



Pinellas Park Middle School
Quick Reference Guide for Parents and Students
2023 – 2024 School Year
Principal Kimberly Miller
Website: <http://www.pcsb.org/pp-ms>



Front Office – 727-545-6400
Office Hours: 8:30 a.m. – 4:30 p.m.

For additional assistance you may contact us by phone (727) 545-6400 and enter the following extensions:

School Bookkeeper: x2006 – Tomika Stubbs
School Secretary: x2005 – Diona Jackson
Data Management Tech (DMT): x2007 - Peter Blume
6th Grade Office: x2036 - Janet Ruffin
6th Grade Guidance: x2060 – Aubrey Amstutz
6th Grade AP: x2014 – Rebecca Sullivan

7th Grade Office: x2037 – Guerda Francois
7th Grade Guidance: x2061 – Deanna Bovis
7th Grade AP: x2015 – Suzanne Becker
8th Grade Office: x2038 – Jane Baron
8th Grade Guidance: x2062 – Brianna Diaz
8th Grade AP: x2016 – Matthew Miller

School Hours:

- Student Hours 9:40 a.m. – 4:10 p.m.
- Doors open for students 9:25 a.m. (Please do not drop students off prior to 9:15 a.m.)
- Breakfast 9:25 a.m.
- First Bell 9:35 a.m.

Absences:

- Absences can be reported on the PPMS Website by clicking on the “Report Student Absence” link, or by calling the Grade Level Office immediately. Please send absence notes within 48 hours and turn them into the Grade Level Office.

Buses-Transportation (727) 587-2020:

- Bus Bulletin Notification System - www.busbulletin.com/parents
- Bus drivers can only transport students who are assigned to their bus
- Students may only get on and off the bus at their designated stop
- Bus assignments are determined by primary home address only
- Buses always park in the same lane, refer to the bus whiteboard

Car Riders (Drivers):

- Drop-off and pick-up are in the front car circle
- Please pull as far forward as possible to wait for your student at the end of the school day
- Please remain in your car, at all times
- Please refrain from texting while in the car circle due to the hazardous situation it may cause
- Students go directly to the car circle at dismissal and look for your car

Cell Phones: The school is NOT responsible for lost, damaged or stolen cell phones

- Cell phones should be off and out of sight, at all times
- Do not lend your cell phone to anyone
 - Parents may pick-up all confiscated cell phones from Principal Miller (Front Desk), at specified times, as follows:
 - **Cell Phone Pick-up Schedule: 8:40 a.m. to 9:20 a.m. or 4:10 p.m. to 4:30 p.m.**

– NO EXCEPTIONS

Contact Information

- It is imperative that we have the most recent contact information for each student which includes the address and phone numbers in case of an emergency. The school does not have access to change addresses in Focus.
- You can change your contact information in Focus with the use of your User ID and Password

- Let the school know immediately if contact information changes
- Please inform your emergency contacts that they are on the emergency contact list for your child

Conferences:

- Call your child's grade level School Counselor to schedule all conferences
- Conferences will be held on Tuesday's or Thursday's

Dress Code:

- Pinellas Park Middle School has adopted a Modified Student Dress Code

Dress Code Violations:

- Parent will be contacted to bring appropriate clothing
- If the issue continues further consequences may be assessed

Electronic Devices:

- Please leave them at home
- **The school is not responsible for electronic games and other devices when lost, broken, or stolen**

Items Not at school:

- Playing cards
- Sunflower seeds
- Any type of ball
- Electronics (games, cell phones, IPODS, etc.)
- Fidget Spinners
- Cupcakes
- Balloons
- Stuffed Animals

Make Up Work:

- It is the student's responsibility to arrange with the teacher to make up work after an absence

Meals:

- Breakfast and lunch are free and is available for all our students
- The cafeteria has assigned seating for students during their lunch period
- The passing time applies

Tardy Policy

- 1st - Warning
- 2nd - Parent contact made by teacher
- 3rd - ISS/Parent Contact
- 4th - Administrative Discretion
- If a student is more than 10 minutes tardy it will be considered as **Skipping**

Textbooks

- Students are responsible for the textbooks that are issued to them
- Charges will apply for lost or damaged textbooks

Threats

- **Making threats, unwanted phone contact/text messages, negative remarks on a personal web page, or any other behavior that makes school a hostile/unhappy place for any student will not be tolerated**
- **Bullying is a zero-tolerance offense, please report all bullying incidents immediately**
- **All reports will be investigated with possible student consequences**

Resources for 100% Student Success

- Homework Helpline - 727 - 547 - 7223
- Extended Learning/Tutoring Program is offered weekly
 - Morning - Monday – Friday 7:40 a.m. - 8:40 a.m.
 - Evening – see school website for updated evening hours
- PCS Portal: PCS Portal allows you online access to your student's assignments, grades, and attendance
 - To register for a PCS Portal account, you will be required to bring in a state issued photo I.D. and present it to the DMT, Mr. Blume