

# Pleasant City Community Elementary School

2222 Spruce Ave  
West Palm Beach, FL 33407  
561-838-5801

## School Operating Procedures

2024-2025



**Adrienne D. Griffin, Principal**  
**Samantha Patterson, Assistant Principal**



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**Samantha Patterson, Assistant Principal**

### Where to Turn on Campus

Name	Number
Adrienne D. Griffin, Principal	561-838-5804
Samantha Patterson, Assistant Principal	561-838-5805
Ana Ortiz, Administrative Assistant	561-838-5804
Danielle LeMay, Guidance Counselor, SBT Coordinator, Attendance	561-838-5811
Zacharria Zeigler, Data Processor	561-838-5807
Sylvia Buckhalter, Treasurer	561-838-5806
Teniece Edwards, Pre-K FACE	561-838-5812
Sharon Vereen, Behavioral Health Professional/Volunteer Coord.	561-838-5809
Audrita Drayton, Media Specialist	561-838-5822
Blandine Alvery, School Clinic	561-838-5820
Valerie DeVastey, Literacy Coach / Business Partner Coordinator	561-838-5817
Alexa Guy, Math and Science Coach / Volunteer Coordinator	561-838-5832
Elizabeth Heath, ESE Coordinator	561-838-5818
TBA, Collocated Therapist	561-838-5819
Sandra Roberts, Cafeteria Manager	561-838-5810

### Arrival/Tardiness and Dismissal Procedures

#### Arrival Procedures:

- All students arriving between 7:30 a.m. and 8:00 a.m. must report to the cafeteria.
- New students attending school for the first time will report to the main office.

#### Tardy Procedures:

- Teachers are required to begin instruction promptly. Therefore, it is extremely essential that students are on time to avoid missing valuable instructional time. Any student arriving at or after 8:00 a.m. is considered tardy. Students arriving at or after 8:30 a.m. must receive a tardy slip from the main office.

#### Dismissal Procedures:

- Students will not be released to persons other than a parent/guardian or an authorized adult noted on the registration form. **Any adult that wishes to sign-out a student must provide photo identification.** This procedure is necessary to

ensure the proper release of our students. If you are picking up a student, you must come to the main office to show identification and sign the student out.

- ***There will be no early dismissal after 2:00 p.m. NO EXCEPTIONS!!!***

### **Classroom/Campus Visits and Volunteers**

***All parents/guardians attempting to gain access to the school/facility must present a valid driver's license (any state) or official state photo identification card (any state) for scanning. Everyone must be cleared through the District via the Raptor System.***

All visitors are required to check-in the main office upon arrival to receive a visitor's pass. The visitor's pass must be worn the entire time that you are present on campus. **Teachers must have at least 24 hours notice prior to any meeting or visit.**

### **Schedule**

**7:35 A.M. to 8:00 A.M. – Cafeteria opens for student breakfast.**

**8:00 A.M. – Instruction begins. All students are expected to be in their classrooms.**

**10:15 A.M. -10:45 A.M. and 10:45 A.M. -11:15 A.M. Pre-K Lunch**

**10:45 A.M. – 11:15 A.M. – 3rd Grade Lunch**

**11:00 A.M. – 11:30 A.M. – 1st Grade Lunch**

**11:15 A.M. – 11:45 A.M. – 4<sup>th</sup> Grade Lunch**

**11:30 A.M. – 12:00 P.M. - Kindergarten Lunch**

**11:45 A.M. – 12:15 P.M. – 2<sup>nd</sup> Grade Lunch**

**12:00 P.M. - 12:30 P.M. – 5<sup>th</sup> Grade Lunch**

**2:35 P.M. – Student Dismissal (Students must have arrangements for pick up or dismissal prior to this time)**

**\*Under no circumstances are students to be dropped off before 7:35 a.m. There is no adult supervision prior to 7:35 A.M. Wandering on campus is not permitted.**

### **Bicycles**

All bicycle riders must adhere to the following safety regulations:

- Must ride on the right side of the road with traffic or on the sidewalk.
- Only one person may be on a bicycle.
- Walk, don't ride bicycles while on school grounds.
- Riders must remain in a single file line.
- Each bicycle must have an individual lock and bicycles must be kept in the school's bike rack.
- Riders are expected to follow the directions given by school Safety Patrols and Crossing Guards.
- Bicycles may not be ridden in the bus loop or parking lot.
- Students must wear a helmet.
- No scooters, skates, Heelys, or skateboards are allowed on campus.

### **Clinic**

**Although our clinic provides nursing and basic medical care, please refrain from sending students with a known illness to school.** If a student becomes ill or injured during the school day, he/she will be sent to the school clinic. Parents will be immediately contacted for any student with a high temperature or serious illness. The school nurse can only administer medicine when a completed medication physician's authorization form is on file. This information will be kept on file in the school clinic. Should you have any problems obtaining the proper form from your doctor, please contact the school nurse as this is the only form that may be used. A separate form is required for each type of medication (prescribed by the physician) to be administered to the student during school hours. All medication must be delivered to the

school clinic in an appropriately labeled container from the pharmacy or physician. In order to be seen by the nurse, parents must provide consent on the Student Registration or the Parent/Guardian Consent for School Health Services Form. **The school nurse can be reached at 561-838-5820.**

### **Celebrations**

Due to student medical and health concerns, Pleasant City Elementary School **does not allow birthday celebrations** during school hours.

### **Parent/Teacher Communication and Conferences**

- Parents and Guardians are expected to attend parent/teacher conferences held at the school.
- Students in Kindergarten – 2<sup>nd</sup> grades will be given a communication agenda.
- Students in 3<sup>rd</sup> – 5<sup>th</sup> grade will receive planners.

### **Dress Code Directive - Policy 5.182**

**UNIFORM DRESS CODE** -Uniforms are a requirement at Pleasant City Elementary School. Dress Code is a part of the school's parent compact agreement. The Palm Beach County School District recognizes the importance of providing a school environment that will strongly support education and the instructional goals of the District. Students are expected to honor their responsibilities and dress in a way that respects the rights of others. This uniform dress code is in place to foster pride in self and overall excellence.

- **Tops:** Solid Polo style shirt or blouse (Red, Blue, Purple, Yellow, Black, Orange, Pink, Brown, Green or White) School T-shirts are also permitted.
- **Bottoms:** Shorts/capris, skorts, skirts or slacks (Black/Navy/Khaki).
- **Shoes:** All shoes must be closed at the toe and heel.
- **Jeans that are free from rips may be worn ONLY ON FRIDAY with a uniform or school shirt.**
- **NO HOODS may be worn inside.**

### **Emergency Telephone Numbers**

In case of an emergency, parents **MUST** provide a telephone number for a parent/guardian or relative to the main office and the classroom teacher. **If the parent contact information changes during the school year, it is the responsibility of the parent to provide the changes to both the office and the classroom teacher.**

### **Field Trips**

Parents will be notified of all field trips at least two weeks in advance. Permission slips must be signed by the parent/guardian in order for the student to participate. In addition, all requested funds and permission slips **MUST** be returned by the specified deadline prior to the trip. **Telephone permission will not be accepted.** There will be no exceptions to this rule. School board Policy 1.40.

### **Media Center Procedures**

Students can check out library books frequently throughout the school year. Parents are responsible for library books checked out by their child that are lost, damaged, or destroyed. Failure to pay for lost or damaged library books will result in restriction of the student's right to check out additional books until the debt is paid, or may result in the loss of other school-related privileges.

### **Laptops**

Each student will be assigned a laptop. It is imperative that student devices are kept in working order to ensure daily access.

## **Parking**

School driveways are mainly used for loading and unloading students. Parents visiting the school are to park in the visitor spaces around the school in order to be buzzed into the main office. For safety reasons, there is no parking in the bus loop area.

## **Report Cards/Progress Reports**

During each trimester, students in grades K-5 receive a Mid-Term Progress Report and district report card. Pre-Kindergarten students will receive marks in the Self Discipline section of the developmental checklist during the first period.

## **Special Programs**

ESE, Speech & Language Services, Guidance, Parent Resource Center, SAI (Supplemental Academic Instruction), K-2 Initiative, and ESOL services are available for eligible students.

## **Telephone**

Although we are eager to assist our students, telephone use in the Main Office is limited. **Students will be permitted to use the telephone in emergencies ONLY.**

## **Cell Phones and Other Wireless Communication Devices- Policy 5.183**

Elementary school students may possess cellular phones and other wireless communication devices on school property and school-sponsored transportation, provided such devices are **not visible, used, or activated, and are kept in the "off" position** throughout the instructional school day and while on school-sponsored transportation. Students must keep their cellular phones and other wireless communication devices **stored in a purse or backpack, or other non-visible secure location** during the instructional school day and while on school-sponsored transportation.

"Kept in the "off" position" means **powered completely off and is not simply set on a vibrate, silent, standby, hibernation or airplane mode.**

## **Student ID Badges**

All students will be required to display an ID Badge at all times while on campus or school transportation. The badge will be provided by the school. The ID Badge will be used for safety purposes, bus ridership, lunch room scanning, and Media Center materials check out.

## **Withdrawals**

In the event that a parent wishes to withdraw their student, the data processor and classroom teacher should be notified, in writing. At the time of the request, all library books and textbooks must be returned.

## **School-Wide Rules**

1. Follow directions the first time given.
2. Use appropriate school language.
3. Stay in your assigned area.
4. Keep your hands, feet, and objects to yourself.

**Non-adherence to school rules will result in consequences as outlined in the Student Code of Conduct.**

**Pleasant City Community Elementary School  
School-wide Matrix of Behavioral Expectations**

Universal Guidelines	All Settings	Classroom	Hallways	Cafeteria	Restroom	Playground
<b>R</b> <i>Respect</i>	Respect myself and others  Respect all materials and property	Ready to learn	Respect the classrooms that are learning by walking quietly	Respect cafe staff and tablemates	Respect the privacy of others	Respect others and use playground equipment appropriately
<b>O</b> <i>Ownership</i>	Own responsibility for my actions	On task and on time	One behind the other and hands at your side	Only eat your food and clean up after yourself	1. On with the light 2. Down with the flush 3. Wash your hands 4. Come out in a rush	Only appropriate activities
<b>A</b> <i>Attitude</i>	Always have a positive attitude  Always follow directions the first time given	Always be considerate of others and try your best	Always consider everyone's personal space	Always use good table manners	Always clean up after yourself	Always play safely
<b>R</b> <i>Responsibility</i>	Remember to use the appropriate voice level	Remember to keep your voice at the assigned level	Remember to keep your voice at a <u>0</u>	Remember to keep your voice at or below a level <u>2</u>	Remember to keep your voice at a <u>0</u>	Remember to keep your voice below a level <u>3</u>

***Tigers ROAR to Communicate!***  
**Pleasant City Community Elementary School  
Behavior Card Color System**

<i>Behavior Code</i>	<i>Results</i>
<b>Green</b>	<ul style="list-style-type: none"> <li>All students will start their day on green.</li> <li>Students will first be given a "Warning" of the school's expectations and remain on green</li> </ul>
<b>Yellow</b>	<ul style="list-style-type: none"> <li><b><i>Think Time</i></b>" within the classroom- students will be able to discuss strategies on how to be successful in the learning environment</li> </ul>
<b>Orange</b>	<ul style="list-style-type: none"> <li><b><i>Conference for Success</i></b>"</li> <li>Student will complete a "Think About It" behavior sheet for their parents' to sign</li> </ul>
<b>Red</b>	<ul style="list-style-type: none"> <li><i>Administrative Assistance</i></li> <li><i>Parent Phone Call</i></li> <li><i>Additional Consequences</i></li> </ul>

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