

Okeeheelee Middle School

2020-2021

Standard Operating Procedures

Administration

Principal: Mrs. Morales
6th Grade AP: Mr. Argain
7th Grade AP: Mr. Stewart
8th Grade AP: Ms. Livingston
TOSA: Ms. Lopez
SSCC: Mr. Shocket

Guidance Department

6th Grade: Ms. Gallagher (561-434-3262)
7th Grade: Mrs. Brooks (561-434-3203)
8th Grade: Ms. Betancourt (561-434-3216)
ESOL: Mrs. Hernandez (561-434-3236)

Important Phone Numbers

Main Number: 561-434-3200
Main Office: 561-434-3260
6th Grade Office: 561-434-3262
7th Grade Office: 561-434-3203
8th Grade Office: 561-434-3216

Aftercare Program: 561-434-3200: Mr. Rojas
Clinic: 561-434-3266: Nurse
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). Campus supervision is available 30 minutes before the first bell and 30 minutes after the dismissal bell.

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

Okeeheree Middle School

2020-2021

Standard Operating Procedures

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 and/or phone call.

Administrative Detentions are held:

Tuesday and Thursday 4:05-5:05pm

Saturday: 8:30-11:30am

Dismissal

Students will **not be** dismissed after 3:15pm. 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 (6th grade); Wednesday (7th grade) and Thursday (8th grade). Phone conferences are available according to the teacher's schedule.

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2020-2021

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UNIFORM DRESS CODE

SHIRTS: POLO & T-SHIRTS must be obtained at **Okeehlee Middle School**.

- Okeehlee Middle solid colored "polo" style. Two colors: gray or a shade of blue.
- Okeehlee Middle solid colored t-shirts. Two colors: gray or a shade of blue.

PANTS/CAPRIS/SHORTS/SKIRTS

- Only **SOLID COLOR** pants, capris, shorts, skirts or jeans are acceptable.
- All bottoms must fit properly **and be worn at the natural waist**.
- Bottoms must have **no holes, no ripped openings** or extreme styles.
- Shorts and skirts must be **knee length**.
- **NO Basketball Shorts** or athletic type shorts.
- **NO** Leggings or Excessively tight stretch pants.

SWEATSHIRTS & JACKETS

- Sweatshirts and jackets with school logo may worn throughout the school day regardless of temperature.
- Sweatshirts and jackets without school logo may only be used in classrooms with the teacher's permission.
- All sweatshirts and jackets may be worn outside of the classroom once temperature drops below 70 degrees (an announcement will be made).
- **NO** blankets are allowed.

FOOTWEAR

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

BOOK BAG

- Book Bags **must** be clear or mesh.
- All solid bags (including athletic bags) **must** be left in the grade level office or coaches classroom.

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, midriff or crop tops.
- ❖ **NO Torn** or **ripped** clothing.
- ❖ **NO** Sharp jewelry including dog/cat chains or collars and wallet/belt chains.
- ❖ **NO** Offensive, suggestive, indecent, distracting, or gang associated clothing or other markings.
- ❖ **NO Hats, NO Hoods, NO Head Coverings:** unless they are required for safety, medical, or specific religious reasons.
- ❖ **NO** visible tattoos.

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.

Dress with Warrior Pride!

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