solid colored shorts, skirts, skorts, jumpers and pants in navy, denim, black, or khaki at fingertip length.
- No leggings, tights, or sweatpants are to be worn.

### **SHOES:**

- All shoes must be closed toe. Sneakers are strongly recommended.
- For students' safety, no platforms, clogs, sandals, flip flops or Crocs may be worn.
- Sneakers are **required** on PE days.

**\*PLAID, POLKA DOTS OR STRIPES ARE NOT PART OF THE PALM BEACH PUBLIC DRESS CODE.\***

## **FIELD TRIPS AND SPECIAL EVENTS**

Field trips are scheduled as an enhancement of academic curriculum to provide students with an opportunity to experience firsthand some of the material they may have studied in the classroom.

- Parents will be notified in advance regarding scheduled field trips.
- Students will be required to return a signed consent form to their teacher prior to the trip.
- Permission **will not** be accepted by telephone.
- Chaperones must be pre-approved volunteers for the classroom.
- No child can be restricted from participation due to non-payment.

## **PARENT CONFERENCES**

Parents are encouraged to meet with their child's teacher(s). When requesting a conference, please make an appointment by calling, emailing or submitting a note to your child's teacher(s). Conferences can be held in person or over the phone before or after student hours.

**PROGRESS REPORTS**

Mid-term progress reports will be sent home with students each trimester as a form of notification to parents regarding student performance.

September 28, 2018                  December 21, 2018                  April 12, 2019

**REPORT CARDS**

Report card distribution dates are as follows:

November 30, 2018                  February 28, 2019                  May 31, 2019

**SCHOOL FOOD SERVICE**

**Breakfast:**

Breakfast is provided as a free service to PBP students. All students participating in the breakfast program must report to the cafeteria between 7:30 a.m. and 7:50 a.m. Parents may not accompany their child in the cafeteria during breakfast hours.

**Lunch:**

Students eat lunch in the cafeteria with their classmates at an assigned time. Students may bring their lunch or purchase the lunch prepared in the cafeteria. Parents are welcome to eat lunch with their child and must sit at the assigned parent dining table. Other students may not join friends at the parent dining table.

**VISITORS/VOLUNTEERS**

All visitors and volunteers are required to report to the main office to sign in and receive a pass before entering the campus. While on campus visitors and volunteers must be escorted to their destination.

Volunteers must complete an online Volunteer Application each year prior to working on campus. Volunteers are always welcome and encouraged to assist at Palm Beach Public. Parents may assist their child's teacher outside of the classroom, i.e. copying, field trips, special activities etc., at the teacher's request. Parents may not volunteer in their child's classroom.



**Please sign and return this form as an acknowledgement of the Rules and Procedures of Palm Beach Public. Thank you.**

I have received and will follow the guidelines outlined in:

\_\_\_\_ Palm Beach Public Standard Operating Procedures (SOP) 2018-2019

\_\_\_\_ Palm Beach District Student and Parent Handbook 2018-2019

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

Homeroom Teacher: \_\_\_\_\_

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

Parent Name \_\_\_\_\_  
(Print)