

Okeehlee Middle School

2018-2019

Standard Operating Procedures

Administration

Principal: Mrs. Elizabeth Morales

6th Grade: Ms. Terri Livingston

7th Grade: Mr. Francisco Argain

8th Grade: Mr. Dwight Stewart

TOSA: Mrs. Tamara Smith

SSCC: Mr. Jeffrey Shocket

Guidance Department

6th Grade: Mr. Julio Vega (561-434-3262)

7th Grade: Mrs. Janier Sideregts (561-434-3203)

8th Grade: Ms. Melanie Gallagher (561-434-3216)

ESOL: Mrs. Lumarid Burgos (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. Guillermo Rojas

Clinic: 561-434-3266: Nurse Mrs. Felice Krebs

ESE Office: 561-434-3216: Ms Sarah Menor, ESE Coordinator

ESOL Office: 561-434-3236: Mrs. Carmen Moreira, ESOL Coordinator

ISA & Choice: 561-434-3236: Mr. Jorge Montero, ISA/Choice Coordinator

School Resource Officer: 561-434-3250: Officer Nelson Berrios

Bell Schedule

First Bell: 8:55am; Last Bell: 3:57pm

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

Arrival

Students should arrive after 8:30am. 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 9:00am will be marked tardy. Students arriving between 9:00-9:50am 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.**

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

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Cafeteria

All students are welcome to a free breakfast in the cafeteria,

Lunch:

Students are assigned ton on 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.

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 3:15pm. Students must leave campus after the 3:57pm bell unless they are enrolled/involved in s school related activity (aftercare, club or athletic activity).

DRESS CODE

At Okeeheelee Middle School, we recognize that **appearance matters**. Proper dress code impacts good behavior. In an effort to ensure the proper atmosphere of learning, we have a clear, unambiguous dress code for all students.

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.

SHIRTS: POLO and 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.
- **Solid oxford style collared shirt.** TWO colors: gray, a shade of blue. An "*oxford style collared shirt*" is defined as a **solid-colored** dress shirt with a soft button-down collar.
- **NO Athletic jerseys, sleeveless, or tank tops of any style.**

PANTS

- ALL PANTS MUST BE A **SOLID** COLOR.
- Only long pants are acceptable. "**Long**" is defined as **extending to the feet**.
- All pants must fit properly **and be worn at the natural waist**.
- Pants must have **no holes, no ripped openings** or extreme styles.
- Sweat pants, warm-up pants, and blousy pants are not permitted.

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- **NO** Shorts of any style or length.
- **NO** Excessively tight stretch pants.

SWEATSHIRTS AND 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 AND 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 AND GIRLS

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

DRESS UP DAYS/ FORMAL ATTIRE

- Students may be permitted to wear more formal or "dress up" clothing. For example, all athletes may wear more formal clothing on game days.
- 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

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).

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 (8th grade) and Fridays (7th grade). Phone conferences are available according to the teacher's schedule.

Family Handbook

If you would like more information, please read the family handbook, which can be found at <https://www.palmbeachschools.org/students/studenthandbooks/>

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