



Standard Operating Procedures

Administration:

Principal: Shanda Garvin-Shaw

Assistant Principal: Melissa DiPasquale

Single School Culture Coordinator: Scott Caruso

School Website

<https://ces.palmbeachschools.org/>

Who to Turn to on Campus:

Teacher and staff email info are located on our School website under School Info.

TELEPHONE NUMBERS

561-477-2100 Main

561-477-2101 After hours messages

561-477-2150 Fax

| | |
|------------------------|--------------|
| Cafeteria | 561-477-2110 |
| Clinic | 561-477-2120 |
| Library (Media Center) | 561-477-2115 |
| School Age Child Care | 561-477-2130 |
| Bus Transportation | 561-357-1110 |
| Spanish Facilitator | 561-477-2118 |
| Portuguese Facilitator | 561-477-2119 |

Arrival and Dismissal Procedures:

BELLS

| | |
|----------------|---------------------------------------|
| 7:45 a.m. | Classrooms open |
| 7:55 a.m. | School store closes |
| 7:55 a.m. | Warning bell |
| 8:00 a.m. | CLASSES BEGIN; 8 is too late |
| 2:05 p.m. | Dismissal – all bus & car riders |
| 2:10 p.m. | Dismissal – all walkers & bike riders |

**Arrive to School on time;
8 is too late**

During arrival and dismissal students may come through the walker’s gate by the crossing guard or through the car line. If you live in Lexington Estates or Paraiso, we have gates at the back of our school that are open 7:30 am– 8:00 am and from 2:05 pm-2:30 pm. Parents must have the “year-specific colored” carline tag in order to pick up in our car line. If you do not have one, please stop by the office or ask your child’s teacher for one. Please stay inside your car in the car line.

Celebrations:

Birthday parties are not permitted in the classrooms during the school year for time, health, and dietary considerations. Children have all sorts of nutritional issues due to severe allergies, obesity, and other health concerns. Many of our children also adhere to kosher or halal diets, or are vegetarian. Consider instead donating the cost of birthday cupcakes for a new book in the media center. The book would have a bookplate on the inside cover commemorating your child’s birthday. Please call the media specialist at 561-477-2115 for a list of suggested books. **PLEASE, NO BIRTHDAY CAKES, CUPCAKES, CANDY, OR PARTY BAGS.**

Cafeteria Expectations:

1. Enter and stand in line quietly while waiting for your food.
2. Food is for eating, not playing. No sharing.
3. Students must stay in their seats at all times.
4. Use a voice level 2 / “Quiet Voices”.
You may talk to your neighbor next to you or across from you.
5. Keep hands and feet to yourself at ALL times.
6. Keep tables and floor clean.



Classes earn points daily for “POSITIVE BEHAVIOR”. They save up their points for class rewards such as: ice pops, ice cream, lunch in the Dolphin Café, or catered pizza lunch in our Dolphin Diner.

Character Counts at Coral Sunset

Respect is Earned, NEVER Given! Everyone deserves respect!

If you want it, give it.

Coral Sunset Dolphins Show Respect, Try Their Best, Act Responsibly, and Are ALWAYS Ready to Learn!!!



**Coral Sunset has adopted a Single School Culture
for Behavior**

Using a Positive Behavior Support System

We teach our students what our "EXPECTATIONS" are for all areas of our school. See below our "EXPECTATIONS" for our most common school-wide areas.

School-Wide Attention Signal

"Please Give Me Five!" (Right-hand raised) All students should Stop, Look, and Listen to the adult speaking. (Teachers need to use this same signal in class, assemblies, hallways, field trips, and Faculty Meetings, as well.)

Hallway Expectations

Walk on the right side of the hall.

Walk quietly using a voice level of “0”.

Keep hands by your side, face forward, walk in a straight line, and maintain personal space.

Listen and follow your teacher’s directions.

Go directly to your destination.

Voice Level Gauge

Hallways are ALWAYS a Voice Level of 0.

Cafeteria is a Voice Level of 2

Classrooms are usually a Voice Level of 1 or 2

Outside during Recess or PE/L is usually any voice level unless instructed otherwise.

Classroom Noise Control Scale

| | | |
|----------|--|---|
| 5 | Out of Control Just way too loud |  |
| 4 | Loud Crowd Too loud for most activities |  |
| 3 | Formal Normal Regular speech, Class participation |  |
| 2 | Quiet Voices Partner or team work |  |
| 1 | Spy Talk Whisper quietly to your neighbor |  |
| 0 | Complete Silence No Talking. Testing, Individual Work |  |

GENERAL SCHOOL BEHAVIOR GUIDELINES

STUDENTS MUST:

1. Respect all students, staff and adults.
2. Keep their hands, feet, and objects to themselves at all times and in all places.
3. Respect school property.
4. Be respectful by not fighting, cursing, teasing, or making obscene gestures.
5. Treat others with kindness and respect.
6. Walk when moving from one place to another in the school building or on the school grounds.
7. Class begins at 8:00 am. All students must arrive at school at the correct time, **(8 is too late!)**, get into class lines, and leave school immediately following dismissal.
8. Not wear costumes or clothing to school that distract from learning.
9. Not bring toys, candy gum, soda, junk food or canned beverages unless by permission of the Principal.
10. Have a pass to leave the classroom unless accompanied by an adult.
11. **Cell phones are only permitted if they remain in the student's backpack and are OFF at all times. They are for going to and from school or in the event of an emergency. If a cell phone is found on a student, it will be confiscated. A parent will be called and the parent will have to come to the school to pick up the phone from administration.**

DRESS CODES

UNIFORMS – The dress code for Coral Sunset calls for any solid black, navy blue or khaki shorts, pants, skorts, or jumpers with **any solid color polo style shirt (no insignias other than school logo), Coral Sunset t-shirt, or a solid collared blouse/shirt.** Shirts do not have to be tucked in. Shorts and skirts/skorts should be no shorter than fingertip length and no longer than the top of the knee when the child is standing up. Uniform style clothing is available through most department stores. Shoes are to be flat with closed toes and closed heels. Sneakers are appropriate. The students can decide on the color and height of the socks. If uniforms are needed, “gently used” uniforms are available. Please see guidance or administration for assistance. In addition to the Palm Beach County dress code, Coral Sunset has the following regulations:

Hats – Hats may be worn to and from school, and during P.E. No hats or bandanas shall be worn on campus or in the classroom, unless approved by administration.

ATTENDANCE

School attendance is the direct responsibility of parent(s)/guardian(s) and students. All students are expected to attend school regularly and to be on time for classes (8 is too late!) in order to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. PBCSD Policy 5.09

A written excuse is required for absence(s) and for tardiness. Please send a note with your child upon his/her return to school. Absences may be excused only for illness, illness or death in the family, and religious holidays. When a student has an excused absence, class work and homework assignments must be made up. Parents should notify the teacher if prolonged absence is expected.

Please schedule medical or dental appointments before or after school hours to avoid disruption of instruction. In cases where this is not possible, parents or authorized persons, as noted on the registration, must come to the front office to sign the student out early. The student will be called to the office for release to the parent or authorized person. **NO EARLY DISMISSALS CAN BE DONE AFTER 1:30 p.m.** The 1:30 to 2:00 p.m. time is reserved for the office to help monitor and assist the teachers with regular dismissal procedures.

MORNING ARRIVAL

Students should arrive at school by 7:45 a.m., and go directly to classrooms. Students arriving for breakfast should go directly to the cafeteria at 7:30 a.m. and remain until 7:45 a.m. The cafeteria is supervised from 7:30 to 7:55. The campus is supervised at 7:30 for the safety of your child; he/she should not arrive on campus before 7:30. At 7:45 students will go to their classes. Any student arriving after the 8:00 bell is tardy, and must report to the front office **with their parent/guardian** to sign in and obtain a pass to be admitted to class. Parents must park their car and come inside the office.

CAR RIDERS – We ask parents who are dropping students off to do so in the **YELLOW CURB ZONE** only. For the safety of your child, please do not drop your child off across the street from the school. This creates a very hazardous situation for your child and traffic alike. If you wish, you may park your car in the north parking lot and walk your child to the front of the office area.

DISMISSAL

- Only students whose parents are waiting in the car line will be dismissed in front of the school.
- Parents are not permitted to walk up to pick up their child from the Parent Pickup car line by the front office. This poses a safety concern.
- If picking up your child in the parent pick-up line, you MUST have a Parent Pick-up Pass with your child's name displayed on your dashboard. (See your child's teacher or the front office to get one) Drivers without a parent Pick-up Pass will not be permitted to pick up a child in the car line.
- Students who walk home will be dismissed to the crossing guard at the south end of campus.
- If you park and get out of your car, you are to wait for your child on the west side of Hammock Street at the pedestrian crosswalk.
- If you park on the street, observe the "No Parking Between Signs" areas. Sheriff's officers frequently patrol the area.
- The car pick-up line will start at the traffic cones set up in the parking lot and will move forward when the teacher on duty removes them.
- Families will be issued name tags which must be displayed on the upper right corner of the dashboard. You MUST have the Parent Pick-Up pass in order to pick up a child in our car line. (See your child's teacher or the front office to get one)
- Your child will be called to meet your car at a designated point on the loop.

RAINY DAY DISMISSAL

On rainy days, we will dismiss bus students at 2:05 p.m. Bikers and walkers will be detained until weather permits their release. If there is a need to change your child's regular dismissal, please phone the office before 1:00 p.m. to get the new information to your child before dismissal. **Your children should know before hand, if you will pick them up on rainy days. Please discuss your "Rainy Day Dismissal Plan" with you children before the weather changes so they will know what to do. Students will not be allowed to make phone calls from the office for rides in order to keep the phone line clear.**

BEFORE AND AFTER SCHOOL PROGRAMS

We have a before AND after school program here at Coral Sunset. The before school program is scheduled each day from 6:30 – 7:30 and the after school program is scheduled each day from 2:05 p.m. to 6:00 p.m. For further information, call the office of the Before and After School Program at (561) 477-2130.

Bullying and Harassment Policy

In 2008, the Florida Legislature passed the Jeffrey Johnston Stand Up for ALL Students Act which mandated that all school districts in Florida enact a new bullying and harassment policy for students and staff. In December, the School District of Palm Beach County adopted School District Policy 5.002, Prohibiting Bullying and Harassment. This policy can be accessed through the school district website. Please be aware that in order for an incident to be considered “bullying” it must be repeated occurrences of either verbal, physical, cyber or a combination of them all. For instance, if your child was called a name on the bus and he or she reports it to you that is not an act of “bullying” but an isolated incident that can be handled with proactive mediation. Bullying is a form of harassment and is a serious offense that, by law, requires a full investigation. If a situation fits the criteria for bullying, administration and/or the guidance department will provide a thorough investigation and will be dealt with promptly.

CONFERENCES

Parents are encouraged to meet with their child’s teacher and discuss their concerns. Conferences help to provide valuable information to both the parent and teacher as they work together to help the child.

Conferences may be arranged by writing a note to your child’s teacher(s), by going through Edline and emailing your child’s teacher, or by calling the school office. Contact the teacher or office at least one day in advance to schedule an appointment at 561-477-2101

VOLUNTEERS AND VISITORS ON CAMPUS

To comply with state law (Jessica Lunsford Act), any parent who wishes to volunteer in a classroom, on field day, or chaperone on a field trip must be cleared through a background check. Since this can take up to two weeks to complete, parents are urged to come into the school office well in advance to register in our VIPS system in the office. Please do not ask school employees to violate state law by asking to volunteer in classrooms without clearance. PLEASE do not violate state law yourself by meeting a class at its field trip destination without having been cleared. *If you register at the beginning of the year and get cleared you will be all set for the entire school year.* 📧

FIELD TRIPS

Many of our classes take local field trips to experience, first hand, some of the facts that they read about in their books. Parents will be notified prior to a field trip, that such trip is planned. They will be given the place visited, date and time. **WRITTEN PERMISSION** is **REQUIRED** and must be returned to school **PRIOR** to the day of the trip. All safety precautions are taken on these trips, including proper supervision.