

**School Operating Procedures 2021-2022**  
**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

**CELL PHONES**

***Expectation: Phones will not be a distraction during the school day***

- Students are allowed to have a cell phone
- Phones should be on silent and away unless a teacher allows the students to use the phone
- Students are allowed and welcomed to use office phones whenever needed
- Cell phone use is permitted during unstructured times (before/after school, during lunch and between classes)

**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 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).
- 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 will be out of the student's ears during class transition.***

Headphones are allowed in classrooms according to teacher discretion

**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 in room 124 once per week on Mondays (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 at least twice per month. 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.

**TARDINESS**

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

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- Students with 4 or more tardies will receive a detention
- Upon students 6<sup>th</sup> tardy, they will serve an administrative detention

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

**CONTACT INFORMATION**

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

**Assistant Principal:** Ms. Livingston: Email: [terri.livingston@palmbeachschools.org](mailto:terri.livingston@palmbeachschools.org)

**School Counselor:** Ms. Betancourt: Email: [guadalupe.betancourt@palmbeachschools.org](mailto:guadalupe.betancourt@palmbeachschools.org)

**Office Secretary:** Mrs. Francisco: Email: [jaqueline.francisco@palmbeachschools.org](mailto:jaqueline.francisco@palmbeachschools.org)

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

**Assistant Principal:** Mr. Argain: Email: [frank.argin@palmbeachschools.org](mailto:frank.argin@palmbeachschools.org)

**School Counselor:** Mrs. Velazquez: Email: [melanie.velazquez@palmbeachschools.org](mailto:melanie.velazquez@palmbeachschools.org)

**Office Secretary:** Mrs. Walker: Email: [janira.walker@palmbeachschools.org](mailto:janira.walker@palmbeachschools.org)

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

**Assistant Principal:** Mr. Stewart: Email: [dwight.stewart@palmbeachschools.org](mailto:dwight.stewart@palmbeachschools.org)

**School Counselor:** Ms. Padron: Email: [luisa.padron@palmbeachschools.org](mailto:luisa.padron@palmbeachschools.org)

**Office Secretary:** Mrs. Estrella: Email: [beatriz.estrella@palmbeachschools.org](mailto:beatriz.estrella@palmbeachschools.org)

**ESE/ESOL/ISA Office:**

**ESE Coordinator:** Ms. Menor: Phone: 561-434-3258: Email: [sarah.menor@palmbeachschools.org](mailto:sarah.menor@palmbeachschools.org)

**ESOL Coordinator:** Mrs. Moreira: Phone: 561-434-3236: Email: [carmen.moreira@palmbeachschools.org](mailto:carmen.moreira@palmbeachschools.org)

**ESOL Counselor:** Ms. Hernandez: 561-434-5725: Email: [soledad.hernandezsantiago@palmbeachschools.org](mailto:soledad.hernandezsantiago@palmbeachschools.org)

**ISA Coordinator:** Mr. Montero: Phone: 561-969-5723: Email: [jorge.monteromorales@palmbeachschools.org](mailto: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 Glorie

**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**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>● Anime Club</li><li>● Band Clubs(various)</li><li>● BRIDGE</li><li>● Cheerleading</li><li>● Chess</li><li>● Dungeons &amp; Dragons</li><li>● Garden</li><li>● GEMS</li><li>● La Tuna</li><li>● Newspaper</li></ul> | <ul style="list-style-type: none"><li>● NJHS</li><li>● Poetry</li><li>● Recycling</li><li>● Science Fair</li><li>● Special Olympics</li><li>● Speech &amp; Debate</li><li>● Speech and Debate</li><li>● Step and Cadence</li><li>● Student Government</li><li>● Yearbook</li></ul> |
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**INTRAMURAL SPORTS**

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

**MEDIA CENTER**

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

**SPORTS**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>● Baseball</li><li>● Basketball (boys &amp; girls)</li><li>● Flag Football (boys &amp; girls)</li><li>● Frisbee Golf</li><li>● Soccer (boys &amp; girls)</li></ul> | <ul style="list-style-type: none"><li>● Softball</li><li>● Tennis</li><li>● Track</li><li>● Volleyball (boys &amp; girls)</li></ul> |
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**TUTORIAL**

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

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***SCHOOL SHIRTS MUST BE VISIBLE***

**T-SHIRTS, POLO, JACKETS 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.
- **Okeeheelee Middle jackets and sweatshirts.** Two colors: gray and blue.

**PANTS/CAPRIS/SHORTS/SKIRTS**

- Any 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** extreme styles (moderately ripped jeans are acceptable).
- Shorts and skirts must be **knee length.**
- **NO** Leggings or Excessively tight stretch pants.

**SWEATSHIRTS & JACKETS**

- Sweatshirts and jackets with school logo may worn throughout the school day regardless of temperature.
- **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 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 Hoods, NO Head Coverings, NO Hats:** 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.

***Administrative discretion will be used regarding all dress code violations***  
***Dress with Warrior Pride!***