

Daniel Krumanocker,  
Principal

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### Pine Forest Middle School

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<http://www.pfms.ccs.k12.nc.us>

**A Learning Styles School of Choice**

School Motto: "Together We Can" ✨ School Colors: Forest Green and Gold ✨ School Mascot: Raider

### THIS STUDENT PLANNER BELONGS TO:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Counselor: \_\_\_\_\_

#### CLASS SCHEDULE

PERIOD	SUBJECT	TEACHER	ROOM
1 <sup>ST</sup>			
2 <sup>ND</sup>			
3 <sup>RD</sup>			
4 <sup>TH</sup>			
5 <sup>TH</sup>			
6 <sup>TH</sup>			
7 <sup>TH</sup>			
8 <sup>TH</sup>			

**REPLACEMENT COST OF SCHOOL PLANNER WILL BE \$ 5.00**

# Overview & General Information

## Administrator's Welcome Message

*We would like to welcome you to Pine Forest Middle School for the coming year. We are looking forward to assisting you in fulfilling your educational goals. Pine Forest Middle School has a history of fine academic and extracurricular accomplishments, including Cumberland County Schools 2003-2004 School of Distinction, 2004-2005 School of Excellence, 2005-2006 School of Progress, 2007 National School to Watch and 2007-2008 school of high growth. We expect you to assist us in the vision of our school, which is to continue to make Pine Forest Middle School a safe and caring organization where student achievement increases each year and there is no discernible difference in the achievement of our sub groups of students.*

Sincerely,

*Daniel J. Krumanocker, Jr.*

Principal

## Mission Statement

We believe that all students can learn and become functional, responsible, and confident members of society. We accept the responsibility of providing students with an appropriate atmosphere that will foster the necessary skills to insure their positive growth and development. Working as a collective team, parents, school and community, we can enhance opportunities for all children.

## Creating Great Classrooms

- ✓ The Classroom has a positive emotional climate.
- ✓ An organized lesson plan is built around clear measurable goals.
- ✓ All students are actively engaged.
- ✓ Learning is meaningful for all.
- ✓ Academic Rigor and high expectations exist for all.
- ✓ Feedback is continuous.

## Parent-School Relationship

When school personnel and parents communicate, they establish a stronger learning environment for the student both at home and at school. Schools contact parents for many reasons, including when their child is experiencing academic or behavioral difficulties, when the teacher wishes to discuss future plans for the child, or when the school is looking for parents to serve as volunteers.

## Parent Tips

Each parent and teacher has the same goal-to help children love learning and be successful. The following are some tips to help parents when communicating with school.

Recognize the teacher as an important partner in your child's education and future. Make an appointment to visit the school and you child's teacher. Be realistic in your expectations. First, talk to the teacher when there is a problem. Consult with the school principals or his/her designee, if a second opinion is needed. Let your child's teacher know that you like to spend time in your child's classroom to share your special skills and interests. Be active in your child's school. Let your child's principal and teacher know that you want to be actively involved. Educators recognize that a child's first teachers – his/her parents or guardians – play a crucial role in learning. Here are some ways you can support your child's success in school:

- Provide your child with basic needs (proper diet, clothing, school supplies).
- Provide a study environment conducive to learning at home.
- Contact your child's teacher(s) and visit your child's school and classroom.
- Meet and talk with other parents and school staff.
- Learn about your school's curriculum and support services.
- Reinforce learning at home, in the community and on vacations.
- Notice when your child completes homework and provide encouragement (For example, you can say, "I really like the way you're getting your homework done. That's what I expect from you.").
- Recognize progress. Praise steps taken and efforts made.
- Help your child stay calm and confident on test days, and send him/her to school well rested and having had breakfast (or your child can have breakfast at school).
- Encourage your child to talk to teachers if he/she does not understand an assignment.
- Read and talk about information sent home from school.
- Talk about school everyday. When your child knows that you think school is important, he or she will take it more seriously.
- Discuss with your child how learning in school helps in everyday life.
- Teach your child to set goals.
- Be a good example that learning is a lifelong process.
- Have a dictionary available for your child to look up new or unfamiliar words.

## ✓ Parent Checklist ✓

As a parent, you have some responsibilities to help your child be successful in school. Here is a suggested checklist:

\_\_\_\_ I have met and talked with my child's teacher, guidance counselor and principal.

\_\_\_\_ I have a general understanding of what my child is expected to learn for the school year.

\_\_\_\_ I have established a regular bedtime and homework time for my child.

\_\_\_\_ I expect my child to take challenging courses, including mathematics, reading and writing.

\_\_\_\_ I make sure my child has a good breakfast each morning, either at school or at home.

\_\_\_\_ I talk to my child about the importance of doing his/her best.

\_\_\_\_ I expect my child to study at least one hour each day.

\_\_\_\_ I provide a quiet place for my child to study and do homework.

\_\_\_\_ My child and I read together at least once a week.

\_\_\_\_ I try to nurture my child's abilities.

\_\_\_\_ I encourage my child not to fall behind in class work.

\_\_\_\_ I try to find ways to praise my child's behavior daily.

\_\_\_\_ When my child has a problem in school, we try to tackle it together.

\_\_\_\_ I talk with my child about the progress he/she is making in each class.

\_\_\_\_ When my child has not been successful, I make a special effort to boost his/her self-esteem.

\_\_\_\_ I make every effort to be actively involved in my child's education and school.

# Attendance & Schedules

## 2008-2009 School Calendar

August 17-24.....	Teacher Workdays
August 25.....	<b>FIRST DAY FOR STUDENTS</b>
September 7.....	Pupil/Teacher Holiday
October 29 .....	<b>End of First Grading Period</b>
October 30.....	Pupil Holiday/Teacher Workday
November 11.....	Pupil / Teacher Holiday
November 25.....	Pupil Holiday/Teacher Workday
November 26-27.....	Pupil / Teacher Holidays
December 21-Jan. 1.....	Winter Holidays (Pupils & Teachers)
January 4.....	Pupil Holiday/Teacher Workday
January 18.....	Pupil/Teacher Holiday
January 22.....	<b>End of Second Grading Period</b>
January 25.....	Pupil Holiday/Teacher Workday
February 15.....	Pupil Holiday/Required Teacher Workday
March 22.....	Pupil Holiday/Teacher Workday
April 1.....	<b>End of Third Grading Period</b>
April 2.....	Pupil Holiday/Teacher Workday
April 5-9.....	Spring Holiday (Pupils & Teachers)
May 31.....	Pupil/Teacher Holiday
June 10.....	Last Day for Students/ <b>End of Fourth Nine Weeks</b>
June 11-14.....	Teacher Workdays

Two-hour early release will be in effect for students on their last day before winter break and their last day of school in June.

Possible make-up days due to inclement weather: Jan. 4, Mar. 22, April 9, 8, 7; Makeup days may be teacher workdays, holidays, or days taken from spring or winter break.

# 🕒 Daily Schedule 🕒

7:55 am: 7<sup>th</sup> and 8<sup>th</sup> Graders report to the gym; 6<sup>th</sup> Graders report to the auditorium

6 <sup>th</sup> GRADE	7 <sup>th</sup> GRADE	8 <sup>th</sup> GRADE
8:05 First Bell	8:05 First Bell	8:05 First Bell
8:15 - 9:07 1 <sup>st</sup> PERIOD	8:15 - 9:07 1 <sup>st</sup> PERIOD	8:15 - 9:07 1 <sup>st</sup> PERIOD
9:07 - 9:11 Walk	9:07 - 9:11 Walk	9:07 - 9:11 Walk
9:11 - 9:58 2 <sup>nd</sup> PERIOD	9:11 - 9:58 2 <sup>nd</sup> PERIOD	9:11 - 9:58 2 <sup>nd</sup> PERIOD
9:58 - 10:02 Walk	9:58 - 10:02 Walk	9:58 - 10:02 Walk
10:02 - 10:49 3 <sup>rd</sup> PERIOD	10:02 - 10:49 3 <sup>rd</sup> PERIOD	10:02 - 10:49 3 <sup>rd</sup> PERIOD
10:49 - 10:53 Walk	10:49 - 10:53 Walk	10:49 - 10:53 Walk
10:53 - 11:53 4 <sup>th</sup> /Acceleration/Lunch	10:53 - 11:40 4 <sup>th</sup> PERIOD	10:53 - 11:40 4 <sup>th</sup> PERIOD
11:53 - 11:57 Walk	11:40 - 11:44 Walk	11:40 - 11:44 Walk
11:57 - 12:44 5 <sup>th</sup> PERIOD	11:44 - 12:44 5 <sup>th</sup> /Acceleration/Lunch	11:44 - 12:31 5 <sup>th</sup> PERIOD
12:44 - 12:48 Walk	12:44 - 12:48 Walk	12:31 - 12:35 Walk
12:48 - 1:35 6 <sup>th</sup> PERIOD	12:48 - 1:35 6 <sup>th</sup> PERIOD	12:35 - 1:35 6 <sup>th</sup> /Acceleration/Lunch
1:35 - 1:39 Walk	1:35 - 1:39 Walk	1:35 - 1:39 Walk
1:39 - 2:26 7 <sup>th</sup> PERIOD	1:39 - 2:26 7 <sup>th</sup> PERIOD	1:39 - 2:26 7 <sup>th</sup> PERIOD
2:26 - 2:32 Walk	2:26 - 2:32 Walk	2:26 - 2:32 Walk
2:32 - 3:19 8 <sup>TH</sup> PERIOD	2:32 - 3:19 8 <sup>TH</sup> PERIOD	2:32 - 3:19 8 <sup>TH</sup> PERIOD

\*\*Please note that announcements **will be** made during first period (8:25 am) and, if necessary, at the beginning of 8<sup>th</sup> period.

**Class Changes:** A short amount of time between each class period and block of classes is provided so that the student may:

- ↳ Move from one classroom to another as required by his/her school schedule using the most direct route.
- ↳ Visit the restroom as necessary.
- ↳ Visit his/her locker as scheduled.

**Students must NOT:**

- ↳ Run in the halls.
- ↳ Stop and talk with friends.
- ↳ Block the hall in any manner that will hinder the orderly flow of traffic.

## Absences & Attendance

**Early Dismissal (Early Release):** On occasion school will be dismissed early. (For example – the day students begin winter break or the last day of school). On early release days, students leave at 1:19. You will be notified well in advance.

**Check-In/ Check-Out Policies:** If for any reason you must leave school during the day, your parent or guardian must pick you up. You will be called from classroom the inter-com or by phone when someone comes for you. If you return to school the same day, you must check in at the office. **Parents are no longer allowed to check out a student after 2:32 pm to ensure effective instruction in our classrooms. If you come after 2:32, you will wait until 3:19 when your child is released.**

Appointments with doctors, dentists, etc., should be made at times other than school hours if at all possible. If it is made during school hours, then the appointment card must be presented to verify the appointment. Most professionals will cooperate and give you appointments at other times if you request them.

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

**Tardiness:** All students should arrive at school by 7:55 a.m. daily in order to allow time to visit their locker and to arrive on time to homeroom. It is important that all students arrive on time for all classes each day in order to receive full benefit of the instructional program. Students who arrive at school after 8:05 a.m. should report to the main office accompanied by a parent/guardian.

**Attendance Policy:** All Students are expected to attend school regularly and expected to arrive on time. Regular and consistent attendance is necessary for successful school work. Parents and students are expected to cooperate with teachers, school social worker, and administrators to insure regular attendance. To achieve an efficient and workable program regarding student attendance, the following procedures will be implemented:

**A.** Once a student has arrived on the school campus during the school day, the student becomes the responsibility of the school. Any student who comes onto the campus between 8:05 am and 3:19 pm and needs to leave the school must check out through the main office with approval of the principal or designee in charge of attendance. Students who **arrive late** to school **must be accompanied by their parent** to the front office in order to check in.

**B.** In order to participate in special school events, in athletic contests, drama productions, musical productions, etc. the student must be present for three hours and twenty-five minutes or half of the total school day regardless of the daily schedule. Students absent on the day of school events will not be allowed to participate in that activity. It is the responsibility of the sponsor or coach to be aware of the attendance of his/her students.

**C.** The homeroom teacher, classroom teacher, and the school office will keep daily records of attendance, check-ins and early dismissals. If a student is absent several times without valid reasons, a conference with his or her parents may be necessary. If this does not correct the situation, appropriate action will be necessary. Classroom attendance will be recorded each nine weeks on the report card.

**D.** The Board Policy for student attendance further incorporates by reference any additional rules and regulations of the State Board of Education governing compulsory school attendance and student accounting.

1. All students are required to furnish their homeroom teachers with a parent's note giving the reason for each absence from school. Students have two (2) days to submit a written excuse, after which it becomes unexcused.
2. It is the student's responsibility to make up work and tests within the 5 school days allowed for such make-up.

**E. Students who are absent ten consecutive days without notifying the school will be dropped from the roll.**

Students under 16 will be turned over to the District Attorney's Office. Letters will be sent home after 3<sup>rd</sup>, 6<sup>th</sup>, and 10<sup>th</sup> unlawful absences.

<b>Lawful Absences</b>
<p>Illness or Injury: An absence is lawful when the absence results from illness or injury which prevents the student from being physically unable to attend school.</p> <ol style="list-style-type: none"> <li>1. Quarantine: An absence is lawful when the State Board of Health orders by the local health officer or isolation of the student.</li> <li>2. Death in the Immediate Family: An absence is lawful when it results from the death of a member of the immediate family of the student. For the purpose of the regulation, the immediate family of a student includes, but is not necessary limited to, grandparents, parents, brothers, and sisters.</li> <li>3. Medical or Dental Appointments: An absence is lawful when it results from a medical or dental appointment of a student and approval of the appropriate school official is gained prior to the absence, except in the case of an emergency.</li> <li>4. Court Administrative Proceedings: An absence is lawful when it results from the attendance of a student at the proceedings of a court or an administrative tribunal if the student is a party to the action or under subpoena as a witness.</li> <li>5. Religious Observation: An absence is lawful if the tenets of a religion to which a student or his parent adhere, require or suggest observance of a religious event. The approval of such absences is within the discretion of the local board of education, but approval should be granted unless the religious observance, or the cumulative effect of the religious observances, is of such duration as to interfere with the education of the student.</li> <li>6. Educational Opportunity: An absence may be lawful when it is demonstrated that the purpose of the absence is to take advantage of a valid educational opportunity, such as travel. Approval for such an absence must be granted prior to the absence. Students between the ages of seven and sixteen and all other students who are entitled to attend public school and who have enrolled in a public school, shall have his/her nonattendance excused/unexcused on the same basis as children of compulsory attendance age, may not be excused for any unlawful absence.</li> </ol>
<b>Unlawful Absences</b>
<p>A student's willful absence from school with or without the knowledge of the parent or guardian.</p> <p>A student's absence from school for any reason other than those listed under "Lawful Absences."</p> <p>Parents who refuse to comply with the health regulations of a community, such as compulsory vaccination, thereby causing a student to be excluded from school, or parents who permit a student to stay home or to be employed in any way contrary to the Child Welfare Law, shall be responsible for nonattendance of the student.</p>

**Year end departure from school:** The state of North Carolina has mandated all children enrolled in grades three through twelve be given either end of course or end of grade tests. The school must give an account for enrolled students who did not take the state mandated exam. Because of the accountability parents desiring early release for their child must WITHDRAW them, and it becomes the receiving school's responsibility to promote or retain. Students will only receive grades earned to that point.

# ☞☞ Uniform Dress Code Guidelines ☞☞

<b>Basic Uniform</b>	<b>Conditions:</b>
<p style="text-align: center;"><b>Tops</b></p> <p>Polo shirts, shirts, blouses, or turtlenecks must be totally solid color (Navy Blue, Forest Green, or White).</p> <p>Sweaters or sweatshirts must be totally a solid color (Navy Blue, Forest Green, or White)</p>	<ul style="list-style-type: none"> <li>⊙ Shirts or blouses must have buttons to the neckline; top button may be undone.</li> <li>⊙ Undershirts must be white or the same color as dress code shirt. No writing, pictures, or designs are allowed on undershirts.</li> <li>⊙ Sweaters or sweatshirts that are hooded, turtleneck, striped, patterned, or multicolored are not permitted.</li> <li>⊙ Any logos or monograms other than PFMS Logo, PFMS teams, PFMS clubs, PFMS Athletic teams or the student's initials on shirts, sweaters, or sweatshirts are not permitted. Only <u>machine embroidered</u> logos or monograms are allowed.</li> </ul>
<p style="text-align: center;"><b>Bottoms</b></p> <p>Pants must be Navy Blue or Khaki.</p> <p>Skirts, shorts, jumpers, and skorts must be knee length or at two inches above the knee.</p> <p>Non-denim Capris and/or pedalpushers are acceptable, but must be Navy Blue or Khaki.</p>	<ul style="list-style-type: none"> <li>⊙ No stretch and/or spandex material.</li> <li>⊙ No "sagging" of pants.</li> <li>⊙ No cargo, drawstrings, bellbottoms, pockets on the side of the leg or hip-hugger slacks permitted.</li> <li>⊙ Boot cut or flare pants must allow the toe of the shoes to be clearly visible.</li> <li>⊙ No jeans or jean-styled (patch pocket and/or rivets) on any pants, skirts, skorts, or shirts made of denim even if it is navy blue or khaki-tan color.</li> <li>⊙ No overalls are permitted.</li> </ul>
<p style="text-align: center;"><b>Shoes</b></p> <p>Shoes must be solid in color only (Navy Blue, White, Black, or Dark Brown) Laces must match shoe color. (They may display a logo).</p> <p style="text-align: center;"><b>Socks</b></p> <p>Socks or Nylons must be worn. Socks must be plain Navy Blue, White, Forest Green, Black or Khaki-tan. Nylons (hose) must be plain Navy Blue, White, Black, or Flesh Tone.</p>	<ul style="list-style-type: none"> <li>⊙ No open-toed or open-heeled shoes.</li> <li>⊙ No boots or hiking type boots or shoes.</li> </ul> <p>Shoes must cover the entire foot but not enclose the ankle. (Nothing covering or above the ankle).</p> <ul style="list-style-type: none"> <li>⊙ Heels should be no higher than 2 inches from where the leather meets the sole at the heel of the shoe to the floor.</li> </ul>
<p style="text-align: center;"><b>Belts</b></p> <p>Belts must be worn at all times. Belts must be solid black, brown, Navy Blue or Khaki-tan.</p>	<ul style="list-style-type: none"> <li>⊙ No imprinted designs or embellishments are allowed.</li> <li>⊙ All of the belt must be tucked into the belt loops.</li> <li>⊙ Belt buckles and/or eyelets must be silver, gold, or the color of the belt.</li> <li>⊙ Plain belt buckles are to be no longer than 2"x2".</li> <li>⊙ Blouses or shirttails will be tucked in at all time with belt or waistband visible.</li> </ul>
<p style="text-align: center;"><b>Outerwear</b></p> <p>Blazers may be worn. They must be a solid Navy Blue, Dark Forest Green or Khaki.</p> <p>Fleece, coats or jackets can be worn to school, but they must be placed in the locker upon arrival and must remain there until the last scheduled trip to the locker.</p>	<ul style="list-style-type: none"> <li>⊙ Sweaters or Sweatshirts will not be worn around the neck (like a tie) or waist. Sweaters or Sweatshirts must be carried over the arm or kept in the lockers.</li> <li>⊙ Jackets cannot be worn until after the last bell of the day.</li> <li>⊙ No camouflage or camouflage patterned material on any garment on school grounds to include buses.</li> </ul>
<p><b>Accessories</b></p> <ul style="list-style-type: none"> <li>⊙ No sunglasses will be worn in the building.</li> <li>⊙ No distracting jewelry may be worn (i.e. – medallions, spikes, etc.).</li> <li>⊙ No visible body piecing other than ears.</li> <li>⊙ No headgear, visors, doo-rags or scarves, etc.</li> <li>⊙ No bandanas or bandana patterned material on any garment or accessory on school grounds to include buses.</li> <li>⊙ No camouflage or camouflage patterned material on any garment or accessory on school grounds to include buses.</li> <li>⊙ Headbands/sweatbands and wristbands are prohibited.</li> <li>⊙ A hair band may be worn.</li> </ul>	

**Y Physical Education (PE) Dress Code:** “Dressing-out” means changing from your school clothes into appropriate clothing for physical activity and changing back into your school clothes after class. To be successful in physical education class it is imperative that you dress-out and participate in each class. The items that you need are as follows:

- ☞ T-shirt – A clean, white pullover shirt. Tank tops, sleeveless shirts or half shirts will not be permitted.
- ☞ Shorts – A clean pair of athletic shorts that is acceptable in length and fullness for freedom of movement, but will stay in place without being held by hand or belts. Shorts made of denim or other heavy a material with zippers or belts are not appropriate.
- ☞ Pants – Sweat pants or jogging suits may be worn during cold weather only. Coats or heavy jackets will not be acceptable.
- ☞ Socks – Clean white athletic socks only.
- ☞ Shoes – Rubber-soled tennis shoes. No open-toed shoes, boots, or other casual shoes will be allowed. **Gym clothes should only be carried in grocery bags.**

**‡ Dress Down Day / Free Dress:** There will be one dress down day a grading period to be announced by the administration. Students may wear the following, with exceptions:

- ☞ Jeans (no sagging, no bellbottoms, no cargo pockets, no low rise pants/skirts).
- ☞ T-shirts – no vulgarity, alcohol or tobacco depicted, no low cut T-shirts, midribs showing or sleeveless.
- ☞ Tennis shoes or uniform shoes – no exceptions. Foot must be completely covered.
- ☞ No Loungewear, no camouflage (of any kind), no sandals and no flip flops.

**All other aspects of the Dress Code apply.**

**Ⓜ Dress Code Violations/Consequences:**

**I.** Students are expected to adhere to uniform policies as developed by the school and approved by the Board of Education.

**II.** A student may request exemption from a school’s prescribed dress plan by making the request for exemption to the school principal. Appropriate documentation must accompany the request.

A) Medical exemptions require a doctor’s note that states, in specific terms, the clothing that cannot be worn.

B) Religious exemptions require a copy of applicable doctrine or note from an official of the religion with which the student is affiliated.

**III.** If a student refuses to adhere to an established uniform dress policy and does not claim any of the exemptions stated above the school will take the following steps as appropriate:

**A) First Offense:** Notify student of specific violation and request a change of clothing from the parent. A general letter outlining appropriate uniform dress will be sent at this time. Student will be given two days to comply. School should determine if there is a valid need for financial assistance that prevents compliance with uniform policy.

**B) Second Offense:** Parent contact with a request for a change of clothing for the student. The school will provide a temporary change of clothing that complies with stated policies, if needed. A Disciplinary Hearing will be conducted for non-compliance with the policy.

1. Strikes will be given.

2. First consequence – ISS up to 2 days.

3. Parents may appeal the ISS decision by following the appeals procedures outline in the Code of Conduct.

**C) Subsequence Offenses:** Parent contact with a request for a change of clothing for the student. The school will provide a temporary change of clothing that complies with stated policies, if needed. A Disciplinary Hearing will be conducted for non-compliance with policy.

1. Consequences – ISS up to 2 days.

2. Parents may appeal the ISS decision by following the appeals procedures outlined in the Code of Conduct.

**IV.** Parents of Students who do not meet any of the exemptions, but refuse to cooperate with the policy will be requested to meet with the principal and to write a letter explaining their reason for non-compliance. Principals will reinforce the value of the policy and the need for complete cooperation.

**WE CANNOT ALLOW ANY STUDENT TO DRESS IN A MANNER WHICH DISTRACTS OTHERS FROM LEARNING, IS OFFENSIVE TO OTHERS, OR VIOLATES HEALTH OR SAFETY REQUIREMENTS.**

# Student Conduct and Responsibility

The Student Code of Conduct is also available online at: <http://www.ccsboardpolicy.ccs.k12.nc.us/JCDA-R.htm>

**Cumberland County Board Of Education adopted policies:** The Cumberland County Board of Education established these rules to be applicable to all schools under its jurisdiction.

1. Each student must conduct himself on the school bus, on premises, and at all school functions away from the school, in an orderly manner designed to protect the rights and interests of all other students and the staff of the school.
2. Each student shall be assigned a school schedule and must adhere to that schedule except when excused by the principal or a teacher authorized to excuse a student.
3. Each student shall be prohibited from being under the influence of, bringing on, consuming, or have in his or her possession on a school bus, on school premises, or at a school function away from school, any alcoholic beverages, intoxicating liquors, narcotic drugs, marijuana or controlled substances as defined by Chapter 90, Article 5 of the General Statutes of North Carolina, unless dispensed by a licensed physician as allowed by law. Each student shall be specifically prohibited from attending a school function away from school, coming on school premises, or boarding a school bus when he or she has consumed or taken narcotic drugs, marijuana or a controlled substance that is not dispensed by a licensed physician, alcoholic beverages or intoxicating liquors.
4. Each student is prohibited from bringing or having in his or her possession on a school bus, on school premises, or to a school function away from school, any weapon, explosive, bomb, smoke bomb, or incendiary device or other device, instrument, or object which can reasonably be considered to be a weapon, explosive, bomb, smoke bomb, or incendiary device.
5. Not student shall violate the rules of the school, as announced by the principal, including but not limited to, rules of attendance, health, curriculum, play, recess, temperance, morality, industry, neatness, or any other area of student activity.
6. Each student is specifically prohibited from acting as an individual or with other students as a group to disrupt or delay the normal and practical activities of the school and any student acting as an individual or with other students as a group or delay the normal and special activities of the school shall be subject to immediate suspension.
7. All students shall be subject to suspension or dismissal by the principal, who violate the rules of the school, or who may be guilty of immoral or disreputable conduct, during term or out of school term, on school property or not, or who may be a menace to the school.
8. No student shall be allowed to promote or engage in private enterprise by soliciting names and addresses or telephone numbers of other students or by selling merchandise, magazines, newspapers, or other property on school grounds, unless same is approved school activity or program.
9. Each student shall be specifically prohibited from bringing on campus, purchasing or having in his or her possession on a school bus, on school premises, or at a school function away from school any illegal drug, false drug, counterfeit controlled substance or drug not prescribed by a physician, or drug paraphernalia in any form.
10. Any students assisting, aiding, abetting, or conspiring in the violating of any of the above rules shall be subject to suspension or dismissal in the same manner as the principle violator.

**11. No student shall display any electronic devices, including but not limited to, iPods, MP3 players, handheld games, pagers, and mobile telephones (cell phones) on school premises during the school day or at an after school activity or program.**

As required by law, the Cumberland County Board of Education does not discriminate on the basis of race, color, creed, sex, national origin, handicap, or disability.

**📁 Bookbags:** In an effort to do all that we can to assure the safety of students, we have initiated procedures restricting the use of book bags, athletic bags, or other similar items for transporting books, gym clothes, athletic equipment, etc. Book bags, athletic bags, or similar items may be used only for the purpose of transporting books, other school related materials, and personal effects to and from school. Immediately upon the student's arrival at school, any book bags, athletic bags, or similar item must be deposited in the pupils' locker. Bags deposited in lockers must be left unclosed (i.e. unlocked, unsnapped, unzipped). This regulation shall be strictly enforced to reduce the risk of contraband, such as drugs and weapons, being concealed in a locker which is the property of Cumberland County Board of Education and which may be searched by school officials without prior notice. This restriction is necessary for the safety and welfare of our students. **Gym clothes should be carried in grocery bags.** At the closing of school in June book bags will not be allowed at school after lockers are emptied.

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

**📅 Student Planner/Handbook:** Each student is given a student planner free of charge at the start of the year. It is designed to help both the parent and child organize and plan for assignments and activities. REPLACEMENT COST OF SCHOOL PLANNER WILL BE \$5.00.

**🖼 Posters:** All posters, pictures, announcements, etc., which are displayed anywhere on the school premises must have the approval of the principal before they are displayed.

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

Listed below are some hints to prevent theft:

- ☑ Never leave anything in a "locker that does not" have a lock. Never leave cameras, jewelry, money, or valuables in a locker even if it has a lock.
- ☑ Never leave anything in the physical education dressing rooms. Valuables should be given to the instructors.
- ☑ Band instruments should never be left unprotected.
- ☑ If you remove rings to wash your hands, then be sure that when you leave you have not left them on the soap or towel dispensers.
- ☑ Never leave your purse unattended.
- ☑ Never leave anything of value on your desk while you go to assembly programs, chalkboards, library, restroom, etc.
- ☑ If you are staying after school for practice or club meetings, practice the same theft-prevention habits you would during school.

## Student Conduct and Responsibility, cont.

▲ **Scholastic Crimestoppers:** Pine Forest Middle School participates in the Scholastic Crimestoppers program sponsored by Cumberland County Crimestoppers. Money is awarded to anonymous tipsters who give information leading to the arrest and conviction of lawbreaker on our campus.

⊙ **Theft and Vandalism:** In order to deal more effectively with problem of theft and vandalism we are asking each student to report theft or vandalism to the office. Any such incident should be reported immediately. There is no magic formula for preventing thefts. Students should not bring money to school other than for lunch, unless absolutely necessary.

§ **Reward for information:** The Board of Education has approved payment of a reward not to exceed \$300.00 for information leading to the arrest and conviction of any person or persons who willfully deface, damage, or destroy property, commit acts of vandalism and larceny to Cumberland County School property. The actual amount of the reward will depend on the amount of damage. It applies specifically to vandalism that occurs in the school.

### ↳ **Search and Seizure**

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

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

1. Any such action shall not be taken unless there is as reasonable suspicion that can be substantiated if necessary.

Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).

↳ **IDEAL Placement:** On his/her assigned day a student assigned to IDEAL is to go directly to homeroom. The student does not leave IDEAL permanently unless directed to do so by an administrator. A student will only be limited to three (3) IDEAL Placements per school year. Students will then receive out-of-school suspension.

↳ **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 the school campus after 3:25 p.m. unless they are under the direct supervision of a staff member or at a school sponsored activity. When necessary to wait for transportation, students must stay outside of the building at the office.

## Student Services

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

1. Students are not allowed to have prepared restaurant food or drinks delivered to the cafeteria for lunch.
2. Students are to arrive and depart in single file.
3. Talk in a normal voice while in the cafeteria.
4. Keep the cafeteria line orderly.
5. Never push or run in the cafeteria.
6. Return all dirty dishes, milk cartons, and debris to the dirty-dish counter.
7. Food and milk should not be taken outside the cafeteria.
8. Respect cafeteria duty teachers' authority.
9. Students are not allowed to cut lunch line.
10. Students are not allowed to save places in lunch line. (More ➤)

11. Only one lunch may be purchased at a time.
12. Students are to eat in the area designed by their teacher.
13. Students are not to leave their assigned area to go visit other students in other classes.
14. Students are not to leave the cafeteria until instructed to do so by the teacher

**Lunch Prices: Student Breakfast = \$.85; Student Lunch = \$1.75; Adult Lunch = ala carte; Milk = \$.40.** Money can be credited to student accounts from the first day of school. It can be paid by the week, month, or for the whole year. Students may not “run a tab”. A vegetable plate will be provided for students who do not have meal money. Prices are subject to change. Prices subject to change.

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

☞ **Lost & Found:** Students who find lost articles are asked to take them to the Assistant Principal’s Office where the owner can claim them.

R **Medication:** School employees may not administer medication in any form without a completed Physician’s School Medication form. All approved medications will be kept in the main office. ALL MEDICATION must be brought to school by a parent or guardian. Students are not allowed to bring medication to and from school.

+ For CCS Policy on medicine, go to: <http://www.ccsboardpolicy.ccs.k12.nc.us/jgcd.htm>

+ For information on PROCEDURES FOR ADMINISTRATION OF MEDICATION IN THE SCHOOLS, go to: <http://www.ccsboardpolicy.ccs.k12.nc.us/jgcd-r.htm>

+ Medication Forms can be found at: <http://www.ccsboardpolicy.ccs.k12.nc.us/JGCD-R%20ATTACHMENT.htm>

♣ **Restrooms:** Boys/Girls restrooms are located throughout the school. Boys are not to go into the girls’ restrooms and girls are not to go into boys’ restrooms. Students are not to use faculty restrooms.

☰ **School Counselors/Student Services Department:** Pine Forest Middle School provides an assortment of student services for the benefit of the student body. These services are intended to help students learn abilities, skills & interests. Students are encouraged to arrange conferences with a counselor about such things as grades, personal problems, and educational vocational planning.

### ☎ **Telephones and Cell Phones**

The school telephone is for school business and emergency use only. In case of emergency or sickness, the Student Services department will allow you to make a call with teacher approval. The main office phone is not available for student use. The office will relay important messages to students. In order to protect instructional time, students will not be called from class to receive phone calls. Emergencies should be referred to the office. **Students may not use cell phones during the instructional day.**

☉ **Vending Machines/Food:** Students are not allowed to have food or drinks delivered to the cafeteria for lunch. Consumption of food and drinks is restricted to the cafeteria unless specified by school officials. Soda and snack machines are off limits until 3:19. Purchases before that time will be confiscated. **NO FOOD OR DRINKS ARE ALLOWED ON THE BUS.**

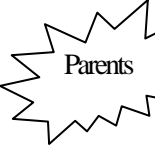
☰ **Web Page:** <http://www.pfms.ccs.k12.nc.us/default.htm>

The Pine Forest web page is available for all parents, students, and faculty to reference for information about events and more! While we celebrate student achievement, please be aware that certain safety laws limit our use of photos for child protection. For more background please read the COPPA Statement at: <http://www.ftc.gov/privacy/privacyinitiatives/childrens.html>

## Bus Regulations

**Safety Rules:** Safety of students is the first and most important concern of bus operation at Pine Forest Middle School. Listed below are some safety rules that must be followed by students, as they are involved with transportation system.


1. Stay of the roadway at all times when waiting for the bus.
2. Wait for the bus to come to a complete stop before attempting to get off or on at your assigned stop. The stop arm should be extended and flashing.
3. Leave the bus only with the consent of the driver.
4. Always enter and leave the bus at the front door, except in cases of emergency.
5. Keep head and hands inside the bus window at all times.
6. Cross the highway in front of the bus within sight and hearing of the driver. Always look both ways.
7. Eating or drinking is not permitted.


 **Riding Another Bus:** A phone call to the school is not sufficient permission for us to allow your child to take another bus route to or from school. **You must submit a note giving your child permission to take another bus, complete with your signature and the date.**


**Misconduct:** Bus safety rules are for the protection of all students. Misconduct on school buses will not be tolerated. A student who constantly violates rules of conduct on a school bus will be taken off the bus and it will be necessary that he/she provide transportation to and from school. **Riding a school bus is a privilege, not a right**, granted to students. The principal or assistant principal has the authority to suspend a student from riding the bus for misconduct. Some examples are:

1. Tampering with the bus.
2. Fighting, smoking, using profanity, or refusing to obey instructions given by school officials including the bus driver.
3. Playing, throwing trash, paper or other objects or otherwise distracting the driver while the bus is in operation.
4. Failure to observe safety rules, regulations, or policies,
5. Vandalizing seat, windows, or buses.
6. Delaying the bus schedule.
7. Unauthorized departure from the bus when enroute from home to school or school to home.
8. Refusing to meet the bus at the designed bus stop or attempting to ride a bus to which he/she is not assigned.

## Emergency Procedures

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

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

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

## **Board Policy**

Board Policy is also available online at the Cumberland County Schools web site:  
<http://www.ccs.k12.nc.us/>

**Cumberland County Board Policy Adopted: August 25, 1972.** All violations of criminal, state or federal laws committed on school property shall be prosecuted as by law provided. School officials, teachers, and their personnel staff report all violations to the proper law enforcement agency and cooperate with the prosecuting attorney's office in the prosecuting of charges. As required by the law, the Cumberland County Board of Education does not discriminate on the basis of race, color, sex, national origin, handicap, or disability. The Cumberland County Board of Education adopted a Code of Conduct to present the behavior of our school students. Copies of the code are sent home with each student. Additional copies are available in the Administrative office.

### **1. Power to Suspend/Dismiss Pupils (N.C. Gen. Stat. 115c-391. Suspension or expulsion of pupils)**

A. Local boards of education shall adopt policies governing the conduct of students and shall cause these policies to be published and made available at the beginning of each school year to each student and his parents. Local boards of education shall also adopt policies, not inconsistent with the provisions of this section or the Constitutions of the United States and North Carolina, establishing procedures to be followed by school officials in suspending or expelling any pupil from school and cause such procedures to be published and made available at the beginning of each school year to each student and his parents.

B. The principal of a school, or his delegate, shall have authority to suspend for a period of 10 days or less any student who willfully violates policies of conduct established by the local board of education: Provided, that a student suspended pursuant to this subsection shall be provided an opportunity to take any quarterly, semester or grading period examination missed during the suspension period.

C. The principal of a school, with the prior approval of the superintendent, shall have the authority to suspend for a period of time in excess 10 school days but not exceeding the time remaining in the school year, any pupil who willfully violates the policies of conduct established by the local board of education. The pupil or his parents may appeal the decision of the principal to the local board of education.

D. A local board of education may, upon recommendation of the principal and superintendent, expel any student fourteen years of age or older who has been convicted of a felony and whose continued presence in school constitutes a clear threat to the safety and health of other students or employees notwithstanding the provisions of the G.S. 115G-112, a local board of education has no duty to continue to provide a child with special needs, expelled pursuant to this subsection with any special education or related services during the period of expulsion. A final decision of the local board of education pursuant to subsections (c) and (d) shall be subject to judicial review in the manner provided by Article 4, Chapter 159A of the General Statutes.

**Title IX Policy:** IT IS THE POLICY OF THE CUMBERLAND COUNTY BOARD OF EDUCATION NOT TO DISCRIMINATE ON THE BASIS OF SEX IN ITS EDUCATIONAL PROGRAMS, ACTIVITIES, OR EMPLOYMENT POLICIES AS REQUIRED BY TITLE IX OF THE 1972 EDUCATION AMENDMENTS. INQUIRIES REGARDING THE CUMBERLAND COUNTY BOARD OF EDUCATION, SHOULD BE SENT TO: PO BOX 2357, FAYETTEVILLE, NORTH CAROLINA 28302, PHONE NUMBER 678-2302, **OR** TO THE DIRECTOR OF THE OFFICE OF CIVIL RIGHTS, DEPARTMENT OF HEALTH, EDUCATION AND WELFARE, WASHINGTON, DC. The contact person for Pine Forest Middle School is Ms. Yolanda Epps.

## **Sports**

**Sports:** The requirements for participation in interscholastic athletics are as follows:

1. The student/athlete must attend Pine Forest Middle School.
2. The athlete must have been in attendance for at least 80 % of the previous semester to remain eligible.
3. The athlete must pass at least 6 subjects each semester to remain eligible.
4. The athlete must receive a medical examination each calendar year. This medical form must be kept on file at school.
5. No student may be approved for any middle school athletic contests if he or she turns 15 on or before, October 16, of the current school year.
6. The athlete must have his birth certificate (or copy) on file with athletic director.

All student athletes are expected to know the rules of eligibility and to notify the athletic department immediately when in violation of these rules.

**Transportation & Schedules:** PARENTS NEED TO PICK UP STUDENTS FROM ATHLETIC EVENTS AT THE FOLLOWING TIMES. INDIVIDUALS WHO DO NOT ADHERE TO FOLLOWING PICK UP TIMES WILL NOT BE ALLOWED TO ATTEND FUTURE ATHLETIC EVENTS.

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

**Admission for all games is \$2.00 (may be subject to change).**

## **Clubs & Extracurricular Activities**

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

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

**Cumberland County Spelling Bee** – Class champion compete for the school title and a chance to compete on the county and state levels.

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

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

**National Geography Bee** - Tryouts held in April and September. Members meet from Sept.- June for weekly three-hour practices, one to two times per week after school. There will be one competition per month in areas of geography and social studies. This includes the National Geography Bee with a grand prize of \$25,000.00 to the best 4<sup>th</sup>-8<sup>th</sup> grader in the nation. Competitions are an array of verbal and computer-based heats. United Nations Project and field trips also sponsored.

**Quiz Bowl** – Academic Trivia countywide competitions.

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

**Woodman of the World Civic Orator Contest** – This event is designed to provide students with the opportunity and incentive to develop and exercise oratorical skills.

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

♪ **School Dances:** There will be several school dances during the year at Pine Forest Middle School. These dances usually begin at 6:30 pm and end by 9:00 pm. Students attending the dance shall conduct themselves in accordance with all rules and regulations of the Board of Education and Pine Forest Middle School. Only Pine Forest Middle School students will be able to attend the school dances.

 <b>Dance Contract</b> 
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Student Name: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

The following guidelines and rules will apply to all school dances at Pine Forest Middle School.

- \* All rules of the Cumberland County Student Code of Conduct apply
- \* Students must be present at school on the day of the dance
- \* Students in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade can attend
- \* Only students who are currently enrolled at Pine Forest Middle School can attend
- \* Students who are serving in/out-of-school suspension can not attend
- \* The regular dress code for the Cumberland County Schools applies during dances, students who come to the dance out of the county prescribed dress code will be sent home.
- \* Administrators assigned to dance will make the final decision in all dress code matters
- \* Students are not required to wear their school uniforms
- \* All dances will be begin at 6:30pm and end promptly at 9:00pm. Parents need to be at the school to pick-up their children at 9:00pm. Failure to have children picked-up on time will jeopardize admission to future dances
- \* The cost for all school dances will be \$5.00
- \* Tickets will be pre-sold during homeroom on the week of the dance. **No tickets will be sold at the door.** Administrators assigned to the dance will make all decisions regarding this matter. Dance dates will be announced throughout the year.

### Pine Forest Middle School Dance Agreement

Please complete this form and keep it in your planner. Students who do not have this agreement signed and returned will not be able to attend dances.

Student \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell #/Emergency \_\_\_\_\_

I understand and agree to abide by the rules for attendance at Pine Forest Middle School Dances. Should I violate the rules disciplinary action will occur.

**PARENT/GUARDIAN:** As the parent/guardian I have read the Pine Forest Middle School Agreement. I understand that attendance at school dances is a privilege extended to students to provide social development. I accept full responsibility for my child's compliance with the policy and agree to comply with the policy. I hereby give my permission for my child to attend school dances.

Parent/Guardian \_\_\_\_\_  
(print name)

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_



# PINE FOREST MIDDLE SCHOOL

## ACADEMICS



### *Academic Integrity*

Academic integrity is rooted in responsibility, honesty, trust, fairness, and a respect for self and others. We believe the value of education is only as strong as our values of academic integrity.

Cheating, plagiarism, obtaining an unfair advantage, falsification of assignments, forging signatures, not doing your own work, assisting others (giving others your answers), violation of software regulations, breaking copyright laws, inappropriate computer access, cutting and pasting from the Internet, and even the failure to tell a teacher if you know of someone cheating are all considered offenses to academic integrity.

Demand the highest performance of yourself.  
Expect the highest performance of others

**I understand and promise to uphold our statement of academic integrity.**

Signed \_\_\_\_\_  
Date: \_\_\_\_\_

### Study Tips

#### SQRRR

Developing good study strategies will help you both in your schoolwork and throughout your life. In getting organized to study, the following suggestions may help you:

- ☺ Record all your assignments in a notebook.
- ☺ List when the assignment is due and whether or not you will be tested on it.
- ☺ Put in as much study time as you can at school.
- ☺ Set a time and place to study each day at home.



One strategy that will help you read and remember your assignments effectively is **SQRRR**, which stands for **S**urvey, **Q**uestion, **R**ead, **R**ecite, and **R**evise:

**S**urvey – Look over an assignment before you read it.

**Q**uestion – Ask yourself questions that might be answered in your reading.


**R**ead – Read with the purpose of answering your questions.


**R**ecite – Repeat to yourself in your own words what you have learned.

**R**evise – Go over the major ideas in each section of your assignment.



### YOU SHOULD KNOW:

 **What is Literacy?** Literacy is the application of reading, writing, speaking, viewing, and listening in a variety of settings that empowers the learner to think critically and independently.

 **Exceptional Students:** In addition to our regular education program, we offer services for the academically gifted, learning disabled, educable mentally handicapped, behaviorally emotionally handicapped, and autistic.

## Promotion Standards

### Grade 6

A passing grade in each of the following:

- Communication skills  
(Language Arts and Reading)
- Math
- Science or Social Studies
- One other course

### Grade 7 and 8

A passing grade in each of the following:

- Communication Skills (8<sup>th</sup> Grade)
- Math at Least Level III
- Science or Social Studies on Math & Reading
- Two other courses

**5 TOTAL**

## Grading System

A student's grade will be determined by his/her performance on tests, class participation, homework, and attendance. The marking system is as follows:

A = 93 – 100; B = 85 – 92; C = 77 – 84;  
D = 70 – 76; F = 00 – 69

## Honor Roll

Students who obtain an average of an "A" or a "B" with no grade lower than a "B" will be on the Honor Roll. There is an Honor Roll for students receiving all "A's" and one for students receiving "A's" and "B's"

## Midterms and Progress Reports

Progress reports will be sent home at the halfway point of each grading period. All students will get a progress report from their teachers, and it is the responsibility of the student to give these reports to their parents. Report cards are sent home at the end of each 9-week grading period.

### **PROGRESS GO HOME (tentative):**

September 25, 2009  
December 4, 2009  
February 19, 2010  
April 30, 2010

### **REPORT CARD GO HOME (tentative):**

November 2, 2009  
January 29, 2010  
April 16, 2010  
June 14, 2010

## Media Center/Library Services

Students using 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. The Media Center is open from 8:00-3:30 daily except during special assemblies and when in use by class groups. In order to be admitted to the Media Center, students must present a pass from a teacher and sign in unless a teacher accompanies them. If it is determined that a pass was forged, disciplinary action will result. Books may be borrowed for a period of two weeks. A fine of ten cents per day will be charged for overdue books. Anyone who loses a book will be expected to pay for it. All fines must be paid before yearly reports are released.



## Preparing a Bibliography / List of Works Cited MLA Style

Listed below are some of the most common “formulas” for writing bibliographic statements. There are hundreds of other types of entries. See how to plug in the information in the example after each formula. Pay special attention to all punctuation.

If you have a(n)...	with...	...then write your bibliographic statement like this:
Book	One Author	Author's last name, first name and initial (if available). <u>Title of book</u> (underlined). Place of publication: name of publishing company, copyright year.  White, Katharine S. <u>Mendeleyev and the Periodic Table</u> . New York: Rosen Publishing Group, Inc., 2005.
	Two Authors	Author's last name, first name and initial (if available), and Second Author's first and last name. <u>Title of Book</u> (underlined). Place of publication: name of publishing company, copyright year.  Bredeson, Carmen and Ralph Thibodeau. <u>Ten Great American Composers</u> . New Jersey: Enslow Publishers, Inc., 1999.
	Editor(s)	First Editor's last name, first name and initial (if available), and Second Editor's first and last name, Ed(s). (Ed. is the abbreviation for one editor) <u>Title of book</u> (underlined). Place of publication: name of publishing company, copyright year.  Kidder, Laura M. and Conrad Little Paulus, Eds. <u>Fodor's Southeast Asia</u> . New York: Fodor's Travel Publications, Inc., 1999.
Multivolume Set (not an encyclopedia)		Author's last name, first name and initial (if available). <u>Title of book</u> (underlined). Editor's first name and last name, Ed. Volume number. Place of publication: name of publishing company, copyright year.  <u>Dinosaurs of the World</u> . Chris Marshall, Ed. Vol. 5. New York: Marshall Cavendish Corp., 1999.
Encyclopedia <i>(Check for a signature at the end of the article/ passage.)</i>	Signed article	Author's last name, first name and initial (if available). "Title of article." <u>Title of encyclopedia</u> (underlined). Year of edition.  Sheehan, James J. "Germany." <u>World Book Encyclopedia</u> . 2006.
	Unsigned article	"Title of article." <u>Title of encyclopedia</u> (underlined). Year of edition.  "Congo (Zaire) River." <u>Compton's Encyclopedia</u> . 2001.
Magazine Article		Author's last name, first name and initial (if available). "Title of article." <u>Title of magazine</u> (underlined). Day Month Year of publication: page number.  McClure, Layra. "A Quiet Hero." <u>Know Your World Extra</u> . 24 February 2006: 10-13.
Newspaper Article		Author's last name, first name and initial (if available). "Title of article." <u>Title of newspaper</u> [Add the city in square brackets if not included in title]. Day Month Year of publication, edition: page number.  Stobbe, Mike. "CDC Finds Autism Rate is 5.5 per 1,000 Children in U.S." <u>News &amp; Observer</u> [Raleigh]. 5 May 2006, State edition: 17A.

## Preparing a Bibliography / List of Works Cited MLA Style

If you have a(n)...	with...	...then write your bibliographic statement like this:
Electronic Source	CD-ROM Encyclopedia	Author's last name, first name and initial (if available). "Title of article." <u>Title of software version (underlined)</u> . CD-ROM. Place of publication: vendor, copyright year.  Fass, Paula S. "United States (Culture)." <u>Encarta Encyclopedia 2000</u> . CD-ROM. Washington: Microsoft Corporation, © 1993-1999.
	Multimedia CD-ROM	"Title of article." <u>Name of software (underlined)</u> . CD-ROM. City: vendor, copyright year.  "Hypatia of Alexandria." <u>UXL Biographies 2.0</u> . CD-ROM. Washington: Microsoft Corporation, © 1993-1999.
	Internet	Author's last name, first name and initial (if available). "Title of web page." <u>Title/name of the website</u> . Editor's first and last name, Ed. (if available) Day Month Year of last update and/or version number. Name of sponsoring institution. Date of access <complete web address>.  "Organic Chemistry." <u>Wikipedia, The Free Encyclopedia</u> . 8 May 2006. Wikipedia Foundation, Inc. 8 May 2006 < <a href="http://en.wikipedia.org/w/index.php?title=Organic_chemistry&amp;oldid=52171141">http://en.wikipedia.org/w/index.php?title=Organic_chemistry&amp;oldid=52171141</a> >.
Personal Interview	An interview conducted by you, the researcher	Interviewee's last name, first name and initial (if available). Type of interview (i.e. personal, e-mail, telephone, etc.). Date Month Year of interview.  Foxx, Jamie. E-mail. 2 January 2006.

Follow these guidelines when you are typing up your bibliography:

- ☞ Use the heading **Bibliography** or **Works Cited** on a separate page from the research paper. If the paper ends on page 10, the works cited list begins on page 11.
- ☞ Do not number the entries.
- ☞ Do not indent the first line. If you are typing and go to the next line, you will indent each line thereafter just like the examples above.
- ☞ Single space the entry.
- ☞ Alphabetize the list by the author's last name or first important word in the title of the source. (Do not include **A**, **An** or **The**).
- ☞ You may use *italics* in the place of underlining if you are typing it on a computer.
- ☞ Pay careful attention to all punctuation.
- ☞ Double space within and between entries

Be aware that this is an abridged (shortened) list. As you advance through high school and college, you will be expected to use an MLA Handbook or follow other citation styles (ex: APA, Chicago, AMS, Turabian) when documenting your sources.

# NC Thinking Skills (Levels of Reasoning)

SKILL	KNOWING defining, recalling	ORGANIZING arranging information	APPLYING demonstrating prior knowledge within a new situation	ANALYZING Examining Parts and Relationships	GENERATING Producing New Information, Meaning, or Ideas	INTEGRATING Connecting and Combining Information	EVALUATING Assessing Quality or Reasonableness
	Basic Level Thinking Skills		Mid – Upper Level Thinking Skills			Upper Level Thinking Skills	
QUESTION STEMS	<p>When was ___? Who did it? Define the word ____.</p> <p>What is a ____? Label the following... Identify the ____ in the ____.</p> <p>Who is the narrator of the story? What is...? Where is...? Why did...? Which one...? How would you show...? Can you tell three...? Describe...</p>	<p>What conclusion have you reached about ___? Explain the main idea. Illustrate it.</p> <p>What do the characters have in common? What traits best describe the hero in the story? In your own words, tell ____.</p> <p>How else might you say ___? What is the purpose of ___? Which picture shows ___? Describe. Show how... How did the author feel about ___? Tell what you think... Is __ greater than __? Why is it called ___? Explain why __ caused __.</p> <p>How would you compare ___? How would you contrast ___? What is meant by __? Retell the selection.</p>	<p>What is ___? What evidence is there that ___? In what way might ___? Give some instances which ____.</p> <p>Which of these words...? How would you use this information to start a program your self? Write/Tell what you have learned and how you can use this information in your life. What would result if ___? Compare and contrast ____.</p> <p>What examples can you find to support ___?</p>	<p>What part of this could be real? Make believe? What would be a good title for...? What are the functions of...? Categorize the__ of __.</p> <p>What is the order of the steps in ___? Compare __ to ____.</p> <p>How are they alike? Different? Now that we have studied this, what can be concluded about ___? What is the motive of ___? How would you classify ___? What is the relationship between ___? What ideas justify ___? What inferences can you make about ___?</p>	<p>If you had been __ what would you have done differently? How many ways can you think of to...? What would happen if ___? Predict what would be true if ___? How can you explain...? How would you improve___? What changes would you make to__? Suppose you could __. What would you do? How would you rewrite the selection from ___'s point of view?</p>	<p>How many ways can you think of...? Conclude what the result would be if... Summarize the story in your own words. Devise a plan to... What facts can you compile about...? How would you rewrite the ending of the story? What would be the result if...? What would you do if...? Elaborate on the reason... How would you improve...? What if...?</p>	<p>What would you do? Judge what would be the best way... Evaluate whether you would... Should _____ be permitted to...? Why or why not? Is _____ accurate? Why do you think? Was it right or wrong for...? Explain. How well did...? What is the <i>most</i> important...? Why? Which of the following...? How effective was...? What could have been different? Based on your previous answer, do you think You could have...? Tell how. Would it be better if _____? Why? What is your opinion of_____?</p>

# INTERNET USE AGREEMENT

User's Full Name (please print): \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

I understand and will abide by the Cumberland County Internet Use Policy and understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and the school disciplinary action and/or appropriate legal action may be taken.

User Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR GUARDIAN** (If you are under the age of 18 a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Policy for Cumberland County Schools. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials and I will not hold the school system responsible for materials acquired on the network. I accept full responsibility for my child's compliance with the Use Policy and hereby, give my permission for the network.

Parents or Guardian (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**📖 Media Center/Library Services (also see page 18)**

- ❖ Students must have their planner with them to check out books.
- ❖ Lost or stolen planners: Students should report lost or missing planners immediately so we can put a freeze on their account. This will protect you from having someone check books out in your name. If you don't tell us, we can't help you protect your account!

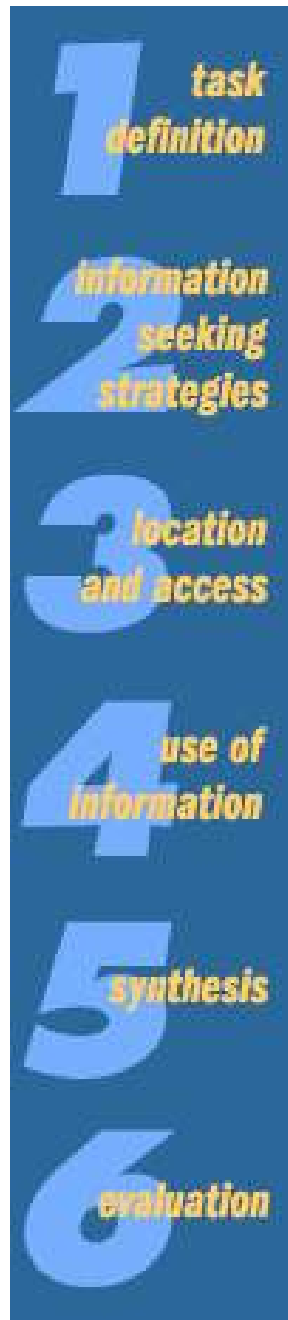
PASSWORDS:	WEBSITES FOR RESEARCH:
<p>🔑 Accelerated Reader: _____ (6-digit DOB)</p> <p>📖 Start up Login:</p> <p>user name = _____ (NC Wise #)</p> <p>password = _____ (6-digit DOB)</p> <p>domain = ccs.k12.nc.us</p> <div style="border: 1px solid black; height: 40px; margin-top: 20px; display: flex; align-items: center; justify-content: center;"> <p style="font-size: 1.2em;">Tape Library Barcode Here</p> </div>	<p>🌐 To logon to NC Wiseowl for research from home <a href="http://www.ncwiseowl.org">http://www.ncwiseowl.org</a> : Password = wiseowl</p> <p>🌐 To logon to Ebsco Host for research from home <a href="http://search.epnet.com">http://search.epnet.com</a> : username = pdc password = ebsco</p> <p>🌐 To logon to K-12 Teaching &amp; Learning Center for research from home <a href="http://www.k12tlc.net/sindex.htm">www.k12tlc.net/sindex.htm</a> username = ccs password = (leave this blank)</p>

## PFMS Media Center is...



# The Big6™ Skills

The Big6 is a process model of how people of all ages solve an information problem.



## 1. Task Definition

- 1.1 Define the information problem
- 1.2 Identify information needed (to solve the information problem)
  - What is my current task?
  - What are some topics or questions I need to answer?
  - What information will I need?

## 2. Information Seeking Strategies

- 2.1 Determine all possible sources (brainstorm)
- 2.2 Select the best sources
  - What are all the possible sources to check?
  - What are the best sources of information for this task?

## 3. Location and Access

- 3.1 Locate sources (intellectually and physically)
- 3.2 Find information within sources
  - Where can I find these sources?
  - Where can I find the information in the source?

## 4. Use of Information

- 4.1 Engage (e.g., read, hear, view, touch)
- 4.2 Extract relevant information
  - What information do I expect to find in this source?
  - What information from the source is useful?

## 5. Synthesis

- 5.1 Organize from multiple sources
- 5.2 Present the information
  - How will I organize my information?
  - How should I present my information?

## 6. Evaluation

- 6.1 Judge the product (effectiveness)
- 6.2 Judge the process (efficiency)
  - Did I do what was required?
  - Did I complete each of the Big6 Stages efficiently?