

# **PINE HOLLOW**

# **MIDDLE SCHOOL**

## **STUDENT/PARENT HANDBOOK**

## **2025-2026**



**PINE HOLLOW MIDDLE SCHOOL**

5365 Bartram Place  
Raleigh, North Carolina 27617

Phone: (919) 694-8880  
Web: [wcpss.net/PineHollowMS](http://wcpss.net/PineHollowMS)

## Table of Contents

<b>Who's Who.....</b>	<b>4</b>
<b>Bell Schedule.....</b>	<b>4</b>
<b>WCPSS Student Code of Conduct.....</b>	<b>5</b>
<b>General Expectations.....</b>	<b>5</b>
Attendance/Absences.....	5
Communication from the Principal.....	5
Communication from Teachers.....	5
Visitors.....	5
Arrival/Dismissal.....	6
Carpool Procedures.....	6
Checking-In and Checking-Out of School.....	6
Cell Phones.....	6
<b>School-Wide Grading Procedures.....</b>	<b>7</b>
Philosophy of Grading.....	7
Late Work.....	7
Extra Credit.....	7
How Grades Are Calculated.....	7
Homework.....	7
Missing Work Due To Absences.....	7
Grade Reporting.....	8
Promotion Requirements.....	8
<b>Other Information.....</b>	<b>8</b>
Tardies.....	8
Medication.....	8
Breakfast/Lunch.....	8
Lockers in the Hallways.....	8
Lockers in Locker Rooms.....	9
PE Clothes.....	9

Book Bags.....	9
Interruptions During the Day.....	9
School Transportation.....	9
Parent Portal Accounts.....	9
PTSA.....	10
Volunteers.....	10
School Sports.....	10
Student Council.....	10
National Junior Honor Society.....	10
Library Learning Commons (LLC).....	10
Visiting Your LLC.....	10
Research.....	11
Reading.....	11
Checking out Library Books and Loan Periods.....	11
Overdue Materials.....	11
Lost Materials.....	11
<b>Student Code of Conduct.....</b>	<b>12</b>
Student Conduct.....	12
Dress Code.....	12
Nuisance items.....	12
Flowers, Balloons, etc.....	12
Dismissal from Extra-Curricular Activities and Athletics.....	12
Conduct During Fire Drills.....	12
Issues and/or Concerns.....	12
Conferences.....	13

## Who's Who

Dr. Justin Carrington	Principal	<a href="mailto:jcarrington@wcpss.net">jcarrington@wcpss.net</a>
Ms. Catherine Gordon	Assistant Principal, 6th Grade	<a href="mailto:clgordon@wcpss.net">clgordon@wcpss.net</a>
Mrs. Starr Richey	Assistant Principal, 7th Grade	<a href="mailto:srichey@wcpss.net">srichey@wcpss.net</a>
Ms. Pamela Johannes	Assistant Principal, 8th Grade	<a href="mailto:pjohannes@wcpss.net">pjohannes@wcpss.net</a>
Mr. Graham Brown	Counselor, 6th & 7th Grades	<a href="mailto:gbrown5@wcpss.net">gbrown5@wcpss.net</a>
Mrs. Lisa Haunsperger	Counselor, 8th & 7th Grades	<a href="mailto:lhaunsperger@wcpss.net">lhaunsperger@wcpss.net</a>

## Bell Schedule

The instructional day for 2024-25 is 8:15 am -3:00 pm. Below is the designated bell schedule for each grade level.

Period	Grade 6	Grade 7	Grade 8
<b>1st Period</b>	8:15-8:50 Takeoff Time	8:15-8:50 Takeoff Time	8:15-8:50 Takeoff Time
<b>2nd Period</b>	8:52-9:51 Core 1	8:52-9:51 Core 1	8:54-9:40 Elective 1
<b>3rd Period</b>	9:53-10:52 Core 2	9:53-10:52 Core 2	9:44-10:30 Elective 2
<b>4th Period</b>	10:54-11:19 Lunch	10:56-11:42 Elective 1	10:34-11:33 Core 1
<b>5th Period</b>	11:21-12:20 Core 3	11:46-12:32 Elective 2	11:35-12:00 Lunch
<b>6th Period</b>	12:22-1:20 Core 4	12:34-12:59 Lunch	12:02-12:59 Core 2
<b>7th Period</b>	1:24-2:10 Elective 1	1:01-2:00 Core 3	1:01-2:00 Core 3
<b>8th Period</b>	2:14-3:00 Elective 2	2:02-3:00 Core 4	2:02-3:00 Core 4

# WCPSS Student Code of Conduct

All students are expected to be familiar with and to comply with the WCPSS Code of Student Conduct and school board policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the WCPSS. If there is a conflict between the rules expressed in the handbook/agenda/planner and the Code of Student Conduct policies, the WCPSS Code of Student Conduct policies shall take precedence.

## General Expectations

### Attendance/Absences

Daily attendance in school is important to academic success. Parents are encouraged to keep students home from school only when necessary and for those reasons which are approved and excused by Board Policy (see WCPSS Parent/Student Handbook). Upon return to school from an absence, a note explaining the absence, signed by the parent, should be given to one of the student's teachers who will forward it to the main office. An email is also acceptable. The note/email is to be presented within two days. Students are responsible for obtaining work from teachers and making up all missed assignments per School Board Policy 6000. Requests for **planned absences** for religious and/or educational reasons are to be made on Form 1710 and submitted in advance to the principal.

### Communication from the Principal

Every Sunday Dr. Carrington communicates information and upcoming events to our parents/community via School Messenger and our website (<https://www.wcpss.net/domain/10494>). The weekly message is updated on our website and then emailed to every address we have on file for our students. A text message is also sent to parent cell phones alerting them that the weekly message is available. Phone messages will generally only be sent in the event of an emergency or other situations in which it is critical to get information to parents right away. If your contact information changes during the year, please let the office know so that we can keep you informed and up-to-date.

### Communication from Teachers

Every team maintains a website and uses it to keep parents informed as to team activities, upcoming due dates, etc. Individual teacher webpages can be accessed via the team website. Every staff member's email is available on our website in case parents need to contact us. Per School Board policy, school staff will only communicate with students via email if the communication comes via the student's WCPSS email account.

### Visitors

Parents and other community members are welcome to visit our school. All visitors are required to check-in at the main office immediately upon arrival. After checking-in, visitors are asked to wear a pass so that our staff are aware that they have been to the office. Former students, or students currently attending another school, are not permitted on our campus until 3:30 on any day that school is in session.

## Arrival/Dismissal

The school day for students begins at 8:15 AM and ends at 3:00 PM. Students should not come onto campus, or enter any buildings, before 7:45 AM as we do not have staff to supervise them. Upon arrival to school, students will report directly to their advisory/homeroom class, or the cafeteria if they wish to eat breakfast. Breakfast will be served until 8:09 AM. Students will remain in the cafeteria or their team area until the 8:09 bell at which time students may go to their locker (if they have been issued one) and report to 1<sup>st</sup> period.

Walkers and carpool students should exit campus promptly at the end of the day unless they are under the direct supervision of a teacher/coach. Carpool students who have not been picked up by 3:30 are escorted to the office so that they can be adequately supervised.

## Carpool Procedures

All cars are required to travel the designated route in the morning and afternoon. Students are only permitted to enter/exit their vehicle alongside the curb in the back of the school in the carpool lane. Cars are expected to pull up as far as possible to avoid gaps in the line so that everyone can exit campus as quickly as possible. Everyone's time is precious and carpool runs much better when everyone follows the procedures. Only those students who live in our designated walk zone are allowed to walk off campus at dismissal. Students are not allowed to leave campus to meet their ride elsewhere as we are responsible for their safety until they are picked up from school.

## Checking-In and Checking-Out of School

Students who arrive late should report to the main office to sign in. In cases in which students need to be checked out early, parents/guardians (or another adult with pickup privileges noted in PowerSchool) must come into the office and sign out the student. At this point, office staff will call into the classroom to inform the teacher that the student should be sent to the office for early dismissal. Students will not be signed out after 2:30 PM except for extreme emergencies.

## Cell Phones

Students are allowed to bring cell phones with them to school, but they are not allowed to use them between 7:45 am - 3:00 pm unless a teacher has given them explicit permission. Because students are not permitted to use their phones during the school day, parents are asked not to text their students during the day as this puts students in a difficult situation if they are using their phone without permission from a teacher.

Parents who need to speak with their student immediately should call the office, and we will be happy to deliver a message or get the student to the phone if it is an emergency. Students using their phone without permission might have their phone confiscated. Confiscated items are sent to the office and held for the parent to pick up. The main office is open from 7:30-4:00 during every school day. We will provide as much security as possible for confiscated items, but **we are not responsible for their loss.**

## School-Wide Grading Plan

At Pine Hollow, we believe a grade communicates a student's demonstrated understanding of the curriculum. We expect all students to turn in work on time. We cannot evaluate student achievement on

work not submitted; therefore, missing work is recorded as a zero unless/until it is submitted. To access the school-wide grading plan, [click here](#) or go to <https://bit.ly/PHMSgrading>.

## Promotion Requirements

To meet promotion requirements, a middle school student must pass Language Arts and Math, Social Studies or Science, and at least half of their other courses.

## Other Information

### Tardies

Students have sufficient time between classes to attend to their personal needs without being late to class. Students who are tardy to class repeatedly will be subject to administrative consequences. Tardies start over at the beginning of each new grading period.

### Medication

Middle school students are permitted to self-medicate with over-the-counter medication. Students are not permitted to share medication with other students. All prescription medication should be given to the office in a labeled pharmacy bottle along with Form 1702 signed by a physician. Students are not permitted to carry prescription medication with them from class to class unless it has been directed by a physician and Form 1702 is on file in Student Services.

### Breakfast/Lunch

Students are responsible for sharing in the clean-up of the cafeteria after they eat. Students are not permitted to have food from fast food restaurants in the cafeteria (McDonalds, Bojangles, etc). If parents/guardians wish to bring fast food to their child, space will be provided for the student to eat in the office. Lunch accounts may be opened with the cafeteria manager. Checks may be made to Pine Hollow Middle School Cafeteria. The cafeteria will stop serving breakfast at 8:09 am.

### Lockers in the Hallways

Most students do not need or want a locker assigned to them. Most students keep their things with them during the day and take their bookbag with them from class to class. If a student needs a locker assigned to them, they should speak with a teacher. For students who are given permission to use a locker, they must keep it locked at all times. Lockers are subject to search at any time if there is reasonable suspicion to believe something is in a locker that threatens the safety/security of the school.

### Lockers in Locker Rooms

The school does not have enough lockers in the gym to assign students to individual lockers. But there are plenty of lockers in the locker rooms for each student to secure their belongings during their PE class. Students are expected to provide their own lock and secure personal items during classes in the gym in order to prevent theft. Students should remove all items from the locker and remove their lock at the end of PE class.

## **PE Clothes**

There is no PHMS PE uniform that students are required to purchase. Furthermore, while changing clothes is encouraged for personal hygiene, it is not required. For safety reasons, however, Pine Hollow students are expected/required to wear athletic tennis shoes that lace up during the weeks of PE and Fitness.

## **Book Bags**

Book bags with wheels are not allowed as they can damage the floor. Because large book bags can be a tripping hazard, students are encouraged to use the smallest bag possible.

## **Interruptions During the Day**

In order to protect our instructional time, we will not call students out of class except for an emergency. We will take a message and deliver it to the student as soon as possible.

## **School Transportation**

Riding the bus is a privilege, not a right. Students are expected to behave appropriately and follow the directives of the school bus driver at all times. Failure to do so may result in suspension from the bus. Students are only permitted to ride the bus that is assigned to them based on their home address, and they are only allowed to get on/off at their assigned bus stop. PHMS staff will not sign notes for students to ride home with another student or on a bus other than that to which they are assigned.

All routes and bus stops are assigned by the WCPSS Transportation Department, not Pine Hollow Middle School. For the most up-to-date information regarding bus stops, requests for bus stop changes, etc. please visit <http://www.wcpss.net/parents/transportation>.

## **Parent Portal Accounts**

Parents can monitor their student's grades and attendance, in real time, throughout the year with a Parent Portal account. WCPSS will create accounts for families who do not already have access to the Parent Portal. At the beginning of the year, primary contacts in PowerSchool should have received an email from our data manager (Ms. Thomas), with instructions on how to access this new account. If an additional access setup is required, please email Ms. Thomas at [bwthomas@wcpss.net](mailto:bwthomas@wcpss.net).

## **PTSA**

Annual dues to join the Pine Hollow PTSA are \$10 for individual students and \$15 for parents/guardians. The PTSA supports all teachers and students, and parents are encouraged to join. Meeting dates/times can be found on the calendar on our website. More information regarding PTSA is available on our website under the Families tab.

## **Volunteers**

Parents are encouraged to complete the on-line registration process and volunteer. There are multiple opportunities to volunteer at Pine Hollow, many of them coordinated through the PTSA. All volunteers are required to be approved by WCPSS before they can begin, including field trip chaperones, so make sure you complete the volunteer registration process if there is any chance you plan to volunteer this year. For more information please visit the Volunteer webpage located at the Pine Hollow site under Families tab, also found [here](#).



## School Sports

Pine Hollow offers a variety of interscholastic sports for 7<sup>th</sup> and 8<sup>th</sup> grade students. Our 6<sup>th</sup> grade students are eligible to be managers. Fall Sports include: Cheerleading, Football, Girls' Soccer, and Volleyball. Winter Sports include: Boys' Basketball, Girls' Basketball, and Cheerleading. Spring Sports include: Boys' Soccer, Boys' Track, Girls' Track, and Softball. All student athletes are required to meet minimum eligibility standards for participation (see our website for details.) Student athletes who are tracked-out should not be dropped off for practice prior to 3:00.

## Student Council

Representatives to the Student Council are elected from each team. The purpose of the Student Council is to involve students in activities and projects in the school and community. Student Council sponsored projects may include dances, school beautification, United Way projects, and community food drives.

## National Junior Honor Society

Seventh grade students who have attended Pine Hollow Middle School for at least one full semester and who have maintained a cumulative GPA of 3.8 or higher are candidates for the PHMS NJHS. Students who wish to be considered for induction are required to submit additional information to be reviewed by the Faculty Council. The selection process is based upon five principles: character, citizenship, service, leadership, and scholarship.

## Library Learning Commons (LLC)

At Pine Hollow, we refer to our Media Center as the Library or LLC. Our librarian is Ms. Ziller ([kziller@wcpss.net](mailto:kziller@wcpss.net)). The Virtual Library can be accessed here: [bit.ly/phmsvirtuallibrary](http://bit.ly/phmsvirtuallibrary)

### Visiting Your LLC

- **During the School Day (7:45 - 3:00):** Students must have a pass from their teacher to come to the LLC.
- **Lunch Time:** Students are permitted to use the LLC with a signed pass from their teacher during their lunch period, but they cannot eat lunch in the LLC. Students should eat lunch before coming to the LLC.
- **Dismissal:** Students should stay with their last period teacher during dismissal time, but may return library books on their way to carpool or the bus ramp.

All students regularly visit the LLC with their team for library circulation. Students should:

- bring ALL library materials they have checked out to the library during these class visits
- return or renew their materials

Students are encouraged to explore their library and check out books that interest them. In addition to scheduled class visits, students are encouraged to visit the LLC at any time during the school day with a pass from their teacher.

### Research

Access NCWiseOwl through your WakeID portal for quality research databases.

Home login: Username: wiseowl21

Password: wiseowl21

Explore additional research website on the Research section of the Virtual Library: [bit.ly/phmsresearch](http://bit.ly/phmsresearch)

## Reading

Students access the Destiny Discover Library Catalog through their WakeID portal. Click on the Follett Destiny button.

- Click on topics, collections, and search for books of interest
- Place books on hold
- Rate/review a book
- Check your library account to see what books are checked out and when they're due

Explore eBooks and audiobooks on MackinVIA. Information about these digital books can be found here: [bit.ly/phmsdigital](http://bit.ly/phmsdigital)

## Checking out Library Books and Loan Periods

The PHMS Library collection includes print books, eBooks, and audiobooks. All items have a 3-week loan period. Students use the self-checkout station to check out their library books by entering their student ID number and scanning their own books. Students ARE NOT to check out books for other students. Books are returned to the book return at the circulation desk inside the library.

## Overdue Materials

Students receive overdue notices several times during the school year and are expected to return their library materials on time. Students should check their library account in Destiny Discover to see when their books are due.

## Lost Materials

Students should see Ms. Ziller in the library if they've lost a library book. Replacement options will be discussed at that time. Additional information about library policies and procedures can be found here: [bit.ly/phmspolicies](http://bit.ly/phmspolicies)

The PHMS Library Learning Commons is YOUR library! See Ms. Ziller about volunteer and book discussion opportunities.

# Student Code of Conduct

## Student Conduct

All students are expected to adhere to the WCPSS Student Code of Conduct, which can be found online at <https://www.wcpss.net/handbook>. In keeping with the expectations outlined within this Code of Conduct, it is important to note that we do not tolerate behaviors that negatively impact the learning environment and prevent others from learning. As a reminder, any students assigned to In-School Suspension (ISS) or Out-of-School Suspension (OSS) may not attend any after-school activity (as a participant or spectator) on the day of the disciplinary action.

## Dress Code

The WCPSS dress code was revised in 2019. Please see the WCPSS website (<https://www.wcpss.net/domain/50>) for a copy of the district's new dress code.

## Nuisance items

Skateboards, roller blades, roller skates, etc. are not permitted on campus at any time. Students are not permitted to bring basketballs, footballs, soccer balls, etc. to school.

## Flowers, Balloons, etc.

We do not accept flower and balloon deliveries. Students are not allowed to carry flowers, balloons, stuffed animals, pillows, blankets, or any other non-instructional items that may cause a distraction during the school day.

## Dismissal from Extra-Curricular Activities and Athletics

Students are encouraged to attend athletic events, concerts, play, dances, etc. and make prior arrangements to be picked up in a timely manner. **Students are not permitted to leave campus and then return for an extra-curricular event unless they are accompanied by a parent.** Students who have not been picked up thirty minutes after the conclusion of the event might not be permitted to attend future events/activities.

**School-aged, non-Pine Hollow students must be accompanied by an adult in order to attend an extra-curricular or athletic event on our campus.**

## Conduct During Fire Drills

In order to maintain a safe and secure environment, students are expected to remain **completely silent** during a fire drill. Students who choose to talk during a fire drill are subject to disciplinary action, including suspension.

## Issues and/or Concerns

There will be times when issues arise that need to be addressed, and we always want to be responsive to our students and parents. Most of the time, the issues involve miscommunications or a lack of communication, and are quickly resolved once the parties have a chance to speak. If a parent or student has a concern about a policy or an employee, the following procedures should be followed in order to resolve the issue as quickly as possible:

- Contact the person with whom the problem exists first and make them aware of the concern and give them an opportunity to fix it.
- If the problem has not been resolved at that point, contact an administrator or counselor and make them aware of the concern and give them an opportunity to fix it.
- Always make an appointment. If you make an unscheduled visit to the office, the person with whom you wish to speak will likely not be available, and we do not interrupt instructional time for unannounced visits.

Please remember that choosing not to report an issue or concern when it happens can prevent us from fully addressing the issue later.

## **Conferences**

Parent conferences may be arranged directly with the team/teacher or through Student Services. Teachers cannot leave their classes for unscheduled conferences, so an appointment should be made. Upon arrival at the school for a conference, parents are required to sign in at the main office.

Last Updated: August 15, 2025