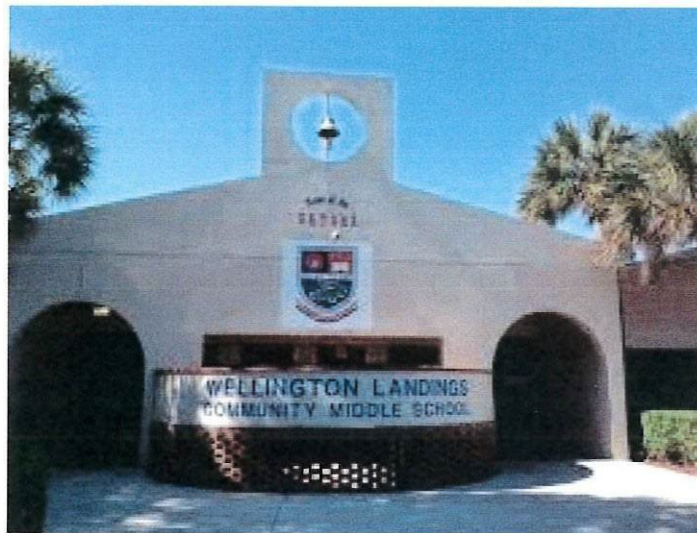


# Wellington Landings Middle School

## STANDARD OPERATING PROCEDURES 2024-2025



**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

2024-2025

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: [Claudia.Padilla@palmbeachschools.org](mailto:Claudia.Padilla@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: [Carol.Lewis@palmbeachschools.org](mailto:Carol.Lewis@palmbeachschools.org) - Phone: 561-792-8113

Phone: 561-792-8178

### ESE Office

#### ESE Contact

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

#### ESE Secretary

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

### Principal's Administrative Assistant - 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

**Megan Donnelley**

6th Grade

561-792-8108

[Megan.donnelley@palmbeachschools.org](mailto:Megan.donnelley@palmbeachschools.org)

**Judy Warren**

7th Grade

561-792-8131

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

**Diane Maher**

8th Grade

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)

#### **Kelsey Foster (Administrator)**

Grade 8

Phone: 561-792-8110

[Kelsey.Foster@palmbeachschools.org](mailto:Kelsey.Foster@palmbeachschools.org)

#### **School Resource Officer**

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

#### **Timothy Fill**

Grade 7

Phone: 561-792-8117

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

#### **Carla Lewis**

Curriculum &

Assessments

Phone: 561-792-8115

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

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

# Wellington Landings Middle School STANDARD OPERATING PROCEDURES

**2024-2025**

## WLMS BELL SCHEDULE

### WELLINGTON LANDINGS MIDDLE SCHOOL BELL SCHEDULE & PERIOD ROTATION

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

HOUR	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

Lunch	Lunch Time	Instruction Time	Gator Chat/ PBS Lesson/Academic Reinforcement
<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 4:30 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 cafeteria 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.

## **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 every morning 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.

During dismissal, 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. Students will NOT be dismissed after 3:30 PM. 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)**

As per School Board Policy 5.0115 and for the safety of everyone on campus, student identification badges are to be worn by all students. Students will be issued an ID 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 obtain a replacement badge in the cafeteria. 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, which are aligned to the School District's Code of Conduct.

### **BEFORE AND AFTER SCHOOL PROGRAM**

The Before School Program will begin on Tuesday, August 13, 2024. The After School Program will begin on Monday, September 9, 2024. Before School will be available from 7:30am until 9am. Students must be pre-registered prior to attending Before School.

Before school students may not arrive on campus prior to 7:30 am. 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:

Ms. Cameron at: [theresa.cameron@palmbeachschools.org](mailto:theresa.cameron@palmbeachschools.org) or Mrs. Dahl at: [tracy.dahl@palmbeachschools.org](mailto:tracy.dahl@palmbeachschools.org).

## **BICYCLES/SKATEBOARDS/SCOOTERS (including electric scooters)**

Helmets must be worn when riding bicycles, skateboards, or scooters. Students on bicycles, skateboards, and scooters must adhere to safety regulations at all times. Bikes must be “walked” and students must not be on skateboards, or scooters while on campus. Bicycles, skateboards, and scooters 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 and lunch are free to all students beginning August 12, 2024 through May 30, 2025. 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 their choice of school lunch. Please note, food deliveries will not be accepted during the school day as we are unable to accommodate this.

## **CAFETERIA**

In order to maintain a safe, orderly and 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 nor 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/ EARBUDS/SMART WATCHES**

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.

**HB379** *The bill prohibits students from using wireless communications devices at school during instructional time, except when expressly directed by a teacher solely for educational purposes and requires a teacher to designate an area for wireless communications devices during instructional time.*

Students are not permitted to take their cell phone to the bathroom during class. If a student needs to leave the classroom to use the restroom, they must leave their cell phone in the designated spot with the teacher until they return.

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 earbuds, 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 - held on Tuesday & Thursday mornings before school.**

All parent teacher conferences must be scheduled by calling or emailing your child's teacher or grade level school 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.

### **DETENTIONS**

Students who violate school rules or the District Student Code of Conduct may receive disciplinary consequences. Detentions are one type of disciplinary action that students may be assigned as part of our progressive discipline plan. Parents will be notified by email through the Student Conductor platform of the infraction, detention date, and the level of detention assigned. Detentions are held after school Monday through Thursday.

### **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.

### **FORTIFYFL**

***“SEE SOMETHING. SAY SOMETHING. DO SOMETHING.”*** FortyFL is an app on every school district issued device. It is used to anonymously report suspicious or dangerous imminent activity and will instantly alert law enforcement. All other concerns should be reported to the appropriate school grade level administrator or counselor.

### **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 email [Dale.Woodard@palmbeachschools.org](mailto:Dale.Woodard@palmbeachschools.org). 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.

*A student will only be seen by the nurse if a parent has given permission by checking yes on the registration form (page 2) under **Consent for Health Care Services and/or Emergency Care***

If a student is sent to the clinic, we will verify the student is allowed to be seen, 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 our school nurse at 792-8134 between the hours of 8:30 AM and 3:45 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/Page/723> for specific details.

## **LOST AND FOUND**

Lost and found articles are turned into 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 they are absent. 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 badges 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 missed work. 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.

## **NATIONAL JUNIOR HONOR SOCIETY REQUIREMENTS**

The National Junior Honor Society is based on the five pillars of **scholarship, service, leadership, character and citizenship**. In order to be eligible for the Wellington Landings Middle School chapter of the National Junior Honor Society, all of the following conditions must be met.

1. **Scholarship:** Students must have a grade point average of 3.67 or higher for the first three quarters of 7th grade. Members will be expected to maintain this grade point average at all times during membership.
2. **Service:** Students must have at least 5 hours of documented service within the *community*. This service must be performed without any compensation. *Service that is part of the requirements of a class here at WLMS would not count as community service.* The student will be required to write about his/her particular role in this service during the application process. Please note that service may not be documented by a family member. Documentation logs are provided so that service can be documented throughout the year beginning in June of 2025.
3. **Leadership:** Students must display their leadership skills by being involved within the school community. This involvement must include time spent outside of normal school hours by either being a part of a WLMS sports team, being a part of a WLMS after school club, or providing volunteer service at WLMS such as being a Gator Guide.
4. **Character:** Students are expected to be exemplary role models at school and within the community. They will be required to get recommendations from two of their current teachers as part of the application process.
- 5.
6. **Citizenship:** Students must have conduct codes of all level 4s on the first three report cards in 7th grade. They are expected to be in dress code every day and have no detentions, suspensions or discipline referrals.

Only 7th grade students are eligible to apply. If a 7th grade student meets all eligibility requirements, they will be invited to apply to the WLMS National Junior Honor Society no later than April 4, 2025. Completed applications will be due by 12:00 pm on April 17th, and by April 21st, students will be notified if they have been chosen. ***Absolutely no late applications will be accepted.***

Being a member of the National Junior Honor Society is a commitment. Members will be expected to attend mandatory monthly meetings. If you foresee a conflict between NJHS and any other outside activity, please carefully consider your application.

## **TARDY TO SCHOOL OR CLASS**



School begins promptly at 9:30 AM. Students who arrive after 9:30 must enter through the Welcome Center for a tardy slip via Student Conductor. If the tardy is excused, the student will receive a pass from the Welcome Center and be sent directly to class.

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. We use progressive discipline in relation to tardies. Students are expected to be in class, seated and ready to learn at the tardy bell.

## **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.

Students are expected to abide by the Technology Code of Conduct. Financial obligations will be assigned in SIS for any loss/damage/stolen equipment.

## **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 2024-2025

	Permitted	NOT Permitted
Shirts	<ul style="list-style-type: none"> <li>Any color collared shirts or t-shirts</li> <li>Any WLMS sponsored t-shirts</li> </ul>	<ul style="list-style-type: none"> <li>T-shirts with graphics of any kind; no pictures, words, or slogans</li> <li>Tops that are see-through, sheer, sleeveless, backless, show midriff, have netting, or are low-cut</li> </ul>
Bottoms	<ul style="list-style-type: none"> <li>Jeans with no holes</li> <li>Shorts, pants, skirts, or dresses that are fingertip length or longer</li> <li>Sweatpants or joggers with no graphics</li> <li>WLMS sponsored sweatpants</li> </ul>	<ul style="list-style-type: none"> <li>Leggings, jeggings, yoga pants, biker shorts, spandex pants, or spandex shorts</li> <li>Ripped jeans or jeans with holes</li> <li>Pants that sag below the hips</li> <li>Pajama pants</li> <li>Athletic shorts</li> </ul>
Shoes	<ul style="list-style-type: none"> <li>Athletic style shoes (recommended)</li> <li>Shoes with closed toes and backs</li> </ul>	<ul style="list-style-type: none"> <li>Crocs</li> <li>Flip-flops or sandals</li> <li>Slippers</li> <li>High heels</li> </ul>
Jackets	<ul style="list-style-type: none"> <li>Any solid color sweatshirts or hoodies over dress code appropriate shirts</li> <li>Any WLMS sponsored sweatshirts or hoodies over dress code appropriate shirts</li> </ul>	<ul style="list-style-type: none"> <li>Sweatshirts or hoodies with graphics of any kind; no pictures, words, or slogans</li> </ul>
ID Badges	<ul style="list-style-type: none"> <li>School issued ID badges and grade level lanyards worn around the neck and visible at all times on campus</li> </ul>	<ul style="list-style-type: none"> <li>Non WLMS lanyards</li> <li>Lanyards from a different grade level</li> <li>Other students' badges</li> <li>Lanyards on backpacks or in pockets</li> </ul>

## General Guidelines:

- No sleepwear or exposed undergarments are allowed.
- No caps, hats, or sunglasses are allowed.
- Any attire, jewelry, or ornamentation deemed disruptive, provocative, unsafe, or inappropriate by the administration is prohibited.
- Representation of drugs, tobacco, weapons, explicit language, etc. on any clothing is strictly forbidden.
- Outerwear cannot be used to cover up dress code infractions.
- Hoods cannot be worn on the head.