

**Okeeheelee Middle School**  
**2019-2020**  
Standard Operating Procedures

**Administration**

**Principal:** Mrs. Morales  
**6<sup>th</sup> Grade AP:** Mr. Stewart  
**7<sup>th</sup> Grade AP:** Ms. Livingston  
**8<sup>th</sup> Grade AP:** Mr. Argain  
**TOSA:** Mrs. Smith  
**SSCC:** Mr. Shocket

**Guidance Department**

**6<sup>th</sup> Grade:** Mrs. Brooks (561-434-3262)  
**7<sup>th</sup> Grade:** Ms. Betancourt (561-434-3203)  
**8<sup>th</sup> Grade:** Mrs. Sideregts (561-434-3216)  
**ESOL:** Mrs. Burgos (561-434-3236)  
**ESOL:** Mr. Polanco (561-434-3236)

**Important Phone Numbers**

**Main Number:** 561-434-3200  
**Main Office:** 561-434-3260  
**6<sup>th</sup> Grade Office:** 561-434-3262  
**7<sup>th</sup> Grade Office:** 561-434-3203  
**8<sup>th</sup> Grade Office:** 561-434-3216

**Aftercare Program:** 561-434-3200: Mr. Rojas  
**Clinic:** 561-434-3266: Nurse Mrs. Felice Krebs  
**ESE Office:** 561-434-3216: Ms. Menor, ESE Coordinator  
**ESOL Office:** 561-434-3236: Mrs. Moreira, ESOL Coordinator  
**ISA & Choice:** 561-434-3236: Mr. Montero, ISA/Choice  
**School Resource Officer:** 561-434-3250: Officer Lopez

**Bell Schedule**

First Bell: 9:25am; Last Bell: 4:05pm

**Student supervision is provided starting at 8:45am ending at 4:30pm.** Parents are strongly encouraged to drop students off **after 8:45am**. Students must leave campus after the last bell unless they are enrolled or involved in a school related activity (aftercare, club or athletic activity).

HOUR	TIMES
1 <sup>st</sup> HOUR	9:30 – 10:18
2 <sup>nd</sup> HOUR	10:22 – 11:10
3 <sup>rd</sup> HOUR	11:14 – 1:31
4 <sup>th</sup> HOUR	1:35 – 2:22
5 <sup>th</sup> HOUR	2:26 – 3:13
6 <sup>th</sup> HOUR	3:17 – 4:05

**Arrival**

Students should arrive after 8:45am. Once a student is on campus, he/she may not leave campus (unless they have been signed out by parent/guardian).

**Tardy:** Student arriving to class after 9:30am will be marked tardy. Students arriving between 9:30-9:50am report directly to class. Students arriving after 10:00am are to report to the attendance office for a pass to class. **Students are tardy if they are not in class by the tardy bell.**

**Cafeteria**

All students are welcome to a free breakfast in the cafeteria starting at 8:45am.

Lunch:

Students are assigned to one of four lunch periods.

1. Students walk to the cafeteria with their class and teacher. They stand on a numbered line with their class and teacher under a covered pavilion.
2. The number of the line coincides with the assigned table number.
3. When called, the teacher and student enter the cafeteria and sit at the assigned table (students *must* sit at their assigned table).
4. Teachers meet the students at the table when lunch ends and walks them to class in an orderly fashion.

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

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**Cell Phones and Headphones**

- Cell Phones must be off (or on silent) and away. They may be used in the classroom when part of an assignment.
- Headphones are only allowed in classrooms when part of an assignment.

**Detentions**

Teachers may assign detentions before or after school. Parents will be notified via note or phone call.

**Administrative Detentions** are held:

Tuesday and Thursday 4:05-5:05pm

Saturday: 8:30-11:30am

Parents will be notified by note and/or phone call.

**Dismissal**

Students will **not be** dismissed after 3:30pm. Students must leave campus after the 4:05pm bell unless they are enrolled/involved in a school related activity (aftercare, club or athletic activity).

**Evacuations and Drills**

In order to maintain campus security we practice the following drills: 10 Fire Drills; 10 Code Red or Yellow; 2 Tornado; 2 Blue or White Drills. Parents will be notified via callout after drills are performed or in the case of an actual incident.

**Food Orders**

Students are **not allowed** to order food for delivery. Any food delivered to school will not be accepted.

**Parent/Teacher Conferences**

Parents may request a face to face conference through the grade level office. Conference times are 8:30-8:55am on Monday (6<sup>th</sup> grade); Wednesday (7<sup>th</sup> grade) and Fridays (8<sup>th</sup> grade). Phone conferences are available according to the teacher's schedule.

**Student Progression Plan:** [www.palmbeachschools.org/studentprogression](http://www.palmbeachschools.org/studentprogression)

# Okeeheelee Middle School

2019-2020

## Standard Operating Procedures

### DRESS CODE: SHIRTS MUST BE OBTAINED AT OKEEHHEEL MIDDLE

#### SHIRTS: POLO & T-SHIRTS

- Must be obtained at **Okeeheelee Middle School**.
- **Okeeheelee Middle solid colored "polo" style**. Two colors: gray or a shade of blue.
- **Okeeheelee Middle solid colored t-shirts**. Two colors: gray or a shade of blue.

#### PANTS

- ALL PANTS MUST BE A **SOLID COLOR**.
- Only long pants are acceptable. **NO SHORTS**.
- All pants must fit properly *and be worn at the natural waist*.
- Pants must have **no holes, no ripped openings** or extreme styles.
- **NO** Shorts of any style or length.
- **NO** Leggings or Excessively tight stretch pants.

#### SWEATSHIRTS & JACKETS

- Sweatshirts and jackets **CANNOT** be used to cover up a dress code violation.
- Heavy shirts, e.g., flannel, are **NOT** a sweatshirt, sweater or jacket.

#### DRESSES & SKIRTS:

- Dresses must comply with solid school colors (gray or any shade of blue).
- Dresses and skirts must reach the top of the kneecap.
- Slits must not reach above the top of the kneecap.
- Shoulders must be covered.

#### FOOTWEAR FOR BOYS & GIRLS

- Must have a closed toe and covered heel.
- **NO** Flip-flops, slides, sandals, bedroom slippers, or spiked heels.

#### DRESS UP DAYS/ FORMAL ATTIRE

- Students may be permitted to wear more formal or "dress up" clothing on special occasions.
- Students may dress up any day: wear a sport jacket, suit and/or tie, any day.

#### BOOK BAG:

- Book Bags must be clear or mesh. They are available for purchase at the school for \$10.

#### THE FOLLOWING CLOTHING IS UNACCEPTABLE:

- ❖ **NO beads** of any kind.
- ❖ **NO Bandanas** of any kind.
- ❖ **NO Oversized necklaces, chains or medallions** (Administration will be the judge).
- ❖ **NO "Grills"** (metallic teeth coverings) of any kind.
- ❖ **NO** Sheer, see-through, or midriff clothing.
- ❖ **NO Torn** or **ripped** clothing.
- ❖ **NO** Sharp jewelry including dog/cat chains or collars and wallet/belt chains.
- ❖ **NO** Clothing or other marking that is offensive, suggestive, indecent, distracting, or associated with gangs.
- ❖ **NO Hats** or head coverings (unless they are required for safety, medical, or specific religious reasons).

⇒ All clothes must fit properly, e.g., not be excessively tight.

⇒ All clothing must be worn as intended, e.g., not backwards or inside out.

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