



Standard Operating Procedures 2022-2023

Principal: Karen Riddle

Assistant Principal: Justin Gamelin

Who To Contact:

School Counselor: Tami Marcus

ESE/Gifted Contact: Lynn Janisko

Registrar/Data Processor: Aida Hadley

Attendance and Front Office: Daniella Navarrete

School Nurse: Linda Nickle

Principal's Secretary: Jenny Weirnerman

School Treasurer: Karen Price

Language Facilitator- Sandra Vega

ELL Contact: Margi Newman

Behavior Health Professional: Jeffrey Burgazzoli

Title IX Contact-Justin Gamelin (AP)

After the Bell Director- Sheri Baumgardner

Facts About Sunset Palms Elementary:

Mascot: Sea Turtle

School colors: Seaside Blue, Sunset Orange and Yellow

Number of students: approximately 940

Total number of staff: approximately 110

Phone Number: (561)752-1100

Fax Number: (561)752-1150

Office Hours: 7:00 a.m. - 3:30 p.m



Dear Parents,

Welcome to Sunset Palms Elementary School!

Sunset Palms Elementary is an "A" rated and "Five Star" school. We have fabulous teachers, wonderful students, supportive parents, and a terrific support staff at Sunset Palms Elementary. This combination makes Sunset Palms Elementary one of the top elementary schools in the School District of Palm Beach County. I am proud of our many accomplishments and our commitment to excellence. We are dedicated to student achievement and the needs of our students.

Please take some time to review our Standard Operating Procedures. It should answer many questions you might have about our wonderful school. We also encourage you to read the District Handbook, which is located on the School District website. If you have any further questions, please let us know.

We look forward to working with you and your child at Sunset Palms Elementary during the school year.

Warm regards,

Karen Riddle

Mrs. Karen Riddle
Principal
Sunset Palms Elementary

ARRIVAL/DISMISSAL PROCEDURES

Please be patient and courteous in the drop off lines and allow plenty of time for yourself in the morning. With approximately 940 students, the car lines may be long. Car lines are not as long between 7:25 a.m.-7:35 a.m. Remember that rules are for everyone's safety and it is very important that all parents and students follow the rules.

We will have staff and patrols with badges who will serve as escorts to help the younger children find their classrooms in the morning for the first few weeks of school.

Parent Drop Off and Pick Up off Acme Dairy Road

Parent Drop Off and Pick Up is located off Acme Dairy Road. Drop off begins at 7:25 a.m. You may use both lanes coming into the school. The lanes merge just before the covered walkway. Vehicles should take turns as they merge. Pull all the way up to the end of the sidewalk past the covered walkway as directed by school staff. Students must exit and enter the vehicle on the curbside (passenger side). We will have Safety Patrols and adults to assist the younger children to class. You will receive a Parent Pick-Up sign for your vehicle window. Please display it each afternoon so we can call your child's name to meet you at your vehicle. Parents should remain in vehicles.

Please refrain from using your cell phone in the drop off and pick up line. Cell phone usage delays parent pick up and drop off and is a safety issue.

For safety reasons, we ask that you do not park and walk your children through the drop off/pick up line. Walking through the line also delays the flow of traffic.

Walkers and Bikers

All walkers and bikers should exit through the northeast door near the playground and bike rack. Parents should wait outside the building until the students are dismissed near the bike rack. We dismiss walkers/bikers on rainy days unless there is lightning in the immediate area. If you plan to change your regular dismissal plan on a rainy day, please share your arrangements with your child, his or her teacher, and the front office. Your child should know what to do at dismissal time on a rainy day.

Bus Loop off of Boynton Beach Blvd.

This is reserved for BUSES ONLY. No cars are allowed in to drop off or pick up children. In addition, no cars may park or drop off students on Boynton Beach Blvd. The parking lot located in the bus loop area is for staff only.

Bus Riders

Students should behave on the bus as they do in class or on campus at Sunset Palms Elementary. Bus transportation is available for the following neighborhoods: Canyon Springs, Verona Lakes and Melrose Park. Bus route information is available on the School District Website.

Additional Safety Rules

Please cross with the Crossing Guards at the cross walk.

Please use the sidewalks.

Please do not walk your dogs onto the school grounds when you walk your children to and from school.

Please do not park in front of the school **blocking the crosswalk** or outside the fence on Acme Dairy Road.

Please do not "Enter" through the "Exit" on Acme Dairy Road.

Students should NOT be dropped off in the parking lot to walk across the cross walk alone.

After the Bell (Our After School Program)

The mission of After the Bell is to provide a quality elementary age program which supports children's physical, emotional, social and cognitive development in a safe, secure environment during after school hours. After the Bell is a program of the School District of Palm Beach County.

We run two programs for Sunset Palms students:

Part-time is 2:00 p.m. until 4:00 p.m.

Full-time is 2:00 p.m. until 6:00 p.m.

A registration fee of \$25 per child is due at the time of registration. Fees are due by the first day of the month. After the Bell may not be used as an occasional drop in service. Students must be enrolled and paid monthly for either of the above programs.

BELL SCHEDULES

School Hours for Students: 8:00 a.m.- 2:05 p.m.

Student Drop Off: 7:25 a.m.-7:55 a.m.

Students Enter the Classroom: 7:45 a.m.

School Begins Bell: 8:00 a.m.

Reducing Classroom Interruptions

Please help us reduce classroom interruptions and instructional time loss by doing the following:

- Make sure your child knows how to get home each day and minimize change in plans.
- Make sure your child remembers homework (this will be placed in the teacher's mailbox if forgotten).
- Make sure your child has their lunch or lunch money (the office cannot accept money).
- Make sure your child has everything needed for school each day (example-supplies, field trip permission slip/money, picture money, book fair money, etc.).

We appreciate your cooperation in reducing classroom interruptions.

Absences

It is important for students to attend school daily and be on time for school. If your child is absent, please notify your child's teacher through email with the reason for the absence.

Tardies

Instruction begins at 8:00 a.m. All students must be in their seats when the 8:00 a.m. bell rings or they are considered tardy. Students arriving after the 8:00 a.m. bell need to get a tardy slip at the office. When students are tardy they miss out on important instructional time and interrupt their classes. PLEASE make every effort to get your children to class by 8:00 a.m. every day.

Traffic is heavy in the morning during drop off because we have approximately 940 students. Please plan accordingly so that your child may arrive to school on time. If your child arrives tardy, please park and walk into school with your child.

CAFÉ

No Nut/Peanut Products Please!

We have multiple students at Sunset Palms that have severe life threatening nut allergies on campus. These students are allergic to peanut butter, nuts, and nut products. For some of these students, the allergy is also airborne. Reactions may be swift, quite severe, and even deadly. Reactions can occur from even touching peanut butter. It may be as simple as one child, who just ate a peanut butter sandwich touching the arm of an allergic child with a hand that might have some peanut butter or oil on it. These severe reactions can begin as itchy rashes, hives, a stomachache, or a scratchy throat and very quickly progress to breathing trouble, throat closing, and anaphylaxis. When the response to these symptoms is not quick enough, children can die. We respectfully request that you do NOT send in peanut butter, nuts, and nut products on campus. Your willingness to cooperate with this request will help make the school environment a safer place for students. Thank you!

Healthy Lunches/Snacks

If you will be sending lunches and snacks to school for your child, we ask that you make healthy choices. We strongly discourage soda and “fast food” lunches.

CELEBRATIONS

Party Invitations

Party invitations may only be distributed at school if it is for the entire class.

School Celebrations/Special Classroom Activities/Food Served

If you are donating items for a special classroom activity or for a child’s birthday, the items must be store bought/prepared in commercial conditions approved by the Health Department. Please do not send in items containing nuts or peanuts. Birthdays are recognized during recess time or snack time based on the teacher’s schedule. Siblings may not attend birthday/class recognitions. Items sent to school should be items that can be easily distributed by students and should not need to be cut. **Home-prepared food CANNOT be distributed to students.** Please do not send flowers, candles or balloons for a child’s birthday. Due to student confidentiality, pictures may not be taken.

CLINIC

The Health Room is open from 7:30 a.m. to 2:00 p.m., and staffed with an R.N. **Students requiring ANY medication at school (prescription or over-the-counter) must have a Physician Authorization Form completed by a physician.** The medication MUST be in the original container, labeled by a pharmacist, and brought in by a parent (NOT THE STUDENT). Parents of students with any medical concerns should visit the Health Room and discuss them with the Nurse. There is a special form to be filled out for students with medical concerns.

Please keep sick children home! Please forward any medical information regarding your child to the nurse. Sunset Palms Elementary follows the School District Covid Policies.

DRESS CODE

We have a mandatory uniform dress code policy. The policy sets guidelines for students to create an atmosphere that fosters learning without fashion distractions and safety hazards. Please contact the front office if you need assistance with obtaining dress code items. Shirts with logos may be purchased through our PTA. Other school dress code items may be purchased at any retail store.

Tops - Solid collared shirts (Any color, short sleeve or long sleeve, with or without the Sunset Palms logo). The Sunset Palms logo is preferred.

Sweatshirts - Solid color (free from decorations and writing) sweatshirts may be worn over the collared shirts in the classroom.

Bottoms - Pants, capris, shorts, skirts, leggings and skorts (solid khaki, navy, black). **No patterns or decorations.**

Uniform Jumpers - Plain solid collared shirt underneath.

Uniform Polo Dresses - Solid colors

Jackets - Solid jackets (free from decorations and writing) may be worn over the collared shirt in the classroom. Other types of jackets may be worn to school and outside, but may NOT be worn in the classroom.

Not permitted - Midriff baring, short shorts, short skirts, short skorts, athletic shorts, flip flops, open toed or platform shoes. Dress code clothes should not be cut, bedazzled, etc.

Head coverings are not permitted indoors unless they are required for safety in specific programs or are worn for bona fide religious or medical reasons.

Shoes must be closed toe and closed heel for safety reasons.

The Sunset Palms Elementary spirit t-shirt may be worn on Fridays and on field trips. Jeans may be worn on Fridays. Spirit t-shirts may be purchased through PTA.

EVACUATIONS AND DRILLS

Emergency Communications

During a Code Red, Code Yellow, or any other emergency situation, our first priority is making sure that our students and staff members are safe. You will not receive immediate communication from the school when we are in an emergency situation. We work closely with our school police and area office. Communication to parents from the school is typically delayed until we are given the "all clear". Students are not permitted to use cell phones during tornadoes and lock downs.

LOCKS

Buzzer System

We have a security system in place for our students. Campus doors remain locked. Visitors must press the call button at the main entrance door for assistance. The office closes at 3:30 p.m.

We have video cameras on our campus for additional security.

Locking Up Scooters/Bicycles/Skateboards

Please ensure that you have a lock for your scooter/bicycle/skateboard (although skateboards are not encouraged to be on campus, they must be locked up along with the bikes/scooters). This area is gated; however, we recommend personal locks for extra security.

MEDIA CENTER PROCEDURES

Kindergarten students may check out one book after the first trimester.

First grade students may check out one book at the beginning of the year and 2 books beginning in January.

Second and third grade students may check out two books.

Third grade can check out a third book if it is a Sunshine State Young Reader Award book.

Fourth and fifth grade students may check out three books.

Parents and students are responsible for lost or damaged books.

Students can also check out ebooks through their portals on MackinVia and Destiny. Ebooks are not limited and are self returned through the portal in 14 days.

PARENT/TEACHER COMMUNICATIONS AND CONFERENCES

Communication with Teachers

All of our teachers have school email accounts. Your child's teacher will give you his/her e-mail address. **Please remember that teachers are instructing students during the day so they cannot receive phone calls.** Teachers will return phone calls and emails within 24 hours. If you would like a meeting with your child's teacher, please schedule a time with the teacher. Conferences may be scheduled in person or through Google Meet.

Chain of Command

Our Chain of Command at Sunset Palms is Teacher, Assistant Principal and then Principal. If you have a question or concern, please contact your child's teacher. Our teachers are always willing to help. Our policy at Sunset Palms is if you have a concern, you should always try to work it out with the teacher first before contacting the office or administration.

Turtle Talk

"Turtle Talk" is our monthly school newsletter that is emailed to parents and posted on our school website at the beginning of each month. Please read it carefully as it is our primary method for communicating news about school events and procedures.

Curriculum Night

Curriculum Night is scheduled during the first month of school. Your child's teacher will inform you of the specific date. This is an opportunity for teachers to inform parents of classroom procedures, rules and grade level expectations. This is a group meeting and not a time for individual parent conferences.

Meet the Teacher

Meet the Teacher is scheduled for August 9, 2022 from 9 a.m.-11 a.m. This is an open house format and gives parents and students the opportunity to meet the teacher and see the classroom and school.

Report Cards

Report cards are posted on SIS (Student Information System) on the School District Website three times a year (each trimester). Progress Reports also are posted on SIS three times a year at the midpoint of each trimester. Please contact Aida Hadley at (561)752-1102 or aida.hadley@palmbeachschools.org if you need assistance with a SIS account.

Homework

Our school guidelines for homework are listed below. Please see your child's teacher for more information.

K-1st grade will not exceed 30 minutes

2nd grade will not exceed 45 minutes

3rd grade will not exceed 1 hour

4th grade will not exceed 1 hour

5th grade will not exceed 1 hour

The times listed above include reading at home for at least 20 minutes.

Students in grades K and 1 who miss or turn in late more than 3 weekly homework packets during a trimester will have a "concern" marked on the report card. Students in grades 2-5 who miss or turn in late more than 6 homework assignments during a trimester will have a "concern" marked on the report card (therefore being eliminated from Principal's Award and Honor Roll).

Homework/Make-up Work/Forgotten Items

Please make arrangements for make-up work with the teacher. If arrangements have been made, make-up work can be picked up in the front office between 2:30 p.m. and 3:30 p.m. If your child leaves his/her homework at home and you bring it in for them after 8:00 a.m., it will be placed in the teacher's mailbox. Students will NOT be permitted to call parents during the school day to bring items left at home such as homework and safety patrol belts. We cannot interrupt instruction during the school day. **Also, students are not permitted to go back to the classroom after 2:10 p.m. for forgotten items.** Teachers have parent conferences, collaborative planning and other meetings after school. If your child forgot their cash/check for field trips, fundraisers, yearbook, etc., please do NOT bring it to the front office. **The office cannot accept cash/checks for students per district policy.** Please have your child bring their money to their homeroom teacher the following day.

VALUABLES ON CAMPUS

We recommend that valuables not be brought on campus. Cell phones should be turned off while on campus and kept in the student's backpack. The school is not responsible for the loss of personal items.

VISITORS ON CAMPUS

Visitor Badges

All parents who have a previously scheduled conference with a teacher or are visiting for a scheduled event **MUST SIGN IN AT THE OFFICE** and wear a visitor's badge. Your license will be scanned during your first visit. Our staff has been instructed to question any adults on campus not wearing a badge and to direct them to the office. Visitors should not interrupt teachers during their teaching, planning or lunch time to discuss individual student concerns. Siblings not enrolled as a student at Sunset Palms Elementary may not be on campus during school hours.

Volunteers

Volunteers are needed and greatly appreciated at Sunset Palms. New volunteers/chaperones should complete an online application on the computer in the front office at the beginning of the school year. Your license will be scanned. Chaperones will meet the class at the field trip location. **Volunteers park in the front lot of the school off Acme Dairy Road and not in staff parking off of Boynton Beach Blvd. due to the gates being locked.** Each time you volunteer please sign IN and OUT with office staff and log your volunteer hours on the office computer. Please silence cell phones while on campus. Volunteers should not interrupt teachers during their teaching, planning or lunch time to discuss individual student concerns. **Siblings may not be on campus during school hours and may not be taken on field trips.** **Volunteer policies may change due to Covid.**

Visitor Parking

Visitors park in the front lot **ONLY** off Acme Dairy Road and not in staff parking off Boynton Beach Blvd. due to the gates being locked. Parent parking is located in the lot off Acme Dairy Road.