



Swansboro Middle School

1240 West Corbett Avenue
Swansboro, NC 28584
910-326-3601

Office Hours: 6:45 a.m. – 3:30 p.m.

Student and Parent/Guardian Handbook 2018 - 2019

Vision: Join the club; Be a Pirate!

Mission: Our pirate learning community will exhibit a strong work ethic, demonstrate a positive attitude, be knowledgeable and involved, and practice empathy, patience and respect in order to support continuous and active learning.

Administrative Team:

**Jacob Mabry
Principal**

**Krystal Tyndall
Assistant Principal**

**Megan Bond
Assistant Principal**

Safe and Orderly Environment

Safe Schools Statement

All students have a right to learn in a safe and orderly environment. It is the belief of the school staff that Swansboro Middle School should be a place for learning where students may pursue an education in an atmosphere free from fear, indignities, danger, and disruptions. Students should develop not only their academic talents, but also a respect for one another. Furthermore, all teachers have the right to teach without the disruptions caused by students making inappropriate choices. School staff expects that students practice fair play, that they respect the property rights of others and the school, that they conduct themselves in such a way as to not interfere with the safety or educational opportunities of others, and that they abide by rules established by their teachers, the school, and the Onslow County Board of Education.

Before and After School Supervision

Supervision is provided for students at 6:55 a.m. when teachers arrive at school. No student supervision is provided prior to that time. Students may enter the building at 6:55 a.m. Students are to enter the building and immediately go to class unless eating breakfast. They must complete breakfast and be in class by 7:20 a.m. to begin instruction.

Other than for after-school detention, teacher-initiated tutoring or sanctioned school events, after school supervision is not available. Unless engaged in one of the aforementioned activities with the permission of parents/guardians, students are expected to leave the school campus at the end of the school day. *Students are not permitted to leave campus at any time during the school day unless accompanied by a parent/guardian who has signed the student out of school or if the student is travelling with teachers/coaches to a school-sanctioned off-campus activity. Students should not be on campus after school or on the weekends and are strictly prohibited from being on other campuses after school hours. Students must remain at the after-school sanctioned event and are not permitted to wander the campus or leave the campus until picked up. Any student wishing to walk home must have a parent letter on file stating this is permissible.*

Supervising teachers for sanctioned school events will be present until the student is picked up. The administration and school staff will provide supervision during athletic events, school sanctioned activities, and performances. Coaches and advisors will provide supervision during after school practices and during athletic events. *Parents/guardians are expected to promptly pick up the students at the conclusion of the event. Students who are not picked up in a timely manner may forfeit the opportunity to attend future after-school or evening activities.*

Emergency Student Information

The office maintains a record for each student with parents'/guardians' home, mobile, and work phone numbers to ensure that the parent/guardian can be reached in case of an emergency. This record also contains the names and telephone numbers of emergency contacts in case the parent cannot be located. Every effort is made to notify the parent in an emergency situation; therefore, it is extremely important that these names and numbers be kept current and accurate. Any changes in address, phone numbers or other information needed for these emergency information records must be provided to the school as soon as possible.

Visitors

Parents/Guardians of Swansboro Middle School students are welcome to visit the school any time. **However, a parent/guardian must receive prior permission from the principal to enter a classroom during instructional time. This permission must be obtained no less than 24 hours prior to the intended classroom visit. No student visitors are allowed. All visitors must report to the office for a visitor's pass.**

Attendance

Students are expected to be in school and to be on time every day. Attendance in school and participation in class are an integral part of academic achievement and the teaching-learning process. 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).

When a student must miss school, a written note of explanation for the absence signed by a parent or guardian must be turned in to the office on the day a student returns after an absence. The Onslow County Board of Education states that an absence may be excused 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, 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. ***The parent or legal guardian must present to the school principal a written statement requesting the absences be lawful at least five days before the absences.***

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. ***The parent or legal guardian must present to the school principal a written statement requesting the absences be lawful at least five days before the absences.***

A note is required from each student upon returning to school after an absence. The note must be signed by the parent/guardian and contain the reason for the absence and the date the absence occurred. The returning student should take the note to the office prior to the first bell in the morning to receive an absentee slip noting whether the absence is excused or unexcused.

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.

Behavior Consequences for Tardies to School and Absences Per 9 Week Grading Period

Tardies	Consequences
3	Afterschool detention
4	Afterschool detention
5	Loss of extracurricular activities for the remainder of the grading period
Absences	Consequences
5	Meeting with counselor and administration, loss of extracurricular activities for the remainder of the grading period
8	Intervention with school social worker
10	Legal action and attendance Mediation

Extracurricular activities include but are not limited to: athletics, afterschool clubs, events, dances or any other functions on any Onslow County Schools Property.

Attendance in Grades K-8: (Policy Code 4400)

1. 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.
2. When total absences (lawful and unlawful) exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.).
3. 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.
4. Schools shall offer incentives to provide recognition of perfect attendance.
5. Students are expected to be in attendance to 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.

Late Arrival to School, Check-Out and Withdrawal Guidelines

All students who enter school after 7:20 a.m. must sign in at the office and are considered tardy. There will be no checkouts after 2:00pm daily.

Students must be checked out from the office, not from the child's classroom. **All visitors and parents must report directly to the front office upon entering the building.** To check a student out for part of a day, parents must give an excusable reason for the absence so that they remain in compliance with the compulsory attendance law (NCGS115C-376). Only custodial parents/guardians may remove a student from school. A student cannot be released to relatives or friends without personal notification by the custodial parent/guardian in person, by phone, or in writing. Identification may be asked at the time a student is requested to be released with the adult. Parents/guardians should make sure any adult with permission to check out their child is properly documented in office records.

Both custodial and non-custodial parents are entitled to visit the child at school and to inspect the child's educational records unless a court order clearly limits the non-custodial parent's rights of access to the child and/or the child's educational records.

Students may not permanently withdraw from school except by a personal telephone call or written notification from the custodial parent/guardian to the Counseling staff. The withdrawing student will be given a withdrawal form on the last day of enrollment to be completed by the student's teachers indicating the status of school fees, library books, returned textbooks, and withdrawal grades in each course. A copy of this form will be given to the student to take to the next school for enrollment purposes. Upon the written request from the student's new school, a copy of the cumulative folder with all the student's records will be mailed to the receiving school.

Resources**Books and School Provided Materials**

Students are expected to take proper care of all books issued to them in the classroom or library. The student shall pay for the loss, destruction or defacement of issued books. Students will be charged full replacement cost for books. A minimum damage fee of \$1.00 will be charged for each book. All students are issued a personal laptop. Annually, students will pay \$25 for laptop insurance. If the laptop is lost or destroyed beyond repair, there will be a replacement fee; insurance does not cover these things. Theft of a laptop must be reported to the School Resource Officer or the police department.

Incentives/Rewards/Field Trips

Students are afforded opportunities during the school year to participate in various incentive programs, which promote academic achievement and excellence. Students that have been assigned ISS twice within a 9-week grading period will have their privilege of attending afterschool events revoked, all OSS consequences result in no afterschool event participation for the grading period.

9-Week Incentive Trip

Students will be afforded the opportunity to participate in an incentive trip at the end of each 9-week grading period that may include field trips such as the trampoline park, bowling, the movies, a picnic, etc. The qualifications to attend the trip include but are not limited to: No ISS/OSS assigned during the grading period, no more than 5 unexcused absences, no more than 5 unexcused tardies, no more than 6 marks on their Pirate Card, and end of quarter grades cannot be lower than a 70. Permission slips will be provided to qualifying students before each trip. The permission slip and applicable fees must be turned in prior to the due date to be eligible to attend.

Media Center

The media center is open throughout the day for check out, independent study, or for teachers to schedule class periods for research and other needs. Students may check out two books at a time for a period of two weeks. Students must renew or return books by the due date to keep their accounts in good standing. If a student has an overdue book or owes a fine, he or she may not check out another book until that book has been renewed or returned. The charge for a lost book is the purchase price of the book. If a book is relocated and returned **within 60 days of payment**, a refund will be issued. If a book is found after the 60-day period, no refund will be issued. Damaged books should be returned to the media center for repair. If the books cannot be repaired, the student will be charged the replacement cost.

Lockers

Student use of lockers is a grade level decision that will be made at the beginning of each year. They are available for students to use during PE. Students are encouraged to give their Physical Education teacher any valuables to hold during PE. **Students should not place jewelry, money, watches, electronic devices or other valuables in their lockers. Students should give these items to their teacher to hold. School employees are not responsible for items left unsecured in the locker room.** Students are assigned lockers in the locker rooms to hold books and clothes during physical education. Students are expected to use their assigned lockers. **Students are strongly encouraged to bring their own lock to use on locker room lockers.**

Telephones

Student use of office phones should be for emergency purposes only. Phone calls will not be permitted for forgotten assignments, supplies or money.

Facilities and Transportation

Cafeteria (Policy Code 6225)

The cafeteria opens for breakfast at 6:55 a.m. Students who eat breakfast are to check in with their homeroom teacher and then go to the cafeteria. After eating and by the sound of the first morning bell at 7:15 a.m., breakfast students must report back to their homeroom. All students are expected to eat lunch in the cafeteria. All students must go to the cafeteria with their assigned class, regardless of whether they bring or buy lunch. Students are expected to clean up behind themselves and aid in the cleanliness of the cafeteria. Students are expected to pay for all items they wish to purchase at the register prior to sitting down with the class. Items cannot be taken past the register without paying for or properly obtaining the item. The cafeteria will accept checks, cash, or payment online for meals. A student's account should not have more than 2 charges. On a periodic basis, students who have charges on their account will receive a notice indicating the amount owed to the cafeteria. This amount must be paid before future charges on the account can be accepted. **Parents/Guardians who need to contact the cafeteria may do so by calling the school at 326-3601 and asking to be transferred to the cafeteria's extension.**

Clear water bottles with screw-type lids will be allowed within the school building, but must be stored in the student's bookbag.

Child Nutrition offers healthy meals every school day. Breakfast costs **\$1.25**; lunch costs **\$2.25**. Your children may qualify for free meals or for reduced price meals. Reduced price is **available at no charge** for breakfast and **\$.40 for lunch**.

If your child was free or reduced last year, it is not an automatic approval this year. Your child's application is only good for that school year and for the first few days of this school year. You must send in a new application unless the Child Nutrition office notified you in writing that your child is eligible for the new school year. *Use one Free and Reduced Price School Meals Application for all students in your household.* We cannot approve an application that is not complete, so be sure to fill out all required information. Return the completed application to: **Child Nutrition Department, P. O. Box 99, Jacksonville, NC 28541 or bring it into our office at 200 Broadhurst Rd, Jacksonville, NC 28541. Our telephone number is (910) 478-3480.**

Parents are responsible for all charges accrued until the date the application is approved.

Students approved for free or reduced priced meals must choose a FULL meal. Individual items and milk selections result in a la carte pricing. A la carte items are not available for charging.

Bus Transportation (Policy Code 6305)

Students and parents are encouraged to read the pamphlet on bus safety which every child receives on the first day of school. Contained in this pamphlet are the rules and regulations established by the NC Department of Motor Vehicles, Division of Highway Safety and the NC State Board of Education. The safe transportation of students to and from school is of utmost importance. Students are expected to maintain appropriate conduct when riding the school bus. ***Riding the school bus is a privilege, not a right.*** When a student's behavior is such that it jeopardizes the safety and well-being of students on the bus, that student may be temporarily or permanently suspended from school transportation services and/or from school. The school's jurisdiction extends to student bus stops. *All school rules apply during this time.* The Swansboro Area Bus Coordinator, Mrs. Judy O'Donnell, can be reached at 326-1436.

In order for a student to ride a bus to which he/she has not been assigned, the student must give a note signed by the parent to the front office for approval. Notes should include a valid parent contact number and signature and should be turned in at the office upon arrival at school. The note should include the bus number of the alternate bus and the child's destination. Once the note has been verified by the office, the student will receive a blue pass to board the bus in the PM. It is important to keep in mind that this request will only be granted under these conditions and providing there is room on the alternate bus.

According to North Carolina General Statute 115C-245: The driver of a school bus...shall have complete authority over and responsibility for the operation of the bus and the maintaining of good order and conduct upon such bus, and shall report promptly to the principal any misconduct upon such bus or disregard or violation of the driver's instructions by any person riding upon such bus. The principal may take such action with reference to any such misconduct upon a school bus, or any violation of the instructions of the driver, as he might take if such misconduct or violation had occurred upon the grounds of the school.

Private Cars and Walkers

There are no check outs after 2:00pm. Parents/guardians are expected to pick up their children after school at the appropriate location and time. Students will be assigned to a school bus in the afternoon if the parents/guardians are habitually late in picking up the child from school. *Students will not be permitted to walk across Highway 24 to one of*

the businesses or other local establishments without a written note signed by the custodial parent. There is no supervision for students before school or sporting events, unless they are an athlete playing that afternoon/evening.

School/Home Communication and Academic Expectations

2018-2019 Onslow County School Fees

*All fees will be paid to the homeroom teacher.

Instructional Supply	\$ 5.00
Band/Orchestra	\$10.00
Chorus	\$ 5.00
Art	\$ 7.00
Piano	\$ 5.00
Technology Usage Assessment/Fee	\$25.00

All students are required to pay Instructional Supply Fees. These fees are to be paid to the homeroom teacher. These fees are not optional. However, a fee waiver request can be obtained from the office.

Students are not required to participate in school-wide sales or fund-raising, but are responsible for the money or articles if they choose to participate.

Promotion (Policy Code 3420)

Students in grades 6 – 8 shall meet state and local promotion requirements to include demonstrating 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 classify 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.

Students in grades six through eight must earn a passing grade in a minimum of five yearlong or equivalent yearlong combination curricular classes, two of which should be language arts and mathematics.

Grades on report cards will be numerical:

Grading Scale	
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Principal's List: List of students who make all A's on their report card.

Honor Roll: List of students who make only A's and B's on their report card.

Progress Reports and Report Cards

In order to keep parents aware of their child's progress, each teacher will send a progress report every three weeks to each student's parent for their signature. Parents are encouraged to call their child's teacher when a question arises. Teachers are available for conferences during their team planning period or after school. Report Cards will be issued according to the school calendar. Please see school calendar for dates. Report card envelopes should be signed and returned the following day. In addition, weekly grade sheets will be sent home for parent signature.

Late Work Policy

As part of our mission, the pirate community is expected to exhibit a strong work ethic. Students are expected to turn in all assignments, projects, classwork, and homework **on time**. Teachers will deduct 10% of the grade each day an assignment is not turned in on time. After five days, the grade will be converted to a zero. Alternative strategies to promote a positive work ethic, such as community service and after-school tutoring may be implemented at the discretion of administration.

Newsletters and Mailings

Throughout the year, the school staff will email weekly updates by team and send home with the student important information for parents/guardians if no email is available. Ask your child on a weekly basis about any information sent home.

Parent-Teacher Conferences

Parent/teacher conferences may be scheduled by calling the school and speaking with Mrs. Flowers. Appointments should be made through the front office or directly with the teacher. All parents are encouraged to visit the school and the teachers. The first step to answering questions or resolving problems or concerns is to contact the teacher. At-risk conferences will be held after each grading period. Parents are expected to attend to stay up to date with the student's promotion status.

School Counselors, School Social Worker and School Nurse (Policy Code: 3610)

We have a fully staffed counseling department, a school social worker and a school nurse. The school social worker and nurse are assigned to several schools, but are on-site and on-call for assistance. Students and parents are encouraged to seek the help of these individuals when necessary.

Student Behavior and Management Expectations

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 Swansboro Middle School, 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.

All teachers will establish, communicate, and post classroom rules and consequences so students and parents understand the expectations for that class. Those expectations will be shared orally and in written form to students. Parents will also receive this information in writing during the first week of school. Teachers will handle disciplinary matters with students involving their parent(s) when appropriate unless the offense is serious enough to warrant administrative intervention. If a student is referred to the office, the administration will be responsible for the disciplinary action pursuant to state and local Board policies and will communicate decisions made to the student, his/her parent, and the referring teacher(s).

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 to after-school detention, in-school suspension, the Onslow County Alternative Learning Center, or suspension out of school on a short-term (10 days or less), long-term (longer than 10 days), 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.

Cell Phones and Electronic Devices (Policy Codes 710/3225/3226/4205/6523/7320)

In the age of technology, we respect the desire for parents to provide students with cell phones and other handheld electronic devices for obvious safety and communication purposes. Cell phones and electronic devices should not be used, seen or heard, unless the teacher has given permission. **This includes the use of text messaging. Devices, headphones, and speakers should be kept in the student's bookbag at all times. There are to be no headphones or speakers heard or visible unless the teacher has given permission for classroom use.** Consequences for disobeying this rule will be as follows:

- 1st offense: warning with one mark (refer to school-wide behavior Pirate Card system)
- 2nd offense: warning with one mark (refer to school-wide behavior Pirate Card system)
- 3rd offense: student receives a mark, the item is confiscated, parent is notified, and parent must pick up from the front office
- 4th offense: Office referral and disciplined accordingly.

Students will be asked to put their technology devices away at the time of 1st and 2nd offenses. If the student refuses to do so, additional consequences will be considered. The school will not be responsible for lost, stolen or damaged equipment of this kind.

Dress Code (Policy Code 4303)

The way you dress reflects the kind of person you are. It is generally accepted that cleanliness, good grooming and appropriate dress help to reduce distraction, promote health and provide a productive learning environment. Extremes in dress and personal appearance, which tend to cause distraction or pose health problems, are not acceptable at school. Clothing that is not permissible based on the preceding statement includes, but is not limited to:

1. Any clothing that advertises drugs, alcohol or inappropriate/suggestive/vulgar language.
2. Garments such as halter tops, bathing suit tops, low-cut blouses or tops, spaghetti straps, tops supported by one or no straps, tight fitting tops, tight fitting shorts or pants (to include yoga pants, tights, leggings), clothing that exposes the midriff or undergarments.
3. Headgear including caps, hoods, sweatbands, sunglasses, scarves and bandanas.
4. Any clothing or accessory that is associated with gang affiliation.
5. Footwear not designed for public use including slippers and house shoes.
6. Pants/shorts must be secured ABOVE THE WAIST so that any articles of clothing underneath the student's outerwear are not exposed.

7. Chains and Spiked jewelry – metal, plastic or rubber.
8. Clothing designed to draw undue attention or make the wearer conspicuous.
9. Pajamas are not appropriate clothing for school and should not be worn.

Skirts and shorts are permitted but must be no shorter than three inches above the student’s knee. Skirts with a slit or laces must meet this same stipulation. Tights or leggings are not appropriate unless the outer garment (shorts/skirts) meet dress code requirements. Athletic shorts are permissible for physical education classes but should not be spandex.

Pants/shorts/skirts must not contain rips, tears, or frays more three inches above the student’s knee.

It is not the intention of these guidelines to interfere with the rights of students or parents, but in the learning environment it is felt that modesty, health, comfort, and the avoidance of distracting influences are vital. 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.

From time to time we will have event days such as “Hat Day.” On those days, everyone is invited to participate in the mode of the day. Students must adhere to the dress code on these days.

After School Detention

Detention will be held at the end of the school day, Tuesday and Thursday from the end of the school day until 4:00 p.m. Parents will receive a written notice or phone call in advance. If needed, transportation is available at 4:00.

One of the primary purposes of detention is to get the parent/guardian involved in disciplining their own child. If a student fails to stay for detention, ISS will be issued the following school day.

Chill-Out

When students are mildly disruptive in class and teachers feel that a short time-out would benefit the student and the rest of the class, the student may be sent to Chill-Out. The student will spend the remainder of that class period with another teacher, completing assignments that would have been done in class. The student may return to his/her class at the end of the period. If a student is sent to Chill-Out, the teacher will notify the parent as soon as possible. Use of chill-out will be documented as an intervention on subsequent discipline referrals to administration.

In-School Suspension

The purpose of ISS is to improve student behavior and curtail Out-of-School Suspension. Students who receive ISS will be informed of the expectations and sent to a supervised small group setting to complete work provided to them by their classroom teachers. Teachers will check on the students during their ISS time to ensure that they understand the work and students can expect 30 minutes of physical activity each day.

Expectations in ISS: Students assigned ISS are not allowed to participate in extracurricular activities the remainder of the school week. Examples of extracurricular activities: school dances, athletic events (spectator or participant), concerts, etc. Students assigned ISS are permitted to attend after-school tutoring and absence make-up session unless restricted by the administration.

Students will not be permitted to attend afterschool activities after two ISS incidents within a 9-week grading period. However, any band or orchestra student who receives ISS will be required to attend their concert.

Out-of-School Suspension

While the administration does not like to suspend students, certain acts and behavior leave little choice. Some of the more common offenses which may result in suspension are fighting, involvement with drugs or alcohol, disrespect to teachers, possession of weapons, vandalism, disruption, refusal to obey reasonable requests from staff members, theft, and vulgarity.

In cases where suspension is deemed appropriate, students may be suspended up to ten (10) days. The severity of the offense, the past record of the student's behavior, and the age of the student will be taken into consideration when making such decisions. In cases of repeated violations or in cases where the health and/or safety of other students might be affected, expulsion or alternative placement may result.

Students who receive OSS are not allowed on school property during the suspension, nor may he/she attend any school function within the 9-week grading period. However, any band or orchestra student who receives OSS will be required to attend their concert.

Students who are suspended from school are expected to make up all work missed. The teacher will determine a reasonable amount of time for students to submit missed work. The student is responsible for finding out what assignments are due and completing them within the specified time period. Assignments will be made available and can be picked up in the office.

Lose Control, Lose Your License

The "Lose Control, Lose Your License" Law became effective July 1, 2000. Students who are at least 14 years old or who are rising 8th graders on or after July 1, 2000 are subject to this law. The legislation directs public schools, community colleges, and nonpublic schools to notify the North Carolina Division of Motor Vehicles (through the State Automated Driver License System) whenever a student is given an expulsion/suspension for more than 10 consecutive days or an assignment to an alternative educational setting for more than 10 consecutive days for one of the following reasons:

- The possession or sale of an alcoholic beverage or an illegal controlled substance on school property.
- The possession or use on school property of a weapon or firearm that resulted in disciplinary action under G.S. 115C-391 (d1) or that could have resulted in that disciplinary action if the conduct had occurred in a public school.
- The physical assault on a teacher or other school personnel on school property. This includes the premises of the school, school buses, or other vehicles under the school's control or contract and that are used to transport students, and school-sponsored or school-related activities that occur on or off the physical premises of the school.

School-Wide Discipline System (Pirate Card System)

A student Pirate card system will be used to establish school-wide expectations and consequences for disciplinary offenses that do not require an immediate administrative referral. Pirate cards, ID cards, and hall passes will be carried in a pouch and worn on a lanyard for the entire school day, by every student. For consequences involving parental contact via note or call home, the homeroom teacher will make contact to inform the parent of the "Mark". The escalation of consequences is:

Mark #	Consequences
1	Warning
2	Warning

3	Warning
4	Warning & Home Contact (phone or email)
5	Warning & Home Contact (phone or email)
6	Warning & Home Contact (phone or email)
7	After School Detention (form sent home with student, parent signature required)
8	After School Detention (form sent home with student, parent signature required) Intervention meeting with school counselor
9	After School Detention (form sent home with student, parent signature required)
10	Referral to administration; 1 day ISS; home contact by administration
11	Referral to administration; 1 day ISS; home contact by administration
12	Referral to administration; 1 day ISS; home contact by administration
13	Referral to administration; OSS; home contact by administration

Offenses that will result in a mark include but are not limited to:

- ❖ Continued misbehavior (after warning)
- ❖ Tardy to class (after homeroom)
- ❖ Gum
- ❖ Dress-code violations
- ❖ Minor disrespect
- ❖ Failure to turn in assignments after a reasonable time (for example 3 days)
- ❖ Improper use of equipment such as minor infraction on 1-1 device
- ❖ Hallway unsafety incidents
- ❖ In hall without a pass
- ❖ Cheating/Plagiarism
- ❖ Profanity
- ❖ Not being prepared for class: charged laptop, classroom materials
- ❖ Playing in bathroom
- ❖ PDA
- ❖ Cell phone infraction (1st, 2nd, and 3rd offense)
- ❖ Student being sent to chill-out
- ❖ Examples of off-task behaviors
 - ❖ Throwing Things (with no injury/damage to others)
 - ❖ Excessive talking
 - ❖ On websites not assigned

Students will be issued a new Pirate Card at the beginning of each quarter. Old Pirate Cards are to be submitted to the homeroom teacher. Students caught attempting to circumvent the process by maintaining more than one card will face disciplinary action.

THREE LEVELS OF DISCIPLINE

Level 1: Mild Infractions

Definition: Minor misbehaviors that can be adequately corrected at the time they occur.

Adult response: A staff member observing a Level 1 infraction corrects the student at the time, in the setting (a teaching moment).

Level 2: Moderate Infractions

Definition: Misbehaviors that, while not requiring immediate administrative involvement, do require documentation because:

1. The reporting staff member wants/needs administrative input on the incident (ex: a teasing incident that may be harassment); and/or
2. The reporting staff member feels the administrator should be aware and/or have a record of the situation (ex: a Level 1 misbehavior is becoming chronic).

Adult response: A staff member observing a Level 2 infraction corrects the student at the time and/or assigns a school-wide correction, and completes an “incident report” form that goes to the administration. **Note: the student does not come to the office at this time, only the “incident report.”**

Level 3: Severe Infractions

Definition: Serious misbehaviors that require immediate administrative involvement (office referral) and written documentation.

Behaviors that are illegal or so severe the misbehaving student’s continued presence in a setting poses a threat to physical safety or to adult authority (ex: the adult could lose control of the situation if the student were to stay in the setting).

Adult response: A staff member observing a Level 3 infraction sends the student to the office or calls for help to remove the student and completes an “incident report” form that goes to administration.

The specific misbehaviors considered Level 3 (severe) infractions include:

1. **Illegal acts** – Acts that involve breaking a state/federal law.
2. **Physically dangerous acts** – Acts that pose a threat to physical safety.
3. **Acts of defiance** – Acts in which a student engages in overt and immediate refusal to comply with a reasonable direction.

Student defiance will be considered a Level 3 interaction only when the following conditions are met:

1. The “adult” voice is used when interacting with the student.
2. The direction is clear and observable.
3. The direction is immediate.
4. The direction is given three times.
5. With the second repetition, the staff member emphasizes the seriousness of the student’s choice.
6. With the third repetition, the staff member writes the direction (giving the student time to respond, slowing down the process).

Parent Expectations

Students will be required to reflect daily in their agenda. It is our expectation that you have a conversation daily with your child about school. Students will complete grade sheets weekly with current grades and assignments due. It is our expectation that you review grades and assignments with your son/daughter, sign, and return the grade sheet. Daily conversations with your son/daughter while sometimes difficult, are crucial to ensuring they are developing healthy and appropriate habits as they progress through this stage of their life.

Student Health

Communicable Diseases (Policy Code 4230.5)

In the event a child has a communicable disease, it is expected that the child remains at home until no longer contagious. Children with head lice are not allowed to return to school until cleared by the appropriate school personnel or health department. Students with a fever shall not return to school until 24 hours have passed since fever was last detected.

Insurance (Policy Code: 4220)

Each student is given the opportunity to purchase school accident insurance at the beginning of the school year. This covers the student from the time he/she leaves home in the morning until he/she returns home at the end of the school day. If an accident occurs, it is the responsibility of the parent to obtain a claim form from the office, have it properly filled out and return it to the school for processing. Failure to do so may result in the insurance company refusing to pay the claim. Please be aware that school insurance does not cover the entire doctor's bill. It is intended to supplement the student's existing policy.

1. All students participating in athletics are required to either purchase insurance or sign an insurance waiver.
2. We strongly recommend that students enrolled in physical education consider purchasing insurance.

Medication/Student Health Needs (Policy Codes 4325 and 6125)

The school will administer only those medications, which are in their original container with the pharmacist's label intact. Other than the above situation, the school staff will not give medications of any type. Non-prescription drugs, such as aspirin, Tylenol, cough medicine (including cough drops, eye and ear drops, etc.) are included in this policy.

The parent must take the medication form to the doctor and have it filled out for each medication administered by the school and must be updated with each change in prescription. Medication forms may be obtained from the office. Only those students who have a medication form on file will be allowed to leave class to take medication.

Students in possession of prescription or non-prescription drugs who have not followed the guidelines of this policy will be subject to the provisions of the Onslow County Discipline Policy involving possession of drugs.

Should a student's medical condition necessitate frequent restroom visits, a note will be required from a doctor, which should be provided to the student's teacher to allow frequent use of the restroom. If a student needs water as directed by his/her physician, a note signed by the doctor is required.

Extra and Co-Curricular Activities

There are many opportunities for students to be involved at Swansboro Middle School. All students can participate in such activities as Battle of the Books, Math Counts, Academic Derby or school plays, etc. All 7th and 8th Grade students who are eligible in terms of academic progress and attendance may try-out for school sports. Sports eligibility is governed by the guidelines established by the Onslow County Athletic Association in accordance with those established by the State Athletic Association. There are also opportunities for students to be eligible for National Junior Honor Society. Participation is an earned opportunity and full commitment to group or organization is expected.

Athletics (Policy Code 3620)

Our athletic program consists of the following interscholastic sports: football, girls softball, boys/girls basketball, baseball, boys/girls soccer, volleyball, boys/girls track, wrestling and cheerleading.

Middle School athletic participation and attendance eligibility requirements:

- student must be legally enrolled at the school
- student must reside with parent or legal custodian in that school's attendance zone or be assigned to the school by the Board of Education
- student must be in the 7th or 8th grade (6th graders are not eligible to participate in athletics)
- student must meet local and state standards for promotion from the previous grade
- student must have passed a minimum of 4 classes (at least 3 of those must be core courses [Math, Science, Social Studies, Language Arts] plus 1 Encore class) from the previous semester
- student must have been in attendance for 85% of the school days from the previous semester
- student must not have more than 5 unexcused absences from the 9-week grading period prior to try-outs, no more than 10 total from the previous semester. If student reaches 5 unexcused during the season, they will no longer be eligible for participation.
- student must not have more than 5 unexcused tardies from the 9-week grading period prior to try-outs, no more than 10 total from the previous semester. If a student reaches 5 unexcused tardies during the season, they will no longer be eligible for participation.
- student can only participate in middle school athletics 6 semesters after first entering the 6th grade
- student cannot turn 15 years of age on or before August 31 of the current academic year
- student must receive a medical examination each academic year from a duly licensed physician, nurse practitioner or physician assistant
- student and his/her parent must sign the Gfeller-Waller Concussion Awareness form prior to participating in any tryout, practice or contest (new form must be signed each academic year)
- student cannot have been convicted of a felony, or any criminal offense that would have been a felony if committed by an adult

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, NC 28540, 910-455-2211.

Physical Activity and Physical Education

All students are required to participate in daily physical activity and in a physical education course each school year. Our state legislators enacted the Healthy Child Law requiring students to participate in 225 minutes per week of physical activity. This requirement is separate from the state requirement that students participate in a physical education course.

Physical Education courses are also provided to our students. This is a graded course and has specific participation and dress code requirements. In order to participate fully in the physical education program, students must dress out for each class. Acceptable physical education attire includes the following choices:

- Plain gray, white, black or blue (any shade) t-shirt or sweatshirt
- Plain gray, black or blue (any shade) athletic style shorts, wind pants or sweatpants
- Properly laced tennis/athletic shoes with socks
- No logo or writing on clothing
- No denim, sleeveless/tank tops, sagging or rolled up waistbands
- All clothing must follow dress code.

Jackets/hooded sweatshirts may be worn during cold weather over proper gym attire.

Swansboro Middle School

1240 West Corbett Avenue, Swansboro, N.C. 28584

(910) 326-3601

* Jacob Mabry, Principal *

Krystal Tyndall, Asst. Principal * Megan Bond, Asst. Principal

As parent/guardian of a Swansboro Middle School student, I have read the 2018-2019 student handbook. I understand the expectations set forth in the handbook and both my responsibility and my child's responsibility in following its guidelines. I understand that concerns about my student throughout the year can be addressed to my child's teachers, school counselors or the administration. I understand the behavior expectations and consequences. I understand that I have been advised that neither this handbook nor the Onslow County Discipline Handbook is all-inclusive.

Student Name Printed: _____

Student Signature: _____

Homeroom Teacher: _____

Parent Signature: _____

Date: _____