

STANDARD OPERATING PROCEDURES

Equestrian Trails Elementary

2023 – 2024

The School District of Palm Beach County prohibits discrimination against students, employees, and applicants on the basis of religion, race, ethnicity, national origin, color, sex, marital status, age, parental status and disability in any of its programs, services or activities.

PRINCIPAL: Michele Chorniewy

ASSISTANT PRINCIPAL: Antonietta D'Aqui

ADMINISTRATIVE ASSISTANT: Connie Sterling

DATA PROCESSOR: Gina Melchionna

BOOKKEEPER: Lourdes Santos

CLF: Yanelkys Suarez

ITSA: Joseph Berger

ATTENDANCE CLERK: Ruth Zeno

NURSE: Marisol Pellam

SCHOOL PHONE NUMBER: 561-904-9600

Student Hours

School hours: 8:00 AM – 2:05 PM

Breakfast: 7:30 AM – 8:00 AM

School Doors Open: 7:30 AM

Dismissal: 2:05 PM

ARRIVAL AND DISMISSAL

Arrival

Students are NOT to be dropped off and/or permitted on campus before 7:30 AM due to safety and supervision.

Car Riders - Please pull all the way up to allow for the maximum amount of students to be unloaded to save time. Please have students ready (shoes, backpacks, lunch boxes, etc.) ready to go as you pull around to allow for a quick exit.

Chaperoned Walkers - Students **MUST** be escorted up to the sidewalk. For safety reasons, under no circumstances should a child be walking through the parking lot without their adult. Students also cannot exit their cars on Stribling Way.

Students need to be in their classroom no later than 8:00 AM and will be marked tardy if they arrive after this time. (**ETES News begins at 7:55**) If you are dropping off your child after 8:02, the adult is expected to come in with the child and sign them in.

Dismissal

We have a staggered dismissal. Bikers will be released first, followed by independent walkers. We will then begin dismissing car riders and chaperoned walkers. Parents picking up chaperoned walkers need to wait in the grass area of the bus loop until called over to pick up your child. (If it's a rainy day dismissal, please listen for directions.)

Students who leave by car are assigned a car tag# which needs to be displayed as you come around the car loop.

Every minute of your child's day is precious instructional time and we ask to limit early dismissals. If you do need to pick your child up early, you **MUST** pick your child up by **1:30 PM**. There will be **no** early dismissals after 1:30 PM. **All transportation/dismissal changes must be submitted in writing prior to the beginning of the day or called in to the front office prior to 1:00 p.m. If someone is picking up your child other than you, they must be listed as an emergency contact with the data processor or you must send the attendance clerk the name and a picture of their driver's license prior to 1:00 p.m.**

We understand that emergencies happen, however please know only one late pick up will be allowed without charge.

CAFETERIA

Breakfast is served each morning between 7:30 a.m. and 7:55 a.m. Breakfast and lunch are free for all students. If your child has any food allergies, please notify your child's teacher and school nurse and have a current note from your child's doctor.

Lunch menus are available on the district web site www.palmbeachschools.org/sfs

If your child forgets their lunch, only a homemade lunch box/bag will be allowed to be dropped off. **NO OUTSIDE/RESTAURANT FOOD WILL BE PERMITTED**

All students must follow "Be the 3" Expectations

1. They must sit in their seat
2. There is NO sharing of food
3. They must walk
4. They should raise their hand for assistance or permission to get out of their seat.
5. Quiet voices
6. Clean up after themselves

CELEBRATIONS

Birthday celebrations should be arranged with your child's teacher prior to the day. Parents are allowed to only bring in store bought self-serving dessert items (cupcakes, cookies, donuts, brownies). (Please no cake that needs to be cut or ice-cream). Also, please know that it can only be dessert. Lunch items (example pizza) are not allowed. Also, the treats need to be given to your child's class ONLY. Friends in other classes cannot be given the treat. Parents are allowed to stay with their child on their birthday celebration day in the cafeteria. Please know we do not allow balloons or decorations.

CLINIC

If a student becomes ill or is injured during the school day, their teacher will send them to the clinic. If the school nurse determines the student needs to go home, she will contact the student's parents. Students with vomiting, diarrhea or a temperature of 100°F or above will be sent home. Please be sure the school has an updated daytime contact number on file.

MEDICATION: Medication must be administered by the school nurse or a designee - only in the school clinic. A completed "Physician Authorization for Medication" form must be completed and turned in to the school nurse. Do not send medication to school with your child.

DRESS CODE

Allowed

Tops

- Any Solid Color (small logo acceptable)
- Long Sleeved or Short Sleeved
- Collared, Crew or V-neck
- School Spirit Shirt

Bottoms

- Solid Colors: Navy, Black, Khaki, or Gray
- Fitted shorts at the waist
- Fitted Long Pants
- Denim Only on Fridays
- Skirts/Skorts/Shorts to mid-thigh
- Uniform Jumper/Dresses – Solid Color
ONLY Uniform Style to mid-thigh (privacy shorts under skirts, dresses and jumpers)
POLO Uniform Dress can be ANY Solid Color

Shoes

- Sneakers Only

Jacket/Sweaters

- Solid Color Jackets, Sweaters, Sweatshirts, ETES Spirit Jackets

Not Allowed

Tops

- No Spaghetti Straps/Tank Top
- No Shirts with Designs or Characters
- No Shirts That Do Not Cover Stomach
- No Embellishments (Sequins, Etc.)

Bottoms

- No Leggings (Unless Under Skirt, Skort, or Dress and Must Be a Solid Color)
- No Knit/Biker Shorts
- No Designs, Holes, Distressed or Frayed
- No Sweatpants/Gym shorts/Yoga Pants/Basketball Shorts/Board Shorts

Accessories

- No Hats
- No Headbands That Do Not Lay Flat to Head

Shoes

- No Clogs, Crocs, Boots, Open Toe, Heels or Wheels

Jackets/Sweaters

- No Pouch or Pass through pouch on jackets, sweaters, or sweatshirts
- No Embellishments

PARENT VISITS

We encourage parents to visit the school, however; siblings and visiting students *are not permitted* on campus during the school day. All volunteers must be cleared by the district's volunteer registration process. All guests/visitors/volunteers need to be scheduled in advance by the classroom teacher, confirmed by the front office on the day of the visit prior to arrival, must check in at the front office upon arrival, and show a **valid ID** for admittance.

STUDENT AND FAMILY HANDBOOK

Please refer to the School District of Palm Beach County Student and Family Handbook link below.

https://www.palmbeachschools.org/students_parents/student_family_handbook

STUDENT CODE OF CONDUCT

Please refer to the School District of Palm Beach County Student Code of Conduct link below. Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct. In cases of any reported or unreported suspicious packages, bags, purses, handbags, or any other personal carriers, school administration reserves the ability to search such carriers.

https://www.palmbeachschools.org/students_parents/student_code_of_conduct

STUDENT USE OF TECHNOLOGY

Please refer to the School Board & District of Palm Beach County Technology Acceptable Use Policy for Students link below.

<https://go.boarddocs.com/fl/palmbeach/Board.nsf/goto?open&id=A6K4FD753B92>

ZERO TOLERANCE

There is a zero tolerance for possession of any type of weapon. This includes knives, guns, BB guns, Orbys guns and tasers. Bringing such items to school can result in expulsion. There is zero tolerance for possession, use, or distribution of tobacco products including vapes.