

Polo Park Middle School  
FY24 Standard Operating Procedures

# Standard Operating Procedures

## POLO PARK MIDDLE SCHOOL

### 2023-2024

11901 Lake Worth Road, Wellington, Florida 33449  
Phone: 561-333-5500 Fax: 561-333-5505  
Guest Users: [www.poloparkmiddle.org](http://www.poloparkmiddle.org)

#### **Dr. Jennifer Galindo, Principal**

Michele Wells, Confidential Secretary

#### ASSISTANT PRINCIPALS

Andrew Kline (6th)  
Annjeanette Munnings (7th)  
Craig Corsentino (8th)

#### ATTENDANCE OFFICE

Phone: 333-5509 Fax: 333-5505

#### ESE OFFICE

Phone: 333-5561 Fax: 333-5505

#### SCHOOL COUNSELOR'S OFFICE

Grade 6: Julie Trujillo Phone: 333-5597  
Grade 7: Kris Connors Phone: 333-5553  
Grade 8: Naomy Soto-Coleman Phone: 333-5532

#### GRADE 6/7 OFFICE

Dcjountalay Coney Phone: 561-333-5427

#### GRADE 8 OFFICE

Chris Hofstrand Phone: 561-333-5525

# Polo Park Middle School FY24 Standard Operating Procedures

Athletic Director: 333-5539  
Cafeteria Manager: 333-5532  
Data Processor: 333-5552

Band Office: 333-5533  
Clinic: 333-5554  
School Police Office: 333-5530



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



Si w bezwen èd tradui dokiman sa a, tanpri kontakte Polo Park Middle School nan 561-333-5500.

Si necesitas ayuda para traducir este documento, favor de comunicarse con Polo Park Middle School al 561-333-5500.

*The School Board of Palm Beach County is committed to excellence in education and preparation of all our students with the knowledge, skills, and ethics required for responsible citizenship and productive employment.*

*Polo Park Middle School is committed to empowering all students with the knowledge and skills necessary to reach their full academic potential and to become productive citizens and lifelong learners.*

**Polo Park Middle School  
FY24 Standard Operating Procedures**

**POLO PARK BELL SCHEDULE**

<b>Enter Campus</b>	9:10
<b>Warning Bell</b>	9:29
<b>Tardy bell</b>	9:30

<b>Hour</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Bell Schedule</b>	9:30 – 10:18	10:23 – 11:09	11:14 – 12:00	12:05 – 2:18	2:23 – 3:09	3:14 – 4:05

**Lunch will take place during Period 4.**

<b>Lunch</b>	<b>Lunch Time</b>	<b>Instruction Time</b>	<b>Academic Reinforcement</b>
<b>A</b>	12:23 – 12:58	1:03 – 2:18	12:05-12:23
<b>B</b>	1:03 – 1:38	12:23-12:58 & 1:43– 2:18	12:05-12:23
<b>C</b>	1:43 – 2:18	12:23-1:38	12:05-12:23

# Polo Park Middle School

## FY24 Standard Operating Procedures

### 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. Parents are advised that the school does not provide for the supervision of students on campus prior to 9:00 A.M. or after 4:35 P.M. with the exception of those students who are participating in school-sponsored before/after-school activities.

Classes begin at 9:30 A.M. and end at 4:05 P.M. Students are permitted to enter the building at 9:10 A.M. Students are to go directly to their first class unless they are getting breakfast. Students getting breakfast will eat in the cafeteria and then go directly to class.

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.

### TARDIES

Students' arriving after school has started are to report to the front office for a pass. Students who are late to class from class changes need to report to the Student Conductor station closest to them and get a tardy pass.

### CAFETERIA RULES & PROCEDURES

In order to retain 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 without permission from an administrator.**
2. Skipping, cutting in line, or saving seats is not permitted.
3. Conversations are to be confined to persons at the table where the student is seated.
4. Upon dismissal, dishes, utensils and trash are to be taken to areas designated by the supervisory staff.
5. 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.
6. Students are to remain seated in the cafeteria after being served, except as instructed otherwise. Students are not permitted to move about the cafeteria visiting other tables.
7. Students are not to leave the cafeteria without permission from a supervising staff member.
8. Charging of lunches is not permitted. Students without food or lunch money should see the assistant principal on duty in the cafeteria.
9. Students are expected to show courtesy and respect toward all cafeteria personnel, and to follow the directions of the supervisory staff.
10. Glass bottles/containers are not permitted on campus.

Application forms are available for free and reduced lunch. Free or reduced prices are also in

## Polo Park Middle School FY24 Standard Operating Procedures

effect for the breakfast program.

### **CELEBRATIONS POLICY**

Due to their disruptive nature, students are not permitted to bring celebratory items to school for birthdays and/or holidays. These items include balloons, stuffed animals, cakes, and/or anything that is deemed disruptive to the school environment by administration.

### **CLINIC**

At school, children may come in contact with communicable diseases such as flu, cold, chicken pox, and severe sore throat. Do not send your child to school if your child is ill or has fever, skin rash, vomiting, severe sore throat, diarrhea, a bad cough, chicken pox, pink eye, or lice.

If your child becomes ill at school, there is a clinic where your child may wait to be picked up. School staff members are not permitted to treat students for illness. The school is NOT able to take care of students for long periods of time.

It is the responsibility of the student or his/her parent, to see that all accidents, major or minor, that occur on the school grounds are reported to the appropriate grade level office as soon as possible. Students should follow Universal Precautions to prevent contact with the blood, saliva, etc. of others (the Center for Disease Control is a great resource on the internet). Students are to immediately report any such contacts to the School Nurse.

**If your child must receive medicine while in school, each of these guidelines must be followed:**

- Only medicine prescribed by a doctor will be given at school.
- Only medicine properly labeled (child's name, doctor's name, medicine and dosage) by the pharmacist or doctor will be accepted.
- The doctor and the parent must complete a form called "Physician's Authorization for Medication". This form is available from our clinic or your doctor.

Students are permitted to carry metered dose inhalers, epi-pens, etc. at school if the principal has been provided with written approval from the student's parents and physician.

### **SCHOOL VISITORS**

Due to the serious nature of instruction in classes and the legal responsibilities of the school and school district, students may not bring guests to school. All visitors must report to the main office upon arrival. No unauthorized person is allowed on the school grounds at any time. Passes and badges are issued in the administrative offices and are required for all visitors and volunteers on campus and can only be given after photo identification is provided. Visitors to the ESE office must first sign in at the Main Office.

# Polo Park Middle School FY24 Standard Operating Procedures

## **PARENT/TEACHER CONFERENCES**

Parent conferences are held Tuesday mornings at 8:45 a.m. in the Media Center. A parent/guardian who wishes a conference regarding his/her child's progress is asked to contact the Student Services Office. A conference will then be scheduled with your child's team of teachers. "Walk-in" conferences will be rescheduled for a more appropriate time. Teachers are not permitted to stop instruction and leave their students to meet with parents. Visitors must report to the office upon entering the campus. Anyone violating this policy will be asked to leave the campus.

## **STUDENT IDENTIFICATION (ID) CARDS**

The purpose of this policy is to ensure safety and security on the Polo Park campus for the approximately 1300 students, faculty, and staff on campus each day. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. Every student must wear their school-issued ID card with a school provided lanyard at all times while on school grounds. Identification of staff and students is a safety issue and will not be compromised when it comes to campus security. ID cards help us to identify students as well as trespassers.

1. All students must wear their school-issued ID card and school provided lanyard in order to:
  - Be in class
  - Move between classes and to the restroom
  - Buy lunch
  - Use the Media Center
  - Receive textbooks
  - Obtain early dismissal
  - Participate in campus activities (assemblies, sports, etc.)
  - Be on campus before or after school
2. The ID card must be worn on a school provided lanyard hanging around their neck.
  - School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket, or at the bottom of their shirt.
  - If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
  - The ID card with the appropriate lanyard must be presented to any school staff member or a person of authority when seeking student identification.
  - The front and back of the ID card must remain plain and free of stickers, markings, other photos, etc.

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

# Polo Park Middle School

## FY24 Standard Operating Procedures

### **LOCKS/LOCKERS**

Lockers will be assigned to any student who would like one. Locks must be rented from the school for \$5. Only locks rented from the school may be used on the lockers. Sharing of lockers is not allowed. The school is not responsible for any items stored in lockers. All student lockers are subject to search without warning for prohibited or illegally possessed substances or objects.

### **STUDENT CELL PHONES/EARBUDS**

Students are permitted to use cell phones only in the cafeteria during lunch. When classes are in session, students may not use their cell phones in any area on campus. Phones must be turned off and put away upon entering campus. Airpods or earbuds are only permitted in the cafeteria during lunch. Cell phones may not be used while in the stairwells, hallways, or any other common area with the exception of the cafeteria during lunch. Any cell phones or airpods/earbuds/headphones out and/or visible during non-designated times, will be confiscated and held until the end of the school day.

### **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. Students with unpaid library charges may be denied the right to participate in extracurricular activities.

### **STUDENT PROGRESSION PLAN**

Polo Park Middle School follows the District's Pupil Progression Plan which can be found online at: [Pupil Progression Plan](#)

### **VALUABLES ON CAMPUS**

Students should leave all valuables at home. The school is not responsible for lost or stolen cell phones, electronic devices, or valuables if they are brought to school.

### **STUDENT CODE OF CONDUCT**

A summary of the Student Code of Conduct is presented in the district's Student and Family Handbook. A link to this handout is on our website. Hard copies are available at Polo Park. The complete version of the *Handbook* can be found in multiple languages online at the link below: [Student Code of Conduct \(6-12\)](#)

**Polo Park Middle School  
FY24 Standard Operating Procedures**

**DRESS CODE:**

**2023-2024 School Year**

	<b>Permitted</b>	<b>Not Permitted</b>
<b>Tops</b>	<ul style="list-style-type: none"> <li>● <b>Crew Neck shirts or collared shirts</b></li> <li>● There are no restrictions regarding shirt color or pattern</li> <li>● <b>School-sponsored t-shirts which are either affiliated with a PPMS sport or activity that have been approved by the administration</b></li> <li>● Shirts may be “untucked” as long as the size of the shirt is proportionate to the size of the student</li> <li>●</li> </ul>	<ul style="list-style-type: none"> <li>● Shirts that show excess skin such as shoulders, chest, or midriff (tank tops, crop tops, etc)</li> <li>● Shirts that display any writing/graphics that refer to sex, drugs, violence, gangs, alcohol, tobacco, or sensitive topics</li> <li>● Shirts that are tied up in a knot or with a rubber band</li> <li>● Shirts with a ripped/frayed/torn edge</li> </ul>
<b>Bottoms</b>	<ul style="list-style-type: none"> <li>● Jeans/pants/shorts/skirts that fit properly at the hip and not below</li> <li>● Shorts, gym shorts, and skirts that are fingertip length or longer.</li> <li>● Sweatpants</li> </ul>	<ul style="list-style-type: none"> <li>● Pants or bottoms that “sag” or reveal undergarments</li> <li>● Ripped/frayed/torn clothing above fingertip length.</li> <li>● Sleepwear/pajama pants/flannel pants</li> <li>● Athletic wear other than gym shorts</li> <li>● Leggings of any kind including flare, yoga pants, tights, biker shorts (including those showing under shorts or skirts)</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>● Footwear consisting of full, closed-toe shoes with backs</li> <li>● Laces that are tied</li> </ul>	<ul style="list-style-type: none"> <li>● No sandals, slides, cleats, high heels, platforms, slippers, flip flops, Crocs, or opened-toe shoes</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● Sweaters, jackets, sweatshirts may be worn as needed in colder weather; however, <u>clothing worn underneath must adhere to the dress code policy</u></li> <li>● Hooded sweatshirts are permitted, but the hood CANNOT cover the child’s head for safety reasons.</li> </ul>	<ul style="list-style-type: none"> <li>● Baseball caps, hats, bandannas, or sunglasses</li> <li>● Pajamas/Sleepwear of any kind</li> <li>● Any attire, jewelry, hair picks, or ornamentation deemed provocative, unsafe, inappropriate, or disruptive by the administration is not permitted</li> </ul>