School Operating Procedures 2022-2023
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 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 and delivered by the parent/guardian
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 6th 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
6th Grade AP: Mr. Wells
7th Grade AP: Ms. Livingston
8th Grade AP: Mr. Argain
TOSA: Mrs. Munnings
SSCC: Mr. Shocket

CONTACT INFORMATION

6th Grade Office: Phone: 561-434-3262
Assistant Principal: Mr. Wells: Email: r.wells@palmbeachschools.org
School Counselor: Ms. Padron: Email: luisa.padron@palmbeachschools.org
Office Secretary: Mrs. Estrella: Email: beatriz.estrella@palmbeachschools.org

7th Grade Office: Phone: 561-434-3203
Assistant Principal: Ms. Livingston: Email: terri.livingston@palmbeachschools.org
School Counselor: Ms. Betancourt: Email: guadalupe.betancourt@palmbeachschools.org
Office Secretary: Mrs. Francisco: Email: jaquelinne.francisco@palmbeachschools.org

8th Grade Office: Phone: 561-434-3216
Assistant Principal: Mr. Argain: Email: frank.argain@palmbeachschools.org
School Counselor: Mrs. Velazquez: Email: melanie.velazquez@palmbeachschools.org
Office Secretary: Mrs. Walker: Email: janira.walker@palmbeachschools.org

ESE/ESOL/ISA Office:
ESE Coordinator: Ms. Menor: Phone: 561-434-3258: Email: sarah.menor@palmbeachschools.org

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

ESOL Counselor: Ms. Hernandez: 561-434-5725: Email: soledad.hernandezsantiago@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 Kristin
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
● Band Clubs(various)
● BRIDGE
● Cheerleading
● Chess
● Diversity
● Garden
● GEMS
● La Tuna
● Newspaper
● NJHS
● Poetry
● Recycling
● Science Fair
● Special Olympics
● Speech & Debate
● 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)
● Frisbee Golf
● 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
**UNIFORM DRESS CODE 2022-2023**

<table>
<thead>
<tr>
<th>CLOTHING ITEM</th>
<th>PERMITTED</th>
<th>NOT PERMITTED</th>
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| TOPS          | • 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 | • NO Hoods on Head  
• NO skin showing under ripped pants  
• NO Leggings  
• NO Yoga Pants  
• NO Pajama Pants  
• No Printed Designs on Pants |
| BOTTOMS       | • 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 | • NO skin showing under ripped pants  
• NO Leggings  
• NO Yoga Pants  
• NO Pajama Pants  
• No Printed Designs on Pants |
| FOOTWEAR      | • Closed toe & Covered Heel  
• Crocs with straps | • NO Flip Flops  
• NO Slides  
• NO Slippers |
| BAGS          | • Clear or Mesh Book Bag  
• Athletic Bags must be kept in coach’s classroom | • No Solid Color Book Bags |
| ACCESSORIES   | • Silk/Satin Scarves in hair | • 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*