

Southwest Middle School

Home of the COLTS

Courteous • Orderly • Listener • Thoughtful • Self-Discipline

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Believe  Achieve  Succeed
THINK COLLEGE

Mission: To provide all students with challenging academics so that they realize their potential for college readiness and improve their quality of life in a global society.

Purpose: Our purpose is to prepare our students for success.

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

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

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

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

Student Name:

Grade:

AGENDAS

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

ASSESSMENTS

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

- The End-Of-Grade Reading and Math tests are administered to all students at the end of the school year.
- The End-Of-Grade Science test is administered to all 8th grade students at the end of the school year.
- The End-Of-Course Math I test is administered to students enrolled in Math I upon completion of the course.
- CTE testing is a state required test held twice a year for students enrolled in Keyboarding, Computer Technology, and Careers.
- The North Carolina Final Exams Social Studies and Science are administered to all students at the end of the school year.

ATHLETICS

A student/athlete must be in the seventh or eighth grade and meet local and state promotion guidelines. If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. A student/athlete has four semesters of athletic eligibility once he/she first enters the seventh grade. Academic requirements for fall semester sports are based on his/her previous semester grades. Spring semester academic requirements are based on the fall semester grades for the current school year. Specifically, students must earn a passing grade in a minimum of three core classes (ELA, Math, Science, Social Studies) and one Encore class based on the previous semester's grades. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning of a semester. Student/Athletes must have 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. Southwest Middle School retains the right to impose higher academic standards for its athletes.

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

ATTENDANCE/ABSENTEEISM – BOE POLICY 4400

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

Lawful Absences

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

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

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

School Related Activities

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

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

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

Attendance in Grades 6-8

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

Excessive Absences

Class attendance and participation are critical elements of the educational process and may be taken into account in assessing academic achievement. The principal will notify parents and take all other steps required by G.S. 115C-378 for excessive absences. Students may be suspended for up to two days for truancy. When a student has accumulated ten (10) unexcused absences, the principal will 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 may notify the District Attorney and the Director of Social Services.

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

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

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

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

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

<http://www.ncbussafety.org/SafetyLessons/StudentCrossingInstructions.pdf>

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

CAFETERIA – BOE Policy 6200 Series

Breakfast is \$1.25 and Lunch \$2.25 for all grade levels. Child Nutrition has also implemented online payments using <http://www.lunchprepay.com/>. Adult meals will continue to be at a la carte pricing. ALL Lunch meals must contain a fruit or vegetable choice to count as a meal. Great food and friendly service are very important to us! We will do whatever is necessary to ensure that our students receive courteous service and attractive, well-balanced meals every school day. Our team of Child Nutrition professionals is committed to excellence. We look forward to serving students every day this school year! Onslow County Schools provides nutritious breakfast and lunch meals designed around the United States Department of Agriculture (USDA) Dietary Guidelines, the newly implemented Healthy Hunger Free Kids Act, and the EAT SMART NC Nutrition Standards. Guidelines restrict the amount of fat, sodium and sugar in our meal selections and encourage increased consumption of fresh fruits, vegetables, whole grain products, and calcium rich foods. Potable water is available for cup dispensing at all locations as well as bottled water for purchase. A student breakfast includes 4 menu items: 2 breads and/or 1 bread and 1 meat, a vegetable or fruit, and a milk choice. Students may decline one of any of the four items offered. A student lunch includes 5 menu items from the following categories: 1 meat or alternative, 2 options of vegetables or fruits, milk and bread. Each student meal must contain a fruit or vegetable. Students may decline up to two of any of the menu items offered. Occasionally schools may offer a third choice entree based on availability. Supplemental items may be chosen for purchase and can be selected from a variety of healthy snacks and additional menu items. Students who bring meals from home may purchase milk at the a la carte price of .50, even if the child is qualified for free meals. Milk is included as a meal component for all pay statuses. Please check menus for your child’s grade level to see the daily meal and supplemental sale offerings.

Click [HERE](#) for more information about Child Nutrition.

COMMUNICABLE DISEASES – BOE Policy 4230

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

CLUBS/ORGANIZATIONS – BOE Policy 3620

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

DISMISSAL TIMES

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

EARLY RELEASE DAYS FOR PROFESSIONAL DEVELOPMENT

The Onslow County Board of Education has included 5 Early Release Days for Professional Development in the 2016-17 calendar. These days are designed for all staff to participate in professional development activities. On early release days, dismissal will begin with car riders and walkers at 12:05 p.m., followed by bus riders. Since all staff will be participating in professional development, there may be no one to answer the phones after dismissal. Any emergency situations regarding bus transportation should be directed to the transportation office (989-2021) on these days. The following dates have been designated as early release days for professional development: September 22, October 20, November 10, February 16, and March 23.

GUIDANCE

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

HALL PASS

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

INCLEMENT WEATHER

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

INJURIES/EMERGENCY INFORMATION

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

LOST AND FOUND

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

LOCKERS

Every student will be issued a locker. The locker fee is \$2. A combination will be given for each locker. The combination should not be given to any other students. If the lock becomes inoperative, students should notify their homeroom teacher. 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

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

MEDICATION – BOE Policy 6125

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

PARENT/TEACHER CONFERENCES

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

PRINCIPAL'S LIST/HONOR ROLL

Principal's List	All grades 90 or above	All A's
Honor Roll	Grade average of 80 to 90	A's and B's

SCHOOL FEES

Art	\$7.00
Instrumental Music (Band/Orchestra)	\$10.00
Vocal Music (Chorus)	\$5.00
Career and Technical Education	\$2.00
Instructional Supplies	\$5.00
Locker	\$2.00

School fee waivers are available in the front office. Approval of these waivers is at the discretion of the school's administration. Waivers will be accepted within the first 20 days of school.

SCHOOL HOURS

The building doors will open to students at 7:30 a.m. Southwest Middle School will not be providing adult supervision prior to 7:30 a.m. The tardy bell will ring at 7:50 a.m. Students who arrive in their home rooms after this time will be marked tardy. School officials will notify parents when tardiness becomes a recurring problem. The school day ends at 3:05 p.m. Students are expected to leave school immediately following dismissal unless they are involved in a school-sponsored activity.

SIGNING IN/OUT

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

STUDENT PERFORMANCE – BOE Policy 3400

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

GRADING SCALE SYSTEM

10 point scale for grades 3-12

90 - 100 = A

80 - 89 = B

70 - 79 = C

60 - 69 = D

Below 60 = F

Promotion Requirements Grades 3-8

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

SUPPLIES

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

TECHNOLOGY

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

TELEPHONE

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

TEXTBOOKS

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

TITLE IX STATEMENT

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

VENDING MACHINES

The vending machines are on timers and will only turn on after school hours.

VISITORS AND LOITERING

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

EXPECTATIONS AND GUIDELINES FOR STUDENT BEHAVIOR

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

GUIDELINES FOR SUCCESS

Courteous • Orderly • Listener • Thoughtful • Self-Disciplined

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

ASSAULT OR VIOLENCE DIRECTED TOWARD ANY SCHOOL EMPLOYEE (BOE Policy 4331)

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

ASSAULT ON ANOTHER STUDENT (BOE Policy 4331)

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

AFFECTION, CONDUCT, AND SELF CONTROL (BOE Policy 4300/4315)

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

BOMB THREAT = BIG TROUBLE (BOE Policy 4333)

House Bill 517: Three types of bomb threats now represent a serious crime in North Carolina, and therefore involve serious penalties that can be administered by the school system, or local and state law enforcement agencies.

Category of Crime:

Making or communicating a false bomb threat in any form, even including computer messages, is now a Class H felony. Perpetrating a bomb threat hoax by bringing a fake explosive device onto school property (buildings, buses or grounds) or into school-sponsored events or activities is now a Class H felony. Encouraging or aiding a minor to bring onto school property any true explosive device is now a Class G felony. In addition to legal consequences that accompany the above felonies, the following penalties also apply: A second conviction of either of the first two crimes within 5 years of a first conviction is a Class G felony crime. Conviction of any of the three crimes will result in the loss of one's driver license or permit. Possible restitution and financial liability for the costs or damage experienced by the school or school system in having to deal with the threat. Parents who are found to be negligent with regard to their children who commit either of the above crimes may be required to pay up to \$25,000.00 in costs associated with a false bomb threat or hoax, and \$50,000.00 in costs associated with damages resulting from a discharged explosive device.

BULLYING (BOE Policy 4331)

The term "bullying" is defined as deliberate verbal, nonverbal, and/or physical abuse of a student by one or more students that is repeated. Bullying includes, but is not limited to; derogatory, demeaning, intimidating, or defaming statements and/or gestures to or about a student; intentional emotional harm to a student by exclusion and/or isolation; hostile comments about another student's race, religion, disability, ethnicity, gender, and/or sexual orientation for the purpose of causing them to feel disliked or humiliated; and unwelcome and uninvited physical contact or threats of physical contact that demean or offend the victim and result in a hostile environment for the victim. Students who are being bullied are to fill out a bullying form online. This form can be located on our school's website. The guidance counselor is also a resource in this area. A determination of the appropriate consequence will be made by the administration.

CELLULAR TELEPHONES

Southwest Middle School recognizes that many students at all grade levels possess and bring cell phones and other electronic devices to school. We recognize that parents may provide a cell phone to a student for safety or medical reasons. We also recognize that these devices, which may have one intent, can become distractions to the academic environment and therefore negatively impact instruction. In consideration of the advancement of technology and the prevalence of electronic devices in our society, the SWMS will allow the possession of cell phones and other electronic devices at school, on buses, and school sponsored events, only as follows:

Purpose of Policy:

Maintain the academic integrity of the academic environment.

Keep personal property, not necessary for academics endeavors, protected and secure from loss, theft, and damage.

Respect personal privacy of students and staff in the school.

Focus on instruction and learning.

1. Phones are to be kept in lockers at all times during the academic day. The academic day begins at 7:30 a.m., or as soon as a student arrives on campus, and ends at 3:05 p.m., when students are dismissed. Cell phones are not to be used in the hallways, cafeteria, restrooms, locker rooms or bus pick up areas upon arrival to school.

2. Students who wish to carry a cell phone with them to and from school must keep the device turned off and kept in the student's assigned locker.
3. Teachers may occasionally choose to use cell phones during classroom instruction. In these cases, those teachers will escort their students to their lockers to retrieve devices.
4. A student found in possession of any type of cell phone or communication device during the school day shall have the device taken from him or her and kept by the school Principal or designee until the parent is notified and the device is personally picked up at the school by the parent.
 - a. First offense will result in parent pick up of device and student warning.
 - b. Subsequent violations will result in administrative consequences

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

ACADEMIC DISHONESTY (BOE POLICY 4310)

Students are prohibited from cheating, including the actual giving or receiving of any unauthorized assistance or the actual giving or receiving of an unfair advantage on any form of academic work; plagiarizing, including the copying of the language, structure, idea and/or thought of another and representing it as one's own original work. Academic dishonesty is a behavior violation and will be treated as such. A determination of the appropriate consequence will be made by the administration.

DISORDERLY CONDUCT (BOE Policy 4300/4310/4315)

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

DISRESPECTFUL BEHAVIOR TO FACULTY MEMBERS (BOE Policy 4300, 4310, 4315)

No student shall behave in a manner that is considered to be disrespectful to a staff member. Such behavior includes, but is not limited to, talking back to a faculty member, use of profane or vulgar language to or in the presence of staff members, or disrespectful gestures or body gestures directed toward staff members. Violation will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals. Disciplinary actions may include in-school suspension or suspension from school for up to 10 days.

DISRESPECTFUL BEHAVIOR TO OTHER STUDENTS (BOE Policy 4300, 4310, 4315)

No student shall behave in a manner that is considered to be disrespectful to fellow students. Such behavior includes, but is not limited to, use of profane or vulgar language to or in the presence of fellow students, disrespectful gestures or body gestures directed toward other students, ridicule or any other act which damages another student's reputation. A violation will result in disciplinary action based on the extent of the student's misbehavior and prior discipline referrals. Disciplinary action may include office detention, in-school suspension, or suspension from school for up to 10 days.

DISRUPTION/VIOLATION OF CLASSROOM RULES (BOE Policy 4300, 4315)

No student shall behave in a manner that prevents the teacher from teaching and students from learning. Students will adhere to classroom rules as established by the teacher as well as those defined by the Board and school. Students referred to the office will receive appropriate disciplinary action based on the extent of the disruption and previous disciplinary problems. Disciplinary action may include office detention, in-school suspension, or out-of-school suspension.

DRESS CODE (BOE Policy 4303)

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

- Excessively tight, loose or baggy clothing is not permitted.
- Hats, headgear, hoodies, or sunglasses are not to be worn inside the building.
- No flip-flops, shower shoes, slides or bedroom slippers are permitted.
- Pajamas or other sleepwear are not permitted unless approved for special occasions approved by the Principal in advance.
- Dresses, skirts and shorts **must be 2 inches from the top of the knees**. This is true even when wearing leggings underneath. This includes slits in skirts or shorts up the side or back. The administration will make the final decision on appropriateness.
- Leggings, half shirts, tank tops, low-riders or hip-huggers are not permitted.
- Clothing that is torn or ripped that exposes skin or undergarments and is above the knee cannot be Worn.
- Clothing exposing a person's cleavage, back, chest or underwear is not appropriate.
- Pants should be worn at the natural waistline. "Sagging" is not permitted. Belts should be worn with pants or slacks.
- Gang writing, lettering, symbols, offensive, obscene, or vulgar words are not to be shown or written on clothing, jewelry, book bags, etc. In addition, garments with suggestive language and/or advertising displaying alcoholic beverages, tobacco or any illegal substances are not allowed.
- Bandanas of any color are not to be worn or displayed on school property including school buses, bus stops, or school sponsored events.

Students dressed inappropriately will be sent to ISS for the remainder of the day unless alternate clothing is brought to the school by the parent/guardian. Occasionally, alternative clothing may be provided by the school.

DRUGS OR ALCOHOL: Possession, Sale, Use or Under the Influence (BOE Policy 4325)

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

INSUBORDINATION/FAILURE TO COMPLY (BOE Policy 4300, 4301)

All students will follow the instructions or directions of any teacher, teacher assistant, assistant principal, school counselor, principal, student teacher, substitute teacher, secretary, bus driver, or custodian. Students must also correctly identify themselves when asked to do so by any of the personnel listed above. If a student questions a directive of a teacher, it must be in private. The

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

SCHOOL BUS EXPECTATIONS (BOE Policy 4316)

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

TECHNOLOGY (BOE Policy 1710, 3225, 3226, 4205, 6523, 7320)

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

Students are expected to follow the [Digital Learning Class Etiquette](#) Procedures at all times. 1=Teacher time (Screens Down); 2=Interactive Time (Screens at 45 degrees); 3=Student Time (Screens Up)

Violations of User Agreements:

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

Technology Violation Categories:

1. Basic disruptions to class or learning activities due to poorly timed use of technology will be handled at the classroom level in a manner consistent with other off-task or poorly timed behaviors. Consequences for this level can include redirection, temporary confiscation of the device, and/or referral to the office based on the frequency of the violation.
2. Criminal acts, acts of harassment, attempts to extort or make threats, attempts to bully or intimidate or other similar violations shall be handled at the administrative level. Following a referral, administration will issue a consequence in a manner consistent with other violations of the law or school policy related to criminal behavior, bullying, harassment, extortion, etc. Consequences for this level will include restriction of access, in-school suspension, out-of-school suspension, and/or the filing of a criminal report.
3. Intentionally accessing images, websites or other content that is lewd, lascivious, profane, of a sexual or provocative nature, or communicates/implies/promotes behaviors contrary to good order and discipline at school is prohibited. These violations shall be handled at the administrative level following a referral. Consequences for this level of violation shall include removal of technology privileges for the remainder of the grading period or semester (or beyond if the

incident takes place near the end of the term) and the appropriate assignment to ISS or OSS as per standard school practice.

4. Accessing sites or downloading programs that are not necessarily profane, vulgar, etc. but are otherwise restricted may result in an administrative referral with a written warning and/or short-term loss of privileges for an initial offense and ISS or OSS for continued offenses. Long-term loss of privileges will be imposed for chronic offenders.
5. Altering, accessing or attempting to access student-restricted confidential resources (i.e. attendance, grades, discipline record, staff email, etc.) shall result in long-term suspension of technology privileges and an out-of-school suspension.
6. Destruction, deletion or alteration of other students' work shall result in an administrative referral. Consequences for the destruction of electronic work products shall be consistent with consequences for the destruction of hard copy work products (assignment to ISS for initial offense, OSS for continued violations) and the removal of technology privileges.
7. Utilizing technology for unscrupulous academic purposes will result in an administrative referral. While students will have an opportunity to demonstrate their learning, the incident will be categorized as "cheating" and will result in ISS for an initial offense and OSS for continued offenses.

THEFT AND DAMAGE TO PRIVATE OR PUBLIC PROPERTY (BOE Policy 4330)

Students shall not damage or steal or be in possession of any stolen private or public property while under the authority of school personnel or during the school day, on school-sponsored events or trips, or while riding the school or activity bus. Students should take care to protect their possessions while on school property. Unnecessary items should not be brought to school. To help prevent stealing, label or tag your clothing and belongings, do not share lockers or give your combination to another student, and do not leave valuables in the gym locker rooms. Possession of property (books, clothing, equipment, etc.) that is not a student's personal property is viewed as stealing and may result in out-of-school suspension for up to ten days and arrest. Restitution for the damaged or stolen property will be made before the student will be allowed to participate in extra-curricular activities.

THREATENING ACTS (BOE Policy 4331)

Students are prohibited from directing toward any other person any language which threatens force, violence or disruption, or any sign or act which constitutes a threat of force, violence, or disruption. This includes written threats. Violation of this policy may result in suspension and may be reported to law officials.

TOBACCO PRODUCTS: POSSESSION AND/OR USE (BOE Policy 4320)

Students are prohibited from using or possessing any tobacco product (1) in any school building, school vehicle, or on the school grounds at any time; (2) at any school-related activity, including athletic events; or (3) at any time when the student is subject to the supervision of school personnel, including school trips. The term "tobacco products" includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, smokeless tobacco, and any other items containing or reasonably resembling tobacco or tobacco products. This includes possession of lighters and/or matches. Offenses may result in-school suspension or out-of-school suspension.

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

The presence of weapons, bomb, biological, or chemical threats or actions that constitute a clear

threat to the safety of students and employees will not be tolerated. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Specifically, students shall not possess, handle, transmit, manufacture, or use any explosive device or weapon such as a firearm, knife or any other device perceived to be a weapon. Weapons will be confiscated and turned over to the sheriff's department. Violation of this policy shall result in a minimum of 3 to 10 days out-of-school suspension and arrest. Possession of a firearm will result in long term suspension (minimum 365 days) from school.

[Onslow County Schools Board Policies](#) – Click [HERE](#)

PBIS Classroom Behavior Support

GO

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

VERBAL REMINDER

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

CAUTION

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

STOP

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

REFERRAL TO THE OFFICE

Code of Conduct for SWMS		
LEVEL 1 OFFENSES		
Cheating/Plagiarism Conversational Profanity Disruptive during Instructional time *Dress code violations Eating and drinking in class Horseplay Inappropriate Comments Late to class/multiple tardiness	Mild disrespect/ignoring teacher directive Repeatedly unprepared for class <ul style="list-style-type: none"> • No homework • No materials(pen, pencil, notebook, textbook) • Incomplete assignments 	Running in hallways/classroom Sleeping in class Talking/noisemaking Violation of class/school rules Writing/Passing notes
LEVEL 1 CONSEQUENCES		
Verbal warning/reprimand Parental contact made by the teacher Teacher Assigned Lunch Detention Teacher Assigned After School Detention	Proximity correction Safe Seat in the classroom Parent/Teacher conference	
LEVEL 2 OFFENSES		
Aggressive/Threatening Behavior *Bullying/Harassment/Threats Cafeteria/Restroom misconduct Chronic Level 1 offense w/documentation Conversation Profanity(Student to Student) Excessive Tardies Moderate Disrespect to teacher(creating a scene)	Continued Horseplay Inappropriate internet use Kissing/Public Displays of Affection Major class disruptions Minor defacing/damaging property Not showing up for After School Detention Refusing teacher directive Skipping class/school Unauthorized cell phone or electronic usage	
LEVEL 2 CONSEQUENCES		
Lunch Detention After School Detention Safe Seat(restricted Activity) Parental Contact Relocation(within the classroom) Relocation to a Safe Seat in another classroom(Do not send students to stand in the hall)	Proximity correction Provide Positive Practice Implement PEP for behavior if behaviors are chronic Loss of extracurricular activities	
LEVEL 3 OFFENSES		
Chronic Level II Offenses with documentation Fighting/Assault Profanity toward staff member Severe Disrespect to teacher/Adult Skipping Class/School Gang Activity Aggressive/Threatening behavior	Illegal Activity/Acts that involve breaking of state and federal laws) <ul style="list-style-type: none"> • Drugs • Alcohol • Sexual Misconduct/Harassment • Tobacco Product • Vandalism/Theft • Weapons 	
LEVEL 3 CONSEQUENCES		
Bus Suspension In School Suspension Out of School Detention	Possible referral to law enforcement Possible referral to OCLC Parent contact made by the administrator	

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

Southwest Middle School COLTS Behavior Matrix

