

# Okeehgeelee Community Middle School

2200 Pinehurst Drive  
Greenacres, FL 33413  
561-434-3200  
[www.okeehgeelee.org](http://www.okeehgeelee.org)

## WARRIOR AGENDA BOOKLET STANDARD OPERATING PROCEDURES

**Principal, Dr. David Samore**

**434-3205**

**Sixth Grade Office**

Frank Argáin  
Janier Sideregts

**434-3262**

Assistant Principal  
School Counselor

**Seventh Grade Office**

Dwight Stewart  
Melanie Gallagher

**434-3203**

Assistant Principal  
School Counselor

**Eighth Grade Office**

Terri Livingston  
Julio Vega Ortiz

**434-3216**

Assistant Principal  
School Counselor

<b>Clinic</b> Felice Krebs	<b>434-3266</b> Nurse
<b>Library Media Center</b> Julie Greene	<b>434-3215</b> Media Specialist
<b>ISA/ESOL Office</b>  Nitza Maldonado Lumarid Burgos Rivera	<b>434-3236</b>  Coordinator School Counselor
<b>ESE Office</b> Sarah Menor	<b>434-3258</b> Coordinator
<b>Title 1 Office</b> Carmen Moreira	<b>434-3246</b> Coordinator
<b>School Police</b> Nelson Berrios	<b>434-3250</b> SRO
<b>After Care Program</b> Guillermo Rojas	<b>434-3200</b>

**2017-2018 SCHOOL CALENDAR**

<b>August</b>	14	School Begins
<b>September</b>	4	Labor Day
	21	Fall Holiday
<b>October</b>	13	End 1 <sup>st</sup> 9 Weeks
	16	Teacher Work Day
	17	Begin 2 <sup>nd</sup> 9Weeks
<b>November</b>	3	Teacher Work Day
	20-24	Thanksgiving Holiday
<b>December</b>	21	End 2 <sup>nd</sup> 9 Weeks
	22-29	Winter Break

**ATHLETICS**

To be eligible to participate a student must Maintain a 2.0 GPA and conduct of 3's a& 4's

Baseball	Mr. Bischoff
Softball	Mrs. Hanley
Boys Soccer	Mr. Navarrete
Girls Volleyball	Ms, Asch

<b>January</b>	1-5	Winter Holiday	Boys Basketball	Mr. Wellman
	8	Teacher Work Day	Girls Basketball	Mr. MacMillan
	9	Begin 3 <sup>rd</sup> 9 weeks	Cheerleading	Mrs. Creese
	15	ML King's Birthday	Girls Soccer	Mrs. McMillon
<b>February</b>	16	Teacher Work Day	Lacrosse	Mr. Lewanda
			-----	-----
<b>March</b>	16	End 3 <sup>rd</sup> 9 weeks	Boys Volleyball	Mr. Millstein
	19-23	Spring Holiday Break	Boys Track	Mr. Bruhn
	26	Teacher Work Day	Girls Track	Ms. López
	27	Begin 4 <sup>th</sup> 9 weeks		
	30	Spring Holiday		

**April**

**INTRAMURALS**

Intramurals are available before and after school and there is not prerequisite for participation.

<b>May</b>	28	Memorial Day	Basketball	Tennis
			Volleyball	Soccer
			Cross Country	Flag Football
			Golf	Board Games
<b>June</b>	1	Student Last Day		

\*Professional Development Day(1/2) Dismissal 1:00 PM

<b>SAC MEETINGS 5:30 PM</b>		<b>PTSA MEETINGS 6:45 PM</b>		<b>CLUBS</b>	
SEPTEMBER	10	SEPTEMBER	10	<i>Club meetings are held before or after school.</i>	
OCTOBER	8	OCTOBER	8	Journalism	Junior Model United Nations
NOVEMBER	12	NOVEMBER	12	Academic Games	STEP Team
DECEMBER	10	DECEMBER	10	Running	Spanish
JANUARY	14	JANUARY	14	Yearbook	Student Government Association
FEBRUARY	11	FEBRUARY	11	Dance	National Junior Honor Society
MARCH	10	MARCH	10	Recycling	Newspaper
APRIL	14	APRIL	14	Literary Magazine	Science Fair
MAY	12	MAY	12		

### **AUTHORITY OF THE PRINCIPAL**

The principal or a designated representative has the responsibility to develop policies for the control and direction of students while being transported to school or while in the school center. Principals also have the responsibility of implementing School Board Policies and Administrative Directives.

### **REPORT CARDS AND GRADING SYSTEM**

Grades are based on the quality of work done, student's regular attendance, daily preparation, and promptness in completing assignments.

Student grades are based on a combination of teacher observations (oral presentations or reports, speeches, recitations, impromptu speaking, response to questioning, lab practical, and demonstrations or identification); classroom assignments (paper and pencil assignments, seat work, reports, term or research papers, models, projects, exhibits, poster, computer programs, and homework); and examinations (paper and pencil tests, including essay, multiple choice and completion, oral test, and skill tests requiring demonstration). There will be sufficient marks recorded in each teacher's database to justify the grade recorded, as the nine-week's grade. Marks are not based on a single project.

Each teacher shall develop a nine-week assessment to be given to each student at the end of each marking period. The assessment shall cover the material presented during that marking period in order to document mastery.

Marks (with the exception of "I's" and "M's"), once recorded will not be changed without a review of the reason(s) and approval of the principal. In either case, any mark change requires two signatures on a form indicating the change and the reason for the change. Except during those times when the teacher is not on duty (between school sessions), the teacher will be consulted prior to the initiation of any grade change by the principal.

### **DESCRIPTION AND DEFINITION OF MARKS**

<u>Mark of "A"</u> -	<b>Superior</b> (90%-100%)-Indicates thorough mastery of the subject or area as reflected in daily work, reports, tests, examinations. <i>GPA Value: 4.0 points.</i>
<u>Mark of "B"</u> -	<b>Above Average</b> (80%-89%)-Indicates above average, consistent effort, as reflected in daily work, tests, reports, examinations. <i>GPA Value: 3.0 points.</i>
<u>Mark of "C"</u> -	<b>Average</b> (70%-79%)-Indicated average achievement in daily work, reports, tests, examinations. <i>GPA Value: 2.0 points.</i>
<u>Mark of "D"</u> -	<b>Below Average</b> (60%-69%)-Indicates below average achievement in majority of assigned areas. <i>GPA Value: 1.0 point.</i>
<u>Mark of "F"</u> -	<b>Failing</b> (0%-59%)-Indicates unsatisfactory of failing work in a majority of assigned areas. <i>GPA Value: 0.0 points.</i>
<u>Mark of "I"</u> -	<b>Incomplete</b> -Indicates a problem, which causes the student's work to be incomplete. For a transfer student it may also indicate the student's grades for the previous school have not been received.
<u>Mark of "M"</u> -	<b>Valid Missing Work</b> (Middle School Only)-Indicates the student was not scheduled in the class for the entire semester. Approval of the principal is required for the "M" grade.
<u>Mark of "W"</u> -	<b>Withdrawn</b> -Indicates withdrawal for a course. These grades are for report card purposes and do not appear on the final student's transcripts.

## MID TERM PROGRESS REPORT

Mid Term report for all students are given out at the middle of each nine week marking period for all classes. The child is directed to take it home and deliver it to the parent.

### MAKE-UP WORK

Please call the grade level office for make-up work. It is the responsibility of students to inquire as to make-up work upon their return to school.

In cases where more than one teacher requests a student to remain after school for assistance, the student will report in the order that the requests are made. Students must make arrangements for their own transportation. Students must make special arrangements to see teachers about make-up work or tests.

### STUDENT CONDUCT

At the secondary level, teachers record their best judgment of how each student's behavior affects learning in the classroom. The following are the general descriptions used in secondary school. The numbers on the left are used to reference the description on the right when recorded on the report card. Student conduct indicators are separate from the grade earned for the marking period.

#### **4 = Very constructive to learning**

- Rarely needs to be reminded of classroom rules
- Does not talk out of turn
- Is respectful to all
- Regularly volunteers to answer questions and never hesitates to assist the teacher when asked to do so
- Occasionally asks insightful questions which contribute positively to the class work and/or discussion.

**Summary:** "A good student who needs to be reminded rarely to behave."

#### **3 = Generally supportive to learning**

- Is usually well behaved
- Is usually respectful to all
- Occasionally volunteers to answer questions and occasionally appears hesitant to assist the teacher when asked to do so
- Answers questions when asked by the teacher
- Never acts in a way which negatively impacts classroom order and decorum

**Summary:** "A good student who needs to be reminded on occasion to behave."

#### **2 = Detrimental to own learning**

- Is occasionally disrespectful to others
- Requires regular reminders regarding classroom rules
- Is regularly off-task
- Is falling behind due to lack of attention
- Needs reminders to get refocused

- Speaks out of turn occasionally
  - At least one parent contact made describing the nature of the student's misbehavior
- Summary:** "Behavior gets in the way of his/her own learning".

**1= Detrimental to own learning and learning of others**

- Is often disrespectful of others
- Constantly and consistently requires reminders regarding classroom rules
- Almost always off-task and bothers others around him/her so that they are off-task as well
- Is unfocused consistently and creates an atmosphere which disturbs the learning process of others.
- Speaks out of turn occasionally
- At least one parent contact made describing the nature of the student's misbehavior AND a Discipline Referral submitted to administration

**Summary:** "Poorly behaved, bothers others and gets in the way of others' learning."

**SCHOOL BUILDINGS**

Students are not permitted in the buildings without a written before 8:55 am. Students are to remain in the Quad, covered pavilion area, cafeteria and authorized areas until the first bells rings. In case of inclement weather, the building will be opened to allow the students inside to the cafeteria.

Any student who needs to see a teacher before school must present a hall pass signed by the teacher to the staff member on duty at the entrance. ***It is a violation of the conduct code to be in the hallways without a pass.***

**SCHOOL GROUNDS**

Upon entering school grounds, students are to remain on the grounds. Students are not allowed to leave school grounds at any time. After school hours students are not to be in or near classrooms or buildings without special authorization or to attend scheduled activities. **Students without adult supervision who arrive before 8:30am or remain after school past 4:30pm are violating the policy of the School Board of Palm Beach County Schools.** *Okeehetee has the legal right to remove unsupervised students before 8:30am and after 4:00pm from the school grounds.*

**EARLY DISMISSAL**

In the event a student must be dismissed early from school, the parent or guardian must report to the main office and request the student be dismissed. Proper identification will be required. **No student will be released after 3:15 p.m.**

**VISITORS**

Visitors must report to the main office upon arrival and obtain a visitor's pass. ***No unauthorized person is allowed on the school grounds at any time.***

### **SCHOOL WEBSITE**

The school web site address is: [www.okeeheelee.org](http://www.okeeheelee.org) . Please visit this website to obtain up to date information about the school.

### **COUNSELING SERVICES**

Counseling, both individual and group, is available to all Okeeheelee students. School counselors are located in the grade level offices. Students who wish to discuss problems confidentially are urged to arrange an appointment by stopping in their grade level office to make an appointment through the grade level secretary.

### **TARDINESS TO SCHOOL**

When students are tardy to school, (9:00 – 9:50) they are to report directly to class. Students who arrive **after 10:00** am are to go to the Attendance Office for a pass to class.

### **TARDINESS TO CLASS**

Teachers will follow our school-wide Discipline Plan to deal with tardy students. **A student is declared "tardy" if he/she is NOT in his/her seat by the tardy bell.**

### **FIELD TRIPS**

A signed permission slip must be on file with the sponsoring teacher before a student will be allowed to leave campus on a field trip. Teachers and chaperons will have complete authority during the trip. *Regular school conduct and dress code apply.* Parent permission must be in writing. **Telephone calls cannot be accepted.** Sponsoring teachers will provide permission slips to parents or guardian in advance of the time for field trips.

### **BICYCLE RIDERS**

Students who ride bicycles to school are to place them in the area provided for that purpose. **At all times bicycles must be locked.** It is also recommended that all students record their serial number and have their bicycles registered in their local communities with the police. Bicycles must be walked, once they are on campus. Bicycle helmets are required by law.

### **WITHDRAWALS**

All books must be returned and obligations fulfilled when a student withdraws.

#### Student Withdrawals Prior to End of Term

A student in grade 6, 7, or 8 who leaves before the close of the school year receives grades on the report card covering the periods in attendance. If the student withdraws from school with passing grades within two calendar weeks of the closing date, the statement, "Recommended for placement in grade \_\_" may be written on the report card in lieu of "Promoted: Grade/level\_\_."

Students who withdraw from school during the last two weeks of the year must show evidence that the withdrawal is mandatory, and they must complete work as assigned by the teacher and approved by the principal. **No exams will be administered early.**

### **CONFERENCES WITH TEACHERS**

**Parents are always welcome to our school.** Parents who would like a conference should schedule an appointment through the appropriate grade level office secretary. Teachers may not leave their classes during instructional time to talk to a parent. Conference times are from 8:30

am – 8:55 am each morning on **Mondays (6<sup>th</sup>), Wednesdays (8<sup>th</sup>) and Fridays (7<sup>th</sup>)**. If these times are not amenable, please call the appropriate grade level office to make alternate arrangements.

#### **ACTIVITY BUS**

The Activity Bus is available Monday through Thursday to those students staying after school for the purpose of a school-sponsored activity (defined as participation in a club, team sport, musical performance or practice, aftercare or remediation). The Activity Bus is a privilege. Students who miss their assigned bus upon school dismissal should report to the Main Office or grade level office to make arrangements for transportation.

#### **TRESPASSING**

It is illegal for a student from one school to trespass on another school campus at any time (before, during and after the regular school day), and such trespassing may result in further disciplinary action.

#### **DRESS CODE 2017 – 2018**

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.

#### **THE FOLLOWING CLOTHING IS ACCEPTABLE:**

**1. SHIRTS:** Only three kinds of shirts may be worn. **POLO and T-SHIRTS must be obtained at Okeeheelee Middle School. We sell shirts at "cost", i.e., we make no profit.**

- a) **Solid colored "polo" style.** Two colors: gray or a shade of blue.
- b) **Solid colored T-shirts,** Two colors: gray or a shade of blue. *Self Check: The wearer places open hand and base of neck and does NOT touch skin.*
- c) **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 more than two buttons may be undone at the neck.*
  - It is not acceptable for students to wear "layered" shirts unless all shirts worn conform with dress code. *EXAMPLE: Shirt beneath outer shirt.*
  - It is not acceptable to wear shirts extended below the arms held at the side with fingers bent in toward the body at a right angle.



## 1. 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.

## 2. PANTS

- ALL PANTS MUST BE A **SOLID** COLOR.
- It is not acceptable to tuck pant legs into shoes or socks, roll closed or wear elastic ankle ties, such as "joggers".
- Only long pants are acceptable. **"Long" is defined as extending to the feet.** *Pants up above ankles are not acceptable.*
- All pants must fit properly **and be worn at the natural waist.**
- Pants must have **no holes, no ripped openings**, extreme styles, and no pockets on the pant legs.
- Sweat pants, warm-up pants, and blousy pants are not permitted.
- Boots may be worn with pants tucked in them.

## 3. 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.
- Dresses must have a cap or sleeve on the arm or shoulder.

## 4. FOOTWEAR FOR BOYS AND GIRLS:

- Must have a closed toe and heel
- Heels must be no taller than one inch

## 5. MORE FORMAL ATTIRE

- Students may be permitted to wear more formal or "dress up" clothing. For example, all athletes must wear more formal clothing on game days.
- Also, should a student wish to do this on any other day, such as wear a sport jacket, suit and/or tie, this too is acceptable.

## THE FOLLOWING CLOTHING IS UNACCEPTABLE:

- ❖ **Wearing beads** of any kind.
- ❖ **Bandanas** of any kind.
- ❖ **Oversized necklaces, chains or medallions** (Administration will be the judge).
- ❖ **"Grills"** (metallic teeth coverings) of any kind.
- ❖ **Athletic jerseys, sleeveless, or tank tops of any style.**
- ❖ **"Brazilian" pants** (excessively tight stretch pants).
- ❖ Elastic/stretch athletic-style headbands.
- ❖ Shorts of any style or length including Capri pants.
- ❖ Sheer, see-through, or midriff clothing.
- ❖ **Torn or ripped** clothing.
- ❖ Sharp jewelry including dog/cat chains or collars and wallet/belt chains.
- ❖ Flip-flops, sandals, bedroom slippers, or spike heels.
- ❖ Make-up and other hair grooming aids used outside of restrooms.

- ❖ **Sunglasses** unless a doctor's permit is on file. Contact lenses and glasses must be of standard style and not appear distracting.
- ❖ Haircuts, clothing, or other marking that is offensive, suggestive, indecent, distracting, or associated with gangs.
- ❖ **Hats** or head coverings (unless they are required for safety, medical, or specific religious reasons).

### **STUDENTS' GUIDELINES**

1. Upon arrival at school (**no earlier than 8:30am, please**), students are under the authority of the school and all of its policies and procedures. Students are to follow the instructions of all school personnel. Students arriving prior to 8:30am cannot be assured supervision since teachers are not on duty until 8:30am.
2. Students may not leave campus after arriving at school unless they are signed out from the Main Office by a parent/guardian or authorized person listed on the student registration form/clinic card.
3. Students are expected to leave the campus after school is dismissed. It is the parent's responsibility to care for their child after school. Unless students are involved in a school related activity, such as athletics, intramurals, clubs, etc. *they are **not** remain on campus after dismissal. **Students who linger on-campus beyond 30 minutes after the end of the school day will be directed off campus.***
4. Students must walk on campus. No running is allowed, except in Physical Education classes.
5. ***Students are not permitted to bring items to school which are distracting or disruptive*** such as toys, candy, chewing gum, sports balls (e.g., basketballs, footballs), and the like. No items may be brought to school to sell or exchange/swap on school property.

### **CAFETERIA PROCEDURES**

All students are assigned to one of four lunch periods.

1. The students walk to the Cafeteria **with their teacher** during the class that has lunch and form a line in the covered pavilion area.
2. The number of their line coincides with the number of their assigned table.
3. When called, the teacher and his/her students enter the Cafeteria and sit at their assigned table.
4. When lunch ends, the teacher meets his/her students at the assigned table and is released from the Cafeteria to return to the classroom together with students.

### **LIBRARY MEDIA CENTER CIRCULATION PROCEDURES**

Photo identification cards will be issued to all students and will be used throughout their time at Okeeheelee Middle School. These cards will be necessary for item checkout in the Library Media Center. A fee will be charged for any card replacement. Books may be checked out for a period of two weeks. Renewals are granted one time per book. The book drop can be used to return books before and after school.

### **MEDICATIONS**

Students requiring the use of medications must keep them in the Clinic which is located in the Main Office. Prior to use, the parent must turn in the proper authorization form signed by the physician and parent. Upon delivery of medication by the parent, the parent must also present a picture ID to the school nurse.

### **BEFORE/AFTER CARE PROGRAM**

Okeehelée offers an after-care program from 4:00-5:30 PM. We also offer tutoring classes in the morning beginning at 7:30 AM. Please contact the Main Office at 434-3260 for more information. Activity Bus transportation is provided at 5:20 PM.

### **MIDDLE SCHOOL COURSE RECOVERY (MSCR)**

Students are offered the opportunity to attend a MSCR if they failed an academic subject. Students who successfully complete the MSCR class will have the 9-week grade changed from an "F" to "D" through "A", depending on the results of their performance in MSCR.