

***OUR GOAL IS TO BE A SAFE, CIVIL, AND PRODUCTIVE SCHOOL IN A  
WELCOMING ATMOSPHERE***



## **STUDENT/PARENT HANDBOOK**

### **Dixon Middle School**

**200 Dixon School Road**

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# GENERAL SCHOOL INFORMATION & STUDENT POLICIES

## PRINCIPAL'S MESSAGE

Welcome to Dixon Middle School! The faculty and staff are very interested in your education. We want you to make the most of this opportunity. Take your classes very seriously and always put forth your very best effort. Become involved in athletics, clubs, and other extracurricular activities. This is the time to prepare yourself for high school and for your future. We will help you in any way that we can. This planner will help you to stay organized and understand the services and policies of the school.

### Academic Success

#### *High Expectations=High Student Achievement*

During this time in your life, EDUCATION is your career. Coming to school each day is your job. These are the expectations of your job that you should meet each day:

1. Take PAPER, PEN, and/or PENCIL to class each day.
2. Take your AGENDA to class each day.
3. Bring SPECIAL MATERIALS to class when required.
4. Be prepared; complete HOMEWORK assignments.
5. Be responsible for LEARNING in each and every class.
6. Put forth your best EFFORT at all times.

### Athletics

The athletic program is an important part of the school; however, it is secondary to the academic program of the school. There are certain requirements that students must meet in order to participate in athletics:

1. Student must be in 7<sup>th</sup> or 8<sup>th</sup> grade.
2. Student must pass at least one less course than the number of required core courses each semester.
3. Student must also have been in attendance for 85% of the previous semester.
4. Student must not have turned 15 on or before August 31st of the current school year.

There are also general athletic guidelines for Dixon Middle School:

- ❖ **All fees and fines must be paid for a child to be eligible for athletics!**
- ❖ Parents are responsible for the transportation of their child to and from practices and home athletic events. A student must have timely transportation in order to participate.
- ❖ All practices and tryouts are closed to visitors.
- ❖ All players and parents must sign a sportsmanship pledge and attend a rules meeting before a student can participate in athletics.
- ❖ Coaches will share additional rules for individual sports.
- ❖ Team members may not participate in games or practices on days they are absent, in ISS, or suspended from school.
- ❖ Removal from the team for disciplinary offenses is at the discretion of the coach.

### Agenda/Planner

One of our goals is to improve students' organizational skills, and the planner is an excellent tool to assist in this goal. Students must pay \$5.00 for an agenda and will need to purchase another one (for an additional \$5.00) if they lose their original agenda. Students have the option to purchase an agenda on their own, as long as it has a calendar, signature page, and space for notes and communication between parents and teachers. In this case, students will need to get a printed copy of the DMS rules and guidelines and attach them to their own agenda.

## **Attendance/Absenteeism**

Regular attendance is directly connected to student achievement. It is essential that students be in school every day. According to Onslow County Board Policy #4400, in order for a student to receive credit for a course, a middle school student must be in attendance for 160 days per year-long course which means only 20 absences; 80 days per semester course which means only 10 absences. All absences, whether excused or unexcused will be counted. 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 other than by record review of the principal or designee. A student is considered absent for the day (**Daily Attendance**) if they are present for less than half the school day (12:25 p.m.). Absences require notes of explanation. Parents of students who are habitually absent may be charged legally for violation of the compulsory attendance law. Any absence after ten will require a doctor's excuse.

The following reasons, as stated in North Carolina General Statute, are considered acceptable for being coded excused absences for **Daily Attendance** purposes

### Daily Attendance Excused Codes:

- ❖ Personal illness or injury
- ❖ Death in the immediate family
- ❖ Quarantine
- ❖ Educational Opportunity (Approval from the principal prior to the absence is required and all work must be made up.)
- ❖ Medical or dental appointments
- ❖ Court or administrative proceedings
- ❖ Religious observances

Any student who is absent will have three school days to make up any missed work upon their return to school. It is the responsibility of the student to request the missed work. Serious illness needs to be worked out with the student's teachers and/or the administration on a case-by-case basis in advance or as soon as possible.

## **Bus Regulations**

Because the safety of our children is a top priority, it is imperative that all parents and students review the Onslow County Schools' Student Discipline Policies and School Bus Safety Regulations Handbook. Of particular importance are School Bus Safety Student Conduct Rules and Misconduct on a School Vehicle. These policies will be enforced with parents and students receiving written notification of consequences based on severity of violations and prior rule infractions. Please help us ensure that the bus ride for all students is a safe one.

Dixon Middle School General Bus Rules include:

1. Students must obey the driver or other adult monitors at all times.
2. Students must be seated while on the bus facing the front with their feet on the floor.
3. Students shall not extend their head or arms out of the window at any time.
4. Students are not to throw objects of any kind out of the windows.
5. There is not to be any profanity, shouting, loud talking, whistling, loud laughing, and scuffling, spitting, or disorderly or improper conduct of any kind on the bus.
6. Be at the designated stop on time. Drivers cannot wait for students who are not at the bus stop.
7. Food, gum, or beverages are not permitted on the bus. Talking on a cell phone is not permitted on the bus.
8. Students may ride **only** the bus to which they are assigned. Students may **only** get off and on the bus at their assigned stop.

Consequences for infractions of bus rules may include (but are not limited to): a written warning, suspension from riding the bus for one to two weeks, and up to losing the privilege to ride for the remainder of the school year. The consequences assigned are at the discretion of the administration.

### **Child Nutrition**

Child Nutrition offers healthy meals every school day. Breakfast costs **\$1.25**; lunch costs **\$2.00**. 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. Free and reduced breakfast and lunch applications are available from the homeroom teacher. Each student is assigned a computerized student number to purchase breakfast and lunch. This number is to be used by that student only. Students may use their lunch number only once per meal. Misuse of another student's lunch number is considered theft and will result in disciplinary action.

### **Communicable Diseases**

If a child has a communicable disease (for example, pink eye or head lice) Board Policy requires that he/she remain at home until the disease is no longer contagious for the protection of other students and staff.

### **Conferences**

We encourage parent-teacher conferences. A parent-teacher conference or a phone call to a teacher is the first step a parent should take if there is a concern. Conferences are scheduled by calling the school receptionist at 347-2738. FERPA (confidentiality regulations) requires that conferences be arranged by the legal parent or legal guardian and that the legal parent or legal guardian be present at the conference.

### **Extra-curricular Activities**

Attendance at school dances and other after-school activities is considered a privilege. Students who owe fees are not to attend these events until all charges have been paid. *Acceptable dress per the school dress code and good behavior are required in order to attend.* Students will not be permitted to attend dances if they are assigned ISS or OSS on the date of the dance or if they have repeated behavior problems at school as this might be considered a safety issue. Students must be picked up promptly after the event. Students picked up more than 30 minutes after an event, may not be allowed to attend future events.

### **Grade Reports**

In an effort to keep parents informed and involved in their child's education, progress reports will be sent home every nine weeks. Interim reports will be sent home at week three and week six of the grading period. Parents are also encouraged to sign up for Parent Portal on Powerschool so that they have up to date information on their child's grades.

### **Guidance**

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

### **Hall Passes**

When it is necessary for a student to be out of class for any reason, he/she must have a pass. Hall passes for specific destinations are used by each teacher. Failure to have a hall pass from a teacher will be considered skipping class. Only one student should utilize each pass. Students should proceed directly to their destination without unnecessary detours.

### **Inclement Weather**

In the event of bad weather, OCS sends out phone alerts to notify students and staff of school delays and closings. Also, students should listen to the local radio and TV stations for school news. In the case of delayed opening, the buses will also run late. This news will be broadcast over the news media. Please ensure that the school has correct contact information so that the messages are received.

### **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 classrooms during the school day** unless they are a guest speaker and/or part of a planned instructional activity.

### **Lockers**

Lockers will be made available to band students with small instruments. A combination will be given for each lock. A personal lock cannot be used; these will be removed as necessary. **The combination should not be given to any other students.** If the lock becomes inoperative, students should notify their homeroom teacher. Students who lose their lock will be charged a replacement fee of \$5.00. Remember that lockers are school property, and as such, may be inspected at any time, without notice to the student, by the administration. Students are responsible for keeping their lockers clean. Lockers are not to be shared.

### **Media Center**

Students may check out a maximum of two books and must have their planner in order to check out books. Books may be checked out for a two-week period and may be renewed twice. Students with overdue or lost books cannot check out additional books until this is taken care of. If a student loses or damages books that are checked out in his/her name, the student is expected to pay for the book.

### **Medication**

Except in special circumstances, which have been approved by a physician and the school nurse (i.e., certain asthma inhalers), all medication is dispensed from the school office. Parents must pick up a medication form from the school office to be completed by a physician. This completed form and the medication need to be brought to the office by the parent. Students are not permitted to carry medicine themselves nor are they allowed to self-medicate. For safety reasons, over-the-counter medications (i.e., Tylenol, cough drops, eye drops, etc.) cannot be dispensed by school personnel or used by students without a physician's written order. Students cannot carry over-the-counter medications on their person or in their personal possessions. **Students who bring medication to school and do not comply with these guidelines will be disciplined, to include possible suspension from school and referral to legal authorities.**

### **Moment of Silence**

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

### **PTO**

Dixon Middle School parents have formed a school support organization—PTO. This organization welcomes all parents. If you are interested in joining, please call the school so that we can get you a contact form for this organization.

### **Promotion/Retention Standards**

*OCS Board of Education 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.*

*It is recognized that the final authority to grade and place students is the responsibility of the principal, in accordance with G.S. 115C-288(a). The principal shall consider the pupil's classroom work and grades, the student's scores on standardized tests, and the best educational interests of the student.*

*Students in grades six through eight must earn a passing grade in a minimum of 5 yearlong or equivalent yearlong combination curricular classes, two of which should be language arts and mathematics."*

### **School Hours**

The classroom doors will open at 8:15 AM. **Students will not be permitted on campus before 7:55 AM unless they are attending scheduled tutoring.** They will not be allowed before this time because there is no one to provide supervision. Any student arriving between 7:55 and 8:15 AM will report to the media center until the bell rings at 8:15. The tardy bell will ring at 8:25 AM. Students who arrive in their classroom after 8:25 AM will be marked tardy. School officials will notify parents when tardiness becomes a recurring problem. There are 2 bells to end the school day: (1) the first bell is for walkers, commuters, and 6<sup>th</sup> grade bus riders, (2) a second bell is for 7<sup>th</sup> grade bus riders, and 8<sup>th</sup> grade bus riders. Students are expected to leave school immediately following dismissal unless they are involved in a school-sponsored activity.

### **Student Physical Requirements**

Physical examinations for middle school students will be required only for those participating in athletics, or those students who are unable to participate fully in regular PE classes. The doctor should indicate limitations in PE classes on the physical form or in a written note. Any student who is under a doctor's care cannot participate in athletics or PE until the doctor provides a written release. *Physical forms must be presented to the coach prior to the first day of practice or try-outs for any athletic team, including cheerleading.*

### **Signing In/Out**

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

### **Student Recognition**

We believe in recognizing and rewarding excellence in our students. We have several recognition programs:

- ◆ Star Students—Students that have displayed good citizenship and academic skills during the grading period will be selected by their teachers. The students will receive a certificate and have their picture displayed in the front hallway.
- ◆ Honor Roll—All students who have an A or B average with no grade below a 78 will be recognized during an assembly at the end of each nine weeks.
- ◆ A/B Honor Roll—All students who have an A or B average with no grade below an 85 will be recognized during an assembly at the end of each nine weeks.
- ◆ Principal's List—All students who have an A average in all classes with no grade below a 93 will be recognized during an assembly at the end of each nine weeks.
- ◆ Honors Assemblies—Celebrations will be held to recognize students who have been on honor roll and principal's list.
- ◆ Grade-level incentive trips—Details about eligibility will be shared by each grade level team.

### **Supplies**

Students are expected to have required books, agenda, and necessary supplies every day. Paper and pencils are required for all classes. These can be purchased from the media center during homeroom each morning.

### **Telephone**

Students will not have access to the telephone, except in emergencies such as illness. For this reason, students need to make sure they are responsible and bring homework, projects, uniforms, instruments, etc. with them to school. They will not be allowed to call home for such items. **No student will be called out of class to the phone unless it is an emergency; instructional time is of the utmost importance.** The phone is for official business and not personal calls. Arrangements for pick-up, staying after school, etc., should be made before the student leaves home each morning.

### **Textbooks/Laptops/Materials**

Students are expected to take proper care of all materials issued to them or used in the classroom or library. Students are responsible for returning all books on schedule. Books not returned will be assessed for fees. Students must be responsible for their assigned materials and should not leave them unattended. Students are expected to bring appropriate materials to class every day.

### **Title IX Statement**

Onslow County Schools does not discriminate on the basis of race, color, national origin, sex or disability in its programs or activities. The following person has been designated to handle inquiries regarding Title IX: Title IX Coordinator, Onslow County Schools, 200 Broadhurst Road, Jacksonville, N.C. 28540, 910-989-2021.

### **Traffic Flow**

It is very important for the safety of our students that parents who drive their children to school follow a few important traffic rules. Students may only be released from vehicles in the "Loading Zone". This is the right lane that begins after the last parking space on the right. Students may not be released from any vehicle while it is in the left, through lane. Students may not be released from any parking areas unless accompanied by a parent who is walking in with the student. Students are not allowed to be dropped off from any other location. When dropping off students in the loading zone, parents are asked to pull forward to the space just beyond the crosswalk. Please do not stop on the crosswalk. If



another parent is stopped in the loading zone, please pull as far forward as you can before releasing your child. If you have released your child and there is still a vehicle stopped in front of you, you may pull into the left lane and pass that vehicle once you feel it is safe to do so. When picking up students in the afternoon, students will be asked to wait on the sidewalk that leads to the main school entrance. Once a student's ride has pulled into the loading zone, a staff member will permit the student to walk to that vehicle. The student should walk between the white fence and white line along the loading zone. The only students who will be permitted to wait on the eighth grade sidewalk are those who are on crutches or in wheelchairs. These guidelines should make commuting to school safer for students and more efficient for parents.

### **Tutoring**

Tutoring will be held in the morning from 7:45am until 8:15am. The students will be required to sign up for tutoring and/or they may be assigned by their teacher. Tutoring will be held Mondays, Tuesdays, and Thursdays.

### **Visitors**

All visitors are to report to the school office when they arrive on the school campus. All visitors must sign in and receive a visitor's pass before being escorted to their meeting or conference. No visitor is to be unescorted on the campus at any time. The safety of our students is a top priority. Thank you in advance to all visitors for your support of this policy.

## STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

The rules and regulations are established for the health, safety, and welfare of all students. Students are responsible for knowing the rules and policies of the school system and DMS. The following listings are the basic rules. However, additional regulations may be added as necessary. Please refer to the Student Related Board of Education Policies and School Bus Safety Regulations handbook that your child was given by their homeroom teacher for additional important policies. Whenever possible, student discipline will be handled between the teacher, student, and their parents. Dixon Middle School is dedicated to effective school/family communication and it is through this contact that we can meet the needs of each individual student. Each teacher has a written classroom management plan that they will share with students and parents at the start of the school year.

### Aggressive Behavior/Bullying

Any action, whether physical, verbal, or non-verbal that is meant to intimidate or demean another student or a staff member will not be tolerated.

1<sup>st</sup> Offense- up to 3 days of OSS

2<sup>nd</sup> Offense- up to 5 days of OSS

\*Repeated offenses may result in referral to law enforcement.

### Affection

Kissing, hugging, and holding hands are not acceptable conduct at DMS. A warning will be given. If this behavior continues, parents will be called. Continued behavior will result in disciplinary action (ISS).

### Bomb Threat

House Bill 517 - Making or communicating a false bomb threat is a serious crime and is now considered a felony in the North Carolina. Perpetuating a bomb threat hoax by bringing fake explosive devices into schools or school events is also a felony. Encouraging or aiding a minor in bringing explosive devices on a school campus is also a felony crime. Parents who are found to be negligent with regard to their children who commit these crimes, may be required to pay restitution.

### Cell Phones/Cameras/Personally Owned Devices

All audio, pictures, video recorded with school or personally owned devices must have the consent of the individuals included in the recording. **Students may not record any portion of an active classroom without the consent of the teacher.** Students may not take pictures or video of any tests or assignments without the consent of the teacher.

### Cheating

Cheating/Plagiarism is not tolerated. This can include turning in someone else's work as your own. Students caught plagiarizing/cheating will be assigned ISS and will make up the assessment/assignment in question.

### Cologne/Perfume/Spray Deodorant

Colognes, perfumes, scented lotions, and spray deodorants can trigger asthma attacks with many students at our school. Many students are also highly allergic to these types of sprays. Colognes, perfumes, scented lotion, and spray deodorants must be left at home. If you have Physical Education or participate in athletics after school, bring a form of solid or roll-on antiperspirant/deodorant with you. Sprays are not permitted in locker rooms, even during athletic functions or practices.

### Disruptive Behavior

Classroom rules are set by each teacher in order to maximize instructional time. Students who are talking excessively, out of seat, and distracting other students cause a disruption to the learning of the class. Continued behavior of this type will result in disciplinary action and possible behavior plan.

### Dress Code

Students are expected to dress appropriately while at school in order to minimize distractions to learning. Clothing should fit appropriately. *Administration will make the final decision on appropriate dress. Special days such as hat days are approved on occasion at the discretion of administration and will be announced in advance.*



### **Harassment/Communicating Threats/Bullying**

Name calling, sexual harassment, and bullying behavior will not be tolerated. Unwanted threats of injury, physical harm, or unwanted sexual contact or communication either verbally or in writing may cause a student or staff member to feel bullied or intimidated. Students will be disciplined in accordance with Onslow County Schools policies and may be required to work through anti-bullying activities, if found to be engaging in these behaviors. Referral to the alternative school may also result. Reports can be made by students and/or parents/guardians. Forms can be printed from the DMS website or are available in the DMS office. When received, reports will be followed up with an investigation, proactive measures, and consequences, if deemed necessary.

### **Horseplay**

Aggressive physical contact between students is a safety risk for the students involved, as well as those around them. Even when students are "playing around", they run the risk of injury or an escalation into hostile behavior or a fight.

1 <sup>st</sup> Offense	3 days of ISS
2 <sup>nd</sup> Offense	5 days of ISS

### **Inappropriate Materials**

The possession of inappropriate magazines, books, or Internet materials is prohibited. This includes possession of inappropriate or lewd materials on school grounds or distributing (or showing) to other students. Disciplinary action includes a minimum of 3 days ISS and loss of Internet and/or technology privileges, if applicable.

### **Profanity**

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

Not directed towards school personnel.	Up to 3 Days ISS
Directed towards a staff member	5 Days OSS

### **Prohibited Items**

Students **may not** possess the following items on school property or at school events:

1. Skateboards or wheelies.
2. Stuffed animals, toys, balls, etc.
3. Gambling devices: dice, playing cards, etc.
4. Cell phones are to only be used during the school day as approved by a teacher for instructional purposes. When instructed to turn off or put away these devices, students will need to follow their teachers' directions without exception.

Students can expect to have these items confiscated and turned into the office. First offense- item will be returned at the end of school day. Repeated offenses will require item to be picked up by parent/guardian and possible disciplinary action. Refusal by a student to give up an item to a school official or staff member will result in ISS/OSS. Only items used in academic instruction should be brought to school. Repeated offenses of bringing these items to school will result in 3 days of ISS in addition to the item being confiscated.

### **Refusal of Teacher/Administrator Directive**

The refusal to follow reasonable directives of teachers or other school personnel will be considered disobedience. Students may not refuse to follow a directive because they do not like the directive or believe it to be unfair. If a student has a question or concern with the directive of a teacher, it should be discussed with the teacher in private or brought to the attention of an administrator at a later time.

**Students may not walk out of class without permission.** Students may see guidance counselors or school officials after class by obtaining a pass in their agenda from their teacher.

Minimum action	3 days ISS
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\*Refusal to follow an administrative directive will result in a minimum of 3 days OSS.

### **Skipping School or Class**

Any student who is not in his/her scheduled class is considered skipping. Failure to sign in or out during the day for any reason is considered skipping school. Any student in the hall without an approved pass is considered skipping.

1 <sup>st</sup> Offense	Up to 1 Day ISS
2 <sup>nd</sup> Offense	Up to 3 Days ISS
3 <sup>rd</sup> Offenses or more	Up to 3 Days OSS

### **Stealing, Vandalism, or Destruction of School Property**

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

Minimum action	3 days ISS
Maximum action	Long-term suspension

### **Tardiness**

The school day begins at 8:25 a.m. Any student who arrives after 8:25 a.m. and is not in their assigned homeroom is considered tardy and must be signed in at the office by a parent or guardian. **STUDENTS CAN POTENTIALLY FAIL A CLASS AS A RESULT OF EXCESSIVE EARLY CHECK OUT OR TARDINESS TO SCHOOL** (OC Board Policy #4400). Please take measures to ensure that you are on time.

### **Technology**

All students must have signed permission by parents/guardians to have and use technology or Internet at DMS. Students must follow all school and OCS guidelines and policies for Internet and technology use and will face disciplinary action for failure to do so. These consequences may include, but are not limited to ISS, OSS, and loss of technology and Internet privileges.

### **Theft**

Stealing can be a serious problem in schools. Students should take care to protect their possessions. Items that are valuable or not necessary should not be brought to school. The possession of property (books, clothing, and equipment) that is not your personal property will be viewed as stealing. Such property should be turned into a school official immediately.

Students are not permitted to barter, trade, or sell personal or commercial items at school, other than through an approved school fundraiser. The school is not responsible for lost, stolen or damaged property. In these situations, the student will be given the opportunity to file a report with the school's SRO.

### **Throwing Objects**

Any "wasps", spitballs, rubber bands, pencils, erasers, or any other airborne item or device is a serious **safety** and behavioral issue and will result in serious disciplinary action.

Minimum action	3 days ISS
Maximum action	3 or more days OSS

(Injury to someone could also result in criminal charges)

### **Tobacco Products**

Students are prohibited from using or possessing any tobacco product, or tobacco paraphernalia, such as cigarettes, electronic cigarettes, lighters or matches (1) in any school building, school vehicle or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips.

1 <sup>st</sup> offense	3 days ISS
2 <sup>nd</sup> offense	Up to 3 days OSS
3 <sup>rd</sup> and further offenses	Up to 5 days OSS

All Onslow County Schools are tobacco free at all times and at all activities, including athletic events. This includes students and adults.

### **Weapons**

Any weapon or item that can be used as a weapon is strictly prohibited. This will result in a minimum of 10 days suspension and possibly more serious consequences such as long-term suspension. Weapons are reported to law enforcement and charges will be filed. This is a very serious rule violation. **Please read closely the section on weapons in the Onslow County School System handbook**

## **DMS CHECK ACCEPTANCE AND FINANCIAL POLICIES**

All checks written to the school must have issuer's name, current address and phone number with code clearly printed on the face of the check. Checks must be issued for the exact amount of purchase as no cash/change can ever be given for overages. No Dixon Middle staff member may "cash a check" for any student or other payee. No refunds shall be given unless the request is accompanied by the original Dixon Middle School receipt. Any event labeled "non-refundable" will not be issued a refund. **No refunds of any kind will be made after one year from the date of the original receipt.** Library books found and returned may be subject to late fee deductions before the refund is issued. All Onslow County Schools use FARS (Federal Automated Recovery System) for the recovery of checks returned for insufficient funds. FARS charges a minimum of \$25.00 per returned check and all NSF checks are automatically re-presented for payment upon first notice by the bank of the check's NSF status. The cafeteria is not a partner with Dixon Middle School for banking purposes, etc.; therefore, check payments for student's meals must be made out to Dixon Middle School Cafeteria and will not be receipted by DMS faculty members. All financial inquiries concerning the cafeteria should be made directly to the cafeteria manager at telephone extension 28008. **No refunds of any kind may be made when outstanding fees are owed to the school.**

## **DMS INTERNET/TECHNOLOGY POLICIES**

Students will need to follow teacher directions on technology and internet use at school and will have to adhere to the Onslow County Schools policy for internet use while on school property or on any school approved trips. Technology must be used for learning purposes. Social networking, cyber-bullying, or other undesirable behaviors will not be tolerated. Failure to adhere to teacher directions or county policies may result in disciplinary action and/or loss of internet privileges at school. Students are reminded that bringing technology to school is a privilege and not a right. Also be mindful of your equipment at all times. You will assume all risk if you bring your technology devices to school.

## **DMS MEDIA RELEASE**

During the school year, staff of Dixon Middle School and media representatives may want to interview, photograph, or videotape your child for use in publications, television reports, public presentations and websites. The photographs may be of groups of students or individuals, and the students' names may be used. For student protection online, a student's photo and last name will not appear together on school or District websites.

Please complete the section on the next page for our records. Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors.

Student/Parent Agreement

Student Name (Print) \_\_\_\_\_

School Name \_\_\_\_\_

Parent/Guardian Name (Print) \_\_\_\_\_

*Dixon Middle School Financial Policies*

As the parent/guardian of the above student, I have read and agree to the Dixon Middle School Financial and Internet Policies

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

*Media Permission Slip (Please Check One and Sign)*

\_\_\_\_ I give permission for my child to be photographed and interviewed and/or their work displayed, and permission to have my child's name used. Only first names will be used on a school or district webpage if a photograph of that student is also displayed on the webpage.

\_\_\_\_ I give permission for my child to be photographed and/or their work displayed but do not want my child's name used.

\_\_\_\_ I do not want my child photographed or interviewed and do not want his or her name used.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_