Pine Forest High School

2025-2026

Student Handbook

525 Andrews Road
Fayetteville, NC 28311
910.488.2384/Fax: 910.488.0790
Office Hours: 8:00 am -4:00 pm
School colors: Green and Gold
http://ccs.k12.nc.us/pfhs

Where EVERYONE and EVERYTHING matter!
Juelle McDonald, Ed.D., Principal

Respect Self, Respect School, Be Responsible

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Pine Forest High School

2025-2026 Student Handbook

Student and Parent Acknowledgment and Pledge

The purpose of the 2025-2026 Student Handbook is to state clearly the standards for acceptable conduct of students, explain the rules/regulations for PFHS students, and provide important information. The goal of student discipline is not punitive, but rather to maintain safe and caring schools, to teach students to behave in ways that contribute to academic achievement and school success, and to support an exceptional school environment where students and staff are responsible and respectful. Therefore, please (1) review and discuss the *Pine Forest High School Student Handbook* with your child and (2) sign and return this sheet to your child's homeroom teacher. Should you have any questions when reviewing the *Student Handbook*, please contact your child's assistant principal. You may access an electronic copy of the handbook on the PFHS website: https://www.ccs.k12.nc.us/pfhs

NOTE: Failure to return this acknowledgement and pledge will not relieve a student or the parent/guardian from being responsible for knowing or complying with the rules contained within the *PFHS Student Handbook*.

Parent/Guardian:

I have reviewed the *PFHS Student Handbook*, and understand the rights and responsibilities contained therein. I will work with my child to ensure that he/she understands and practices proper conduct according to the guidelines outlined in the *PFHS Student Handbook* to help maintain a safe and orderly school environment.

Name (please print): _____
(Parent/Guardian)

Signature: _____ Date: _____

Student:

To help keep my school safe, I pledge to show good character, work to the best of my ability and adhere to the guidelines established within the *PFHS Student Handbook*.

Name (please print): _____
(Student)

Signature: _____ Date: _____

Return this form to your Homeroom Teacher.

MISSION STATEMENT:

The mission of Pine Forest High School is to educate young men and women from diverse backgrounds. Pine Forest is a team of administrators, teachers, students, staff, and parents motivated by a spirit of success. Through commitment to academic excellence, values, cultural and physical development, our team prepares students for a life dedicated to achievement, leadership, and service to both the local and global communities.

VISION STATEMENT

The vision of Pine Forest High School is to empower students to be confident, competitive, and collaborative citizens in a global community.

School Song

On a hill a lofty majesty
That towers above the Cape Fear's flow
A pine tree sings a song I love
To storm's or zephyr's blow Oh!
Pine Forest, they name is music
Thy heart's pure gold and thy soul's a flame
Oh! Pine Forest, thy crown of gladness
Is sons and daughters who bear high thy name.

Greetings from Administration

As your administrators, we take great pride in welcoming you to Pine Forest High School. Our goals for this year are to provide strong instructional leadership, a positive school climate, a safe and orderly environment, and high expectations for all students with a strong academic program. Believing that all students can learn, we are committed to student success. We encourage students and parents to accept ownership in our goals and know that Pine Forest High School exists for you. Please accept our best wishes as we continue our journey towards 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 High School. The administration will assume that all students understand the material within this book upon receiving it. Becoming acquainted with the information contained should prove to be beneficial in that it will develop an informed group with a sense of direction and understanding.

Sincerely,
The Administrative Staff of Pine Forest High School

Administration

Juelle McDonald, Ed.D.	Principal
Pierre Cobb, Ed.D.	Assistant Principal: 12th Grade
Mandy McMillan	Assistant Principal: 10th Grade & Athletic Director
Jamal Troublefield	Assistant Principal: 9th Grade
Laura Moya	Assistant Principal: 11th Grade

Student Services

Taylor Robinson	12th Grade, Co-Lead Counselor
Teresa Dixon	9th Grade, ACT/SAT Waivers & Accommodations and NCAA Eligibility
Brayanna Upthegrove	10th Grade, NCVPS, and NCSSM
Mary Holt	EC, ESL, and Grade Recovery Counselor, 504 Coordinator
Matthew Stoeckley	11th Grade, Co-Lead Counselor & High School Connections Liaison
Tyler McNeil	Student Services Receptionist
Latoya McKoy	Social Worker
Amy Fennell	AIG Consultant
Brigitte Anderson	Career and Technical Education Facilitator

Library Media & Instructional Technology

Alicia Judd	Media Specialist Media Clerk

Support Staff

Octavia Jones-Elliott	Principal's Secretary
Kimberly Williams	Bookkeeper
Brandi Hoefler	Front Desk Receptionist
Alexa Cruz	Attendance Clerk
Brittney Godwin	Data Manager
Cpl. Tony James	School Resource Officer Safe Schools Coordinator Administrative Assistant
Felicia Watson	Cafeteria Manager

Department Chairs

Career and Technical Education	Brigitte Anderson
Cultural Arts	Manuella Smith
English	Susan Beard
Foreign Language	
Health & Physical Education	James Peaden
Mathematics	Renee Gmiter
JROTC	Johnnie Grove
Science	Erica Thames
Social Studies	Amanda Hughes
Special Education	Cynthia Simmons

Cumberland County Schools 2025-2026 Traditional 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		
January19	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 20, August 21, August 22, October 20, November 4, November 26, January 5,
February 13, March 13, June 1, June 2, June 3, June 4, June 5

Make-Up Days if Needed:

November 26, January 5, February 13

Academic Concerns

All concerns and questions regarding academics should be directed first to the teacher of the course in which you have concerns. If the concern is not addressed satisfactorily, the concern or question should be directed to the appropriate Assistant Principal. All athletic concerns must be directed to the Athletic Director. All non-academic concerns should be directed to the student's grade level administrator or school counselor as listed in this document.

Attendance Policy

Regular school attendance has a direct positive effect on academic success and achievement. Students who record frequent, excessive absences and tardies limit contact with teachers and the daily instruction which takes place in each classroom. We want each student to be successful in his/her efforts. We believe that regular school attendance makes a significant contribution to the possibility of success. N.C. General Statute #115c-378 requires that students attend school 180 days, unless absence is unavoidable. Compulsory attendance Laws for the State of N.C. apply. **A student shall be present at least one-half (50%) of a class period in order to be recorded present for that class.** In order to be considered in attendance, for administrative purposes, a student must be present in the school for a least one-half of the school day or a place other than the school with the approval of the appropriate school official for the purpose of attending a school activity which has been officially authorized under the policies of the Board of Education. Such activities include field trips, athletic contests, student conventions, musical festivals, or any similar approved activity.

Excused Absences are as follows: 1. Legitimate Doctor's note for each day a student is out. 2. Court/Administrative proceedings. 3. Approved educational opportunities 4. Verified funeral proceedings for immediate family members.

CCS Attendance Policy 4400

A secondary student is expected to attend school for 180 days unless absent for lawful reasons. Secondary students should be in attendance a minimum of seventy (70) days per semester or 140 days per school year to receive credit for a course. Any student who accumulates and exceeds ten (10) absences during a grading period for any course during a semester is in immediate jeopardy of receiving a failing grade and receiving no credit for the course.

A. After more than twenty (20) cumulative unexcused absences for the year for grades 6-8 and more than twenty (20) cumulative unexcused absences for the semester for grades 9-12, the teacher shall notify the social worker, and the principal or designee. The parent/guardian will be notified that the student will not receive credit for the course and may be retained.
B. The student or parent/guardian may apply for a waiver to overturn denial of course credit. The Student Services Team (SST) will consider whether this policy should be waived or whether the student's grades should be reduced because of the absences. The student or parent must submit a waiver request form to the SST and other documentation that supports the student's request. The SST will review other measures of academic achievement, the circumstances of the absences, the number of absences, and the extent to which the student completed missed work. The SST may recommend to the principal and the principal may make any of the following determinations:

i. The student will not receive a passing grade for the semester (an FF will be awarded), which may also lead to retention;
ii. The student's grade will be reduced;
iii. The student will receive the grade otherwise earned, or the student will be given additional time to complete the missed work before deciding the appropriate grade.

Students with excused absences due to documented chronic health problems will be exempted from this policy. In addition, for students experiencing homelessness (see board policy 4125, Homeless Students), school officials must consider issues related to the student's homelessness, such as a change of caregivers or nighttime residence, before taking disciplinary action or imposing other barriers to school attendance based on excessive absences or tardies.

Notes must be turned in within five days of the student's absence. No notes will be accepted after a decision has been made on any appeal. Parents/Guardians are encouraged to keep a copy of all documentation. The school will not be responsible for providing this second copy. Special documentation should be turned in within 5 days of the student absence.

Athletics

The faculty and staff of Pine Forest High School believe participation in athletic competition enhances a student's opportunities for academic success. Our goal is to provide a comprehensive program of inner-scholastic competition that promotes and compliments academic excellence, personal accountability, and individual/team goal setting.

Fall Sports

Sport	Groups	Coach
Cheerleading	Junior Varsity & Varsity	Jordan Diggs
Cross Country	Men's & Women's Varsity	
Football	Junior Varsity & Varsity	Kevin Inman
Golf	Women's Varsity	James P
Soccer	Men's Varsity	Ky'Vaughn Calvin
Soccer	Men's Junior Varsity	Dr. Courtney Lawrence
Tennis	Women's Varsity	Margaret Jones
Volleyball	Junior Varsity & Varsity	Monique Daniels

Winter Sports

Sport	Groups	Coach
Basketball	Men's: Junior Varsity & Varsity	
Basketball	Women's Junior Varsity & Varsity	Charles Page
Bowling	Men's & Women's Varsity	Heidi Henry
Cheerleading	Junior Varsity & Varsity	Jordan Diggs
Indoor Track	Men's & Women's Varsity	
Swimming	Men's & Women's Varsity	
Wrestling	Junior Varsity & Varsity	Chris Green

Spring Sports

Sport	Groups	Coach
Baseball	Junior Varsity & Varsity	Thomas Willoughby
Softball	Junior Varsity & Varsity	
Track	Men's & Women's Varsity	/Johnnie Grove
Golf	Men's Varsity	James Peaden

Soccer	Women's Junior Varsity & Varsity	Isaac Rancour
Tennis	Men's Varsity	

OUR CONFERENCE

The "All-American Athletic Conference" includes:

E.E. Smith High School
Harnett Central High School
Pine Forest High School
Overhills High Schools
Terry Sanford High School
Triton High School
Western Harnett High School
Westover High School

Pine Forest High School Athletic Staff
Athletic Director: Mandy McMillan

1. All athletes must register with the Final Forms. All forms on the platform must be completed and approved by the school before participating in any athletic activities. Forms are good from (July 1st - June 30)
2. Medical Examinations- Must have a current medical examination by a duly licensed physician, nurse practitioner, or physician's assistant; physical must carry student-athlete completely through the sport season in which the student-athlete is participating (Physical can't expire during the sport season). Physical must be uploaded to Final Forms. If you miss five or more days of practice due to illness or injury, you must receive a medical release before practicing or playing.
3. Scholastic Requirements – Must have **passed a minimum academic load** during the previous semester, and meet local promotion standards. Students must **pass three of four courses per semester** and meet local promotion standards. Office or Teacher Assistant classes will not count towards meeting this requirement.
    - Must have a weighted **2.0 GPA or a 70 average** for the previous semester. Second semester 9th graders – 12 grade.
    - A student upon entering grade 9 is academically eligible for competition o high school teams for the fall semester.
4. Age of player- A student may not participate in athletics if they turn 19 years old before August 31 of the current school year.
5. Conduct- Drinking, smoking, and possession or use of drugs will not be tolerated. Athletes are to adhere to all rules and guidelines in the CCS Student-Parent Athletic Handbook.
6. Attendance - **Must be in attendance for at least 85% of classes** of the previous semester at an approved school. (CCS Policy).
7. Insurance- The student must have insurance coverage by one of the following:
    A. School Insurance
    B. Private Insurance
    C. Be a military dependent

Senior Athletes

Any senior desiring to participate in sports during the 2025-2026 school year cannot take less than four classes unless approved by the Athletic Director.

Required Athletic Participation Forms

Final Forms Online System- the athlete and parent must create an account and complete all forms that will be approved by the Athletic Director. You cannot participate in athletics until all forms are completed on this site.

NCAA Eligibility Requirements

The NCAA has established a central clearinghouse to certify athletic eligibility to Division I and II institutions. Students, who intend to participate with or without a scholarship as a freshman in college, must register with and be certified as eligible by the NCAA Eligibility Center. Please note that the initial eligibility certification pertains only to NCAA requirements for participation in Division I or II athletics and has no bearing on admission to a particular Division I or II institution. Please note the following:

- It is best to register at the beginning of your sophomore year.
- Register online at www.eligibilitycenter.org. For Division III- Contact your Division III College regarding its policies on financial aid, practice and competition.
- For the latest NCAA Division I or II requirements, go to www.eligibilitycenter.org

Athletic Events

As stated in our school system's policy, each student is responsible for his or her own conduct at all school activities such as games, dances, and programs on the campus and away from the campus. With this in mind, we are requesting that students do the following when attending these activities:

Come on the campus only if you plan to attend the activity; otherwise, there is no reason for your presence at the event. Students attending sports activities should report directly to the activity and leave the campus as soon as the activity is over. Do not loiter in and around the gymnasium, school grounds or the parking lots. There will be no loitering in and around the dressing room areas before, during or after contests. These areas are reserved for coaches,

players, and officials or other individuals as approved by the principal. **Anyone found loitering in the building before or after school is subject to receive a "NO TRESPASSING" letter. It is your responsibility to arrange a ride in advance. *Your ride needs to be on time.***

Telephones are not available after athletic contests. Please notify parents/guardians before leaving home as to what time they may pick you up. Any student not picked up for any after school activity within 30 minutes of the completion of the activity will not be allowed to participate in future activities for the remainder of the school-year.

Also, please be reminded that all other rules and regulations affecting student conduct are in effect at any school connected activity on or off the campus. If a student is suspended from school, he or she is not allowed to attend an athletic event while serving a suspension. The CCS Student Code of Conduct still applies to all CCS sponsored athletic events.

Tickets can be purchased online at Home Town tickets (ccs.hometownticketing.com) for PFHS athletic events.

Athletic Signings

Signing days will occur during the Spring Semester of each Academic School Year through the athletic director.

Books

Books are not to be left in the halls, on top of lockers, in the gym, in the restroom, or in the lunchroom. Books are the responsibility of those students to whom they are assigned. We will adhere to a lost/damage textbook fee policy. **The only secure place while at school is a locked locker.** Once a student is issued a book, the book becomes the sole responsibility of the student.

Book bags

In an effort to do all that we can to assure the safety of students, we restrict the use of book bags, large purses or other similar items used for transporting books, gym clothes, athletic or band equipment to class **unless they are clear or mesh. Absolutely, *no solid book bags will be allowed.***

Any solid athletic bag must be kept inside a coaches office or remain within the confinements of a team locker area. They will not be permitted to be carried around school. Purses holding books, notebooks or any other item in similarity will be considered a book bag. Students are required to secure valuables in their lockers with a school issued combination lock. Any student who refuses to comply with this rule will face disciplinary consequences.

Bus Transportation

School buses are a means of transportation provided by the state of North Carolina. Students who ride the bus are expected to conduct themselves in an orderly manner at all times. Students may not ride a bus not assigned to them or get dropped off at another stop that is not the students assigned stop. Students who misbehave on the school bus may be suspended from riding the bus for an indefinite period of time. The administration has the authority to suspend students from the bus for the following infractions to include, but not limited to:

- Delaying the bus schedule.
- Fighting, using profanity, smoking, lighting matches or cigarette lighters.
- Refusing to obey instruction of school authorities to include assignment of seating and noise levels.
- Tampering with a school bus.
- Vaping
- Use/possession of any tobacco or illegal substance
- Insubordination
- Refusing to meet the bus at designated stops.
- Unauthorized leaving of the bus when traveling from home to school or vice versa.
- Playing, throwing trash, paper or any other object on the bus.
- Violation of Cumberland County School Board Rules
- Entering or leaving the bus through the emergency door or through windows that are to be used only during emergencies.
- Standing while the bus is in motion
- Hanging out of windows

- Standing in seats
- Refusing to let others sit in authorized seats.
- Crossing the street at the rear of the bus when entering or leaving the bus.
- Failing to observe safety rules and regulations.
- Rude or discourteous conduct
- The bus stop is part of school property. All students must exit the bus and go home. Anything occurring from the bus stop to home may result in disciplinary action.
- Once the bus has been parked and students have disembarked, the vehicle is off limits for all students until the dismissal bell sounds at the end of the school day. The school bus is not a student lounge or a lunchroom.

Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offenses. All Pine Forest rules for student behavior apply while riding the bus. Pine Forest High is not responsible for lost or stolen items while on the school bus. It is the student's responsibility to keep their belongings secure and with them at all times.

Cumberland County buses have scheduled times of arrival for stops on their routes. On a normal school day students should allow a 10 to 15 minute leeway before and after their scheduled time of pick up. Students must be standing at the designated bus stop when the bus arrives. The driver will not wait for late students. Please allow more time throughout the school year on inclement weather days or when problems may arise due to mechanical issues. Please feel free to call the school if you have any questions. Parents/Guardians are encouraged to use the "Here Comes the Bus" app. Buses are instructed to follow a set schedule. Students must be at the bus stop within the given window of time and must be on the bus after school no later than five (5) minutes after dismissal in the afternoon. Students who do not meet this time requirement may be denied access to the bus and have to arrange alternative transportation. On a rare occasion, a bus may have to ride a double route. The school will make every effort to inform parents/guardians if buses are running unusually late. The CCS Student Code of Conduct applies to the bus and bus rides.

*****Riding the bus to school is not a right, it is a privilege!*****

Cafeteria

There are designated lunch periods. Students must eat during their designated lunch period. Please observe the following rules while visiting the cafeteria. Failure to do so will result in disciplinary action.

- All food and drink must be consumed in the cafeteria at a lunch table.
- Each student will buy his/her own lunch and may buy only one lunch at a time.
- Students who use free or reduced lunch numbers under false pretenses will be subject to paying for that lunch and may be subject to disciplinary action as well.
- Everyone must dispose of his/her paper, dishes, eating utensils, trash and trays when he/she has finished eating.
- Student behavior in the cafeteria should be based on courtesy and cleanliness. Students who do not conduct themselves as such will be subject to loss of privilege and other disciplinary action.
- Coats, purses, books, cell phones and any item of value should not be left unattended. These items should be locked in a student's personal locker.
- Students may not jump ahead in a food line to buy food, milk or juice.

- Horseplay will not be tolerated.
- Students may not skip in the lunch line for any reason.
- **No prepared restaurant food may be brought on campus during school hours.**
- Parents/Guardians wishing to eat lunch with a student may do so during their child's assigned lunch period on any school day. Parents may purchase a school lunch or bring a prepared lunch from home; **they may not bring restaurant food to the lunchroom**. Parents/Guardians must sign in with the main office to receive a visitor's pass before going to the lunchroom. Parents/Guardians must sit at a separate lunch table with no other students. Parents/Guardians must make an administrator aware of his/her visit.
- Students must remain in the lunchroom during their assigned lunch period. They are not allowed to enter the classroom halls, go to their locker, or any other location.
- Cell phone use is permitted, but is limited to listening to music with earbuds, texting, and surfing the web for appropriate content. **Phone conversations, pictures, and video recordings are prohibited.**
- Students are allowed to eat their lunch in the Trojan Student Lounge when it is open. The lounge is a place designed for students to work on school related assignments during their lunch period. However, students must comply with the rules posted in the lounge. Failure to comply with these rules will result in the student not being able to utilize the lounge for the remainder of the school year.
- Students that eat first lunch should report to their 3rd period class first, unless they attend FTCC.
- Students should not be in the cafeteria unless it is their designated/assigned lunch period.
- **Food delivery services are not permitted (i.e. Uber Eats, Door Dash, etc.)**

Care of School Property

Responsible students and good citizens need not be reminded that Pine Forest High School has a good school facility that should be respected in every way and kept in top condition. Defacing or damaging walls, desks, doors, lockers, walkways, books or other school property is a sign of idleness and poor citizenship. Each year money must be spent to refinish, repair, and replace equipment that has been needlessly damaged by irresponsible persons. The facility and equipment should be used appropriately and not abused. At Pine Forest we respect our school and try our very best to see that it is protected from abuse. Needless to say, anyone who damages or destroys school property will be expected to pay for that property. According to the seriousness of the offense, additional disciplinary action may be taken.

Check-Ins/Check-Outs

Students who arrive to school after 8:30 am must report directly to the main office. **If the student is accompanied by a parent, the tardiness is excused. If, however, the student is not accompanied by a parent, the tardiness is unexcused. Three unexcused tardies will be subject to disciplinary actions.**

Once students arrive on campus during the school day they are expected to follow all school rules. Students who find it necessary to leave during the school day must have their parent or guardian's written permission to check out. ***An email or phone call is not permitted to check a student out.*** This documentation must be turned in to the main office by 8:30 am so that it can

be verified with the parent. **Under no circumstances will a student be allowed to meet someone in the parking lot or be allowed to leave the school premises without their parents accompanying them or granting permission. Checkouts are permitted until 3:00 pm daily.** *Parents/Guardians must have official identification to check a student out.*

Confiscated Items

Items that interfere with the learning environment of Pine Forest High School will be confiscated. **A parent or guardian must pick up any item taken from a student**. **The school will not be responsible for confiscated items.** Cellular phones, iPods, iPads, tablets, headphones, air pods, compact disc players, walk-mans, stereos, playing cards, etc., are some of the items that students may not display or utilize in the classroom or other "red" zone areas.

- Cell phones/electronic devices and other confiscated items may be picked up from the main office or the student's teacher Monday through Friday only between 3:40 pm and 4:00 pm.
- **Only a parent or guardian may pick-up these confiscated items.**

Daily Schedule

At 8:00 am as students arrive on campus, they must report immediately to the following areas:

- Students riding a bus, being dropped off, or driving to school that desire to eat breakfast will report to the cafeteria. Only students eating breakfast are to be in the cafeteria.
- Students riding the bus and NOT eating will report to the main gym.
- Students driving cars or being dropped off will report to the gym and will only be allowed to enter the building through the fishpond doors.
- Students cannot move from area to area. Once a student reports to the gym or cafeteria, they must remain in that location.

Students will not be released from the gym or cafeteria until 8:23 am. Students will not be allowed to loiter in the fishpond area. No student will be served breakfast after 8:23 am unless riding a late bus. Students will not be allowed to roam. Students must stay in one location.

***** Our building will not open until 8:00 am *****

Bell Schedules

Regular Bell Schedule

Warning Bell	**8:23 am**	
1st Period	8:30 am	10:05 am
2nd Period	10:10 am	11:45 am
3rd Period/Lunch	11:50 am	2:00 pm
1st Lunch	11:54 am	12:21 pm
2nd Lunch	12:27 pm	12:54 pm
3rd Lunch	1:00 pm	1:27 pm
4th Lunch	1:33 pm	2:00 pm
4th Period	2:05 pm	3:40 pm

Homeroom Schedule – First Wed of each month

Warning Bell	**8:23 am**	
1st Period	8:30 am	10:00 am
HR	10:05 am	10:15 am
2nd Period	10:20 am	11:45 am
3rd Period/Lunch	11:50 am	2:00 pm
1st Lunch	11:54 am	12:21 pm
2nd Lunch	12:27 pm	12:54 pm
3rd Lunch	1:00 pm	1:27 pm
4th Lunch	1:33 pm	2:00 pm
4th Period	2:05 pm	3:40 pm

Two Hour Early Release

Warning Bell	**8:23 am**	
1st Period	8:30 am	9:32 am
2nd Period	9:37 am	10:37 am
3rd Period/Lunch	10:42 am	12:39 pm
1st Lunch	10:44 am	11:09 am
2nd Lunch	11:14 am	11:39 am
3rd Lunch	11:44 am	12:09 pm
4th Lunch	12:14 pm	12:39 pm
4th Period	12:44 pm	1:40 pm

Two Hour Delay Schedule

Warning Bell	**10:23 am**	
1st Period	10:30 am	11:32 am
2nd Period	11:37 am	12:37 pm
3rd Period/Lunch	12:42 pm	2:39 pm
1st Lunch	12:44 pm	1:09 pm
2nd Lunch	1:14 pm	1:39 pm
3rd Lunch	1:44 pm	2:09 pm
4th Lunch	2:14 pm	2:39 pm
4th Period	2:44 pm	3:40 pm

Breakfast Schedule

Breakfast is served until 8:20 am. Only those students arriving to school on a late bus and have a bus pass will be permitted to eat breakfast after 8:20 am.

Data Collection

Homeroom teachers will disseminate important forms. It is the responsibility of the parent/guardian to ensure these forms are completed and accurately filled out. Forms should be returned the next day after receiving it. Furthermore, it is the responsibility of the parent/guardian to ensure the school has the most up to date contact, emergency information, and address for your child. The student's parent/legal guardian must inform the registrar of all changes of address/telephone number and provide proper documentation.

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 student(s) only. Commercial deliveries to or for students are not permitted. Deliveries of flowers or balloons are not permitted, and deliveries of food shall be limited to lunch items only according to Regulation 5020-R. Any deliveries of student medications by parents/guardians must conform to the requirements of Policy 6125 and Regulation 6125-R.

Discipline

If a student is suspended or in Restorative Justice Center on any given full day, the student is not eligible to participate in any extracurricular activity sponsored by the school, including athletics, until the following day. Students may refer to the CCS Code of Conduct for information about discipline infractions and consequences.

Displays

Only posters pertaining to school approved activities will be posted on the campus and in the building. An assistant principal will approve and grant space and explain limitations. Faculty sponsors are responsible for all materials presented for posting. No posters should be displayed in the main lobby. A poster should be removed by 3:40 pm on the day of the activity. Tape should ***never*** be used to display posters.

Dress Code

- No hats, toboggans, sweatbands, do-rags, bandannas, knit caps, wraps, or any other head coverings. Small head bands unadorned and measuring less than 1 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).
- **No belly shirts; No tube tops (tops must have a strap).**
- **No part or section of midriff area should be visible**
- **No hoods to be worn**
- No sleep attire to include blankets, bathrobes, slippers and pillows.

- No shorts or skirts that are above mid-thigh area.
- No clothing that shows cleavage. Shirts cannot have an open back.
- No see-through tops or bottoms (clothing). This includes jeans or pants with excessive holes that are above mid-thigh area.
- No inappropriate signs, emblems, or language on clothing.
- 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.
- Pants will be worn around the waist. There will be no sagging pants.

The administration reserves the right to restrict the wearing of any items that may be disruptive to the normal school day. Failure to comply with the dress code may result in disciplinary action.

- On the first offense, the student will receive an administrative warning and the dress code issue will be attempted to be corrected so that the student may return to class.
- On the second offense, the student will receive a phone call home and another administrative warning and will be placed in partial day ISS.
- On the third offense, the student will receive 3 full days of ISS.
- On the fourth offense, the student will receive 5 full days of ISS.
- On the fifth offense, the student will receive an out of school suspension.

The Wearing of Masks in Response to COVID-19 or Other Health Concerns

Any masks worn in school in response to COVID-19 or other health concerns may not contain or depict messages or images that would otherwise be prohibited under Policy Code 4316, "Student Dress Code". Examples of prohibited messages or images are those which are provocative or obscene, substantially disruptive, or which promote or depict illegal activity.

Dressing Out for Physical Education

Upon arrival at school students must submit a doctor's note to their PE teacher if that student needs to be excused from participating on that date. Forgetting your gym apparel, losing your gym apparel or having your gym apparel cleaned are not considered legitimate excuses. Student grading will be affected if the student fails to dress out without a excused absence.

Students are strongly discouraged from bringing valuables to school. Under no circumstances should teachers be asked to secure valuables nor will they be responsible for any valuables brought to school. Physical Education teachers are not responsible for anything left in locker rooms. Items such as purses, headphones, cell phones, jewelry, shoes, money, etc. should be locked in a student's personal locker. Students enrolled in a PE class will be able to utilize a locker during their gym period to secure their belongings. Students must have a combination lock and it must be removed each day when the student's PE class is complete. Pine Forest High School is not responsible for lost or stolen items.

Driver's Eligibility

Upon completion of the Driver's training class, a student may obtain a Driver Eligibility Form which is needed to obtain a Learner's Permit from the DMV. Forms are available in the Main Office between the hours of 8:00 am and 4:00 pm, Monday through Friday (Monday-Thursday

during summer). The Driving Eligibility certificate shows that the student is making adequate progress and has not dropped out of school. In order to obtain the certificate, the parent/legal guardian must be in attendance and present the following items:

- An original or certified copy of the student's birth certificate or military ID
- A Driver Education Completion Certificate
- The parent will be required to sign the Driving Eligibility Certificate in our office

The Driving Eligibility Certificate is only valid for **30 days!** If the certificate expires a new certificate can be reissued by bringing in the old certificate.

Early Dismissal

Students who are regularly dismissed according to abbreviated schedules such as those in FTCC, early dismissal due to less than four class periods or other work programs *must leave campus immediately.* If a student does not have a ride or is unable to leave campus, he/she MUST report to the media center. ***Reporting to a teacher, staying in the building, or wandering the halls is not permitted.*** If the student continuously has transportation issues, their early dismissal schedule will be re-evaluated.

Electronic Devices

Students at Pine Forest High School are permitted to use cell phones prior to 8:23 am, inside the cafeteria and during class changes. Pine Forest High School utilizes the Red Zone/Green Zone Policy. Cell phones or headphones are not permitted for use in a Red Zone. In a Green Zone, students are permitted to check text messages, view calendars or other items on their phone only during permitted times which have been previously stated**. At NO time should students be found playing music or talking on their cell phone. Any type of portable speakers are not permitted.** Students are permitted to use ear buds (small headphones that fit in your ear ONLY), but at no time should students have large Beat style headphones or any style of headphones that cover the entire external part of the ear. Cell phones and headphones (i.e. air pods and earbuds) are not permitted in instructional rooms. They should be immediately put away prior to entering and should remain there for the duration of the class period. Students that do not adhere to this policy are subject to having their phone or items confiscated for a parent to retrieve. **Failure to comply will result disciplinary action. A student refusing to give any school official a cell phone or closed book bag will result in disciplinary action.**

Students are responsible for keeping up with their own personal devices. They are strongly encouraged to keep devices at home or in a locked locker. Pine Forest High School is not responsible for lost, stolen, or damaged items/property.

Elevators

Students must have permission to sue the elevators. Students should see the front office staff with a written explanation for a need to use an elevator pass. Students who are riding the elevator without administrator approval are subject to disciplinary action.

Emergency Preparedness Drills

Fire, tornado, earthquake, campus intruders and other drills as deemed necessary will be performed regularly. Fire drills at regular intervals are required by law and are an important safety precaution. The fire alarm system will alert all personnel. Students and all staff/faculty members will vacate the building in an orderly manner. There shall be no talking when leaving and returning to the building and students must remain with the class. All faculty/staff members will exit the building. For a tornado drill, a continuous series of three (3) short rings of the bell will signal impending danger. Routes for the nearest evacuation exit are posted in each room. There shall be no talking when leaving or returning to class. Students should remain with the class so the teacher may take attendance. Students are expected to fully comply with directives of school personnel during the emergency preparedness drills to ensure the safety of all students.

Faculty Workroom/Faculty Lounge

Students are not allowed in the teachers' workroom or lounge for any reason before, during or after school, or during after-school activities. The lounge or workroom is a place for school personnel only and is completely off limits to students. Teachers/Staff should keep the doors locked at all times.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a federal law that governs the maintenance of student records. Under this law, parents or students (if they are at least 18 years of age) have both the right to inspect records kept by the school about the student 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 student.

Financial Obligations

No refunds will be given for any field trips or etc. Checks will only be taken with a license number and current 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.

School Cash Online

Please join the thousands of parents who have already registered and are enjoying the convenience of paying ONLINE! It takes less than 5 minutes to register. Please follow these step-by-step instructions and you will begin to receive email notifications regarding upcoming events involving your child.

STEP 1 - REGISTER
Go to the School Cash Online home page at ccs.schoolcashonline.com.

STEP 2 - CONFIRM EMAIL
A registration confirmation email will be forwarded to you. Click on the link provided to confirm your email and School Cash Online account.
The confirmation link will open the School Cash Online site, prompting you to sign in to your account. Use your email address and password to log in.

STEP 3 - ADD A STUDENT
This step will connect your child to your account.

a. Select the School Name.

b. Enter Your Child's First Name, Last Name, and Birth Date.
c. Select Continue.
d. On the next page confirm that you are related to the child, check the Agree box and select Continue.
e. Your student has been added.

If you need assistance, select the *SUPPORT* option in the bottom right-hand corner of the screen or go to parenthelp@schoolcashonline.com

Food

All food items will be consumed in the cafeteria during lunch hours. The consumption of food or drink items will not be permitted in the classroom, hall, gym or restrooms. Food items are not to 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 principal or assistant principal to investigate fully 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/Grading System

Grades can be viewed by parents and students by visiting the school web page and following the link for the Parent Portal. You may request information regarding a login and password from the school data manager. Grade point average calculations are based upon standardization of academic course levels, weighting of course grades, and grading scales. The weighting for Honors courses shall be one – half (.5) of a quality point. The weight for Advanced Placement/International Baccalaureate (AP/IB) courses shall be one (1) quality point.

Grading Scale

A = 90 – 100
B = 80 – 89
C = 70 -79
D = 60 – 69
F = Less than 60

How to Calculate GPA

Take the number of quality points earned and divide by credits earned. Each course that is taken at Pine Forest High School is worth 1 credit. See the table below for the number of quality points.

	Quality Points Earned		
Letter Grade	**Standard Course**	**Honors Course**	**Advanced Placement**
A	4	4.5	5

B	3	3.5	4
C	2	2.5	3
D	1	1.5	2
F	0	0	0

Graduation

The date, location and time will be announced on the CCS website at www.ccs.k12.nc.us. Inappropriate behavior by seniors or their invited guests will result in the senior's diploma being held for a specified period of time. Graduating seniors who will be participating in the graduation ceremony must follow the mandatory CCS Graduation Attire guidelines and other PFHS graduation guidelines.

Student Services

Student Services exists for all students in this school. It is a continuous process involving specialized services which help students individually and as members of groups with their life adjustments, problems, and needs. The administrators and teachers are constantly working together in the interest of the student as an individual as well as a member of the group. Counseling responsibilities will be divided by grade level. If you need assistance, please see the counselor based on your grade level.

9th Grade: Hannah Gordner
10th Grade: Brayanna Upthegrove
11th Grade: Matthew Stoeckley
12th Grade: Taylor Robinson
Special Populations: Montre Mbachu

Hall Passes

Each student is required to have a school issued hall pass when leaving class and the pass should be entered into the digital pass system. Students are not allowed to write or issue passes. When a student leaves class for any reason, the expectation is that the student reports to the specific location designated on the pass. Students are expected to return to class within a reasonable time from the time the pass was issued to the student. 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.

- → Example: If a student is assigned a pass to go to the main office and the student is found in the gymnasium, the student would not be in the specified designated location and would face disciplinary consequences.
- → Example: If a student is assigned a pass to go to the restroom and returns to class an hour or 30 minutes after the pass is written, the student will be written up for not returning within a reasonable time and will face disciplinary consequences.

Students are expected to be in class at all times. Students should not be out of class without a valid pass from his or her teacher.

Health Services

No student should be out of class for health reasons without a proper excuse.

At the beginning of each school year, the homeroom/classroom teacher will check to see that each student has returned a completed Student Information/Verification of Address form. **Each homeroom/classroom teacher will screen all Student Information/Verification of Address forms for those which indicate a medical problem.**

Any Student Information/Verification of Address form which indicates a medical problem will be submitted to the principal and kept in the office for easy accessibility to the nurse or other school personnel needing to refer to same.

It is the responsibility of the parent and/or guardian to:

1. Notify school officials in writing of the medical condition of the child and keep this information current.
2. Provide to the school the medication in an appropriate labeled container which includes the child's name, the name of the medication, the unit dosage to be given, the member of dosage units, the time the medication is to be given and the appropriate storage facility, i.e. refrigerated or non-refrigerated.
3. Provide the school with instructions to be kept on file from their child's medical provider for actions to be followed in case of emergencies related to specific medical problems such as bee stings, epilepsy, diabetes, etc.
4. Provide a signed release from medical liability form for school personnel who administer emergency medical treatment per physician's instruction.

ID Cards/Class Dues

Pictures for student ID cards will be taken during the first month of school. Students are required to keep their ID card on their person at all times during the school day and at all school functions.

ID cards are required for school dances, assemblies, the JR/SR Prom, pep rallies, media center use, cafeteria, check in and check out, etc.

- 9th grade ID (Freshmen): $5.00
- 10th grade ID (Sophomore): $5.00
- 11th grade dues/ID (Juniors): $45.00 *Must be paid by specified deadline*
    - Cover the following:
        - Student ID Card
        - Junior Breakfast
        - Junior Class t – shirt
- 12th grade dues/ID (Seniors): $90.00
    - Cover the following :
        - Senior Float for Homecoming
        - Outstanding Senior and Senior Superlative Recognition
        - Graduation Expenses
        - Special Projects & Donation
        - Printing of Graduation Programs and Tickets
        - Class T - Shirt
        - Senior Gift
        - Senior Breakfasts

- Senior Activities
- Student ID card

- Seniors who pay in full ($90) by November 21, 2025:
  - guaranteed senior t - shirt before Winter Break, and
  - attend all senior activities

Dues can be paid on SchoolCash Online.

- *Important Note: This fee does not include personal graduation expenses to include but not limited to cap and gown, graduation announcements and etc. Those items are purchased separately from Josten's.*

** If a student wishes not to pay JR or SR dues, the cost of an ID card is $5.00

Replacement ID: The cost of a replacement ID is $5.00. A replacement ID may be purchased from the main office before school. There will be no refunds, even if the original ID is found at a later date.

Prom Ticket: Students will purchase a prom ticket each year to attend prom. Prom fees are not included in junior or senior dues. The cost of this year's prom ticket is $50.00 per person. There will be an additional outside guest fee for those who want to bring an outside guest. Outside guest must be approved to attend. Only Junior/Senior students can purchase a ticket. Underclassmen (9^{th}/10^{th} grade students) are not permitted to attend prom.

** *No refunds will be given for dues paid or prom tickets.* **

Indebtedness

All student fees and charges, both optional and required, shall be listed and described annually in each school's handbook or in some other written form. The notice shall advise students that fees are to be paid within 30 days after enrollment. The notice shall further advise students that required fees might be waived for indigent students (as defined in JS-A) by the principal upon written request of the student's parent/guardian or legal custodian.

Seniors who owe fines to the school must pay the fines in full in order to receive graduation tickets.*

Locks and Lockers

A locked locker is the ONLY secure place a student has to keep personal items. **NEVER leave your belongings unattended**. Lockers are supplied by the school and are assigned to students by their homeroom teachers. If students elect to use a locker, students are required to purchase a new lock at a cost of $5.00; a used lock will cost $3.00 from Pine Forest High School. No personal locks will be allowed. This lock may be used for the full time at Pine Forest High School. Lost locks must be replaced with school locks. Students who have problems with their locks and or lockers should check with Mrs. Jones-Elliot and make sure they have the correct combination, and check the serial number against the combination. If the lock still fails to open, contact the main office. All students are responsible for the operation of their locks and any items found within their lockers. Only combination locks purchased from the school may be utilized. **ITEMS FOUND IN UNLOCKED LOCKERS MAY BE CONFISCATED.**

No students may share a locker with another student. Unlocked lockers will be cleared periodically by custodial personnel. Student lockers may be entered at any time by school staff.

It is the student's responsibility to ensure that the locker is locked securely. The school will not be responsible for items lost or stolen from lockers. Students should never give out the combination to their lock to anyone and must realize that this is the only secure place for valuables while on campus. **Students are responsible for all contents inside of his/her locker.**

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 before 8:00 am and after 3:45 pm unless involved in extracurricular activities under the direct supervision of a teacher/staff member.

Lost and Found

Most items lost/stolen at Pine Forest High occur in classrooms, the gym, the cafeteria or the locker room. Students should check with the Safe Schools Coordinator if they feel they have lost something. The lost and found is located by the gymnasium.

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. *Pine Forest High School is not responsible for lost or stolen items.* Students are responsible for making sure their personal possessions are secured at all times.

Items found on the campus of Pine Forest will be maintained for a period of 30 days. Should a student discover they have lost an item, they should contact the safe schools coordinator within that time period. After 30 days these items will be discarded.

Make-Up Work

Make up work will be available when a student is absent. **Responsibility for requesting make-up work is the student's responsibility. Student must email their teacher for missing assignments. CCS Policy Code 4400D:** Makeup of any missed assignments by an elementary, middle or high school student attending school on a regular schedule must be completed within five school days of the student's return to school. **Makeup of missed assignments by a high school student on a 4 x 4 schedule must be completed within three (3) school days of the student's return to school.**

The following procedure will be followed by each student when he/she has been absent from school:

*An original authentic 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 own records; the school is not responsible for a second copy. The NOTE must contain the following information:

1) Student's first & last name and ID number.
2) Date(s) on which the absences occurred.
3) REASON for absence
4) Signature of parent or legal guardian.
5) Phone number where parent can be located (home & work)

Forged or fraudulently signed notes will be treated as skipping school or leaving campus without permission.

Students should bring a note after each absence. The absence note must be turned into the attendance clerk and it will then be recorded in PowerSchool. Absences beyond 3 days in each class will require the student to make up time at the discretion of the teacher. **Bringing notes at the end of the semester 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. The attendance clerk is located in the main office. **A grade of a zero may be given for assignments not made up within the appropriate time frame.**

Media Center

Students present in the Media Center will be expected to conduct themselves in a quiet and orderly manner. Failure to do so may result in suspension of library privileges. In order to be admitted to the Media Center, students must present a pass from a teacher unless a teacher accompanies them.

Messages

Messages will not be delivered to students during the instructional school day. Students are not allowed to use the office phones to make personal phone calls.

Musical Instruments

Musical instruments are only to be brought to school for the sole purpose of participation in a scheduled music class or sponsored music activity, such as band, orchestra, etc. The instrument will remain in the music classroom (or designated location) during the school day.

Off Limits Areas

There are certain areas on campus that are off-limits to students during the school day. The locations are as follows:

- Bus Parking Lot
- Student and Faculty Parking Lots
- Athletic Facilities, unless under the direct supervision of a teacher, coach or administrator
- Shrubbery, woods and trees around the school campus
- All hallways during lunch
- All stairwells and snack machines during lunch
- Teacher workrooms and/or lounges
- Faculty Parking Lot: no student pickups or no student drop offs!
- The hut doors will remain locked throughout the day, except during class changes. There will be a teacher to monitor the doors between during the changing of classes. Students should only use the main entrance of the school to enter the building. During class time if a student needs to go outside to the huts or inside the main building from the huts, they will need to use the designated entrances.
- Outside the school building.

Parent-Teacher Conferences

A school counselor, principal or a teacher may request a conference at any time with the parent/guardian to discuss the progress and problems of the student. Such conferences are highly desirable as they are beneficial to the student, parent/guardian, and teacher. These conferences should be scheduled with the individual teacher. *Please be reminded that parents/guardians cannot visit their child's classroom without prior notice to school administration. School officials will set up a conference or a class visit within a reasonable amount of time.*

Parents may call the school or email the teacher to schedule a conference with a teacher at any time during the school year. The teacher will schedule a time that is convenient to both the teacher and the parent/guardian. *Parent/teacher conferences must be scheduled in advance.*

There are also two scheduled Parent/Teacher conference dates during the school year. Dates will be announced and posted on the school's website.

Parking and Driving on Campus

The privilege of parking a personal vehicle on school grounds may be exercised only after the student has met all the requirements established by the Cumberland County Board of Education and the principal. A person driving a motorized vehicle to school will park it according to regulations in designated areas. **In order for a student to drive on campus, the student must hold a valid driver's license.**

Students who violate any driving and parking regulations are subject to having parking privileges suspended or revoked.

- A parking agreement may be obtained from Mrs. Octavia Jones-Elliott in the Main Office.
- Each student authorized to drive must display a parking permit on the vehicle at all times. Parking permits will cost $50.00 at the beginning of school and $25.00 at the beginning of 2nd semester and can be obtained by completing an application and being approved by the Safe Schools Coordinator.
- Students must park in their assigned space.
- Neither the school nor the school system is responsible for loss due to fire, theft, or accidents relative to personal vehicles on school grounds.
- Once a student arrives on campus in his/her vehicle, they must immediately vacate the vehicle and enter the building. Students are not to be in the parking lot or in parked cars during the school day. Any student who remains in the vehicle after arrival on campus will be charged with loitering and revocation of permit.
- Any vehicle or student must not exceed 10 miles per hour when driving on school grounds.
- Music should not be played loudly in the parking lot.
- Students are not permitted to return to their cars during the school day without special permission from an administrator and must be escorted to their vehicle by the school resource officer or school representative
- Parking permits will be revoked for excessive tardies, skipping school/class, inappropriate behavior, and other violations of school rules.
- Any student found driving on campus without permission is subject to disciplinary action according to the student code of conduct. The charge will be insubordination.
- Students must drive the registered vehicle on his/her application

- Students are to park ONLY in the lot beside the auxiliary gym. This is designated as the student parking lot. Students are NOT to park in the soccer lot. Failure to follow this will result in loss of privileges and/or disciplinary action.

- **Students are to be picked up alongside the curb in the right lane only. At no time should a student be picked up in the left lane. This lane should always be free moving so that everyone can get off campus quickly. At no time should parents drive on the grass or areas not designated for vehicles. Anyone that continues to do this may be issued a No Trespassing letter from school officials.**

Students with Parking Permits
If a student with a parking sticker accumulates 3 or more unexcused tardies in 1st period, the student's parking sticker may be revoked and said student may face other disciplinary consequences. It is the expectation that students who drive will be on time for school.

Parent Link Calls

The school will utilize parent link to make automated calls to inform parents, guardians, and students about important information. Emergency information is also communicated with this system. Please ensure the correct and most accurate/up to date/current phone number is provided. Contact the data manger if you have questions or concerns.

Progress Report & Report Card Schedule 2025-2026

High Schools 9-12

4X4 Block Schedule

Alger B Wilkins, Cape Fear, Cumberland Academy 6-12 Virtual, Douglas Byrd, E.E. Smith, Gray's Creek, Jack Britt, Massey Hill Classical, Pine Forest, Ramsey Street, Seventy-First, South View, Terry Sanford, and Westover

First Semester

First Day for Students	***Monday, August 26, 2024***
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Monday, September 23, 2024
End of 1st Grading Period	***Friday, October 18, 2024***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, October 25, 2024
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, November 20, 2024
End of 2nd Grading Period	***Friday, December 20, 2024***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Friday, January 10, 2025

Second Semester

Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Thursday, February 06, 2025
End of 3rd Grading Period	***Wednesday, March 12, 2025***
Report Cards Go Home/Grades available in Campus Parent/Student Portal	Wednesday, March 19, 2025
Progress Reports Go Home/Grades available in Campus Parent/Student Portal	Wednesday, April 23, 2025
End of 4th Grading Period/Last Day for Students	***Friday, May 23, 2025***
Final High School Report Cards ***Mailed Home/Grades available in Campus Parent/Student Portal***	Friday, June 06, 2025

Prom

Juniors and seniors attending the Pine Forest must purchase a prom ticket for each year they plan to attend prom. Juniors and seniors are required to pay for a prom ticket if they plan to attend

prom. Prom guests must be approved by Pine Forest High School administration and must fill out the Outside Guest Application as well as pay the outside guest fee. An outside guest must be at least 11th or 12th grade. Prom is for juniors and seniors – underclassmen (9th and 10th grade) are not permitted to attend. Dress code will be enforced. If you have questions about prom, please see an administrator. More information concerning prom tickets can be found under Class Dues/ID card section of this handbook.

Promotion Requirements

In order to receive a passing grade for a course, you (the student) must be in attendance for ninety percent (90%) of the class time or its equivalent as determined by the principal.

Beginning with the 2003-2004 school year:
Students who attend a high school in which a maximum of eight (8 credits) can be earned during the school year (4 x 4 schedule).

- For promotion from grade nine (9) to grade ten (10), each student must pass a minimum of six (6) units of course credits. One (1) of these units must be in English.
- For promotion from grade ten (10) to grade eleven (11), each student must pass a minimum of thirteen (13) units of course credit in grades nine (9), ten (10). Two (2) of these must be in English.
- For promotion from grade eleven (11) to grade twelve (12), each student must pass a minimum of twenty (20) units of course credit in grades nine (9), ten (10) and eleven (11) and must be in a position to graduate at the end of the regular school year. Three (3) of these must be in English.

Public Displays 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 inappropriate touching of any kind.

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. All fundraising activities should be coordinated with the administrator in charge of fundraising.

School Safety & Visitation Requirements

School safety is everyone's responsibility. We will only allow students to carry see through book-bags during the school-day. **Closed book-bags will not be allowed at Pine Forest High School**. Also, students should enter/exit the building using only approved doors**. Students should never open doors to allow individuals access to the school building.** Individuals that do this may face possible discipline measures from school officials. Anyone wishing to check a student in/out must present proper identification in the front office. All visitors to Pine Forest should enter the school using only the front entrance door. Also, any parent wishing to visit a class must call in advance giving 24 hour notice. A grade level administrator will be assigned to attend the classroom along with the parent/guardian. Parents/guardians may only observe classes

that their child is currently taking for that period. Also, parents/guardians will not be allowed to visit classrooms unannounced. Students will be expected to follow all emergency drills. Any individual that does not comply with these drills in a serious manner may face disciplinary action from school officials.

All visitors must show proper ID to include a valid Driver's License, a valid Passport, or a valid Military ID to obtain a visitor's pass. If visitor is not on listed on the student's contact list, he/she will not be able to see the student.

Students should not prop doors open, hold doors open, or place items in doors. Students who do so may face disciplinary action.

Searches – Student's Person

The Board of Education authorizes teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs or other items harmful to the student or to the welfare of the school family, to search the person of said student(s) under the following conditions:

1. Any search must be done under the supervision of the principal or a member of the administrative team. **No teacher and/or staff member shall search a student by himself/herself.**
2. Any such action shall not be taken unless there is a reasonable belief which can be substantiated if necessary.
3. Any such action shall not deliberately be intended to embarrass, or intimidate the student(s).

Reasonable belief on the part of a teacher, principal, or administrator may be based upon information from such sources as faculty members, reliable students, a law enforcement officer, visual evidence or any of these factors.

School officials have authority to conduct reasonable searches and seizures in accordance with CCS' Board Policy 4342 for the purpose of maintaining a safe, orderly environment and of upholding standards of conduct established by the Board or school.

Search and Seizure – School Property

The Board of Education fully recognizes the application of constitutional law to the area of student privacy with regard to such items as lockers and student desks. However, it is charged with maintenance of such property items and authorized inspection for any maintenance related reasons. With respect to opening student lockers, or desks for other reasons, the following shall be considered applicable throughout the Cumberland County School district:

Desks, lockers, and other equipment at any school belongs to the school district and although assigned to particular students for use, may be entered and searched by school officials whenever said school officials have reasonable belief some substance or contraband is contained therein which is illegal, harmful to the safety of the student or the student body as a whole, or significantly disruptive and/or dangerous to the overall discipline of the school.

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.

Selling or Soliciting on Campus

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.

Senior Honor/Graduation/Award Cord Policy

Please see the PFHS website regarding specific policies and requirements for each organization that issues a cord. Any organization/club that is not listed does NOT issue a cord.

Skateboard Policy

- Skateboards brought on campus will be confiscated.
- Skateboarding is not allowed anywhere on the school campus. This includes before and after school, non-school days, weekends, vacations, and holidays.
- Rollerblades are not permitted.
- All Heelys must have wheels removed.

Smoking

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

Student Accidents

All accidents and injuries must be reported and documented in a timely manner to Octavia Jones-Elliott in the main office without exception or to safe school's coordinator!

Student Accident Insurance

A student accident insurance program is available to all students at the beginning of the school year with enrollment in the program offered on a voluntary basis. The premium must be paid by the parent or guardian.

Student Accountability

Freshmen, sophomore, and junior students who fail a course the first semester may not be allowed to retake the failing course during the second semester. Students are highly encouraged to attend tutoring and ask his/her teacher for help. An alternative plan for instructional purposes may be discussed with the principal, counselor, and teacher.

Student Clubs and Organizations

Pine Forest High School is proud to offer a plethora of academic and student interest clubs. All students are encouraged to become involved in extracurricular activities.

* Clubs may charge fees for participation on activities, club apparel and etc.*

Organization Name	Sponsor
Academy of Information Technology	Jennifer Ivey
Academy of Emergency Medical Science	Jennifer Ivey
Academy of Scholars	Elizabeth Hope
ACES	Denise Hall
Air Force JROTC	SMSgt Johnnie Grove/Sgt Derek Nelson
Battle of the Books	Lisa Denton
Boys2Men	Christopher McDonald-Curry/Joey Jones
Chess Club	Neal Gemelli
Culinary Club	Sara Gagnon
Dance Team	Ranisha Brower
Debate	Heather Wrench/David Gorman/ Angela Noack
Distributive Education Clubs of America – DECA	Jazmin Vann/Dionne Drakes
E-Sports	Angela Noack
Family Career and Community Leaders of America – FCCLA	Anne Marie Cameron
Fellowship of Christian Athletes	Jimmy Peaden, Bill Sochovka
Campus Life	
Future Business Leaders of America	John Owens/Jennifer Outlaw
The National Future Farmers of America	Dr. Courtney Lawrence & Kacy Gunter
Glee Club	Denise Hall
HOSA-Future Health Professionals	Kelli Canady
Key Club	Heidi Henry
Ladies First	Sharon Huggar/Shirlee Evans
National Art Honor Society	Manuela Smith
National Honor Society	Elizabeth Hope
National Technical Honor Society	Jazmin Vann
Pine Forest “Odyssey of Sound” Marching Band	Cory Lewis
Pine Forest “Odyssey of Jazz” Ensemble	Cory Lewis
Green Team	Linwood Starling
Science Olympiad	Shannon Shurko
Skills USA	Sharon Huggar/Sara Gagnon
Speech & Debate Forensics	Heather Wrench
Student Government Association – SGA	Jennifer Button
Student 2 Student	Dawn Diamond
Trojan Ally Club	Tanner Burge
Writers Guild	Nicole Graham
Yearbook	Kevin Weaver

Student Schedules

Schedules are developed by the student's intended pathway; therefore, there will be no schedule changes after the first day of school.

Tardy Policy

Students are expected to arrive at school and to all classes on time. Missed class time means missed instruction. Unexcused check-ins are considered unexcused tardies for 1st period. For first period tardies only (check- ins), an administrative conference will be held with the student and parent on the third tardy/check-in.

Below outlines our policy:

1st tardy to class- Teacher will warn the student and student will sign the tardy log.
2nd tardy to class- Teacher will warn student, student will sign tardy log and teacher will notify the parent through direct contact.
3rd tardy to class- Teacher will submit a discipline referral to an administrator who will assign the student to ISS.

- 1st referral-3 days (period only)
- 2nd referral-3 full days
- 3rd referral-5 full days
- 4th time-OSS (2 days each time)

Truancy/Skipping

1st referral-3 days period only ISS
2nd referral -3 full days ISS
3rd referral -5 full days of ISS
4th referral & beyond: Discipline according to the CCS Code of Conduct

Hall Sweeps

The purpose of hall sweeps is to instill in the students the importance of time value. We do not wish for students to miss one minute of instruction. When students come to class late this disrupts the instructional environment and rhythm in the class. In the end students loose valuable instructional time. Hall sweeps are intended to help prepare students for the real- world of work, where they will be expected to be at work on time!

It is the student's responsibility to inform his/her parents that they were caught in a hall sweep.

Consequences of Being Caught in a Hall Sweep:

1st Offense (1st Hall Sweep)	Warning Issued
2nd Offense (2nd Hall Sweep)	ISS 1 Full Day
3rd Offense (3rd Hall Sweep)	ISS 3 Full Days
4th Offense (4th + Hall Sweep & Subsequent Offenses)	ISS 5 Full Days with the option of OSS

Theft Prevention

The best method of theft prevention is to be conscious of the possibility of theft occurring and strive to eliminate these opportunities. Each student and employee of the school has a responsibility in the area of theft prevention; however, the school cannot be responsible for items that are lost or stolen. Listed below are some suggestions to help prevent theft:

- The best practice is not bringing valuable items to school. (i.e. cell phones, ear phones, earbuds, ipads)
- Never leave anything in a locker that does not have a lock. Never leave cameras, jewelry, money, electronics or valuables in a locker even if it has a lock. This includes gym lockers.
- It is not the responsibility of PFHS Staff to locate or search for your items. Personal property is your responsibility. **DO NOT LEAVE THINGS UNATTENDED!** Your personal property is your responsibility.
- Never leave anything other than clothing in the physical education dressing rooms. Valuables should not be taken to the gym.
- If you are staying after school for a club meeting or practice, the same theft prevention habits you would follow during the school day should be followed.
- Remember: No one steals your lock unless you give another student your combination or you leave it UNLOCKED!

Transcripts

Official transcripts should be ordered online at https://ccsnc.scriborder.com. Please allow 10 business days for transcript request to be processed.

Use of Facilities After School

Students will not re-enter the building after the ringing of the 3:40 pm bell unless he/she are staying after school for approved activities. Students who remain on campus for athletic practices will go immediately to the gym or practice area. All dressing will be done in the rooms provided. Students will also not be allowed to loiter in the school parking lot before or after school.

Any infraction of any of the aforementioned is a serious violation of school regulations.
All club sponsors and coaches must remain with students until they have left campus or have been picked up by a guardian. Students must be under the direct supervision of a staff member at all times.

No facilities on campus should be used at any time without consent from a school official. Consent will ONLY be granted when an approved Use of Facilities Contract is on file and all proper payments and documents have been secured.

Use of Restroom Facilities

Students will only be given permission to use the restroom during class in case of emergency. We enforce the policy for protection of class time. Students have several minutes between classes to take care of personal needs. Each teacher will adopt a restroom use policy. No student will be refused admittance to a restroom facility. Teachers will record the amount of time a student is away from class.

Vending Machines

Pine Forest High School will not be held liable for any currency lost in a vending machine located on the school campus. Student use of vending machines is at their own risk. Vandalism of any of the vending machines will result in disciplinary action. On a normal school day, the vending machines may not be used during breakfast and lunch hours.

Visitation Policy

All visitors, regardless of status, must report to the main office and obtain a visitor's permit prior to any visitation on campus. Under no circumstances are students to bring visitors to school with them.

As mentioned in the above policy, we shall not allow visitors on campus who do not follow the proper procedure for securing permission to visit. Proper permission may be secured from the principal or his designee. Those persons needing to visit other offices will be directed from the Main Office.

Disclaimer Statement

No student or employee in the Cumberland County Schools shall on the basis of age, gender, race, religion, 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.

The Lifeline is **FREE**, confidential, and always available.

HELP a loved one, a friend, or yourself.

Community crisis centers answer Lifeline calls.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
www.samhsa.gov

NATIONAL SUICIDE PREVENTION LIFELINE™

1-800-273-TALK (8255)

suicidepreventionlifeline.org

Learn the Warning Signs.

Suicide Warning Signs

These signs may mean someone is at risk for suicide. Risk is greater if a behavior is new or has increased and if it seems related to a painful event, loss, or change.

- Talking about wanting to die or to kill oneself.
- Looking for a way to kill oneself, such as searching online or buying a gun.
- Talking about feeling hopeless or having no reason to live.
- Talking about feeling trapped or in unbearable pain.
- Talking about being a burden to others.
- Increasing the use of alcohol or drugs.
- Acting anxious or agitated; behaving recklessly.
- Sleeping too little or too much.
- Withdrawing or feeling isolated.
- Showing rage or talking about seeking revenge.
- Displaying extreme mood swings.

Suicide Is Preventable.

Call the Lifeline at 1-800-273-TALK (8255).

With Help Comes Hope

La Red Nacional de Prevención del Suicidio es GRATUITA y confidencial y está siempre disponible.

AYUDE a una persona querida o a un amigo, o ayúdese a sí mismo.

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Substance Abuse and Mental Health Services Administration
www.samhsa.gov

RED NACIONAL de PREVENCIÓN del SUICIDIO

1-888-628-9454

Conozca las señales de peligro.

Señales que indican peligro de suicidio

Estas señales pueden indicar que una persona corre peligro de suicidarse. El peligro es mayor si el comportamiento es nuevo o se ha intensificado y si parece relacionado con un evento, una pérdida o un cambio doloroso:

- Hablar de morir o de matarse.
- Buscar formas de matarse, por ejemplo en Internet, o comprar un arma de fuego.
- Decir que no tiene ninguna esperanza ni razón para vivir.
- Decir que se siente atrapado o que sufre terriblemente.
- Decir que siente que es una carga para los demás.
- Usar drogas o beber más que antes.
- Demostrar ansiedad o agitación, o actuar de manera imprudente.
- Dormir muy poco o demasiado.
- Aislarse o sentirse aislado.
- Actuar con furia o hablar de vengarse.
- Cambiar de humor bruscamente.

El suicidio se puede prevenir.

Llame al número 1-888-628-9454.

Nuestro apoyo le dará aliento

You deserve to be safe.

No one has the right to abuse you or someone you know.

CUMBERLAND COUNTY SCHOOLS

No child or teen should be:

- Physically hurt by an adult.
- Bullied or called bad names by an adult.
- Scared by violence in their home.
- Forced to go without food in their home.
- Touched by an adult in areas normally covered by underwear except for the purposes of a medical exam by a medical professional.

It's not your fault if you are being treated this way.
It is wrong if you are suffering this pain, fear or sadness.
Some people scare or threaten children so that they won't tell.
If any of these have happened to you or a friend, you do not have to handle this alone.
There are people who care about you and want to help.
When you tell someone, you can get the help you need to stop the abuse or neglect.

Sometimes, but not always, these can be signs that abuse or neglect may be happening:



Physical Abuse
- hitting
- kicking
- choking
- shoving



Emotional Abuse
- ignoring
- mocking
- name-calling
- blaming



Sexual Abuse
- sexual acts between an adult and youth
- forced sexual acts by an older child
- adults touching a youth's body in areas normally covered by underwear



Child Neglect
Parent/Caregiver does not provide care such as:
- clothing, food, and drink
- a safe place to stay
- appropriate treatment for injuries and sickness
- access to school/education



Bullying
- repeated, targeted, aggressive behavior
- use force, threats, or teasing to overpower
- being socially shut out of a group
- can hurt physically, emotionally, or both



Online Abuse
- uncomfortable or sexual conversations
- requests for sexual or revealing photos
- threatening messages
- cyberstalking



If you have concerns about these things in your home or the home of a friend, contact child protective services at:

910-677-2450

Information received by child protective services is kept in the strictest confidence possible to maintain everyone's safety.

In an emergency:
Call 911

To report other safety concerns:

Call:

1-844-572-9669

SAY SOMETHING

North Carolina Department of PUBLIC INSTRUCTION