

# Southwest Middle School

## Home of the COLTS

Courteous • Orderly • Listener • Thoughtful • Self-Discipline

3000 Furia Drive • Jacksonville, NC 28540 • (910) 455-1105

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## TO INSPIRE AND EMPOWER ALL LEARNERS TO LEAD.

**Mission:** SWMS will empower all students to lead in a global society through academic achievement, college & career readiness, and compassionate choices in order to leave a legacy of significance.

**Purpose:** Creating tomorrow's leaders, today.

Goal 1: Every student at Southwest Middle School has a personalized education and graduates from high school prepared for work, further education and citizenship.

Goal 2: Every student at Southwest Middle School, has excellent educators, every day.

Goal 3: Southwest Middle School has up-to-date, effective and efficient financial, business, and technology systems to serve its students, parents and educators.

Goal 4: Every student at Southwest Middle School is provided a healthy, safe, and responsible learning environment.

Kadren Davis

Principal

Michelle C. Baker

Assistant Principal

## **AGENDAS**

Each student will be provided with a Southwest Middle School agenda. The agenda will be used for communication between parents and teachers and to record assignments. Replacement agendas will be provided to students at a cost of \$5.

## **ASSESSMENTS**

Students in all courses will be assessed with a variety of formative and summative assessments. Formative assessments may include, but are not limited to, completion of assigned classwork, quizzes, benchmark assessments, involvement in classroom discussion and activities, and participation in other appropriate learning activities. There will be benchmark assessments at several times during the year using an administrative approved program that will provide specific information about standards mastered. Summative assessments will be conducted at the end of units and may be in the form of student-developed projects, tests, written reports, or presentations.

- The End-Of-Grade Reading and Math tests are administered to all students at the end of the school year.
- The End-Of- Grade Science test is administered to all 8<sup>th</sup> grade students at the end of the school year.
- The End-Of-Course Math I test is administered to students enrolled in Math I upon completion of the course.
- The North Carolina Final Exams Social Studies and Science and any high school credit class are administrated to all students at the end of the school year.

## **ATHLETICS**

A student/athlete must be in the seventh or eighth grade and meet local and state promotion guidelines. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. A student/athlete has four semesters of athletic eligibility once he/she first enters the seventh grade. Academic requirements for fall semester sports are based on his/her previous semester grades. Spring semester academic requirements are based on the fall semester grades for the current school year. Specifically, students must earn a passing grade in a minimum of three core classes (ELA, Math, Science, Social Studies) and one Encore class based on the previous semester's grades. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning of a semester. Student/Athletes must have no more than 10 Unexcused absences for the previous semester as verified by attendance recorded and collected in Power School by the last date of said semester. A student who becomes 15 years of age on or before August 31, is not eligible for middle school athletics. Southwest Middle School retains the right to impose higher academic standards for its athletes.

- Team members may not participate in games or practices on days they are absent or suspended from school.
- Removal from the team is at the discretion of the coach.
- Students must have a current physical in order to try out for a sport.

- Students who owe school fees will not be able to try out for a sport until the fees are paid in full.

Physical examinations for middle school students will be required only for those participating in athletics, or those students who are unable to participate fully in regular PE classes. The doctor should indicate limitations in PE classes on the physical form. Physical forms must be presented to the coach prior to the first day of practice or try-outs for any athletic team, including cheerleading.

***The following paragraph is only in effect for Fall 2020 due to Governor directed COVID 19 School closing.***

### ***Eligibility***

***Regardless of the school organization pattern, a student who meets Local Education Agency (LEA) / Charter School Promotion standards for the 2019-2020 academic year automatically meets the courses passed requirement for the first semester of the 2020-2021 academic year.***

### ***Physicals***

***All student athletes who have a valid Preparticipation Examination (PPE) form for the 2019-2020 season (date of physical 4/1/19-5/1/20) will be allowed a one-year extension through the end of the academic year 2020-2021.***

***An athlete planning to participate in a sport during the 2020-2021 season without a current PPE form (date of physical 4/1/19-5/1/20) will need to obtain an evaluation/physical before they will be allowed to participate.***

### **ATTENDANCE/ABSENTEEISM – BOE POLICY 4400**

Regular attendance develops patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory: the State of North Carolina (G.S. 115C-378) requires that every child in the State between the ages of seven (or younger if enrolled) and 16 years attend school. Parents or legal guardians have the responsibility for ensuring that students attend and remain at school daily. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor. (G.S. 115C-380).

### **Lawful Absences**

When a student must miss school, a written note of explanation for the absence signed by a parent or guardian must be presented to the teacher on the day returning after an absence. An absence may be lawful for the following reasons:

- Personal illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health
- Death in the immediate family
- A medical or dental appointment
- Participation under subpoena as a witness in a court or administrative proceeding

- A minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent(s) with prior approval by the principal
- Participation in a valid educational opportunity, such as travel, with prior approval by the principal. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school; or
- Absence due to pregnancy and related conditions or parenting, when medically necessary.
- In addition, a student whose parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting will be granted additional absences at the discretion of the Superintendent or designee to visit with his or her parent or legal guardian. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful.

The principal shall use his/her discretion on the reasonable number of days the student may be excused from school. Extended illnesses generally require a statement from a physician. In the case of lawful absences and out of school suspensions, the student will be permitted to make up his or her work. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period.

### **School Related Activities**

All classroom activities are important and difficult, if not impossible, to replace if missed. It is the intention of the board of education that classes missed be kept to an absolute minimum through close scrutiny and a monitoring system on the part of the principal. The following school-related activities will not be counted as absences from either class or school:

- Field trips sponsored by the school
- School-initiated and scheduled activities
- Athletic events requiring early dismissal from school
- In-school suspension; or
- job shadows and other work-based learning opportunities and Career and Technical
- Education student organization activities approved in advance by the principal.

Assignments missed for these reasons will be completed by students. The teacher will determine when work is to be made up. The student is responsible for finding out what assignments are due and completing them within the specified time period. A student is considered absent for the day if they are present for less than half the school day. (11:15 a.m.).

## **Attendance in Grades 6-8**

- Students with more than 20 absences (10 within the first ninety days and 10 within the last ninety days) in a school year shall not be promoted to the next grade except by determination of the principal/designee upon careful review of the student's records.
- When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.).
- Make up work shall be assigned by the student's teacher as deemed appropriate. All make up work shall be completed within a reasonable amount of time as determined by the child's teacher.
- Schools shall offer incentives to provide recognition of perfect attendance.
- Students are expected to be in attendance to and participate in instruction throughout the school day. Excessive tardies and early checkouts will be referred to the appropriate authorities and may also be considered by the principal when making a promotion determination.

## **Excessive Absences**

Class attendance and participation are critical elements of the educational process and may be considered in assessing academic achievement. The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy. When a student has accumulated ten (10) unexcused absences, the principal will investigate to determine if the parent or guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal may notify the District Attorney and the Director of Social Services.

## **BUS REGULATIONS – BOE POLICY 6300/6305/6321/6322/4300**

A safe and orderly environment is critical whenever transporting students. All board policies on student behavior apply as provided in board policy 4300, Student Behavior Policies. Because the safety of our children is a top priority, it is imperative that all parents and students review the Onslow County Schools' Student Discipline Policies and School Bus Safety Regulations Handbook. Of particular importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. These policies will be enforced with parents and students receiving written notification of consequences based on severity of violations and prior rule infractions. Please help us ensure that the bus ride for all students is a safe one. Southwest Middle School General Bus Rules include:

- Be at the designated stop on time. Drivers will not wait for students who are not at the bus stop.
- Noise on the bus must be kept at a minimum.
- Electronic devices may be used on the bus at the driver's discretion. One ear bud should be left out for safety reasons.
- Stay seated in your assigned seat.
- Food, gum, or beverages are not permitted on the bus.
- Exit the school and promptly board the bus.

Students may ride only the bus to which they are assigned. Administrative approval must be obtained prior to riding an alternate bus. A written request must include date, regular bus number, bus number being requested, location for student drop-off, and a phone number to verify the bus change request. No student will be allowed to ride any bus that they are not assigned without this note being signed by both a parent and an administrator. All bus notes must be submitted to the office before the tardy bell rings in the morning.

Students are required to get in the view of the driver when crossing the street to get to and from the school bus. The bus driver will give the students hand gestures regarding whether it is safe to cross. The driver will display a flat palm for “it’s not safe to cross” and a thumb’s up for “it’s ok to cross.” Please click on the link for more information regarding the new student crossing guidelines. These guidelines will be enforced in the same manner as other bus violations.  
<http://www.ncbussafety.org/SafetyLessons/StudentCrossingInstructions.pdf>

Consequences for infractions of bus rules may include, but are not limited to: a written warning, suspension from riding the bus for a minimum of three (3) days and rescinding the right to ride for the remainder of the school year. The consequences assigned are at the discretion of the administration.

#### **CAFETERIA – BOE Policy OCS Policy 6200, 6225, 6230**

Onslow County Schools provides nutritious breakfast and lunch meals designed to meet the USDA federal guidelines and nutrition standards for school meals. These guidelines limit the amount of fat, sodium, and sugar in meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Well-balanced breakfasts and lunches contribute to the success in the classroom and students’ academic performance. Menus are available on the Onslow County Schools website at [www.onslow.k12.nc.us](http://www.onslow.k12.nc.us) and in local media.

Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$ .40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged. **Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval.** A parent/guardian may request a copy of their student’s account. For any information, contact the school cafeteria manager.

Payment for purchases in the cafeteria may be made by cash or check to the school cafeteria. Please do not send money to the school office. Other methods of payment are debit/credit card online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com) .

Meal applications for free or reduced meals can be found online at [www.lunchapplication.com](http://www.lunchapplication.com). This is the quickest method. **Only one application per household** should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not

receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.

Due to Federal regulations, no commercial fast foods such as Subway, Burger King, Chick-fil-A, etc. can be eaten in the lunchroom during student lunch. Students will have to eat their lunch in the office or alternate site. If a parent chooses to have lunch with their student, they will be provided an alternate area to eat with student.

In addition, while we understand the need for students to stay hydrated and do encourage water throughout the day, students will only be allowed water in a clear water bottle. Outside drinks such as coffee, frozen coffee drinks, tea, energy drinks, soda, etc. from any commercial sites or home will need to be discarded prior to entering the buildings and are not permitted during lunch.

### **COMMUNICABLE DISEASES – BOE Policy 4230**

A communicable disease is defined as an illness due to an infectious agent, or its toxic products, which is transmitted directly or indirectly to a person from an infected person or animal. If a child has a communicable disease (i.e. pink eye or head lice) it is expected that he/she remain at home until the disease is no longer contagious.

### **CLUBS/ORGANIZATIONS – BOE Policy 3620**

Students are encouraged to actively participate in opportunities available at the school, including interscholastic athletics and student organizations. All activities are open to all students attending that school unless a restriction is justified and has been approved by the principal. Participation in extracurricular activities, including student organizations and interscholastic athletics, may be reserved for students in good academic standing who meet behavior and attendance expectations of the board and the school. All students with disabilities will be accorded rights as required by federal and state law.

### **DISMISSAL TIMES**

Any students not riding buses should be picked up in the front loop beginning at 3:05 p.m. All bus students will be dismissed by 3:10 p.m. Buses will leave the lot by 3:20 p.m. Visitors should utilize the designated parking area if you are staying for a conference, etc. Please do not utilize the front circle for parking during arrival and dismissal times.

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of eligible students have both the right to inspect records kept by school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the principal's and counselor's office of each school within the unit.

## **GUIDANCE**

Students are encouraged to visit with the counselor for personal guidance and for information on grades, study help, and testing programs. The counselor is available to discuss any home, school, or social concerns. Students can schedule an appointment by using the online referral form on the school's website. The counseling program at Southwest Middle School is designed to help all students. Our guidance counselor will meet with teams, groups of students, individuals, and will be of assistance to parents and teachers. The student may obtain books, pamphlets, and leaflets in the guidance office, which may be of help in these areas.

## **HALL PASS and PBIS LANYARD**

Students are required to carry the hallway pass or lanyard when leaving a classroom during a class period. Staff members meeting a student in the hallway should request to see the student's pass. Students without a pass will be escorted to their assigned class.

## **INCLEMENT WEATHER**

In the event of extreme weather conditions such as snow, ice, hurricanes, etc., the superintendent of schools, not the principal, is responsible for making the decision to close schools. This information will be announced on local radio and television stations by 6:30 a.m. Please do not call the school for this information. If there is going to be a school delay due to severe weather, the same procedure should be followed. Also, in the case of extreme weather conditions, it might be necessary for schools to close earlier than usual. Parents should anticipate such emergencies and instruct children where to go if no one is at home. Such early dismissals will be announced by local radio and television stations. Please call (910) 989-2211 to stay abreast of weather condition.

## **INTEGRITY AND CIVILITY (Policy 4310)**

All students are expected to demonstrate integrity, civility, responsibility, and self-control. This expectation is directly related to the board's educational objectives for students to learn to be responsible for and accept the consequences of their behavior and for students to respect cultural diversity and ideological difference. Integrity, civility, responsibility, and self-control also are critical for establishing and maintaining a safe, orderly, and inviting environment.

**Prohibited Behavior:** In addition to any standards or rules established by the schools. Specific and detailed behaviors and consequences are addressed beginning on page 14.

**Consequences:** The consequences for engaging in prohibited behavior will be provided in accordance with the school's student behavior management plan. For repeated or serious violations of this policy, the principal may suspend a student from school for up to ten days.

## **INJURIES/EMERGENCY INFORMATION**

Student injuries may occur on campus and for this reason, the school needs to have at least two telephone numbers on file to call in case of illness or injury of a student. Please be sure to keep all numbers up to date. In the event the parent/guardian is not able to be reached, emergency contact persons will be contacted to assist/pick up the student.



## INTERIM (PROGRESS) REPORTS

To ensure that parents and teachers are working together to monitor the academic progress of students, interim/progress reports will be distributed every 3 weeks at the middle school level (OCS policy 3400). Interim/progress reports should be reviewed by the parent and returned to the teacher with a signature. The dates for distribution are as follows:

Semester	2 <sup>nd</sup> Semester
September 13	February 1
October 1	March 4
November 16	April 25
December 9	May 16

The final dates for each grading period and distribution of report cards are as follows:

N1- October 25	November 1
N2- January 14	January 26
N3- March 25	April 1
N4- June 7	June 10

These dates are also posted on the school website.

## LOST AND FOUND

Each school year the school collects an excessive amount of apparel that remains unclaimed. Please encourage children to take responsibility for their belongings. Any items found will be placed in the lost and found to help determine ownership. We will disperse remaining items to local charities twice a year.

## MEDIA CENTER

The Media Center is open from 7:40 a.m. to 12:30 p.m. and 1:00 p.m. to 3:10 pm Monday. Students may check out a maximum of two books. If a student loses or damages books that are checked out in his/her name, the student is expected to pay for the book.

## MEDICATION – BOE Policy 6125

Only prescription medicine in a pharmacy labeled container can be dispensed at school. Except in special circumstances, which have been approved by the school nurse (i.e., certain asthma inhalers), all medication is dispensed from the school office. Medication needs to be brought to the office by the parent, at which time the doctor and parent completes a school permission form. Otherwise, students are not permitted to carry medicine themselves nor are they allowed to self-medicate. State law and system policies forbid school staff to give non-prescription medicine to students. If it becomes necessary for a student to take any form of medication at school, the medication/prescription form must be completed by the child's physician and kept on file in the office. Office staff will dispense all prescribed medication when the school nurse is not available. **For safety reasons, over the counter medications (i.e., Tylenol, cough drops, eye drops, etc.) cannot be dispensed by school personnel or used by students without a physician's written order. Students who bring medication to school and do not comply with these guidelines will be disciplined, to include possible suspension from school and referral to legal authorities.**

## PARENT/TEACHER CONFERENCES

Parent and teacher communication is an important indicator of student academic success. It is essential that these meetings occur when parents and teachers have the time to devote to conversations aimed at improving student success in school. It is preferred that conferences occur during grade level planning periods but, after school meetings may be necessary. A conference can be scheduled through the office by calling (910) 455-1105 or with a teacher

## SCHOOL FEES

A fee schedule is established for all students in Onslow County. All school fees should be paid in full at the beginning of the school year. School fee waivers are available in the front office. Approval of these waivers is at the discretion of the school's administration. **Waivers will be accepted within the first 20 days of school.**

Effective during the 2020-2021 school year, parents will have the option to pay fees for any activity online. More information will be provided to you. To access the online format, parents will need to register an account at: <https://onslow.schoolcashonline.com/>

Art	\$3.50
Instrumental Music (Band/Orchestra)	\$10.00
Vocal Music (Chorus)	\$5.00
Instructional Supplies	\$5.00
Locker	\$2.00
Technology Fee	\$25.00

Fees may only be collected and receipted by SWMS faculty or staff.

## SCHOOL HOURS

The building doors will open to students at 7:30 a.m. Any student that is dropped prior to 7:30 will need to report to the café until the first bell ring. The tardy bell will ring at 7:50 a.m. **Students who arrive in their home rooms after this time will be marked tardy.** School officials will notify parents when tardiness becomes a recurring problem. The school day ends at 3:05 p.m. **Students are expected to leave school immediately following dismissal unless they are involved in a school-sponsored activity.**

## SIGNING IN/OUT

Early checkout is strongly discouraged because students miss valuable instruction. Occasionally, we understand that it will be necessary for a student to leave during the school day. Students will not be released to anyone but a parent, legal guardian, or emergency contact (as noted on the student emergency data sheet). Written approval from the parent for a third party to pick up the child is required. Anyone unknown to the school officials on duty should be prepared to show proper identification when they come for a student during the school day. The person picking up the child must come into the office to sign the student out of school.

## STUDENT PERFORMANCE – BOE Policy 3400

The board recognizes the importance of setting requirements in order to help ensure that all students will graduate from a rigorous, relevant academic program that equips them with the knowledge, skills, and dispositions necessary to succeed in both post-secondary education and 21st Century careers and to be participating, engaged citizens. Academic rigor and relevance are based on established expectations that ensure that all students develop the capacity to master content that is complex and challenging.

**GRADING SCALE SYSTEM:** 10- point scale for grades 3-12

90 - 100 = A	80 - 89 = B
70 - 79 = C	60 - 69 = D
Below 60 = F	

### **Promotion Requirements Grades 3-8**

In order to be considered for promotion, students shall perform at least at grade level as identified by the state end-of-grade tests, observations, grades, teacher-generated, locally-generated, and state-generated assessments; work samples, portfolios and/or other factors in all areas of the curriculum. It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the pupil's classroom work and grades, the student's scores on standardized tests, and the best educational interests of the student.

### **Local Standards:**

#### **In order to be promoted, a student must pass:**

Policy 3420- Promotion Requirements state that students in grade 6-8 must earn a passing grade (70 or higher) in a minimum of 5 yearlong or equivalent yearlong combination curricular classes, two of which should be **Language Arts and Math**.

### **State Standards:**

In grades 6, 7 & 8, students **must score at least Level III** on the End-of-Grade tests in math, reading and 8<sup>th</sup> grade science in order to pass state standards. Parents should carefully review interim progress reports and report cards. When a failing grade is recorded, the parent should contact the teacher to arrange a conference. **Do not let failing grades go unaddressed.** A student will be unlikely to do well enough during the last two marking periods to pass for the year when there are failing grades during the first semester. Teachers may offer before and after school tutoring to help students who are failing. It is the parent's responsibility to make arrangements with the teacher for this tutoring.

### **Principal's List/Honor Roll**

Principal's List: All grades 90 or above

Honor Roll: Grade average of 80 to 90 with no grade lower than a 70

### **Remote Learning Expectations:**

Students are expected to be active participants and complete assignments given on Remote Learning days just as they would on Cohort face to face days. Grades will count as a part of the overall semester and yearly average and will impact promotion or retention.

## **RESOURCES AND INSTRUCTIONAL MATERIALS**

Students are expected to take proper care of all books issued to them or used in the classroom or library. Students are responsible for returning all books on schedule and will be assessed damage fees for damage done. If a textbook or other item is lost, it must be paid for before a replacement will be issued. Students must be responsible for their materials.

### **SCHOOL DANCES**

Student attendance at school dances is a privilege, not a right. Students earn the opportunity to attend school dances by demonstrating good behavior and satisfactory academic performance. Any student with any office referred disciplinary infraction resulting in Office detention, ISS, or OSS within 30 days of a dance, will not be allowed to attend any dance. Students will need to provide a signed permission on the day of the dance and have made transportation arrangements prior to the event. They will not be allowed to use the office phone to call home for permission of money. Dance participants need to be picked up within 30 minutes of the end of the dance.

### **SUPPLIES**

Students are expected to have required supplies every day. The school supply list is posted on the school website.

### **TECHNOLOGY**

All students will be issued a 1:1 device. All students are expected to follow the Responsible Use Guidelines for District Issued and Personally Owned Devices. These guidelines can be found in Onslow County Policy Code: 3225/7320. All students complete a mandatory orientation/training on the proper usage of their devices. All students that are enrolled in a 1:1 Digital Learning Classroom will be pay a \$25 Insurance Assessment to help assist the district with costs associated with supporting the devices, as well as any accidental damages. The insurance assessment does not cover theft, non-accidental damage, or loss while off school campus. Students found to be non-compliant with the Acceptable Use Policy will be subject to receive disciplinary actions based on the level and intent of the infraction. Discipline Actions and/or monetary consequences will be applied to students/families with repeated infractions and/or damages incurred in accordance to the district established guidelines. *See page 31 for Matrix for Technology Misuse Guidelines.*

### **TELEPHONE**

Students will have limited access to the office telephone. A student must receive permission from his/her teacher and office personnel before using the phone. Students will be permitted to use their personal cell phone to make emergency calls to parents and guardians in the office with permission of the office staff. Students will not be called out of class to answer the phone. The phone is for official business and not personal calls. Arrangements for pick-up, staying after school, etc., should be made before the student leaves home each morning. However, we understand that occasionally special circumstances arise.

### **TITLE IX STATEMENT**

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools. 200 Broadhurst Road, Jacksonville, N.C. 28540, 910-455-2211.

### **VISITORS AND LOITERING**

All students are required to leave the school grounds promptly upon completion of the day. Only those students involved in organized or supervised activities are permitted to remain on the school campus. If a person is on the school campus for a school event (concert, athletic contest, or dance) he/she is to enter the event or leave the campus. All visitors are to report to the school office upon arrival on campus, sign in and receive a visitor's pass before moving anywhere on campus.

## **EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR**

### **GUIDELINES FOR SUCCESS: Courteous • Orderly • Listener • Thoughtful • Self-Disciplined**

The General Statutes of the State of North Carolina state that the principal shall have the authority to exercise discipline over the pupils of the school. In accordance with those statutes, the principal shall exercise that authority and take necessary action to ensure a safe and orderly school. Any student found in violation of student behavior guidelines (at school, at school sponsored events on or off campus, on a school bus/activity bus traveling to or from school or to or from any school function or activity) is subject to assignment of lunch detention, after-school detention, in-school suspension, the Onslow County Alternative Learning Center, or suspension from school on a short-term (10 days or less), long-term (remainder of the semester/year), or permanent basis. Action will be taken in accordance with the policies described below. The school administration will involve law enforcement officials when necessary and report such incidents to the superintendent. The school administration will notify parents of disciplinary actions. Please be advised that neither this handbook nor the Onslow County Discipline Handbook is all-inclusive. Incidents cited will be dealt with according to federal, state, and local policies and laws.

All students have a right to learn in a safe and orderly environment. All teachers have the right to teach without the disruptions caused by students making inappropriate choices. To strengthen the educational program at SWMS, it is expected that students practice self-discipline at all times and remember that they are always expected to follow the directives given by any faculty, staff, or administrative person unless the directive imposes immediate danger to the student. Disturbances or distractions that interfere with the teaching-learning process will not be tolerated.

### **POSITIVE BEHAVIOR INTERVENTION AND SUPPORT**

SWMS is committed to continue utilizing PBIS as a school-wide discipline program which includes proactive strategies for defining, teaching, and acknowledging appropriate behaviors. Positive student behavior will be acknowledged with Colt tickets. Students may earn Colt tickets from school staff by demonstrating good behavior that follows the COLT guidelines listed above. The Colt tickets may be used for items from the school store, redeemed for special privileges. Additionally, students can pay for admission to school dances, sporting events and the end-of year events using the tickets. Students should dedicate a safe place to store the Colt tickets they earn throughout the year.

### **ACADEMIC DISHONESTY BOE POLICY 4310**

Students are prohibited from cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work; plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. Academic dishonesty is a behavioral infraction and will be treated as such. If a student is caught cheating, the consequence will rest at the discretion of the teacher. However, at the very least parents will be contacted when cheating on a school assignment is discovered and substantiated. ***As a result, determination of the appropriate consequence will be made by the teacher or administration. Consequences shall be applied: Alternate assignment completed again with the possibility of reduced credit (at teacher discretion); multiple offenses will be reported to the administration. Other consequences can include, but not limited to the loss of privileges, ISS and/or OSS.***

**AFFECTION, CONDUCT, AND SELF CONTROL BOE Policy 4300/4315**

Kissing, hugging, holding hands, shouting, running, and excessive noise are not acceptable conduct and will be dealt with accordingly. *Parent contact will be made by teacher and students who receive repeated warnings will be issued In-School-Suspension.*

1 <sup>st</sup> Offense	Warning and parent contact
2 <sup>nd</sup> Offense	Parent contact by teacher, documentation in Educator's Handbook (Teacher Directed)
3 <sup>rd</sup> Offense	Office referral/After School Detention/In-School or Out of School Suspension

**AGGRESSIVE BEHAVIOR**

Aggressive behavior is defined as: any behaviors that may cause physical or emotional harm to someone and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. The main types of aggressive behavior are: Physical (hitting, kicking, grabbing, spitting etc.), verbal (name calling, racist remarks, etc.), or indirect (spreading rumors, wearing or possessing items depicting or implying hatred, prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities. Students who are victims of aggressive behavior, as stated above, at any time by anyone are encouraged to notify any school district employee or administrator. Where there is substantial evidence of aggression, appropriate disciplinary will be taken; this may include expulsion, suspension, detention, and/or report to law enforcement.

1 <sup>st</sup> Offense	Up to 3 days of ISS
2 <sup>nd</sup> Offense	Up to 5 days of ISS or up to 3 days of OSS
3 <sup>rd</sup> Offense	Up to 5 days of OSS

The following types of aggressive behavior are recognized by administration as inappropriate:

**Inciting/Provoking/Others:** A student who takes deliberate actions or makes comments that can reasonably incite/provoke aggressive behavior. Inciting/provoking others may include making comments as a third-party person that serves to cause a disturbance.

**Threat/Intimidation:** A student who makes an implied or direct verbal or written threat (which includes but is not limited to text messages, instant messages, email, My Space, Facebook, handwritten, or on any other form of social media) of violence or aggression serves to intimidate or threaten another student.

**Aggressive Assault:** A student who engages in non-sustained actions (such as a single hit, slap, kick, bite, object thrown, etc) that does not cause serious injury and does not provoke/include continued action.

**Aggravated Assault:** A student who engages in repeated actions (such as multiple hits, kicks, slaps, bites, objects thrown, etc.) that does not cause serious injury.

#### **ASSAULT OR VIOLENCE DIRECTED TOWARD ANY SCHOOL EMPLOYEE *BOE Policy 4331***

Students are prohibited from assaulting, physically injuring, attempting to injure or intentionally behaving in such a way as could reasonably cause injury to any other person. Assault includes engaging in a fight. No student shall intentionally hit, shove, scratch, bite, block the passage of, or throw objects at another person. Assault is also interpreted as threatening language, signs or gestures or aggressive behavior to cause intimidation or the perceived intent of physical aggression. This rule applies during all school-sponsored activities before, during, or after regular school hours, on campus or away, and in route to or from school on a school bus/activity bus. It can also be applied to actions that result in disruption of the educational environment. In addition to a violation of student behavior guidelines, such acts of violence or intent to cause bodily harm are in violation of state criminal laws. (G.S. 14-33) *Violation of this rule will result in a juvenile petition and/or suspension from school for up to 10 days with recommendation for long-term suspension or expulsion/ referral to the Onslow County Learning Center.*

#### **ASSAULT ON ANOTHER STUDENT *BOE Policy 4331***

No student shall assault, cause or attempt to cause bodily harm, verbally or physically threaten, fight, or intimidate another student. Students participating in verbal assault resulting in a physical altercation will be charged with violating this rule. Self-defense is defined as using reasonable force to the extent required to free oneself from the attack. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight. *Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight will be suspended from school up to ten days depending on the seriousness of the fight. The sheriff's department may be notified and a juvenile petition may be filed. Repeated offenses of this nature can result in referral to the Onslow County Learning Center.*

#### **BULLYING/CYBER-BULLYING *BOE Policy 4331***

The term "bullying" is defined as deliberate verbal, nonverbal, and/or physical abuse of a student by one or more students that is repeated. Bullying includes, but is not limited to; derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student; intentional emotional harm to a student by exclusion and/or isolation; hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated; and unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim. Students

who are being bullied are to fill out a bullying form online. This form can be located on our school's website. The guidance counselor is also a resource in this area. ***A determination of the appropriate consequence will be made by the administration. Offenses can result in ISS/OSS dependent on frequency and/or level of infraction. This does include interchanges expressed on social media that disrupt the educational environment.***

## **CELLULAR TELEPHONES**

Southwest Middle School recognizes that many students at all grade levels possess and bring cell phones and other electronic devices to school. We recognize that parents may provide a cell phone to a student for safety or medical reasons. We also recognize that these devices, which may have one intent, can become distractions to the academic environment and therefore negatively impact instruction. In consideration of the advancement of technology and the prevalence of electronic devices in our society, the SWMS encourages student to leave their cell phones at home. This is to ensure that personal property, not necessary for academic endeavors, are protected and secure from loss, theft, and damage. **The school is not responsible for lost, stolen or damaged property or to conduct any investigation that may impact or result in the loss of instructional time.**

1. Phones are to be kept in student book bags at all times during the academic day. The academic day begins at 7:30 a.m., or as soon as a student arrives on campus, and ends at 3:05 p.m., when students are dismissed. Cell phones are not to be used in the hallways, cafeteria, restrooms, locker rooms or bus pick up areas upon arrival to school.
2. Students who wish to carry a cell phone with them to and from school must keep the device turned off and in the student's backpack.
3. Teachers may occasionally choose to use cell phones during classroom instruction. In these cases, those teachers will request students to retrieve their device from their bookbag.

1 <sup>st</sup> Offense	Warning and parent contact (Blue)
2 <sup>nd</sup> Offense	Parent contact by teacher, documentation in Educator's Handbook (Yellow)
3 <sup>rd</sup> Offense	After School Detention and documentation in Educator's Handbook (Red)

***The administration may elect to invoke a full day(s) suspension if a student's conduct regarding the use of cell phones is chronic, disruptive, invades the privacy of others, or is shown to be a continual pattern even after the above consequences have been implemented. Other electronic devices such as iPod/MP3 players, electronic games, etc. will receive the same consequences.***



## **COMMUNICATING THREATS OR MASS VIOLENCE ON EDUCATIONAL PROPERTY**

G.S. 14-277.6

A person who, **by any means of communication** to any person or groups of persons, threatens to commit an act of **mass violence** on educational property or at a curricular or extracurricular activity sponsored by a school can receive a Class H felony.

*Offenses are subject to Long-term Out of School Suspension up to 365 days.*

Please be aware that this includes direct or indirect comments, anonymous notes or verbal reports, phone calls and digital postings on social media or other forms of digital communication.

### **DISORDERLY CONDUCT BOE Policy 4300/4310/431**

No student shall engage in disorderly conduct on a school bus/activity bus, on the school grounds, or at any school function at or away from school. Disorderly conduct includes, but is not limited to profanity, arguing, shouting, verbal altercations causing a disturbance, or encouraging others to fight. Disorderly conduct also includes conduct that creates the threat of imminent fighting or other unacceptable behavior. Making or using an utterance, gesture, display, or abusive language which is intended to (or likely to) provoke violent retaliation and thereby cause a breach of the peace and order of the school is also considered disorderly conduct. This includes being around and/or encouraging others to fight or argue, recording and/or posting and/or sharing on cell phone and/or social media. If a fight starts, students should leave the area. Blocking the free entry or use of school facilities is also a violation. Students are expected to maturely work out their problems with each other or get the help of a school counselor or administrator. ***Violation will result in disciplinary action based on the extent of the student's misconduct and prior discipline referrals. Disciplinary action may include office detention, in school suspension, out-of-school suspension and/or juvenile petition, and/or referral to the Onslow County Learning Center.***

### **DISRESPECTFUL BEHAVIOR TO FACULTY MEMBERS BOE Policy 4300, 4310, 4315**

No student shall behave in a manner that is considered to be disrespectful to a staff member. Such behavior includes, but is not limited to, talking back to a faculty member, use of profane or vulgar language to or in the presence of staff members, or disrespectful gestures or body gestures directed toward staff members.

1 <sup>st</sup> Offense	Up to 3 days ISS/OSS
2 <sup>nd</sup> Offense	Up to 3-5 days of OSS
3 <sup>rd</sup> Offense	Up to 5-10 days OSS

***Violation will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals. Disciplinary actions may include in-school suspension or suspension from school for up to 10 days. Aggressive behavior directed at staff can result in referral to Onslow County Learning Center.***

**DISRESPECTFUL BEHAVIOR TO OTHER STUDENTS BOE Policy 4300, 4310, 4315**

No student shall behave in a manner that is considered to be disrespectful to fellow students. Such behavior includes, but is not limited to, use of profane or vulgar language to or in the presence of fellow students, disrespectful gestures or body gestures directed toward other students, ridicule or any other act which damages another student’s reputation. This also includes digital communication and/or recording and/or posting and/or sharing on cell phone and/or social media.

1 <sup>st</sup> Offense	Up to 3 days of ISS
2 <sup>nd</sup> Offense	Up to 3 days of ISS
3 <sup>rd</sup> Offense	Up to 3-5 days ISS or 1-3 days OSS

*A violation will result in disciplinary action based on the extent of the student’s misbehavior and prior discipline referrals. Disciplinary action may include office detention, in-school suspension, or suspension from school for up to 10 days or referral to the Onslow County Learning Center.*

**DISRUPTION/VIOLATION OF CLASSROOM/SCHOOL RULES BOE Policy 4300, 4315**

No student shall behave in a manner that prevents the teacher from teaching and students from learning. Students will adhere to classroom rules as established by the teacher as well as those defined by the Board and school. Disruptive behavior can also be described as “horseplaying”. Horseplay is any behavior that is deemed non-threatening, but interrupts instruction, an infraction to a school rule, causes the possibility of physical harm of another and/or can be considered a safety issue either on the grounds or bus. Most issues of Disruptive Behavior or “Horseplaying” may be handled at the teacher level. More severe or chronic incidences may be referred to administration to handle.

1 <sup>st</sup> Offense	ADM Warning
2 <sup>nd</sup> Offense	Up to 5 days ISS
3 <sup>rd</sup> Offense	Up to 3 days OSS

*Students referred to the office will receive appropriate disciplinary action based on the extent of the disruption and previous disciplinary problems. Disciplinary action may include office detention, in-school suspension, or out-of-school suspension.*

**DRESS CODE BOE Policy 4303**

Students are expected to dress appropriately while at school. Clothing should fit appropriately.

- Excessively tight, loose or baggy clothing is not permitted.
- Hats, wave caps (do-rags), bandanas, hoodies-on, or sunglasses are not to be worn inside the building.
- No rubber flip-flops, shower shoes, or bedroom slippers are permitted.
- Pajamas or other sleepwear are not permitted unless approved for special occasions approved by the Principal in advance.
- Dresses, skirts and shorts **must fall past the fingertips or within 2 inches from the top of the knees.** This is true even when wearing leggings underneath. This includes slits in

skirts or shorts up the side or back. The administration will make the final decision on appropriateness.

- Leggings must be accompanied by a shirt that **must fall past the fingertips or within 2 inches from the knees**. The administration will make the final decision on appropriateness.
- Half shirts, tank tops, low-riders or hip-huggers are not permitted. **Students must have sleeves.**
- Clothing that is torn or ripped that exposes skin or undergarments and is above the knee cannot be worn.
- Clothing exposing a person’s cleavage, back, chest or underwear is not appropriate.
- Pants should be worn at the natural waistline. "Sagging" is not permitted. Belts should be worn with pants or slacks.
- Gang writing, lettering, symbols, offensive, obscene, or vulgar words are not to be shown or written on clothing, jewelry, book bags, etc. In addition, garments with suggestive language and/or advertising displaying alcoholic beverages, tobacco or any illegal substances are not allowed.
- Bandanas of any color are not to be worn or displayed (**on clothing or alone**) on school property including school buses, bus stops, or school sponsored events.

1 <sup>st</sup> Offense	Verbal warning (blue); documentation in minor offenses, parent notification and remain in class. Student cannot wear item again.
2 <sup>nd</sup> Offense	2 <sup>nd</sup> warning (yellow); documentation in minor offense; parent notification and request of change of clothes; student remains in class.
3 <sup>rd</sup> Offense	3 <sup>rd</sup> warning (red); documentation in minor offenses; parent notification and ASD; student will remain in class.
4 <sup>th</sup> offense	Up to 1 day of ISS (additional referral shall result in additional days).

**DRUGS OR ALCOHOL: Possession, Sale, Use or Under the Influence- BOE Policy 4325**

No student shall possess, use or consume prior to nor while attending school or any school functions, transmit or be under the influence of alcohol, narcotic drugs, hallucinogenic substances or any other substance defined as a controlled substance (pursuant to Chapter 90 of the North Carolina General Statutes) while in any school building or on any school premises, at any school function or event before, during, or after school hours or during any period of time when the student is subject to the authority of school personnel unless the substance is prescribed by and taken in accordance with the prescription of a physician. This also includes drug paraphernalia items.

1st Offense	Up to 10 days OSS; Notification to Law Enforcement; possible referral to OCLC
2nd Offense	Minimum of 10 days OSS; Long Term Suspension will be pursued; Notification to Law Enforcement; referral to OCLC

## **FIGHTING**

Any student who engages in a fight and who is determined to have either provoked it or who could have reasonably prevented it from happening will be charged with fighting. This includes, but is not limited to throwing punches, pushing, slapping, or any other inappropriate and unwanted touching. Often, students indicate that they have simply been defending themselves in a fight. ***Defending one's self involves getting away from the fight and notifying a teacher without throwing punches or engaging in the altercation.*** Fighting is unlawful on public property and will result in criminal prosecution. During an exchange, if students are asked to disperse and they do not, they will be disciplined for failing to follow an administrative directive.

1 <sup>st</sup> Offense	Up to 5 days OSS
2 <sup>nd</sup> Offense	Up to 10 days OSS; Referral to Law Enforcement; possible OCLC referral
3 <sup>rd</sup> Offense	10 days OSS; Referral to Law Enforcement; Referral to OCLC

## **HARRASSMENT BOE Policy 4331**

Name-calling, sexual harassment and bullying behavior are disruptive to the educational setting. This includes communicating threats of injury or physical harm, either verbally, electronically, digital, written or social media. Students engaging in these behaviors will be disciplined in accordance with the OCS policies and guidelines.

1 <sup>st</sup> Offense	Up to 3 days ISS
2 <sup>nd</sup> Offense	Up to 3 days ISS or up to 3 days of OSS; possible referral to OCLC
3 <sup>rd</sup> Offense	Up to 5 days OSS; Referral to Law Enforcement; possible referral to OCLC

***A determination of the appropriate consequence will be made by the administration dependent on frequency and/or level of infraction. This does include interchanges expressed on social media that disrupt the educational environment.***

## **HORSEPLAY**

Students often get excited and engage in horseplay. Horseplay is any behavior that is deemed non-threatening, but interrupts instruction, an infraction to a school rule, causes the possibility of physical harm of another and/or can be considered a safety issue. Initial occurrences of horseplay will be dealt with on the classroom level (Level 1 offense). Chronic or severe incidences of horseplay can result in a referral to the office after parent contacts.

1 <sup>st</sup> offense	Up to 3 days of ISS
2 <sup>nd</sup> Offense	Up to 3-5 days ISS or up to 2 days of OSS
3 <sup>rd</sup> Offense	Up to 3-5 days OSS

## **INSUBORDINATION/FAILURE TO COMPLY/Refusal of Directive BOE Policy 4300, 4301**

All students will follow the instructions or directions of any teacher, teacher assistant, assistant principal, school counselor, principal, student teacher, substitute teacher, secretary, bus driver, or custodian. Students must also correctly identify themselves when asked to do so by any of the personnel listed above. If a student questions a directive of a teacher, it must be in private. Students may not walk out of class without permission.

Students may request to see the guidance counselor or school officials after class by obtaining a pass from their teacher.

1 <sup>st</sup> Offense	ADM Warning/ Up to 2 days ISS
2 <sup>nd</sup> Offense	Up to 5 days ISS
3 <sup>rd</sup> Offense	Up to 3 days OSS

***The level of refusal to follow reasonable directives of teachers or other school personnel will be considered disobedient behavior and may result in administrative consequences stipulated above.***

### **PROFANITY/USE OF INAPPROPRIATE LANGUAGE/COMMUNICATION**

The use of profanity in school is strictly prohibited. Please respect yourself and those around you. ***Violations of this policy shall be disciplined based on two criteria:***

**Directed towards a staff member** (length of time at administrator discretion and based on frequency):

1 <sup>st</sup> Offense	Up to 3 days OSS
2 <sup>nd</sup> Offense	Up to 3-5 days of OSS
3 <sup>rd</sup> Offense	Up to 5-10 days OSS

**Not directed towards school staff** (length of time at administrator discretion and based on frequency):

1 <sup>st</sup> Offense	Up to 1 day of ISS
2 <sup>nd</sup> Offense	Up to 3 days of ISS
3 <sup>rd</sup> Offense	Up to 3-5 days ISS or 1-3 days OSS

### **SCHOOL BUS EXPECTATIONS *BOE Policy 4316***

Riding a bus is a privilege not a right. Students will follow the rules and regulations provided by school officials while riding a school bus/activity bus. The bus driver, subject to the direction of the principal or designee, shall have complete authority over and responsibility for the operation of the school bus/activity bus and for maintaining appropriate conduct of students while on the bus. Student misbehavior on the school bus/activity bus will result in disciplinary action from the school's administration.

***Violation of the rules and regulations for conduct on a public-school bus will result in temporary or permanent suspension of the privilege to ride a school bus/activity bus or other administrative disciplinary action. See page 27 for Bus Infractions and Discipline Matrix***

### **SKIPPING SCHOOL OR CLASS**

**Any student who is not in his/her scheduled class is considered skipping.** Students are responsible for notifying and securing permission from a teacher to leave class for any reason. Students are not to walk out of class without permission. Any student who leaves class must have his/her planner, hall pass or PBIS lanyard and must have the planner or lanyard when traveling around the building. Any student in the hall or any other unauthorized place can be considered skipping. In addition, failure to sign in or out during the day for any reason is

considered skipping school. Misuse of instructional time may be handled at teacher level according to PBIS Management plan.

**Skipping Class:**

1<sup>st</sup> Offense                      Up to 3 days ISS  
2<sup>nd</sup> Offense                      Up to 5 days ISS  
3<sup>rd</sup> Offense                      Up to 1-3 days OSS

**Skipping School:**

Up to 3 days ISS  
Up to 5 days ISS/1-3 days OSS  
Up to 3-5 days OSS

**TARDINESS**

The school day begins at 7:50 a.m. Any student who arrives after 7:50 AM and is not in their assigned classroom is considered tardy and must be signed in at the office by a parent or guardian. Please take measures to ensure that you are on time. Chronic tardiness, outside of late check-ins can result in referral to the office.

**TECHNOLOGY BOE Policy 1710, 3225, 3226, 4205, 6523, 7320**

All students are expected to follow the Responsible Use Guidelines for District Issued and Personally Owned Devices. All students complete a mandatory orientation/training on the proper usage of their devices. Students that are enrolled in a 1:1 Digital Learning Classroom will be pay a \$25 Insurance Assessment to help assist the district with costs associated with supporting the devices, as well as any accidental damages. The insurance assessment does not cover theft, non-accidental damage, or loss while off school campus.

Students are expected to follow the [Digital Learning Class Etiquette](#) Procedures at all times.

1=Teacher time (Screens Down); 2=Interactive Time (Screens at 45 degrees); 3=Student Time (Screens Up).

<http://images.pcmac.org/Uploads/OnslowCounty/OnslowCounty/Departments/DocumentsSubCategories/Documents/Digital%20Class%20Etiquette%208x14.pdf>

**District Issued Device Responsible Use Guidelines:**

<http://onslowcounty.schoolinsites.com/Default.asp?PN=DocumentUploads&L=2&DivisionID=2543&DepartmentID=2473&LMID=96613&ToggleSideNav=>

**Violations of User Agreements:**

Any violation of the technology agreements may result in disciplinary action, suspension of access, revocation of devices, or a combination thereof. Administrators and teachers will assess the seriousness of the violation in order to impose the appropriate consequence. Basic users are governed by Board Policy 3225/7320. *See page 31 for Matrix for Technology Misuse Consequences*

*Technology Violation Categories:*

1. Basic disruptions to class or learning activities due to poorly timed use of technology will be handled at the classroom level in a manner consistent with other off-task or poorly timed behaviors. Consequences for this level can include redirection, temporary confiscation of the device, and/or referral to the office based on the frequency of the violation.
2. Criminal acts, acts of harassment, attempts to extort or make threats, attempts to bully or intimidate or other similar violations shall be handled at the administrative level.

Following a referral, administration will issue a consequence in a manner consistent with other violations of the law or school policy related to criminal behavior, bullying, harassment, extortion, etc. Consequences for this level will include restriction of access, in-school suspension, out-of-school suspension, and/or the filing of a criminal report.

3. Intentionally accessing images, websites or other content that is lewd, lascivious, profane, of a sexual or provocative nature, or communicates/implies/promotes behaviors contrary to good order and discipline at school is prohibited. These violations shall be handled at the administrative level following a referral. Consequences for this level of violation shall include removal of technology privileges for the remainder of the grading period or semester (or beyond if the incident takes place near the end of the term) and the appropriate assignment to ISS or OSS as per standard school practice.
4. Accessing sites or downloading programs that are not necessarily profane, vulgar, etc. but are otherwise restricted may result in an administrative referral with a written warning and/or short-term loss of privileges for an initial offense and ISS or OSS for continued offenses. Long-term loss of privileges will be imposed for chronic offenders.
5. Altering, accessing or attempting to access student-restricted confidential resources (i.e. attendance, grades, discipline record, staff email, etc.) shall result in long-term suspension of technology privileges and an out-of-school suspension.
6. Destruction, deletion or alteration of another students' work shall result in an administrative referral. Consequences for the destruction of electronic work products shall be consistent with consequences for the destruction of hard copy work products (assignment to ISS for initial offense, OSS for continued violations) and the removal of technology privileges.
7. Utilizing technology for unscrupulous academic purposes will result in an administrative referral. While students will have an opportunity to demonstrate their learning, the incident will be categorized as "cheating" and will result in ISS for an initial offense and OSS for continued offenses.

1 <sup>st</sup> Offense	Possible loss of privileges and/or up to 2 days ISS
2 <sup>nd</sup> Offense	Loss of privileges; up to 5 days ISS
3 <sup>rd</sup> Offense	Loss of privileges; up to 3 days OSS

***Violations of this policy shall be at the discretion of administration based on severity, level and frequency of incident. Any misuse that is deemed as criminal shall be referred to law enforcement immediately. Administration has the right to check history and/or take possession of personal device for purposes of investigation of incident.***

**Breach of Confidentiality with use of technology:**

Legal precedent has been established that classrooms and any other environment connected to the school system (bus, restroom, playgrounds) are protected areas for one-party recording: The following guidelines shall be adhered to:

- *Any video, audio or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is strictly prohibited.*
- *Any video, audio or photographic recording in restrooms, locker rooms, or any other areas where privacy is an expectation is impermissible.*

1 <sup>st</sup> Offense	Up to 2 days ISS
2 <sup>nd</sup> Offense	Up to 5 days of ISS or 3 days of OSS
3 <sup>rd</sup> Offense	Up to 5 days of OSS

***Based on severity and frequency of violation, Administration has the discretion for additional consequences up and including short term suspension of 10 days; referral to OCLC or report to law enforcement that could result in in criminal charges.***

**THEFT AND DAMAGE TO PRIVATE OR PUBLIC PROPERTY BOE Policy 4330**

Students shall not damage or steal or be in possession of any stolen private or public property while under the authority of school personnel or during the school day, on school-sponsored events or trips, or while riding the school or activity bus. Students should take care to protect their possessions while on school property. Unnecessary items should not be brought to school. To help prevent stealing, label or tag your clothing and belongings, do not share lockers or give your combination to another student, and do not leave valuables in the gym locker rooms. The school is not responsible for lost, stolen or damaged property or to conduct any investigation that may impact or result in loss of instructional time.

1 <sup>st</sup> Offense	Up to 3 days ISS; possible referral to Law Enforcement
2 <sup>nd</sup> Offense	Up to 5 days ISS or 3 days of OSS; possible referral to Law Enforcement
3 <sup>rd</sup> Offense	Up to 5 days OSS; possible referral to Law Enforcement; possible referral to OCLC

***Possession of property (books, clothing, equipment, etc.) that is not a student’s personal property is viewed as stealing and may result in out-of-school suspension for up to ten days and a report to law enforcement. Restitution for the damaged or stolen property will be made before the student will be allowed to participate in extra-curricular activities. Consequences based on frequency and/or value of stolen and/or damaged item will be at the discretion of administration and can also result in report to law enforcement.***

**THREATENING ACTS BOE Policy 4331**

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes written threats or social media communication.

1 <sup>st</sup> Offense	Up to 3 days ISS
2 <sup>nd</sup> Offense	Up to 3 days OSS; referral to Law Enforcement
3 <sup>rd</sup> Offense	Up to 10 days OSS; Law Enforcement; possible referral to OCLC



*Administration has the discretion to apply more severe consequences based on the level of threat and violation of this policy.*

**TOBACCO PRODUCTS: POSSESSION AND/OR USE BOE Policy 4320**

Students are prohibited from using, distributing, selling, possessing (includes drug paraphernalia) or being under the influence of any tobacco product (1) in any school building, school vehicle, or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. The term “tobacco products” includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products or any other drug paraphernalia. **This includes possession of lighters and/or matches, e-cigarettes and vapor.**

1st Offense	Up to 3 days ISS
2nd Offense	Up to 5 days ISS
3rd or more	Up to 3 days OSS

**WEAPONS, BOMBS, BIOLOGICAL OR CHEMICAL THREATS, EXPLOSIVES, AND THREATS TO SAFETY BOE Policy 4333**

The presence of weapons, bomb, biological, or chemical threats or actions that constitute a clear threat to the safety of students and employees will not be tolerated. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Specifically, students shall not possess, handle, transmit, manufacture, or use any explosive device or weapon such as a firearm, knife or any other device perceived to be a weapon. Weapons will be confiscated and turned over to the sheriff’s department. According to Onslow County Board Policy 4333, “Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property.” This includes any biological or chemical substance, instrument or artifact.

***Possession of weapons or firearms or violation of this policy shall result in a minimum of 3 to 10 days out-of-school; long-term suspension (365 days); report to law enforcement and/or referral to the Onslow County Learning Center.***

Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (buildings, buses, or grounds) or into school-sponsored events or activities is now a Class H felony. Encouraging or aiding a minor to bring onto school property any true explosive device is now a Class G felony.

*Disciplinary actions are subject to  
change at any time.*

## **PBIS Classroom Behavior Support**

### **GREEN: GO**

Everybody starts each day on the green  
(Remember...you can earn your way back to the green)

### **BLUE: VERBAL REMINDER**

A reminder to get you back on task and adhering  
to classroom expectations.

### **YELLOW: CAUTION**

Opportunity to get back on task. Complete the caution  
card. Work alone away from the group for that activity  
or for a brief period of time to reflect.

### **RED: STOP**

Unable to work with the group. You will be removed  
from your group and/or sent to another room to  
complete your work. Parents are called and “After  
School Detention” is assigned.

## Southwest Middle School Positive Behavior Intervention Support Plan

To maintain a classroom community that is conducive to learning, it is essential that students exhibit responsible, appropriate behavior. The behavior support plan is designed to support students as they learn to make appropriate, responsible choices. The plan allows students the opportunity to correct the mistakes they may make. **All students will be provided a safe nurturing environment in which they learn to make good choices and are supported by a system that allows students the opportunity to determine their own immediate outcomes.** The Classroom Positive Behavior Intervention Support Program will follow the Color Conduct Chart.

The Color Conduct Chart is divided into the following four sections or zones:

**All students begin in the Green Zone** each day and in each class period.

**Blue Reminder Zone:** The student receives a verbal warning by the teacher. It is recommended that with the verbal warning students are asked: What are you doing? What should you be doing? Show me. This allows students to verbalize that they know the rules and expectations and have opportunity to model these behaviors. Staff is encouraged to correct the behavior **respectfully and privately**. If the student continues to misbehave, he/she is moved to the Caution Zone area of the classroom. Each blue must be recorded in the Educators Handbook even though it is the first warning.

**Yellow Caution Zone:** If a student is moved into the Caution Zone, the student must move to the Caution Zone area within the classroom and continue their work there. The student should be aware of why they are in the Caution Zone. During his/her time in the caution zone allow the student to refocus and change their behavior. If the student continues the poor behavior, he/she will be directed to go to the Red No Zone and will take the Red Zone/ASD alert with them to the ISS room. Each yellow must be recorded in the Educators Handbook and parent is contacted.

**Red No Zone:** If a student has earned their way to the Red No Zone, they will be instructed to complete a reflection sheet outlining their poor behavior choices. The student will also be assigned After School Detention for the next Tuesday because of their poor behavior choices. Each red must be recorded in the Educators Handbook and the student's parent will be contacted by the referring teacher to make the parent aware of the student's actions and assignment of After School Detention. **If you send home the Red Zone/ASD alert, contact must be made. You must confirm that the parent is aware of ASD (3 copies of the form: white copy to student for a parent to sign and return, yellow copy to ISS Director after parent contact has been made and documented, Pink copy keep for teacher records).** Students/parents must be given 24 hours' notice for ASD. If the inappropriate behavior continues in the Red Zone, the student will be sent to the administrative office for alternate consequences. If a student does not show up for detention the staff member who has ASD duty will refer the student to administration with a discipline referral no later than 7:00 the following morning. Students will remain in the Red Zone until they have thoughtfully and thoroughly completed the reflection form without putting any blame for their behavior on others.

## **ASD Protocol**

- ISS Director will email the staff members on duty of the students scheduled for ASD that week.
- The two teachers on duty should meet the students in the cafeteria at dismissal/3:10 and seat them facing away from the window towards the wall.
- Students in attendance should sign the roster that was emailed to you.
- During ASD students should sit quietly. They may or may not do homework, read, etc. The purpose of ASD is take away student free time since they disrupted class time. It is not a teacher-led study hall or tutoring session. Students should not be doing chores for the teacher.
- Escort students to the front of the school at 4:00. Wait with students until their ride arrives. If students remain on campus at 4:15 notify the front office and they will notify an administrator. **Staff should never leave students unattended.**
- By the end of ASD for that day, complete an online discipline referral for students who did not show up.
- Before leaving, put the signed roster in Mrs. Baker's mailbox.

**Chronic Zone offenses:** If a student receives chronic color offenses within a week of 3 yellows or 2 red zones the following actions shall result:

- 1<sup>st</sup> offense                      Administrative Warning
- 2<sup>nd</sup> – 3<sup>rd</sup>                        1 day of ISS
- 4<sup>th</sup> offense                      2 days of ISS

Subsequent offenses shall result in an additional days of ISS. *PBIS allows students ample warnings and fresh starts*; consistent misbehavior will not be tolerated. Homeroom teachers are responsible for looking at discipline data and sending the office referrals for chronic offenses.

**Level III offenses:** These offenses warrant an automatic discipline referral to administration. These are behaviors may include but are not limited to: fighting, disrespect towards staff, skipping school or class, assault, inappropriate items on campus etc.

**Staying on Green:** There will be incentives for students who stay on green and do not have any discipline referrals (including bus referrals) and for those who meet these requirements for the full year.

**Earning Rewards:** Students can earn Colts Card signatures and Colts Cash.

- Students will earn signatures for AVID Binder Checks and for displaying Compassion, Courage, Commitment, and making good Choices. Colts Card signatures go toward your House Team Points each week. Each teacher signature will count for one point. Houses will compete for the leader board in the cafeteria and for various privileges throughout the year. The End of Year House Championship Cup will be awarded to the winning House at the final House assembly.
- Students may also earn signatures:
  - From any staff member at their discretion for doing good deeds, exhibiting a growth mindset, going above and beyond in work ethic, behavior, manners, etc.
  - Students should not receive signatures for good grades.

- Students will earn Colts Cash for each day a student stays on green. They can also earn one extra buck for turning in their Colts Card on Friday in their House meeting.

**9 Weeks Celebrations:** At the end of each 9 weeks there will be a celebration for all students who do not have any ISS/OSS, bus suspension, no Red Zone, and other requirements as determined by the PBIS committee.

- 1<sup>st</sup> 9 Weeks students must not have more 10 Yellow Zones

**School Store:** Students may save their Colts Tickets and redeem them for prizes, activities, or for the school store. Approximately every two weeks, students will have an opportunity to redeem their Colts Cash.

## Southwest Middle School COLTS Behavior Matrix

Expectations	Cafeteria	Movement/ Transition	Classroom	Rest Rooms	Bus	Physical Activity Time	Media Center
<b>Be Courteous</b>	Have lunch number ready Maintain inside voice	Stay to the right on the orange line. Walk directly to appropriate destination	Follow adult directions the first time. Use a calm voice and appropriate body language and always raise your hand before speaking.	Use facilities properly. Treat doors, partitions, and sinks with care. No writing on the walls or stalls.	Be at bus stop on time	Play Fairly Be A Team Player Follow the Game Rules.	Designate whether student will be visiting: To return book To exchange book Check out book Conduct research
<b>Be Orderly</b>	Keep hands and feet to yourself Be polite to all Cafeteria staff and teachers	Walk quietly so others can continue to learn	Have all materials needed for class.  Be On Time. Be seated and ready to work when the bell rings.	Use the Hallway Passport when leaving the room.  Use only at teacher appointed times.  Allow the privacy of others	Follow driver directions and speak nicely	Play safely Stay in assigned area. Enter and Exit building calmly.	Use the hallway pass
<b>Be A Good Listener</b>	Follow directions and procedures	Follow directions and procedures without reminders. Silent during all practice drills	Listen with eyes and ears Give your best effort and make good choices Be aware of raised hand for silent queue	Listen and report any misconduct	Go directly to your bus after school and promptly find your seat.	Follow directions. Active and positive participation.	Follow directions and procedures without reminders.
<b>Be Thoughtful</b>	Only take items that are needed Keep lunch area clean. Pick up your trash. Keep all food on your plate.	Keep all areas free of trash and litter. Greet adults and others in passing.	Keep track of your belongings Value the property of others. Treat others as you would like to be treated	Report any vandalism.  Discard paper towels in trash can Flush toilet Wash hands	Report any vandalism to your driver	Include everyone Demonstrate good sportsmanship. Use polite comments. Respect personal space of others.	Use polite "inside voice" while visiting the media center.
<b>Practice Self-Control</b>	Only one trip through lunch line. Work toward "Free Seating Friday"	Be a role model to others Arrive on time.	Set goals to make better grades. Be honest	Complete task in a timely manner. Use only at teacher appointed times	Keep bus clean	Make good choices. Show Respect.	Keep hands and feet and other objects to yourself.

**Technology Misuse Consequences**

<b><u>Level</u></b>	<b><u>Example Infractions</u></b>	<b><u>Level of Consequence</u></b>	<b><u>Consequence Examples</u></b>
I	<ul style="list-style-type: none"> <li>• Off-Task (e.g. playing games vs. working on assignments)</li> <li>• Improper handling of device*</li> <li>• Searching for inappropriate content</li> </ul>	Classroom	<ul style="list-style-type: none"> <li>• Review of AUP</li> <li>• Review of proper device care and maintenance procedures</li> <li>• Review of Digital Citizenship expectations</li> <li>• Documented Parent/Guardian contact</li> </ul>
II	<ul style="list-style-type: none"> <li>• Repeated Level I infractions</li> <li>• Negligent/Intentional damage to device**</li> <li>• Intentional or attempted bypass of content filter</li> <li>• Accessing or possessing inappropriate content</li> </ul>	School Administration	<ul style="list-style-type: none"> <li>• Documented Parent/Guardian contact</li> <li>• Charge of repair or replacement cost</li> <li>• Digital Citizenship and/or AUP review assignment</li> <li>• Short-term loss of privileges (may include loss of ability to take device home)</li> <li>• ISS/OSS</li> </ul>
III	<ul style="list-style-type: none"> <li>• Repeated Level II infractions</li> <li>• Hacking/Illegal Activity</li> <li>• Intentional destruction of device</li> <li>• Possession or transmission of inappropriate/illegal content</li> </ul>	School Administration District Administration Law Enforcement (if applicable)	<ul style="list-style-type: none"> <li>• Documented Parent/Guardian contact</li> <li>• Charge of repair or replacement cost</li> <li>• OSS</li> <li>• Referral to law enforcement (if applicable)</li> <li>• Permanent loss of privileges</li> </ul>

\*Examples of improper handling: carrying device by the screen; storing the device in a careless manner;

\*\* Examples of negligent/intentional damage to device: spilling liquid in/on device; removing keys from keyboard; breaking earphone plugs off in audio port by jerking them out.

## Southwest Middle School Bus Infractions & Discipline

<b>INCIDENT</b>	<b>1ST OFFENSE</b>	<b>2ND OFFENSE</b>	<b>3RD OFFENSE</b>
Affection, Conduct and Self Control <ul style="list-style-type: none"> <li>• Touching</li> <li>• Shouting, loud, or rude noises</li> </ul>	Warning <b>School Level Consequence</b>	Up to 2 days BS <b>School Level Consequence</b>	Up to 5 days BS <b>School Level Consequence</b>
Throwing Trash on the bus	Warning	Up to 2 days BS	Up to 5 days BS
Blocking the aisle <ul style="list-style-type: none"> <li>• Hands, feet, arms inside the bus</li> </ul>	Warning	Up to 2 days BS	Up to 5 days BS
Moving/Changing Seats	Warning	Up to 2 days BS	Up to 5 days BS
Riding another bus without permission ***Must be signed by school official****	Warning	Up to 2 days BS	Up to 3 days BS
Refusal of bus driver directive	Minimum - Warning Maximum – 5 days BS		
Getting off/on at bus stop not assigned	Up to 1 day BS	Up to 2 day BS	Up to 3 day BS
Eating or Drinking	Up to 1 day BS	Up to 2 day BS	Up to 3 day BS
Throwing Objects outside of the bus window	Up to 1 day BS	Up to 2 days BS	Up to 5 days BS
Bullying	Up to 2 days BS <b>School Level Consequence</b>	Up to 5 days BS <b>School Level Consequence</b>	Removed from the bus indefinitely and <b>School Level Consequence</b>
Other Bus Infraction	Up to 2 days BS	Up to 3 days BS	Up to 5 + days BS
Horseplay	Up to 2 days BS	Up to 3 days BS	Up to 5 days BS
Profanity Toward Students	Up to 2 days BS <b>School Level Consequence</b>	Up to 3 days BS <b>School Level Consequence</b>	Up to 5 days BS <b>School Level Consequence</b>
Harassment/Communicating Threats	Up to 3 days BS <b>School Level Consequence</b>	Up to 5 days BS <b>School Level Consequence</b>	Removed from the bus indefinitely and <b>School Level Consequence</b>
Disrespect to bus driver Profanity toward bus driver	Up to 3 days BS <b>School Level Consequence</b>		
Prohibited Items <ul style="list-style-type: none"> <li>• Phones</li> <li>• Electronic Devices</li> </ul>	<b>Confiscated and parents contacted</b>		
Fighting	Up to 5 days BS <b>School Level Consequence</b>	Up to 10 days BS <b>School Level Consequence</b>	Removed from the bus indefinitely and <b>School Level Consequence</b>