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Moore County Schools Mission Statement

Our mission is to provide engaging experiences that result in students learning what is needed to be successful citizens.

Moore County Schools Nondiscrimination Policy

Moore County Schools is committed to equal opportunity in education and employment and does not discriminate on the basis of gender, race, religion, ethnic origin, or handicapping condition (Title VI, Civil Rights Act of 1964). Title IX of the Education Amendments of 1972 prohibits gender discrimination in all aspects of all educational programs. In Moore County Schools, the Director of Student Services has been designated as coordinator of Title IX compliance activities. Concerns relating to any type of discrimination in educational programming should be directed to the Director of Student Services at (910)-947-2976.

Pinecrest High School Mission Statement

The mission of Pinecrest High School, in partnership with family and community, is to ensure that our graduates are inquiring, knowledgeable, respectful, and caring citizens of a global community.

PBIS at PHS

A General Overview

The main focus of Positive Behavioral Interventions and Supports (PBIS) is to provide a clear system for all expected behaviors at Pinecrest High School. Through PBIS, we work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.
# Administrators & Support Personnel

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Stefanie Phillips</td>
</tr>
<tr>
<td>Assistant Principals</td>
<td>Herb Hanson</td>
</tr>
<tr>
<td></td>
<td>Judy Heffner</td>
</tr>
<tr>
<td></td>
<td>Len Smith</td>
</tr>
<tr>
<td></td>
<td>Deborah Trogdon</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>Jeff Hewitt</td>
</tr>
<tr>
<td>Administrative Assistant to the Principal</td>
<td>Miriam Freeman</td>
</tr>
<tr>
<td>Attendance Clerk</td>
<td>Melvarie Watson</td>
</tr>
<tr>
<td>Data Manager</td>
<td>Jackie Covington</td>
</tr>
<tr>
<td>School Nurse</td>
<td>Lindsey Keiser</td>
</tr>
<tr>
<td>Registrar</td>
<td>Pam Carter</td>
</tr>
<tr>
<td>At Risk Counselor</td>
<td>Joy Stephens</td>
</tr>
<tr>
<td>Career Development Counselor</td>
<td>Karen Raliski</td>
</tr>
<tr>
<td>Guidance Counselors (9-12)</td>
<td>Kathy Hopkins</td>
</tr>
<tr>
<td></td>
<td>Sherry Cameron</td>
</tr>
<tr>
<td></td>
<td>Dusting Cherry</td>
</tr>
<tr>
<td></td>
<td>Pam Collins</td>
</tr>
<tr>
<td></td>
<td>Sarah Rabb</td>
</tr>
<tr>
<td>SCC Counselor</td>
<td>Josh Newton</td>
</tr>
<tr>
<td>School Resource Officers</td>
<td>Officer Jericho Lowery</td>
</tr>
<tr>
<td></td>
<td>Officer Robert Laske</td>
</tr>
<tr>
<td>School Psychologist</td>
<td>Megan Coleman</td>
</tr>
<tr>
<td>Social Worker</td>
<td>Tambra Chamberlain</td>
</tr>
</tbody>
</table>
**School Day**

**Schedules**
All classes begin at **8:45 AM**. All academic periods are 90 minutes in length. No students should arrive on campus before 8:15 AM or loiter on campus after 4:00 PM. Students found on campus before 8:15 AM and after 4:15 PM who are not under direct supervision of a staff member may be subject to consequences under Rule 4 of MCS Board Policy 4220.3 and charged with trespassing under local criminal statutes.

### Regular Class Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40am</td>
<td>First Warning Bell</td>
</tr>
<tr>
<td>8:45-8:50am</td>
<td>Announcements/Pledge/Moment of Silence</td>
</tr>
<tr>
<td>8:50-10:20am</td>
<td>First Period</td>
</tr>
<tr>
<td>10:25-11:55am</td>
<td>Second Period</td>
</tr>
<tr>
<td>12:00-2:05pm</td>
<td>Third Period and Lunches</td>
</tr>
<tr>
<td>11:55-12:20pm</td>
<td><strong>First Lunch</strong></td>
</tr>
<tr>
<td>12:30-12:55pm</td>
<td><strong>Second Lunch</strong></td>
</tr>
<tr>
<td>1:05-1:30pm</td>
<td><strong>Third Lunch</strong></td>
</tr>
<tr>
<td>1:40-2:05pm</td>
<td><strong>Fourth Lunch</strong></td>
</tr>
<tr>
<td>2:10-3:45pm</td>
<td>Fourth Period</td>
</tr>
</tbody>
</table>

### Homeroom Schedules
Every student is assigned to a grade level HR. The PHS Homeroom schedule will rotate between AM/ PM Schedule 2nd and 4th Monday of each month.

**10 Minute AM Homeroom Schedule**
Normal Schedule with Homeroom at 8:45-8:55 am

**10 Minute PM Homeroom Schedule**
Normal Schedule with Homeroom at 2:10-2:20 pm

### Half Day/Early Release

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:40 am</td>
<td>Warning Bell</td>
</tr>
<tr>
<td>8:45-9:40 am</td>
<td>First Period</td>
</tr>
<tr>
<td>9:45-10:35 am</td>
<td>Second Period</td>
</tr>
<tr>
<td>10:35-10:55 am</td>
<td>Grab n Go Lunch</td>
</tr>
<tr>
<td>11:00-11:50 am</td>
<td>Third Period</td>
</tr>
<tr>
<td>11:55 pm-12:45 pm</td>
<td>Fourth Period</td>
</tr>
<tr>
<td>12:45 pm</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

Half day SCC students go to regularly scheduled classes.
SCHOOL RULES AND PROCEDURES

Attendance, Tardies, Skipping & Early Dismissals

Attendance Policy
Attendance in class is essential to mastering academic subject matter, and we expect students to be present in class every day. 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. School-related absences do not count toward the eight-day class absence limit. In-school or out-of-school suspensions will be marked as ISS or OSS. School trips or school sponsored athletic absences will be marked as Present. Students are expected to make up their missed work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the time specified by the teacher.

The following attendance requirements are in effect:
● Students are not to exceed a total of eight (8) excused or unexcused absences per course.
● Lawful absences, which will be excused but still counts as a day missed, are:
  o personal illness or injury that makes the student physically unable to attend school
  o isolation ordered by the State Board of Health
  o death in the immediate family
  o medical or dental appointment
  o participation under subpoena in a court proceeding
  o observance of an event required or suggested by the religion of the student or the student’s parent(s) with prior approval by the principal
  o participation in a valid educational opportunity, with prior approval by the principal

A student whose parent or legal guardian is an active duty member of the uniformed services and has been called to duty, or is on leave from or immediately returned from a deployment to a combat zone or combat support posting, shall be excused.

● School-related activities, as outlined below, shall not be counted as absences from either class or school. Students are responsible to make up any missed work due to school-related activities. These activities include:
  o Field trips sponsored by the school
  o School-initiated and scheduled activities
  o Athletic events requiring early dismissal from school
  o Participation as a Governor or Legislative Page
  o Out of school suspension
  o In school suspension.
Students who accumulate more than 8 excused or unexcused absences and have not made sufficient effort to recover time based on school policy, will be given a failing grade of 50, even if the student is passing the course.

Students must recover any missed days above 8, regardless of whether the absences are excused or unexcused. The student may attend Points of Promise After School tutoring program or other school sponsored attendance recovery programs to recover their missed class time. ALL RECOVERED TIME AND WORK MUST BE MADE UP IN THE 9 WEEKS GRADING PERIOD IN WHICH IT WAS MISSED.

- A waiver of the requirement of recovering the missed days can be approved if there are circumstances that preclude the student from attending the recovery program. Any waiver must be pre-approved by the administrator in charge of attendance and will be considered only on a case-by-case basis. Waivers must be requested within the corresponding 9 weeks grading period. Waiver requests should be submitted through the school At-Risk Counselor.

- All absences will be coded as unexcused until documentation of the excused absence is received. Any student absent from class or school must bring a note to the attendance clerk from the proper authority within three (3) days of the absence. The attendance clerk will then change the absence to “excused.”

- Juniors and seniors will be allotted two (2) college days per year. These days should be approved A WEEK IN ADVANCE of the date with their counselor. Documentation from the college visited must be submitted to the attendance secretary upon return. The two college visits will not be counted as absences. Failure to get approval will result in the day counted as an unexcused absence.

**Attendance Appeals**

Students who have over 8 absences, regardless of reason or time recovered, are afforded the opportunity to appeal their absences to Administration. Any student who receives over 20 absences cannot meet the 135 hours seat time to receive credit and may not appeal unless they have extenuating circumstances documented with doctor or court notes.

It is the student’s responsibility to know the status of their absences. They can check with teachers, counselors, or any administrator when questions arise.

Attendance appeals will take place at the end of each semester. The Administrative team reviews all appeal requests and will inform students whether credit is granted or not. Students and parents/guardians have the right to meet with Administration to clarify information. All decisions are final.
**Tardy Policy**

At Pinecrest High School, we expect every student to receive 90 minutes of uninterrupted instruction each class period. It is the student's responsibility to be in class on time. A student is tardy to class if they are not physically in their classroom and ready to begin when the bell rings. Students who are chronically tardy (more than 3 tardies per semester) will be subject to disciplinary consequences under MCS Code of Conduct.

Students who are tardy more than 10 minutes to any class need to check in through the attendance clerk. **A student who is more than 10 minutes late to class, without an excused note, will be considered skipping. This will result in a referral to an administrator.**

**Tardiness Due to Driving or Riding in Private Transportation**

Students who use private transportation and are tardy due to car trouble, etc. shall receive unexcused tardies, since bus transportation is provided for students. Please note the vehicle rules and regulations found later in this handbook. Students who drive themselves to school and are tardy are subject to the consequences listed below. Additionally, a student who has three (3) or more unexcused tardies that can be attributed to driving to school could lose his/her student parking privileges. Parking fees will not be refunded for any revocation.

**Consequences for Tardies Per Class**

(For both semester & year-long classes)

- 1st Tardy – Teacher warning
- 2nd Tardy – Teacher warning
- 3rd Tardy – Teacher determined consequence within 5 days & parent notification
  
  (**Students who refuse to comply will be subject for referral to administration**)

- 4th and all subsequent tardies – Referral to administration

Excessive tardies will be considered as a blatant disregard for school rules or a disruption of the educational process and could result in more severe disciplinary action.

**Note:** Tardy offenses are counted on a continuous basis per semester. They do not go to “0” at the end of each grading period. Yearlong class tardies will be carried through the entire year.

**Skipping Class or School**

At Pinecrest High School, we believe that just as an employee must faithfully attend work, a student must attend class in order to be successful. **Pinecrest High School does not have an open campus policy.** Unless students are scheduled to be off campus at Sandhills Community College, they may not leave campus for any reason without permission from an administrator. This includes during their scheduled lunch period. **All students who are not**
scheduled to be off campus must check out with the attendance clerk prior to leaving campus.

A student will be considered skipping class if he/she is 10 or more minutes tardy to class without a note or permission from an authorized faculty member. If a student skips class, he/she will be referred to administration.
The consequence for skipping class is a referral to administration. Habitual skipping may result in a referral for an alternative educational placement.

**Skipping Policy for Student Drivers**

Driving to school is a privilege. Student drivers, who abuse that privilege by skipping class, taking another student off campus, or leaving campus without permission in their own or another student’s vehicle, will be subject to serious discipline consequences. A student who skips class or school using his/her private vehicle or takes other students off campus without permission could lose his/her driving privilege for the rest of the school year. Parking fees are not refunded if the pass is revoked.

**Early Dismissals**

If it is absolutely necessary for a student to have an early dismissal, the school attendance clerk will handle the student’s request on an individual basis. 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:

- date
- time of dismissal
- time of return (when applicable)
- specific reason for request
- parent or guardian signature
- Telephone number at which parent may be reached during school hours.

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:

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

Failure to do so 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. There will be no early dismissals after 3:30pm.
Buses

Bus Privilege

Riding a bus to school is a privilege, not a right. School buses are state property. They are means of transportation provided by the state. Students who ride Moore County School buses are expected to conduct themselves in an orderly and respectful manner. School bus stops are considered to be a part of the school campus and all school rules apply. The bus driver has full charge over all pupils riding his/her bus. The school principal or assistant principal has the authority to suspend pupils from riding the bus for the following infractions, as well as any others announced during the year:

1. Delaying the bus schedule
2. Fighting, smoking, using profanity, or refusing to obey the instructions of school authorities or the bus driver while riding the bus
3. Tampering with a school bus
4. Refusing to meet the bus at designated stops
5. Unauthorized leaving the bus when en-route from home to school or vice-versa
6. Playing, or throwing trash, paper, or other objects while the bus is in operation
7. Violating Moore County School Board rules and/or Pinecrest High School rules
8. Failing to observe established safety rules and regulations

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.

Suspension from the bus may last from one day through the remainder of the school year, depending on the nature of the offense. All Pinecrest High School rules for student behavior apply while riding the bus and at any bus stop. In addition to bus suspensions, students are subject to any applicable code of conduct consequences listed in board policy and this handbook.

The bus driver will not allow any students on their bus except those that are assigned without written approval from an administrator.

Campus Visitors

Students may not bring guests or non-students to school during the school day (8:45 AM-3:45 PM). 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, PBIS & 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.** The Moore County Board of Education established a **Code of Student Conduct** that formulates and sets forth rules of conduct for the students in the public schools of Moore County. The Code of Conduct applies to every student, at any time, on school property or while participating in any school-sponsored event.

**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 **6400 STUDENT CONDUCT AND DISCIPLINE**

https://boardpolicyonline.com/?b=moore

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 may give the student a score of 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 can assign the before-school recovery time in their classrooms and manage the students themselves. Students who are assigned recovery time for discipline reasons and fail to attend will be referred to an administrator. **All zero period actions will be coordinated with the parent or guardian.**
**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. Assigned consequences will be progressive as repeat offenders will be given more serious consequences. **Students with more than three (3) ISS level offenses for similar actions could receive OSS for subsequent ISS level offenses.** Failure to comply with the rules and regulations of the ISS program will result in OSS. Failure to successfully complete the assigned ISS will result in OSS.

Even if assigned to ISS, students are expected to come to school prepared to learn. Students should wear appropriate clothing and be prepared to work diligently to achieve credit for their time in ISS. **ISS will be assigned to those students who violate the Moore County Dress Code Policy if a proper change of clothing is not readily available.** While in ISS, students will:

- Follow the rules, and complete all assignments and any other requested work
- Serve their ISS day the following day if absent on the assigned day
- Serve make-up time the following day if checked out of school for any reason
- Deliver any and all discipline notices to parents
- Report promptly to ISS.

**Electronic Devices**

The possession and/or use of any electronic devices such as laser lights, vape chargers, video cameras, cell phones, electronic games, or any other electrical devices that disrupt the school environment are not permitted on campus. Cell phones and music devices, such as MP-3 or iPods, may be used only during non-instructional time.

**Pinecrest Cell Phone Policy**

The following guidelines have been established to ensure compliance with Moore County Schools policies regarding use of electronic devices, and consistency of enforcement of cell phone rules at Pinecrest High School.

Guidelines:
- Phones will be turned in at the beginning of each class. Teachers will store students’ phones in a receptacle that can be monitored during class.
• Teachers may allow students to use cell phones for specific instructional purposes during individual classes. However, phones should remain secured by the teacher when not in active use to support instruction.
• Phones should be returned to students during the last few minutes of class to preserve transition time between classes.

Consequences for students who violate or refuse to comply with this policy are as follows.

1st Offense: Verbal Warning and parental contact; The teacher will record the event as a "Minor Incident" in Educator Handbook.

2nd Offense: Administrator notification; Student may be assigned to ISS for the remainder of the class period. The teacher will record the event as a "Major Incident" in Educator Handbook.

3rd Offense: Administrator notification; The student will be assigned to ISS for the class period in which the offense occurred; Parent will be contacted and the event will be recorded as an "Office Referral" in Educator Handbook.

4th Offense: The student will be assigned to ISS for a full day. Parent will contacted and the event will be recorded as an "Office Referral" in Educator Handbook.

Disrespectful behavior or boisterous defiance will result in additional disciplinary consequences in accordance with the Pinecrest student handbook.

Consequences are as follows:

- First and second offenses, a parent/guardian may be required to pick up the device at the end of the school day from the front office
- Third and subsequent offenses, repeat offenders will have the confiscated items returned to the parents and the principal may prohibit that student from possessing any electronic device on campus.
- Chronic offenders could also be subject to further disciplinary consequences.

If a student has a cell phone or other unauthorized electronic device visible in class during any assessment or test, it will be considered cheating on the activity and the student will receive a zero on the test or assessment in accordance with Pinecrest Honor Code Policy.

Food

Students must have an ID to purchase food in the cafeteria. Students may bring their own food from home for lunch, but Pinecrest will not receive or distribute any food deliveries from off campus during the school day.
Students are expected to clean up after themselves. Failure to do so is considered non-compliance and will be handled by administration.

**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.

**ID Cards**

To enhance our student safety program, all students will be issued a picture ID card with their student number encoded on a barcode. These cards will be used to identify students and students will need them check out books, pay fees, buy lunches, provide identification at school-sponsored events, and enter and leave campus at times other than the normal arrival and departure times.

If a student loses or forgets an ID, they may go to the media center before school or during the first 15 minutes of the lunch period. Students who get an ID during class time will be counted tardy to their class.

Being in possession or using a different student’s ID for any reason will be a violation of the student code of conduct under Rule 3, *Falsification of Information*, and could result in OSS. Altering or defacing an ID will result in confiscation of the card and the student must get a new card.

**Internet and Computer Use Policy**

Moore County Schools Internet use policy (1319 ELECTRONIC MESSAGING [https://boardpolicyonline.com/?b=moore](https://boardpolicyonline.com/?b=moore)) 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.

Students will receive a computer code and password to access the computers on campus. Access to any area that is restricted to students will result in a revocation of computer privileges for the school year and possible more severe discipline consequences up to 10 days OSS.

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.
Moore County Schools Digital Learning Student/Parent Information

Moore County Schools is committed to expanding digital learning opportunities to ensure all of our students are college and career ready. To this purpose, we are issuing devices to students for use both at school and at home. Our digital learning focus is to foster opportunities for students to use their devices to collaborate, create, and publish always grounded in the foundation of our curriculum standards. Our digital learning initiative can only work in collaboration with parents/guardians and students. A Parent/Student booklet will be provided and contains the policies, guidelines, requirements, and other information parents/guardians and students must understand to fully participate in the many technology opportunities we offer.

Students and parents/guardians should be aware that a number of Board policies apply to the use of technology in Moore County Schools while using the network and/or district-issued technology devices. Please review the Acceptable Use of Technology and Electronic Resources Policy and accompanying Regulation, the Student Code of Conduct, and other potentially applicable Board policies in the Board policy manual. The entire policy manual may be accessed online at http://ncmcs.org under the section titled "Board of Education."

For more information about digital learning in Moore County Schools, please refer to our district website: https://boardpolicyonline.com/?b=moore

Lockers and Locks

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. Items will be kept for 10 days and, if not claimed, be donated to a charity or discarded. Cell phones or electronic equipment that is not picked up by the end of the school year will be donated to community support services.
**Off Limits Areas**

Students are only allowed on school property in the areas of academic buildings and athletic facilities during normal school hours (8:45 AM-3:45 PM) 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.

All buildings, with the exception of the bottom of building 1, are off limits to students until 8:30 AM. Students who need access to these areas will need a note from staff member. The hallways of all buildings are off limits for any student unless that student has official business there. There will be no loitering in any hallway at any time.

During lunch, all areas of the school are off limits for students except the cafeteria and courtyard. The courtyard is defined as the bricked area between the three main class buildings and the bricked area between the back of Building One and the front of the Butler Building.

All parking areas are off limits to students except for those transitioning to and from school in their own vehicles or as a rider. Once students arrive on campus, they are to proceed quickly from the parking areas to the school. No loitering in the parking areas is allowed. Once students leave the parking areas, they are not allowed to return to their cars during the school day without written permission from an administrator. Unless students have a school-sponsored function after school, they must depart school property promptly. Repeat offenders of this policy may be subject to having their parking pass revoked.

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 to students unless you have official business.
**Student Schedule Changes**

**Schedule changes will be made for corrections only.** Requests for schedule changes must meet the following criteria:

1. Student does not have a complete schedule - all four classes not filled
2. Student is scheduled for a class that he/she has passed.
3. Student has not met prerequisite for a specific course.
4. Student is in the wrong level class. (for example, assigned Eng II without passing Eng I)
5. Student scheduled for a lower level course wishes to take a higher level.
6. Student is in an elective class and needs a required credit for graduation.
7. Student’s schedule is unbalanced between core and elective courses.

School planning, such as teacher allotment, room assignments, class size, etc., is based on student registration. The school and school district makes these plans to provide the best educational program possible. Changing schedules could adversely affect this planning and should be kept to a minimum. Only the principal may approve a student schedule change after 10 academic days have passed in a semester.

**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 education certification, and/or marching in the graduation ceremony.**

If a student changes teachers, he/she must return textbooks to the original teacher before leaving the class. The new teacher may issue a new textbook. If a student withdraws, stops attending school, or transfers to a different school, all textbooks must be turned in to the issuing teacher prior to departure.

**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 6401 STUDENT CODE OF CONDUCT
Rule 2. https://boardpolicyonline.com/?b=moore

All students who attend Moore County Schools are expected to maintain a neat and well-groomed appearance. Behavior patterns are affected by the clothing that we wear, and when students are properly dressed, their focus is more on academics, and their self-esteem increases. The purpose of the dress code is to promote acceptable styles of dress, which helps create a positive image for all students. Each student is expected to maintain an appearance that is not distracting to other students or disruptive to the educational environment and healthy climate of the school.

- **Headwear**: No headwear may be worn inside school buildings. Additionally, no student may wear bandannas, head scarves, do rags, skullcaps, sweatbands, etc.
- **Clothing** that is provocative, revealing, profane, vulgar or obscene may not be worn. Clothing may not endanger the health or safety of the student or others. Clothing which might reasonably be expected to cause disruption or interference with school activities may not be worn. Examples of prohibited dress are: clothing that advertises a product illegal for students; clothing that depicts offensive statements, pictures or remarks; or clothing that may create a distraction from learning. In addition:
  - All outer garments, such as shorts, skirts, skorts, and dresses, must be at least **mid-thigh** all the way around.
  - Pants and shorts must be sized appropriately, including waist and length, and **no undergarments (to include gym shorts) will be exposed**. Pants must be worn at the waist at all times.
  - Leggings and pajama pants (to include yoga pants, track pants, etc.) will not be worn unless an outer garment that meets dress code (**mid-thigh**) is worn over the leggings.
  - Shirts must have an obvious shoulder line and must not be see through. Halter tops, tank tops, or spaghetti straps are not permitted. Bra-straps or undergarments will not be visible. *See note below.
  - Oversized shirts past mid-thigh are not permitted.
  - Any garment that is an obvious under garment, such as tank style t-shirts, slips, camisoles, etc., will not be worn as an outer garment.
  - Heavy chains or large metal accessories of any type, i.e. wallet chains, chain belts, etc., are not permitted.
  - Any garment or accessories that disrupt(s) the instructional program or may inflict harm may not be worn to school.
  - Appropriate neckline must be evident at all times.
  - Footwear must be appropriate for school activities.
*Note: All base garments worn must meet dress code. If removing an outer garment such as a cover-up, jacket, or sweater takes a student out of compliance, that student will be asked to change clothes to comply with the dress code, as written.

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. Students can pay their school debts to the school bookkeeper. 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. At the end of the academic year, students will not receive their final report card until their fees are paid.

Students will be disqualified from getting parking permits, attending the prom, or other school-related activities, and participating in graduation commencement ceremonies if there are outstanding fees due to the school. If there are extenuating circumstances that create a hardship in paying school owed fees, please see the school bookkeeper to get a fee waiver form. Fill the form out and have it signed by your parent/guardian and return it for consideration. This form should be filled out at the beginning of each academic school year and must be renewed annually. Fines for parking tickets, lost books, replacing IDs and other fines levied due to misconduct or negligence may not be waived.

**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**

**Grading Scale**

A = 90-100  
B = 80-89  
C = 70-79  
D = 60-69  
F = Less than 60  
F (50) = Failed for violation of Attendance Policy

**Report Cards & Progress Reports**

Each grading period lasts nine 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 midpoint of each grading period. Parents should call the school if report cards and/or progress report are not received. Parents must pick up the first report card of each semester; all other report cards will be issued to students.

**Parent Portal**

Moore County Schools is excited to provide access to the Parent Portal feature of PowerSchool. The Parent Portal provides a live look into student achievement 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.

**Exam Dates for 2018-2019** will be posted on the school website within the last nine weeks of each semester.

**Junior Marshals**

The thirty (30) students with the highest grade-point averages in the junior class are asked to serve as Junior Marshals at the senior award ceremony and graduation. From these 30, the 6 with the highest grade-point average are selected as Honor Marshals. Grade-points are calculated at the end of first semester, junior year. Selection as a Junior Marshal is an honor, as these students will represent their class at graduation. As class representatives, Junior Marshals should reflect the highest standards of excellence in the areas of academics and behavior. Discipline referrals for students eligible for selection as Junior Marshals could disqualify a student from participating in graduation activities and representing their class as marshals, at the discretion of the principal. Additionally, students selected to serve as a Junior Marshall must be able to attend all required events.
**Graduation Requirements & Future Ready Core Curriculum**

All freshmen entering high school will participate in the required Future Ready Core course of study. According to state requirements, the Future-Ready Core curriculum will require the courses listed in the chart below.

For more information, visit: http://www.ncpublicschools.org/docs/curriculum/home/graduationrequirements.pdf

A summary of the Future Ready Curriculum is listed below.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>SUBJECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Mathematics Units</td>
<td>NC Math I, II, III</td>
</tr>
<tr>
<td></td>
<td>· 4th Math Course to be aligned with the student's post high school plans</td>
</tr>
<tr>
<td></td>
<td>(At the request of a parent and with counseling provided by the school, a student will be able to opt out of this math sequence. He/she would be required to pass NC Math I and II and two other application-based math courses.)</td>
</tr>
<tr>
<td>4 English Units</td>
<td>I, II, III, IV</td>
</tr>
<tr>
<td>4 Social Studies Units</td>
<td>· World History</td>
</tr>
<tr>
<td></td>
<td>· Civics and Economics</td>
</tr>
<tr>
<td></td>
<td>· American History I &amp; II</td>
</tr>
<tr>
<td>3 Science Units</td>
<td>· Earth/Environmental science</td>
</tr>
<tr>
<td></td>
<td>· Biology</td>
</tr>
<tr>
<td></td>
<td>· A physical science (Physical Science, Chemistry, or Physics)</td>
</tr>
<tr>
<td>1 Health and Physical</td>
<td>Education Unit</td>
</tr>
<tr>
<td>6-12 Elective Units</td>
<td>Exact requirement depends on the type of diploma earned. See your guidance counselor for more information.</td>
</tr>
<tr>
<td>4 Unit Concentration</td>
<td>This will be a four-course CTE cluster concentration focused on student interests and postsecondary goals. The concentration would provide an opportunity for the student to participate in a rigorous, in-depth and linked study. Students are encouraged to continue their cluster concentration pathway thru Sandhills Community College in the many College and Career Promise (CCP) programs. Please visit the MCS website under CTE and find out more information on CTE cluster concentration and Sandhills Community College CCPs.</td>
</tr>
</tbody>
</table>
SCHOOL SERVICES

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.

Media Center Procedures for Students

- Passes are required during class hours and should be issued by the teacher who has the student during that period. These passes will be stamped by media staff and will remain with students unless teacher requests students return to class with passes.
- Students with a free period will be allowed to work in the media center after signing in on the appropriate sheet.
- NO FOOD OR DRINK (water is permitted)
- Personal electronic devices are permitted as long as they are accompanied by head phones and do not disturb others.
- Students are not allowed to play games (including cards), use proxy sites, or download programs to school computers.
- Computer usage is constantly monitored by the MCS IT department. Violation of policies will result in students losing computer privileges on campus.

Rules on Checking out Books for Students

- Must have ID to check out book
- No checkout with overdue books (fines for lost books must be paid by the end of the school year and before transfer or graduation)
● Standard item – 2 weeks, can be renewed if book is brought back
● Reference item – one night at a time
● Books can be put on hold if requested
● Electronic surveillance is at both exits; students should STOP if they hear a warning sound

**General Rules in Media Center**

Our goal is to provide a climate conducive to learning. The media center is to be used for research, reading, study, and for checking out books or other materials. The following behavior is expected from all:

- **WORK QUIETLY**
- Leave your area clean and orderly.
- If a teacher has signed up for use of computers in main area, students in that class have priority over students with passes.
- **Alexandria Researcher** is found on most computers in the main library area. This program helps students locate books and other media materials.
- Computers are to be used for academic purposes only. Students must adhere to the Moore County Schools Network Policy.

**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.**

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. A form, which may be obtained from the school nurse, must be completed by a parent/guardian, and medication must be delivered by the parent/guardian to the nurse. **Under State law, school personnel may NOT give out medication, including aspirin.**

**EXTENDED SICKNESS & SUSPENSIONS**

Students who are absent **3 or more consecutive days** may obtain assignments through Student Support Services. Assignments should be requested by a parent or guardian.

Parents of suspended students can pick up work from student services, so that those students can keep up with their work while they are suspended.

**WITHDRAWALS**

Students withdrawing from Pinecrest must go to Student Services to pick up a withdrawal form. In order to withdraw, a parent must accompany the student and sign the withdrawal form. A copy of the completed form will be given to the student to assist in entering his or her new school. Students must pay all fees and return all books prior to withdrawing.
ATHLETICS & ORGANIZATIONS

Athletics “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. The coach will be the final judge as to who will be included on his/her team after giving each student a fair and objective trial. 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:

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball (Varsity, JV)</td>
<td>Cross Country</td>
</tr>
<tr>
<td>Basketball (Varsity, JV, 9th grade)</td>
<td>Golf</td>
</tr>
<tr>
<td>Cross Country</td>
<td>Indoor Track</td>
</tr>
<tr>
<td>Golf</td>
<td>Lacrosse</td>
</tr>
<tr>
<td>Indoor Track</td>
<td>Soccer (Varsity, JV)</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Softball (Varsity, JV, 9th grade)</td>
</tr>
<tr>
<td>Soccer (Varsity, JV)</td>
<td>Swimming</td>
</tr>
<tr>
<td>Swimming</td>
<td>Tennis</td>
</tr>
<tr>
<td>Tennis</td>
<td>Track &amp; Field</td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>Volleyball (Varsity, JV, 9th grade)</td>
</tr>
<tr>
<td>Football (Varsity, JV, 9th grade)</td>
<td>Basketball (Varsity, JV, 9th grade)</td>
</tr>
<tr>
<td>Coed —Wrestling</td>
<td>Coed—Bowling</td>
</tr>
</tbody>
</table>

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.

AFJROTC (Air Force Junior Officer Reserve Training Corps): Color Guard, Armed & Unarmed Drill Teams, Kitty Hawk Air Society, Physical Fitness Team
Club Sponsors: John McDonald jwmcdonald@ncmcs.org
Art Club: Share your passion for art with fellow students and enjoy special art projects.  
Club Sponsor: Christine Wilson (cwilson@ncmcs.org)

Chamber Music Club: Join other music enthusiasts as you share the art and gift of music.  
Club Sponsor: Erin Slenk (eslenk@ncmcs.org)

Creative Writing Club: Share your writing and other artsy things.  
Club Sponsor: Lorna Martin (lomartin@ncmcs.org)

Cyber Patriot: Hone your skills at protecting computer networks from intrusion and finding vulnerabilities in the networks of other teams!  
Club Sponsor: Deb Holden (dholden@ncmcs.org)

Delta Epsilon Chi (also known as DECA): Learn more about business, marketing, and entrepreneurship.  
Club Sponsor: Alex Martin (ahmartin@ncmcs.org)

Fellowship of Christian Athletes (FCA): Join with fellow Christians for devotionals and worship before school—not necessary to be on a school sports team to attend.  
Club Sponsor: Chris Metzger (cmetzger@ncmcs.org)

Family, Career, and Community Leaders of America (FCCLA): Participate in state-wide competitions to demonstrate skills with like-minded Patriots.  
Club Sponsor: Jen Patterson, Julie Yutzy, Deb Holden

French Club: Celebrate French language and culture.  
Club Sponsor: edespain@ncmcs.org

Future Business Leaders of America (FBLA): Attend conventions, competitions, and business-minded endeavors as a team.  
Club Sponsor: Jen Patterson, Julie Yutzy, Deb Holden

Health Occupations Students of America (HOSA): Join fellow Patriots who are interested in careers in the health field.  
Club Sponsors: Alisha LaFell (alafell@ncmcs.org) and Ann Lockey (alockey@ncmcs.org)

Interact Club: Join fellow students in service projects and work together to make our community a better place in this high school version of Rotary.  
Club Sponsor: TBD (@ncmcs.org)

International Thespian Society: ITS is the honors theatrical organization at PHS. Membership is only through application at the end of every school year.  
Club Sponsor: Adam Faw (afaw@ncmcs.org)

KEY Club: Become a member of this service organization dedicated to helping others in need.  
Club Sponsor: TBD (@ncmcs.org)

Future Farmers of America (FFA): Work together to learn and celebrate the career of farming and also participate in competitions.  
Club Sponsors: Sarah Rabb (srabb@ncmcs.org) and Tiffany Key (tkey@ncmcs.org)

Math Club: For those with a passion for math!  
Club sponsor: TBD (@ncmcs.org)

National Honor Society (NHS): Be invited along with other students with exemplary academic achievements to join together for year-round service projects.  
Club Sponsor: Ann Petersen, Catrina Nordgren, Wendy Scruggs

Students Against Drunk Driving (SADD): Find ways to reach the community with anti-drunk-driving messages.
Club Sponsor: David Goldberg (dgoldberg@ncmcs.org)

**Science Olympiad:** Work with fellow scientists to compete in science competitions and learn new material while thinking creatively.

Club Sponsor: Jan Kubla (jkubla@ncmcs.org)

**Student Government Association (SGA):** Utilize your leadership skills to lead fellow students in making decisions for your school & participating in service opportunities.

Club Sponsor: Michael Swofford and Diana Pressley

**SKILLS Club:** Work with other Patriots who are interested in car service and repair to learn more about the craft and participate in area & state competitions.

Club Sponsor: Jonathan Jordan (jjordan@ncmcs.org)

**Spanish Club:** Celebrate the language and culture of Spanish-speaking cultures together.

Club Sponsor: Jamie Williams (jwilliams@ncmcs.org)

**Speech and Debate Team:** Join a nationally-acclaimed debate team in the art of forensics.

Club Sponsor: Austin Morris (wmorris@ncmcs.org)

**Students Against Violence Everywhere (S.A.V.E.):** Work collaboratively with school & community agencies to take a stand against bullying, and spread awareness.

Club Sponsor: Tambra Chamberlain (tchamberlain@ncmcs.org)

**Student to Student (S2S):** Welcome fellow Patriots to our school, especially those with military backgrounds.

Club Sponsors: Kathy Hopkins (khopkins@ncmcs.org)

**Student Environmental Association:** Find ways to keep our campus and our world environmentally friendly,

Club Sponsor: Mr. Vrnak (jvrnak@ncmcs.org)

**Technology Student Association (TSA):** Work with other students in the technology field.

Club Sponsor: Roger Woolard (rwollard@ncmcs.org)

*This list is continuously updated. For the most current version, please see the guidance office.*

If you have an idea for a new club, you just need to find a teacher willing to sponsor your group, put together a proposal, and turn it in to TBD.
**PARKING AND DRIVING**

**Driver’s License Eligibility Issues**
The state of North Carolina enacted legislation which reflects a coordinated statewide effort to motivate and to encourage students to complete high school. Students must obtain a certificate of eligibility from Pinecrest in order to be issued a driver’s license from the NC Department of Motor Vehicles. The student must meet academic and discipline requirements in school, as well as have all fees and fines owed to the school paid in full. Pinecrest will not issue eligibility certificates to students with outstanding fees or fines.

The **Dropout Prevention / Driver’s License Legislation** is directed to all North Carolina students under the age of 18 who are eligible for a driving permit or license. The law indicates that the revocation of a student’s driving permit or license will result if a student drops out of school or if a student is unable to maintain adequate academic progress. Adequate academic progress is to be evaluated at the end of each semester, and in a block schedule high school (as in Moore County), is defined as passing 3 out of 4 classes each semester. Students who do not meet these criteria must be reported to the Division of Motor Vehicles and will have their permit or license revoked.

Another aspect of this legislation is the **Lose Control/Lose Your License**. This law requires that a student’s permit or license be suspended for one year whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

1. Possession or sale of an alcoholic or an illegal controlled substance on school property
2. Possession or use of a weapon or firearm on school property
3. Physical assault on a teacher or other school personnel on school property.

*(Note: If a student is reported as not eligible for a license in the spring semester due to attendance or academic failure, the revocation period will be through the end of the next fall semester. Summer school credit or attendance recovery will not restore eligibility.)*

**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 Application for a complete list of requirements.
Any of the following may result in suspension or revocation of parking privileges:
- A returned check for fees or parking
- Parking in an unauthorized space or area, or parking without permit displayed
- Giving a ride off campus to a student that has not completed his/her on-campus schedule without written permission from a parent/guardian. Written permission must be approved by an administrator.
- Skipping school
- Leaving campus for lunch
- Having more than three tardies per semester
- Speeding or reckless driving
- Falsification of information on parking application
- Contraband in the vehicle
- Dropping an off-campus Sandhills (SCC) class, if permit was issued because of class enrollment
- Failing to pass at least three of four courses per semester
- More than one ISS or any OSS
- More than eight unexcused absences
- Other infractions, as determined by school administration, that impact student safety

THERE IS NO REFUND FOR A REVOKED PARKING PASS. A REVOKED PARKING PASS IS SOLD TO THE NEXT SENIOR STUDENT ON THE WAITING LIST FOR PARKING, OR THE NEXT JUNIOR IF NO SENIORS REMAIN ON THE WAITLIST.

PINECREST RESERVES THE RIGHT TO TOW REPEAT OFFENDERS AT OWNER’S EXPENSE.