

School Operating Procedures 2023-2024
Quick Start to a Good Year at Okeeheelee Middle School

ATTENDANCE

Expectation: Students will attend school all day every day.

- In the case a student is absent, they should turn in a written excuse to the Attendance Office
- Students will not be dismissed early after 3:30pm

BEFORE SCHOOL

Expectation: Each grade level has a designated area to congregate before school.

- 6th Grade: in front of the school and in the cafeteria (for breakfast)
- 7th Grade: along the breezeway, quad and in the cafeteria (for breakfast)
- 8th Grade: Bus Loop, quad and in the cafeteria (for breakfast)

BACKPACKS

Expectation: Backpacks are clear or mesh.

- Athletic bags must be left in grade level office or in coach's classroom

BATHROOM

Expectation: Students will sign in to the nearest grade level office to use the bathroom.

- Community bathrooms are open during transitions
- Cafeteria bathrooms are open during lunch
- Students needing to use the bathroom during class must sign in at the grade level office
- Bathrooms will be unlocked during class as needed for student use
- Bathrooms are closed the first **10 minutes** and the last **10 minutes** of class

CAFETERIA

Expectation: Students sit with their class at the assigned table.

- Walk QUIETLY with your class to and from the cafeteria
- Line up on your assigned line (each line is numbered)
- Sit at your assigned table
- Raise your hand to leave your seat (bathroom, water, throw away garbage)
- Make sure the table and floor are cleaned up before you leave
- Wait for your table to be dismissed to leave with your teacher

CELL PHONES

Expectation: Phones are NOT permitted during the school day.

- Students are NOT allowed to use a cell phone during the school day
- Phones should be OFF and stored in back pack at all times during the school day
- Students are allowed and welcomed to use office phones whenever needed
- Cell phone use is NOT permitted during unstructured times (during lunch and between classes)
- Cell phones are permitted before and after school

FACIAL COVERING

Expectation: Students will wear a facial covering if they choose to.

- Facial coverings are optional for students both inside and outside of the building.

FOOD ORDERS

Expectation: Students will not have food delivered to school by a service (Uber eats, Delivery Dudes, etc.)

- Food delivery services are not permitted for students. Food delivered to school will not be accepted unless it is provided and delivered by the parent/guardian

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GRADES

Expectation: Students will complete work and monitor their grades.

- The best way to earn good grades is to complete and turn in all assigned work
- Monitoring your own grades weekly is a good way to make sure you don't fall behind
- Grades can be checked at any time on SIS (via student portal)

HALL PASSES

Expectation: All students must have a hall pass when in the hallway during class.

- All students are required to have a hall pass if they are in the hallway (no exceptions)
- Hall Passes are not permitted during the first **10 minutes** and the last **10 minutes** of class
- There are two kinds of hall passes at OMS:
 1. **Student Pass** in Student Planner and
 2. **Bright pink Teacher Hall Pass** each class has one

HEADPHONES/EARBUDS

Expectation: Headphones/Earbuds are not permitted during the school day.

- Headphones are not allowed in classrooms, hallways or the cafeteria
- Headphones may be used before and after school

HOURS

Expectation: Students are dropped off no earlier than 9:00am and picked up no later than 4:30pm unless they are participating in a school sanctioned activity

- First Bell rings at 9:25am
- Dismissal Bell rings at 4:05pm
- Adult supervision is provided **30 minutes** before school starts and **30 minutes** after school ends
- Only students participating in a school related activity may arrive earlier than 9:00am
- Only students participating in a school related activity may stay after 4:30pm

PARENT CONFERENCES

Expectation: Students must attend parent conferences as they are responsible for their education.

- Conferences are scheduled through the grade level office
- Conferences are held once per week on Monday (6th Grade), Wednesday (7th Grade) and Thursday (8th Grade)

SAFETY

Expectation: Safety is the number one priority at all times.

- *See Something, Say Something.* We depend on the school community to report any activity that is dangerous or a safety risk
- Report any concerns to Law Enforcement & School Officials using the Fortify Florida App (on all district computers)
- Drills will be conducted throughout the school year. Students are expected to follow directions and be safe

SHARED VALUES

Expectation: We use the shared values as a guide in everything we do

- **Respect:** Respect Everyone. You have to show respect to receive respect.
- **Responsibility:** You are responsible for your actions
- **Community:** You are a part of a community. Your actions impact those around you.

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STUDENT ID'S

Expectation: Students will wear an ID at all times

- All students will be given an ID and a lanyard
- Students are expected to wear their ID every day
- If the ID is lost or misplaced, students are responsible for obtaining a replacement

TARDINESS

Expectation: Students will arrive to class before the tardy bell rings

- Students arriving late to class must report to the grade level office for a pass
- Parents will be notified when students are tardy
- Students will receive an administrative detention for being tardy

TECHNOLOGY

Expectation: Students will bring a fully charged, functioning Chromebook with the charger, to school every day.

- Chromebooks are an important learning device that will be used for instruction and testing
- Students are responsible for taking care of the school issued electronic device
- Damaged or broken computers should be reported to the third period teacher immediately
- Students will be charged for broken computers and missing chargers

TEN BY TEN RULE

Expectation: Students will not be allowed out of class during the first ten minutes of class or during the last ten minutes of class.

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Administration

Principal: Mrs. Morales
6th Grade AP: Mr. Argain
7th Grade AP: Mr. Wells
8th Grade AP: Ms. Livingston
TOSA: Mr. R. Johnson
SSCC: Mr. Shocket & Mrs. Bonzil

CONTACT INFORMATION

6th Grade Office: Phone: 561-434-3262

Assistant Principal: Mr. Argain: Email: frank.argin@palmbeachschools.org

School Counselor: Mrs. Velazquez: Email: melanie.velazquez@palmbeachschools.org

Office Secretary: Mrs. Walker: Email: janira.walker@palmbeachschools.org

7th Grade Office: Phone: 561-434-3203

Assistant Principal: Mr. Wells: Email: r.wells@palmbeachschools.org

School Counselor: Ms. Padron: Email: luisa.padron@palmbeachschools.org

Office Secretary: Ms. Cabrera: Email: danaysi.cabreradominguez@palmbeachschools.org

8th Grade Office: Phone: 561-434-3216

Assistant Principal: Ms. Livingston: Email: terri.livingston@palmbeachschools.org

School Counselor: Ms. Betancourt: Email: guadalupe.betancourt@palmbeachschools.org

Office Secretary: Mrs. Francisco: Email: jaqueline.francisco@palmbeachschools.org

ESE/ESOL/ISA Office:

ESE Coordinator: Ms. Tiilikka: Phone: 561-434-3258: Email: sarah.tiilikka@palmbeachschools.org

ESOL Coordinator: Mrs. Moreira: Phone: 561-434-3236: Email: carmen.moreira@palmbeachschools.org

ESOL Counselor: Ms. Sanchez: 561-434-5725: Email: juanita.sanchez@palmbeachschools.org

ISA Coordinator: Mr. Montero: Phone: 561-969-5723: Email: jorge.monteromorales@palmbeachschools.org

MAIN OFFICE

Main Number: 561-434-3200

Main Office: 561-434-3260

Data Processor: 561-434-3207

Principal's Secretary: 561-434-3205

Clinic: 561-434-3269: Nurse Acyra

Aftercare Program: 561-434-3200: Mr. Gil Rojas

Bookkeeper: 561-434-3206

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IMPORTANT INFORMATION

AFTERCARE PROGRAM

- Free of Charge
- Open Monday-Thursday 4:05-5:15pm
- Bus Transportation Available
- Registration available on school website or in grade level offices

CLUBS

- Anime
- Band Clubs(various)
- Beyblade
- BRIDGE
- Cheerleading
- Diversity
- Frisbee Golf
- Garden
- GEMS
- La Tuna
- NJHS
- Recycling
- Science Fair
- Special Olympics
- Step and Cadence
- Student Government
- Yearbook

INTRAMURAL SPORTS

- Open Monday – Friday: 8:45-9:15 am
- Basketball courts

MEDIA CENTER

- Monday, Wednesday, Thursday, Friday: 9:00 – 9:25 am

SPORTS

- Baseball
- Basketball (boys & girls)
- Flag Football (boys & girls)
- Soccer (boys & girls)
- Softball
- Track
- Volleyball (boys & girls)

TUTORIAL

- Monday, Wednesday, Thursday, Friday: 8:00 – 9:00 am
- Wednesday: 4:05 – 5:30 pm
- Media Center

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UNIFORM DRESS CODE 2023-2024

CLOTHING ITEM	PERMITTED	NOT PERMITTED
TOPS <i>MUST BE PURCHASED AT OKEEHHEEL MIDDLE SCHOOL</i>	<ul style="list-style-type: none"> • Okeeheelee Middle solid colored polo style • Okeeheelee Middle solid colored t-shirts • Okeeheelee Middle Club or Athletic sponsored t-shirts (approved by administration) • FRIDAYS ONLY- College T-shirts • Sweaters, jackets, hoodies, & sweatshirts may be worn as needed; however, clothing underneath must adhere to the dress code policy and hoods may not be worn on head 	<ul style="list-style-type: none"> • NO Hoods on Head
BOTTOMS	<ul style="list-style-type: none"> • Any SOLID color • Pants, capris, jeans or knee length shorts & skirts are acceptable • Must fit properly & be worn at the natural waist • Moderately ripped jeans are acceptable (no skin showing) • Shorts and skirts must be knee length 	<ul style="list-style-type: none"> • NO skin showing under ripped pants • NO Leggings • NO Yoga Pants • NO Pajama Pants • No Printed Designs on Pants
FOOTWEAR	<ul style="list-style-type: none"> • Closed toe & Covered Heel • Crocs with straps 	<ul style="list-style-type: none"> • NO Flip Flops • NO Slides • NO Slippers
BAGS	<ul style="list-style-type: none"> • Clear or Mesh Book Bag • Athletic Bags must be kept in coach's classroom 	<ul style="list-style-type: none"> • No Solid Color Book Bags
ACCESSORIES	<ul style="list-style-type: none"> • Silk/Satin Scarves in hair • Student ID must be worn at all times 	<ul style="list-style-type: none"> • NO Rosary Beads • No Grills or metallic teeth • NO Hats • NO Bandannas • NO Sunglasses • NO Visible Tattoos • NO Bonnets

All clothes must fit properly and must be worn as intended, e.g., not backwards or inside out.

Administrative discretion will be used regarding all dress code violations