



ESTD **PINE** 1979
MOUNTAIN
MIDDLE SCHOOL

Preparing Students for High School Success

FAMILY HANDBOOK

This handbook has been prepared to help you get acquainted with the traditions and expectations at the “Mountain”. Please read this handbook carefully and share the information with your parents/guardians. If you use the information that is provided as a guide and take part in all that the “Mountain” has to offer, you should have a very successful and rewarding middle school experience. Please do not hesitate to seek help from any teacher, counselor, or principal. Our reason for being here is to help you be successful!

Phone: 678-594-8252

**2720 Pine Mountain Circle
Kennesaw, Georgia 30152**



MISSION

One Team. One Goal. Student Success.

VISION

Prepare Students for High School Success

CORE VALUES

Empowering students to CLIMB: to be Committed, to Lead, to possess Integrity, to be Mindful, and to be Balanced in all their endeavors.

HISTORY

Pine Mountain Middle School was named for the Civil War battle northwest of the school on the nearby mountain slope. The mountain was believed to be called "pine" because of the stand of pine trees there. Pine Mountain, the highest point between Lost and Kennesaw Mountain, was fortified by the Confederates and was used as an outpost of the main Confederate line. General Joseph Johnston led the Confederate troops and hoped to slow the advance of General William Tecumseh Sherman as he neared Atlanta. The Battle of Pine Mountain took place between June 10 and June 14, 1864. General Leonidas Polk had joined General Johnston's troops. While observing the advance of the Union troops from the top of Pine Mountain, General Polk was killed by Union artillery fire on June 14, 1864.

Pine Mountain was one of the few areas used by both the Confederate and Union armies. The Confederate army used the mountain as a fortification. The Union army used the mountain as an observatory during the Battle of Kennesaw Mountain.

Pine Mountain Middle School opened its doors in 1979 to serve the growing population of northwest Cobb County. The school is located on the site of the Civil War Battle for Pine Mountain.

ACADEMIC/EXPLORATORY GRADING SCALE

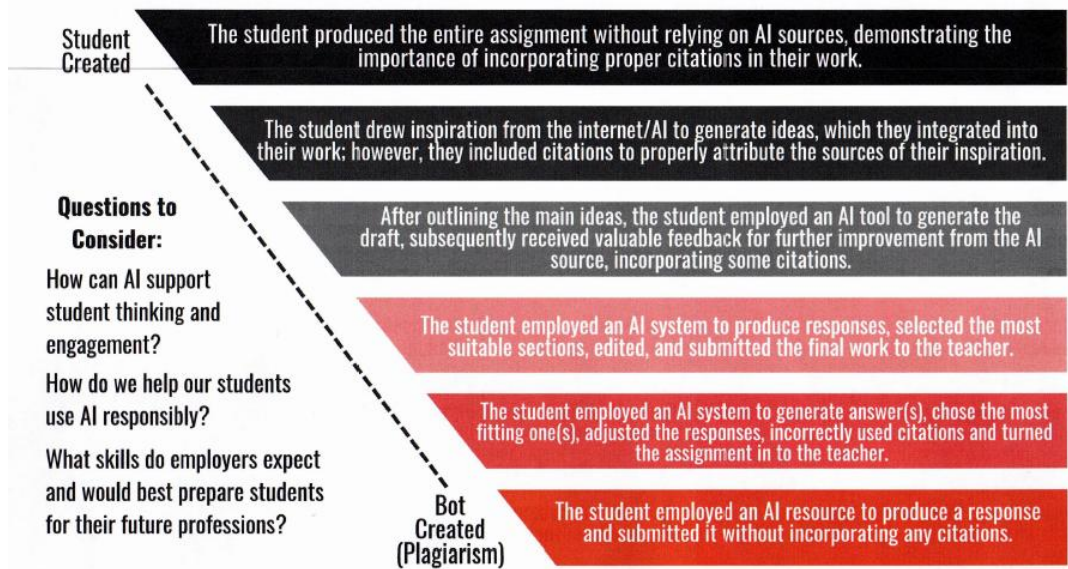
A	90 - 100
B	80 - 89
C	74 - 79
D	70 - 73
F	0 - 69
I	INCOMPLETE

ACADEMIC HONESTY

Supporting our school's core value of integrity, students should not engage in academic dishonesty, such as cheating, fabrication, false statements, or plagiarism.



Unlocking Originality: Navigating the Realm of Plagiarism



ASSESSMENT PROGRAM

The CCSD standardized assessment program includes both norm-referenced and criterion-referenced tests, such as the Iowa Assessment (Iowa) and the Georgia Milestones End of Grade Assessment. Seventh-grade students will take the Iowa Test of Basic Skills and the Cognitive Abilities Test (CogAT). All grades take the GA Milestones End-of-Grade Assessment toward the end of the year.

Several assessment/screening programs are also conducted throughout the school year. Primary screenings include vision, auditory, speech, and scoliosis screenings.

ATTENDANCE

Student daily attendance is imperative. When a student is absent, a written note or email, including the student's first and last name, stating the reason for the absence, and signed by the parent, is required and should be given to the front office. Attendance emails should be sent to pinemountainmssupport@cobbk12.org. Notes must be turned in within 3 days of the student's return from an absence. Students missing five or more days will receive a letter from the principal, and students missing seven or more days may be referred to the school social worker.

BASE CAMP

Our school store is called Base Camp. Students may purchase items from Base Camp using a CLIMB Card. CLIMB Cards cost \$10.00 and can be purchased from the school bookkeeper or online through MyPaymentsPlus. If a CLIMB Card is purchased online, students can pick up the physical CLIMB Card from the school bookkeeper.

BEHAVIOR ACKNOWLEDGEMENT

Pine Mountain recognizes and acknowledges students who meet our school-wide and classroom expectations. Students will be selected quarterly to demonstrate our school's five core values, represented by the acronym CLIMB: commitment, leadership, integrity, mindfulness, and balance. These students will be recognized on the Mighty Mustang recognition wall.

Students' behavior on school buses is considered an extension of the classroom. Students are expected to follow all bus rules.

BUS CHANGE

Students will not be able to ride a bus that is not their own.

BUS CONDUCT

We aim to provide each eligible student with the safest and most reliable transportation to our school. We believe that students are citizens of Cobb County and have a right to a safe and comfortable trip to and from school.

Along with these rights come responsibilities. Safety rules and regulations have been established to ensure that all eligible students are aware of their rights when riding the bus. PMMS supports the CCSD Safe Rider Program. Students receive a copy of the Safe Rider Rules, and it is their responsibility to follow them. We encourage our parents/guardians to instill rules of conduct that foster an atmosphere of respect and safety among one another. When laws are broken, the privilege of riding the bus may be removed.

BUYING AND SELLING

Students are not permitted to buy or sell items to or from each other at school. This includes, but is not limited to, candy, gum, games, and fundraisers not supported by the school.

CELL PHONES/ELECTRONICS

Cell phones and other electronic devices should always be kept in a student's locker. The school is not responsible for lost, stolen, or damaged devices.

CLIMB BEHAVIOR EXPECTATIONS

Our CLIMB behavior system aligns with the Positive Behavior Intervention and Supports (PBIS) framework and is a vital component of our educational program. Our school-wide expectations are grounded in our school's core values.

The following are the general schoolwide processes and procedures:

1. Because of the keyless entry system, students may not enter the school building before 8:30 a.m. unless participating in a school-sponsored activity. Students arriving between 8:30 a.m. and 8:50 a.m. will participate in a study hall in the cafeteria unless they have a teacher's pass allowing them to be elsewhere in the building.
2. To promote everyone's safety, students are to walk on the right side of the hall in all instructional areas and hallways.
3. Good citizenship requires honesty in written and verbal communication and in school assignments.
4. Food should not be consumed outside the cafeteria or designated area unless instructed by a staff member.
5. Only bottles with water are allowed in class. All bottles must have spill-proof, non-squirt lids. Cups with lids are not allowed (e.g., Starbucks, Dunkin', Styrofoam).
6. All Cobb County Board Administrative Rules and the Student Code of Conduct will be upheld at Pine Mountain. This information is available on the Cobb County website at the following link.
http://www.cobbk12.org/generalinfo/FamilyInformationGuide/FamilyInformationGuide2020_2021.pdf
7. Book bags must be kept in the assigned student lockers unless a teacher explicitly tells you otherwise.

COBB SYSTEMS OF SUPPORT (RTI)

The Cobb Systems of Support (CSS) comprises faculty members who work with students who have academic and/or behavioral issues. The purpose of CSS is to review and consider all available information about the student. Additionally, the CSS team recommends further educational strategies and plans to support the student. Parents/Guardians are welcome to be active members of their child's problem-solving team.

COUNSELING

Middle school counselors assist students, teachers, and parents/guardians with developmental issues common among children in the "tween" years.

Students may meet with a counselor in individual or group sessions. Classroom guidance is typically provided to all students in career and life development, as well as in academic achievement.

Counselors may also assist during parent conferences. They maintain and interpret permanent records. Their office coordinates transition activities among elementary, middle, and high schools.

Parents/Guardians who do not wish their child to participate in counseling group activities should notify the counseling office in writing.

CONDUCT GRADE SYSTEM

The student's behavior determines the conduct grade. The following standards for determining grades are used school-wide. Each teacher incorporates these standards into their behavior management plans, which are shared with all students at the beginning of the school year. Students must have all satisfactory conduct grades to be recognized on the Honor Roll. Students earn a new conduct grade every nine weeks.

Satisfactory: Conduct that adheres to classroom and school rules and does not interfere with others' learning.

Needs Improvement: Conduct that frequently disrupts class and/or does not always conform to classroom and school rules.

Unsatisfactory: Conduct that consistently disrupts the class, interferes with others' learning, and often does not conform to classroom and school rules.

CONFERENCES

Parents/Guardians are invited to be active participants in their school. One of the best ways to stay informed about your child's progress is through a parent-teacher conference. Conferences will provide insight into your child's progress and help keep all lines of communication open. Adults who wish to schedule additional conferences during the year should contact their child's counselor at 678-594-8252 to arrange a conference.

CURRICULUM

The curriculum is differentiated through Advanced Content, Special Education, English Language Learners, and General Education courses.

6th Grade Overview – Language Arts, Mathematics, Earth Science, Social Studies, Reading

7th Grade Overview – Language Arts, Mathematics, Life Science, Social Studies, Reading

8th Grade Overview – Language Arts, Mathematics, Physical Science, High School Physical Science, High School Algebra I, Georgia Studies, Reading

Through Connections, students can take specific Technology courses by grade level, as well as Spanish, High School Spanish 1*, Art, High School Art*, Physical Education, Year Physical Education*, Health, Band*, Orchestra*, and Chorus*.

*Yearlong courses

DISMISSAL PROCEDURES

For safety, car riders should be picked up directly in front of the school and should not be expected

to walk through the parking lot or be picked up on the sidewalk in front of the school. Unlike elementary schools, the staff does not monitor car riders or walkers. The last checkout of the day is promptly at 3:45 pm. **The enrolling family member must make transportation changes by 3:45 pm.**

DRESS CODE

The Cobb County School District recognizes that students' dress and grooming, both individually and collectively, are significant factors in the successful operation of our educational program. One of the school's educational responsibilities is to help students understand that maintaining proper appearance and hygiene is conducive to their well-being and that of others.

Each student is expected to maintain a standard of dress and grooming consistent with the level of formality of the school situation. We seek the assistance of parents/guardians in monitoring their students' clothing to ensure it is appropriate for the classroom.

Clothing that is distracting, disruptive, or creates an unsafe situation is not permitted at school. If a child is not appropriately dressed, a parent may be contacted. The dress code applies to all school activities and events. These minimum standards should help define appropriate school dress:

- Clothing must be modest and not revealing or provocative. Tank tops and halters are not permitted, but they may be worn under a jacket or sweater. Cleavage must not be visible.
- Clothing must be worn as intended (overalls secured over both shoulders, pants with both legs down, etc.).
- Clothing must not reveal underwear. It must not be see-through or expose the midriff or buttocks.
- No sagging pants: all pants must be worn at the waist.
- No pajama pants or house slippers.
- Bike shorts (like spandex-type shorts) can be worn if the buttocks are covered by a top.
- No hats, stocking caps, do-rags, bandanas, sweat headbands, forehead bands, hoods, or similar items may be worn inside the building.
- Students may not wear clothing that displays or advertises obscene slogans or signs, profanity, gang symbols, gang-related materials, or any substance illegal for minors, such as beer or tobacco.
- Clothing or ornamentation that advocates, promotes, or suggests illegal activity is prohibited.
- *Rule of thumb: Look in the mirror just before leaving your home. If you're unsure about what you're wearing, consider changing into something else. Don't forget: Clothing must be modest and not revealing or provocative.*

The preceding dress code list is not exhaustive. We reserve the right to determine whether clothing is appropriate for school. The principal or the principal's designee shall be the final judge of the appropriateness, neatness, and cleanliness of apparel and whether it is disruptive or violates the dress code.

Enforcement Guidelines Dress Code Violations:

- First Offense – Administrative Conference and parents/guardians contacted to bring appropriate clothing. Students who violate the school dress code will be separated from others while awaiting the provision of proper attire for the day.
- Subsequent Offenses – Administrative Referral. Parents/Guardians are contacted to bring appropriate clothing. Students who violate the school dress code will be separated from other students while awaiting appropriate clothing to change into for the day.

Parents may be contacted to provide appropriate clothing. If a student cannot correct the offensive or inappropriate dress, he/she will be assigned to ISS for the remainder of the school day. Shirts with inappropriate language or graphics will be turned inside out, and the dress code violation will be enforced as stated.

It is not acceptable for students to argue with teachers or administrators. Students will be referred for defiance or insubordination if they discuss or behave in a manner that is disruptive when the dress code is enforced.

DRIVER'S PERMITS

State law emphasizes the importance of school attendance and behavior. The school system is required by law to report noncompliant students to the Department of Education, which will notify the Department of Driver Services (DDS).

A parent's or guardian's permission for the student to withdraw from school will no longer be an acceptable reason to rescind the suspension of the permit or license.

Detailed information is available in Georgia Code Section 40-5-22, the Teenage and Adult Driver Responsibility Act (TAADRA).

EARLY CHECKOUT

Your student will be called to the front office upon your arrival. Parents/guardians will sign out their students at the front office. If someone other than the enrolling guardian is to check the student out, that person must be listed on the enrollment forms by the enrolling adult. The enrolling adult may update the names of individuals authorized to check out students in the ParentVUE system. Anyone checking out a student must present a photo ID. Students must remain in school until 12:45 to be counted present for the day. No students will be allowed to check out after 3:45 pm.

FIELD TRIPS

Virtual and/or in-person field trips will be planned throughout the school year to enrich our curriculum. Families will be informed of the event, the cost per student, and the scheduled trip date. All checks should be made payable to Pine Mountain Middle School.

Students fully participate in all classroom activities, and no student is ever denied these opportunities because their parents or guardians cannot support them financially. Our field trips are funded through parent and guardian donations, which are requested and collected to ensure every student can participate. All school rules apply on field trips; students are expected to behave appropriately. Payments for field trips are not refundable unless the planned trip is canceled.

FOOD AND NUTRITION SERVICES

Our school café offers a variety of options within each food group to support balanced meals for breakfast and lunch. Our lunch menu features four entrée choices, four fruit/vegetable side dishes, bread, dessert, and milk or a calcium-fortified fruit drink. Our menus are developed by our Food and Nutrition Services staff of Registered Dietitians to meet Federal School Lunch Program requirements and the Dietary Guidelines for Americans.

In addition to the traditional lunch, we offer bottled water, non-carbonated fruit drinks, and chips for purchase in the café. Students are encouraged to prepay for lunches weekly, monthly, quarterly, or annually. Payments can be made when students pick up their lunch. Students are required to use their 6-digit Cobb County Student Identification number for all purchases in the café. Your child can ask the cashier how much is on their account.

[MySchoolBucks](#) provides easy access to the student's account balance and payment history. You can even be notified by email when the account balance is low.

Free and reduced-price lunches will be provided to qualifying families who complete the appropriate Federal application form online at [Family Meal Application](#). All applications are confidential.

We strive to provide our students with the best possible lunch at a reasonable cost. School lunches are a bargain compared with a home-packed lunch of equal nutritional value. For information on our weekly menu, please visit the County Food and Nutrition Services website: [Menus](#). Meal prices are also available at [Paying for Meals](#).

A nutritious breakfast and lunch significantly affect a child's readiness to learn. We appreciate your support for our school café. **Food delivery services, such as Uber Eats, are not permitted on our campus. Additionally, students are not allowed to have guests during lunch.**

GRADE REPORTING SYSTEM

PMMS divides the school year into four nine-week grading periods. Report cards are issued electronically at the end of each quarter. Progress reports are available between report cards. ParentVUE allows parents, guardians, and students to access grades and attendance 24/7. Grades are updated weekly and posted each Thursday. As a result, progress reports and report cards are not printed or distributed to families.

HEALTH

Health Education in Cobb County is designed to equip students with the knowledge and skills to make informed decisions, advocate for healthy living, and adopt healthy behaviors for life. Human Growth and Development is part of the health curriculum, and an alternate unit will be offered if parental or guardian consent is not provided for this unit.

HIGH SCHOOL CREDIT FOR ADVANCED MIDDLE SCHOOL COURSES

Our curriculum offers four high school courses: Spanish, Physical Science, Algebra, and Visual Arts.

Administrative Rule IHF-R:

(1) Upon completion of high school courses taken at the middle school level, the final grade will be recorded on the high school transcript.

(2) High school credit earned in middle school will count toward graduation, but grades for these courses will not be calculated into the student's high school Grade Point Average (GPA).

HOMEWORK POLICY

Homework may be assigned to reinforce classwork or as an extension of class assignments. It may also be appropriate to help absentees catch up, assist those who have fallen behind, prepare for the next day's assignment, prepare for tests, or for enrichment purposes.

Homework policies may vary by department. For specific homework policies, refer to the syllabus provided by your student's teacher.

HONOR ROLL

The Principal's Honor Roll comprises students who earn all A's in classwork. The Honor Roll comprises students who earn all A's and B's. Don't forget, everything counts. Connections grades are included in Honor Roll eligibility, along with satisfactory conduct in all classes. Grades are determined by the CCSD grading scale.

The Wall of Honor recognizes eighth-grade students who have completed their entire Middle School careers with all A's on every report card.

INTERNET USE

We intend to provide a safe and appropriate internet environment; however, students must assume personal responsibility for the acceptable use of this resource. All Cobb County School District Network/Internet service users must strictly comply with all applicable ethical and legal rules and regulations. Cobb County Board of Education Policy IJNDB will be strictly enforced.

INTERRUPTION OF CLASS

Out of respect for classroom instruction time, students are called out of class only for emergencies as determined by the school administration. Please remember that students will not be called out of class in advance for checkout or to receive deliveries and messages. Cell phones and electronic devices will also be prohibited in classes to minimize distractions from texts, alert notifications, and calls.

INTRAMURALS

The Intramural Program is an extension of the Physical Education program. It provides additional time for competitive games and sports, as well as for individual practice and instruction. Intramural activities are varied to provide as many experiences as possible. Because intramurals are an extension of the Physical Education program, students must exhibit good behavior to participate.

Intramurals begin at 8:15 a.m. and are held Monday through Thursday. Intramurals do not start on the first day of school; students will be informed of the program's start date.

IN-SCHOOL SUSPENSION (ISS)

ISS is a setting where a student attends school but is isolated from other students. Work is assigned to the student, and credit is awarded for all work completed during the isolation period. Refusal to attend an assigned In-School Suspension or removal from In-School Suspension will result in an Out-of-School Suspension. A student cannot participate in a CCSD event or PMMS-related function on the day of an assigned ISS.

LOCKERS

Students may use lockers. Specific locker access times will be provided. Students must use school-issued combination locks. Lockers are school property. Students should not share lockers or locker combinations. Cell phones and electronic devices should be kept in a student's assigned locker, along with backpacks, lunch boxes, and other personal items.

LOSS OF PRIVILEGE SYSTEM

Students can participate in many events and activities throughout the year. We will refer to these as "privileges." When students receive a minor discipline infraction, one consequence we will implement is loss of privilege (LOP). The LOP consequence will serve as an alternative to suspension for the first offense of a minor infraction. Repeat offenses will eventually result in suspensions. With any consequence we impose, our goal is to change student behavior, and we hope that students will want to participate in these privileges. Therefore, they will make the right choices and decisions that will allow them to participate. Examples of events that qualify as LOP include, but are not limited to, 8th-grade dances, CLIMB Behavior celebrations, school dances, school Olympics, and other school-related events.

LOST/DAMAGED TEXTBOOKS

Teachers will communicate online textbook access at the beginning of the school year. Textbooks are available for use in the classroom and can also be accessed online. If a textbook is lost or damaged, fines will be assessed.

LOST AND FOUND

A lost-and-found area is maintained at the school. All items unclaimed by the end of each nine-week period are donated to charity.

MAKE-UP WORK

If a student is absent, they should check CTLS for any missing assignments and email their teachers with any questions.

Assignments should be made up within the same number of days the student was absent, unless exceptional circumstances apply. It is the student's responsibility to complete and submit missed work. Please refer to the teacher's syllabus for specific make-up work policies.

MEDIA CENTER

The mission of the Pine Mountain Media Center is to provide a high-quality media program that supports the academic needs of Pine Mountain Middle School. The Media Center serves as the hub for information and technology services for students and staff at Pine Mountain. We provide a variety of resources, including books, magazines, networked computers, and audiovisual materials, for our patrons. Additionally, Cobb County students have access to a range of Internet resources both at school and at home.

The Media Center is open daily from 8:55 a.m. to 4:15 p.m. Students may visit the Media Center during regular operating hours with a signed pass from their classroom teacher. Students may check out books for three weeks, with one renewal. No fines are charged if a book is not returned on time; however, overdue materials must be returned before additional checkouts are allowed. If a book is lost or damaged, we must charge the cost of replacing a “library-bound” copy.

We are dedicated to providing an open and positive source of enrichment and pleasure throughout your education here. Please feel free to come talk to us if you need any assistance with projects or assignments.

MEDICATION

An adult must bring all prescription and over-the-counter medications in their original containers. All medication taken at school requires a medical form signed by a parent or guardian. Medical forms may be obtained from the school office or at [Medical Forms and Care Plans](#). Under no circumstances will medication be furnished by school personnel. For questions regarding medication, please don't hesitate to contact the school nurse at 678-594-8252, ext. 1602.

ORGANIZATIONS AND ACTIVITIES

Student clubs and organizations are recognized as excellent learning opportunities. All activities shall be limited to those of clubs and organizations sponsored and recognized by the school. Information about clubs and organizations will be available on the Pine Mountain website.

OUT-OF-SCHOOL SUSPENSION (OSS)

OSS is a period during which a student cannot be on school property or attend any school-sponsored function. A parent conference may be requested before the student's readmission to school.

PHYSICAL EDUCATION

The Physical Education program addresses students' physical, mental, and emotional needs through activities that develop physical skills and coordination, improve fitness, and build knowledge of various team and individual sports.

A parent or guardian may request that their child be excused from participation on a particular day due to illness or injury. A doctor's notice is required if the student must be dismissed for more than five days.

PROMOTION POLICY

For students in grades 6-8, Cobb County School District's promotion and retention policy indicates that to earn promotion to the next grade level, the student must meet all the following criteria:

- (1) Pass math, English/language arts, and one additional core subject for the year or demonstrate minimum proficiency on the appropriate state-adopted assessment in math, English/language arts, and one additional core subject.
- (2) Earn a combined overall passing average for all scheduled courses for the year; and
- (3) Demonstrate an appropriate level of reading comprehension as measured by Lexile score.

PTSA

Our school's activities and programs could not exist without the PTSA volunteers. Being a member of this organization provides you with a way to stay informed about school events, offers a variety of programs designed for parents, guardians, and students, and provides support by sharing ideas, concerns, and experiences with other parents, guardians, and educators in the community. Plan to join and volunteer with this valuable organization as soon as possible.

SCHOOL CLOSINGS

If you are unsure whether the school is open due to inclement weather, please listen to your local television or radio station or check the district's website.

STUDENT RECOGNITION

Recognizing our students' great work is essential to us. With input from our students, staff, and PTSA, our school has created the following student recognition opportunities.

Student of the Week

Each week, the staff will select one student per grade as the Student of the Week based on how well they demonstrate our school's core values: commitment, leadership, integrity, mindfulness, and balance.

CLIMB Points

All faculty and staff members are encouraged to award CLIMB points to students they witness demonstrating our CLIMB core expectations.

Mighty Mustangs

The "Mighty Mustang" wall signing event occurs every nine weeks. By focusing on the five core values of our school (commitment, leadership, integrity, mindfulness, and balance), teachers can recognize students for one of those values. Parents are invited, and students receive refreshments, a certificate, and the opportunity to sign their names on a "Mighty Mustang."

CLIMB Cards

Each month, every teacher will select two students to send a notecard. The school will mail these cards to the students' home addresses. Grade-level chairs will be responsible for collecting and mailing the cards.

Honor Roll Ceremony

The Honor Roll ceremony recognizes students with all A's and B's each quarter. The Honor Roll ceremony will occur during the CLIMB period after grades are posted to ParentVue. Students will receive an Honor Roll certificate and a celebration. Student names will be shared on the "Honor Roll" celebration wall.

Principal's Honor Roll

The Principal's Honor Roll recognizes students who earn all A's each quarter. The Honor Roll ceremony will occur during the CLIMB period after grades are posted to ParentVue. Students will receive an Honor Roll certificate and a celebration. Student names will be shared on the "Honor Roll" celebration wall.

Wall of Honor Ceremony

8th-grade students who earn all A's in each quarter throughout their entire 3-year middle school career will be recognized by having the opportunity to leave their handprint on the Wall of Honor. Regardless of where a student attended school during their middle school years (6-8), as long as all A's have been earned, they will be honored on our Wall of Honor.

End-of-the-Year Award Ceremonies

At the end of the year, we will host an awards ceremony for each grade level. A list of the awards is available on the school website.

Eighth Grade CLIMB Awards

The CLIMB Awards are awarded to 8th-grade students based on votes by the 8th-grade student body at the end of the year. These are the following categories:

- **Horizon Award-** This award is for a rising freshman who shows great promise of becoming a leader at their respective high school.
- **Compass Award-** This award goes to a PMMS eighth grader who mentors and guides peers as they work to improve our school.
- **Trailblazer Award-** This award goes to an artist whose creativity knows no bounds! They actively strive to create groundbreaking work in their craft.
- **Classic Young Lady-** This award goes to a young lady who carries herself with class and is involved both inside and outside of school. She excels academically and actively strives to create a positive student environment.
- **Classic Young Man-** This award goes to a young man who carries himself with class and is involved both inside and outside of school. He excels academically and actively strives to create a positive student environment.
- **Hidden Gem-** This award goes to a student or staff member who has worked behind the scenes and has not received the recognition they deserve.
- **Faculty/Staff Award -** This award goes to a teacher or staff member in our building who fully supports PMMS students! The recipient will serve on the Principal's Advisory Council.
- **Ultimate C.L.I.M.B. Award-** This award goes to a student who consistently demonstrates our 5 Core Values of Commitment, Leadership, Integrity, Mindfulness, and Balance.

TARDINESS

Students are expected to arrive in class on time. All students tardy for first period must report to the main office for a tardy pass. The teacher will record the names of all students who are tardy to class.

Tardy Policy for Each Nine-Week Grading Period for Each Class

2nd Tardy – Teacher communicates tardy with family, student informed of consequence for

3rd Tardy

3rd Tardy - Loss of Privilege for Fresh Air Friday, Teacher communicates tardy with family, Student Informed of consequence, 4th Tardy

4th Tardy –Office Referral, Teacher communicates tardy with family, and an administrative conference

5th Tardy – Office Referral, Teacher communicates tardy with family, ISS

TELEPHONE CALLS

Students may use the telephone in the front office only for emergencies. Students are prohibited from using their devices to send or receive texts, make calls, or receive notifications while inside the school building. This policy is intended to prevent disruptions to classroom instructional time and to ensure students' safety. If a parent needs to contact a student (in an emergency only), they may call and leave a message, and the front office will relay it to the student.

VISITING

Students are not permitted to have visitors during school hours.

High school students will not be permitted to visit former teachers on campus during the school day or at any other time as determined by the principal.