**This is a Pinecrest PTSA publication and a very brief PHS overview. Our school website has all of the following information plus a whole lot more. It is vital to check the website daily for announcements and relevant news. Often the answer you seek is readily available on the website and social media. Connect with PHS on social media! PHS Front Office Staff is also available to answer questions (910) 692-6554**

**Web:** [**www.ncmcs.org/pchs**](http://www.ncmcs.org/pchs) **Twitter: @Pinecrest\_MCS Facebook: Pinecrest High School PTSA**

**PHS Administrators and Support Personnel**

**Principal -** Mr. Bob Christina
**Assistant Principals -**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Joseph Peek(A-C) | Len Smith(D-I) | Stefanie Phillips(J-McH) | Herb Hanson(McI-Sa) | Debbie Trogdon(Sb-Z) |

**Administrative Assistant to the Principal -** Miriam Freeman

**Athletic Director –** Jeff Hewitt

**Attendance Clerk -** Melvare Watson

**At Risk Counselor / 504 Contact -** Joy Stephens

**Career Development Counselor -** Karen Raliski

**Data Manager -** Jackie Covington

**Guidance Counselors**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Jerry Bittle(A-C) | Sarah Rabb(D-I) | Kathy Hopkins (J-McH) | Pam Collins (McI-Sa) | Dustin Cherry (Sb-Z) | Josh Newton SCC Students |

**ISS Coordinator -** Larry Shields

**Media Specialist** – Maggie Daugherty

**Registrar -** Pam Carter

**Scholarship Coordinator –** Tami Devine

**School Nurse –** Kim Duffy

**School Psychologist –** Megan Coleman

**School Resource Officers -** Officer Robert Laske & Jerico Lowery

**Social Worker -** Tambra Chamberlain

**School Day Schedule-** The school day begin 8:45AM and ends at 3:45PM. No students should arrive on campus before 8:15AM or loiter on campus after 4:00PM. *Half days end at 12:45PM.*

***Typical Full Day Schedule***

|  |  |
| --- | --- |
|  8:40am | First Warning Bell |
|  8:45-8:50am | Announcements/Pledge/Moment of Silence |
|  8:50-10:20am | First Period |
|  10:25-11:55am | Second Period |
|  12:00-2:05pm | Third Period and Lunches |
|  11:55-12:20pm |  ***First Lunch*** |
|  12:30-12:55pm |  ***Second Lunch*** |
| 1:05-1:30pm |  ***Third Lunch*** |
| 1:40-2:05pm |  ***Fourth Lunch*** |
|  2:10-3:45 pm | Fourth Period  |

*Check the webpage & listen to ConnectEd for early release day schedule news as needed.*

Some higher level classes are yearlong while most classes are only a semester long. To accommodate this, Pinecrest operates on an A Day / B Day daily schedule rotation. Yearlong classes meet every other day (ABABAB…) while semester long classes meet daily. Guidance counselors help with course selection to avoid scheduling conflicts.

**Attendance**

**Attendance Policy -**State attendance laws mandate that a student may not be absent for more than eight (8) days and receive credit for the course. An absence may be excused, unexcused, or school related. **All students who are not scheduled to be off campus must check out with the Attendance Clerk prior to leaving campus**. Clerk is in Building One, just past Main Office.

**Early Dismissals - Any such request should be presented to the Attendance Clerk prior to 8:45 AM.** The request for early dismissal must be properly written and must include the:

* Student name, grade level, and 1st period teacher last name
* Date and time of dismissal
* Time of return (when applicable)
* Specific reason for request
* Parent or guardian signature and school hour accessible telephone number. All requests for early dismissals will be verified by a phone call to a parent/guardian.
* The school reserves the right to refuse requests deemed questionable or unacceptable.

**To check out:**

* Student must get an early dismissal slip from front office before the class period in which they will be leaving.
* Student must show dismissal slip to teacher to leave class.
* Student must sign out at the attendance clerk’s desk before leaving campus.
* Student must be picked up in front of Building 1.

Failure to do the above is considered skipping and will result in appropriate disciplinary consequences.

Parents who come to check out students during the school day should do so through the Attendance Clerk in building one. There will be **no** early dismissals after 3:30pm.

**Buses**

Riding a bus to school is a privilege, not a right. School bus stops are considered to be a part of the school campus and all school rules apply. Student bus registration is handled by PHS Admin who must also approve and verify any changes.

**Campus Visitors**

Students may not bring guests or non-students to school during the school day. This specifically includes, but is not limited to, preschool children, out-of-town friends, relatives, or acquaintances, regardless of age. **All visitors must check in with the Main Office, sign in, and obtain a Visitor’s Pass.**

**Discipline, Honor Code, Recovery and In-School Suspension**

**Pinecrest High School Discipline Plan**

Every student is legally entitled to an education free from distractions caused by inappropriate behavior. **No student has the right to deprive another student of the chance to a quality education by disrupting the educational environment**.

**Pinecrest High School Code of Student Conduct**

Students are expected to demonstrate respect for themselves and others, as reflected in their dress, decorum, and interactions with school personnel and other students. They are further expected to demonstrate responsible citizenship by working cooperatively with the staff to promote a positive climate in the school.

The rules of the code of conduct prohibit certain behaviors and subject those who violate them to disciplinary actions, including the possibility of suspension or expulsion. Detailed discipline measures available to the principal are listed in MCS Board policy 4220.3. In addition**, specific behaviors that violate civil or criminal law may also lead to prosecution within the legal system**.

The principal must contact law enforcement if the following offenses occur on school property:

* Assault resulting in serious personal injury
* Sexual assault
* Sexual offense
* Rape
* Kidnapping
* Indecent liberties with a minor
* Assault involving the use of a weapon
* Possession of a weapon or firearm in violation of the law
* Possession of a controlled substance in violation of the law

This applies to any student who is on school property or attending any school-sponsored activity, or whose conduct at any time or place, on or off campus, has a direct and immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the schools.

Our focus is to provide a safe and nurturing environment, void of disruptions. We expect our parents to share in our efforts and initiatives to create the best learning environment for our students.

**Honor Code/Ethics**

Excellence in education requires the highest standards of integrity and honesty with respect to academic and athletic performance. Honor Code violations include, but are not limited to: libel, slander, dishonesty, plagiarism, cheating, and violation of Internet/computer policies. Honor Code violations are further defined in MCS Student Code of Conduct, Rule 3. Honor Code violations are to be taken seriously by students and faculty and will be dealt with in a fair and equitable manner. **Teachers who discover cheating on their tests or other assignments will give the student a score of zero (0) for that assignment, notify the parents/guardians, guidance, and administration**.

**“Zero Period” Recovery Time**

In addition to attendance recovery, teachers have the option of assigning students to a before-school “zero period” for minor in-class disciplinary infractions. Teachers may assign the before-school recovery time in their classrooms and manage the students themselves. Students who are assigned recovery time and fail to attend will be referred to an administrator.

**In-School Suspension Program**

The purpose of the In-School Suspension Program (ISS) is to correct student behavior, teach students to take responsibility for their behavior, counsel students as necessary, and allow for an alternative to Out of School Suspension (OSS). The ISS Program is designed to redirect student behavior while affording continued learning in an isolated environment. ISS is not a place for students who just want to get out of class. ISS serves as an alternative consequence to OSS administered by an administrator. **ISS will be assigned to those students in violation of the Moore County Dress Code Policy if a proper change of clothing is not readily available.**

**Flex Day-** A flexible school schedule. School starts at the usual time on these days, but time will be set aside for teachers to be available to give students the opportunity to go to tutoring, go to clubs, work on grades, and make up absences. Flex Day schedules will be posted on the PHS website.

**Food and Lunch Schedules-** Students must have an ID to purchase food in the cafeteria or may bring their own food from home for lunch. **Pinecrest will not receive or distribute any food deliveries from off campus during the school day**. Student Lunch Periods (1st Lunch, 2nd Lunch, or 3rd Lunch) are determined by student’s class location during their 3rd Period class.

**Free Enterprise -** No student is allowed to sell any items or solicit business for any individual group for any reason, without express written consent of the school administration. Posters or advertisements are not to be taped on any area of the school unless approved by administration.

**Internet and Computer Use Policy -** Moore County Schools Internet use policy (MCS 5451) applies to all Pinecrest students, who access the Internet from school. **The Information Technology (IT) department tracks every site** that students visit. Gaming via the Internet and any attempt to bypass the district Internet filter and visit unauthorized sites could result in revocation of computer access privileges. All students will sign an Internet use policy agreeing to abide by the MCS Internet policy. Failure to sign will mean that students WILL NOT have computer privileges on campus.

For more information about digital learning in Moore County Schools, please refer to our district website: http://www.ncmcs.org/DigitalLearning

**Lockers and Locks -** Locker usage may be purchased at Paper Clips (School Store) in room 2101 after the school year begins. Students can rent a locker for a $2 annual fee. **Do not remove the lock that is on the locker.** Students will be charged $5.00 for lost locks. Unauthorized locks will be removed from the lockers and discarded. All lockers and locks are school property and will be treated as such. **Lockers are subject to search in all buildings, including the gym, at any time by school administration.** Lockers will be cleaned out at the end of every year.

**Lost and Found -** Please turn in all found items to the office. A lost and found bin will be maintained, where the owner can find lost items.

**Off Limits Areas -** Students are only allowed on school property in the areas of academic buildings and athletic facilities during normal school hours (8:45am-3:45pm) unless under direct supervision of school faculty or staff. **The pond area and woods behind the school are strictly off limits at all times**. Students who enter that area for any reason could be charged with trespassing under criminal statutes. **Students may only enter and leave school through designated entrances and exits and may not transition to or from the school through the wooded areas for any reason.** The courtyard, cafeteria, and media center are the only appropriate place for students to congregate before and after school.

**Office Guidelines -** The office and all of the first floor of Building One must have a quiet, business-like environment. If you have official business in student support services or the main office please see the appropriate school officials and wait quietly for someone to help you. Do not visit or loiter in the office or in the hallway of the first floor of Building One. This area is off-limits unless you have official business.

**Student IDs –** IDs are issued at the start of the year and are required to be in Students’ possession at all times; IDs are needed to buy lunch, enter Media Center, etc. A fee is charged for a replacement ID.

**School Textbooks -** Textbooks are school property and should be treated accordingly. If textbooks are lost or damaged, they must be paid for. Since all lost books must be replaced with new books, students must pay the full replacement cost for a new book regardless of age or condition. A book that is damaged will be assessed a fee of $1.00 or more according to the extent of damage.

**Any outstanding fees will prevent students from buying prom tickets, obtaining driver’s ed certification, and/or marching in the graduation ceremony.**

**School Resource Officers -** Pinecrest High School has two assigned School Resource Officers (SROs). The officers are sworn police officers with full arrest authority. Students can be charged and prosecuted under criminal statutes. The SROs have a Crime Prevention Hotline. ***Call 910-947-5061 to report information or incidents.*** Calls on the Hotline are confidential and rewards for helping to solve a crime on campus are available.

**Student Dress Code -** Student dress code is governed by MCS Code of Student Conduct, Rule 2. If a student is in violation of the dress code, he/she will be given the chance to change clothes to come into compliance. A student will remain in ISS until he/she conforms to the dress code. First offenders will receive a warning and subsequent offenses will receive consequences under Rule 2 of MCS Code of Conduct.

**Student Fees -** Students will have various fees and fines to pay while at Pinecrest. Some classes have specific class fees, and there are instructional fees, lost books fines, parking fees, parking ticket fines, athletic fees, and other school related fees and fines. Several times a year, a list of fees will be given to all students; a student is responsible to pay all monies owed to the school on a timely basis. Students can pay their school debts to the school bookkeeper; **Parents: online payment is available via the school webpage.** At the end of the academic year, students will not receive their final report card until their fees are paid.

**Telephones -** School telephones are **off limits** at all times. Students are **not permitted** to use classroom telephones. There is a designated student telephone line in the front office that can be used for emergencies or extreme circumstances only. You can use that phone only with permission of the receptionist. **Cell phones may not be used during instructional time to make calls or to text for any reason, unless authorized by a teacher as a tool to participate in classroom instruction.**

**ACADEMICS**

**Pinecrest offers Regular level, Honors level, and AP level courses. The Guidance Department can help place students so make an appointment to discuss the options.**

**Exam Dates for 2017-2018**will be posted on the school website within the last six weeks of each semester.

**Parent Portal –**Moore County Schools is excited to provide access to the Parent Portal feature of PowerSchool; use **DISTRICT CODE CFLG when enrolling in system.  The PowerSchool Parent Portal provides a live look into student achievement (grades) and attendance data.**  Parents can stop by the Pinecrest High School front office or visit the MCS website to find out more information about establishing an account to view this important information for your student.

**Report Cards & Progress Reports -**Each grading period lasts six weeks. Report cards will be issued to students within two weeks following the end of the grading period. Interim progress reports will be issued at the mid-point of each grading period. Parents should call the school if report cards and/or progress report are not received every three weeks. Parents must pick up the first report card of each semester; all other report cards will be issued to students.

**SCHOOL SERVICES**

**COUNSELING AND STUDENT SERVICES *-*** Counselors assist students with academic, personal, and social concerns, and any other issues that may impede academic success. In order to meet each student’s post- secondary educational career goals, counselors assist in developing four year plans to meet graduation requirements. Students may see their counselor before or after school, during lunch, by appointment, and any other time during the day with a pass from their assigned teacher. All conferences with your counselor are confidential except in cases related to harm to students.

* **Transcript Requests -** Transcript requests may be obtained in the Student Services Department. **Seniors must allow 1-2 days for transcript requests to be processed.**

**STUDENT HEALTH** - In addition to School Counselors, Student Services has a full-time nurse, social worker, At-Risk Counselor, School Psychologist, Scholarship Coordinator, and Registrar. Student Services offers counseling, crisis intervention, health screenings, referrals, and a variety of educational resources relevant to adolescent growth and development.

**Anyone needing to take prescription medication during the school day must inform the school nurse. Students are not allowed to possess any type of prescription or non-prescription drugs while at school**. Effective July 1, 2016, all medication, prescription and/or over-the-counter drugs that parents want given at school must have a physician order accompanying the medication. The Request for Medication Given at School Form can be found on the MCS website. **Under State Law, school personnel may NOT give out medication, including aspirin**.

**FREE/REDUCED LUNCHES AND MEALS *-*** In accordance with Public Law 92-248, Amendment 9, Part 220 of the Child Nutrition Act, the Moore County Board of Education has agreed to participate in the National School Lunch and Free Milk Program. Each student at Pinecrest is eligible to make application to participate in this program by having his/her parent(s) or guardian complete the form provided and turn the form in to a cafeteria employee. All completed application forms will be reviewed by the School Food Service in Carthage, N.C. Students who turn in an application form will be notified within ten (10) days as to the status of their application. Qualified students will be able to use their student ID cards to purchase meals.

**MEDIA CENTER *-*** The media center is available before and after school and during lunches at the times posted. Students need a note from a teacher or administrator to access the media center during lunch. Our goal is to provide a climate conducive to learning and collaboration. The media center is to be used for research, reading, study, and for checking out books or other materials. Computer usage is constantly monitored by the MCS IT department. Violation of policies will result in students losing computer privileges on campus.

**ATHLETICS and ORGANIZATIONS -****“Pinecrest – Home of the Fighting Patriots”**

Pinecrest has one of the finest athletic programs in North Carolina. For a Patriot, good sportsmanship is as important as winning and is something in which every student can take pride. Any student who has athletic potential should try out for an athletic team. Any questions relative to interscholastic activities should be directed to the Director of Athletics.

To play sports in the fall semester of the school year, students must meet eligibility requirements as outlined by the NCHSAA; however, all first-time 9th grade students are eligible to play sports in the fall semester. Each athlete must receive a physical exam each year. The athletic program consists of the following sports:

|  |  |
| --- | --- |
| Boys— Baseball (Varsity, JV, 9th grade)Boys —Basketball (Varsity, JV, 9th grade)Boys -- BowlingBoys —Cross CountryBoys—Football (Varsity, JV, 9th grade) Boys —GolfBoys —Indoor TrackBoys—Lacrosse Boys —Soccer (Varsity, JV)Boys —SwimmingBoys —TennisBoys —Track & FieldBoys—Wrestling | Girls —Basketball (Varsity, JV, 9th grade)Girls -- BowlingGirls —Cross CountryGirls —GolfGirls —Indoor TrackGirls—LacrosseGirls —Soccer (Varsity, JV)Girls —Softball (Varsity, JV, 9th grade)Girls —SwimmingGirls —TennisGirls —Track & FieldGirls —Volleyball (Varsity, JV, 9th grade) |

**Clubs and Activities -** All clubs/organizations at Pinecrest must be under the sponsorship of the school and must be approved by the school administration. Each club/organization may have membership prerequisites and a selection process. It is recommended that you see the club’s/organization’s advisor for specific information. See the school web page for an updated list of clubs and activities available for students. **If you have an idea for a new club, you just need to find a teacher willing to sponsor your group and put together a proposal, which you may turn in to Ms. Robinson.**

**PARKING and DRIVING**

**The campus is a ONE WAY LOOP. Only buses enter and pick up students at the Auditorium. Passenger vehicles enter near the stadium and proceed down the entranceway counterclockwise past the gymnasiums to the DROP OFF/PICKUP AREAS. PULL ALL THE WAY FORWARD. To exit onto Voit Gilmore Lane: RIGHT HAND TURNS ONLY. NO LEFT HAND TURNS ARE ALLOWED AS THEY BLOCK THRU TRAFFIC ON CAMPUS AND CREATE UNSAFE DRIVING CONDITIONS FOR STUDENTS NAVIGATING THE STUDENT LOTS. STUDENT LOTS ARE FOR PARKING ONLY. NO STUDENT IS TO BE**

**DROPPED OFF OR PICKED UP IN A STUDENT LOT. PARKING ALONG VOIT GILMORE AND FELTON CAPEL IS NOT ALLOWED AND IS A HAZARD TO EVERYONE IN THE VICINITY. OBEY THE SIGNS – Buckle Up; Do Not Text and Drive; No Left Turns.**

**Private Vehicles and Student Parking -** Parking of private vehicles on the campus of Pinecrest High School is a privilege, not a right. Students who choose to provide their own transportation to school by means of a car may do so; however, they must adhere to all regulations, and failure to do so will result in the loss of parking privileges. Please refer to the PHS Parking Permit Rules & Regulations on the PHS website for a complete list of requirements.

**Driver’s Education –** Classes are offered throughout the year for a fee. More information is on the PHS website and the Moore County Schools website.