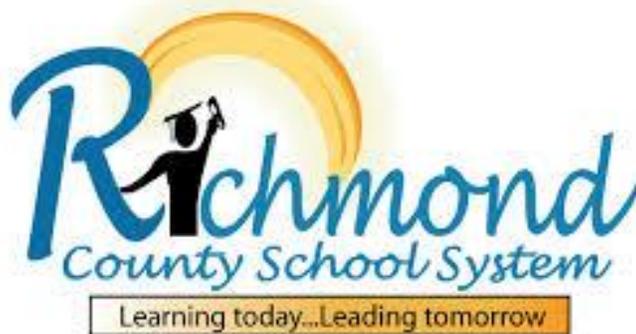


# ***Panther Nation***



***Pine Hill Middle...Walk Like a  
Panther...Respectful and Responsible***

***Student-Parent Handbook 2018-19***



**The Mission of the Richmond County School System is “Building a world-class school system through education, collaboration, and innovation.”**

**&**

**The Mission of Pine Hill Middle is to create a structured, safe learning environment which actively involves our students, their families, and community leaders.**

# Pine Hill Middle School Belief Statements

## *Middle School Students Experience Success at School When:*

- ...they have personal connections, are known well by at least one adult, and have connections to their peers.
- ...they are part of a safe, healthy, and constructive culture; and when the environment fosters the creation of the students' individual identities.
- ...they experience a rigorous and relevant curriculum that prepares them for success in high school and leaves them confident in their abilities; when the school meets them where they are and moves them forward; when academically challenging curriculum is available to all students regardless of their background; when they are provided with a curriculum that focuses on process, skills, and understanding; and when challenge and extended opportunities are provided for all students.
- ...the teachers are highly qualified, collaborative, and create personal connections with their students and their curriculum; and when the teachers value and enjoy this age group and want to be there.
- ...they progress toward mastery through true, differentiated instruction and when teachers know, recognize, and plan for each individual student's needs.
- ...the school encourages student inquiry and self-reflection/assessment.
- ...the school provides a comprehensive system of academic and social interventions.
- ...the school provides opportunities to practice/develop independence and self-advocacy.
- ...the school provides varied opportunities for extra-curricular participation.
- ...their families are involved in their academic and social development.

***Note: Our Mission/Vision/Beliefs Statements are reviewed annually (August 2018).***

**SCHOOL COLORS- GREEN AND GOLD**

**SCHOOL MASCOT- PANTHERS**

**SCHOOL MOTTO- “STANDING TALLER THAN  
THE REST”**

**2009-2010 Theme: New Beginnings..New Opportunities**

**2010-2011 Theme: Panthers Power Up!**

**2011-2012 Theme: It’s All About the Attitude!**

**2012-13 Theme: One Person Can Make a Difference**

**2013-2014 Theme: Rolling out the Red Carpet**

**2014-2015 Theme: We’re On The Same Team!**

**2015-2016 Theme: Panther Nation- Pine Hill Living RICH!**

**2016-2017 Theme: You’ve Gotta “Earn” It!**

**2017-18 Theme: Panther “Pride”**

**2018-19 Theme: Walk Like A Panther – Respectful & Responsible**

## Principal's Welcome

We are looking forward to the 2018-19 school year. As a staff, we are excited to welcome all new students to their first year at Pine Hill Middle School (PHMS) as well as invite our former students back to continue their educational progress. Pine Hill Middle is a Title I School effective 2015-16 and we look forward to this opportunity. PHMS provides many educational as well as extracurricular experiences for all students. As the principal and instructional leader of Pine Hill Middle School, my goal is to provide all students with a rewarding and challenging educational experience. As a staff we are confident that the opportunities that are provided will promote all students to grow both academically as well as socially.

Parents are encouraged to monitor the academic development of their children through accessing Infinite Campus for grade status and keeping in contact with the instructors at Pine Hill Middle. It is a must at the middle school level for parents to keep a close relationship with the school and make your presence known at different school events. Parents are encouraged to utilize both the Richmond County Board of Education and Pine Hill Middle School websites using the following internet addresses:

Richmond County School District- [www.rcboe.org](http://www.rcboe.org)

Pine Hill Middle School- <http://pinehill.rcboe.org/>

The information in this handbook has been compiled to help you become better acquainted with the policies and procedures at Pine Hill Middle. The handbook is as accurate as possible at the time of printing, but information is subject to change. If any changes are made, notices will be sent via materials at registration, notes sent home with your child, school website, or in our parent newsletter. As any guide, this handbook serves as a framework from which you should plan your activities. It is not possible to cover every situation in great detail, but it does provide the essentials

We are all members of the PHMS team and will work to make your years at Pine Hill successful, educationally challenging, and a time of social growth (building character). We are excited to have you as a student/parent at PHMS, best of luck to you-we will support and guide you in your pursuit of success. If you have any questions, the staff at Pine Hill Middle is available to serve you.

*Mr. Brian P. Hadden*  
*Principal*

# 2018-19 Richmond County Approved Calendar

## Approved Calendar for 2018-2019

	2018-2019
<i>Holiday (Independence Day)</i>	Wednesday, July 4, 2018
<i>Preplanning –</i>	Tuesday, July 31, 2018-Friday, August 3, 2018
<i>First Day of School</i>	Monday, August 6, 2018
<i>District Wide Early Release and School Based PL</i>	Wednesday, August 22, 2018
<i>Labor Day</i>	Monday, September 3, 2018
<i>Progress Reports</i>	Thursday, September 6, 2018
<i>District Wide Early Release and School Based PL</i>	Wednesday, September 19, 2018
<i>Columbus Day Holiday</i>	Monday, October 8, 2018
<i>Student Holiday</i>	Tuesday, October 9, 2018
<i>School Based Prof. Learning/Teacher Work Day/Student Holiday</i>	Tuesday, October 9, 2018
<i>End of 1st Nine Weeks</i>	Thursday, October 11, 2018
<i>Beginning of 2nd Nine Weeks</i>	Friday, October 12, 2018
<i>Elementary Early Release/Parent Conferences</i>	Wednesday, October 17, 2018- Thursday, October 18, 2018
<i>Report Cards</i>	Thursday, October 18, 2018
<i>Veteran's Day</i>	Monday, November 12, 2018
<i>Progress Reports</i>	Thursday, November 15, 2018
<i>Thanksgiving Holiday</i>	Monday, November 19, 2018-Friday, November 23, 2018
<i>End of 2nd Nine Weeks</i>	Thursday, December 20, 2018
<i>Christmas/ Winter Break (Student Holidays)</i>	Friday, December 21, 2018 – Friday January 4, 2019
<i>School Based Prof. Learning/Teacher Work Day</i>	Friday, January 4, 2019
<i>Beginning of 3rd Nine Weeks</i>	Monday, January 7, 2019
<i>Report Cards</i>	Thursday, January 10, 2019
<i>MLK Holiday</i>	Monday, January 21, 2019
<i>Progress Report</i>	Thursday, February 7, 2019
<i>District Wide Early Release and School Based PL/Student Holiday</i>	Friday, February 15, 2019
<i>President's Day Holiday</i>	Monday, February 18, 2019
<i>End of 3rd Nine Weeks</i>	Wednesday, March 13, 2019
<i>Beginning of 4th Nine Weeks</i>	Thursday, March 14, 2019
<i>District Wide Early Release and School Based PL</i>	Wednesday, March 13, 2019
<i>Elementary Early Release/Parent Conferences</i>	Wednesday, March 20, 2019-Thursday, March 21, 2019
<i>Report Cards</i>	Thursday, March 21, 2019
<i>Spring Break</i>	Monday, April 8, 2019 – Monday, April 15, 2019
<i>Easter Holiday</i>	Friday, April 19, 2019
<i>Progress Reports</i>	Thursday, April 25, 2019
<i>Exams</i>	Monday, May 20-Thursday, May 23, 2019

1/17/2018

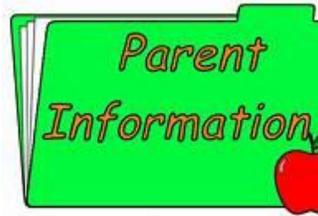
<i>Last Day of School High School</i>	High School Thursday, May 23, 2019
<i>Last Day of School Elementary/Middle School</i>	Friday, May 24, 2019
<i>Memorial Day</i>	Monday, May 27, 2019
<i>Post Planning</i>	Tuesday, May, 28, 2019-Thursday,, May 30, 2019
<i>Graduation</i>	Tuesday, May, 28, 2019-Thursday,, May 30, 2019
<i>Report Cards (Pick Up)</i>	Wednesday, May 29, 2019
<i>Report Cards (Mail Out)</i>	Thursday, May 30, 2019
<i>Total Student/Teacher Days</i>	180/190

# Complaint Resolutions

**If parents have a concern about class procedures, grades, situations, etc. at Pine Hill Middle School, parent/guardians are asked to follow the following steps:**

- ✓ **Contact the teacher by phone or email.**
- ✓ **Ask for a formal meeting to be set up with team through Pine Hill Guidance Department.**
- ✓ **Ask to speak to administration**
- ✓ **Set up formal meeting with administration and the team by calling Administrative Secretary, Ms. Thomas**





## Parent's Right to Know

Under the Title I law, the No Child Left Behind Act of 2002, parents have the right to request information regarding:

1. The professional qualifications of their child's teacher, including state certification and degrees held.
2. If your child is served by a paraprofessional, you may request his or her qualifications as well.
3. A teacher is teaching out of field or if their child is being taught by a substitute for more than twenty (20) consecutive days.
4. Parents have the right to request information regarding their child's performance on academic achievement tests. You may obtain this information by contacting your school principal and scheduling a meeting



## **Information Relating to Instruction**

### **Instruction in the Middle School**

- An effective program is broad in scope; provides for a wide range of rate, timing, and potential for learning through a balanced program of experiences; and places emphasis on the development of skills and concepts and the assimilation of facts that establish the basis for understanding.
- The middle school program shall provide meaningful learning experiences in
  - a. Language Arts
  - b. Mathematics
  - c. Social Studies
  - d. Science
  - e. Health
  - f. Physical Education
  - g. Connections
- The middle grades program shall be organized to allow for:
  - a. Flexible use of instructional time and space.
  - b. A variety of exploratory experiences.
  - c. A broad offering of intramural activities.
  - d. Opportunities to facilitate transition from the elementary school to the high school.
  - e. Teaming concepts.
  - f. Use of all school resources in solving individual school programs.

### **Academic Teams**

Pine Hill Middle is a large school with more than 600 students. To help students share more personal learning and social experiences, there are interdisciplinary teams at each grade level. There are two academic teams at each grade level.

Time is set aside every week for teachers on each team to prepare lessons and/or meet together to discuss their students and the program. Appointments may be arranged through each individual teacher by phoning the school at 706-592-3730 and ask for guidance department. As of the printing of this handbook, the following teams are in place.

*Note: It is the policy of PHMS to only hire high quality teachers and all teachers are highly qualified in their content areas at Pine Hill Middle. Parent requests for specific teachers must be reviewed by administration, but may not be approved.*

### Proposed Academic Teams for 2018-19

<b>Team</b>	<b>ELA</b>	<b>Math</b>	<b>Science</b>	<b>Social Studies</b>
6A	Robinson-Bass	Parsons	Parsons	Robinson-Bass
6B	Williams	VACANT	Brouse	Ladow
7A	Smalls	Holmes	Dukes	Perez-Majors
7B	Lee	Huynh	Roberson	All teach Social Studies to Homeroom
8A	Whitfield	Myles	Ito	All teach Social Studies to Homeroom
8B	Bohannon	Huynh	Lampkin	Mullis

*Note: Due to scheduling needs, some students may have schedules that includes classes on both teams.*

### Academic Team Trips

Academic teams may plan field trips. These trips are designed to be instructional field trips based on Georgia Teaching Standards. In addition, trips may be designed to recognize good behavior, build team spirit, and improve students' social skills. Students choosing not to follow school/class rules can be required to have a parent chaperone attend the field trip or a consensus between teacher/parent concerning the denial of the trip with an alternate assignment.

### Connections

All students at Pine Hill Middle School will take courses in Connections. The classes offered for the 2018-19 academic year are:

- Visual Arts
- Math Remediation
- Business and Consumer Science
- Band
- Chorus
- Spanish

## Physical Education

Physical Education is required by Georgia State School Standards for all boys and girls in Georgia schools. If the family physician advises against taking part in physical education, it is necessary that a written excuse from the physician be presented to the school's office and the physical education teacher.

The following guidelines apply to physical education:

- All students are required to dress appropriately for physical education activities.
- During cold weather, students should have on hand a change of warm clothing for participation in outdoor activities. A warm-up or jogging suit is recommended.
- All physical education clothing should be marked with the student's name.
- All injuries must be reported to the teacher at once.
- All lost and found articles are to be turned in to the teacher.
- Securing personal items is the responsibility of each student. Lockers are available for student use each day during physical education. **Students should not put clothes in an unlocked locker.**
- **Students are responsible for the purchase and upkeep of a lock.** Once a student purchases a lock, he/she should not share the locker nor lock combination with others. Students are responsible for seeing that locks are properly secured before leaving physical education class.
- The school is not responsible for any lost or stolen articles of equipment.
- If a student wears glasses, the student should provide adequate protection. No insurance for broken glasses is available.

## Homework

Students will be assigned homework consistently Monday through Thursday. Homework will be an extension or practice of the work that is being taught in the classroom. It will be checked and returned to the student. Homework given on the weekend is at the teacher's discretion. The following reflects the amount of homework that should be assigned:

Grades 4-6     30-60 minutes

Grades 7-8     30-90 minutes

You will receive the Richmond County Homework Position Statement at registration. Homework is basic to our educational system. It is unusual for a child not to have homework and impossible for him/her not to need homework. There are several reasons for this homework:

- To provide extra practice on learned skills.

- To provide further learning in areas covered in the classroom.
- To provide an opportunity for students to learn good work habits.
- To provide opportunity for growth in responsibility.
- To provide you with an opportunity to see what your child is studying and how well s/he is doing.
- To provide extra practice in reading.

**Knowing what the homework is, completing it, and bring it in is the student's responsibility**, but helping your child with his/her homework can be a pleasurable, worthwhile experience for both of you. It's an opportunity to get to know your child better and to become better attuned to his/her world. We think learning is important and that learning should continue after school hours. The daily homework in no way is to be viewed as punishment, but rather as a way for encouraging and extending learning.

### Report Card Grading System

Richmond County Middle Schools operate on a nine-week reporting system. The parent copy should be kept at home and the jacket should be signed and returned to the school on the following day. Test papers and other significant work by students will be sent home regularly. Teachers should communicate their procedures in their class syllabus. Parents are encouraged to study the report card carefully and to schedule conferences with teachers to discuss the child's progress or lack of progress. The report card and daily papers are the means by which we inform you of your child's progress in school. **If you are not receiving regular communication check with your child's teacher to find out why! If you do not receive a returned phone call within 24 hours, please call or e-mail ([haddebr@boe.richmond.k12.ga.us](mailto:haddebr@boe.richmond.k12.ga.us)) the school.** A system of numerical grades is used in the middle school. Numerical grades can be converted to letter grades according to the following scale:

A -- 90-100

B -- 80-89

C -- 75-79

D -- 70-74

F—69 and Below

Grades that are not recorded numerically are noted as one of the following: E (excellent), S (Satisfactory), and U (unsatisfactory). *PHMS Grading Policy can be viewed in Appendix. Alternate grading policies have to be submitted by teachers to administration for approval and posted on their teacher webpage.*

## Progress Reports

### (Mid-Nine Weeks)

The mid-nine weeks progress report is designed to give parents general feedback on their child's progress at a point in the grading period when additional assistance can be provided if needed. Progress reports will be sent home during the fourth week of each grading period.

**Parents need to schedule conferences by calling guidance if students are not meeting course expectations.**

## Report Cards

Report cards are issued at the end of each nine-week period. The report card jacket should be signed and returned to the child's homeroom teacher. Please mark if a conference is needed and call the guidance department to set up an appointment. Conferences are scheduled through guidance during teacher planning times. If an afternoon appointment is needed, please contact the homeroom teacher directly.

## Required Testing

Grade 6	COGAT & Georgia Milestone
Grade 7	Georgia Milestone
Grade 8	Georgia Milestone

## Make-up Work

A student who is absent from classes for legal reasons or suspension is responsible for all work missed. **Teachers are not mandated to give make-up work for suspensions, but PHMS faculty does this as a courtesy to the parents/students.** The student's responsibility is to keep up so that he/she may be tested at any time. Don't wait for the teacher to approach you for make-up work. This is your responsibility! Make-up work is given only to those students who have legal absences and bring a written excuse from the parent/guardian on the day returning to school following the legal absence.

Giving make-up work/tests during the regular class periods cannot be justified. The student is to arrange with the teacher an agreeable time for make-up work and report to the teacher at the designated time and place. If the student fails to report, no further opportunity to take the test is justified and a zero may be given. All make-up work should be completed within five school days after returning to school. Teacher approval is required if more time to complete the work is needed.

## Home Reinforcement

A student's attitude about school is often learned at home. Let your child know that you think school is important. Help him/her unpack the book bag. Look for teacher notes or information flyers. Ask him/her if there is work to complete.

Ask your child about their day: what s/he is studying in science, what s/he likes best about the school day, the most surprising thing s/he has learned in class lately. Talk about your school days or something new you have learned. Help your child to look at school tasks as challenges. Reinforce the idea that learning is fun and should be a life-long, enjoyable endeavor. Do not be afraid to be a disciplinarian when necessary. Children need family standards and restrictions that are consistent and fair.

Children will improve their study habits by observing the following:

1. Be sure you understand each assignment.
2. Form the habit of using a certain time and place for study.
3. Study conditions should include good lighting, ventilation, and quiet time.
4. Have necessary materials at hand.
5. Try to develop the skill of working independently.
6. Spend enough but not too much time on each subject.
7. Place completed homework in book bags and return it the next day when it is due.

## Classroom Supplies

Supplies and textbooks should be brought to class each day. **Students are required to have class materials such as pencils, paper, books, pens, agendas, and other items teachers may require daily for instructional purposes.** Each academic team will send home a course syllabus with recommended school supplies on the first day of school. If you have any questions about the supply list, please notify the teachers immediately.

## Textbooks

**Textbooks are on loan** and are issued free of charge by the school district. Children and parents are held responsible for their proper care and use. They are to be covered as soon as possible and remain covered the entire school year. **Lost books must be paid for before another**

**textbook can be issued.** Restitution must be made prior to withdrawal or records cannot be sent to the new school. Refunds will be made if the book is found at a later date. The care of books is one of the most important responsibilities that a child has the opportunity to learn in school. **If you need a textbook price, please call the media specialist for that information. In addition, students are provided a form when books are issued for parents to indicate damages observed. The form is on duplicate paper and this allows the parent to maintain one copy and it is very important that this form is returned.**

**Each classroom has 24 cubbies located in the room used to store books. Students do not have individual “cubbies” in the classroom. Therefore, leaving textbooks and other materials in the cubby is NOT recommended. There is no way to secure the cubbies.** When textbooks are turned in at the end of the year, the same book issued by number must be returned to the media center in order to get credit.

### **Parent Conferences**

The parent is a recognized and needed member of the educational team at Pine Hill Middle. Every teacher at the school has a 90-minute planning period each day. We utilize this time to do professional development, plan lessons, and meet with parents. All conferences at Pine Hill Middle are team conferences, which means the parents will have an opportunity to sit with all of their child’s academic teachers. Parents, teachers, counselors, and/or administrators may request parent conferences. Periodic conferences are encouraged. Parents need to contact the school’s guidance department to set up a conference with the team. Conferences are held each Thursday during team planning times (listed in front of this handbook). In addition, we do book additional conference days the week after each progress report/report card to accommodate more parents. If an appointment is needed outside this time, please contact the homeroom teacher directly.

### **Passes**

When leaving a classroom, students must have a PASS and or Agenda (preferably agenda) signed by the teacher showing permission to be out of class. The PASS is also to be signed by the person in charge of the room to which the student is going. **If students are caught in hallway without a pass, a report will be done to administration. It will be determined if the student left assigned area (cut) or if teacher was negligent in following policy.**

**NO STUDENTS IN HALLWAY AFTER 3:30 P.M. unless called by front office.**

## Promotion Information

### **Subject Requirement:**

To meet promotion requirements, students in grades 6-8 must:

- a. Obtain a passing grade in mathematics and language arts
- b. Obtain a passing grade in science or social studies.
- c. Obtain a passing average in connections/physical education.

AND

All 8<sup>th</sup> Grade students must pass Mathematics and Reading on the Georgia Milestone

A student shall be promoted when, in the professional judgment of the teacher(s), principal, and other professional school staff, he/she has successfully met the identified instructional standards based on the Georgia Performance Standard (K-8), and local curriculum. **Richmond County does offer an on-line remediation/enrichment program for students needing additional assistance in Math and Reading. Students that did not meet promotion policy can attend summer school.**

### **Special Note to 8<sup>th</sup> Graders:**

**8<sup>th</sup> Grade students must pass Reading and Math on the Georgia Milestones End of Grade Assessment in order to be promoted to high school. It is strongly encouraged that students stay focused and do well in all areas. Georgia Milestone scores are used for placement in various courses. It is our goal to have all students high school ready at Pine Hill. We have a close relationship with Cross Creek and our 8<sup>th</sup> Graders will have several opportunities to meet with CCHS Administration and Staff throughout the school year. We pride ourselves in a smooth transition to high school!**

## Student Support Team/RTI

The Student Support Team is a team designed to examine student's needs and current testing data. Each team is composed of an administrator, classroom teacher, requesting teacher, special education teacher, and a counselor. Auxiliary personnel may include the school psychologist, any special education resource personnel, school social worker, nurse, or central office personnel. Parental involvement is a critical part of the SST process.

Any student, parent, teacher, or administrator can request for services from the SST team. Typical responses to requests may identify needs for behavior improvement techniques, learning styles assessment, developmental or achievement evaluation, curriculum modifications, or the need for better home-school communication and coordination. Any student who experiences

difficulties is eligible for the RTI process. The RTI process is not a special education service. Additional information about Pine Hill Middle's RTI Team may be obtained by contacting the administration at the school.

For further information, contact **Miranda Johnson** (Assistant Principal) with additional questions.

### **Gifted Program**

Richmond County provides programs for all qualifying students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia State Department of Education.

Students may qualify on mental abilities and achievement or on three of four components, which include mental abilities, academic achievement, creativity, and motivation or mental abilities alone for grades K-2.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals, or counselors may refer students. Referrals are solicited in May for August and in November for January testing. Parents of students referred are notified of test dates two or more weeks in advance by Gifted Program personnel.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia State Department of Education eligibility. Gifted program personnel will evaluate those who do not have the required eligibility documentation.

For further information, contact **Miranda Johnson** (Assistant Principal) with additional questions.

## **Information Relating to Student Activities**

### **Assemblies**

Assemblies are held periodically during the school year. All school-sponsored programs are under the direction and supervision of the teachers and the administration. Students are expected to enter and exit assemblies in a quiet, orderly manner and to sit in assigned areas. Wild applause, whistling, and/or booing are not acceptable or approved expressions for assembly program. Students who behave inappropriately in assembly programs will be removed from the assembly area. Students may be pulled from assembly to complete academic work not finished during class time. Extra events are privileges that are EARNED.

### Clubs and Organizations

Pine Hill Middle School offers a variety of student organizations and clubs designed to allow students to discover, improve, and enhance their interests and capabilities. Students may select one or more based on individual interest. Informational letters will be sent home by each club/activity sponsor early in August. The following student organizations are in place at Pine Hill Middle School currently:

<b>Club/Organization</b>	<b>Contact Person and/or Area:</b>
NAC (Nutrition Advisory Council)	S. Ladow
Student Council	K. Holmes
IGNITE	Vacant
Science Bowl	N. Brouse
Media Club/PHMS Morning Show	C. Nimmons
Yearbook Staff	R. Freeman
Junior Beta Club	K. Davis
Math Club	S. Myles
Cheerleading	S. Myles
SPORTS	PHMS Athletic Director (AD)- D. Young
4-H Club	M. Winkler

We do hold **monthly club days** where students take part in additional activities. These monthly activities allow students who have transportation issues to participate in some extracurricular activities at Pine Hill Middle.

### Intramural Program

All students are encouraged to participate in the intramural program held during the regular scheduled PE classes. Intramurals consist of various types of sports and games to meet the interests of our students.

### Interscholastic Sports/Activities

As a Panther, students are encouraged to become actively involved in as many activities as possible. A strong effort is made by the school staff to schedule practices and events to avoid schedule conflicts. Therefore, students are limited in participation only by their own interest and energy. Panthers may involve themselves in all school sports, band, chorus, drama, student council, media club, NAC club, and orchestra. We also encourage our students to voice their opinions for clubs they desire at Pine Hill Middle that we may not offer at this time.

In order to participate, students must be in good academic standing. In addition, students attending Pine Hill Middle on a “zone exemption” are not eligible to play sports their first year at Pine Hill per RCBOE guidelines. **When we have questions about eligibility or a parent makes a request to verify zones, incidents are referred to the Richmond County Board of Education for final approval.**

In addition, students must make arrangements for rides prior to coming to school for afternoon activities. Students who have not made prior arrangements will be told to go home on the bus (normal routine).

### **Physicals**

Students trying out for or participating in athletics are required to have an annual physical. Students cannot try-out if a physical is not in place!

### **Parent Teacher Association (PTSA)**

The parents and teachers at Pine Hill Middle School operate this organization jointly. PTSA meetings will be held throughout the school year (minimum of four meetings per school year). Each meeting will consist of a business portion followed by a school program. The following individuals have made a one year commitment to Pine Hill Middle for the upcoming school year.

#### **2017-18 PTSA Officers**

Vacant	President
Vacant	Vice-President
<i>Vacant</i>	Secretary
Vacant	Treasurer
<i>Vacant</i>	Fundraising Chair
Vacant	Membership Chair

*Vacant posts will be filled before the September 2018 PTA Meeting*

### **School Council**

The Pine Hill Middle Council serves in an advisory capacity. The meetings are held in the Media Center at 4:30 p.m. and are open to the public. The meetings for the 2018-19 Academic year are posted on the school website each August. The meetings are generally held in September, December, February, and May. If you would like to be a business representative or parent member of our PHMS School Council, please contact Brian Hadden (Principal) in early August.



### **Honor's Day Programs**

All Honors' Day programs are held in the month of May. Invitations are sent home two weeks prior to the event. All parents/students are encouraged to attend. Students receiving special recognitions will have special invitations denoting that they will be recognized by their teachers.

Students receive recognition in the following areas:

1. Highest GPA in core academic and connections classes.
2. Honor Roll
3. Outstanding Citizenship
4. Most Improved
5. Perfect Attendance
6. Club/Activities

A separate Sports Banquet is held annually, each May, to celebrate athletic accomplishments. Parents of athletes are encouraged to participate in fundraisers to off-set the cost of tickets for banquet, which is held off-campus.

### **School Sponsored Activities**

**All school sponsored activities are held from 4:00 – 5:30 p.m. unless otherwise announced.** Students are under the direct supervision of the teachers and administration. Parents are always encouraged to chaperone activities. Appropriate behavior must be maintained at all times. The activities are just for Pine Hill students and students are not permitted to leave the designated areas unless a parent comes inside to get them. All students should be picked up promptly at the end of each activity.

### **Visitor's Policy**

Pine Hill welcomes parents to our school. We encourage you to learn about the school and what we teach so that you will realize the positive influence PINE HILL MIDDLE has on your children, the leaders of our future. Since we wish to neither jeopardize the safety of any student nor to make anyone feel unwelcome at PHMS, we recommend the following guidelines in observing class:

1. To avoid confusion, please pre-arrange your visit with the office at 706-592-3730.
2. All visitors should report to the office upon entering the building to sign in and receive a visitor's badge.

3. To minimize interruptions to the educational process, a staff member may escort visitors to the child's classroom at the beginning of a period.
4. Classroom visits may be denied if the students are involved in testing.
5. Classroom observations cannot be viewed as times for discussing a student's progress. We encourage parents to arrange conferences with teams for another time.
6. **Teachers are mandated by administration NOT to engage in a conference during instructional time. If a parent attempts to conference in classroom (or doorway), teachers are requested to politely remind parents that they cannot conference at this time.**

If you wish to visit the campus, contact the main office at 706-592-3730 for an appointment and/or orientation information. ALL visitors must check in at the main office upon entering the building.

#### Parent Volunteers

The administration and teaching staff encourage parents to become parent volunteers. Parent volunteers must complete training and complete a form authorizing a background check. Pine Hill Middle does offer a parent training class annually. If this training is missed, other sites in Richmond County do offer trainings and your volunteer status is valid at all schools in Richmond County (**Contact: Cassandra Rogers and Samantha Thomas**)

### Information Relating to Student Services

#### Breakfast

Breakfast is served daily from 8:30–8:45 a.m. for car riders and bus riders are fed as they arrive daily. Walkers or those brought by parents must be in the lunchroom by 8:30 a.m. Only students that are brought to school on late buses will be served breakfast after 8:45 a.m. Students not eating breakfast will report to designated area if arriving before 8:45 a.m. and reporting to class after 8:45 a.m. Only breakfast eaters will be admitted in the cafeteria area.

#### Lunch

Students are provided a FREE lunch daily. Extra items can be purchased when available. All lunches, whether purchased at school or brought from home, must be eaten in the lunchroom area. **Items from fast food restaurants are not to be delivered to school for student consumption at lunchtime.** Any commercially prepared meals, must be removed from the original wrapping if brought from home, if they are eaten at school. No soft drink containers are allowed.

Students should always

- Maintain order while in the serving lines.
- Maintain appropriate behavior during the breakfast and lunch periods.
- Sit in chairs only, not on tabletops
- Dispose of all food and debris before leaving the lunch area.
- Remain in the assigned areas during the breakfast and lunch periods.
- Carry trays to the appropriate window for disposal

- Keep appropriate levels of conversation.
- Students are not permitted to have fast food delivered/brought to school.

### **Absences/Tardies**

Students are expected to arrive at school on time and stay a full academic day. Pine Hill Middle School follows the RCBOE Attendance Protocol. Students in violation will be referred to school social worker, DFACS, and court system if needed. Tardies will be closely monitored in addition to absences. **It is important to realize that tardies are given when students arrive LATE or leave EARLY.**

**Note: When students are absent or tardy, learning opportunities are LOST. Be mindful of picking up students unnecessarily or allowing them to stay home with minor ailments. As parents, you should realize that this habit fosters poor work habits that will exist as these students enter adulthood (and the workforce).**

### **Supervision of Students Before and After School**

There is no supervision outside before 8:30 a.m. daily and after the buses leave each afternoon. Students should not be dropped off prior to 8:30 a.m. and should be picked up no later than 4:15 p.m. in the afternoon. Failure to comply will initially result in written notification, but can escalate to a social worker referral.

Parents should refrain from picking up students the last thirty minutes of the day unless it is an absolute emergency. Early pick-ups are counted as tardy. The RCBOE Attendance Protocol will be followed on excessive absences. In addition, students that attend Pine Hill on a “zone exception” may be returned to zoned school based on attendance issues.

### **Bus Changes**

Students are not allowed to ride buses in which they are not assigned. Bus drivers will not permit unauthorized students on their bus without written notification from the principal. We do not grant permission to change buses unless it is a documented emergency and a written parent note is submitted. **It is our policy not to grant bus changes related to personal issues such as “spending the night with a friend” or other non-emergencies. Bus capacity is determined by the calculated numbers of students living within a zone. PHMS will not overload buses with non-zoned students.**

### **Clean Campus**

Take pride in your campus. The appearance of our school is important to all of us. It is the responsibility of each student to keep the campus clean.

### **Restrooms**

Restrooms are to be used for their intended purpose. Students may not loiter in or around restrooms. Students must be with their class or on an individual pass to enter the restroom. Vandalism to restrooms will be cause for disciplinary action. Incidents of destruction to school property may prompt a tribunal hearing and possible criminal charges.

### **Dress and Grooming**

Pine Hill Middle School follows the Richmond County Dress & Grooming Policy. We encourage parents to read the policy with students. In general, the following policies seem to be violated most frequently-

1. No extreme hair styles/colors
2. No leggings.....unless covered with appropriate length shirt/dress (to knee)
3. No tank tops or midriff tops. Girls should not show cleavage.

The students dress will reflect good taste and a style deemed appropriate by school personnel. When students are out of dress code, they will receive written notification and parent will be called. Parents are asked to bring appropriate clothes to school or student will be placed in In-School Suspension. The administration may allow students to remain in class if clothing is not an extreme violation, but documentation is still followed according to policy.

The following consequences will be given according to the Richmond County Board of Education Code of Conduct:

1 <sup>st</sup> Offense	Warning/Teacher-level
2 <sup>nd</sup> Offense	Detention/Teacher-level
3 <sup>rd</sup> Offense	1 Day ISS/Office-level
4 <sup>th</sup> Offense	3 Days ISS/Office-level
5 <sup>th</sup> Offense	3 Days OSS/Office-level

### **Inclement Weather**

In case of inclement weather, parents should check Richmond County Board of Education website ([www.rcboe.org](http://www.rcboe.org)) and follow directives on local news stations.

### Leaving School during the Day

Students may have appointments that they are unable to schedule outside of the school day and need to leave school during the day. Parents should send a note to identify the type of appointment and the pick-up time for student. Students will be called from the classroom as parent/guardian arrives. We do not pull students out earlier because instructional time is lost if parent/guardian is delayed. **Students leaving early do accumulate tardies that will add up to days absent.**

### Care of School Materials & Equipment

A variety of school-owned materials & equipment will be provided for student use, including textbooks and P.E. lockers. It is the student's responsibility to care for these materials and maintain them in good condition. This includes all library materials, checked out according to the library policies and returned in good condition on or before the due date.

If school materials or equipment are lost, stolen, damaged, or destroyed beyond the anticipated normal wear and tear, students will be held responsible to pay for the repair or cost of replacement. Examples of undue damage to books may include but are not limited to: torn or water damaged pages, covers not attached, markings or writing that cannot be removed. Fees will be assessed through the office and teacher.



### TELEPHONES AND MESSAGES

During the school day a phone is available in the office for calls that are deemed as being of high importance. **Students must gain authorization from the office staff to place their call.** There is a two-minute time limit for student calls. If a parent or other responsible adult calls to talk to a student, the office will take a message and notify the student. Students will only be allowed to talk with a parent directly if there is an emergency.

School District students are not permitted to display, activate, or use cellular telephones, pagers or other portable electronic devices (including PDA, handheld computers, and laptop computers, MP3 or CD players or any other electronic device) **at any time during normal school hours** including outdoor or off-campus activities



### Electronic Devices

Richmond County students are not permitted to display, use, or be in possession of any electronic devices at any time on school property or during school- related activities for non-instructional reasons. These electronic devices will be confiscated and RCBOE policy will be followed strictly in respect to return and school discipline consequences. PHMS enforces the following consequences in addition to RCBOE confiscation guidelines. ***The Bring Your Own Technology (BYOT) policy is very detailed and explains the instructional purpose of technology.*** This policy is outlined on our website and a written copy will be provided (please review).

1<sup>st</sup> Offense- Phone held in the office until the end of the day, at which time, a parent will be allowed to retrieve the phone

2<sup>nd</sup> Offense- Phone held in office, parent retrieval, 1 day ISS

3<sup>rd</sup> Offense- Phone held in office, parent retrieval, 3 days ISS



### Guidance Services

**The PHMS Counseling Department** provides both academic and personal counseling for students in grades six through eight. Our counselor has an open-door policy for students, parents, and teachers. The department works in partnership with outside agencies to provide needed support to our students and/or parents. Students may be referred for guidance counseling by other students, parents, and teachers. For students who are in need of more in depth counseling, the counselor can provide recommendations and community referrals to the parent of the student as needed.

The **Pine Hill Counselor** is available to all students. The guidance counselor provides the following services:

- Individual counseling
- Classroom counseling
- Group counseling
- Academic advisement and planning
- Career exploration
- Liaison between school, family, and community
- Consultant and resource person
- Orientation

### **Withdrawal from School**

If students are moving and will no longer be attending PHMS, parents are asked to call our guidance department a few days before their last day at Pine Hill Middle. **We need a 24 hour window to get all the appropriate paperwork completed.** The counselor will help the student complete the paperwork necessary to permit the withdrawal process. Parents should contact the school office as soon as it is known that a student will be withdrawing from school.

### **STUDENT VISITORS**

All visitors are required to report to the main office upon entering Pine Hill Middle School to obtain a visitor's badge. The badge is to be worn by the visitor at all times while visiting PHMS. There are no student visitors allowed during normal school hours.

### **Media Center**

The media center is open daily during the entire school day for use by students and faculty. Students must have a pass to enter the media center and have a PURPOSE. Students will be given an orientation to the Pine Hill Media Center and begin checking out promptly at the beginning of the school term. Fines and overdue notices are given to students by homeroom teachers on a regular basis.

### **Medications**

If it is necessary for the student to take any type of medication during school hours, it must be sent in the original prescription bottle with the dose amount and time clearly indicated on the package. The medication must be given to the nurse for storage in the clinic. The nurse will dispense it at the appropriate time. Students must provide their own aspirin or Tylenol with a note from the parent. The medications and note will be kept on file in the clinic. A permission slip for dispensing medication must be renewed each school year. Medication cannot be sent home on the bus. Please contact the school nurse if you have any questions about your child's medication needs while at school.

### **School Dances/Activities**

Only PINE HILL MIDDLE SCHOOL students are allowed to attend school dances and other school functions. The school administrators do hold the right to revoke attendance privileges due to school misbehavior.

### Lost and Found

Students must assume sole responsibility for loss or damage to any personal property left in classrooms, PE lockers, or on campus. Pine Hill Middle school does try to protect personal possessions, but it is not responsible for them. Check the lost and found located in the rear of the cafeteria. If belongings are not recovered, advise the front office. The best way to assure items are returned is to have your name in permanent ink on all articles of clothing, notebooks, and other personal property. If you find something that does not belong to you, please turn it in. If you keep something you find it is considered stolen. Students who have witnessed a theft or know a student is in possession of someone else's belongings should inform a teacher, counselor, or an administrator.

### Special Occasions

We all enjoy celebrating special occasions such as birthdays. However, sending flowers, cakes, balloon bouquets, or other gifts to the students during school hours disrupts instruction. Therefore, parents and students are asked to refrain from such deliveries. If cupcakes are provided, it has to be approved in advance by teacher and only during lunch period. In reality, these are events that normally would occur on an elementary campus and therefore we ask parents to handle these celebrations off-campus. If such deliveries occur, they will not be accepted. The school buses do not allow these items on the buses to or from school.

### In-School Suspension (ISS)

Some instances of serious rule infractions may result in students being assigned ISS. The ISS program at Pine Hill Middle is an alternative to home suspension. The ISS program is staffed by a certified teacher. In addition, students have access to their instructors who monitor the progress of the students daily. Students in ISS receive assignments that are the same or an equivalent to those being completed in their classes. When students are assigned to ISS, students will receive a copy of ISS rules and procedures. Please review the rules with your child to ensure that rules are followed correctly and students can be successful.

### Home Suspension (OSS)

For infractions of the rules, disruptions, disobedience, or failing to carry our previously assigned punishment-students may be suspended home up to 10 days. While suspended at home, the student will be counted as absent (unexcused) from school.

**Students assigned to OSS or ISS, cannot take part in extracurricular activities and attend any after-school functions.**

## Bus Suspension

Riding a school bus is a privilege-it is not a required service. Bus Suspension is a reasonable and often necessary discipline action. Bus privileges can be suspended either temporarily or permanently. The students at Pine Hill Middle must follow all rules outlined in the RCBOE Code of Conduct for bus behavior. The consequences for bus misbehavior is outlined in the chart below-

Offense Number	Consequences
1	Written Warning/Take Home To Parent
2	1 day Bus Suspension
3	3 day Bus Suspension
4	5 day Bus Suspension
5	2 weeks Bus Suspension/Parent Conference Optional
6	1 Month Bus Suspension/Parent Conference Mandatory
7	Removal from Bus
Serious Offenses/Fights	3-10 days Suspension Off Bus dependent on evidence/circumstances

*\*Most RCBOE buses have cameras available for administrators to pull bus footage related to bus misbehavior.*

## Sports Teams

Pine Hill Middle School is very fortunate to have competitive sports teams. Transportation after practice is not provided. Students must meet the county eligibility requirements and must have a current physical on file. Students attending on “zone exceptions” are not eligible for sports their first year at Pine Hill Middle. **Questions about eligibility are referred to the administration and the RCBOE office if needed. We do not purposefully play anyone out of zone because this would jeopardize our season.** Pine Hill Middle does have an annual sports banquet in May and students are recognized that **complete** the season in their designated sports.

**Walk Like a Panther™**

<b>Proud Staff and Great Students</b>	<b>Heroes Who <u>Respect</u> Others and Property</b>	<b>Mastering Safe and <u>Responsible</u> Choices</b>	<b>Soaring to Great Heights</b>
<b>School Wide Areas</b>	<ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Keep hands and feet to yourself</li> <li>* Stay on paved walkways</li> <li>* Stand for the flag salute</li> <li>* Address school staff and visitors respectfully.</li> </ul>	<ul style="list-style-type: none"> <li>* Report behavior that is unsafe or irresponsible</li> <li>* Follow dress code and CSC guidelines</li> <li>* Remain in designated area during school activities</li> </ul>	<ul style="list-style-type: none"> <li>* Be courteous to others</li> <li>* Attend school everyday</li> <li>* Treat all school property with respect</li> </ul>
<b>Learning Areas &amp; Computer Labs</b>	<ul style="list-style-type: none"> <li>* Enter classes respectfully</li> <li>* Keep hands and feet to yourself</li> <li>* Use appropriate language and volume</li> <li>* Respect the property of others</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions of adults</li> <li>* Ask staff for help when needed</li> <li>* Be on time, seated and prepared for class</li> </ul>	<ul style="list-style-type: none"> <li>* Work Hard and do your best</li> <li>* Set a good example for others</li> <li>* Come to school prepared to learn and be a team player</li> <li>* Cooperate with others to enhance learning</li> <li>* Come to school everyday</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>* Use appropriate language and volume</li> <li>* Be respectful to others</li> <li>* Keep food and drink in Cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>* Stay to the right -allow for traffic flow</li> <li>* Keep hands and feet to yourself</li> <li>* Carry a hall pass when not with the group</li> </ul>	<ul style="list-style-type: none"> <li>* Exit the building by 2:45 unless you are involved in a supervised activity</li> <li>* Use wait time to take care of personal needs and to prepare for class.</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>* Keep area trash free</li> <li>* Keep your lunch area clean</li> <li>* Sit properly at the lunch tables</li> <li>* Keep food and drinks in cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>* Stay seated until dismissed (breakfast &amp; lunch)</li> <li>* Sit with your class</li> <li>* Use appropriate language and voice levels when lining up in hallway</li> <li>* Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>* Keep personal belongings in classroom during lunch</li> <li>* use appropriate meal time Etiquette</li> <li>* Leave bathroom in good order after usage on purple hallway</li> </ul>
<b>Emergency Drills &amp; Events</b>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* Keep hands and feet to yourself</li> <li>* Remain quiet the entire time</li> </ul>	<ul style="list-style-type: none"> <li>* Face forward, straight line &amp; quiet</li> <li>* Stay with teacher during emergency drills &amp; events</li> </ul>	<ul style="list-style-type: none"> <li>* Work together for successful evacuation</li> <li>* Act as if alarms are real emergencies</li> </ul>
<b>Paw Central</b>	<ul style="list-style-type: none"> <li>* Keep food, drink and gum out of the circle</li> <li>* Keep hands and feet to yourself</li> <li>* Follow all teacher directions</li> </ul>	<ul style="list-style-type: none"> <li>* No talking while circling PAW Central</li> <li>* Follow the appropriate traffic pattern</li> </ul>	<ul style="list-style-type: none"> <li>* Be courteous to other groups</li> <li>* Take care of yourself</li> <li>* Follow directions the first time</li> </ul>
<b>Drop off/Pick up</b>	<ul style="list-style-type: none"> <li>* Walk only in designated areas</li> <li>* Follow directions of crossing guard</li> </ul>	<ul style="list-style-type: none"> <li>* Use sidewalks and crosswalks instead of between vehicles</li> <li>* Once on school grounds stay on school grounds</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time to school</li> <li>* Exit building after class or supervised activity</li> <li>* Arrange rides ahead of time</li> </ul>
<b>Buses</b>	<ul style="list-style-type: none"> <li>* Follow directions of bus drivers and RCBOE</li> <li>* Use appropriate language &amp; volume on</li> </ul>	<ul style="list-style-type: none"> <li>* Remain behind line until bus door is opened</li> <li>* Follow all bus safety rules</li> </ul>	<ul style="list-style-type: none"> <li>* Board bus promptly</li> <li>* Work together for successful loading and departure.</li> </ul>
<b>Media</b>	<ul style="list-style-type: none"> <li>* Enter Media Center respectfully</li> <li>* Use appropriate language and volume</li> <li>* Handle all materials /technology carefully</li> </ul>	<ul style="list-style-type: none"> <li>* Follow all adult directions</li> <li>* Ask staff for help when needed</li> <li>* Be prepared for all planned activities</li> <li>* Use appropriate language &amp; volume</li> </ul>	<ul style="list-style-type: none"> <li>* Treat school property with Respect</li> <li>* Cooperate with others to enhance learning</li> <li>* Be courteous to others</li> </ul>

Assemblies/Sports/Special Events	*Use appropriate language & volume *Be a respectful participant at all events	*Follow entry and dismissal directions *Report to activities/events on time	*Be a positive example for others * Demonstrate School Pride and good sportsmanship
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## Implementation Plan

Each classroom teacher is expected to teach the behavior expectations for all settings in the school. This implementation plan should take place during the first week of school, after holidays and Teachers should follow the school-wide matrix when addressing behaviors in each of the areas. The Advisor/Advisee period will be crucial in the implementation of De-Escalation Implementation.

The critical areas identified by the Student Assistance Team are Hallway, Restroom, Cafeteria and Classroom. There are lesson plans in the “**Resource**” section that address some of these areas. Individual teachers should feel free to come up with their own plan for teaching their expectations in the classroom. .

### **Consistency**

This one word is the key to the successful implementation of the Positive De-Escalation Model. The plan at Pine Hill Middle was developed by the Discipline Committee 2009-2010. This is not a plan placed on us by an outside force. This is our plan.

### **Patience**

The Positive De-Escalation Model has been proven to work, but it takes time. This is not an instant fix. We will see some immediate results, but we should not get discouraged if some of the students do not respond immediately. We all need to remain consistent with our expectations and specific positive feedback. This patience should also be applied to our plan. This is a work in progress and will grow and change over time. We will find things that work and things that do not work. The De-Escalation Model is flexible so it can grow and adapt to our needs as teachers.

### **Teaching**

We can no longer assume that every child knows how to “play school”. By teaching our expectations and consistently reinforcing them we can keep more students in our classrooms, increase learning, and increase overall student success. This plan will allow us to continue to develop Standards Based Classrooms that Work .

# Warning! Warning!



## Falsified Addresses and Enrolling Out of Zone Rule 18 Richmond County Code of Conduct

In accordance with the Board of Education policies and procedures, each student is expected to enroll in the school for which such student is zoned. **Those students who intentionally falsify or have falsified their addresses and who enroll in a school for which they are not zoned by the Board of Education policies, upon being discovered, shall be suspended for 10 days for violating this rule, which suspension must be served prior to the time the student shall be allowed to enroll in the correct school.** The Superintendent or Deputy Superintendent can review each case and grant exceptions to the policy.

**Note: The only “out of zone” students accepted must have a zone exception letter signed by RCBOE. As a reminder “zone exception” students are not eligible to play sports their first year at Pine Hill Middle per RCBOE policy.**

## **USE OF STUDENTS FOR PUBLIC INFORMATION PROGRAMS**

### **(STUDENT PHOTOGRAPH AND VIDEO POLICY)**

It is the policy of the Richmond County Board of Education to allow reasonable access to students for the purpose of using and/or producing photographs, videos, movies, recordings, likenesses, and/or the voice of any student for the internal and external promotional and information activities of the Richmond County School System so long as such activities are legal, including the protection afforded by the Family Education Rights to Privacy Act (FERPA) any/and privacy rights granted under general legal protections. As used in this policy, the term “photograph(s)” shall include, but not be limited to, photographs, videos, movies, recordings, likenesses and/or the voice of any student. This policy is subject to the following conditions:

1. The Superintendent, or his designee, shall inform schools at the beginning of each year that it is acceptable and desirable for each school to obtain prior permission from students and parents to allow news media to use photographs of students. The Superintendent or his designee shall have the right to refuse any such referral for photograph or other internal or external promotional or informational activity publicity where such action in a particular case would be in the best interest of the school system. The Board will be informed upon any such occasion.
2. If the student is under 18 years of age, the parent or guardian of the student must consent in advance in writing by executing the Photo and Video Release Form approved by the Board.
3. The School System will use its best efforts to have the Photo and Video Release Form executed upon the registration of each child into the School System each year.
4. This Photo and Video Release Form shall be on file in the appropriate school and be referenced upon request to confirm if such student has permission for photographs or other promotional or instructional activities
5. It is understood that when employees and students attend meetings that are under the Open Meetings Act that the media can take photographs and the likenesses that might personally identify the parent or student notwithstanding this policy. Examples are School Board meetings and School Council meetings.
6. The Photo and Video Release Form to be used shall be the one attached hereto and made a part hereof. The Superintendent has authority to modify the release if circumstances warrant it. However, the Board will be promptly informed of the change.
7. The photographs, video, movie, recording, likeness and or voice of the student obtained in accordance with this policy may be used by the media without any
8. Students from Abuse Shelters, students classified as homeless under the

McKinney-Vento Homeless Assistance Act who attend Richmond County schools or special needs students will not be included automatically under this policy. The identity of these students will be protected unless the guardian and shelter official agree at the time, not in advance, for photographs to be taken.

Adopted: September 9, 2004

Revised: October 14, 2004

Revised: March 8, 2007

**Walk like a Proud Panther!**



# APPENDIX

**Textbook Damage Form: School Year \_\_\_\_\_**

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_

*Please fill out a section for each textbook. On page two of the sheet, both the parent and student should sign at the bottom. **Unless noted on this form, student is responsible for any fines incurred for damages to textbooks.** Please return form to the media center.*

Textbook Title: \_\_\_\_\_

Richmond County Barcode Number: \_\_\_\_\_

Damages noted:

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(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title: \_\_\_\_\_

Richmond County Barcode Number: \_\_\_\_\_

Damages noted:

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(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title: \_\_\_\_\_

Richmond County Barcode Number: \_\_\_\_\_

Damages noted:

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(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

Textbook Title: \_\_\_\_\_

Richmond County Barcode Number: \_\_\_\_\_

Damages noted:

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(Please be specific. Examples: torn page/ pg 217, torn title page, binding torn at bottom, spine seems very loose, all corners bent, and so forth.) Parents may assist students with this listing.

*I have inspected these textbooks and noted the damages.*

\_\_\_\_\_  
*Parent Signature and date*

\_\_\_\_\_  
*Student Signature*

**Does your student have the following at home? Computer \_\_\_ Internet \_\_\_ Access Printer \_\_\_**

**TEXTBOOKS SHOULD BE COVERED WITH BOOK COVERS.**

**Pine Hill Middle School**

**Middle School Grading Policy 2018-19**

Teachers will follow established standards to clarify our grading system to students/parents and provide a more uniform approach to our grading policy at Pine Hill Middle. The grading policy is designed to align with our performance-based instructional program.

**Grade books-**

- All teachers should have a grade book provided by RCBOE with this policy attached to the front inside flap. Note: Teachers can submit in writing a request to distribute assignment weights differently by **August 4, 2018**. A **non-negotiable** is that homework cannot be weighted more than 10% in any grading plan submitted.
- Teachers should take attendance **each** period (all content areas) to ensure that all students are in place. Please inform the office immediately if any student is not present after you double check with your team.
- Teachers are required to keep an updated grade book through Infinite Campus (updated weekly), which can be accessed by parents at any time. Accompanying grades will be dates and a brief description of each activity that precipitated the grade. In addition, teachers should still continue to keep a written copy of grades in their grade book as a back-up to the computer system (hand written or printed from Infinite Campus).

**Core Classes –**

**Summative Assessments            30% (minimum of three per grading period)**

**Formative Assessments            60% (minimum of nine per grading period)**

**Homework                                10% (if less than 10%, please add the percentage to the formative assessment category)**

<b>Homework</b>	Independent practice outside of class	<b>See RCBOE Homework Policy</b>
<b>Formative Assessments (PRIMARY CLASSWORK)</b>	May include class work, daily or weekly assignments, quizzes, writing assignments, small projects, and TOTD	
<b>Summative Assessments (TESTS)</b>	May include major projects, unit tests, and chapter tests	<b>*PAR Assessments are not calculated in grade book, but are used to guide instruction.</b>

***Note: Teachers are expected to building in check points to monitor longer projects.***

**Non-Core Classes-**

**Summative Assessments**            **35% (minimum of three per grading period)**

**Formative Assessments**            **65% (minimum of nine per grading period)**

*Practice at home will be reflected in classroom performance*

<b>Formative Assessments</b>	May include products produced to show understanding of concepts, performances, smaller projects, and quizzes
<b>Summative Assessments</b>	May include the application of skills learned through performance projects, presentations, and tests

**Rework (Summative Assessments)-**

Students will be allowed to rework summative assessments if they score 79% or less and may earn up to an 80% (Grades will not be averaged and the student’s new grade is to reflect the higher grade up to an 80%. The goal should always be mastering the standard and allowing students to perfect work.

Teachers may use their discretion as to whether to use a learning log, a set of different questions, the same test, a new test, or an alternative assessment. These opportunities are to be assigned in a timely manner and students are to be given no less than three days to complete the new assessment.

**Recommendation: It is recommended that students only be asked to rework errors in order to use teacher time efficiently.**

**As part of the daily instructional process, teachers may choose to have students rework any formative assessments.**

**Edgenuity**

Differentiated assignments are available to assist students through Edgenuity. In addition, Edgenuity will be used for PHMS Grade Recovery. Teachers will work collectively with assigned Edgenuity Lab Manager and RTI chair to meet the needs of any struggling student.

**Missing Assignments-**

Teachers should follow the RCBOE policy on make-up assignments. Of course, teachers can use their best judgment to apply lenience when allowing students to make up work (Ex. Amnesty Day)

**Rounding off Grades-**

A numerical average will be derived and used to determine the appropriate grades for mid-term reports and report cards. All final grades will be rounded to nearest whole percentage.

**Extra Credit-**

If extra credit is offered, it must be available to all students and must follow these guidelines:

- The assignment must reflect extra learning.
- A product must be produced that is related to the content area from which it is assigned.
- The value assigned is equivalent to 1 formative assessment.

**Preparation/Participation-**

There is to be no value assigned to these categories. Of course, comments can be reflected on progress reports and report cards each marking period. The effort of the students should be demonstrated in the quality of class work.

**Intervention/Power-up-**

Intervention teachers should follow all grading practices and keep update records in the RCBOE issued grade books. Teachers will be called upon to provide data documentation during the RTI process.

**Grading Scale-**

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>75-79</b>
<b>D</b>	<b>70-74</b>
<b>F</b>	<b>69 and below</b>

*PHMS guidelines incorporate all Richmond County Board of Education Grading/Homework Guidelines.*

# 2018-19

# TEACHER OF THE YEAR

**Mrs. Kenisha Davis**

Mrs. Rebecca Freeman 2017-18

Dr. Marsha Moorman 2016-17

Kristina Istre 2015-16

Talithia King 2014-15

Cassandra Rogers 2013-14

Teleshia Mincey 2012-13

Donita Legoas 2011-12

Traci Cooper 2010-11