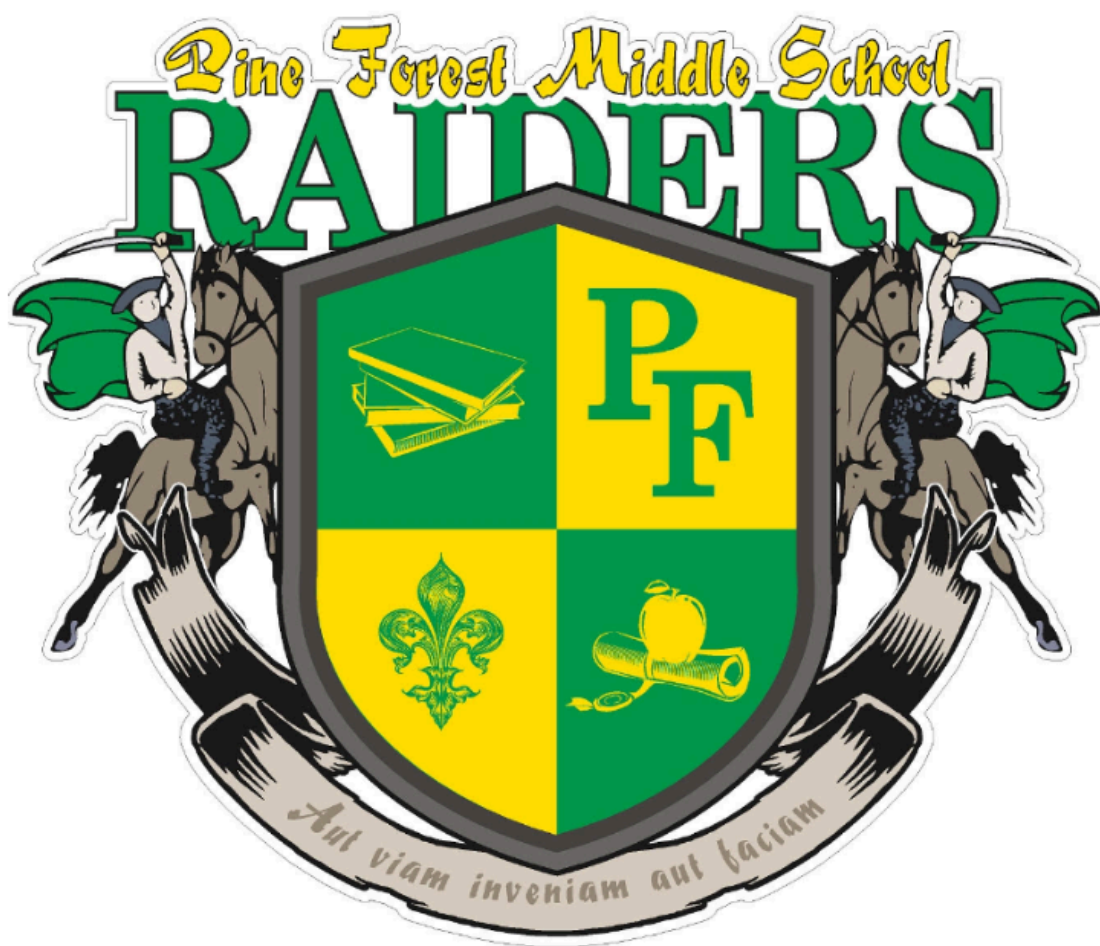


Pine Forest Middle School

"Home of the RAIDERS"



PARENT & STUDENT HANDBOOK 2025-2026

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PFMS School Information

Arrival

- 7:00
- 7:00-7:30 Breakfast
- 7:30-7:40 Homeroom
- 7:43 First period instruction begins

Dismissal

- 2:40 Car riders and walkers
- 2:40 Bus riders

Address & Phone Numbers

6901 Ramsey Street
Fayetteville, NC 28311
Phone (910) 488-2711
Fax (910) 630-2357

Office Hours

7am-3pm

School Colors

Green and Gold

Social Media

Website

<https://www.ccs.k12.nc.us/o/pf>

Values

Raiders R.I.D.E. (Respect, Integrity, Determination, Excellence)

Leadership Team		Support Staff	
<i>Principal</i>	Cornelius Felder	<i>Bookkeeper</i>	Toni Wright
<i>Assistant Principal</i>	Dr. Kety Clark	<i>Receptionist</i>	Siria Graham Tara Martin
<i>Assistant Principal</i>	Onika Collington	<i>Data Manager</i>	Debra Wyatt
<i>Instructional Coach</i>	Tiffany White	<i>Social Workers</i>	Melodi Borkowski Kieara Porter
<i>AIG Coordinator</i>	Steven Skarie	<i>Counselors</i>	Heather Barbour Gina Kemp Lenora Chandler

Administrator's Welcome Message

We take great pride in welcoming you to Pine Forest Middle School. Our goals for this year are to provide effective instructional leadership, a positive school climate, a safe and orderly environment, and high expectations for all students. Believing that all children can learn, we are committed to student success. We encourage students to be accountable for their learning and actions. We also expect parents to be the key stakeholder in their child's success. Failure is not an option at Pine Forest Middle School. Please accept our best wishes as we continue our journey toward improvement.

PFMS receives funding from the federal education program, Title 1. The purpose of Title 1 is to ensure all children have the opportunity to have a high-quality education. Funds are provided to PFMS based on the percentage of students who qualify for free or reduced-price lunches.

This handbook has been produced to ensure you have ready access to the school calendar, school procedures and expectations, behavior guidelines, and other useful information. Parents and students are encouraged to read the handbook carefully as each item was thoughtfully created to ensure that all students learn in a safer, nurturing and motivating environment with clear, consistent expectations. We look forward to many opportunities to make this a great year for your family.

Sincerely,
Cornelius Felder
Principal

Academic Dishonesty/Plagiarism [CCS BOE Policy 4302/4310]

Academic dishonesty includes cheating and plagiarism. Cheating is defined as the giving or receiving of unauthorized aid. Plagiarism is defined as taking and using the ideas or writings of another as one's own. Cheating and plagiarizing are serious offenses.

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own work is considered plagiarism.

Consequences for engaging in academic dishonesty will be provided in accordance with the School Plan for Management of Student Behavior (Board Policy 4302). Students who engage in academic dishonesty may be given an alternative assignment, but for repeated offenses, students may simply receive a zero (0) for the assignment.

Academic dishonesty could also disqualify a student from membership in academic-based clubs and student groups (ie: National Jr. Honor Society).

Accidents

When an accident occurs during the school day, the following procedures will be followed:

- The accident must immediately be reported to the nearest teacher or staff member who will complete an Accident Report Form.
- The accident will then be reported to an administrator, school nurse, and/or Safe School Coordinator.
- If medical attention is needed, the student's parents will be notified.
- Pine Forest Middle School assumes no responsibility for any medical expenses incurred.

Address/Telephone Change

Inform the Student Services office and homeroom teacher if the student has a change of address or telephone number at any time during the school year. Parents/guardians provide the appropriate paperwork to confirm the address change, which includes your new lease or contract, a utility bill, and proof you have vacated your previous residence.

After School Activities

Students must be picked up immediately following the after-school activity. Students must adhere to the Student Code of Conduct during all after-school activities. Students who owe fines/fees may be prohibited from attending after-school activities.

After School Detention

- Students may be assigned after-school detention as a consequence for behavior infractions.
- ASD begins immediately after dismissal and ends at 3:45
- In order to allow parents time to arrange transportation and other schedules, teachers will notify the parents of detention at least 24 hours in advance.
- If a student misses a teacher-assigned detention, the teacher will contact the parent/guardian and reassign the detention.
- Missing the make-up detention may result in an office referral.
- During ASD, students must remain quiet, working on any missed or current assignments to include Successmaker, read a book, etc.
- Students may not be on their phones during this time.

Athletics [CCS BOE Policy 3620]

Requirements for participation:

1. Remember that as an athlete, you are not eligible to participate in or try out for any sport until the following items have been completed:

- a. Medical Examinations—Each student must receive a sports physical before he/she will be allowed to participate in inter-school athletic contests. It is recommended that each student-athlete receive a new sports physical at the beginning of each school year.
- b. Final Forms and/or DragonFly- All online forms must be completed before he/she will be allowed to participate in inter-school athletic contests. Paper copies of these forms will NOT be accepted.
- c. Concussion Seminar—Each student and parent must attend a concussion seminar held at the beginning of school during the Athletic Parent Night meeting.

2. Scholastic Requirements – A student must have a cumulative grade point average of 2.0 or 70 average.

3. Birth Certificates – A copy of each athlete's birth certificate must be presented to the athletic director.

4. Age of Player – a student may participate in athletic contests during the school year if he/she will not be 15 years of age on or before August 31st of the current school year.

5. Conduct – Drinking, smoking, and possession or use of drugs will not be tolerated.

6. Disciplinary Action - Any athlete who has been assigned RJC on two occasions or suspended from school will be dismissed from the team for the remainder of the season.

7. Attendance - A student must have been in attendance for classes 85% of the time the previous semester to be eligible to participate in fall sports. Students must have been in attendance 85% of the time in the fall semester to participate in winter sports.

8. Insurance - The student must have insurance coverage by one of the following:

- A. School Insurance
- B. Private Insurance
- C. Be a military dependent

STUDENT-ATHLETES MUST BE PICKED UP FROM THE REAR OF THE SCHOOL

- PRACTICES END BY 4:40 pm UNLESS INSTRUCTED OTHERWISE BY THE COACH.
- ATHLETIC EVENTS END AT THE FOLLOWING TIMES:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Boys Football --- 5:00	Boys Wrestling --- 5:30	Girls Soccer---5:00
Boys Soccer --- 5:00	Boys Basketball --- 6:30	Girls Softball---5:00
Girls Track --- 5:30	Girls Basketball --- 5:00	Boys Track---5:30
Girls Volleyball --- 5:30		Boys Baseball---5:30

INDIVIDUALS WHO DO NOT ADHERE TO THE FOLLOWING PICK-UP TIMES MAY BE DISMISSED FROM THE TEAM.

Admission for all games is \$4.00 (may be subject to change).

Attendance and Absences [CCS BOE Policy 4400/ NC G.S.115C-378 & 380]

ATTENDANCE

To be considered in attendance, a student must be present in the school for the school day or at a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity that has been officially authorized under the policies of the Board of Education. Such activities may include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity. A student shall be present at least one-half of the school instructional day in order to be recorded present for that day.

ABSENCES

Lawful absences are as follows: illness or injury, quarantine, death in the immediate family, medical or dental appointments, court or administrative proceedings, religious observance, educational opportunity, and deployment activities. A student's absence from school for any reason other than those listed above will be considered unlawful. Students who are absent for any reason must bring a note from home and present it to their homeroom teacher upon returning to school. All notes should contain the following information:

1. Date the note is written
2. Date of absence
3. Reason for absence
4. Signature of parent or guardian

EXCESSIVE ABSENCES

The principal/designee will notify parents and take all steps required by state law G.S.115C-378 for excessive absences, including involving the school social worker for family support. Parents will receive a letter from the school when their child has three, six, and ten unexcused absences. When a student has accumulated ten (10) absences in a semester, the principal or designee will investigate to determine if the parent or guardian has made a good-faith effort to comply with the law. Depending on the outcome of the investigation, the principal and designee may take further action in accordance with state law.

In the case of absence due to out-of-school suspensions (OSS), the student will be permitted to make up all missed work and tests (*see make-up policy*)

Book Bags

Book bags may be used only to transport books, other school-related materials, and personal effects to and from school. **Immediately upon the student's arrival ALL book bags or similar items must be placed in the student's locker.** Gym clothes should be carried in mesh, clear, or grocery bags.

Bullying/Harassment [CCS BOE Policy 1710/4021/7230]

Harassment and bullying are defined by Board policy as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property or
- Creates or has the potential to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefit.

Hostile environment" means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying. Harassment, bullying or cyberbullying may include, but are not limited to the following – and may be made verbally, in writing, via electronic message (text message, Tweet, post to a social media site or discussion board, etc.):

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student.
- Intentional emotional harm to a student by exclusion and/or isolation
- Hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated.
- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

Reporting & Complaint Investigation Procedures:

Bullying and/or harassment reporting forms for teachers, parents, and students are available in the front office, student services, and administration offices. Reports may be made anonymously, and all reports shall be investigated in accordance with policy. All incidents will be investigated, and violations may result in out-of-school suspension.

Bus Regulations
[CCS BOE Policy 4300]

School transportation service is a privilege and not a right. The school bus, including bus stops, is an extension of the school. Therefore, the Student Code of Conduct is applicable to incidents occurring on the bus and at the bus stop area. While riding a school bus, students shall at all times comply with the directives of the school bus driver and all other rules outlined in the code of conduct. Failure to follow directives will result in suspension from riding the bus as determined by the principal/assistant principal.

Discipline on the school bus is the responsibility of the principal/assistant principal of the school where the student is assigned. The principal has authority over students on the bus and at designated bus stops. This authority is delegated to the bus driver. The bus driver has the responsibility and authority of safe operation of the bus and will refer all students who violate any directives or rules to the principal/assistant principal.

1. Students shall not attempt to ride a bus unless assigned to it by the principal/assistant principal.
2. Students shall not board or disembark the bus unless it is at their assigned stop.
3. When students enter the school bus, they shall take their assigned seats quickly and remain seated, and face the front at all times.
4. Students shall not rush to get off the bus.
5. Students shall not loiter or play near a stopped bus but shall walk quickly away from the bus to the school building or home.
6. The following is a nonexclusive list of specifically prohibited bus behaviors:
 - a. Putting any part of the body outside of the bus;
 - b. Throwing objects about the bus or out the windows;
 - c. Striking matches or lighting cigarette lighters;
 - d. Piling books, musical instruments, lunch boxes, or other objects in the bus aisle;
 - e. Using profanity and indecent language, tobacco, vaping devices, alcoholic beverages, illegal drugs, or substances that mimic the effects of illegal drugs while riding in a bus;
 - f. Taking pets or other animals on the school bus;
 - g. Making loud or boisterous noises that have the potential to distract the driver's attention;
 - h. Eating, drinking, and littering are prohibited on the school bus;
 - i. Use of electronic devices (cell phones) is permitted with headphones/ear buds after a student is seated on the bus--but is prohibited while the student is boarding or exiting the bus.

BUS MISBEHAVIOR VIOLATIONS
This violation will result in suspension from the school bus and/or disciplinary action deemed appropriate by the principal/assistant principal.

Based on the severity of the offense and for the safety of all students, the administration has the authority to suspend the student off the bus for the remainder of the school year.

Cafeteria

The school cafeteria is maintained as a vital part of the health program of a school. In order to keep our cafeteria clean and attractive, the following rules must be observed:

1. Parents are invited to visit and share meals with their children.
2. Students are to arrive and depart in a single file.
3. Talk in a normal voice while in the cafeteria.

4. Keep the cafeteria line orderly.
5. Never push or run in the cafeteria.
6. Discard disposable trays, milk cartons, and debris to trash receptacles.
7. Food and milk should not be taken outside the cafeteria.
8. Respect cafeteria duty staff's authority.
9. Students are not allowed to cut lunch lines.
10. Students are not allowed to save places in the lunch line.
11. Only one lunch may be purchased at a time.
12. Students are to eat in the area designated by their teacher.
13. Students are not to leave their assigned area to go visit other students in other classes.
14. Students are not to leave the cafeteria until instructed to do so by the teacher.

Prepay:

Cumberland County Schools Child Nutrition Services offers the Online Prepay System.. This system will allow parents to make payments online for their student's cafeteria accounts. Please visit www.MySchoolApps.com if interested in using this system. Parents can make payments to the cafeteria for their students' cafeteria accounts by the week, month, or for the whole year.

Prices: Meal prices remain the same as last school year.

Breakfasts:	Free for all students.
Lunch (6th-12th Grade):	\$2.75
Adults:	A la Carte

An alternative lunch will be provided for students who have a negative balance of \$10.00. Prices are subject to change.

Parents may eat lunch with their child. The child and parent will sit in a designated area.

Restaurant Food: Students are not allowed to have food or drinks delivered to the cafeteria for lunch. Consumption of food and drinks is restricted to the cafeteria unless specified by school officials.

Calendars

Board Approved 12/10/24

2025 – 2026 CUMBERLAND COUNTY SCHOOLS TRADITIONAL 10-MONTH CALENDAR

DATES	DAYS	EXPLANATION	TEACHER PLANNING DAYS	REQUIRED ANNUAL LEAVE DAYS	HOLIDAYS
August 11, 15 & 18 - 22	Monday & Friday Monday – Friday,	Workdays	7		
August 12, 13, 14	Tuesday - Thursday	Required Workdays (System-Wide PD)	3		
August 25	Monday	First Day for Students			
September 1	Monday	Student/All Staff Holiday			1
October 13	Monday	Student Holiday/Required Workday (System-Wide PD)	1		
October 17	Friday	End of Grading Period			
October 20	Monday	Student Holiday/Telework Workday	1		
November 4	Tuesday	Student Holiday/Workday	1		
November 11	Tuesday	Student/All Staff Holiday			1
November 26	Wednesday	Student Holiday/Telework Workday	1		
November 27 - 28	Thursday - Friday	Student/All Staff Holidays			2
December 19	Friday	Student Two Hour Early Release/End of Grading Period			
December 22 – December 31	Monday - Wednesday	Winter Holidays (Student/Teacher) Required Annual Leave		5	3
January 1	Thursday	Student/All Staff Holiday			1
January 2	Friday	Winter Holidays (Student/Teacher) Required Annual Leave		1	
January 5	Monday	Student Holiday/Workday	1		
January 19	Monday	Student/All Staff Holiday			1
February 13	Friday	Student Holiday/Telework Workday	1		
February 16	Monday	Student Holiday/Required Workday (System-Wide PD)	1		
March 12	Thursday	End of Grading Period			
March 13	Friday	Student Holiday/Workday	1		
April 3	Friday	Student/All Staff Holiday			1
April 6 - 10	Monday – Friday	Student Holidays/10 Month Required Annual Leave/11 & 12 Month Optional Annual Leave		5	
May 22	Friday	Last Day for Student/Student Two Hour Early Release/End of Grading Period			
May 25	Monday	All Staff Holiday			1
May 26 – May 29	Tuesday - Friday	Required Workdays (Retest Assessments and Closeout)	4		
June 1 - 5	Monday – Friday	Workdays	5		
Totals			27	11	11

Schedule of Required Teacher Workdays for System-Wide Professional Development / Retest Assessments and Closeout:

August 12, August 13, August 14, October 13, February 16, May 26, May 27, May 28, May 29

Additional Teacher Workdays:

August 11, August 15, August 18, August 19, August 21, August 22, August 23, August 24, August 25, August 26, August 27, August 28, August 29, October 1, October 2, October 3, October 4, October 5, November 4, November 26, January 5, February 13, March 13, June 1, June 2, June 3, June 4, June 5

2025-2026 <u>PROGRESS REPORT AND REPORT CARD SCHEDULE</u> <u>Traditional Calendar Schools</u> K-8	
First Day for Students	<i>Monday, August 25, 2025</i>
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Friday, September 19, 2025
<i>End of 1st Grading Period</i>	<i>Friday, October 17, 2025</i>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, October 24, 2025
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, November 19, 2025
<i>End of 2nd Grading Period (End of Semester 1)</i>	<i>Friday, December 19, 2025</i>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, January 09, 2026
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Friday, February 06, 2026
<i>End of 3rd Grading Period</i>	<i>Thursday, March 12, 2026</i>
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Thursday, March 19, 2026
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, April 22, 2026
<i>End of 4th Grading Period/Last Day for Students/ Elementary Report Cards Go Home/Grades available in Campus Parent/Student Portal</i>	<i>Friday, May 22, 2026</i>
<i>Final Middle School Report Cards Mailed Home/Grades available in Campus Parent/Student Portal</i>	Friday, June 05, 2026

Cell Phone/Electronic Devices

PFMS recognizes the prevalence of cell phones in today's society. Students are permitted to bring their cell phones to school, but phones must be turned off and placed in the student's locker.

General Policy:

- **After the 7:00 a.m. bell, items that interfere with the learning environment at PFMS will be confiscated. These items include but are not limited to:**
 - Electronics (cell phones, AirPods, earbuds, smartwatches, iPods, etc)
 - Laser pens
 - Any other items that may disrupt the educational environment
- All confiscated items will be placed in the student's lockers.

Permitted Use:

- Teachers may permit the use of wired headphones for specific instructional activities. These must be removed upon the conclusion of the activity.
- Smartwatches or similar devices must have the sync mode, including Bluetooth, disabled during the school day. Any use of these devices for purposes other than as a timepiece will result in confiscation.

Responsibility and Retrieval:

- **The school is NOT responsible for confiscated items.**

- Confiscated items, including cell phones and electronic devices, may be picked up Monday-Friday (when school is open) by a parent or guardian. *Days do not include weekends, holidays, vacations, or any other non-school day**

Consequences for Offenses:

Offense (s)	Consequence(s)
First Offense	Warning: If the student does not comply, the teacher can confiscate the device for the remainder of the class period.
Second Offense	The teacher contacts the parent. The teacher documents the incident in ABE as a note & the teacher can confiscate the device for the remainder of the class period.
Third Offense	The teacher will document it as an office referral in ABE. The item will be sent to the School Safety Coordinator who will contact the parent.
Fourth Offense	The teacher will document in ABE a fourth or subsequent offense; the fourth and all subsequent offenses may each result in RJC.

Refusal to Surrender Items:

- Any student refusing to surrender a cell phone, electronic device, or other prohibited item to school personnel will be subject to disciplinary action as deemed appropriate by the CCS Student Code of Conduct.
 - Refusal to Teacher-Three(3) Days RJC
 - Refusal to Administrator-Five(5) Days RJC

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss, or damage of a cellular phone or other personal wireless communication device.

Note: Any student involved in using cell phones or other devices to videotape a violation of school policy (i.e. fighting), using video to create a disruption among the student body, and/or circulate the contents to others through Instagram, Snapchat, TikTok, Facebook Live, X (formerly Twitter), or any other social media or media-sharing outlet will be subject to disciplinary action that may include out of school suspension.

Check-In/ Check-Outs

School attendance is essential for student success and habitual, chronic tardiness is a major factor in the loss of instructional time for students.

CHECK-INS

Students are admitted into the school building at 7:00 am. Students who arrive at school after 7:30 am must report directly to the office. **A parent must accompany the student to check-in.** Students must be in school a minimum of ½ of the day to be counted present for the day. A student who checked in after 10:39 am will be counted absent.

CHECK-OUTS

Students checking out before 10:39 am will be counted absent on the homeroom roll. Students are reminded that the Cumberland County Board of Education policy on attendance applies to all absences

due to early checkout. **No checkouts will be allowed after 2:00 pm.** This is a busy time for the main office and instructional time does not end until 2:40 pm when dismissal begins. The following guidelines must be followed when checking students out:

1. The parent or authorized person who is listed on the Verification Card must come to the office to sign his or her student out of school.
2. A photo ID must be provided in order to check the student out of school.
3. Parents are not allowed to check out a student after 2:00 P.M. If a parent arrives after 2:00 P.M., he or she will have to wait until 2:40 P.M. when the student is released.

EXCUSED CHECK-INS/CHECK-OUTS

Students who would like the check-in or check-out excused must provide documentation.

UNEXCUSED CHECK-INS/CHECK-OUTS

After three unexcused tardies or early checkouts, the school social worker will notify the parent/guardian. After four unexcused tardies or early checkouts, students will be subject to RJC.

Under no circumstances will a student be allowed to meet someone in the parking lot or leave the school premises without a parent/guardian accompanying him or her.

Clubs [CCS BOE Policy 3620]

Pine Forest Middle School offers a variety of clubs designed to complement our educational program. The club sponsors will inform students of these opportunities after school begins. Students have opportunities to develop special skills, talents, and interests by participating in the following activities:

Art Club – Students design, draw and paint projects for school functions as well as produce artwork using unique materials to stretch and grow their creativity.

Battle of the Books – Participants read a selected group of books and develop questions based on the stories. The 2-day countywide competition is held in February or March.

Beta – Junior Beta Club is to promote the ideals of character, service, and leadership among students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school. This club builds self-worth and fosters success. To be considered for membership in the Beta Club, a student must earn grades of B or higher in all subjects.

Campus Life is a place to have fun, make friends, and talk about what matters. This club provides a balanced approach—physical, mental, social, and spiritual.

Chess— Whether a beginner or an experienced player, the club offers opportunities to develop strategic thinking, improve skills, and compete in friendly matches.

Future Business Leaders of America— Members participate in a variety of activities, including job shadow programs, community service projects, and American enterprise projects. Members even earn recognition on the local, state, and national levels!

Forensics – Participants choose Original Oratory, Humorous Interpretation, Dramatic Interpretation or Extemporaneous Speaking, Duo Interpretation, and Storytelling. Tournaments are held throughout the year.

Horticulture- A program for students interested in plants, gardening, and the environment. Members will learn how to grow and care for a variety of plants, explore sustainable gardening practices, and take part in hands-on projects like planting flowers, vegetables, and maintaining school garden spaces. It's a great way to connect with nature, develop responsibility, and make our school a greener place!

JS2S or Junior Student 2 Student This is a unique student-led, school-managed program that confronts the challenges of transition and provides relevant training giving students the best possible transition experience.

Math Counts – Talented math students practice for a region-wide math competition.

Quiz Bowl – Academic Trivia countywide competitions.

SGA-Student Government Association- Focuses on service to the school and community. The group also has the opportunity to express student concerns to administrators. The officers are 7th and 8th graders and 6-8 graders act as team representatives.

Science Olympiad – Participants compete in a number of scientific fields.

Spanish Quiz Bowl – Focuses on using Spanish in real-world situations. Students learn Spanish to prepare them to communicate with others through oral language, print, and media.

Tabletop Gaming- Students participate in games focused on recreations of historical military events (as well as fictionalized ones) through the use of miniatures and models. Students learn the rules of the games and in-depth information into the actual events, people, equipment, and technology available during these time periods.

Yearbook- Participants are responsible for producing a yearbook for the school, which typically includes photos and words that commemorate the school year.

Computers/Student Laptops/Internet [CCS BOE Policy 3225/4312/7320; 3226/4205]

As part of the Cumberland County Schools 1:1 Technology Initiative, all PFMS students will be assigned a laptop and a charger to be used for academic purposes.

Students usually take their devices home each evening to complete assignments, study, and practice. Laptops should be charged nightly. It is essential that parents/guardians help ensure that students take care of the equipment and use it responsibly.

Parents/guardians may be held liable for expenses related to repairing and replacing lost or damaged equipment and accessories.

Guidelines and Reminders:

- The electronic devices are the property of Cumberland County Schools and Pine Forest Middle School and must be returned at the end of the school year (or when a student withdraws, transfers, or otherwise ceases to attend PFMS).
- The school maintains the authority to suspend or revoke technology privileges and internet access. Parents/guardians may be held financially responsible for damaged, lost, or stolen equipment, devices, components, or textbooks.
- The cost of a lost or damaged device with accessories is up to \$220 for the laptop and \$30 for chargers.

- Students should only use the devices for sites and software approved by the school and district.
- All usage of the devices is monitored by the school and the district. Usage is governed by CCS Board Policy 3225/7320
- Parents/guardians and students must sign the school technology and digital media documents before equipment can be issued to students.
- Throughout the school year, PFMS staff and media specialists will deliver lessons designed to address digital citizenship and digital etiquette to promote a safe and engaging learning environment.

Use of the World Wide Web as an information source is a privilege that can only occur if students and parents have signed an Internet Agreement Form. Students who do not honor the agreement may have these privileges suspended.

Communication

With Administration

PFMS administration values parents and guardians as an integral part of our team. To contact the principal or either of the assistant principals, call the PFMS office at 910 488 2711

If you have a concern, please complete the Parent Concern Form available at the front office and allow the administration 24-48hrs to respond.

With Teachers

Parents are encouraged to initiate contact and conferences with teachers and teams if they have any questions, comments, or concerns about their child's progress. Parents are encouraged to sign up for the school and their child's team Class DoJo, which will provide easy communication to and from the teacher.

Dance

There will be several school dances during the year at Pine Forest Middle School. Students must be picked up following the conclusion of the dance. In the event that the student is not picked up on time for any after-school event, he/she may not be allowed to attend future after-school activities. Students must adhere to the Student Code of Conduct and PFMS policies during all after-school activities. Only Pine Forest Middle School students will be able to attend the school dances.

Deliveries

The paramount concern of the board and administration is to provide a safe and orderly learning environment in which disruptions to instructional time are kept to a minimum. For safety's sake, access to schools during school hours must be carefully regulated. In the interest of security and minimizing disruptions to the instructional environment, only the parents/guardians on file with the school shall be permitted to make deliveries to or for their students.

Deliveries of flowers or balloons are not permitted. Flowers or balloons delivered will remain in the front office until the end of the school day. Students may not have flowers or balloons in class or on the bus. Parents will need to make arrangements to pick up items. Deliveries of food shall be limited to lunch items only. **Food delivery services such as Uber Eats or Grub Hub are not permitted for students and will not be accepted (they will be refused).**

Any deliveries of student medications by parents/guardians must conform to the requirements of Policy 6125 and Regulation 6125-R.

Disorderly Conduct/Disruptive Behavior [CCS BOE Policy 4300, 4315]

Disorderly conduct relates directly to the operation of public schools. One violation of this statute occurs if any person "disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the grounds adjacent thereto." The disciplinary consequences for violations of this policy shall be consistent with CCS Student Code of Conduct.

Dress Code Guidelines

This dress code provides guidance to students and parents as to appropriate school attire for students at all school functions. At Pine Forest Middle School, we have high expectations for our students. They are expected to come to school with a respectable appearance which helps students learn a skill that is required for success and will positively impact them in future employment linked to attire. Our guidelines seek to minimize distraction to the learning environment and school activities and improve the safety of students.

BOTTOMS	TOPS
<ul style="list-style-type: none"> No dresses, skirts, or shorts (to include PE shorts) no higher than mid-thigh all around. This includes the underlining of clothing such as high/low or double-layer dresses/skirts. If a student wears any pants, skirts, or dresses with holes, slits, frayed, or shredded areas above the knee of any size, the student must wear leggings or tights underneath so that no skin is visible. No shorts or skirts that are above the mid-thigh area. Biker shorts, bodysuits are prohibited. Leggings may only be worn with a top that covers the bottom in its entirety. Pants will be worn around the waist. There will be no sagging pants. Outerwear worn throughout the day must not be tied around the waist. 	<ul style="list-style-type: none"> Clothing that reveals an excessive amount of back, shoulders, chest, and or/ belly are not permitted. This includes tank tops, crop tops, muscle shirts, belly shirts, and no tube tops (tops must have a strap). No see-through tops (clothing). No shirts can be tied on the side, front or back Nothing will be worn that will be offensive to any race, religion, or gender, or which displays profanity in any form.
HEADGEAR	BOOK BAGS/PURSES/CELL PHONES
<ul style="list-style-type: none"> No hats, toboggans, sweatbands, do-rags, bandannas, knit caps, wraps, bonnets, or any other head coverings. All head coverings must be kept in the locker for the entire school day. Small headbands unadorned and measuring less than 2-3 inches are acceptable. Head coverings or headgear worn for a religious purpose are allowed or to reasonably accommodate medical or disability-related issues (e.g., protective helmets). 	<ul style="list-style-type: none"> Book bags must be stored in the locker during the day. It is recommended that book bags be clear or mesh. Large purse is subject to be placed in lockers Gym clothes can be carried in grocery, mesh, or clear drawstring bags before and after scheduled PE classes. Cell phones are to be kept in student lockers upon arrival at school. School is NOT responsible for personal items brought to school. No fanny packs

SHOES	OTHER
<ul style="list-style-type: none"> Students must wear shoes at all times Crocs are permitted in sports mode (with back strap) Flip-flops, slippers, house shoes, shoes with wheels, spikes or shower shoes are not permitted. No spikes on shoes, clothing, or accessories. No cleated athletic-type shoes will be worn inside the building at any time. 	<ul style="list-style-type: none"> No sleep attire to include blankets, bathrobes, slippers, pajama tops/pants and pillows. No inappropriate signs, emblems, or language on clothing. Clothing with derogatory or insulting messages and advertisements for drugs, alcohol, violence, or tobacco is not permitted. No wallet chains or chains on clothes. Sunglasses are NOT to be worn in the building. No scarves and/or any other items etc., will be allowed to hang from pockets. Headphones and earbuds are NOT to be worn in the building. Gym clothes: T-Shirt and shorts (no higher than mid-thigh)/sweatpants

Special Note: Students will not be allowed to dress in a manner that disrupts or distracts others from learning, is offensive to others, or violates health or safety requirements. The administration will make the final decision on all dress code-related infractions.

Violations/Consequences:

The dress code violation includes wearing decorating or adorning clothing that is inappropriate for the learning process. Clothing that reveals undergarments, chest, breasts, navel, buttocks, or any private body part will be considered inappropriate for the school setting. Any article that displays, suggests, promotes, or reveals a lewd, vulgar, unsafe, violent or sexual message through language, images and/or symbols is prohibited.

Students are expected to adhere to dress code policies each day.

Offense (s)	Consequence(s)
First	Notification to Parent/ Student Request for a change of clothing.
Second	Notification to Parent/ Student Request for a change of clothing. Team disciplinary action.
Third	Notification to Parent/ Student Request for a change of clothing. Referral to counselor/social worker.
Fourth	Notification to Parent/ Student Request for a change of clothing. Administrative Referral.

Dress code violation will be at the discretion of an administrator to determine if the student can remain in class. Teachers will document each dress code violation.

Drugs, Alcohol, and Weapons
[CCS BOE Policy 4320, 4325, 4300, 4333]

Drugs, alcohol and weapons of any kind are prohibited on any part of the school campus or school property (i.e. school bus)..

Emergency Information

Each student and his/her parent must make an effort to supply the school with information pertinent to emergencies. Students can better be protected if we have at least one phone number where one or both parents/guardians can be reached in case of emergency. Students should know their parent's place of employment; and memorize their home addresses and parents' phone numbers.

Emergency Procedures

Throughout the school year, school administration along with the Safe School Coordinator will schedule different kinds of safety drills.

Fire Drills: Regular Fire Drills are required by law and are an important safety precaution. One long continuous ring of the bell or alarm firebox system will alert all personnel. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner in a single file. Students should remain with the class so that the teacher may take attendance.

Bomb Threats: Students follow the same procedures as in a fire drill. Routes for the nearest fire exit are posted in each room. Students should vacate the building in an orderly manner in a single file, and should remain with the class so that the teacher may take attendance. Students and faculty will remain outside until local safety officials have swept the campus.

Tornado Drills: Tornado Drills will be signaled by one long and one short ring of the bell repeated three times. Students are to follow their teacher, report to a designated area, and assume a curled position to protect their eyes and head. Students must sit close together and remain quiet. Orderly evacuation to key areas is the safest policy for all concerned.

Faculty Lounges and Workrooms

Students are not allowed in the teachers' workroom/lounge for any reason before, during, and after school, or during after-school activities. Teachers will be responsible for keeping students out of this area and should not send a student to the lounge for any reason. The lounge or workroom is a place for school personnel only.

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents or students (who are at least 18 years of age) have both the right to inspect records kept by the school about the students and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents of the students. Copies of this policy may be found in the office of the Superintendent and the Principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Educational Rights and Privacy Act may be made, in writing, to FERPA Office, Federal Building No. 10, 600 Independence Avenue, Washington, D.C. 20202.

Field Trips

We offer several field trip opportunities to support our curriculum. When students attend field trips or any other school activities they are expected to abide by the same policies as during the regular school day.

Information on the purpose of the trip, cost and schedules will be shared with parents in advance. Many of the trips require special bus arrangements and advance ticket purchase. Therefore, we ask that you please adhere to the payment deadlines and due dates. Late payments and/or permission slips may not be accepted.

Fighting/Videotaping a Fight/Horseplay (CCS BOE Policy 4300]

Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight will receive a multiple day suspension depending on the seriousness of the fight and the frequency of aggressive infractions.

Name calling, threats, or using technology to harass, intimidate, embarrass, or provoke may also result in suspension.

The student who physically attacks another individual may be charged with assault and suspended up to 10 days. The second violation of this policy may result in recommendation for long-term suspension.

Acts such as "play fighting", kick or slap boxing, hitting, "pants-ing", pushing, neck slapping, or "joking on" another student in a physical manner often leads to accelerated aggression and fighting. Students should refrain from such acts. Acts that lead to fighting, disruption, or other disturbance may be subject to the same consequences as fighting.

Financial Obligations

No refunds will be given for any field trips, etc. Everything will be done on School Cash Online <http://ccs.schoolcashionline.com/>. While students have outstanding debts to the school, they will not be allowed to participate in any activities during, before, or after school except for regular classroom instructional activities.

Food

All food items will be consumed in the cafeteria. The consumption of food or drink items will not be permitted in the classroom, hall, gym, or restrooms. Food items should not be sold by students during school hours. **No prepared restaurant food may be brought on campus during school hours.**

General Provisions-School Board Policy

All students will comply with all rules governing behavior and conduct. It is the responsibility of the administrative team to fully investigate cases of students appropriately referred to his/her office for misbehavior, to ensure fair treatment of such students and protection of their procedural and substantive rights, and to determine what, if any, disciplinary action is warranted. The teacher shall have the responsibility and the authority to discipline students, except in those cases requiring the attention of the principal. All policies in the Cumberland County Schools Code of Conduct will be enforced.

Grading [CCS BOE Policy 3400]

All grades on report cards are numerical and based on a 10-point scale. Parents are encouraged to monitor grades regularly through Infinite Campus between progress reports and report cards.

A=90-100

B=89-80

C =79-70

D=69-60

F=

≤ 59

Guidance

Pine Forest Middle School provides an assortment of guidance services for the benefit of the student body. Students are encouraged to arrange conferences with a counselor based on need. Students must contact the team teacher to arrange for counseling. To every extent possible, counseling will be provided during elective periods.

Hall Pass

Each student is required to have a hall pass with an authentic teacher signature when leaving class. The pass must have the intended designation and a time written on it by the teacher. When a student leaves class for any reason, the expectation is the student reports to the specific location designated on the hall pass page. If a student does not return within a reasonable time or goes anywhere other than the specified designated location, the student will be charged with disruptive behavior and will receive disciplinary consequences.

Hours of Operations

The official hours of operation at Pine Forest Middle School are 7:00 A.M. – 2:40 P.M. SUPERVISION FOR STUDENTS WILL BEGIN AT 7:00 am daily. Students should not be dropped off in the morning prior to 7:00 A.M. The tardy bell rings daily at 7:30 am.

Immunization [CCS BOE Policy 4110]

Within 30 calendar days of his or her first enrollment date, each student must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), mumps, Hepatitis B haemophiles influenza (Hib), poliomyelitis, varicella, and any other disease as required by law or regulation.

For students entering the sixth grade, a booster dose of Tdap vaccine is required if five years or more have passed since the student's last dose of the tetanus-containing vaccine. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunization requirements of G.S. 130A-154(b).

Inclement Weather [CCS BOE Policy 5050]

In the event of inclement weather, parents and students should listen to the local radio and TV stations for the latest school closings and delays. The district will provide an automated call to families and/or text. Parents can also check the Cumberland County Schools website.

In the event of a 2-hour delay, buses will also run on a 2-hour delayed schedule. Students should arrive at their designated bus stops exactly 2 hours later than normal. Breakfast will not be served when schools operate on a 2-hour delay schedule.

If bad weather or potentially hazardous conditions result in the early release of students, parents will be able to find information about school closings on local radio and television stations.

Late Work

To promote academic success, PFMS will adhere to the following late work policy:

- Late Submission Window: Students may submit late work up to 4 days after the due date.
- Point Deduction: A deduction of 10 points will be applied for each day the work is late.
- Maximum Grade After 4 Days: If work is submitted more than 4 days late, the highest possible grade will be 60.
- Lower Grades: If the graded assignment results in a score lower than 60, the student will receive the actual grade earned.

This policy aims to encourage the timely submission of assignments while still providing a window for late work with fair penalties.

Note: Teachers will adhere to student accommodation.

Lockers and Locks

All students at Pine Forest Middle School will be assigned a locker. Upon arrival each day, students are required to store their materials in their locker. **Bookbags—whether solid, clear, or mesh—are not allowed in classrooms.** Locks are available for purchase through the school for \$7.00. Each student will keep their lock for the duration of their time at Pine Forest Middle School. **Only school-issued locks are permitted.** Any non-school lock will be removed at the student's expense. Students are responsible for keeping their lockers in good condition and will be held accountable for any damage. **Locker sharing or exchanging is not allowed under any circumstances.** Violations of these rules may result in the loss of locker privileges.

Loitering/Trespassing

Students are not permitted to loiter on school property after school hours, before school, or on non-school days. **Students are not to be on campus after 2:45 pm unless involved in extracurricular activities under the supervision of a teacher.** Students are not allowed to arrive at school before 7:00 am as there is no adult supervision before that time. Students not picked up after the conclusion of any event (i.e. tutoring, dances, clubs, etc.) will not be permitted to stay for any future events.

Lost and Found

Students should check in the lost and found near the teacher's lounge if they have lost something.

Your property is your responsibility. In addition, you are reminded that sharing a locker is not permitted and increases the chances of you losing books and/or personal items. Items found on campus will be maintained for 30 days. Should a student discover they have lost an item, they should check the lost and found within that period. After 30 days these items will be discarded.

Students who find lost articles are asked to take them to the discipline office on the main wing during lunchtime ONLY.

Make-Up Work

Make-up work will be available when a student is absent. Responsibility for requesting makeup work is the student's responsibility. Completed make-up work shall be done within five (5) class days of the student's return to school to receive credit.

The following procedure will be followed by each student when he/she has been absent from school: An original note will be brought by the student on the day he/she returns from his/her absence. Parents should keep a copy of the note for their records; the school is not responsible for a second

copy. The note should be turned in to the homeroom teacher and must contain the following information:

Student's first name, last name, and ID number.

Date(s) on which the absence(s) occurred.

Reason for absence

Signature of parent or legal guardian

Phone number where a parent can be contacted(home and work)

Bringing notes at the end of the quarter is not acceptable. Notes should be presented within five (5) days of the student's return to school (including physician notes). Failure to comply will result in the absence being recorded as unexcused.

Medication [CCS BOE Policy 6125]

Parents must sign in medication and complete the proper forms for any medication to be administered by school personnel. Students are not allowed to bring or carry over-the-counter or prescribed medication on them. School personnel are not allowed to dispense over-the-counter (OTC) medication to students without a doctor's prescription and completion of the proper form. The Cumberland County Health Department destroys all medications left at school approximately three weeks after the last day of school.

Out of School Suspension (OSS) [CCS BOE Policy 4351]

Students who fail to adhere to district and school policies may be assigned Out-of-School-Suspension (OSS) by an administrator. Parents will be notified if their child is assigned to OSS. **Students who are suspended from school are not permitted to be on any CCS school campus during the suspension and may not participate in any school activity.**

Parents may come to the school to pick up assignments, homework, etc. so that students will be able to work towards academic goals while suspended. Students are responsible for making up all work that they miss while they are suspended.

Parent Volunteers [CCS BOE Policy 1300,1310/4002, 5010, 5015, 5020]

Parents are encouraged to participate in the school activities as classroom volunteers, at athletic events, and in other capacities. Parent participation shows support for the child and the school and helps the parent gain insight into the child's progress. In accordance with Cumberland County School Policy, classroom volunteers must complete a criminal background check. The volunteer registration form can be found on the Cumberland County Schools website.

Parent-Teacher Conferences

If issues arise concerning students at Pine Forest Middle School, parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office. We request that all conferences be made during a teacher's or team's planning period. Please allow the school sufficient time to schedule conferences.

There are two scheduled Parent-Teacher conference dates during the school year.

Physical Education

All students are required to take a PE elective class. The physical education program is intended to provide each student with an opportunity to participate in a variety of physical activities that will provide a feeling of achievement and success.

A student who is, for any reason, unable to participate in PE must have a note signed by a parent or guardian. If a student is unable to participate in PE for an extended period of time, he/she must bring in a note from a medical provider.

Students are strongly discouraged from bringing valuables to school. Under no circumstances should teachers be asked to secure valuables nor will be responsible for any valuables brought to school. Physical Education teachers are not responsible for anything left in the locker room. Items such as purses, headphones, cell phones, jewelry, shoes, money, etc. should be locked in the student's personal locker. Gym locker rooms are monitored by a teacher; however, students must remove all personal belongings at the end of the class each day.

Students may bring deodorant in solid or cream (roll-on) form only. Aerosols and spray products are strictly prohibited (due to potential allergic reactions and safety of other students).

Physical Education Uniform

Bottoms	Shorts (no higher than mid-thigh area) or sweatpants
Tops	T-Shirt

Forgetting your gym apparel, losing your gym apparel or not having your gym apparel cleaned are not considered legitimate excuses. A student's grade will be affected if the student fails to dress out without a lawful absence.

Pictures

School pictures will be scheduled in both the fall and spring of each school year. All students will be photographed for the yearbook in the fall. Information for purchasing pictures will be sent home prior to the day of the pictures.

Profanity/Disrespect [CCS BOE Policy 4300]

The use of profanity is not considered appropriate behavior on a school campus.

Profanity should never be targeted at school staff. Additionally, no student should behave in a manner that is considered to be disrespectful or aggressive to staff members or other students. Such behavior includes, but is not limited to, talking back to a staff member, use of profane or vulgar language, or disrespectful gestures or body gestures directed toward staff members or students.

Violations will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals.

Public Display of Affection

Noncompliance with the rules listed below may result in disciplinary action

- There will be no kissing
- There will be no hugging

- There will be no hand-holding
- There will be no inappropriate touching of any kind

Restorative Justice Center

Students are required to adhere to CCS and PFMS policies to follow school-wide behavior expectations. Students who fail to comply with county and school-wide expectations may be assigned to the Restorative Justice Center by an administrator for up to 10 days, depending on the circumstances of the individual cases. The Restorative Justice Center (RJC) Program provides an alternative learning situation and is used as an intervention to preclude suspension from school.

Students will receive written documentation printed from the Alternative Behavior Educator (ABE) portal for discipline referrals that result in RJC – and will be advised to give the ABE's document to parents. Although written documentation is provided to students, parents will be notified by the Discipline Clerk or administration if their child is assigned to RJC.

Students are expected to complete class assignments, social skills, and character education lessons while assigned to RJC. Students are not considered absent in RJC.

Students will eat lunch in the RJC room or cafeteria and will be provided with scheduled bathroom breaks. The consequence for students who are disruptive or noncompliant while in RJC may be changed to out-of-school suspension.

Students who are absent (or who get checked out of school) during an RJC assignment will be required to make up the missed RJC time. It is the policy of The Cumberland County Board of Education that all students attend school daily and be present for all classes.

Sale of Items

Students are not to engage in the sale of items to other students unless it is school-sponsored. Any sale of an item for the purpose of raising funds for school activities by the students shall have prior written approval by the principal and the superintendent.

No student is allowed to sell any items or to solicit business for the individual or any group for any reason without the express written consent of the building principal.

Search and Seizure [CCS BOE Policy 4342]

School Property – Desks, lockers, and other equipment at any school belong to the school district and, although assigned to a particular student for use, may be entered and searched by officials whenever said officials have reasonable suspicion that some substance or other materials are contained therein which is illegal, or harmful to the safety of the student, or to the student body as a whole, or significantly disruptive or dangerous to the overall discipline of the school.

Student's Person – The Board of Education authorizes teachers and administrative personnel who have a reasonable suspicion that a student is in possession of weapons, illegal drugs or other items harmful to the student or students or the welfare of the student body to search the person of said student(s) under the following conditions:

1. Any such action shall not be taken unless there is reasonable suspicion that can be substantiated if necessary.
2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

Section 504/Americans with Disabilities Act

SECTION 504/AMERICANS WITH DISABILITIES ACT No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator: 30 Ms. Natasha Scott, Cumberland County Schools, P.O. Box 2357, Fayetteville, NC 28302 Phone: 678-2433.

Smoking & Tobacco Policy [CCS BOE Policy 4320.7250/5026]

Cumberland County Schools including Pine Forest Middle School are smoke-free campuses. No tobacco products including electronic cigarettes are permitted inside the building or outside the school grounds.

Possession, selling, or the use of tobacco products, vapes, or e-cigarettes is prohibited by students on any part of the school property. The use of tobacco products or e-cigarettes is prohibited by anyone on any part of the school property including parking lots.

Social Worker

Pine Forest Middle School has a Social Worker whose main function is to identify and assist in removing barriers to learning while promoting wellness and student success. This is carried out through direct services, such as home visits and enforcement of the compulsory attendance law, as well as advocacy for students and families and serves as a liaison between home, school, and community.

Tardy to Class

Students who are tardy or late will receive the following:

Offense (s)	Consequence(s)
First Tardy	Teacher Warning. Student sign classroom tardy log
Second Tardy	Parental Contact. Student sign classroom tardy log
Third Tardy	Parental Contact and/or Team Consequences. Student sign classroom tardy log
Excessive Tardies	Administration Referral

Any student more than 10 minutes late to class without a note will be documented for skipping class (truancy).

**Note: Teacher will document the tardies in the tardy log along with parent contact.*

Telephone Use

The school telephone is for school business and emergency use only. In case of student emergency and sickness, students will be allowed to call from the teacher's classroom. The main office phone is not available for student use. In order to protect instructional time, students will not be called from class to receive phone calls or messages. Transportation changes may not be made over the phone. Emergencies should be referred to the office. Students may not use cell phones during the instructional day.

Textbooks

Textbooks are school and state property and should be treated accordingly. Books are not to be left in the halls, gym, lunchroom, or on top of lockers. It is the student's responsibility to keep up with their books. The policy for assessing damage fees has been established by the Cumberland County School System.

1. Lost Book: Full price will be charged.
2. Damaged Book, Unusable: Full price will be charged.
3. Damaged Book, Usable: The amount collected will be assessed by the teacher based on the condition at the time the textbook was issued versus returned. Assessments will vary depending on the level of destruction incurred.

Workbooks: Full price charges will also be applied to any workbook that is lost or damaged beyond use.

Theft Prevention

The best method of theft prevention is to be aware of the possibility of theft occurring and strive to eliminate these opportunities. Each student and employee of the school has responsibility in the area of theft prevention; however, the school cannot be responsible for items that are lost or stolen.

Listed below are some hints to prevent theft:

1. Use your school lock and do not give your combination to anyone.
2. Do not leave your lock at the last number of your combination.
3. Never leave valuables in your locker overnight.
4. NEVER bring large sums of money to school.
5. Money should not be taken to the gym locker room at physical education time. Give valuables to your PE teacher.
6. Band instruments should never be left unattended.
7. If you take off rings to wash your hands, be sure that when you leave, you have not left them on the soap or towel dispenser.
8. Never leave books, etc., on shelves, benches, in the hallway, gym or on the bus.
9. Never leave your purse unattended.
10. Never leave anything of value at your desk when you leave your desk.
11. Coats should never be left unattended.
12. If you are staying after school, practice the same theft prevention habits you would follow during school.
13. If you have something stolen, report it immediately.

Use of Restroom Facilities

Students will only be given permission to use the restroom during class in case of emergency. We enforce this policy for the protection of class time. Students have time between classes to take care of personal needs.

Visitors

[CCS BOE Policy 5020]

Students are not allowed to bring visitors to school during the school day. Parents and other persons visiting the school on official business should report directly to the main office to obtain a visitor's pass.

Withdrawals

Parents should contact the school 24 hours prior to their child's last day at school for withdrawal procedures. The procedure for withdrawal is as follows:

1. Secure an authorization note for withdrawal or a transfer note from the parent or guardian.
2. Obtain a checkout form from the Student Services Office.
3. Have the form filled out by each assigned teacher, media center, and cafeteria.
4. Return all books and property to the subject teachers or media center.
5. Clean out the locker.
6. Return withdrawal form to Student Services Office.

Disclaimer Statement: Title IX

No student or employee in the Cumberland County Schools shall on the basis of age, gender, race, national origin, marital status or handicapping condition, be denied the benefits of, or be subjected to discrimination under any education program or activity. All Cumberland County schools maintain high academic standards.

COVID-19 DISCLAIMER

COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance(e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance.

FORMS

Dress Code Policy

This dress code provides guidance to students and parents as to appropriate school attire for students at all school functions. At Pine Forest Middle School we have high expectations for our students. They are expected to come to school with a respectable appearance which helps students learn a skill, which is required for success and will positively impact them in future employment linked to attire. Our guidelines seek to minimize distraction to the learning environment and school activities and improve the safety of students.

BOTTOMS	TOPS
<ul style="list-style-type: none"> No dresses, skirts, or shorts (to include PE shorts) no higher than mid-thigh all around. This includes the underlining of clothing such as high/low or double-layer dresses/skirts. If a student wears any pants, skirts, or dresses with holes, slits, frayed, or shredded areas above the knee of any size, the student must wear leggings or tights underneath so that no skin is visible. No shorts or skirts that are above the mid-thigh area. Biker shorts, bodysuits are prohibited. Leggings may only be worn with a top that covers the bottom in its entirety. Pants will be worn around the waist. There will be no sagging pants. Outerwear worn throughout the day must not be tied around the waist. 	<ul style="list-style-type: none"> Clothing that reveals an excessive amount of back, shoulders, chest, and or/ belly are not permitted. This includes tank tops, crop tops, muscle shirts, belly shirts, and no tube tops (tops must have a strap). No see-through tops (clothing). No shirts can be tied on the side, front or back Nothing will be worn that will be offensive to any race, religion, or gender, or which displays profanity in any form.
HEADGEAR	BOOK BAGS/PURSES/CELL PHONES
<ul style="list-style-type: none"> No hats, toboggans, sweatbands, do-rags, bandannas, knit caps, wraps, bonnets, or any other head coverings. All head coverings must be kept in the locker for the entire school day. Small headbands unadorned and measuring less than 2-3 inches are acceptable. Head coverings or headgear worn for a religious purpose are allowed or to reasonably accommodate medical or disability-related issues (e.g., protective helmets). 	<ul style="list-style-type: none"> Book bags must be stored in the locker during the day. It is recommended that book bags be clear or mesh. Large purse is subject to be placed in lockers Gym clothes can be carried in grocery, mesh, or clear drawstring bags before and after scheduled PE classes. Cell phones are to be kept in student lockers upon arrival at school. School is NOT responsible for personal items brought to school. No fanny packs
SHOES	OTHER
<ul style="list-style-type: none"> Students must wear shoes at all times Crocs are permitted in sports mode (with back strap) Flip-flops, slippers, house shoes, shoes with wheels, spikes or shower shoes are not permitted. No spikes on shoes, clothing, or accessories. No cleated athletic-type shoes will be worn inside the building at any time. 	<ul style="list-style-type: none"> No sleep attire to include blankets, bathrobes, slippers, pajama tops/pants and pillows. No inappropriate signs, emblems, or language on clothing. Clothing with derogatory or insulting messages and advertisements for drugs, alcohol, violence, or tobacco is not permitted. No wallet chains or chains on clothes. Sunglasses are NOT to be worn in the building. No scarves and/or any other items etc., will be allowed to hang from pockets. Headphones and earbuds are NOT to be worn in the building.

	<ul style="list-style-type: none"> Gym clothes: T-Shirt and shorts (no higher than mid-thigh)/sweatpants
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Special Note: Students will not be allowed to dress in a manner that disrupts or distracts others from learning, is offensive to others, or violates health or safety requirements. The administration will make the final decision on all dress code-related infractions.

Student Signature: _____ Date:_____

Parent Signature: _____ Date:_____

STUDENT INTERNET USE AGREEMENT

User's Full Name (please print): _____

Home Address _____

Home Phone: _____

I understand and will abide by the Cumberland County Schools Technology Responsible Use Policy and understand that if I violate this policy my Internet access privileges may be revoked and school disciplinary and/or legal action may be taken against me. I further understand that any violation that constitutes a criminal offense will be reported to law enforcement authorities.

User Signature _____ Date: ____/____/____

PARENT or GUARDIAN (*If you are under the age of 18 a parent or guardian must also read and sign this agreement.*)

As the parent or guardian of this student, I have read the Cumberland County Schools Technology Responsible Use Policy. I understand that access to the Internet is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold the school system responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Technology Responsible Use Policy and hereby give my child permission to use the CCS network independently.

Parent or Guardian's Name (please print) _____

Parent or Guardian's Signature: _____

Google Apps for Education Parent/Guardian Permission Form

By signing below, I confirm that I have read and understand the following:

Under FERPA and corresponding North Carolina law, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's education projects, documents, email, files, username and password stored in Google Apps for Education may be accessible to persons acting on behalf of Google by virtue of this online environment. I also understand that my student's use of Google Apps for Education is governed by Technology Responsible Use (Cumberland County School District Board Policy Code: 3225/4312/7320).

My signature below confirms my consent to allow my student's projects, documents, email, files, username and password to be stored by Google. I understand that I may ask for my child's account to be removed at any time and that I am allowed to have full access to my child's account. I also understand that if I choose to allow my child to have a Google Apps for Education account, I have the right to request that any one portion of the suite of tools can be disabled, leaving the other portions of the suite fully operational.

_____ YES, I give permission for my child to be assigned a full Cumberland County School District Google Apps for Education account. This means my child will receive an email account, access to Google Drive, Calendar and Sites.

_____ NO, I do not give permission for my child to be assigned a Cumberland County School District Google Apps for Education account. This means my child will NOT receive an email account or access to Google Drive, Calendar and Sites.

(Please Print)

Student's Full Name _____

School _____ Grade _____

Parent/Guardian Signature: _____ Date: _____

Photographic/Videotaping Permission

The Cumberland County Schools used photographs, slides, videos, or illustrations of students for many purposes. Some examples include but are not limited to, newsletters, annual reports, brochures, presentations, videos, new stories produced by the school system on our website and other news media, or in other similar forms of communication.

This form allows you as a parent or guardian to choose whether your child may be in a video, photograph, or other illustration used by the Cumberland County Schools or other news media sources.

Check one:

____ I give permission to the Cumberland County Schools or other news illustrations of my child. Further, I authorize their use without inspecting or approving the finished product or its specific use.

____ I do not give permission for my child to be included in presentations by the Cumberland County Schools or the news media.

Parent/Guardian

Name Student's Name

Date of Signature

Student's School

Street Address

Student's Grade

City State Zip

Student's Teacher

Media Center

We offer a variety of media services to students including both print and electronic resources. Students will come with ELA teachers on a rotational basis for instruction and to check out books. Some things to remember:

1. Students will be given a barcode which will serve as the patron's library card. This will be affixed in the student handbook and must be presented in order to check out books.
2. Patrons must sign in upon entering the media center when not with a class.
3. Items checked out from the library are the responsibility of the student. OVERDUE FINES ARE FIVE CENTS PER SCHOOL DAY. LOST BOOKS MUST BE PAID FOR BY THE STUDENT.
4. Books may be checked out for two weeks and may be renewed one time.
5. Gum, food, and candy are not allowed in the media center.
6. If a barcode is lost, students must pay \$1.00 for processing in order to get a new one.
7. Students must have parental permission to use the Internet at school. This form is located in the student handbook and must be visible when accessing the Internet. The exception is when accessing Destiny.
8. If a student pays for a lost book and that book is returned during the school year, the cost of the book will be refunded less \$1.00 for overdue charges.
9. In order to access library accounts students will sign up for a Destiny account in 6th grade during a media center lesson. Students can see books in our catalog at any time via the Destiny website: <http://destiny.ccs.k12.nc.us>.

Tape Library Barcode Here

STUDENT USERNAMES AND PASSWORDS

Program: _____

Userr Name _____

Password _____

Program: _____

Userr Name _____

Password _____

Program: _____

Userr Name _____

Password _____

PARENTS RIGHT TO KNOW STATEMENT

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, WS/FCS is notifying every family of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers and/or teacher assistants.

This information regarding the professional qualifications of your child's classroom teachers and teacher assistants includes, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by teacher assistants and, if so, their qualifications.

If you would like to request the qualifications of your child's teacher and/or teacher assistant please contact the CCS Title I Office at 910-678-2637.

In addition, your child's school will notify you at any time your child has been taught for 4 or more consecutive weeks by a teacher not meeting state professional qualifications.

DECLARACION DEL DERECHO A SABER DE LOS PADRES

De acuerdo con la Sección 1111 (h) (6) de ESEA, DERECHO A SABER DE LOS PADRES, WS / FCS está notificando a cada familia de un estudiante en una escuela de Título I que usted tiene el derecho y puede solicitar información sobre las calificaciones profesionales de su hijo. maestros de aula y / o asistentes de maestros.

Esta información con respecto a las calificaciones profesionales de los maestros y asistentes de maestros de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las materias en las que el maestro brinda instrucción.
2. Si el maestro está enseñando bajo un estado de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. El título de licenciatura del maestro y cualquier otra certificación de posgrado o título que posea el maestro, y el campo de disciplina de la certificación o título.
4. Si el niño recibe servicios de asistentes de maestros y, de ser así, sus calificaciones.

Si desea solicitar las calificaciones del maestro de su hijo y / o asistente de maestro, comuníquese con la Oficina de Título I de CCS al 910-678-2637.

Además, la escuela de su hijo le notificará en cualquier momento en que un maestro que no cumpla con las calificaciones profesionales estatales le haya enseñado a su hijo durante 4 o más semanas consecutivas.

The Parent Right to Know Statement must be provided to all parents. It must be copied/pasted/disseminated through newsletters, handbooks, websites, planners, bulletin boards, etc.

I attest all parents have been provided the statement above. The Parent Right to Know statement has been disseminated in the following manner: Posted on the school website and sent home with each student the first week of school

Cornelius L. Felder
Principal/Designee Signature

August 26, 2025
Date



Pine Forest Middle School

6901 Ramsey Street
Fayetteville, North Carolina 28311
Phone (910) 488-2711 Fax (910) 630-2357

PARENT & FAMILY ENGAGEMENT POLICY

Pine Forest Middle School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families (***PFMS Open House & Title I Meeting/Orientation August 20, 2025; Culture/International Night April 2, 2026; Parent Teacher Conferences (Virtual or Face to Face) October 21-24, 2025 and March 13, 2026; Awards Assembly November 6, 2025, January 29, 2026, March 26, 2026, & May 21, 2026; Band Concert December 9, 2025 and April 28, 2026, Orchestra Concert December 11, 2025 and April 30, 2026 etc..***) to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and a variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held on **August 20, 2025 from 4 pm-7 pm** to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) who are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet **every Fourth Monday** to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information on time. Information includes, but is not limited to the following:
 - o school and district report cards,
 - o student assessment results and interpretation of such results,
 - o description of curriculum, state content standards, and how student progress is measured,
 - o opportunities for parent and family meetings to share in educational decision-making,
 - o qualifications of teachers,
 - o timely responses to parents' and family suggestions, and
 - o inclusion of parents' and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improving student achievement. This will be sent home for parent review.
- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.



PINE FOREST MIDDLE SCHOOL 2025-2026

School & Family Learning Compact

Student Name: _____

It is the mission of **Pine Forest Middle School** to make the learning process more exciting, inviting, involving, flexible, and unified. In order to achieve this goal, the home, and the school must be willing to recognize and agree upon the responsibilities of each party in the learning process. This learning compact lists the ways students, parents and families, teachers, and principals can contribute to the success of every student.

As a student, I will be responsible for...

- Come to school with an open mind, a willingness to learn, and the necessary materials.
- Exemplify respect daily and adhere to all CCS & PFMS policies and procedures.
- Advocate for your own learning and ask for help when needed.
- Support the mission and vision of PFMS.

As a teacher, I will be responsible for...

- Maintain frequent, open communication about student progress and accomplishments.
- Design and facilitate rigorous lessons that challenge students and engage them in the learning process.
- Provide an environment that is conducive to learning and supports students' social, emotional, and academic success.
- Teach, model, and uphold high expectations and the RAIDERS matrix.
- Support the mission and vision of PFMS.

As a parent/family, we will be responsible for...

- Maintain open communication with the school and become actively involved in school activities.
- Advocate for your child's academic and social success.
- Ensure your child is punctual and attends school daily.
- Support the learning process.
- Create an environment where your child can continue learning at home.
- Support the mission and vision of PFMS.

As a principal, I will be responsible for...

- Ensure open communication and advocate for students, parents, and teachers.
- Explain, model, and uphold high expectations for students, parents, and teachers.
- Hold students, parents, and teachers accountable for their part in the educational process.
- Ensure the prescribed curriculum is taught appropriately for all students.
- Be committed to the safety and success of PFMS.

Parents/Families—We welcome your comments or suggestions:

Student Signature: _____ Date ____/____/____

Teacher Signature: _____ Date ____/____/____

Parent Signature: _____ Date ____/____/____

Principal Signature: _____ Date ____/____/____