

STANDARD OPERATING PROCEDURES
Addendum to the School District Student and Family Handbook
2023-2024



“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. Agendas are \$8.00 for students and are to be purchased through School Cash Online.

AFTER SCHOOL CARE

After school care is available from 2:00-4:00 p.m. or 2:00-6:00 p.m. Please contact Teri Moore, Director of the Palm Beach Public After School Program, at 561-822-0730, 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-served basis.

ARRIVAL/DISMISSAL PROCEDURES

Supervision is not provided before 7:30 a.m. or after 2:20 p.m. Cases of noncompliance will be referred to the appropriate agencies. Please notify the office (561-822-0700) if you know you will be unavoidably detained after school.

Releasing students from school:

Students who must leave school early must be signed out by a parent/guardian in the front office. Identification is required for the removal of a student. **We strongly encourage students not to 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. If a student is tardy, he/she must be accompanied to the main office by a parent/guardian.

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. Car tags are mandatory and must be displayed.

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. Parents should stay out of the road and wait for students near the courtyard gate of The Society of the Four Arts.
- Bike riders must obey all safety rules and wear a bike helmet, as required by law. If a child rides their bicycle to school, but is picked up by car, the parent must collect and load the bicycle. Staff members are not responsible for doing so.

CELEBRATIONS

Birthday celebrations are not permitted on campus. Invitations to a party may not be distributed in the classroom unless every student receives an invitation. Treats are not permitted to be brought to school. Flowers and balloons may not be delivered to school for students.

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. The following policy is mandatory:

TOPS:

- Solid colored, polo-style shirts with collars.
- Solid colored button-down shirts with collars.
- School logo t-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 daily recess.
- For students' safety, no platforms, clogs, sandals, flip flops or Crocs may be worn.

***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 the 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.
- Siblings are not permitted to attend field trips and special events on campus.

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, over the phone, or via Google Meet at a time scheduled by the teacher(s).

SCHOOL FOOD SERVICE

Breakfast and lunch meals are free to all district students.

Breakfast:

All students participating in the breakfast program must report to the cafeteria between 7:30 a.m. and 7:50 a.m. Students needing a breakfast after 7:50 a.m. will receive a breakfast bag for the classroom.

Lunch:

Students eat lunch in the cafeteria with their classmates at an assigned time. Students may bring their lunch or purchase lunch prepared in the cafeteria.

Parents may not accompany their child in the cafeteria.

UNIVERSAL STUDENT PHOTO IDENTIFICATION BADGES

School Board Policy 5.0115 requires all students utilize a uniform school issued identification badge. Students are required to wear the badge at all times. In the event that a student needs a replacement badge, a fee may be imposed.

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.

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Please find this form in your communicator folder, sign and return this form as an acknowledgment 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) 2023-2024

____ [Palm Beach County School District Student and Parent Handbook 2023-2024](#)

Student Name: _____

Homeroom Teacher: _____

Parent Signature: _____

Parent Name (Print): _____