

PINCKNEYVILLE MIDDLE SCHOOL

STUDENT HANDBOOK

2022-2023



PRINCIPAL

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PINCKNEYVILLE MIDDLE SCHOOL

Vision, Mission, Beliefs

Vision

(What We Aspire To Be)

Pinckneyville Middle School will become a world-class school where every student acquires the knowledge and skills to be an active, compassionate, and successful life-long learner.

Mission

(Why We Exist, Our Core Business)

The mission of Pinckneyville Middle School is to provide, support, and pursue excellence in academic knowledge, skills, and behavior for each student through a challenging framework of international education resulting in measured improvement against local, state, national, and world-class standards.

Beliefs

- Our core business is teaching and learning.
- A quality education is the shared responsibility of the child, family, school and community.
- Learning occurs when faculty and students are engaged in a rigorous curriculum within a positive, safe, and orderly environment.
- Learning is a life-long process involving intellectual, social, emotional and physical growth.
- Learning connects to real-world applications.
- Every student can learn the academic knowledge and skills and demonstrate the citizenship necessary to be successful.
- High learning standards apply to every student.
- Learning promotes cultural understanding and respect.

Academic Honesty Policy

Pinckneyville Middle School and the entire Norcross IB Cluster is committed to the academic, social and ethical development of each member of our learning community. “Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning, and assessment. It is influenced and shaped by a variety of factors including peer pressure, culture, parental expectations, role modeling, and taught skills.”

All stakeholders have an obligation to promote the learner profile characteristic of being principled. According to the IB Learner Profile, people who are principled “act with integrity and honesty with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere.”

For the full Academic Honesty Policy, visit the Pinckneyville Middle School website



INTERNATIONAL BACCALAUREATE MIDDLE YEARS PROGRAMME

(IB MYP)

Overview

The International Baccalaureate Middle Years Programme (IB MYP) is a framework for teaching and learning. The IB MYP begins in 6th grade (Year 1) and concludes in 10th grade (Year 5). The curriculum for our students is the GCPS Academic Knowledge and Skills (AKS), but the IB MYP is a cornerstone piece for our instructional program as it extends the learning and perspective of our students.

Eight subject areas are included in the IB MYP curriculum – Language and Literature (Language Arts), Language Acquisition, Mathematics, Sciences, Individuals and Societies, Design, Health and Physical Education, and Fine Arts. The IB MYP framework places an emphasis on each subject area and the interrelatedness of the subject areas.

The Fundamental Concepts of IB MYP

Intercultural Awareness

Intercultural awareness helps to develop students' attitudes, knowledge, and skills as they learn about their own and others' social and national cultures.

Communication

Communication is fundamental to learning as it supports inquiry and understanding. It allows for student inquiry and reflection. The mastery of one's heritage language (mother-tongue) and the study of other languages enables students to express ideas clearly and gain greater appreciation of other cultures.

Holistic Learning

The IB MYP accentuates the interrelatedness of school subjects and so advances the holistic view of learning. This means helping students recognize relationships between school subjects and learn to combine relevant knowledge, experience and critical thinking to solve authentic problems.

The IB Learner Profile

IB learners strive to be:

Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

Principled

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

Open-minded

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

PINCKNEYVILLE MIDDLE SCHOOL

Student/Parent Handbook

ACADEMIC ASSISTANCE PROGRAM (AAP)/SUMMER SCHOOL

Students may be able to participate in the Academic Assistance Program to recover up to two Fall semester course failures and summer school to recover Spring or additional Fall semester failures. The number of courses that a student is able to recover may be limited. Additionally, summer intervention is recommended for students who have not passed state or district assessments required for promotion. Retests for these state and local assessments will be provided at the end of summer school for selected grade levels.

ARRIVAL AND DISMISSAL

Bike Riders

If students ride a bicycle to school it should be placed in the bicycle rack located near the two story building. Students should lock their bike and secure their helmet. Supervision will be provided during the afternoon dismissal to encourage student safety. Skateboards, roller blades, and skate shoes are prohibited on school grounds. Pinckneyville Middle School is not responsible for a bike if stolen.

Bus Riders

Most students ride the bus and we strongly encourage this mode of transportation. Our school buses use the circular driveway on the far right of the building.

Bus Discipline

Pinckneyville Middle strives to support the Gwinnett County Public Schools Transportation Program and ensure that students are escorted to and from school in a safe environment. School transportation is a privilege and all students are required to obey the bus conduct rules posted in each bus.

Failure to observe the rules can result in the suspension of bus privileges. Bus drivers receive training on proper discipline procedures to maintain an orderly atmosphere on their bus. Part of the discipline plan includes sending home parent notification forms in the event of student misbehavior on the bus. If a student continues to misbehave, the driver may write a bus referral for the student. A Pinckneyville Middle administrator will investigate the referral and issues consequences as warranted. Consequences for misbehavior on the bus may be suspension from riding the bus.

Bus Referral Step Plan

Bus Referral Level I	Administrative conference - 5 day suspension from bus
Bus Referral Level II	6 or more days suspension from bus
Bus Referral Level III	Tribunal

While suspended from the bus, parents/students must arrange for transportation to and from school. Compulsory school attendance requirements remain in effect.

Car Riders

Car riders will be dismissed shortly after 4:00 PM. School buses will use the circular driveway to the far right facing the building, while parents who provide transportation for their children will follow established procedures published by the school.

Parents picking up their children should not park in nearby neighborhoods to wait for their children.

Walkers

When walkers are dismissed after 4:00 PM, they should exit the building and immediately begin their journey home. Students who walk with buddies should plan to meet at the top of the hill and away from the school entrances. Students should be respectful of the school's neighbors and surrounding community, remaining on sidewalks at all times. Students who walk to the YMCA should report directly to meet their escort in the designated area when walkers are called.

Students and parents should make end of the day transportation arrangements prior to dismissal. Should parents need to communicate a change in afterschool transportation, they are asked to contact the front office prior to 3:30 PM. **Students are expected to be picked up from school no later than 4:30 PM unless they are attending an extracurricular activity.**

Procedure to change after-school transportation

Riding home on a different bus: This is a process for emergency situations only. **Students must provide a written note signed by a parent/guardian stating they will take a different bus home that afternoon. Students must bring this note to the front office before 9:30 AM.** Front office personnel will then call the parent/guardian to verify the note. The student will be given a bus pass only after the confirmation has been made. **If the note cannot be verified, then the student cannot ride on a different bus.** This procedure also applies if a student will be riding his/her regular bus home but will be getting off at a different stop.

ATTENDANCE

Regular school attendance is essential for a quality education. To be successful in school, students must be on time to school, remain in school until the end of the day, and be at school every day possible. We encourage you to make every effort to schedule dental and doctor appointments before/after regular school hours. Students arriving after 9:20 AM are counted tardy. In order to be counted present, a student must attend at least half of the school day. The time of 12:30 PM is the half-day mark, and students checked out prior to this time will be marked absent for the day.

Absences

In the case of an absence from school, a student is required to bring a written excuse from his or her parent/guardian stating the reason for the absence. This excuse must be submitted to the grade level office; **excuse notes received beyond three school days after the absence will not be accepted.**

State law recognizes the following reasons as excused absences:

1. Personal illness
2. Serious illness or death in the immediate family
3. Recognized religious holidays observed by your faith
4. Absences mandated by governmental agencies
5. Instances where attendance would be hazardous

6. Students who are serving as a Page in the Georgia General Assembly
7. Students whose parents are being deployed or on leave from military service

When absent, students need to make up work or follow other arrangements granted by the teacher. In case of an extended illness, parents should contact the counselors to determine if the services of a teacher are required.

Family trips and outside extracurricular activities (i.e., piano competitions, soccer tournaments, family vacation, scouting events, etc.) are deemed unexcused and must be recorded as such. Students will be considered truant after 5 unexcused absences. Parents and students will receive notification by letter if chronic absentee problems occur. **Also, students who are 14 and older with 10 or more unexcused absences will be unable to obtain, keep or renew a driver's or learner's permit.** (Please see the GCPS Student Handbook for further details regarding attendance.)

Check-In

When a student arrives late to school, they must check-in at the station in the front lobby. It is not necessary for parents to accompany students into the building; however, the school must have a note indicating why they are late. The note, including the student's full name, grade level, and homeroom teacher's name, should be left at the grade level office in the designated box. Once the student completes the check-in process, the computer will generate a hall pass to admit the student to class.

Check-Out

If a student is to be checked out prior to dismissal, parents must come to the office before 3:30 PM and ask the school receptionist to call for the student. The parent must sign the student out before the student can leave the building. **Proper identification is required.**

BASKETBALL, CHEERLEADING, AND OTHER ATHLETICS

Athletes are selected from 7th and 8th grade students who try out during the fall or spring semesters. Students must meet academic criteria and remain in good discipline standing in order to try out for the teams and to remain involved in sports. Students must have been promoted with, and maintain, good academic standing (with a grade of 70 or higher) in the previous semester in order to be academically eligible. Students who receive discipline referrals may be removed from the team.

CELL PHONES AND ELECTRONIC DEVICES

Please be aware of the following Pinckneyville Middle School guidelines for cell phones and other electronic devices for the upcoming school year. Consequences will be given to students who violate the school guidelines.

- **Cell phones/electronic devices must not be used, seen nor heard during the school day** unless directed by a teacher. This applies to non-instructional times such as lunch, class changes, etc. *(Please note that simply turning a phone or electronic device to silent does not comply with this guideline.)*
- **In the event that a cell phone or other electronic device is lost or stolen, the school is not responsible for retribution nor are we obligated to investigate.**
- Pinckneyville Middle School is a "Bring Your Own Device" (BYOD) school, allowing students the opportunity to bring their devices. This is NOT a requirement. This program is designed to support teaching and learning through safe, efficient, and monitored wireless access. When instructed, students are allowed to bring mobile devices with the expectation they will be used as a

supplemental instructional resource. The BYOD access may be limited to certain schools, areas, and zones, based on the school's identification of instructional need. To participate in the use of BYOD resources, all users must agree to use the school network when available, and not personal 3G, 4G, or other cellular service providers, on their devices. Using the school network ensures a filtered, appropriate solution that is optimized for BYOD use. GCPS is not responsible for any damages, fees, lost functionality, support, or costs that may be the result of students or staff members participating in BYOD. This is a voluntary program, and students will not be penalized if they cannot participate. Whether the device is owned by a parent, student, staff member, or school, the user of the device is responsible for protecting the device at school, on the bus, or at school functions.

If confiscated, cell phones will be placed in the front office for parents to retrieve. Cell phones may only be retrieved during normal office hours (8:15 AM – 4:15 PM).

CLINIC WORKER

Pinckneyville has a full-time clinic worker; however, we do not supply any medications. If a student is in need of medication, this medication must be supplied in the original container (**no loose pills in a plastic bag**). Prescription medication (including inhalers) must have a copy of the pharmacy label taped to them. This serves as the doctor's signature. The clinic clerk will be responsible for dispensing daily medication. Any medication sent to school with a student must have a form filled out by the parent/guardian before the medication can be administered. The medication and form should be taken to the clinic immediately upon arrival to school. Medications must be retrieved by parents at the end of the school year.

CONFERENCES

Parent/Teacher/Student conferences will be scheduled throughout the year. Parents and students may request a conference with a teacher at any time. Two early release days will be scheduled for the fall semester and an additional two days will be scheduled for the spring semester.

CONNECTIONS CLASSES

Connections classes include Digital and Visual Arts, Computer Science, Music Technology, Health, Physical Education, Engineering, and other school-determined classes. Band, Chorus, Junior Leadership Corps, and Orchestra are full-year connections classes. (Students who begin these programs in August make a full-year commitment.) Within IB MYP guidelines, each student should have Health and Physical Education, Fine Arts courses, and Technology courses during their middle school years.

COUNSELING AND GUIDANCE

Counselors work with students through classroom guidance to develop communication, decision-making, conflict resolution, and problem-solving skills. Additionally, they see students in small groups and individually to help with social, emotional, and academic issues. Counselors may be reached through the main school number.

DELIVERIES

Do not send balloons, flowers, food, etc. to your student during the school day for celebratory purposes. If your student forgets their lunch, you may drop it off at the front office and they will retrieve it on their way to the cafeteria to eat. No fast-food or restaurant deliveries.

DISCIPLINE

The Gwinnett County Board of Education Parent/Student Discipline Code is reviewed with students at the beginning of the year. This code is found in the GCPs Student Handbook that is available online. Students and parents should review these rules and guidelines for behavior together and sign off through mypaymentsplus.com.

The following are our local school processes and procedures for classroom management. *Please see the Positive Behavioral Interventions and Support (PBIS) Matrix below for school-wide behavioral expectations.*

Student Code of Conduct

All students should strive to meet these behaviors daily at Pinckneyville Middle.

- **I will be honest in my statements and actions.**
- **I will respect school staff, students, and myself.**
- **I will respect the beliefs of others.**
- **I will display good conduct and sportsmanship at school, on the bus, and during school activities.**
- **I will respect the property of others.**
- **I will work to the best of my ability.**
- **I will promote school cleanliness and the upkeep of school property.**
- **I will make substitute teachers and visitors feel welcome.**
- **I will support school activities.**

Pinckneyville Middle School

School-wide Behavior Expectations



Positive Behavioral Interventions and Supports

The purpose of PBIS is to establish a climate in which appropriate behavior is the norm. PBIS is a broad range of systemic and individualized strategies for achieving important social and learning outcomes while preventing problem behaviors with all students.

Pinckneyville Middle School will continue to implement the PBIS plan in an effort to assist students in correcting their behavior before making a referral to an administrator. One major component of PBIS is the inclusion of an acknowledgement system that encourages and models appropriate behavior. School-wide discipline has historically focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective.

Major Components of PBIS

- School-wide expectations and rules to teach students appropriate behavior
- Consistent discipline referral processes and procedures
- Utilizing data to track progress and identify areas for intervention

- An acknowledgement system used to encourage and model appropriate behavior and effective consequences are developed to discourage inappropriate behavior.
- ***A part of the acknowledgement system will include events for students who have received zero referrals and/or no minors. These events could include but are not limited to a winter dance & a spring fling.***

Behavioral Consequences

There are times when students will receive an immediate discipline referral that results in suspension and/or a disciplinary hearing. Such incidents include but are not limited to:

1. Possession or distribution of narcotics, alcohol, or stimulant drugs or pretense of possession or distribution of the same. This includes prescription and/or over the counter drugs.
2. Assaults on a school employee, both verbal and/or physical, or other behavior that significantly undermines the authority of the employee.
3. Obscene gestures toward a school employee.
4. Profanity used in a threatening or insulting manner.
5. Possession of or distribution of guns, knives, dangerous weapons or implements, sling-shots, or any type of explosive including poppers.
6. Indecency (sexual or nonsexual).
7. Possession, distribution and/or use of tobacco.
8. School employees will not tolerate physical violence of any kind. Students who exhibit this type of behavior will be subjected to disciplinary measures. Repeated violators will face suspension and/or disciplinary hearing. All parties involved in mutual fights are subject to the following consequences regardless of who started the fight. First offense is a minimum of 4 days suspension. Additional consequences may be issued, depending on the circumstances related to the fight (i.e. weapons, severe injuries, etc.). Students who instigate a fight or encourage others to fight will receive administrative consequences.

Pinckneyville Middle School will use the following flow chart to address behavior concerns that may not fall into the categories above. Teachers will be responsible for tracking each student's discipline electronically.

Administration has the authority to issue a Modified Discipline Plan for students as they deem appropriate.

MINOR 1	Consequence:	Private conference with student. Teacher resets and reminds student of expectation.
MINOR 2	Consequence:	Parent Contact by Telephone and Warning
MINOR 3	Consequence:	Parent Contact by Telephone and Silent Lunch
MINOR 4	Consequence:	Parent Conference and After School Detention
MINOR 5	Consequence:	Parent Contact by Telephone and Team Conference with Student & School Counselor Isolation (Off Team 1 day)
MINOR 6	Consequence:	Parent Contact by Telephone and Administrative Referral

6th Grade - Plan resets at the beginning of the 2nd semester.

Students with 4 or more steps at the time of reset will reset to step 2.

7th Grade - Plan resets at the beginning of the 2nd semester.

Students with 4 or more steps at the time of reset will reset to step 3.

8th Grade - Plan is in effect the entire year and will not reset.

Important Reminders

Please be aware that the following are not allowed at PMS:

- Food and candy are allowed only in the cafeteria or under the supervision of a teacher.
- Gum is not allowed at school.
- Selling or trading of items is not allowed.
- With the exception of specific purposes designated by the teacher, electronic devices, toys, basketballs, bats, games, cards, etc., are not to be brought to school. In the event that a student does bring an item to school and it is stolen, the school is neither responsible for retribution nor obligated to investigate.

Teacher Detentions

Teacher detention times are assigned by the teacher. If a student fails to serve an assigned teacher detention, the teacher will call the parent/guardian to reschedule the teacher detention. Should the rescheduled detention not be served, the issue will be referred to an administrator.

DRESS CODE

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of a student dress code is not to inhibit any person's taste in attire, but rather to ensure a positive environment for learning, to promote safety, and to prevent disruptions. Any student dress or appearance, not specifically stated, which the faculty or staff deems distracting will not be permitted.

Students may call home for a change of clothes or be asked to wear school issued apparel. Students who are unable to change clothes will be isolated for the day.

- Hoods cannot be worn on your head. Remove upon entering the building.
- Hats, visors, durags/bonnets, & sunglasses are not allowed. Grooming tools are not to be worn in the hair. *The principal may grant exceptions for religious or medical reasons.*
- Headphones and ear buds must be stored in a pocket or bag and must not be visible unless directed by the teacher.
- Shorts, skirts and dresses need to be of reasonable, responsible length. Slits in skirts and dresses cannot be above mid-thigh. Waistline of shorts, skirts, and pants must be on or above the hips with no underwear showing.
- Clothing must not have holes that would attract attention and cause a distraction. Rips or holes are not allowed in shirts or tops. No undergarments should be visible. There should be no rips, holes or frayed patches above fingertip length on any clothing. Students may wear tights beneath jeans.
- Tank tops, spaghetti strap shirts, muscle shirts, mesh jerseys, bare midriff, or see-through clothing may not be worn. Blouses and shirts must cover the tops of the shoulders. Blouses and shirts that expose any portion of the waist, hips, or midriff are not allowed. If you raise your arms to shoulder level and the stomach shows, the top is unacceptable. Other blouses and shirts that are not appropriate for school include but are not limited to: low-cut, backless, or tube tops. No undergarments should be visible.

- No student clothing shall display words or symbols that advocate, suggest or depict violence, drugs, alcohol, sex, illegal gang affiliation or other illegal activity express or implied. Students are not allowed to display clothing or symbols that have been identified by the Gwinnett County Police Gang Taskforce as being commonly identified with gangs. Gang related attire includes but is not limited to the following: students rolling up one pant leg, gang-styled belt buckles (belt buckles which have Old English script letters and symbols), bandannas, and draping articles of clothing, towels, or other objects out of pants pockets or over the shoulder or neck area. Chains hanging from pockets are not allowed. Garments, jewelry, body art and tattoos that communicate gang allegiance are not allowed to be worn at school, and no item may be worn in a manner that communicates gang affiliation. This rule is subject to updates as additional wearing apparel becomes identified as gang affiliated or disruptive.
- Sagging of pants is not permitted. Waistline of shorts, skirts, and pants must be on or above the hips. All belts must be properly fastened around the waist and should not be excessive in length or hang from either side of the body. If a student must hold onto their pants in order to keep them from falling when they walk, the pants are not appropriate for school.
- Recreational cheerleading uniforms are not to be worn during the school day.
- Shoes must be worn at all times.
- Pajamas, lounge pants, and soft-bottomed bedroom slippers are not appropriate for school.
- Students may not wear blankets, capes or cloaks in school. All coats must be worn properly.

A good rule to follow is that if you have doubts, don't wear it to school. Thank you for helping us focus on instruction!

Please note that any attire deemed inappropriate and detrimental to the learning environment by a school employee, but not specifically listed herein, constitutes a violation of the PMS dress code.

Procedure for Dress Code Violations *This dress code is a guide for what is considered appropriate school dress.* Repeated violations will result in disciplinary action.

Students in violation of dress code will not be permitted to return to class until they change into clothes that adhere to the Pinckneyville Middle School dress code.

EMERGENCY DRILLS

Each drill has a specific sound and directions for students and teachers to follow.

Evacuation Drills: Schools are required to evacuate on a monthly basis. Each class has an emergency evacuation map posted and instructions for evacuation are covered with every student in every class. Students exit the building to a predetermined location with their class teacher.

Severe Weather Drills: Students will move to the assigned location for their class, crouch and cover their heads.

Hard Lockdown Drills: A hard lockdown means there is a threat inside the building and requires specific action from everyone. We will practice this to make sure students are aware of procedures. Please note that we do have an emergency button that when pushed immediately notifies police and gives them access to our cameras.

Soft Lockdown Drills: A soft lockdown means the threat is outside of the building. School will go on as normal with transitions occurring inside of the building. No one will be allowed to enter the building until the lockdown is lifted.

Students are to be silent during all drills while waiting for further directions. Talking or playing during a drill will result in disciplinary action.

ENGLISH LANGUAGE LEARNERS

Pinckneyville welcomes students from different parts of the world. The ELL program works to achieve the following goals: ensure that students learn to communicate effectively, help students be successful in learning the curriculum, and adjust to our school. Curriculum basics include letter-sound relations and basic rules of English grammar, writing and reading comprehension, creative writing, test-taking skills, and language studies.

EXTRACURRICULAR INFORMATION

Students will be given the opportunities to participate in various clubs. Club information is posted on the school website. We encourage all students to find a club or organization to join.

GIFTED EDUCATION

The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those students who are intellectually advanced. The classes offer enriched academic curriculum experiences that focus on extending the Gwinnett County Public Schools' core curriculum, the Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia State Board of Education. Students who transfer from gifted education programs within the State of Georgia have reciprocity into the Gwinnett program. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school. Teachers or parents may refer a student to the local school's gifted referral committee.

GRADING

Gwinnett County middle schools operate on a semester academic grading period system. The teacher's evaluation of student progress toward the AKS is available continuously to students and parents through the parent portal. Progress reports will be sent home throughout the semester. Report cards are given to the students at the end of each semester. First semester report cards are sent home via the student. Second semester report cards are mailed home. The grading scale is:

A: 100 - 90

B: 89 - 80

C: 79 - 74

D: 73 - 70

U/F: 69 - 0

HALL PASSES

Students are permitted in the halls when they are accompanied by a teacher or when they have a pass signed by a teacher documenting their destination. The discipline plan will be followed if students violate this process. Upon entering the building, all students are to report directly to their first teacher. (Note: Students may stop by the breakfast stations on their way.) If students need to go anywhere else in the building, they must have a signed pass from their teacher.

HANDICAPPED ACCESS/MOBILITY IMPAIRED

Pinckneyville Middle School wishes to meet the needs of all our students and families. If any family member needs assistance or has any questions regarding mobility-impaired issues or handicapped access, please contact the front office.

HOMELESS CHILDREN AND YOUTH

The Stewart B. McKinney/Vento Education for Homeless Children and Youth Act ensures the educational rights and protections for children and youth experiencing homelessness. It provides legal protections for the children and youth in homeless situations to enroll in, attend, and succeed in school and preschool programs. In accordance with this law, Gwinnett County Public Schools affords homeless children and youth

equal access to the same free, appropriate public education, including a public preschool education such as Head Start, Even Start, State Pre-K and Title 1 Preschool Programs as provided to other students. Homeless children and youth will have access to education and other services that they need in order to have an opportunity to meet the same challenging state student academic achievement standards to which all students are held. Please contact the school for further information.

INSURANCE

Student accident insurance may be purchased each year. School insurance is voluntary. Any student trying out for extracurricular activities must have school insurance or show proof of coverage under another insurance company.

INTRAMURAL ACTIVITIES

Intramural sessions are held throughout the year. Announcements will be made to students and parents regarding the dates, times and participation guidelines for the intramural sessions. Students assigned to in-school or out-of-school suspension, administrative detention, or teacher detention may not participate in Intramurals on that assigned day. All forms (registration, transportation, and insurance) must be submitted before students are allowed to participate.

LOST ITEMS

Students are asked to bring all large found articles (clothing, book bags, etc.) to the gym and place them in the lost and found box and all small found articles (jewelry, phones, etc.) to the front office. All lost textbooks found should be turned in to an office. Library books should be returned to the media center. Students may request permission to check in the lost and found in the gym area for lost articles.

MEAL PROGRAM

To encourage good nutrition, breakfast and lunch are available free for each student for the 2021-2022. When purchasing an item a la carte, it will cost \$2.25 for an entrée, \$0.40 for a side item, and \$0.40 for a milk. When parents send a payment to pre-pay for a la carte items, an account will be set up for the student in the computer system that will be used to pay for breakfast and lunch items. Each time your child purchases an extra item, your child's account will be debited for the amount of purchase. It is the student's responsibility to keep parents informed of lunch account needs.

For your convenience, an online prepayment system is available at www.mypaymentsplus.com.

MEDIA CENTER

The media center is open to students each school day at 8:15 AM if they have a pass from a teacher and closes at 4:00 PM unless otherwise notified. Students may visit the media center at any time during the school day with a signed agenda book or with their whole class as scheduled by the teacher.

Books may be checked out for two weeks at a time. Students may check out two books at a time, and students should use their student ID number to check out books at the circulation desk. The book will be stamped to indicate the date the book is to be returned. Students must be sure to return all books in the return slot in the circulation desk. Students are responsible for all items checked out using their student number.

Fines are not charged, but overdue notices will be sent as reminders for the students to return their books. Students with overdue books will not be permitted to check out any additional books. Students who are delinquent in returning overdue books will have their library privileges suspended until all overdue materials

are cleared with the Media Specialist. Students are responsible for paying the replacement costs of all lost and damaged books.

The Gwinnett County Media Research page, Pinckneyville web page, and sites designated by teachers are the only Internet sites accessed in the media center.

PROMOTION CRITERIA FOR MIDDLE SCHOOL

Sixth and Seventh Grade

The guideline for promotion from Sixth grade to Seventh grade and from Seventh Grade to Eighth Grade is: Students should pass five out of six subjects each semester. (Language Arts and Mathematics should be two of the five subjects passed.) Passing a course is determined by the student earning a grade average of no less than 70 percent each semester. (Yearly averages of 70 percent or higher in each core subject may be considered in making promotion decisions.) For promotion of a LEP student, the SST should also consider the student's progress on his/her English Learner Proficiency Plan and the student's growth in academic language proficiency on ACCESS.

Eighth Grade

The guideline for promotion from Eighth grade to Ninth grade is: Students should pass five out of six subjects each semester. (Language Arts and Mathematics should be two of the five subjects passed.) Passing a course is determined by the student earning a grade average of no less than 70 percent each semester. (Yearly averages of 70 percent or higher in each core subject may be considered in making promotion decisions. If this option is being considered the principal should contact their Assistant Superintendent.)

Students taking Algebra I who do not meet the math requirement for promotion should retake Algebra I in high school to meet graduation requirements. For these students, other measures of academic progress may be used to determine promotion.

Eighth grade students should score Grade Level or Above on the *Reading and Vocabulary* domain of the Language Arts Georgia Milestones End of Grade (EOG) Assessment and achieve the performance level of developing or higher on the Mathematics Georgia Milestones EOG.

Middle school students should be designated as "promoted" by middle school personnel to enroll in the 9th grade.

RECYCLING

Each classroom has a blue or green plastic bin for recycling white and colored paper, poster board, construction paper, magazines and newspapers, plastic, and aluminum. Containers must be cleaned out prior to placing in the bin. Bins are not for trash, tissues or food. Please follow these guidelines carefully and assist us in our recycling program.

REGISTRATION

Residency

The parent or legal guardian must provide current proof of residency in the district and attendance zone at the time a student is initially enrolled in a school and maintain current residence within that attendance

zone. If at any time a student is found to be living outside Gwinnett County, he/she will be withdrawn immediately from Pinckneyville.

Immunization

An immunization form is required by Georgia law for enrollment. Students will be withdrawn if immunization records are not completed 30 days from registration.

RESOURCES FOR SCHOOL INFORMATION

Local School

Pinckneyville Post-It – This email newsletter is published every week to inform parents of upcoming events and other good news at Pinckneyville. Please sign up through our school website.

Pinckneyville Facebook Page – Like us on Facebook to get frequent updates on school events.

(<https://www.facebook.com/PinckneyvilleMiddleSchool>)

Pinckneyville Twitter - @PinckneyvilleMS

Pinckneyville Middle Website – www.gcpsk12.org/pinckneyvillems

District

Parent Portal – All parents are encouraged to register for access to the go.2Parent Portal. Please stop by the front office to complete a registration form. For student confidentiality, all registration forms must be submitted in person so that picture identification can be verified.

Student/Parent Handbook Grades 4 – 12 – This handbook is published by Gwinnett County Public Schools and provides information on GCPS policies and procedures, and academic and behavioral expectations.

GCPS Website – www.gwinnett.k12.ga.us

SCHOOL CANCELLATION

In case of inclement weather, please listen to your local radio and television stations or check the school district website at www.gwinnett.k12.ga.us for official school cancellation information. School Messenger will also be utilized to send information via email, text, and phone.

SCHOOL HOURS: 9:00 AM - 4:00 PM

Students are expected to be at school on time. **Students are not to arrive at school before the 8:55 AM morning bell, nor linger after dismissal unless they have a specific purpose and are under the supervision of a teacher.** When students arrive at school after 9:20 AM, they must check in at the front desk with a note indicating the reason for tardiness to school.

SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, science, or technology equipment and furniture. Band instruments and other school equipment or property should be considered on loan for the period the student uses such equipment. Students who damage any school property or equipment will face disciplinary action and will be expected to make restitution.

SCHOOL STORE

The school store is open daily before first period. It is located in the hallway in front of the Media Center. It is staffed by PTSA volunteers.

SPECIAL EDUCATION

The procedures for identifying and placing students in special education classes are governed by the rules

and regulations approved by the State Department of Education. Referrals for Special Education are made through the Student Support Team (SST) process at the local school. Parents who are concerned about their child's achievement should contact the teacher. Any child who receives special education services in elementary school will have an IEP meeting to determine what services will continue in middle school.

STUDENT SUPPORT TEAM (SST)

The Student Support Team exists to help classroom teachers identify, plan, and recommend alternative instructional strategies for a student who is showing difficulty either academically or behaviorally. The team is a committee composed of counselors, teachers, administrators, and other key personnel. Parents are invited to attend SST meetings. The team will meet one or more times during the school year to review and consider all available information about an individual student. Anyone can refer a student. If parents have a question concerning the referral process, they should contact a classroom teacher.

TARDIES

Students are considered tardy after 9:20 AM. Students who accumulate excessive unexcused tardies are subject to disciplinary action.

TECHNOLOGY

Student Work Folder

Students are provided with a folder on the network. This folder may be accessed from any computer in the building and may only be accessed by the student.

Computer Use

Computer use and access is a privilege. Failure to respect the equipment and the rules may result in the loss of this privilege.

- Students are not permitted to check personal email, access chat rooms, or other forms of social media.
- Students are not permitted to download ANY items to school computers.
- Internet access is available for school research only using approved search engines.
- Students are not permitted to download and/or play unauthorized games.
- An adult supervisor is required when students are using a computer in the school.
- Food, gum, candy or drinks are not permitted in the computer labs or around any student workstations.
- Students are expected to show respect for the equipment in the labs, classrooms and Media Center.
- Students are not permitted to change any settings on the computer or the monitor.
- Students must logout of the computer to protect student work and allow others to use the computer.

Abuse of technology privileges may result in the loss of internet and/or technology access at school.

TUTORING

Morning tutoring is offered by all teachers each Wednesday at 8:15, and students must arrive prior to 8:25 in order to attend. All other days of the week, students must obtain permission from their teacher prior to that morning. Individual teachers will schedule these additional tutoring days as needed.

VISITORS TO THE SCHOOL

All visitors must report to the front office and sign-in with identification and be escorted to any area in the building. After a planned visit, you must report back to the front office to check-out. School personnel must know of your location in the building at all times.

