

Hunters Creek Middle School

Student Handbook



Vision

Excellence through Leadership!

Mission

Hunters Creek Middle School will provide our students with the best possible education while giving them opportunities to showcase their gifts and talents; with a goal to create **FUTURE LEADERS!**

Christine Andre, Principal

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Seven Habits of Highly Effective teens



BE PROACTIVE

I am the force

**Begin with the
end in mind . . .**



define your mission



PUT FIRST THINGS FIRST

work first, play later

THINK WIN-WIN



EVERYBODY WINS



**seek first to understand.
then to be understood.**

be an active listener

SYNERGIZE

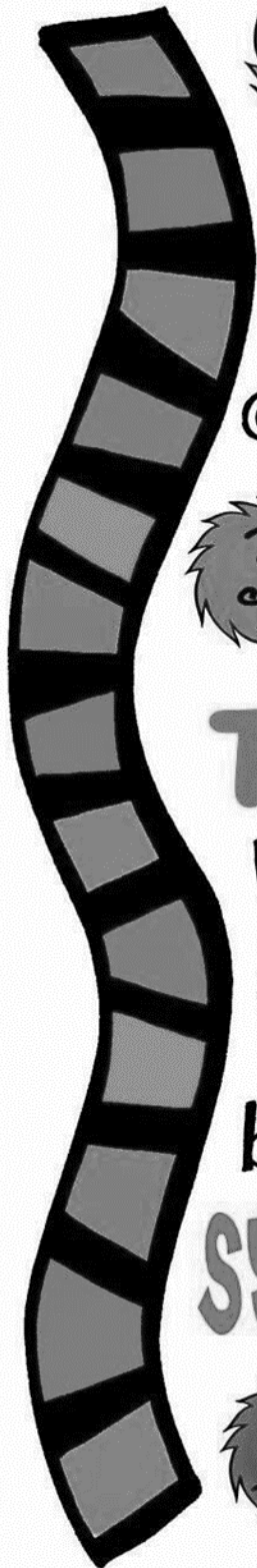


teamwork



sharpen the saw

me time me time me time me time



Afterschool Activities

Students must be picked up promptly from all school activities. School sponsored dances will be held after school and end at **4:00 PM**. Sporting event times will be announced. Students must display appropriate behavior while attending all after school activities, whether on or off campus. Failure to comply will result in the student losing the privilege to attend future events and will result in disciplinary action. Students must be present for the entire school day to participate in extracurricular activities.

Agenda

Each student is provided with an agenda/planner when he/she enrolls at Hunters Creek Middle School. The agenda/planner is to be used for the express purpose of keeping students organized and for communication between teachers and parents. In addition, one of the most important goals that we have for our students is to improve their organizational skills. This agenda is an excellent tool to assist in this goal. Students must pay \$5.00 if they lose their agenda in order to receive another one. Students should also write down all their upcoming assignments, test, projects, etc. for each class daily. Parents and students should share and review the agenda/planners with their parents daily. Student use of the agenda should be encouraged and supported by the parent.

Athletics

SEE HCMS ATHLETIC HANDBOOK FOR MORE INFORMATION. This is available in the main office.

Attendance/Absenteeism

Regular attendance is directly connected to student achievement. It is essential that students be in school every day. It is important that students and parents understand that the maximum allotted absences is 10.

Daily Attendance/Compulsory Attendance

According to Onslow County Board Policy #4400, in order for a student to receive credit for a course, students with more than 20 absences (10 within the first 90 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 or unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation etc). Students are expected to be in attendance 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. The attendance policy can be changed, updated by the Board of Education at any time. For the purpose of this policy, absences related to disciplinary action shall not constitute extenuating circumstances.

Compulsory attendance is a requirement of law in North Carolina (*G.S 115C-378*). It is the obligation of any parent of a school aged child 16 years or younger to ensure that their child is in school on a regular basis. A student is considered absent for the day if they are present for less than half the school day (10:30 a.m.). Any absence after ten will require a doctor's excuse. Parents of students who are habitually absent may be charged for violation of the compulsory attendance law. (*This is different from daily attendance which states that students must be in attendance in each individual class period.*)

The following reasons, as stated in North Carolina General Statute, are considered acceptable for being coded excused absences:

- Personal illness or injury
- Death in the immediate family (mother, father, sister, brother)
- Quarantine
- Educational Opportunity (Approval from the principal prior to the absence is required)
- Medical or dental appointments
- Court or administrative proceedings
- Religious observances
- Military Orders

It is the responsibility of any student who is absent to contact and make arrangements with their teachers to set up an acceptable time to make up any missed work upon their return to school. It is the responsibility of the student to obtain that work from the teacher. Serious illness needs to be worked out with the student's teachers on a case-by-case basis. Every student absence should be followed by an excuse note from parents upon the return of a child to school. **Students are to bring these notes directly to the school office within 5 days following their absence from school.**

- Parent, guardian or doctor's notes to excuse an absence should be submitted as soon as the student returns from the absence. An excused absence does not erase the absence.
- Absences in which no note or documentation has been produced will be recorded as "unexcused".
- "Catch-all" notes listing a series of broken dates with request to excuse are not acceptable.
- If a student must check in upon returning from an appointment or check out early for a doctor's appointment, a note from the doctor's office needs to be submitted.
- Excessive absences for illness need to be accompanied by a doctor's note.

Bathroom Facilities

Student should use appropriate behavior while in the restroom. Students may use the restroom during appropriate times during the school day after signing out with a classroom teacher. Students must document their hallway movement in their planner and sign-out in the classroom.

Bullying (OCS policy: 1710/4021/7230)

Bullying is strictly prohibited within Onslow County Schools. Please see board policy regarding the definition, reporting and consequences of bullying.

Bullying is defined as behaviors that are Mean, On Purpose and is Over-and-Over. Students should report incidences of bullying using the form located on the school website and/or report to the nearest staff member.

Bus

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 importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. If a violation of these policies occurs, parents and students will receive 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.

Following the specific rules below, support the HCMS/PBIS Guidelines to success. Hunters Creek 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 (Proactive).
- Noise on the bus must be kept at a minimum (Self-discipline).
- Food, gum, or beverages are not permitted on the bus (Work-ethic).
- 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 (Proactive).
- Consequences for infractions of bus rules may include (but are not limited to): a written warning, suspension from riding the bus for a set number of days, and revoking the right to ride for the remainder of the school year. The consequences assigned are at the discretion of the administration.

Cafeteria/Meals

Breakfast and lunch are served in the cafeteria. Applications for free and reduced-price meals are available in the main office and can be filled out online from the county website. All students are required to go to the cafeteria with their class at lunch. Good manners and behavior are required in the cafeteria. All eating areas must be cleaned, and trash placed in trash containers at the end of the lunch period.

Students may pay daily or in advance at the register or online at www.k12paymentcenter.com. Each student is assigned a number with which to purchase meals. **This number is to be used by the assigned student ONLY.**

Parent/Guardians may request that a message be placed on the child's account to limit the types and amounts of items the student is permitted to purchase. If a student in grades K-8 has no money for meals, that student will be fed, and the student's cafeteria account will be charged for that meal. Families are responsible for all meal costs for food eaten by the student. There will be no charging of individual food items at any time if the student owes lunch fees. A parent/guardian may request a printout of their student's cafeteria account. Contact the cafeteria manager for any account information or with questions/concerns.

Cafeteria Facility Procedures

- Students will follow the hallway movement policy while entering and exiting the cafeteria.
- Staff will appoint students to clean their tables prior to leaving the cafeteria.
- Students will follow the guidelines for success.
- Students will enter one of two lines to effectively move through the lunch line.
- Students will keep the crosswalk area open (i.e. stopping at the end of the table, waiting your turn, not blocking the crosswalk area, etc.).
- Students will clear their table area before leaving the table (i.e. picking up napkins, cups, food, etc.); throw all their trash away and place their trays in the appropriate container.
- Students will use indoor voices while they are in the cafeteria.
- Students will demonstrate appropriate table manners.
- Students will respect cafeteria facilities by maintaining the current condition of the equipment (i.e. wall, floors, tables, trays, and windows).
- Students will follow all staff member instructions.

Cell Phone/Electronics Use

HCMS recognizes the prevalence of technology in today's society. Personal Technology cannot be turned on, used or seen during school hours. If you bring a cell phone to school, it must not be out during the school day and must remain away throughout afternoon dismissal.

- 1st Offense:** Phone is taken to the office by staff and the student may pick-up at the end of the day.
- 2nd Offense:** Phone is taken to the office by staff and will be picked up by a parent
- 3rd Offense:** Phone is taken, phone is picked up by parent and 1 day of In-School Suspension is assigned. Continued misuse will result in further consequences.

Check-In/Check-Out

Early checkout is strongly discouraged. 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) without written approval from the parent for a third party to pick up the child. 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.

Clubs-OCS Board Policy 3620

There will be a set timeline of the first 10 days of school for students and staff to meet with school administration to submit ideas for a new club/organization.

Students and staff shall submit within the first 20 days of a school year information for any new club and to include an identified advisor. The advisor must be a staff member at that particular school. The advisor and

interested students must design guidelines, objectives, tentative times and dates for meetings, and present this information to the school principal.

The principal and the staff advisor will meet with the Strategic Planning Team (SPT) within the first 30 school days to present the new club and have the SPT vote on the new club proposal.

The principal may require parental permission for student participation in any club.

The principal will maintain the right to make final decisions regarding the organization, activities and guidelines for a proposed club as per Onslow County School board policy 3620.

Communicable Diseases and Fever

If a child has a communicable disease, he/she must remain at home until the disease is no longer contagious. Students with head lice are not allowed to return to school until they have been treated and are free of lice and nits. The school nurse or other school official must clear them for re-entry into school. A student with a fever of 100F must be excluded from school and must be fever-free for 24 hours in order to return to school.

Communication

Parents are encouraged to follow the school twitter and facebook pages for information about events and celebrations. Our weekly newsletter is posted on our website.

website: www.onslow.k12.nc.us/hunterscreekms

facebook: <https://www.facebook.com/HuntersCreekMS>

twitter: @hunterscreekms

Conferences

Communication between parent and school officials is a key element in the educational process. Parents are encouraged to schedule conferences with their child's teachers any time there is a question regarding the student's progress. Parents should not come in without an appointment to conference with teachers. This is especially true of the time before school in the morning. If there is an issue that a parent needs to address with a teacher, a conference can be scheduled by calling 353-2147 or emailing the teacher. Conferences are scheduled during our teachers planning periods whenever possible.

Dances

Student attendance at school dances are a privilege, not a right. Students earn the opportunity to attend school dances by demonstrating good behavior. Any student with any office referred disciplinary infraction resulting in ISS or OSS within 2 weeks of a dance, will not be allowed to attend any dance. Students must be picked up by 4:00pm.

Dismissal/Movement Around Campus

Dismissal Procedures

- Dismissal begins at 2:10
- Dismiss at appropriate times/wait for announcements: (2:10 walkers and car riders; 2:15 all others by grade level).
- Keep hands, feet, bookbags, and other objects to yourself.
- Use voices appropriate for indoors.
- Follow all staff member instructions.

Movement Procedures

- Students and staff will walk on one side of the hall in a single file line, while moving in the hallways.
- Students will keep hands, feet, books, and other objects to yourself.
- Students will carry their passes with them when leaving the classroom.
- Students will move directly to their designated location without delay.
- Students will use the most direct route to their designated location.
- Students will return at the prescribed time.

- Students will use voices appropriate for indoors.
- Students will follow all staff member instructions.
- Students will have their classroom pass or written pass with them while moving around the building.

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.

The Onslow County Board of Education classifies the following as directory information: student's name, school and grade level. School officials may release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without the consent must notify in writing the principal of the school where the records are kept within the first thirty (30) days of each school year. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within the first thirty (30) days of the school year, the information will be classified as directory information until the beginning of the next school year.

Complaints about failure of the Onslow County Board of Education to comply with the Family Education rights and Privacy Act may be made, in writing, to the FERPA Office, Department of Education, 330 Independence Avenue, S. W. Washington DC 20201.

Fees

Middle School fees for Onslow County Schools are:

- | | |
|---------------------------|-----------------------|
| 1. Instructional Supplies | \$5.00 |
| 2. Technology Fee | \$25.00 |
| 3. *Art (per semester) | \$3.50 (if enrolled) |
| 4. Band/Orchestra | \$10.00 (if enrolled) |
| 5. Chorus | \$5.00 (if enrolled) |

All student fees must be paid prior to participating in athletics, field trips and the 8th grade dance. This includes fees owed from the previous year.

A fee waiver can be requested from the front office. Fee waivers must be approved each year within the first 30 days of school. Cafeteria free/reduced letter must accompany waiver request.

Food and Drinks

No food or drinks are allowed on school property including buses, buildings, or the school grounds during the school day except in the cafeteria or when authorized by school staff. Students are allowed water bottles during the school day. All bottles must be clear and contain only water. Food deliveries cannot be given to the student through the office.

Grades

1. All grades on report cards are numerical.
2. Any grade below a 60 is failing.
3. The minimum grade for the reporting period is 40.
4. The following grade scale will be used in Onslow County for grades 6 through 12:
 - A = 90 – 100
 - B = 80 – 89
 - C = 70 – 79
 - D = 60 – 69
 - F = Below 60

Assessment Practices

Homework: Homework should be an integral and relevant part of every student's instructional program. It should be used consistently throughout the grades and classes. The Onslow County Board of Education encourages the assignment of homework to extend knowledge, aid in mastery of skills, develop independence in learning, and create and stimulate interest.

A pattern of meaningful homework assignments should be established by the teacher and/or student so that students and parents may plan accordingly. Homework is intended to reinforce/extend classroom instruction.

The purposes of all homework assignments must be clearly understood by both the teacher and the students. Appropriate follow-up activities, grading, or review of homework assignments should always occur.

Project Resources: Teachers should take into consideration the availability of resources for all students before assigning projects. All major projects should have a rubric provided prior to beginning work. Group projects will be completed during school hours and/or options will exist by which the project can be completed by group members without having to meet outside of school hours.

Cheating: A student will be penalized for cheating (academic dishonesty). The parent/guardian of the student will be notified of the incident. (HCMS considers cheating a serious offense. Fraudulent sharing of any academic work is considered cheating). Cheating will result in disciplinary action on the classroom level and will be referred to the administration if the behavior continues.

Late Work:

Student will have an opportunity to turn in late work for credit. This should be done sparingly.

6th and 7th grade: Students will have 2 weeks to turn in late work*

8th grade: Students will have 1 week to turn in late work*

*late work is subject to point reduction

Redos, Retakes & Do-Overs: Opportunities are given at each teacher's discretion for redos, retakes and do-overs for some instructional tasks. If an additional opportunity is given, the following general requirements are made of students:

1. The student presents a request, an action plan to relearn the material and a suggested completion date in writing for the teacher's approval;
2. The student submits additional and unique evidence of study/relearning; and
3. Unless it is a class-wide reassessment, the student arranges to redo or retake the assessment outside of regular class time.

The format of a redo, retake or do-over may vary from the original. Redos, retakes and do-overs must be completed before the end of each marking period.

Principals list

Students will be recognized throughout the year for obtaining Principal List. These are students with all A's.

Grade Posting

All teachers utilize PowerSchool to record daily attendance and to record students' grades for assignments in a timely manner.

Entry of grades and daily attendance may be delayed if a substitute teacher is necessary. Parents and students have rights to assess the Parent or Student Portal directly to check grades. Graded assignments should be posted as follows:

- All assignments (less than 20 questions for example) should be posted in the PowerSchool gradebook within 5 school days of the due date.

If you need access to ParentPortal, please contact the main office. Proper ID is required to set up an account.

Grade Value

Some teachers utilize a point system while others utilize a traditional percentage system. Regardless of the system, the following approximate value of tasks will result from the completed work during a given grading period:

- 50%- Summative Assessments (Tests)
- 25%- Major Projects/Research Projects/Multimedia Presentations/Quizzes
- 15%- Class work (those tasks primarily completed in the classroom)
- 10%- Homework (those tasks primarily completed outside of class time)

Guidance

Students are encouraged to visit with the counselor for personal guidance and for information on peer relationships, grades, study help, and testing programs. The counselor is available to discuss any home, school, or social concerns.

Hall Passes/Lanyards

When it is necessary for a student to be out of class for any reason, he/she must have a pass.

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 located on the Onslow County Schools Calendar.

Media Center

The Media Center is open from 6:45 a.m. until p.m. 3:00pm Monday through Thursday and 6:45 a.m. until 2:30 p.m. on Friday. 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

Student should not have ANY (prescription or otherwise) medication on their person for any reason. A physician must prescribe all medications administered by school personnel. An "Administration of Medication Request Form" must be completed by the parent/guardian, signed by a physician, and returned to the school before any medication can be administered. Forms are available in the office. Medications are kept in the school office. The school cannot dispense any over the counter or prescription drugs without this form being completed and signed. The school nurse or designee will administer medications. Emergency medications and inhalers may be carried by a student with physician permission. The office must be notified about all such medications.

It is the parent's responsibility to:

- Provide to the school the medication in an appropriately labeled container that includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.
- See that the pharmacist labels two containers, one for home and one for school use if the child is to receive the medication at both sites.
- Provide new containers with appropriate labeling when medication changes are made and to remove medications from school when discontinued by a physician. Medication left at school beyond the discontinued date will be discarded.

Moment of Silence

The Onslow County Board of Education authorizes the observance of a moment of silence each day in all grades in the school system. A moment of silence may not exceed one minute in length, must be completely unstructured, and free of any influence from any source and no other activity will be allowed during that time. We observe the moment of silence at the start of the school day.

Morning Routine

Students who arrive prior to 6:50 will be not be allowed to enter the school. At 6:50, students may enter the building and wait in the cafeteria. Students who choose to eat breakfast must proceed directly to the cafeteria upon arrival to school. Hallways will open/Buses release at 6:55 for students to go to homeroom. Students should **not** go to the classrooms and then proceed to breakfast. Band/Orchestra students will report to those rooms to put instruments in their lockers and return to the cafeteria for breakfast or report to their homeroom. Once students leave the cafeteria and enter the halls they must report to their homeroom. Once in the classroom students are expected to remain until dismissed from homeroom. At 7:10, students are tardy and will need to check-in in the main office.

Recording In Classrooms

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. Violations of this rule may result in criminal charges.

Tardiness

The school day begins at 7:10 am. Any student who arrives after 7:10am and is not in their assigned classroom is considered tardy and must be signed in at the office. **STUDENTS CAN POTENTIALLY FAIL A CLASS AS A RESULT OF EXCESSIVE EARLY CHECK OUT OR TARDINESS TO SCHOOL** (OC Board Policy #4400). Please take measures to ensure that you are on time. Every 5 tardies will result in referral to administration for disciplinary action.

Supplies

Students are expected to have required supplies every day. Paper and pencils are available for purchase from a vending machine located in the front lobby. Students may purchase these supplies each morning before 7:10 am.

Telephone Use

Students will not have access to the telephone, except in emergencies. For this reason, a student must receive written permission from his/her teacher and office personnel before using the phone. **No student will be called out of class to answer the phone.** The phone is for official business and not personal calls. Please do not call the school to leave a message for your child. Arrangements for pick-up, staying after school, etc., should be made before the student leaves home each morning.

Technology

Students are expected to take proper care of all materials and resources issued to them or used in the classroom or library. All regularly assigned materials should be protectively covered at all times. Students are responsible for returning all resources and materials on schedule and will be assessed damage fees for damage done. Students must be responsible for their materials and 1:1 device and they should not be left unattended. Students are expected to bring their materials and 1:1 device to class daily unless directed otherwise by the teacher. Please have a charged 1:1 every day.

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, 910-989-2021.

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.**

Parents are welcome to visit school at any time. However, prior permission is required to enter a classroom during instructional time. All visitors must obtain a visitor pass from the office. Visits must be prearranged 24 hours in advance.

Hunters Creek Middle School Positive Behavior Intervention Support Plan

In order to maintain a classroom community that is conducive to learning, it is essential that students exhibit responsible, appropriate behavior. The positive 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 Zone Chart.

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

1. **Green: Go Zone-** Everybody starts on green with a clean slate each day in each class period.
2. **Blue: Reminder Zone-** Student gets a verbal reminder to stop inappropriate behavior and get on task.
3. **Yellow: Caution Zone-** The student is sent here for a short time out from the group in an alternate seat within the classroom. Parent contact is recommended.
4. **Red: No Zone-** The student is sent here for the remainder of the class period and will fill out a reflection form. Teacher gives Red Zone/ASD alert to student as they leave.

As students move through various zones, teachers will track their behavior via Educator's Handbook (teacher data tracking).

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. If the student continues to misbehave, he/she is moved to the Caution Zone area of the classroom. 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.

Yellow Caution Zone: If a student must be moved into the Caution Zone, the student must move to the Caution Zone area within the classroom and continue their work. 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. The parent will also be contacted about the behaviors that warranted a Red Zone/ASD.

Red No Zone: The student must wait outside of the classroom door for documentation to be completed by that teacher. If a student has earned their way to the Red No Zone in the ISS room, they will be instructed to complete a reflection sheet outlining their poor behavior choices. 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. The student will also be assigned After School Detention for the next Tuesday as a result of their poor behavior choices. 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. 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 it will result in an additional office referral.

Student Code of Conduct Expectation

Habits 1-7: The rules and regulations are established for the health, safety, and welfare of all students. Ignorance of the rules does not release the student from responsibility of them. The following listings are the basic rules. However, additional regulations may be added as necessary. Whenever possible, student discipline will be handled between the teacher, student, and their parents. Infractions are based as either Teacher/Staff Managed which will have the color zones applied or Office Managed which can result in an Administrative consequence. Hunters Creek is dedicated to effective school/family communication and it is through this contact that we can meet the needs of each individual student. Disciplinary infractions will be dealt with in the following manner except where noted.

Affection, Conduct, and Self Control (PDA)

Kissing, hugging, holding hands, shouting, running, and excessive noise are not acceptable conduct and will be dealt with accordingly. Students who receive repeated warnings will be issued In-School-Suspension.

1 st Offense	Warning
2 nd Offense	Parent contact by teacher, possible detention
3 rd Offense	Office referral/In-School or Out of School Suspension

Aggressive Behavior

School officials have the authority to take disciplinary action for aggressive or threatening situations in all of the following circumstances:

- while in any school building or on any school premises before, during or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at a bus stop before or after school hours;
- during any school function, extracurricular activity or other activity or event;
- when subject to the authority of school personnel; and
- any time or place when student's behavior had a direct and immediate effect on maintaining order and discipline.

A student acting in an aggressive manner will have a suspension applied based on the seriousness/intensity of the encounter, the potential for continued issues, and past practice (consistency in application of school-wide discipline). For school disciplinary action, the cause/ initiation of the incident does not impact the consequence. Student conduct policy requires that a student not engage in physical encounters with others. If a student is challenged physically by another student, he or she is to get away from the situation and find an adult (defensive actions only for the purpose of getting to an adult).

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

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

BOMB, biological, or chemical THREATS

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.

Any offense is subject to Out of School Suspension up to 365 days.

Cheating/plagiarism

Cheating/plagiarism is a behavioral infraction. 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, consequences shall be applied:

- Alternate Assignment completed again with possibility of reduced credit (at teacher discretion)
- Teacher informs parent.
- Multiple offenses will be reported to the administration. Other consequences can include, but not limited to the loss of privileges, ISS and/or OSS.

Dress Code

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

- Headgear including caps, hoods, sweatbands, sunglasses, scarves, dew rags, and bandanas should not be worn.
- Extremely short outfits without leggings or jeggings will not be permitted.
- Dresses, skirts and shorts must reach the end of the student's middle finger when the arms are extended straight down the side of the legs. This includes slits in skirts or shorts up the side or back.
- Garments that are sheer are not permitted.
- Cuts, slits, or holes above the fingertips in jeans, dresses, skirts, etc. are not permitted without leggings, jeggings or tights underneath.
- No bedroom slippers are permitted.
- Pajamas or other sleepwear are not permitted.
- No clothing exposing the midriff and/or cleavage are not acceptable. Shirts must have sleeves that extend over the shoulder.
- Pants should be worn at the natural waistline; "sagging" is not permitted. No chains attached to clothing.
- 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. This includes the displaying of colors via bandanas, sweatbands, etc.

Students not dressed appropriately will be required to call home for a change of clothes. If the waiting period for a change of clothes exceeds 10 minutes, students will be sent to ISS until a change of clothes arrives. Continual violations may result in in-school suspension or suspension from school. The dress code is to be followed at all school events (i.e. dances, games, concerts, etc.) and field trips. Final decisions regarding whether a student's dress is inappropriate rests with the administration.

Drugs and Alcohol

Alcoholic beverages and illegal drugs are prohibited on campus. Students who have been charged with felonious possession or selling of narcotics or any other serious violation of the criminal law while on or off the school grounds may be expelled from the school by the principal upon the approval of the superintendent. Students taking prescription medication must check their medication in with the school receptionist and leave it there until they need to take their medication. Students caught with alcohol or drugs will be disciplined as follows:

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

Electronics and prohibited items

[OCS BOE Policy 3226/4205 and 3225/7320 and NC G.S. 14-458.1]

HCMS recognizes the prevalence of cell phones and other wireless devices in today's society. **HCMS prohibits the use of cell phones or other electronic devices by students during school hours.** Students are assigned a 1:1 device that will their use.

Throughout the school year, HCMS staff will use Common Sense Media lessons designed to address digital citizenship and digital etiquette to promote a safe and engaging learning environment. Cell phones should be powered off during school hours and secured to decrease the possibility of theft. Other electronic devices should also be secured during the hours of 6:50 a.m. until dismissal at 2:15 p.m. Additionally, please do not bring costly headphones to school. The school WILL NOT BE RESPONSIBLE FOR THE THEFT OF ANY OF THESE ITEMS.

Students may not possess cameras, voice recorders, or any other electronic items of distraction on school property or at school events without the explicit permission of a teacher or administrator.

Students can expect to have these items confiscated and parents will be expected to pick them up at school. If the parent does not pick up these items within a two-week period, the school will not be responsible for loss or theft.

Any student found in possession of these items will be expected to relinquish to staff members upon request. Parent will be notified, and the item will be returned at the end of the day. Non-compliance to request or chronic and/or excessive infractions can result in Administrative intervention.

1st Offense Phone/Device is taken to the office by staff and the student may pick-up at the end of the day.
2nd Offense Phone/Device is taken to the office by staff and will be picked up by a parent
3rd Offense Phone/Device is taken, phone is picked up by parent and 1 day of In-School Suspension is assigned. Continued misuse will result in further consequences.

Harassment and Communicating Threats

Name-calling, sexual harassment, and bullying behavior will not be tolerated. This includes communicating threats of injury or physical harm, either verbally, electronically, in notes, or on social media. Students engaging in these behaviors will be disciplined in accordance with Onslow County Schools policies and guidelines. This includes harassment and communication via digital devices and/or social media networks which disrupt the instructional setting.

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

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 contact. Continued behaviors will result in an office referral for aggressive behavior.

Misuse of Technology

District and school leaders make every effort to provide students with access to a variety of technological resources to enhance learning and improve communication within the school community and with the larger global community. With this accessibility comes additional student responsibility. Students are to only use technological devices for instructional purposes. Misuse of technology, either on a school device or during the school day (including school events) will warrant disciplinary action. Acts that are against the law will also result in a report to law enforcement. Damage to technology devices can result in repair and/or replacement fees for the cost of the device.

1:1

All students will have Dell laptops assigned for school and home use (with a \$25 insurance assessment). Students should purchase and use backpacks with padded sections. Laptops and chargers will remain the property of the school and will be returned at the end of the school year. Students are responsible for missing, damaged or destroyed property. The replacement cost of the laptop and charger is approximately \$800 and \$20 respectively. Students will utilize the Office 365 suite of products for instruction. These products will be used by teachers to post homework assignments, quizzes, tests, projects and other tasks. Students are expected to bring fully charged devices to school every day and use them in an appropriate manner. Leave laptop chargers at home unless otherwise directed. When students fail to follow the code of conduct, three levels of Technology Infractions (1, 2 and 3) and the associated consequences are as follows:

Level Example Infractions Level of Consequence Examples

<u>Level</u>	<u>Example Infractions</u>	<u>Level of Consequence</u>	<u>Consequence Examples</u>
I	-Off-Task (e.g. playing games vs. working on assignments) -Improper handling of device -Searching for inappropriate content	Classroom	-Review of AUP (Acceptable Use Policy) -Review of proper device care and maintenance procedures -Review of Digital Citizenship expectations -Documented Parent/Guardian contact
II	-Repeated Level I infractions -Negligent/Intentional damage to device -Intentional or attempted bypass of content filter -Accessing or possessing inappropriate content	School Administration	-Documented Parent/Guardian contact -Charge of repair or replacement cost -Digital Citizenship and/or AUP review assignment -Short-term loss of privileges (may include loss of ability to take device home) -ISS/OSS
III	-Repeated Level II infractions -Hacking/Illegal Activity -Intentional destruction of device -Possession or transmission of inappropriate/illegal content	School Administration District Administration Law Enforcement (if applicable)	-Documented Parent/Guardian contact -Charge of repair or replacement cost -OSS -Referral to law enforcement (if applicable) -Permanent loss of privileges

Profanity/Use of Inappropriate language

The use of profanity in school is strictly prohibited. Please respect yourself and those around you. Students caught using profanity on campus will receive the following discipline action:

Not directed towards school staff: Classroom managed behavior resulting in a Color Zone, Silent Lunch, Teacher Directed ASD, Parent Contact, etc...Continued behavior will result in an office referral.

Directed towards a staff member:

- 1st Offense Up to 3 days OSS
- 2nd Offense Up to 3-5 days of OSS
- 3rd Offense Up to 5-10 days OSS

Refusal of Teacher/Admin Directive (insubordination)

The refusal to follow reasonable directives of teachers or other school personnel will be considered disobedience. Students may not refuse to follow a directive because they do not like the directive or believe it to be unfair. If a student has a question or concern with the directive of a teacher, it should be discussed with the teacher 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 st Offense	Up to 3 days ISS/OSS
2 nd Offense	Up to 5 days ISS/OSS
3 rd Offense	Up to 3 days OSS and possible OCLC referral

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. Any student who leaves class must have his/her hall pass signed in his/her planner and must have the planner when traveling around the building. Any student in the hall or any other place in the building other than a classroom will be considered skipping without permission from their teacher and their pass signed in their planner. In addition, failure to sign in or out during the day for any reason is considered skipping school.

Skipping Class:

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

Skipping School:

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

Smoking/possession of smoking and/or drug paraphernalia

The use or possession of tobacco products by students will not be permitted on school property (including school buses and bus stops). If a student possesses tobacco, matches, lighters, or electronic cigarette devices, he or she will be considered to be using it. Violations of this policy shall subject the student to the following disciplinary action:

1 st Offense	Up to 3 days ISS/OSS
2 nd Offense	Up to 5 days ISS/OSS
3 rd or more	Up to 10 days OSS

Theft

Stealing can be a serious problem in schools. Students should take care to protect their possessions. **Items that are valuable or not necessary should not be brought to school.** Only the money necessary for the day should be brought to school. To help prevent stealing: Label your belongings and Do not leave valuables in the gym locker room. The possession of property (books, clothing, and equipment) that is not your personal property will be viewed as stealing. Such property should be turned in to a school official. 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 st Offense	Up to 3 days ISS; possible referral to Law Enforcement
2 nd Offense	Up to 3-5 days ISS or 1-3 days of OSS; possible referral to Law Enforcement
3 rd Offense	Up to 3-5 days OSS; possible referral to Law Enforcement

Vandalism or Destruction of School Property

Any student found guilty of vandalism, and/or destruction of school property will be disciplined by the school, pay restitution, and may be referred to law enforcement officials. This will be an administrative discretion decision.

Weapons

According to Onslow County Board Policy 4333, "The board will not tolerate the presence of weapons, bomb, biological, or chemical threats or actions that constitute a clear threat to the safety of students and employees. 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. Students are prohibited from possessing, handling, using or transmitting, whether concealed or open, any weapon, or any instrument that reasonably looks like a weapon or could be used as a weapon." This will be an administrative discretion decision and any offense may result in up to a 365 day suspension.

HUNTERS CREEK MIDDLE SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME.
(Updates will be posted on school website as they occur)

