

# Wellington Landings Middle School

## STANDARD OPERATING PROCEDURES 2022-2023



**Mission Statement:** *"Wellington Landings Middle School is committed to preparing and supporting all students to be successful by offering rigorous and relevant learning opportunities."*

**Vision Statement:** *"Wellington Landings Middle School empowers all students with the skills necessary to reach their full academic and personal potential leading to future success."*

**\*\*Please note that this information is pertinent to Wellington Landings Middle School only. Please refer to the School District Website, Student/Family Handbook, and Student Code of Conduct for detailed policies, rules, and laws.**

# Wellington Landings Middle School 2022-2023

1100 Aero Club Drive, Wellington, Florida 33414

Phone: 561-792-8100 Fax: 561-792-8106

School Website: <https://wlms.palmbeachschools.org>

**Lindsay Ingersoll, Principal**

## **Gator Welcome Center**

Email: [Chantal.Sales@palmbeachschools.org](mailto:Chantal.Sales@palmbeachschools.org) - Phone: 561-792-8139

## **Student Services - Grade 6**

Email: [Stacey.Thallemer@palmbeachschools.org](mailto:Stacey.Thallemer@palmbeachschools.org) Phone: 561-422-9426

## **Student Services - Grades 7 and 8**

Email: [Maria.Hernandez@palmbeachschools.org](mailto:Maria.Hernandez@palmbeachschools.org) Phone: 561-792-8113

Email: [Claudia.Padilla@palmbeachschools.org](mailto:Claudia.Padilla@palmbeachschools.org) Phone: 561-792-8178

## **ESE Office**

Email: [Yuliany.Ruiz@palmbeachschools.org](mailto:Yuliany.Ruiz@palmbeachschools.org) Phone: 561-792-8116

Email: [Valerie.Harris@palmbeachschools.org](mailto:Valerie.Harris@palmbeachschools.org) Phone 561-792-8116

## **Principal's Secretary**

**Tracy Dahl**

Email: [Tracy.Dahl@palmbeachschools.org](mailto:Tracy.Dahl@palmbeachschools.org) Phone: 561-792-8105

## **School Counselors**

**\*\*Each counselor is the 504 Coordinator for the grade level.**

**Kenfis Tormes-Garcia**

Grade 6

Phone: 561-792-8108

[Kenfis.Tormes-garcia@palmbeachschools.org](mailto:Kenfis.Tormes-garcia@palmbeachschools.org)

**Judy Warren**

Grade 7

Phone: 561-792-8131

[Judy.Warren@palmbeachschools.org](mailto:Judy.Warren@palmbeachschools.org)

**Diane Maher**

Grade 8

Phone: 561-792-8114

[Diane.Maher@palmbeachschools.org](mailto:Diane.Maher@palmbeachschools.org)

## **Behavioral Health Professional**

**Ashley Cartagena**

Email: [Ashley.Cartagena@palmbeachschools.org](mailto:Ashley.Cartagena@palmbeachschools.org) Phone: 561-792-8169

## **Assistant Principals**

**Dr. Marsha Grandison-Taylor**

Grade 6

Phone: 561-422-9427

[Marsha.GrandisonTaylor@palmbeachschools.org](mailto:Marsha.GrandisonTaylor@palmbeachschools.org)

**Mary Baldwin**

Grade 8

Phone: 561-792-8115

[Mary.Baldwin@palmbeachschools.org](mailto:Mary.Baldwin@palmbeachschools.org)

**Timothy Fill**

Grade 7

Phone: 561-792-8117

[Timothy.Fill@palmbeachschools.org](mailto:Timothy.Fill@palmbeachschools.org)

**Carla Lewis**

Curriculum and Assessment

Phone: 561-792-8110

[Carla.Lewis@palmbeachschools.org](mailto:Carla.Lewis@palmbeachschools.org)

## **School Police Office**

Email: [Ryan.Kirstein@palmbeachschools.org](mailto:Ryan.Kirstein@palmbeachschools.org) Phone: 561-792-8132



For all other inquiries, please call 561-792-8100

Palm Beach County School District: [www.palmbeachschools.org](http://www.palmbeachschools.org)



**Wellington Landings Middle School**  
**STANDARD OPERATING PROCEDURES**  
**2022-2023**

**2022-2023 BELL SCHEDULE**

**WELLINGTON LANDINGS MIDDLE SCHOOL BELL  
SCHEDULE & PERIOD ROTATION (SY23- 4 LUNCHES)**

School Hours: 9:30 A.M. to 4:05 P.M.

<b>HOUR</b>	1st Hour	2nd Hour	3rd Hour	4th Hour	5th Hour	6th Hour
BELL SCHEDULE	9:30 -10:22	10:27 -11:14	11:19 -12:06	12:11- 2:20	2:25-3:12	3:17-4:05

<b>DAY 1</b>	1	2	3	4	5	6
<b>DAY 2</b>	2	3	4	5	6	1
<b>DAY 3</b>	3	4	5	6	1	2
<b>DAY 4</b>	4	5	6	1	2	3
<b>DAY 5</b>	5	6	1	2	3	4
<b>DAY 6</b>	6	1	2	3	4	5

<b>Lunch</b>	<b>Lunch Time</b>	<b>Instruction Time</b>	<b>Gator Chat/ PBS Lesson/Academic Reinforcement</b>
<b>1</b>	12:11 - 12:41	12:46-1:49	1:50-2:20
<b>2</b>	12:44-1:14	1:19-2:20	12:11-12-41
<b>3</b>	1:17-1:47	12:11-1:14	1:50-2:20
<b>4</b>	1:50-2:20	12:11-1:16	1:17-1:47

The last class of the previous day will be the first class on the following day.

**SCHOOL HOURS**

Students must report directly to the cafeteria or west loop upon arrival. Parents are advised that the school does not provide for the supervision of students on campus prior to 9:00 A.M. or after 4:20 P.M. with the exception of those students who are participating in school sponsored before/after-school activities.

School begins at 9:30 A.M. and ends at 4:05 P.M. Students are permitted to enter the buildings and hallways at 9:23 A.M.

Students not participating in after-school activities are to leave campus immediately following dismissal. Students participating in after-school activities must report to the activity by 4:10 P.M. Students participating in after-school activities are to leave campus immediately following the activity. The activity buses leave campus at 5:30 P.M.

**PARENTS:** Please notify the principal in writing if you do not want your child's name or picture included in the yearbook, student newspaper, parent newsletter, honor roll programs, etc.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Students are not to arrive on campus prior to 9:00 A.M. unless their attendance in a before-school activity has been prearranged. Students will not be permitted on campus until 9 AM unless they have a badge designated for the Before School Program. Students who enter campus at 9 AM will enter through the west cafeteria door and proceed to their assigned grade level areas. Breakfast will be available at no cost to all students. Students who exit a school bus at 9 AM will report to the cafeteria through the west door, they will have an opportunity to get breakfast and proceed to their assigned grade level areas. Students must use established traffic patterns in all hallways.

Students will be dismissed in a staggered format. Car riders will report either to the front of the school or the west loop parking lot and wait until their parents arrive. In case of rain, students will be seated in the cafeteria, gymnasium, front hallways, or the undercover pathway in the west loop until a designated staff member calls for the students. Bus riders will report directly to the bus loop through the 100-200 pod.

Students arriving late will enter campus through the Gator Welcome Center. If possible, please avoid picking up your child early from school so that he/she does not miss valuable instructional time. If students do need to be picked up early, parents will come to the Gator Welcome Center at the front of the school. Parents must have their identification and present it to the staff member inside of the Welcome Center. Your child will be called out of class and meet you in the Welcome Center. All parents and visitors must report to the Gator Welcome Center.

## **BADGES - (Student)**

For the safety of all, student identification badges are to be worn by all students. Students will be issued a temporary badge upon arriving on campus the first day of school. ID badges, must be worn around the student's neck and be visible at all times while on school campus. ID badges and lanyards cannot be traded or shared.

Students who arrive on campus without a badge will be required to purchase a replacement badge in the Cafeteria.. Replacement badges are \$5.00. The student will be placed on the obligation list and parents will be notified to pay the fee. Students are encouraged to place their badge in the front pocket of their backpack when they leave campus so that they can easily find it when arriving on campus the next day. Students who repeatedly fail to wear their ID badge properly will receive disciplinary consequences.

## **BEFORE AND AFTER SCHOOL PROGRAM**

The Before School Program will begin on Thursday, August 11, 2023. The After School Program will begin on Tuesday, September 6, 2022. Before School will be available from 7:30am until 9am. Students must be pre-registered prior to attending Before School.

Students may not arrive on campus prior to 7:30am. Students will not be admitted into the Before School Program after 8:25am. Students will enter through the cafeteria in the front of the school on the east side of the flagpole. Students will have the opportunity to complete assignments in a quiet environment in the homework room or socialize in the game room.

Students in the After School Program will report to the cafeteria when dismissed from class at 4:05pm. At 5:30pm, students will be dismissed from their activities to the front of the school. Students being dismissed prior to 5:30pm will exit campus through student services once parent ID has been verified. Identification is required for all early dismissals from the program.

Questions about the Before or After School Program can be addressed to Mrs. Dahl at:  
[tracy.dahl@palmbeachschools.org](mailto:tracy.dahl@palmbeachschools.org).

## **BICYCLES/SKATEBOARDS/LONGBOARDS/RIPSTICKS**

Helmets must be worn when riding bicycles, skateboards, longboards, or ripsticks. Students on bicycles, skateboards, longboards, and ripsticks must adhere to safety regulations at all times. Bikes must be “walked” and students must not be on skateboards, longboards or ripsticks while on campus. Bicycles, skateboards, longboards and ripsticks are to be stored and locked in the bike rack and not permitted any further on campus. The bike rack is not locked during the school day.

## **BREAKFAST AND LUNCH**

Breakfast is free to all students beginning August 10, 2022 through May 26, 2023 (Grab and Go). All parents should still apply for Free and Reduced lunch. The application is in the student portal and on the Food and Nutrition website <https://www.myschoolapps.com>. If your child forgets his/her lunch, please do not drop one off. Students will receive a school lunch. Please do not drop off food to be delivered to your child as we are unable to do this.

## **CAFETERIA**

To maintain a pleasant atmosphere in the cafeteria, the following guidelines have been established:

1. Students are to enter and leave the cafeteria in an orderly manner through designated door areas. **Food or drinks are not to be taken out of the cafeteria.**
2. ***Backpacks are not permitted in any of the serving lines.***
3. Skipping or cutting in line, saving seats, or moving chairs is not permitted.
4. Conversations are to be confined to persons at the table where the student is seated.
5. Upon dismissal, dishes, utensils and trash are to be taken to areas designated by the supervisory staff.
6. Tables and floors are to be left clear and clean. Each student is responsible for the table and floor area where he/she is seated.
7. Students are to remain seated in the cafeteria after being served. Students are not permitted to move about the cafeteria visiting other tables.
8. Students are not to leave the cafeteria without permission from a supervising staff member.
9. Students without food or lunch will be allowed to go through the lunch serving line and their account will be charged accordingly.
10. Students are expected to show courtesy and respect toward all cafeteria personnel and to follow the directions of the supervisory staff.
11. Glass bottles/containers are not permitted on campus.

## **CELL PHONES/HEADPHONES/ EAR BUDS**

Students are permitted to bring cell phones to school; **however, cell phone use, including texting, is strictly prohibited during the school day.** Upon arriving on campus, cell phones must be completely powered off, put away, and not visible during the school day. This includes lunch and hall changes.

Landlines are available in the offices across the campus for students to contact their parents.

Students are not permitted to use or wear headphones or ear buds, including wireless devices at any time while on school grounds unless under the direct supervision of teachers for classroom instruction. This includes all classroom transitions, in the hallways and at lunch. **School personnel will not assume any responsibility or liability for loss, theft, damage, or vandalism to a cell phone or other wireless communication device brought onto school property or for the unauthorized use of any such device.** Failure to comply with district and school policies and procedures will result in discipline as outlined in the Student Code of Conduct.

## **CONFERENCES – PARENT/TEACHER**

All parent teacher conferences must be scheduled by calling or emailing the appropriate grade level guidance counselor. Teachers can be reached by email via SIS Portal or by calling the school. Visitors must report to the Welcome Center upon entering the campus. Anyone violating this policy will be asked to leave the campus.

## **EARLY DISMISSALS**

Parents must come to The Gator Welcome Center, provide identification, and sign out their children. Parents are asked to wait for the arrival of their child in The Gator Welcome Center. Students will not be permitted to leave campus unaccompanied. There are no early dismissals permitted after 3:30 P.M.

## **GOOGLE CLASSROOM/SIS PORTAL**

**GOOGLE CLASSROOM and SIS PORTAL are the major source of communication between teachers and parents.** All students in Palm Beach County will be trained on the use of SIS Portal. Students and parents who have forgotten their screen name and/or password should contact the school. Parents are asked to review the information on Google Classroom/SIS Gateway on a regular basis. This information will include your child's grades, assignments, school activities, etc. and will be updated on a regular basis. Our experience has shown that by tracking this information on a regular basis, parents can prevent minor academic problems from becoming major ones. **Parents must attach and activate their email addresses to their SIS Portal account if they want to be able to use SIS Portal to send/receive email to/from teachers and staff members.** The school administration also uses Parent Link to send important notices to parents via email. It is very important that parents update their email and phone numbers in SIS. Please contact student services for assistance.

## **HEALTH**

When in doubt, keep your child out. Please do not send your child to school if he/she is sick or not feeling well. If your child is displaying symptoms of illness, please do not allow him/her to come on campus. If a student is sent to the clinic, the parent or guardian will be contacted to come pick up the student immediately. There will not be a rest/wait option in the clinic. For specific information about medicine or medical treatments, please call Nurse Lindsay Thomas at 792-8134 between the hours of 8:30 AM and 4:00 PM.

## **HALLWAYS**

When dismissed from class, students will walk directly to their next class. Waiting for friends and congregating in hallways will not be permitted. Students will follow traffic patterns to manage student movement through hallways.

## **HONORS RECOGNITION**

In order for students to be placed on the Honor Roll, they must have all A's and B's.

## **IMMUNIZATIONS**

Incoming 7<sup>th</sup> grade students are not permitted to come to school until students have met the district requirements for physical and immunizations. Refer to <https://www.palmbeachschools.org/cms/one.aspx?objectId=6226087> for specific details.

## **LOST AND FOUND**

Lost and found articles are turned in to Student Services. Periodically, items in the lost and found are discarded, if not claimed. Students should check there for any lost items. Students should check with their physical education teacher regarding items lost in the locker room and gym.

## **MAKE-UP WORK**

For excused and unexcused absences, including suspensions, the student will be afforded the opportunity to make up work without academic penalty. Students are allowed one (1) day to make up work for each day of excused absence. It is the student's responsibility to see each teacher and request make-up work. Students and parents are encouraged to check SIS Portal and Google Classroom for missed work and assignment deadlines.

## **MEDIA CENTER SERVICES**

Books may be checked out for two weeks and may be renewed for two weeks. Replacement value will be charged for lost books. Student identification cards will be issued to each student and must be presented to check out materials.

## **MIDDLE SCHOOL ATTENDANCE POLICIES AND PROCEDURES**

Students must be in attendance for a minimum of 90 percent of the class time to earn a passing grade in a middle school course. Students who are absent more than 10 percent of class time may earn a passing grade by demonstrating mastery. Mastery is defined as follows:

- earning a minimum passing grade of "D" for the quarter; and
- passing the quarterly assessment with a minimum grade of "D".

NOTE: Students who do not earn a minimum grade of "D" for the quarter may demonstrate mastery by passing the quarterly assessment with a minimum grade of 70% as referenced in the Course Recovery Options for Middle School Students. The high school attendance policy applies when a middle school student is enrolled in a high school credit course. All information pertaining to student progression can be found at:

[www.palmbeachschools.org/studentprogression](http://www.palmbeachschools.org/studentprogression)

In accordance with FL Statue 1003.24 and School Board Policy 5.09, school attendance is the direct responsibility of parents and students. All students are expected to attend school regularly and to be on time for classes in order to benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

Attendance directly impacts how well students perform in school. It is difficult to make up work that has been missed. On the day that students return to school after an absence, they are required to bring a note written by a parent/guardian. The written note must contain the reason(s) for absence, date(s) of absence(s), and the parent/guardian's signature. Telephone calls are not accepted in lieu of written notes. Excused absences are granted for illness, death in the family, medical appointment, court order, religious holidays or other absences beyond the control of the parent or student as determined and approved by the principal. A student has the opportunity to arrange with teachers for making up the work missed. The grade for work not made up will be a zero. It is the student's responsibility following an absence to make arrangements for his/her make-up work.

Following an absence, parents must write a note or email Mrs. Thallemer [Stacey.Thallemer@palmbeachschools.org](mailto:Stacey.Thallemer@palmbeachschools.org) with information regarding their child's absence. A written statement by the student's physician is required for extended absences. If an excuse note is not received within three (3) days following an absence, the absence is automatically classified as unexcused. Excessive absences are reported to the district attendance officer.

## **TARDY TO SCHOOL OR CLASS**

Students arriving after school has started, but before 9:40 A.M. are to report directly to their first class of the day. After 9:40 A.M. students are to report to the **GATOR WELCOME CENTER** for an admit slip.

According to School Board Policy 5.09, when a secondary student misses fifty percent (50%) or more of the instructional day or of the identified instructional class period due to late arrival or tardiness, the student shall be considered absent.

## **TEXTBOOKS & CHROMEBOOKS**

Textbooks and Chromebooks are furnished to students on a loan basis. Textbooks and Chromebooks will be issued to each student. Students must report any existing damage to their textbooks/Chromebook at the time of issuance. Upon being issued a textbook or device, the student is responsible for that item and to ensure that it is not misplaced, lost, stolen or damaged.

## **TRANSPORTATION**

Students must adhere to all bus rules and regulations. Wellington Landings Middle School does not oversee transportation or make decisions regarding assignments, bus stops/routes, and other transportation related policies. For more information regarding transportation and to register for the bus visit- "*Register Your Ride*" [https://www.palmbeachschools.org/students\\_parents/transportation](https://www.palmbeachschools.org/students_parents/transportation)

## **VISITORS**

Visitors must report to the Welcome Center. All visitors must provide identification.



WLMS Dress Code  
SY 2022-2023

	Permitted	Not Permitted
Shirts	<ul style="list-style-type: none"> <li>Any color collared shirt or t-shirt</li> <li>Any WLMS sponsored t-shirt</li> </ul>	<ul style="list-style-type: none"> <li>T-shirt with graphics of any kind, inappropriate pictures, words, slogans (drugs, tobacco, weapons, explicit or inappropriate language, etc.)</li> <li>Tops that are see through, sheer, netting, sleeveless, backless, show midriff, or are low-cut are not permitted</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>Jeans with no holes</li> <li>Shorts, pants, skirts or dresses must be at the knee and worn at the waist</li> <li>Sweatpants or joggers with no graphics (unless WLMS sponsored)</li> </ul>	<ul style="list-style-type: none"> <li>No leggings, jeggings or yoga pants</li> <li>No ripped jeans or jeans with holes</li> <li>No pajama pants</li> <li>No athletic shorts</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Athletic style shoes are recommended</li> <li>Shoes must have closed toes and a back.</li> </ul>	<ul style="list-style-type: none"> <li>No Crocs</li> <li>No flip-flops or sandals</li> <li>No slippers</li> <li>No high heels</li> </ul>
Jackets	<ul style="list-style-type: none"> <li>Any WLMS sponsored sweatshirt or hoodie over a dress code appropriate shirt.</li> <li>Any solid color sweatshirt or hoodie over a dress code appropriate shirt</li> </ul>	<ul style="list-style-type: none"> <li>Graphics of any kind, Inappropriate pictures, words or slogans (drugs, tobacco, weapons, explicit language, etc.)</li> </ul>
ID Badge	<ul style="list-style-type: none"> <li>Students must wear their photo ID and lanyard on their neck and visible at all times on campus. (First one will be provided at no cost. Replacement fee is \$5.00)</li> </ul>	<ul style="list-style-type: none"> <li>Non WLMS lanyard or different grade level color</li> <li>Other students' IDs</li> <li>Lanyards on backpack or in pockets</li> </ul>

General Guidelines:

- No exposed undergarments or sleepwear allowed
- No caps, hats, or sunglasses allowed
- Any attire, jewelry, or ornamentation deemed disruptive, provocative, unsafe, or inappropriate by the administration is prohibited
- Outerwear cannot be used to cover up dress code infractions
- Hoods may not be worn on the head

