

JACKSONVILLE COMMONS MIDDLE SCHOOL



STUDENT HANDBOOK
2017-2018

Table of Contents

Principal's Message	3	Hearing Screening Notification Letter	14
School 9-Week Calendar 2017-2018	4	Homework	14
Academic Dishonesty	5	Immunizations.....	14
Accidents.....	5	Inclement Weather	15
After-School Activities	5	Illness/Sickness	15
After-School Detention	5	In-School Suspension (ISS)	15
Arrival to School.....	5	Instructional Time	15
Assessments/Testing	5	Insurance (Medical)	15
Athletics	6	Interim Reports/Progress Reports	15
Attendance	6	Internet.....	15
Bicycles.....	7	Lockers	15
Bomb, Weapon, Biological or Chemical Threats	7	Loitering	15
Book Bags	7	Lost & Found	16
Breakfast.....	7	Lunch/Meals	16
Bullying/Cyberbullying/Harassment	7	Media Center	16
Buses	8	Medication.....	16
Cell Phones & Electronics	8	Moment of Silence	16
Checks	9	Onslow County Learning Center.....	16
Checking Out/Checking In	9	Out-of-School Suspension (OSS)	17
Clubs, Programs & Student Groups	9	Physical Education.....	17
Communicable Diseases	10	Pictures	17
Communication with Administration	10	Principal's List/Honor Roll	17
Communication with Teachers & Conferences	10	Profanity/Disrespect.....	17
Computers, Electronic Equipment, Technology & Curriculum	11	Promotion/Retention Standards	17
Directory Information.....	11	PTO & Parent Volunteers	17
Discipline	11	Report Cards.....	17
Disobedience/Insubordination/Failure to Comply.....	11	Safety	17
Disorderly Conduct	11	School Characteristics.....	18
Dismissal.....	12	School Dances	18
Dress Code	12	Skateboards.....	18
Drills.....	12	Student E-Mail and Microsoft Office 365	18
Drugs, Alcohol, & Weapons.....	12	Student/Parent Grievance Procedure	18
Family Educational Rights & Privacy (FERPA)	12	Student Services.....	18
Fees	13	Surveys	18
Field Trips	13	Tardy policy	19
Fighting/Videotaping a Fight/Horseplay	13	Telephones	19
Fire Drills.....	13	Textbooks.....	19
Food, Candy, Sodas, & Drinks.....	13	Title IX	19
Flower & Balloon Delivery	13	Tobacco Policy.....	19
Gambling	14	Vandalism and Theft.....	19
Gangs.....	14	Visitors on Campus	19
Grading.....	14	Valuables.....	19
Hall Passes.....	14	General Expectations/PBIS	20 & 21

August 28, 2017

Dear Jacksonville Commons Middle School Students and Families,

We are super excited to welcome your child to JCMS for what promises to be an outstanding middle school year. Our dynamic staff of teachers and professionals looks forward to serving your student and ultimately your family by creating a community of learners that will provide your child an excellent education and guide them through the challenging years of adolescence.

A few things you may not know about JCMS:

- JCMS is a National AVID Demonstration School which means our instruction is inquiry based and collaborative and teaches students to be reflective learners.
- JCMS uses a Positive Behavior Intervention and Support (PBIS) system to teach appropriate behaviors throughout the school.
- JCMS is the largest middle school in Onslow County. Over 20% percent of our students' families have a military connection and we serve students from countries all over the world.
- JCMS offers Math 1, Spanish 1, and World History courses to ready 8th grade students for High School credit.
- JCMS' proficiency data has risen for the last two consecutive years and had the 3rd highest student growth numbers in the county last school year. We are growing prepared students and closing learning gaps!!!

The following JCMS Student Handbook has been produced to ensure you have ready access to the school calendar (pg. 2), school procedures and expectations (pgs. 3-17), PBIS guidelines (pgs. 18-19), and AVID Instructional Materials (pgs. 20-33). Each item was thoughtfully created to ensure that all students learn in a safe, nurturing, and motivating environment.

Parents and guardians, you are an integral part of our team and we need your support to create an optimal learning environment. To do so, it is important to:

- Read and review the handbook with your child and return the signoff form.
- Create a Parent Portal account to have instant access to your child's grades and attendance info
- Make sure JCMS has current email and phone info so you can receive text alerts and newsletters
- Ensure your child maintains good attendance with minimal absences, tardies, and early checkouts
- Communicate with your child daily about school
- Contact us when you have a concern

Students, there are things you can do, too. Follow the Knight's Code: Be Respectful, Be Responsible, Be Safe.

We are thankful to be able to serve your student and look forward to the great promise & opportunities this year will afford us. Welcome to a new school year at Jacksonville Commons Middle School!

Curtis Ehmann, Principal

2017-2018 JCMS STUDENT HANDBOOK

ACADEMIC DISHONESTY [OCS BOE Policy 4302/4310]

Academic dishonesty includes cheating and plagiarism. Cheating is defined as the giving or receiving of unauthorized aid. Plagiarism is defined as taking and using the ideas or writings of another as one's own. Cheating and plagiarizing are serious offenses. Academic dishonesty is a behavior and shall not be addressed through grades. Consequences for engaging in academic dishonesty will be provided in accordance with the School Plan for Management of Student Behavior (Board Policy 4302). Students who engage in academic dishonesty may be given an alternative assignment and may be disqualified from being considered for membership or may be subject to immediate dismissal from the National Junior Honor Society.

ACCIDENTS

When an accident occurs during the school day, the following procedures will be followed:

1. The accident must immediately be reported to the nearest teacher or staff member.
2. The accident will then be reported to an administrator or school nurse.
3. If medical attention is needed, the student's parents will be notified.
4. Jacksonville Commons Middle School assumes no responsibility for any medical expenses incurred.

AFTER-SCHOOL ACTIVITIES [OCS BOE Policy 3620]

STUDENTS MUST BE PICKED UP PROMPTLY FROM ALL AFTER SCHOOL ACTIVITIES. School-sponsored dances will be held after school and end promptly at 5:00 p.m. Sporting event times will be announced. Students must display appropriate behavior and dress while attending all after-school activities, whether on or off campus. Failure to comply with these guidelines will result in the student losing his/her privilege to attend future events and may result in disciplinary action. Students must be counted present for the day of the event to participate in an extracurricular activity for that day.

Depending on the schedule of individual teachers – and with written parent permission – additional academic assistance and/or tutoring may be offered to students after school. **Students should submit a permission slip prior to making arrangements for staying after school for tutorials/extra help.** Transportation will not be provided for after school tutorials. Arrangements for all afterschool tutorials should be made a day in advance with the student's teacher.

AFTER SCHOOL DETENTION/ASD [OCS BOE Policy 4356]- **After school detention will end at 4 pm.**

- Teachers may assign lunch or after school detention for violations of rules on the ***Knight's Code: Be Respectful, Be Responsible, Be Safe.*** Each classroom and area will have the rules posted. The teacher's judgment will determine the number of days for the violation.
- The teacher will notify the parent that detention has been assigned. If the student already has detention for another teacher or office detention, the student is to notify the teacher and a time schedule arranged.
- Parents will receive a minimum of one day notice before the assigned day of detention.
- If a student misses a teacher-assigned detention, the teacher will contact the parent/guardian and reassign the detention.
- Missing the make-up detention may result in an office referral.

ARRIVAL TO SCHOOL

Students should not arrive to school before 7:15 a.m. All student drop-offs by motor vehicles should take place in the front driveway closest to the office. If a student arrives before 7:30 a.m. they are to sit in the gym until the building opens at 7:30.

ASSESSMENTS/TESTING

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

- The End-Of-Grade Reading and Math tests are administered to all students at the end of the school year. (20% of Final Grade)
- The End-Of-Grade Science test is administered to all 8th grade students at the end of the school year. (20% of Final Grade)
- The End-Of-Course Math I test is administered to students enrolled in Math I upon completion of the course. Students enrolled in a Math I course DOES NOT have to take the End-Of-Grade test for Math.(25% of Final Grade)
- The NC Social Studies Final Exam is administered to all students at the end of the school year. (20% of Final Grade)
- The NC Science Final Exam is administered to students in 6th and 7th grade at the end of the school year. (20% of Final Grade)
- CTE testing is a state required test held twice a year for students enrolled in Keyboarding, Computer Technology, STEM, and Careers.

ATHLETICS [OCS BOE Policy 3620]

Seventh and eighth graders are eligible to participate in Onslow County's middle school athletic programs if they meet the requirements established by the North Carolina Department of Public Instruction, the Division of School Athletics and the Onslow County Middle School Conference. These requirements are as follows:

A student must be in the seventh or eighth grade and meet local and state promotion guidelines. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. A student/ athlete has four semesters of athletic eligibility once he/ she first enters the seventh grade. Academic requirements for fall semester sports are based on his/ her previous semester grades. Spring semester academic requirements are based on the fall semester grades for the current school year. Specifically, students must earn a passing grade in a minimum of three core classes (ELA, math, science, social studies) and one Encore class based on the previous semester's grades. Student/ Athletes must have been in attendance at least 85% of the previous semester. A student, who becomes 15 years of age on or before August 31, is not eligible for middle school athletics. Student athletes are to maintain passing grades in their current classes to play in games.

When determining athletic eligibility for the second semester of the 2017-2018 school year and all subsequent semesters, any absences from the previous semester verified to be excused/lawful by the student's school will not be considered. Students will forfeit athletic eligibility when unlawful/unexcused absences, out-of-school suspensions, or any combination of unlawful/unexcused absences and out-of-school suspensions during the previous semester exceed ten (10) days. No process will exist to request a waiver of unexcused/unlawful absences or out-of-school suspensions.

Note: An athlete becomes eligible or ineligible on the first day of the new semester. All athletes must turn a physical examination form and a Student-Athlete Participation Contract into the coach/Athletic Director prior to trying out for a team. Physical forms remain current for one calendar year.

The following sports are available at Jacksonville Commons Middle School:

Football	Soccer
Basketball	Volleyball
Track	Softball
Baseball	Cheerleading
Wrestling	

Students who are absent may not participate in that day's athletic events to include practice. Students must be in attendance at least ½ the school day to be eligible to practice or play with their team, take part in team activity, or participate in an athletic event on that day. Exceptions should be approved in advance by the Athletic Director or a school administrator.

Athletes who receive ISS or OSS are not permitted to participate in a game and/or practice during the suspension time. Removal from the team is at the coach's discretion. (Athletic Code of Conduct will be given to each student that makes a team.) More than one incident of ISS or OSS during an athletic season will result in removal from the team.** Student athletes must remember that they are representing Jacksonville Commons Middle School when in uniform or traveling as a group. Athletes must show respect and pride for themselves, our school, and opposing teams at all times. Any athlete who is removed from a team for any reason cannot rejoin that team. Athletes failing to complete the entire season due to disciplinary issues or failure to attend games/events will not be recognized as having completed the season. Student athletes are students first, and are expected to maintain good grades during athletic seasons.

ATTENDANCE [OCS BOE Policy 4400/G.S. 115C-378 & 380]

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 record.
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 student's teacher.
4. Students are expected to be in class and fully participating in instruction throughout the school day. Excessive tardiness and/or early checkouts will be referred to the appropriate authorities and will also be considered by the principal when making a promotion determination.
5. Regular attendance by every student is mandatory: the State of North Carolina (G.S. 115C-378) requires every student between the ages of seven and 16 years to attend school. Any parent, guardian, or other person violating the provisions of the Compulsory Attendance Law is guilty of a class 1 misdemeanor (G.S. 115C-3801).

On the day returning after an absence, a note must be given to the student's homeroom teacher that includes the following information: *Number of days absent, Dates of absences, Reason for absence, Parent's signature*

Absences will be considered excused for the following reasons:

1. Personal illness or injury

2. Death of an immediate family member
3. Quarantine
4. Educational opportunity (Approval from the principal required at least 5 days in advance)
5. Medical or dental appointments
6. Court or administrative proceedings
7. Religious observances

Students arriving after 11:20 a.m. or checking out before 11:20 a.m. will be counted absent for that school day. Students will be permitted to make up all missed work and tests when absent or suspended. It is the student's responsibility to arrange a reasonable schedule with the teacher for turning in missed assignments.

The following school-related activities will not be counted as an absence from either class or school.

Field trips sponsored by the school, School-initiated and scheduled activities, Athletic events requiring early dismissal from school, and ISS.

Excessive absences: The principal/ designee will notify parents and take all other steps required by state law G.S. 115C-378 for excessive absences. Students will receive a letter from the school when they have 3, 6, and 10 unexcused absences. When a student has accumulated 10 absences in a semester, the principal or designee will conduct an investigation to determine if the parent or guardian has made a good faith effort to comply with the law. Dependent upon the outcome of the investigation, the principal or designee may take further action in accordance with state law.

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 a combat support posting will be granted additional absences as the discretion of the Superintendent or designee to visit with his or her parent or legal guardian. Five days prior to the absences, the parent or legal guardian must present to the school principal a written statement requesting the absences be lawful. The principal shall use his/her discretion on the reasonable number of days the student may be excused from school.

In the case of absences due to out-of-school suspensions (OSS), the student will be permitted to make up all missed work and tests. It is the student's responsibility to arrange a reasonable schedule with the teacher for turning in missed assignments.

Perfect Attendance: Unless superseded by the Onslow County Board of Education Policy, Perfect Attendance certificates will be issued only to those students who have been in school every minute of every day.

BICYCLES

Riding a bicycle to school is a privilege and students are expected to ride in a safe and responsible manner and must wear bicycle helmets. Bicycles should be chained and locked to bicycle racks. Upon arrival on campus, students are to walk their bike to the bike rack. Jacksonville Commons Middle School will not assume responsibility for lost, stolen, or damaged bicycles.

BOMB, WEAPON, BIOLOGICAL OR CHEMICAL THREATS [OCS BOE Policy 4333]

According to Onslow County School Board Policy 4333, "The board will not tolerate the presence of weapons or destructive devices, bomb, biological, or chemical/biological threats or actions that constitute a clear threat to the safety of students and employees." Additionally, Policy 4333 notes: "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 the presence, use, or threat of any biological or chemical substance, instrument or artifact. Offenses may result in a 365-day suspension, assignment to Onslow County Learning Center, and legal action.

BOOK BAGS

We discourage rolling book bags, during class changes the hallways are crowded and they can present a tripping hazard. We do recommend a book bag that has a padded compartment for the student's laptop. It is up to the individual teacher as to how book bags are addressed within the classroom.

BREAKFAST

Breakfast is available in the school cafeteria each morning. The cafeteria will open promptly at 7:30 a.m. Breakfast in the mornings will be eaten in homeroom and not in the cafeteria. Students who are eating breakfast are expected to go directly to the cafeteria, get their breakfast, and take it to their 1st period class. Students that are not eating breakfast report directly to their homeroom class. All breakfast materials will be disposed of by 8:05. Any student brought to school late by parents will not be allowed to purchase breakfast.

BULLYING / BULLYING/HARRASSMENT [OCS BOE Policy 1710/4021/7230, 1736/4036/7236 & 4331 / NC G.S. 115C-407]

The terms harassment and bullying are defined by Board policy as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that:

- Places a student in actual and reasonable fear of harm to his or her person or damage to his or her property or;

- Creates or has the potential to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefit.

“Hostile environment” means that the victim subjectively views the conduct as harassment or bullying and that the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is harassment or bullying.

Harassment, bullying or cyberbullying may include, but are not limited to the following – and may be made verbally, in writing, via electronic message (text message, Tweet, post to a social media site or discussion board, etc.):

- Derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student
- Intentional emotional harm to a student by exclusion and/or isolation
- Hostile comments about another student’s race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated
- Unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim.

Reporting & Complaint Investigation Procedures

Bullying and/harassment reporting forms for teachers, parents, and students are available in the front office and on the school’s webpage: <http://jacksonville.nc.ocm.schoolinsites.com/>

Students, parents, volunteers, and/or visitors are encouraged to submit any complaints of discrimination or harassment, other than sexual harassment, through the grievance procedure established in policy 1740/4010, Student and Parent Grievance Procedure. Reports may be made anonymously and all reports shall be investigated in accordance with said policy. All incidents will be investigated and violations **may** result in out-of-school suspension. For further clarification, please refer to Onslow County Schools PROHIBITION AGAINST DISCRIMINATION, BULLYING AND HARASSMENT OCS Board of Education Policies 1710/4021/7230.

BUSES [OCS BOE Policy 4316]

Because the safety of our children is a top priority, it is imperative that all parents and students review the Onslow County Schools’ Student Discipline Policies and School Bus Safety Regulations Handbook. Of particular importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. These policies will be enforced with parents and students receiving written notification of consequences based on severity of violations and prior rule infractions. The consequences may include: Student/Administrator conference, Notification of parent, After School Detention, ISS, OSS, and Suspension from Bus. Please help us ensure that the bus ride for all students is a safe one.

The following rules have been established by the transportation department of Onslow County Schools and must be observed for the safety of all bus students.

1. The students must obey the driver’s directions promptly.
2. Noise on the bus shall be kept to a minimum at all times to assure safety.
3. Distracting the driver’s attention by participating in disruptive behavior while the vehicle is in operation is prohibited.
4. Passengers should go directly to their seats and remain seated, facing forward until the bus comes to a complete stop at the unloading area and the driver has opened the front door.
5. Eating, drinking, chewing gum, littering, and use of electronics is prohibited on the school bus.
6. Keep the aisles clear at all times.
7. Profanity, rude comments, and/or yelling out the window will not be tolerated.
8. Parents are responsible for any damage done to the bus by their children.
9. Students must have written permission approved through the office in order to get off the bus at any stop other than the regular stop.
10. Large objects can obscure the driver’s view of the road and the students. Therefore, no large objects such as posters, school projects, large musical instruments, flowers, balloons, or bags may be carried on the bus.

Students may ride only the bus to which they are assigned. Administrative approval must be obtained prior to riding an alternate bus. A written request must include date, regular bus number, bus number being requested, location for student drop-off, and a phone number to verify the bus change request. No student will be allowed to ride any bus that they are not assigned without this note being signed by both a parent and an administrator. Also, space must be available on the bus for the student to ride. ALL BUS NOTES MUST BE SUBMITTED TO THE OFFICE BEFORE THE TARDY BELL RINGS IN THE MORNING. Students are expected to follow the directions of the bus driver. Routinely, bus suspensions are used as consequences for bus infractions; however, parents will be given an opportunity to help correct minor issues in lieu of bus suspensions for the first offense.

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

JCMS recognizes the prevalence of cell phones in today’s society. Students are permitted to bring their cell phone to school, but to keep them turned off and out of sight between 7:30am and 3:15pm.

<http://jacksonville.nc.ocm.schoolinsites.com/>

twitter: @JCMSKnights

Throughout the school year, JCMS staff will use Common Sense Media lessons designed to address digital citizenship and digital etiquette to promote a safe and engaging learning environment. Students are not permitted to use their cell phones for *personal use* during transition periods, at lunch, or at any other time during school hours. Cell phones should be powered off during school hours and kept out of sight. When phones are visible, they will be collected by the teacher and turned into the office for parent pickup. Students with chronic or serious cell phone violations may lose the privilege of bringing a cell phone to school.

Any student involved in videotaping a violation of school policy (ie: a fight, a fight, another violation of school policy, or), using a video to create a disruption among the student body, and/or circulating the contents to others through Kik, ooVoo, WhatsApp, Instagram, Tumblr, Vine, Snap Chat, Twitter, or any other social media or media-sharing outlet will be subject to disciplinary action.

Items that are not necessary for the educational process (ie: radios, CD players, I-Pods, MP-3 players, pagers, laser pointers, cameras, toys, collectable cards, shockers, etc.) are prohibited in classrooms during school hours and on the school bus. The item will be confiscated and placed in the front office with the child's name. Only a parent or guardian may pick up confiscated items. The school does not take responsibility for electronic items that are lost or stolen.

CHECKS/PERSONAL CHECKS

Make all checks out to JCMS. Write the related student's name on the memo line and write your telephone number at the top. There will be a \$25.00 service charge for all returned checks.

CHECKING OUT/CHECKING IN

All students who arrive at school after 7:50 a.m. must check in at the office.

In order to check a student out from school, parents/guardians must follow the following procedure:

Students who arrive after 11:20 a.m. or check out before 11:20 a.m. will be counted absent for the entire day.

- Only custodial parents/guardians and individuals with prior permission may check students out of school.
- A parent may come by the school to designate another person in advance and in writing if they wish to allow another person to check his/her child out.
- The parent/guardian must present a picture ID that will be compared to the child's demographic file before the child is released. This is a safety procedure and there will be no exceptions.
- Other procedures will be explained by the school receptionist if necessary.
- Students who need to be checked out must be signed out by a parent or authorized adult in the school office no later than 2:45 p.m. The last thirty minutes of the school day is very busy. Please help us maintain a strong instructional environment by allowing students to complete their school day.

CLUBS, PROGRAMS & STUDENT GROUPS [OCS Board Policy 3620]

Students learn responsibility, teamwork, and other useful traits when they participate in co-curricular activities. Some of these activities are listed below:

- **Academic Derby:** 6th- 8th grade students selected to compete in matches against students from other middle schools from Onslow County.
- **All-County Band:** Students enrolled in band will have the opportunity to try out for this honor of performing with other talented band students across the county. Students selected to the All-County Band will participate and perform in a two-day clinic (usually in February).
- **All-County Chorus:** Students enrolled in chorus will have the opportunity to try out for this honor of performing with other talented choral students across the county. Students selected to the All-County Chorus will participate and perform in a two-day clinic (usually in February).
- **All-County Orchestra:** Students enrolled in orchestra will have the opportunity to try out for this honor of performing with other talented orchestra students across the county. Students selected to the All-County Orchestra will participate and perform in a two-day clinic (usually in February).
- **Art Club:** Students will apply to be selected to Art Club and will need to submit examples of their art as part of the application process. Member will explore different aspect of art and art history and will participate in community involvement projects. Student do not need to be enrolled in an art class to participate.
- **Battle of the Books:** 6th, 7th and 8th grade students (who enjoy reading) compete in the spring against other middle school students on their knowledge of selected literature.
- **Chess Club:** 6th, 7th and 8th grade students may audition for a position on the team. The team participates in a chess competition against other middle school teams.

- **Fellowship of Christian Athletes:** 6th, 7th and 8th grade students participate in this national organization, which, for more than 45 years, has sought to influence, and serve the athletic community. FCA has chosen this powerful medium as a vehicle to impact others.
- **Girls on the Track/Heart and Soles:** Girls on the Track®/Heart and Soles is a 501(c)3 positive youth development program which combines an interactive curriculum and running to inspire self-respect and healthy lifestyles in pre-teen-teenage girls. The core curriculum addresses many aspects of girls' development – their physical, emotional, mental and social well-being. Lessons provide girls with the tools to make positive decisions and to avoid risky adolescent behaviors.
- **Math Counts:** The competition is designed for 6th- 8th grade students. The subject matter includes geometry and algebra. The contests involved with Math Counts emphasize problem-solving skill within traditional middle school mathematics.
- **National Jr. Honor Society:** recognizes eligible 7th and 8th grade students based on scholarship, service, and citizenship.
- **School Speech Contest (Oration Competition):** This competition is meant for all middle school students. In 1948, Modern Woodmen of America developed this contest to offer students an opportunity to develop skills in clear thinking and public speaking. Today, it is an important event in schools across the nation. Winners at the school level advance to the county competition. County competition winners advance to the State level.
- **Science Olympiad:** This club meets after school and competes against other school to find the best solutions to scientific challenges.
- **STRIDE:** STRIDE is an after school program open to 6th grade boys where the focus is on fun and fitness. STRIDE creates an opportunity to share information about various topics to help them reach a "whole person" excellence by being better individuals, students, team members, athletes and members of their community.
- **Tri-M:** National music honor society.
- **Yearbook:** consists of 6th- 8th grade students who have applied to help create the annual yearbook and monthly newsletters for staff and students.

COMMUNICABLE DISEASES

If a child has a communicable disease, it is expected that he/she remain at home until the disease is no longer contagious. Please contact the school if your child gets a communicable disease.

COMMUNICATION WITH ADMINISTRATION

JCMS administration values parents and guardians as an integral part of our team. To contact the principal or assistant principal:

- Call the school at 910-346-6888 and ask the receptionist to leave a written message for the administrator. In most cases, your call will be returned within 24 hours.
- E-mail the administrator. E-mail addresses are available on the JCMS website: <http://jacksonville.nc.ocm.schoolinsites.com/>

COMMUNICATION WITH TEACHERS/CONFERENCES

Parents are encouraged to initiate contact and conferences with teachers if they have any questions, comments, or concerns about their child's progress. Listed below are several effective ways to contact a teacher:

- Call the school (346-6888) and ask the receptionist to schedule a conference with the teacher
- Call the school (346-6888) and ask the receptionist to leave a written message in the teacher's mailbox. In most cases the call will be returned in 24 hours.
- Write notes in your child's agenda and make sure that your child shows the note to their teacher.
- Ask to see your child's agenda daily to see if a teacher has written a note or comment for you.
- E-mail addresses for teachers are available on the Jacksonville Commons website: jacksonville.nc.ocm.schoolinsites.com/

Please make sure you address all classroom concerns with the teacher before contacting administration.

COMPUTERS, ELECTRONIC EQUIPMENT & TEXTBOOKS

[OCS BOE Policy 3225/7320; 3220; 3226/4305; 3230/7330; 6523]

As part of the Onslow County Schools 1:1 Technology Initiative, JCMS students may be issued a laptop, Netbook (mini laptop), tablet, or other electronic device and accessories to be used for academic purposes. Students may sometimes need to take their electronics home to practice, study, or complete assignments. Accordingly, it is essential that parents/guardians help ensure that students take care of the equipment and use it responsibly. Parent/guardians may be held liable for expenses related to repairing or replacing lost or damaged equipment and accessories. The insurance does not cover lost equipment.

A \$25 insurance assessment is included as an annual OCS instructional fee for each student who is issued a 1:1 device (student laptop).

Guidelines & Reminders

- The electronic devices are the property of Onslow County Schools and Jacksonville Commons Middle School and will have to be returned at the end of the school year (or when a student withdraws, transfers, or otherwise ceases to attend the school). Devices will be assigned to students at the beginning of the year, and each student will continue to use his/her assigned device for the school year. The school maintains the authority to suspend or revoke technology privileges and internet access.

- Parents/guardians may be held financially responsible for damaged, lost, or stolen equipment, devices, components, or textbooks. The cost of a lost or damaged device with accessories is \$700* (\$637 – laptop and \$63 – charger). Price is subject to increase in 2017-18.
- Students should only use the devices for sites and software approved by the school.
- All usage on the devices is monitored by the school and by the district. Usage is governed by OCS Board Policy 3225/7320.
- **Students who do not show responsibility in accessing the Internet or in using and caring for their equipment may lose some or all of their privileges.**
- Parents/guardians and students must sign school technology and digital media documents before equipment can be issued to students. Documents include the following agreement:

“As a user of the Onslow County Schools computer network, I have read and hereby agree to comply with Board Policy 3225/7320, Internet in the Educational Program. I further acknowledge that I have no expectation of privacy in the use of any school computer or device; that if I engage in incidental personal use, I will use only my assigned email program to communicate; and that I will not use nor will I attempt to use, access, or query any non-school sanctioned internet email service; search, social networking, blog, bulletin board, or chat service; or web or cloud-based electronic service/website. This agreement will remain in effect until terminated in writing. I understand that any violation of OCS Board Policy 3225/7230, Internet in the Educational Program, shall result in loss of access privileges and may result in disciplinary action. I agree to utilize any district-owned equipment issued to me for the purposes it was intended.”

CURRICULUM

All students at Jacksonville Commons Middle School will be instructed according to the Common Core and Essential Standards. Students will receive instruction in Language Arts, Mathematics, Science, Social Studies and Physical Education. Students will also have the opportunity to take elective classes. The elective classes include the following: Art, Band, Careers, Chorus, Computers, Spanish, and Orchestra. (Some of these courses have pre-requisites or are chosen by audition.)

DIRECTORY INFORMATION

Parents/Guardians that move to a new address, obtain a new work phone number, or obtain a new home telephone number should call the school and provide the office with their new demographic information. It is important that all student information is kept up to date so parents can be contacted if necessary. Onslow County Board of Education classified the following as directory information: name, school, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, and degrees and awards received. School officials may release this information to any person without the consent of the parent or student. Any parent or eligible student who objects to the release of any or all of this information without consent must notify, in writing, the principal of the school where the records are kept within 30 days. The objection must state what information the parent or student does not want classified as directory.

DISCIPLINE [OCS BOE Policy 4301, 4302]

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.

DISOBEDIENCE / INSUBORDINATION / FAILURE TO COMPLY [OCS BOE Policy 4300, 4310, 4315]

All students will follow the reasonable instructions or directions of any JCMS/OCS staff member. Failure to do so will be considered disobedience. The refusal to follow the reasonable instructions or directions of any JCMS/OCS staff member will be considered disobedient behavior and may result in immediate suspension. Students must also correctly identify themselves when asked to do so by any JCMS/OCS staff member. The failure of any student to comply and state his/her full name when asked by a JCMS/OCS staff member may result in immediate suspension. If a student questions a directive of a teacher, it must be in private.

DISORDERLY CONDUCT [OCS BOE Policy 4300, 4310, 4315]

NC G.S. 14-288.4 (a)(6) – Disorderly conduct relates directly to the operation of public schools. One violation of this statute occurs if any person “disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the grounds adjacent thereto.” Incidents which are in violation of laws will be reported to law enforcement agencies and charges may be filed.

DISMISSAL

Car Rider Pickup	Dismissed to Northside HS side Circle Drive	3:00 pm
Walkers	Dismiss out the office door	3:00 pm
Bus Riders	Dismiss through front doors to long loop bus drop area	3:05 pm
Athletes	Report to Gym Area	3:05 pm

Students are to go home immediately upon dismissal unless they are receiving tutoring, making up work, have been assigned after school detention, or are participating in a school related, supervised activity/sport. Car rider students are dismissed to the circle drive next to Northside High School, walkers go out the front door closest to the gym, and bus students report to the long loop in the front of the school.

DRESS CODE

Students are expected to dress appropriately while at school. Adhering to the following policy is important in pursuing your education and allowing the educational process to continue while at school.

1. No pajamas, bedroom shoes, slippers, slides or flip flops, are to be worn.
2. Hats, bandanas, headgear, or sunglasses are not to be worn inside the school building by males or females. These items will be confiscated and a parent must pick them up. The hoods on hoodies may not be worn inside the building.
3. Gang writing, lettering, symbols, offensive, obscene, or vulgar words are not to be shown or written on clothing, jewelry, book bags, etc. Any type of gang attire is prohibited. Due to the fact that gang attire changes, the administration in consultation with the School Resource Officer will determine definitions of what is gang-related.
4. The shoulder width of shirts, blouses, or dresses must completely cover undergarments. Students are not permitted to wear spaghetti strap tops/dresses, tube tops, altered shirts, halter tops/dresses, or open back tops/dresses.
5. Shirts must either be tucked in or fall below the belt (waistline) far enough so that when bending or reaching above the head the midriff is not exposed. Net shirts, bare midriffs, see-through shirts or revealing attire is not acceptable.
6. T-shirts and other garments suggestive and/or advertising/displaying alcoholic beverages, tobacco, or any illegal substances or activities (such as violence or gun-related imagery) are not allowed.
7. Pants or shorts must be worn at the waistline. **Sagging is not permissible!** Undergarments must not show. The length of shorts, skirts, and dresses shall be no shorter than 3 inches above the knee.
8. Shoes must be worn at all times when on campus.
9. Jackets, sweaters, or other cover-ups must be worn over any inappropriate attire for the entire day, including lunch and change of classes.
10. Spiked collars, spiked wristbands, any chains (including wallet chains), or other clothing, jewelry, or accessories which could pose a threat to student physical well-being and safety are not permitted. School authorities will confiscate these items.
11. No holes in pants (ripped or torn) are allowed above the knee that exposes skin or undergarments. Writing on body parts and clothing is not permitted.
12. If yoga pants, leggings or spandex shorts or pants are worn, the shirt should be no shorter than thigh length.
13. Any attire that violates OSHA regulations cannot be worn.

If a student's appearance violates the intent of this policy, the student will be required to make the necessary modifications immediately before returning to class, including calling for a change of clothes if necessary. 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 ISS or suspension from school. The dress code is to be followed at all school events (i.e. dances, games, concerts, etc.) and field trips. Administration will make the final decision on the appropriateness of the outfit.

DRILLS

Throughout the school year the administration will schedule several different kinds of safety drill. These will include, but may not be limited to: Fire Drills (monthly), a Tornado Drill (one time a year), and Lockdown Drills (two times a year).

DRUGS, ALCOHOL, AND WEAPONS [OCS BOE Policy 4300, 4325, 4333, 5025, 5027, 7275]

Drugs, alcohol, and weapons of any kind are prohibited on any part of the school campus. This includes, but may not be limited to: the main building, auxiliary buildings, grounds, sporting fields, and the parking lot.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Pursuant to the Family Educational Rights and Privacy Act, the Onslow County Board of Education publishes the following Board of Education policy statement regarding student records:

TO ALL PARENTS OF STUDENTS CURRENTLY ATTENDING THE ONSLOW COUNTY SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE UNIT WHO HAVE REACHED THE AGE OF 18: The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of students or eligible students have both the right to inspect records kept by the

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 of the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA.

FEES

The Onslow County Board of Education has passed a policy concerning the payment of school fees. Parents and students who wish to have school fees waived because of indigence must make a written request to the principal by the twentieth day of enrollment on a form supplied by the school. The policy states that the school may require “whatever documentation from the parents necessary to support the parent’s request for a fee waiver.” **All fees must be paid or waived before a student can participate in sports and extra-curricular activities. This also applies to non-sports students who will attend field trips, field days, or any extra-curricular activities that may be deemed as an award. This does not apply to activities that are necessary to complete a classroom grade. (Example: Band concert or Chorus concert)**

All students who do not have an approved fee waiver need to pay their fees by the end of the first week of school. A list of possible fees that your child may need to pay follows:

Instructional Fee	\$5.00
Chorus	\$5.06
Band	\$10.00
Strings	\$10.00
Careers & Tech	\$2.00
Art	\$7.00
Locker	\$2.00 (lockers only assigned after all other fees are paid)
Laptop Insurance	\$25.00

Fees not paid in middle school will be carried over to the high school.

FIELD TRIPS

Each grade level may take an educational field trip during the school year. Information on the purpose of the trip, the cost, and schedules will be shared with parents before the trip. Many of the trips require special bus arrangements and advance ticket purchases. Therefore, we ask that you please adhere to the payment deadlines and due dates. Late payments and/or permission slips may not be accepted. If you need to make special arrangements or requests, please notify your child’s teacher as soon as possible. Parental permission slips will be required for all students who leave campus during the school day for a field trip.

Note: Students who act inappropriately and are thereby assigned ISS or OSS within 10 school days of a field trip may not be permitted to go on the field trip. Refunds are not provided due to a disciplinary infraction.

FIGHTING / VIDEOTAPING A FIGHT / HORSEPLAY [OCS BOE Policy 3435, 4315]

Any student who engages in a fight, is determined to have provoked a fight, or does not take reasonable steps to prevent a fight will receive a multiple day suspension depending on the seriousness of the fight. Name calling, threats, or using technology to harass, intimidate, embarrass or provoke may also result in suspension. The student who physically attacks another individual may be charged with assault and suspended for a minimum of 10 days. The second violation of this policy may result in recommendation for long-term suspension.

Acts such as “play fighting”, kick or slap boxing, hitting, “pants-ing”, pushing or “joking on” another student in a physical manner often leads to accelerated aggression and fighting. Students should refrain from such acts. Acts that lead to fighting, disruption, or other disturbance may be subject to the same consequences as fighting.

Any student involved in videotaping a violation of school policy (ie: a fight, pranking, horseplay, etc. , using a video to create a disruption among the student body, and/or circulating the contents to others through Kik, ooVoo, WhatsApp, Instagram, Tumblr, Vine Snap Chat, Twitter, or any other social media or media-sharing platform will be subject to disciplinary action. Students who fail to disperse during an altercation or after being asked to do so may receive ISS or OSS for failure to comply with a reasonable request.

FIRE DRILLS

Fire drills are conducted each month during the school year. During fire drills, all students and faculty members must leave the buildings and go to a designated area. Teachers will take attendance and monitor their classes during emergency drills.

FOOD, CANDY, SODAS, & DRINKS

Food, candy & drinks should only be visible and/or eaten at designated times and locations. This includes the cafeteria during lunch and the classrooms for breakfast up to 8:05am. The sharing, passing, or selling of food items by students is prohibited at all times. Having food in the classrooms and hallways can be disruptive to the class and can create an unclean learning environment.

FLOWER AND BALLOON DELIVERY

Flowers or balloons delivered during the school day will stay in the office until the end of the school day. Students may not have flowers or balloons in class or on buses.

GAMBLING

Gambling does not have a place on the school campus. Students are prohibited from gambling for money, items of value or any situation that might put one student beholden to another student. This includes but is not limited to sports betting, games of chance, and card games.

GANG RESISTANCE EDUCATION AND TRAINING

The Gang Resistance Education And Training (G.R.E.A.T.) Program is an evidence-based, national and international gang and violence prevention program that has been building trust between law enforcement and communities for almost 30 years.

G.R.E.A.T. is intended as an immunization against delinquency, youth violence, and gang membership. It is designed for children in the years immediately before the prime ages for introduction into gangs and delinquent behavior.

The G.R.E.A.T. Program is built around school-based, law enforcement officer-instructed classroom curricula. It provides a continuum of components for children and their families. These components include a 13-lesson middle school curriculum, a 6-lesson elementary school curriculum, a summer component, and a family component.

In the spirit of the G.R.E.A.T. program, gang related behavior, language, symbols, and signs have no place in the school setting. Any gang related behavior will be dealt with in accordance to the behavior management plan and will be handled as any other undesired negative behavior.

GRADING [OCS BOE Policy 3400]

All grades on report cards will be numerical and based on a 10-point scale. The minimum grade given on the report card will be 40; the highest grade will be 100. Refer to the Onslow County Schools 2017-18 9 Weeks Calendar for interim report and report card dates. Parents are encouraged to monitor grades on a regular basis through Parent Portal between progress reports and report cards.

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

HALL PASSES

Students should have a hall passes to the correct destination whenever they are in the hallway during class time. The hall pass should be worn around the neck at all times. One hall pass per students. If the student's destination does not have a designated lanyard pass, then the teacher may write a pass to include: student's name, destination, date, time, and teacher's signature.

HEARING SCREENING NOTIFICATION LETTER

Onslow County Schools provides mass hearing screenings to all preschool, kindergarten, and 1st graders. In addition, any student can receive a hearing screening with a verbal or written request from a teacher or parent.

Why is it important to have your child's hearing screened?

- Hearing is important for speech, language, reading and learning.
- A hearing screening can detect if your child needs further testing.
- Even if your child has passed a hearing screening previously, their hearing can change.
- Hearing loss is invisible and can go undetected.

A hearing screening is only a snapshot of how your child is performing and is not a substitute for a complete hearing evaluation. If your child fails the screening, a rescreen and/or referral will be made. If your child passes the hearing screening, you may not be contacted. If you do not want your child to be screened or if you have questions, please contact:

Katie Wegman, Au.D., CCC-A
Educational Audiologist
910-455-2211 x 20243
katie.wegman@onslow.k12.nc.us

HOMEWORK

Homework assignment are intended to be reinforcements to the lessons learned in the class, a way to introduce new material that will later be covered in more detail, or as way to let the student utilize skills and knowledge in project based activities. Homework will be worth no more than 15% of the total grade per grading period. Homework expectations and assignments are communicated to the student in a number of ways. It will be displayed in the classroom weekly, posted on the teacher website, and some teachers choose to share the weekly assignments through messaging services like "Remind" or email.

IMMUNIZATIONS [OCS BOE Policy 4110]

Within 30 calendar days of his or her first enrollment date, each student must show evidence of immunization against tetanus, diphtheria, whooping cough, red measles, German measles (rubella), mumps, Hepatitis B haemophilus influenza (Hib), poliomyelitis, varicella, and any other disease as required by law or regulation.

For students entering the sixth grade, a booster dose of Tdap vaccine is required if five years or more have passed since the student's last dose of tetanus-containing vaccine. Evidence of immunizations must be shown in the form of a certificate furnished by a licensed physician or

by the health department. A student who received immunizations in a state other than North Carolina must present an official certificate that meets the immunizations requirements of G.S. 130A-154(b).

INCLEMENT WEATHER [OCS BOE Policy 5050]

In the event of inclement weather, parents and students should listen to the local radio and TV stations for the latest school closing and delays. You may also call 989- 2211 or check the Onslow County Schools website at <http://onslowcounty.schoolinsites.com/>.

In the event of a 2-hour delay, buses will also run late. Students should arrive at their designated bus stops exactly 2 hours later than normal. If bad weather or potentially hazardous conditions result in the early release of students, parents will be able to find information about school closings on local radio and television stations. It will be impossible for all students at the school to use the telephone on inclement weather days, so parents should make arrangements in advance to provide transportation for students who usually walk to and from school and/or ensure proper supervision will be at home when the student arrives off the bus.

ILLNESS/SICKNESS

If a student becomes ill at school, he/she should advise his/her teacher for the purpose of going to the office, where a parent/guardian will be contacted. Remaining out of class during a classroom period without permission is an unexcused absence and will be considered skipping. If the illness is abrupt, the nearest faculty member should be notified. Checking out must always be done through the office and with permission from a parent.

IN-SCHOOL SUSPENSION (ISS)

Students who disregard county and school policies may be assigned In-School-Suspension (ISS) by an administrator. Parents will be notified if their child is assigned to ISS for a period over 1 school day. Students will complete class assignments while assigned to ISS and are not considered absent. Lunch will be eaten in the ISS classroom.

INSTRUCTIONAL TIME

One important way that a school can have a positive and direct impact on student achievement is through the protection of instructional time. For this reason, **no visitors will be allowed to enter classrooms during the school day** unless they are a guest speaker and part of a planned instructional activity. Anyone wishing to meet with a teacher must do so by appointment.

INSURANCE (medical) [OCS BOE Policy 4320]

Students are given the opportunity to purchase school accident insurance at the beginning of the school year. Students participating in any sport must have insurance coverage through the school or be carried on a family policy. If a student does not purchase a school policy, the parent must sign the "Waiver of Optional Student Accident Insurance" form provided by the school.

INTERIM PROGRESS/PROGRESS REPORTS

Interim reports at the middle school level shall go home in the 3rd and 6th week of the reporting period. For dates, please refer to OCS school calendar.

INTERNET [OCS BOE Policy 3226/4205, 3225/7320]

Use of the World Wide Web as an information source is a privilege that can only occur if students and parents have signed an Internet Agreement Form. Students who do not honor the agreement may have these privileges suspended.

LOCKERS [OCS BOE Policy 4342]

School lockers may be rented for \$2.00 per year after all other fees have been paid. Lockers are the property of Onslow County Schools and may be inspected by the school administration at any time without notice to the student. **Students are not permitted to share lockers and only locks issued by the school may be used.** Lockers should be locked at all times. Remember, if you lose anything from the lockers, you are responsible and will be expected to pay for any school property, such as textbooks. **The administration reserves the right to revoke locker privileges from any student who chooses to abuse the privileges. A refund will not be issued.**

When students take PE, they will be given an opportunity to be assigned a locker room locker for use during their class period. We encourage students to take advantage of the lockers to secure their belongings. JCMS is not responsible for lost/stolen items. Please see the PE teacher to be assigned a locker at any time during the semester.

LOITERING

All students are required to leave the school grounds promptly upon completion of the school day. Only those students involved in supervised school activities are permitted to remain on school grounds. If a person is on campus for a school event (concert, athletic contest, or dance), he/ she is to enter the event or leave the campus. No loitering is permitted on campus. All visitors are to report to the office when they arrive on campus during the school day. Students are not to associate with any visitor on campus unless the visitor has been approved by the office. Students who are waiting for rides should be at the front of the school and conduct themselves in a manner as to not disturb the business of the school.

LOST AND FOUND

The lost and found is located in the lobby of the gymnasium. Items not claimed at the end of each grading period will be donated to a local charity.

LUNCH/MEALS [OCS BOE Policy 6200, 6225, 6230]

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

Meal prices are \$1.25 for breakfast and are \$2.25 for lunch. Reduced price breakfast is provided at no cost and reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged. Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval. A parent/guardian may request a copy of their student's account. For any information, contact the school cafeteria manager at 346-6888, extension 33008.

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

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. Only one application per household should be completed. Return meal applications to the school cafeteria or the school nutrition central office. If you do not receive notification for all (each individual child) students in the household, please notify the school nutrition central office immediately.

Food purchases in the cafeteria may be paid for on a daily basis or through your child's account. All money for food is handled in the cafeteria and not in the front office.

Students who bring food and/or drink to school should consume them during their lunch period. No sharing of food/drink should occur. Energy drinks (Amp, Monster, Tilt, Joose, Sparks, and others not listed here) have increased in popularity recently and although the intent of the drinks may be positive, they are not permitted at school. On the other hand, thirst-quenching beverages such as Gatorade and PowerAde that do not have the characteristics of energy drinks are allowed.

Students will be escorted to lunch by their teacher and are expected to remain seated in the cafeteria during the entire lunch period. Only students who have permission from their teachers can eat in the classroom. Visitors are not allowed in the cafeteria during student lunch times. However, if you bring lunch for your child, you will be able to dine with your child in the guidance area. Parents may bring their child lunch, students will be allowed to pick up their lunch on the way to the cafeteria. **Please do not bring lunch for other students**, as they do not have permission from their parents to eat food from outside sources.

MEDIA CENTER

The media center is open during normal school hours for book check-out/return, research, and laptop repair drop-off/pick-up. During lunch the 3C stations are open for the students to be creative and collaborate with their classmates. The media center is closed every morning for a short while the video morning announcements are being recorded.

MEDICATION [OCS BOE Policy 6125]

Onslow County Schools Department of Health Services has in effect a policy for the administration of medications to students during the school day. Students who must take any type of prescription medication during the school day must have a completed "Administration of Medication and Consent Form" (available in the school office) signed by the parent/guardian prior to the medication being dispensed. Students may not transport medication to and from campus. All medication is to be registered with the school receptionist and must be left in the office. School personnel are not allowed to dispense over-the-counter (OTC) medication to students without a doctor's prescription and completion of the proper form. Students are strictly prohibited from bringing OTC drugs and/or distributing OTC drugs at school such as aspirin, Tylenol, Midol, or cold medications.

MOMENT OF SILENCE [OCS BOE Policy 3330/4050]

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, 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.

ONSLow COUNTY LEARNING CENTER-Students who are chronic discipline problems or engaged in activities which threaten the safety of self or others, or are considered at risk of failing due to attendance or discipline problems will be considered for placement at the OCLC.

OUT OF SCHOOL SUSPENSION (OSS) [OCS BOE Policies 4351 & 4353]

Students who disregard county and school policies may be assigned Out-of-School-Suspension (OSS) by an administrator. Parents will be notified if their child is assigned to OSS. Students who are suspended out of school are forbidden to be on any school campus in Onslow County during the suspension and may not participate in any school activity. Parents may come to the school to get assignments, homework etc. so that students will be able to work towards academic and EOG goals while suspended. Students are responsible for making up all work that they miss while they are suspended.

When space is available, suspended students may – with parent permission – be assigned by school administration to the Onslow County School Treatment Program, an alternative for students who receive 3 – 10 days of OSS. The School Treatment Program supports schools by providing educational and supplemental services from certified teaching and professional services staff. Students attending the Program are considered “present” for purposes of school recordkeeping.

PHYSICAL EDUCATION

All students are required to take PE. The physical education program is intended to provide each student with an opportunity to participate in a variety of physical activities that will provide a feeling of achievement and success. Any student who is, for any reason, unable to participate in PE must have a note signed by a parent or guardian. If a student is unable to participate in PE for an extended period of time, he/she must bring in a note from the medical provider.

In order to promote good hygiene, students will be **required** to change clothes for physical education daily. The locker rooms are monitored by a teacher, and then are closed during class. Students can bring a lock so that they can secure their belongings in a locker during class. Personal belonging and the lock must be taken by the student at the end of the class each day. Aerosols and spray products are strictly prohibited.

Students may bring deodorant in solid or cream (roll-on) form only.

PICTURES

School pictures will be scheduled in both the fall and spring. All students will be photographed for the yearbook in the fall. Information for purchasing pictures will be sent home prior to the day of the pictures.

PRINCIPAL’S LIST / HONOR ROLL

The purpose of the Principal’s List and Honor Roll is to recognize students who have demonstrated academic achievement and to encourage others to strive for excellence.

Principal’s List: All grades 90 or above
Honor Roll: All grades 80 or above

PROFANITY / DISRESPECT [OCS BOE Policy 4300, 4310, 4315]

Profanity is prohibited at school. No student shall behave in a manner that is considered to be disrespectful to staff members or other students. Such behavior includes, but is not limited to, talking back to a staff member, use of profane or vulgar language, or disrespectful gestures or body gestures directed toward staff members or students. Violations will result in disciplinary action based on the extent of the student’s misbehavior and prior discipline referrals.

PROMOTION / RETENTION STANDARDS [OCS BOE Policy 3420]

In order to be considered for promotion, students in grades 3 through 8 shall perform at least at grade level as identified by the state end-of-grade tests, observations, grades, teacher-generated, locally generated, and state-generated assessments; work samples, portfolios and/or other factors in all areas of the curriculum. Students in grades 6 through 8 must earn a passing grade in a minimum of five (5) yearlong or equivalent yearlong combination curricular classes, two of which must be Language Arts and mathematics.

A student in grades 6 through 8 who enrolls in a high school credit-bearing course will be held to the High School Diploma Standards. **Do not let failing grades go unaddressed.** Please set up a conference with your child’s teachers at the first sign of inadequate performance.

PTO/PARENT VOLUNTEERS [OCS BOE Policy 5000, 5010, & 5015]

Parents are encouraged to participate in the school activities as classroom volunteers, at athletic events, and in other capacities. Parent participation shows support for the child and the school and helps the parent gain insight into the child’s progress. In accordance with Onslow County School Policy, classroom volunteers must be fingerprinted. Forms and fingerprinting schedules can be found on the Onslow County Schools website. <http://onslowcounty.schoolinsites.com>. JCMS will be working to formulate a PTO this school year.

REPORT CARDS

Report cards are issued at the end of every nine weeks. For dates, please refer to the Onslow County School Calendar.

SAFETY

As part of our Safe School Plan, we will practice fire, tornado, and lock down drills on a regular basis. It is important that parents stress the importance of participating seriously in the drills in order to ensure students understand the proper procedures in the event of an emergency.

School begins at 7:50 in the morning. Students will begin to be dismissed at 3:00 p.m. in the afternoon. **Students should not arrive before 7:15 AM because adult supervision is not available before that time.**

SCHOOL CHARACTERISTICS

School Hours:	7:50 a.m. to 3:00 p.m.
Office Hours:	7:30 a.m. to 4:00 p.m.
School Colors:	Maroon and Gold
Mascot:	Knights
Grade Level Names:	8 th Grade – Knights 7 th Grade – Squires 6 th Grade – Pages
Office Staff:	Curtis Ehmann, Principal Amber Lawrence, Asst. Principal BB Cole, Asst. Principal Nathan Bell, Guidance Counselor Cara Soliday, Guidance Counselor Rochelle Hilton, Sect./Treasurer Juachita Knight, Data Manager Holly Roach, Receptionist Michelle Borland, Guidance Receptionist

SCHOOL DANCES

Student attendance at school dances is a privilege. Students earn the opportunity to attend school dances by demonstrating good behavior and satisfactory academic performance. Any student currently serving Afterschool Detention, ISS or OSS will not be allowed to attend a dance. Students must be picked up promptly at 5:00 p.m. Students picked up late will NOT be permitted to attend the next school dance. All school fees must be paid to attend the dance.

SKATEBOARDS

Skateboards are prohibited for use on the school campus. Skateboards must be secured in the front office during the instructional day. If the policy for skateboards is not followed, students will be prohibited from using/ bringing skateboards on campus.

STUDENT E-MAIL AND MICROSOFT OFFICE 365

Each student will be provided with a student e-mail and Microsoft Office 365 account. Office 365 will be downloaded on to the students' 1:1 computers and can also be downloaded on to several personal devices using their Onslow County student profile. All school related emails must be done through the students' school email address. There is no expectation of privacy when using school e-mail and Office 365 accounts.

STUDENT & PARENT GRIEVANCE PROCEDURE [OCS BOE Policy 1740/4010]

It is the policy of the Onslow County Board of Education that all students shall have the right to present for solution any problem arising within their status as students and shall be encouraged to exercise this right without fear of recrimination. It is for this purpose that a grievance procedure is established. Please refer to the Student Related Board of Education Polices and School Bus Safety Regulations handbook for guidelines on student and parent grievance procedures.

STUDENT SERVICES

Guidance

JCMS has counselors on staff to assist you with your needs. Students are encouraged to visit with the counselors for personal guidance and for information on grades, study help, and testing programs. The counselors are available to discuss any home, school, or social concerns that you may have as well.

Nurse

The nurse's office is located in the front office. JCMS shares a nurse with other Onslow County schools and therefore the nurse is not in every day. Please turn in your medical information sheet to help us know more about you should the need arise. If you take medication during the school day, the school receptionist can help you with the paper work and other matters that need to be taken care of for your need. Students are not permitted to possess any drugs (over the counter or prescription) at any time at school.

Social Worker

JCMS shares our social worker with other Onslow County Schools and therefore he/she may not be at our school every day. Please speak to our counselor if you have a need and we will contact the social worker for you.

SURVEYS

No student/organization may conduct surveys without prior approval of school administration.

TARDY POLICY

JCMS' instructional day begins at 7:50 am, students must be in their classroom in order to be marked on time. Students who arrive to school or to class late will be considered tardy. Tardiness is a disruption to the entire class and causes students to miss valuable instructional time. After three tardies, the teacher will contact the parent, after that ASD will be assigned. If the problem persists, the teacher may refer the issue to the administration.

TELEPHONES

Telephones in the office are for **emergency** use only. (Materials, book bags, PE uniforms, homework, etc., left at home are not emergencies.) Travel arrangements should be made prior to coming to school. Therefore, students will not be permitted to use the phone to make travel arrangements or request materials during the school day. Students must have a pass from a teacher and permission from the school receptionist to use the telephone. **NO STUDENT WILL BE CALLED OUT OF CLASS TO ANSWER THE PHONE.** 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.

School Phone Number: 346-6888

School Fax Number: 938-1682

TEXTBOOKS

Textbooks are school and state property and should be treated accordingly. If textbooks are lost or damaged, the student is responsible for replacing the item. The following rules apply:

- a. If the textbook is lost, the student must pay the full price of the book.
- b. If the textbook has been damaged beyond repair, the student must pay the full price of the book.
- c. If a textbook is damaged but is usable, the student must pay the damage fee as assigned by the teacher.

All textbooks should be covered with a book cover to protect them from damage.

TITLE IX

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

TOBACCO POLICY [OCS BOE Policy 4320, 7250]

Jacksonville Commons Middle School is a smoke free campus. Possession, selling, or the use of tobacco products or e-cigarettes is prohibited by students on any part of the school property. The use of tobacco products or e-cigarettes is prohibited by anyone on any part of the school property including parking lots.

VANDALISM OR THEFT

Any student found guilty of stealing, vandalism, and/or destruction of public property will be disciplined by the school, pay restitution, and may be referred to law enforcement.

To avoid having your property stolen, take the following preventive measures: Write your name on your belongings; Lock up your belongings, especially in the locker rooms; Do not give your locker combinations to anyone; Make sure that all of your belongings are put away when you leave; JCMS is not responsible for lost or stolen items left unattended or items that are prohibited from being on campus.

VISITORS ON CAMPUS

We welcome visitors to the JCMS campus. We also need to ensure a safe and secure environment for our students and staff. All visitor are to report to the front office first and get a visitor pass. This pass needs to be worn and visible for the entire time that the visitor is on campus.

VALUABLES

We do not recommend that students bring money and valuable personal belongings to school. If they choose to do so, it is at their own risk. JCMS is not liable for person belonging that are lost, stolen, or damaged at school.



Jacksonville Commons Middle School General Behavior Expectations and PBIS

At Jacksonville Commons Middle School, students have a right to learn in a safe, orderly, environment and teachers have the right to teach without disruptions. Any disturbance or distraction that interferes with the teaching-learning process will not be tolerated. The teacher shall have the responsibility and authority for discipline over students except in those cases requiring the attention of the administration. The principal has the authority to take whatever reasonable and legal action is necessary to establish and maintain appropriate behavior in accordance with *Onslow County Board of Education Policy*.

A major initiative at Jacksonville Commons Middle School is Positive Behavior Intervention and Support (PBIS) which includes proactive strategies for defining, supporting, and teaching appropriate behaviors to create positive learning environments. As a school we have developed expectations and rules which are displayed in every classroom, restrooms, the hallway, the media center, the busses, and the cafeteria. These rules all fall under the new ***Knight's Code: Be Respectful, Be Responsible, and Be Safe***. Students are recognized for positively demonstrating the behaviors in the ***Knight's Code***.

Each week the students will receive a new *Conduct Card*. The student will take it to every class. The teacher in each class will document if the student demonstrates any undesirable behaviors by circling, the “Blue, Yellow, or Red”. Blue represents minimal disruption (Warning), Yellow is moderate disruption (Lunch Detention assigned), and Red is serious disruption (After School Detention assigned or Office referral). If a student doesn't get any circles, he or she is considered “Green” and earns a *Conduct Card Point* (35 points possible in a 5 day week). Each week a binder check will be done, to help the students stay organized and learn responsibility. We will be checking for: 3 ring binder, the correct dividers, that the agenda is being used daily, zipper pouch (2 pencils, 2 pens, and a highlighter), that papers are in the correct place (No folders, pockets, or stray papers), and a current example of Cornell Notes. (6 possible *Conduct Card Points* for the week). On the back of the *Conduct Card* is a weekly missing assignment chart. Student and teachers will document any missing assignments from the week on the back. This will remind the student that these assignments need to be turned in. If the assignment is turned in, it will be marked off. For each assignment still missing by the end of the week the student will lose one *Conduct Card Point*. If the back of the card is clean, the student will earn 5 bonus points.

Going to the bathroom is a normal part of the day. But we want the students to learn to make good choices about when they go. Each child is allowed to go to the bathroom before they go to homeroom and during lunch. There are two bathroom passes on each *Conduct Card* that the students can use anytime and without any penalty. If a student chooses to leave a class after their passes are used, they will lose the daily point for that class and it will be documented on the *Conduct Card* as Bathroom (BR). The student can also earn bonus points by using the bathroom at the designated times and not using their passes. One point for each pass not used.

The *Conduct Card Points* are used to determine which students are eligible for the quarterly PBIS Celebrations.

Knight Note Money is given as an instant reward when a JCMS staff member wants to recognize a student for displaying positive behaviors. This can include behaviors such as coming to class prepared, holding the door work someone, saying “Please” and “Thank you”, and helping the teacher pick-up after an activity. *Knight Note Money* can be used to get into a dance for free, going to the front of the lunch line, and purchasing items from the *Peddler*.

JCMS BEHAVIOR EXPECTATION MATRIX

Knight's Code	Classroom	Hallway	Restroom	Cafeteria	Media Center	Bus
Be Respectful	*Use appropriate language/voice *Be an active listener *Raise your hand and wait to be called on	*When stopped in the hallway, leave openings in front of classrooms and bathroom doorways *Walk quietly and quickly	*Wash your hands *Clean up after yourself	*Use inside voices *Eat only your food *Be courteous to staff	*Use inside voices *Follow expectations set by the media coordinator	*Obey the bus driver *Use appropriate language/voice
	*Come prepared *Be on time *Participate in all class activities	*Go directly to your destination *Have the appropriate pass around your neck or a written pass	*Keep pass around your neck *Use good time management	*Clean up after yourself *Sit in the next available seat *Push in your chairs	*Fill out 1:1 form before bringing in laptop *Take care of ALL library materials *Keep the appropriate pass around your neck	*Turn off phones, put them away *Sit in your assigned seat
Be Safe	*Utilize technology and supplies appropriately *Listen carefully and follow directions *K.A.H.F.O.O.T.Y.	*Walk on the right side of the hallway *K.A.H.F.O.O.T.Y.	*Report inappropriate or unsafe behaviors *Dispose of materials properly *K.A.H.F.O.O.T.Y.	*Stay in an orderly line *K.A.H.F.O.O.T.Y.	*Push in chairs to the right *Follow OCS safety procedures for using technology *K.A.H.F.O.O.T.Y.	*Keep aisles and emergency exits clear *Stay seated *K.A.H.F.O.O.T.Y.

(K.A.H.F.O.O.T.Y. – Keep All Hands, Feet, and Other Objects To Yourself)