



Pine Forest Middle School

"Home of the RAIDERS"

6901 Ramsey Street
Fayetteville, NC 28311
Phone (910) 488-2711
Fax (910) 630-2357
<http://pfms.ccs.k12.nc.us>

Office Hours: 7:00 AM-3:00 PM



School Colors: **Green and Gold**

Name: _____ Grade: _____

Address: _____ Phone: _____

Homeroom Teacher: _____ Counselor: _____

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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 responsible for their 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.

Parents and students are encouraged to read the handbook carefully. This handbook will explain the rules and regulations that must be followed at Pine Forest Middle School.

Sincerely,
Cornelius Felder, Principal

Address/Telephone Change

Inform the Student Services office and your homeroom teacher if you change your address or telephone number anytime during the school year. Please 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.

Athletics

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**- 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 FROM:

- 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

ATTENDANCE

In order 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 with excessive absences may be subject to suspension for up to two days for truancy. 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

Book Bags

Book bags may be used only for the purpose of transporting 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.**

Bus Regulations

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.

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

Conduct: 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 teachers' 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 <https://www.k12paymentcenter.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: Breakfast:

- Regular =Free
- Reduced =Free
- Milk = \$.50

Lunch:

- Regular = \$2.25
- Reduced=\$.40
- Milk = \$.50

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.

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 7:05 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. After 3 unexcused tardies, students will be subject to discipline. 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.

Clubs

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.

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.

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.

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.

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.

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.

JS2S or Junior Student 2 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.

Confiscated Items

Any device disruptive to the school environment including spinners, slime, and electronic devices, including but not limited to cell phones, tablets, digital cameras, and laser devices, will not be displayed or utilized while on the school bus or on school premises during the school day unless utilized for educational purposes as approved by the school administration. These items will be confiscated and may be picked up Monday through Friday ONLY between the hours of 2:40-3:00 pm by parent/guardian.

Offense(s)	Consequence(s)
First Offense	Device is confiscated and the parent must come to sign the device out.
Second Offense	Device is confiscated and held for 2 days then the parent must sign the device out.
Third Offense	Device is confiscated and held for 3 days. Administrative conference with parents. RJC may be assigned.

*Days do not include weekends, holidays, vacations, or any other non-school day.

- Refusal to Teacher-Three(3) Days OSS
- Refusal to Administrator-Five(5) Days OSS

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.

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 are not permitted. Deliveries of flowers or balloons are not permitted, and deliveries of food shall be limited to lunch items only. Any deliveries of student medications by parents/guardians must conform to the requirements of Policy 6125 and Regulation 6125-R.

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"> • Bottoms may have holes no more than 4 inches above the knee, uncovered. • Bottoms with holes more than 4 inches above the knee must have opaque tights or shorts worn under them to fill the holes. Pants are NOT allowed to have holes in the back. • No shorts or skirts that are above the mid-thigh area. • 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
HEADGEAR	BOOK BAGS/PURSES/CELL PHONES
<ul style="list-style-type: none"> • No hats, toboggans, sweatbands, do-rags, bandannas, knit caps, wraps, or any other head coverings. • Small headbands unadorned and measuring less than 2-3 inch are acceptable. • However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) 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. • 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/clear purse
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, or shower shoes are not permitted. 	<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. • No sunglasses 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 area) or 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.

First Violation	Parent Contact & Verbal Warning (Step 1)
Second Violation	Parent Contact & Teacher Discipline, Referral to the School Safe Coordinator (Step 2)
Third Violation	Parent Contact & Teacher Discipline, Referral to Counselor/Social Worker (Step 3)
Fourth Violation	Referral to Admin (RJC)

Administrative Referral(s)	Consequence(s)
First Referral	2 days RJC
Second Referral	3 days RJC
Third Referral	5 days RJC
Fourth Referral	OSS (Noncompliance)

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.

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.

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; memorize their home address and parents' phone number.

Emergency Procedures

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.

Financial Obligations

No refunds will be given for any field trips, etc. Checks will only be taken with a driver's license number, current address and phone number on the check. 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.

Grades

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 their school planner with an authentic teacher signature on the hall pass page 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 7:05 am daily.** Students should not be dropped off in the morning prior to 7:05 A.M. The tardy bell rings daily at 7:30 am.

Lockers and Locks

All students of Pine Forest Middle School will be required to rent locks for their lockers. The fee is \$5.00 and the replacement cost for lost locks will be \$7.00. All locks are the property of Pine Forest Middle School. Only school locks may be used. Any lock that is not a school lock will be cut from the locker at the student's expense. Students are responsible for all damage to lockers. Students are also reminded that there will be no sharing or exchanging of lockers once they are assigned. Any violation of lockers rules may result in loss of locker privileges.

Loitering

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 7:05 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 discipline office 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

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. The Cumberland County Health Department destroys all medications left at school approximately three weeks after the last day of school.

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 teams' planning period. Please allow the school sufficient time to schedule conferences.

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

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

The Restorative Justice Center (RJC) Program provides an alternative learning situation. Students will be assigned to RJC for one to ten days, depending on the circumstances of the individual case. The program will focus on two basic areas of education:

- Aiding students with assignments from their regular teachers and providing remedial instruction and materials when necessary.

- Providing interventions on personal values and behavior.

Restorative Justice Center Placement: On his/her assigned day a student assigned to RJC is to go directly to the RJC classroom. If a student does not complete all assignments in RJC, he/she may be assigned additional days or out-of-school suspension by an administrator. A student will only be limited to three (3) RJC Placements per school year. Students will then receive an out-of-school suspension.

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

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 is 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

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

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

Any student who is not in his/her assigned seat when the tardy bell rings is considered tardy. Students who are tardy or late will receive the following:

Offense(s)	Consequence(s)
First Tardy	Parent Contact/ Verbal Warning/Student sign tardy log
Second Tardy	Parent Contact/Teacher discipline/Student sign tardy log/ Referral to Safe Schools Coordinator
Third Tardy	Parent Contact/Teacher Discipline/Student sign tardy log/ Referral to Counselor/Social Worker
Fourth Tardy	Administrative Referral

Administrative Referral, Truancy/Skipping, and Hall Sweep:

Administrative Referral(s)	Consequence(s)
First Referral	2 days RJC
Second Referral	3 days RJC
Third Referral	5 days RJC
Fourth Referral	OSS (non-compliance)

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

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.

Weather

In case of inclement weather (severe storms, snow, ice, etc.) parents should review a plan with their children to follow when early school dismissal occurs. Parents should listen to local radio stations or television stations for the announced decision on school closing. Additionally, parents will receive an automated phone call.

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

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



PFMS Dress Code Guidelines

Revised 5/30/23

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"> Bottoms may have holes no more than 4 inches above the knee, uncovered. Bottoms with holes more than 4 inches above the knee must have opaque tights or shorts worn under them to fill the holes. Pants are NOT allowed to have holes in the back. No shorts or skirts that are above the mid-thigh area. 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
HEADGEAR	BOOK BAGS/PURSES/CELL PHONES
<ul style="list-style-type: none"> No hats, toboggans, sweatbands, do-rags, bandannas, knit caps, wraps, or any other head coverings. Small headbands unadorned and measuring less than 2-3 inch are acceptable. However, students may wear head coverings in the school building as an expression of sincerely held religious belief (e.g., hijabs or yarmulkes) or cultural expression (e.g., geles) 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. 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. <li style="color: red;">School is NOT responsible for personal items brought to school. <li style="color: red;">No fanny packs/clear purse
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, or shower shoes are not permitted. 	<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. No sunglasses worn in the building. No scarves and/or any other items etc., will be allowed to hang from pockets. <li style="color: red;">Headphones and earbuds are NOT to be worn in the building. <li style="color: red;">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.

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 onto our web site 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: _____

Program: _____

Username: _____

Username: _____

Password: _____

Password: _____

Program: _____

Program: _____

Username: _____

Username: _____

Password: _____

Password: _____