



## **Standard Operating Procedures 2025-2026**

**Principal: Karen Riddle**

**Assistant Principal: Justin Gamelin**

### **Who To Contact:**

School Counselor: Tami Marcus

ESE/Gifted Contact: Christina Finnegan

Registrar/Data Processor: Daniella Navarrete

Attendance and Front Office: Aida Hadley

School Nurse: Pam Ashry

Principal's Secretary: Jenny Weinerman

School Treasurer:

Language Facilitator- Sandra Vega

ELL Contact: Rosemarie Preece

Behavior Health Professional: Brendan O'Brien

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 880

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 school in the School District of Palm Beach County and is recognized by the State of Florida as a School of Excellence. Our PTA is a National PTA School of Excellence. 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 880 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. Kindergarten parents may walk their students into the building on the first day of school only if needed.

### ***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. Staff is outside beginning at 7:15 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 encourage your child to exit the vehicle quickly with all of their belongings to keep the line moving quickly. Students do not need to wait for a staff member to open the door; they may exit the vehicle on their own.

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.***

The loop off of Boynton Beach Blvd. 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. Please register with the Transportation Department via the [Register Your Ride portal](#). [Here Comes The Bus](#), an easy-to-use website and application that enables you to receive notifications when your student's bus is arriving, is available for parents to utilize.

### ***Additional Safety Rules***

Please cross with the Crossing Guards at the crosswalk.

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 \$35 per child is due at the time of registration. Registration is available on [Palmbeachcountyschools.reg.Eleyo.com](http://Palmbeachcountyschools.reg.Eleyo.com). 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 ID badge daily.
- Make sure your child has everything needed for school each day.
- We do NOT allow food deliveries for students such as Door Dash or Uber Eats.

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 880 students. Please plan accordingly so that your child may arrive to school on time. If your child arrives tardy, please park and walk into the front office with your child.

## **CAFÉ**

### ***Menus***

Breakfast and lunch is available in our cafeteria daily. Menus are located at <https://palmbeachschools.nutrislice.com/menu>.

### ***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. 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. For safety reasons in addition to minimizing classroom disruptions, we do not allow Uber Eats, Door Dash, and other fast food deliveries for students on campus. Free school lunch is available in our school cafeteria. Additionally, parents may not bring in fast food to students during the school day.

## **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 a School Nurse or other health room personnel.

### **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. Sweatshirts with the Sunset Palms logo may also be worn.

**Bottoms** - Pants, capris, shorts, skirts, leggings and skorts (solid khaki, navy, black, gray). **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.

School issued student ID badges must be worn daily per School District Policy 5.0115.

## **EVACUATIONS AND DRILLS**

### ***Emergency Communications***

During a lock down or any other emergency situation, our first priority is making sure that our students and staff members are safe. 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 tornado drills and lockdowns.

## **LOCKS**

### ***Security 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. We have a school police officer and 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.

## **PARENT/TEACHER COMMUNICATIONS AND CONFERENCES**

### ***Communication with Teachers***

Your child's teacher will give you his/her email 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. Please read it carefully as it is our primary method for communicating news about school events and procedures.

### ***Curriculum Night***

Curriculum Night is scheduled for August 27, 2025. K-2 at 6pm and 3-5 at 7pm. This is an opportunity for teachers to inform parents of curriculum, classroom procedures, rules and grade level expectations. This is a group meeting and not a time for individual parent conferences.

### ***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 Daniella Navarrete at (561)752-1102 or [Daniella.Navarrete@palmbeachschools.org](mailto:Daniella.Navarrete@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-1<sup>st</sup> grade will not exceed 30 minutes

2<sup>nd</sup> grade will not exceed 45 minutes

3<sup>rd</sup> grade will not exceed 1 hour

4<sup>th</sup> grade will not exceed 1 hour

5<sup>th</sup> 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).

## **VALUABLES ON CAMPUS**

We recommend that valuables not be brought on campus. Cell phones and other wireless devices 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. 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. Volunteers/chaperones should complete an online application 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 in the main office 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 attend field trips.**

***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.