

# Eagles Landing Middle School

Respect & Protect the Nest



## Standard Operating Procedures 2018-2019

# WELCOME

Welcome to Eagles Landing Middle School, a PTSA National School of Excellence. At Eagles Landing, we strive to provide a world-class education to all students. In order to achieve that goal, we have created a number of policies, procedures, and practices that are designed to ensure a safe and positive environment for all. Please review all of the information included in our “Standard Operating Procedures along with the Palm Beach County School District’s Student and Family Handbook. Have a great year!

***ELMS SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT UNIVERSAL GUIDELINES  
ARE TO BE DEMONSTRATED IN EVERY CLASS, BOTH ON AND OFF CAMPUS***

**S SAFE  
O OPTIMISTIC  
A ACHIEVING  
R RESPECTFUL**

## **EAGLES LANDING MISSION STATEMENT**

Everyone will have the opportunity to grow at Eagles Landing Middle School. We will always Protect, Represent, and Respect “The Nest”!

**EAGLES LANDING MIDDLE SCHOOL**  
**19500 Coral Ridge Drive**  
**Boca Raton, FL 33498-6521**  
**(561) 470-7000**

School Mascot	Eagle
School Slogan	Respect the Nest
School Colors	Teal/Silver/White

Principal	Mr. Joe Peccia
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Assistant Principals	Dr. Fenee Russ (6) Ms. Phyllis Kabinoff (7) Ms. Kristi Mandravellos (8)
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Counselors	Ms. Jean Redinger (6) Mr. Lance Gondek (7) Ms. Courtney Elkin (8) Ms. Maria Patino (ESOL)
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**School Hours**

Student Hours Daily	9:30 am – 4:05 pm
Teacher Hours	8:45 am – 4:15 pm
Office Hours	8:00 am – 4:30 pm

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**Eagles Landing Middle School  
2018-2019 Bell Schedule**

**Rotational Bell Schedule**

Enter Campus                    8:55  
Warning Bell                    9:25  
Homeroom                        9:30

Period	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
Time	9:30 – 10:23	10:27 – 11:20	11:24 – 1:14	1:18 – 2:11	2:15 – 3:08	3:12 – 4:05
			Classes/ Lunch			
Day 1	1	2	3	4	5	6
Day 2	2	3	4	5	6	1
Day 3	3	4	5	6	1	2
Day 4	4	5	6	1	2	3
Day 5	5	6	1	2	3	4
Day 6	6	1	2	3	4	5

**Lunch Schedule**

Lunch A                    11:26 – 11:59  
Lunch B                    12:02 – 12:35  
Lunch C                    12:38 – 1:11

## **ARRIVAL/DISMISSAL PROCEDURES**

### **TRANSPORTATION**

Please refer to Palm Beach County Student Handbook, page 75.

### **EARLY DISMISSAL**

Students who must be dismissed prior to the end of the school day are to bring a note from home to the front office before school begins. The note should include the student's name, the reason for the dismissal, a parent's signature and a telephone number where the parent could be reached that day.

1. Students should give their note to the front office secretary.
2. Students will be issued a pass to show their classroom teacher in order to leave the class.
3. Students should use the pass to report to the main office to meet their parents and be signed out.
4. Parents must come into the office to sign out and to remove their children from the campus. **A PICTURE I.D. IS REQUIRED.**
5. If students return to school the same day, they should return to the office with their parents to sign in.
6. Any absence from class due to an early dismissal will count as part of the 10% attendance policy. **There are no early dismissals permitted after 3:35pm.**

### **LEAVING SCHOOL GROUNDS**

Unless a student is officially excused to leave school, the student must remain on campus. There are no exceptions.

### **RELEASE OF STUDENTS**

Students will not be released to persons other than parents or guardians unless the identity and authority of the person has been established by the student records. Early dismissal is not permitted after 3:35 pm.

### **SKATEBOARDS AND ROLLERBLADES**

Skateboards and rollerblades are not permitted on school grounds. Student-driven, motorized skateboards, scooters, mopeds, go-karts, motorcycles, or other such vehicles are not permitted at school.

### **TARDINESS**

#### **TARDINESS TO SCHOOL**

Since prompt arrival to school is the responsibility of the student and parents, late arriving students, transported by parents or by themselves are considered tardy. Students arriving after the 9:30am late bell rings but before 9:50am, should report to their class where the teacher will mark them tardy. After 9:50am they should report to the front office to sign in and to receive a pass to class.

- Tardiness to school is neither "excused" nor "unexcused."
- Tardiness of more than 30 minutes counts as an absence from class.

#### **TARDINESS TO CLASS**

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

### **ATTENDANCE/ABSENCES**

Please refer to Palm Beach County Student Handbook, page 6.

### **BICYCLE RIDERS**

Students who ride bicycles to school are to place them in an area provided for that purpose. Students are not to ride bicycles through crosswalks or on the school grounds. Bicycles should be locked at all times to prevent theft. **LOCKS SHOULD NOT BE**

SHARED. It is also recommended that all students record their serial number and have their bicycles registered with the police department in their local communities. Bicycle riders must wear safety helmets.

## CAFETERIA/SCHOOL FOOD SERVICE

Please refer to Palm Beach County Student Handbook, page 53.

## CELEBRATIONS

### BALLOONS

Balloons can be distracting to the learning process. Therefore, students are not permitted to carry them from class to class or transport them on school buses. Balloons, candy, or flowers should not be delivered to students or brought on campus.

### CAMPUS DELIVERIES

No outside deliveries will be accepted and/or delivered - this includes food deliveries. ONLY items dropped off by a parent/guardian will be delivered to a student.

### CLINIC

The school clinic is for first aid and emergencies only. It is not a place for rest, relaxation or naps. Students who become ill at school must obtain a pass from their teacher prior to going to the clinic.

Permission to go home must be given by the administration and by the parent. Parents, or a person authorized by the parent, must provide transportation home. The parent must sign the student out of school in person.

## MEDICATION DURING THE SCHOOL DAY

Parents of students requiring the administration of medication during the school day should contact the school nurse in the clinic to make arrangements. Students may not possess any prescription or non-prescription medication on school grounds or at a school activity.

### ADMINISTRATION OF MEDICATION BY SCHOOL DISTRICT PERSONNEL (S.B. POLICY 5.321)

1. Notwithstanding the provisions of the Nurse Practice Act, Chapter 464, Florida Statutes, school district personnel shall be authorized to assist students with required prescription medication if the following conditions have been met:
  - a. School personnel designated by the principal to administer medication are trained according to a procedure in the approved school health services plan.
  - b. Policies and procedures that govern the administration of medication are adopted by the School Board. Policies and procedures shall include, but not be limited to:
    - i. The student's parent/guardian provides a completed *Physician's Authorization of Medicine/ Treatment for a Student at School* form.
    - ii. The parent/guardian should deliver the medication and documentation to the school nurse.
    - iii. The medication to be administered shall be received in its original container. When the medication is not in use, it shall be stored in a secure fashion, under lock and key, in a location designated by the principal.
    - iv. Every attempt shall be made to administer medicine in a manner, which will not interfere with the educational process.
2. There will be no liability for civil damages as a result of medication administration, when the person administering such medication acts as an ordinarily prudent person would have acted under the same or similar circumstances.
3. An asthmatic student shall be allowed to carry a metered dose inhaler on his person while in school, if proper documentation is provided.

## **DETENTION**

Saturday Detention is sometimes used as a disciplinary measure. Students report to school on a designated Saturday and, at the discretion of the administrator, either study quietly, or do community service or FSA prep work. The hours are 9:00 a.m. – 12:00 noon.

## **DRESS CODE**

Please refer to Palm Beach County Student Handbook, page 17.

## **FEES/SCHOOL REQUESTS FOR PAYMENTS FROM STUDENTS**

Eagles Landing Middle School accepts online payments from parents, staff and members of the community for school fees. School fees include school lunches, classroom fees, athletic fees, field trips, fundraisers, and the after-school program. Parents may access the online system by clicking on the PAY STUDENT FEES ONLINE using <https://palmbeach.cashlesschools.com> to establish an account. A processing fee of \$1 per student will be added to the account, to cover the cost of operating the online payment system, once in any month when used.

The basic supplies students need to complete work, such as paper, pens, pencils, notebooks, and rulers, as well as the basic clothing required for the dress code policy, are the responsibility of the parent or guardian and are not subject to the limitations of this policy.

## **FIELD TRIPS**

A TLE form (Temporary Learning Elsewhere) will be issued by the sponsor of the field trip. This form must be completed and signed by each of the student's teachers approving the student's absence(s) from the class. It is the student's responsibility to facilitate completion of the TLE. In addition to the TLE, 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. **PARENT PERMISSION MUST BE IN WRITING. PHONE CALLS CANNOT BE ACCEPTED** Teachers and chaperones will have complete authority during the trip. Regular school conduct codes apply. To attend these trips, students must have demonstrated that they will conduct themselves in a respectful and appropriate manner.

## **MEDIA CENTER SERVICES**

The Media Center is central to the instructional program at Eagles Landing Middle School. The Media Center seeks to promote and increase student achievement, aligning with the curriculum by:

- providing access to current resources and the latest information technology.
- enhancing student competency with information skills (ability to access, organize and interpret information).
- introducing students to telecommunications as a means of information retrieval.
- purchasing curriculum based materials using Palm Beach County Guidelines and with statistics from actual use.

### **Borrowing Materials**

Students present their student ID number to check out materials and are responsible for all materials checked out on it.

In order to check materials, a student must be in good standing with no outstanding overdue materials.

Videos, films and A/V equipment are loaned out **ONLY** to staff.

Reference materials, newspapers, and magazines may not be checked out.

### **Returns**

Materials may be returned to the drop box in the Media Center.

Students are responsible for returning items checked out on your borrowing card by the due date.

The Media Center will make a reasonable attempt to notify patrons of overdue materials and excessive fines.

Students will be blocked from checking out additional materials if they have **ANY** items currently overdue.

Students will be charged for replacement of any materials that are lost, damaged or returned incomplete.

## **MIDDLE SCHOOL CREDIT RECOVERY**

An afterschool program designed to help students remediate failing grades is provided throughout the year. This program will enable students to earn a passing grade in any one subject after receiving an "F" for the quarter in that subject.



## **PARENT-TEACHER CONFERENCES**

Parents who wish a conference regarding their child's work, or any other issue, are asked to schedule an appointment by calling the Student Services Secretary. Conferences are not available on a drop-in basis. School visitors must report to the Main Office prior to meeting with school personnel. Teachers are not permitted to leave a class of students at any time to talk to a parent. Any material sent home with a teacher's request for a signature should be signed and returned as requested.

## **PUPIL PROGRESSION PLAN**

### **MIDDLE SCHOOL CREDIT RECOVERY**

An afterschool program designed to help students remediate failing grades is provided throughout the year. This program will enable students to earn a passing grade in any one subject after receiving an "F" for the quarter in that subject.

### **HIGH SCHOOL CREDIT COURSE/S**

Students enrolled in high school credit courses are subject to all of the rules of these courses taken at a high school. This includes the attendance policy and semester exams. Students who accumulate nine (9) or more days absent during semester one, or eleven (11) or more days during semester two, jeopardize receiving credit in the course. These courses provide grades that appear on the high school transcript. This policy includes both excused and unexcused absences.

Test scores and teacher recommendation are required to be enrolled in these courses: Spanish I, Algebra I, Geometry, Earth and Space Science, Computing for College & Career, and High School Florida Virtual School courses.

## **SCHOOL COUNSELING**

Each student will be assigned a grade level counselor. The counselors are located in the student services office, room and are available to assist students and parents with any school-related matter. Counselors are to serve as student advocates. They will provide academic and personal guidance counseling. The guidance program will include individual and small group counseling as well as classroom guidance activities. Students and parents are encouraged to utilize the services provided.

## **VALUABLES ON CAMPUS**

### **CELL PHONES/ELECTRONIC DEVICES/EARBUDS**

Any classroom usage would be at the direction of the teacher during a class activity. Although students may possess wireless communications devices pursuant to Fl. Stat. 1006.07(2)(e), students must abide by section (4)(a)(iii)(G) of Policies 5.1812 and 5.1813, "if students possess a cellular phone (or other wireless communications device), it should be turned off and kept inside a book bag, purse, or similar container, and it may not be used (and may not be allowed to emit any ringtone or other noise) on school grounds or during any school-sponsored program or activity, including school transportation."

**STUDENTS WHO HAVE THEIR CELL PHONES MUST ONLY USE THEM AS DEEMED APPROPRIATE BY ADMINISTRATION, TEACHERS, AND ALL STAFF**

## **VISITORS**

Visitors, especially parents, are always welcome. However, regulations require that all visitors must report to the main office. Visitor badges will be issued and be worn at all times.

Students not registered at Eagles Landing Middle School are not permitted to visit school or attend classes.

### **Volunteers**

School volunteers make a significant contribution to the success of our students and are always needed and welcomed. Please contact the volunteer coordinator for more information. All volunteers must check in each day in the Front Office and receive a visitor badge that must be worn at all times.

### **TRESPASSING**

#### **UPON GROUNDS OR FACILITIES OF PUBLIC SCHOOL PENALTIES: ARREST (FS 810.097)**

Any person who is NOT a student at Eagles Landing Middle School, officer, parent, guardian, employee of a public school, or individual with legitimate business on the campus, or IS a student under suspension or expulsion, and who disrupts the orderly conduct of activities on a campus, or enters or remains on a campus after being directed to leave the campus, is trespassing and guilty of a misdemeanor of the second degree. Such individuals are subject to arrest. All visitors must check in at the main office and secure permission to visit the campus. For the safety and security of the students and staff, identification may be requested to be shown.