

PALMER MIDDLE SCHOOL



Palmer Middle School Policies 2025 - 2026

Palmer Vision:

Increase learning to ensure all students are high school, college, and career ready!

Palmer Mission:

Empowering all students for success!

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Website: www.cobbk12.org/Palmer

Palmer Middle School Policies 2025-2026

Academic Honesty – Except for projects for which collaboration is permitted, students are expected to complete homework and classwork on their own. If it is determined that a student either gave or received answers from another student, the students (both the giver and the receiver) may receive a zero on the assignment and/or receive disciplinary consequences. The student's conduct grade may also be lowered by one category. The same consequences apply if a student is found to have plagiarized work, including AI. Repeated offenses of academic dishonesty may be referred to administration as insubordination.

Attendance – Be in homeroom by 9:10 A.M. Tardy bell rings at 9:15 A.M. Dismissal starts at 4:15 P.M. **Students may not arrive prior to 8:15 a.m. unless arrangements have been made with a specific teacher. The building is not open to students, and no supervision is available prior to 8:15 a.m. Students not involved in a supervised after-school activity must be picked up and off campus by 4:30 p.m.**

Study Hall is available from 8:15 to 8:50 A.M. Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. Once a student arrives on the school campus, he/she may not leave until dismissal or if signed out by a parent/guardian.

Absences – Excused absences include personal illness, death or serious illness in immediate family, recognized religious holidays, and mandated by order of government agency

- A note from the parent/guardian explaining an absence(s) must be turned into the attendance office or submitted through CTLS when the student returns to school. **Failure to submit a note within three (3) days of an absence will result in the absence being marked unexcused.** (CCSD Administrative Rules, JB-5)
- **Students who miss the bus must be transported to school by the parent/guardian.** Missing the bus is not an excused absence.
- **Extra-curricular Events** – Students must be present in school half of the day to be eligible to participate in an after-school extra-curricular event. The half day mark is 12:45 P.M.
- **Early Check-Out/Dismissal**- Students should bring in a note from parents to the attendance office during homeroom time if they will need to check out early. The latest check-out each day is at 3:45 P.M. After 3:45 P.M., students must be a car rider.
- **Make-Up Work** –Assignments should be completed within the number of days equal to the number of days the student was absent plus one additional day. Students are responsible for getting and completing assignments by checking each class in CTLS for each day they are absent. If a student has a question about an assignment, they should email, or send a CTLS message, to that teacher directly. Students should also arrange with the teacher(s) to make up all tests and assessments in a timely manner.

Palmer Attendance Protocol

Unexcused Absences (CCSD Policy)

- 3 unexcused: PPO notifies parent
- 5 unexcused: Letter sent to parent via CTLS
- 7 unexcused: School Social Worker receives referral (School Social Worker can receive a referral prior to 7 unexcused if there is a history of unexcused or excessive absences)

Excessive Total Absences (Excused and Unexcused)

- 15 total absences- email from Principal
- 25 total absences- refer to School Social Worker
- 25+ absences- parent may be invited to Attendance Team Meeting at school

Note: After 10 parent notes, school will require doctor notes for future absences to be excused

Tardy Policy (Tardy to school after 9:15 a.m. bell)

- 7 unexcused tardies per semester- Administrative warning (office referral) and parent contact
- 10 unexcused tardies per semester- 1 day of ISS and parent contact
- 13 unexcused tardies per semester- 2 days of ISS and parent contact
- 13 or more tardies- Parents may be required to provide current proofs of residence
- May be referred to the Department of Family and Children Services if loss of instructional time is impacting academics

Early Check-Outs (Excluding Doctor Appointments)

- 10 Early Check-Outs- Phone call from counselor or administrator
- 25 Early Check-outs- Refer to School Social Worker
- May be referred earlier to School Social Worker if loss of instructional time is impacting academics

Beverages & Food– Water is the only beverage allowed for students during the school day, and it must be in a container that seals completely (no glass or straws). Water is not allowed at a computer workstation. Additionally, outside food and/or drink is not allowed after study hall and must be thrown away before leaving the cafeteria at the 8:50 bell.

Palmer Middle School Policies 2025-2026

Bookbags/Backpacks – Students may carry school supplies to and from school in a bookbag, as well as from class to class. Anything that will not fit into the backpack, including PE shoes, should be stored in the student's locker during the school day. Locker breaks are scheduled so that students will never have to carry an excessive number of materials at one time. Students may clip small stuffed animals/keychains onto their backpacks/purse if it is shorter than six (6) inches. Stuffed animals of any size may not be used as an attachment to a belt, used as a belt, necklace, etc. Students may not bring toys, blankets or large stuffed animals to school.

Clinic – Our clinic is staffed by a licensed medical professional. Students who need first aid should go to the clinic.

Sick at school - Should a student become ill during the school day, he/she should go to the Clinic for evaluation. Parents will be called by the School Nurse to pick up students who are ill per county policy. Please be sure current contact numbers are on file with the clinic. The School Nurse will assess the student prior to them calling a parent for pick up.

Medications at school –

- Medication to be taken at school **must be in its original container and must be brought to school by the parent/guardian, not the student.** A medication form must be on file with the school clinic.
- Students are responsible for coming to the clinic for medication at the appropriate time of day.
- Middle School students may carry certain over the counter medications along with a completed "Authorization to Carry Over-the-Counter Medication" Form JGCD-7 on file with the clinic and on his / her person. The medication must be kept in the original container.
- For more information, please view CCSD Administrative Rules, JGCD-13.

Communication – Palmer utilizes a variety of communication devices to correspond with parents.

- Email – Providing your child's teacher with your email address is an effective way to communicate.
- CTLS (Cobb Teaching and Learning System) – Cobb County online platform for teachers, students, and parents to communicate. CTLS provides daily support for delivering instruction, content, collaboration, assignments, assessments, and immediate feedback.
- ParentVUE/StudentVUE- Gradebook and Attendance
- PBIS App- Classroom behavior information (PBIS reward points & infractions)
- Webpage – Our web address is www.cobbk12.org/Palmer.
- Conferences – Communication with parents and teachers is essential to student success. Should a conference be necessary during the school year, conferences with a team of teachers can be arranged by contacting your child's homeroom teacher via email, or by calling 770-591-5020.

Discipline - Palmer Middle School implements a school-wide behavior plan that includes positive character development, through Positive Behavior Intervention Supports (PBIS), which allows all students the opportunity to develop into respectful, responsible, and productive young adults who are solutions and achievers. To maintain a respectful environment necessary for Champion Academics, our behavior plan sets forth clear behavioral expectations and rewards outstanding behavior in a timely manner. Students who display their personal commitment to Palmer's behavioral standards and our Panther Pledge will receive PBIS rewards, or Paw Points.

Teacher assigned consequences may include parent contact, silent lunch, working lunch, or isolation. Working together and focusing on Champion Choices maximizes the full potential of each Palmer student.

Administrative referrals are processed in accordance with Cobb County School District's policies and Student Code of Conduct. The Cobb County School District is dedicated to sound discipline practices in the continuing effort to provide students an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The district also recognizes concerns for the welfare of students from arrival to the school bus stop or school property to their return to the bus stop or when they leave school property. The complete discipline policy can be found online at www.cobbk12.org, administrative rules, Section JCDA-R.

Dress for Success - All students at the Cobb County School District are required to observe a standard of grooming and dress consistent with the level of formality of the school situation. They shall be required to maintain the level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress that may cause a disruption of school functions. **Dress appropriateness shall be determined by administration.**

If a student is asked to adjust dress to meet dress code (i.e., keep a jacket on and zipped up) and, later, he or she returns to the former mode of dress that does not meet dress code (i.e., removes the jacket), the student may be referred to administration for insubordination. Students may be asked to call parents to bring appropriate clothing if needed. The student may be assigned to ISS if appropriate clothing cannot be made available to the student, or if they have already received a dress code warning earlier in the school year.

**Palmer Middle School Policies
2025-2026**

General Dress Code

- Appropriate undergarments must be worn and may NOT be visible. Clothing may not be see-through, or any other sheer material.
- Slippers and rollers in shoes are prohibited. Slides/crocs are NOT acceptable shoes for PE.
- Clothing and accessories may NOT be related to “gang-wear” or have suggestive phrases, designs, profanities, or depict illegal activity or substances.
- Caps/ hats may NOT be worn in the building unless for an approved activity such as spirit day/hat day.
- Hoodies may NOT be worn on the head. Headscarves, combs/picks, bandanas, sunglasses, do-rags are prohibited.

Pants/Slacks/Shorts/Skirts

- Must be worn on the natural waistline and NOT sag to expose undergarments or gym shorts.
- Skirt and short length must be appropriate in length and no shorter than mid-thigh. For shorts to be considered mid-thigh, they should have a 4-inch or greater inseam.
- Pajama pants/flannel pants are NOT allowed unless for an approved activity such as a spirit/pajama day.
- NO holes, rips, or shreds in pants above mid-thigh that expose skin.

Shirts/Tops/Blouses/Sweaters/Sweatshirts

- NO crop tops, midriff, strapless, spaghetti straps, halter tops, tank tops, or off the shoulder tops.
- Scoop and V-neck necklines are NOT to be low enough to be revealing.

Electronic Devices – Personal electronic devices are brought to school at the students and parents’ risk and are not to be seen or heard throughout the school day. The school is not responsible for investigating lost, stolen, or damaged personal electronic devices. If devices are brought to school, students are to power them off and store them in their lockers or bookbags. If students violate this policy, they will receive a consequence. Other than approved Cobb County devices, use of electronic devices including but not limited to cellphones, gaming devices, tablets, MP3 players, and laser pointers are NOT permitted during the school day. If students need to make a call home, they should get a pass from their teacher to use the front office phone.

Field Trips - Field trips are considered an extension of the school curriculum. All school rules are in effect on field trips. Each student must have permission granted via ParentVUE. Students need to meet any academic, behavioral, or attendance requirements set for the trip. Field trip deadlines for payment and permission are firm.

Food Services - Palmer offers both breakfast and lunch meals, along with other services including classroom celebrations. The menu offerings satisfy nutritional requirements for healthy meals while also meeting Dietary Guidelines for Americans. Please visit <https://www.cobbk12.org/foodservices> for additional information.

- Middle School Student & Guest Meal Prices: See the most current prices via the food service link above
- Breakfast is served daily from 8:50 to 9:10 A.M.
- A la carte items are available and are priced accordingly.
- Family meal applications must be submitted to determine eligibility for free or reduced-price meals. Applications are available at <https://www.cobbk12.org/foodservices/page/47586/family-meal-application-information>, where you can conveniently submit an online application!
 - **New applications must be submitted to re-qualify at the beginning of each school year.**
 - Both breakfast and lunch will be priced according to your approved eligibility status.
 - Checks should be made payable to Palmer Middle School Cafeteria and dropped into the drop box located in the cafeteria or presented to the cafeteria cashier when the student comes through the serving line for breakfast or lunch.
 - To save time when coming through the serving line, you can add funds to your cafeteria account with a major credit card at [MySchoolBucks.com](https://www.myschoolbucks.com) or via the MySchoolBucks IOS or Android app.
- Students **may not** bring food purchased from other sources (i.e., fast food) into the cafeteria.
- If a student forgets their lunch, they may charge for lunch in the cafeteria.
- If a parent brings a lunch box the student forgot at home, it must be dropped off by 11:00 A.M (before the lunch period starts).

Intramurals – Intramurals meet between 8:00 and 8:50 A.M. Monday, Tuesday, Wednesday, and Friday. The students must arrive no later than 8:10 A.M. to have time to dress out and begin the activity. The locker rooms will be open to dress for intramurals between **8:00 A.M. and 8:10 A.M. Students** that arrive after 8:10 A.M. will not be permitted. A calendar of activities is published monthly.

Palmer Middle School Policies 2025-2026

The Palmer Intramural program also follows the school wide Behavior Management Plan. Attending intramurals is a privilege for students. The Intramural Staff requires that academics come first. If a student is missing work or falling behind in a class, then this time should be used for that classwork.

Learning Commons (Media Center) - A collection of books, reference materials and technology are available for student use. The Learning Commons hours are 8:30 A.M. to 4:10 P.M. Use of the Learning Commons after 8:50 A.M. requires a written pass from a teacher or administrator. Books are checked out for three weeks and may be renewed once. Overdue fines may be charged; further checkout will be limited until the overdue items are returned/cleared.

Lost and Found- It is important that students have all personal belongings appropriately labeled in ink/marker with their first and last name. Lost and found items are placed in the cafeteria for students to retrieve during their lunch time. Any remaining items are donated to charity at the end of each month. Items of great value will be in the front office for safekeeping, rather than the cafeteria.

Personal Deliveries – Balloons, flower arrangements, singing telegrams, candy, cupcakes, or treats for birthdays, outside food, etc. **are not** to be delivered to students at school. The only items that may be delivered to school are essentials including glasses, medication (through clinic), house key, laptop, etc.

Schoolwide Restroom Policy- Students can use the restroom during homeroom, and all students have a class restroom break during 3rd period. Students can use the restroom between classes since teachers are on duty at the restroom to supervise. If a student needs to go to the restroom during instructional time, they have 9 emergency passes each quarter they may use. If a student has a medical condition that requires more frequent access to the restroom, he/she should provide medical documentation to the school Nurse in the clinic. The nurse will give the student a special clinic pass, to be kept in their Palmer Playbook, so they may use the restroom as needed.

Student Laptops- Parents may choose to let their student “opt-in” to receive a CCSD laptop. Students must come to school with the laptop fully charged. The student will need to always keep the laptop protected. If a student damages a laptop due to rough and boisterous behavior, they will be subject to discipline consequences and restitution for damages. Laptop privileges will be revoked in the event of intentional damage to the student's own device, or to another student's device. A student may also receive consequences, and possible revocation of laptop, for accessing unapproved websites.

Student Recognition – We recognize students throughout the year for academic, attendance, and behavioral achievements.

- **Champion Academics** - To qualify for Principal's Honor Roll (all A's), or Palmer Honor Roll (All A's & B's), a student must earn the score in all classes for the quarter.
- **Champion Attendance** - Student attendance is vital to academic success. Every month we recognize the homerooms at each grade level with top attendance. Each homeroom receives a banner to display above the classroom door. We also recognize individual students with perfect attendance every nine weeks.
- **Champion Character** - As part of Palmer Middle School's character education, we will build upon the notion that all children can learn and be successful at school through supported guidance and modeling. In addition to Champion Academics, we will reinforce the importance of making Champion Choices. Our quest to teach students to BE A CHAMPION will be most successful with your support from home. Please help us in nurturing the traits of a CHAMPION in your child and supporting our Panther Pledge. Each month, our staff will select students who consistently display character that is in alignment with our Panther Pledge. These students will be honored with the PBIS Student of the Month for 6th, 7th, 8th, or connections.

***Panther Pledge: I will be RESPECTFUL. I will be RESPONSIBLE. I will be a SOLUTION.
I will be an ACHIEVER. I will be a CHAMPION!***

- **Champion Choices** - We strive to recognize students for making Champion Choices throughout our school day. As part of our school wide behavior management plan, we want to positively reinforce our pledge expectations. Students can earn points for displaying Champion Character and making Champion Choices. Students can use the points to redeem prizes or access Champion Celebrations. Students who have no infractions for the week (F-TH), or office referrals for the week, resulting in ISS, OSS, or bus suspension, will be able to participate in that week's Fun Friday celebration.
- **Champion Conduct Grades**- Each 9-weeks the conduct grades a student earns in a class may be linked to their PBIS infractions: S- Satisfactory; N=Needs Improvement (4 infractions for Q); U=Unsatisfactory (5 infractions or more for Q). The conduct grade may also be linked to an office referral for behavior in that teacher's class during the quarter (Office Referral could result in an N or U depending on severity and/or frequency of referral).

**Palmer Middle School Policies
2025-2026**

- Golden Paw Club - Students can earn Golden Paws for exceeding Palmer expectations (respectful, responsible, achiever, solution). Students bring their "Golden" Paw to the front office and draw a number from a container. The student's name is added to the corresponding number on the Golden Paw Grid. When a row fills up on the Golden Paw Club grid, either vertically or horizontally, it is the winning row for a special treat for themselves and a friend.

Study Hall – Study Hall is available daily from 8:15 – 8:50 A.M. Students are supervised, but the supervising teacher may not be able to assist students with individual work. Students must come prepared with school assignments or material to read, and they must follow the Study Hall rules. Attendance at study hall is a privilege and is offered as a courtesy to Palmer students. If a student has behavior issues in study hall, they may lose the privilege to attend.

Transportation Changes- If a parent needs to notify their child about a last-minute change in transportation, they should call the **front office before 3:45 P.M.** (On early release days, transportation changes must be made by 1:00 P.M.)

Transportation – Palmer follows CCSD's Safe Rider Behavior Policies and Regulations. Details can be found at <http://www.cobbk12.org/centraloffice/transportation/saferider.aspx>.

Buses- The school bus is considered an extension of the classroom and school conduct guidelines apply. Students should observe the code of conduct established by Cobb County Schools. **Any behavior that is considered disruptive or unsafe by the school bus driver will be referred to the school administrator for discipline. Students may be temporarily or permanently prohibited from riding the bus to and from school.**

- Students should always show respect for school bus drivers and follow their instructions.
- Glass items or objects that cannot easily fit into the student's lap are prohibited
- Prohibited behaviors include but are not limited to
 - Obscene language and/or gestures
 - Destruction or defacing any part of the school bus
 - Fighting and pretend fighting
 - Food, gum and/or drinks
 - Throwing items from the bus windows or doors, or at a bus, or within the bus are prohibited
 - Students will be assigned seats and must always remain seated.
- Band and Orchestra Instruments can be transported ONLY if there is enough space (bus driver discretion)
- Students should be at the bus stop AT LEAST 5 MINUTES PRIOR to the scheduled pick-up time.
- Students are to wait at the bus stop in an orderly manner.
- Any behavior that is considered disruptive or unsafe by the school bus driver will be referred to the school administrator for discipline. Students may be temporarily or permanently suspended from riding the bus
- It is a district policy that **students may not ride home on any bus, other than their own.**

Car Riders – Morning car riders may be dropped off at the front entrance beginning at 8:15 A.M. The building is not open prior to 8:15 A.M. Afternoon car riders and walkers will be dismissed from the academic exits at the front driveway.

- Students must be dropped off in the morning and/or picked up in the afternoon at the curb in front of the school. Dropping off or picking up students in the parking lot is not permitted.
- Students being picked up in the afternoon should be picked up at dismissal between 4:15-4:30 P.M. All students **MUST** be picked up within 30 minutes of dismissal by 4:45 P.M. (no supervision after this time).
- Cones will route the car line for car rider pickup.
- Students will not be permitted to cross the car lane traffic other than at designated crosswalks.
- Indoor carline will be held in the theater on inclement weather days. Parents will park and retrieve their students in the theater on indoor carline days.

Withdrawals – Students must be withdrawn from school to transfer to another school. Parents must notify the Attendance Office and sign a withdrawal form before records can be forwarded. All textbooks, instructional materials, library books, and debts for any damaged/lost items must be cleared before records are forwarded. If the student is not transferring to another CCSD school, the student's laptop must be returned to Palmer as a part of the withdrawal process. If a student has borrowed a school musical instrument or musical outfit, it must be returned.

Palmer PBIS Page

What is PBIS?

Palmer Middle School uses PBIS (Positive Behavior Intervention and Support) to encourage students to become respectful, responsible, and productive citizens. Our plan lays out clear behavior expectations and rewards for positive behaviors. Students who demonstrate Palmer's behavioral standards and our Panther Pledge earn PBIS points through the rewards app.

Administrative referrals are separate from PBIS, as these are processed using the CCSD Student Code of Conduct. You can find the Student Code of Conduct online at www.cobbk12.org under Administrative rules (Section JCDA-R).

PBIS School Events

- Sweet Treats
- Fun Friday's
- Drawings
- Holiday Events
- Champion Choices
- Golden Paw



The Panther Pledge



**I will be respectful.
I will be responsible.
I will be a solution.
I will be an achiever.**

**I will be a
CHAMPION!**



Palmer Champion Choices aims to acknowledge students who consistently make positive decisions throughout the school day. Students who have two or fewer infractions for the entire nine-week period, without any office referrals leading to ISS, OSS, or any bus referrals resulting in bus suspension, will be recognized for their exemplary behavior as Champions of the marking period.



How does the Golden Paw Work?

Students receive a Golden Paw for going above and beyond Palmer's expectations (being respectful, responsible, a problem solver, and an achiever). They bring their Golden Paw to the front office and draw a number from a container. The student's name is then added to the Golden Paw Grid. When a row, either vertically or horizontally, fills up on the grid, it becomes the winning row. Students in the winning row will enjoy a special lunch with a friend.



How to Earn Points and Use the Student App

At Palmer, earning points is simple-just follow the school and classroom expectations. These points can be used for various things such as classroom stores, treats, drawings, and school events. You can easily track your points by accessing the Clever app, clicking on PBIS rewards, and checking your balance. Within the app, you can also sign up for events or drawings with your points, and see what items are available in teacher classroom stores.