

Southwest Middle School

Student Handbook

2023-2024



Mission Statement

SWMS will empower all students to lead in a global society through academic achievement, college & career readiness, and compassionate choices in order to leave a legacy of significance.

3000 Furia Drive
Jacksonville, NC 28540
(910) 455-1105

www.onslow.k12.nc.us/southwestms

Administration:

Ms. Amanda West, Principal
Ms. Hannah Hill, Assistant Principal

Message from the Administration Team

Welcome to the 2023-24 school year. We are excited and thankful to be a part of your child's middle school experience. We look forward to working together to make this a great school year for your child. It is with great pleasure that we take this opportunity to introduce you to Southwest Middle School through this handbook. We are extremely proud of our school, our students, and the programs and opportunities that we offer, and we hope that all will make the most of their time with us.

This resource has been developed to help you become familiar with items specific to Southwest Middle School and to supplement the Onslow County Schools Code of Conduct handbook which covers student related Board of Education expectations and policies, school bus conduct rules and school safety regulations. Please use both resources to aid you in your journey this school year and let us know if you have any questions.

We look forward to this school year with great excitement and hope all our students will have a rewarding and successful year.

Amanda West
Principal

Hannah Hill
Assistant Principal

School Characteristics

School Hours: 7:30 am – 2:40 pm

Office Hours: 6:45 am – 3:30 pm

School Colors: Orange, Black, and White

School Mascot: Colts

Arrival and Departure

No students should arrive prior to 7:00 am, as staff members are not available to monitor students. All students should depart in the afternoon by 3:00 pm. For security purposes, parents/guardians cannot start the car rider dismissal line before 2:10 pm.

Athletics

7th and 8th graders are eligible to participate in Onslow County's middle school athletic program if they meet eligibility guidelines listed below. Sports offered are as follows: football, softball, baseball, boys' and girls' basketball, boys' and girls' soccer, volleyball, track, and wrestling.

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 also meet attendance guidelines. Any absences from the previous semester verified to be excused/lawful by the student's school will not be considered. Students will forfeit athletic eligibility when unlawful/unexcused absences, out-of-school suspensions, or any combination of unlawful/unexcused absences and out-of-school suspensions during the previous semester exceed ten (10) days. No process will exist to request a waiver of unexcused/unlawful absences or out-of-school suspensions.

Southwest Middle 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 to try out for a sport.

Students and parents are required to sign a sportsmanship pledge before you will be allowed to participate in athletics.

Attendance

Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily. School administrators shall communicate attendance expectations to parents and guardians and work with students and their families to overcome barriers to attendance.

Attendance Records

School officials shall keep accurate records of attendance, including accurate attendance records in each class. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school attending an authorized school-related activity.

To be in attendance during remote instruction days (with the exception of the initial enrollment day), students must: (1) complete their daily assignments, either online or offline; and/or (2) have a daily check-in through two-way communication with (a) the homeroom teacher for grades K-5 or (b) for all other grade levels, each course teacher as scheduled. School officials shall communicate the attendance procedures to students and their families before the first day remote instruction begins.

Excused Absences

When a student must miss school, a written excuse signed by a parent or guardian must be presented to the student's teacher on the day the student returns after an absence. Absences due to extended illnesses may also require a statement from a health care practitioner. An absence may be excused for any of the following reasons:

1. personal illness or injury
2. isolation ordered by the local health officer or the State Board of Health or isolation or quarantine that is a required state or local control measure;
3. death in the immediate family;
4. medical or dental appointment;
5. attendance at the proceedings of a court or administrative tribunal
6. religious observance
7. participation in a valid educational opportunity
8. pregnancy and related conditions or parenting, when medically necessary;
9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's 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; or
10. any other reason as approved by the board in a board resolution.

School-Related Activities

While recognizing the importance of classroom learning, the board also acknowledges that out-of-classroom, school-related activities can provide students with valuable experiences not available in the classroom setting. The following school-related activities will not be counted as absences from either class or school:

1. field trips sponsored by the school;
 2. job shadows and other work-based learning opportunities
 3. school-initiated and -scheduled activities;
 4. athletic events that require early dismissal from school; and
 5. Career and Technical Education student organization activities approved in advance by the principal.
- In addition, students participating in disciplinary techniques categorized as in-school suspension will not be counted as absent.

Makeup Work

In the case of excused absences, short-term out-of-school suspensions, and absences under [G.S. 130A-440](#), the student will be permitted to make up his or her missed work. Assignments missed due to participation in school-related activities also are eligible for makeup by the student. The teacher shall 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.

For all other absences, the student will be permitted to make up his or her missed work at the teacher's discretion.

Unexcused Absences

When a student has accumulated ten (10) unexcused absences, the principal will investigate 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.

Chronic Absenteeism -Grades K-8

Students with at least 10 absences in both the first and last 90 days of the school year and at least 21 absences total in the 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 (excused and unexcused) exceed 10 days per semester, or 20 total absences, further documentation will be required (doctor's statement, court documentation, etc.).

Signing In/Out

All students who enter the school late (after 7:30 am) must sign in at the front office. Students who need to be checked out must be signed out by a parent or authorized adult in the school office. Please help us maintain a strong instructional environment by allowing students to complete their school day by arriving and departing on time.

Perfect Attendance

Unless superseded by the Onslow County Board of Education Policy, Perfect Attendance certificates will be issued only to those students who have been in school every minute of every day. Students may not check out early or sign in late to be eligible for perfect attendance.

Behavior/Discipline Standards

In continuing efforts to maintain a school environment that is conducive to learning, all Southwest Middle staff and students will continue participating in **Positive Behavior Intervention and Support (PBIS)**. Details about the program will be thoroughly discussed with students during the first few days of school and information will be made available to parents as well.

School-Wide Behavior Guidelines

- C – Courteous
- O – Orderly
- L – Listener
- T – Thoughtful
- S – Self-Disciplined

Southwest Middle works to support and uphold all Onslow County Schools Board of Education policies. Board of Education members constantly seek to revise and add policies that help ensure a safe and civil environment that allows educators to provide a strong instructional program. For the most up-to-date information on board policies, please refer to the **Onslow County Schools 2023-2024 Code of Student Conduct Including: Student Related Board of Education Expectations & Policies with School Bus Safety Regulations handbook** and/or visit Onslow County Schools Board of Education (OCS BOE) policy [#4302](#) for a more detailed statement of student behavior expectations and violations.

Consequences

Southwest Middle utilizes a variety of consequences and actions to help improve, correct, or ensure appropriate and safe behavior. In-school suspension, out-of-school suspension, and lunch detention are a few commonly used actions. In cases where suspension is deemed appropriate, students may be suspended for up to ten days. The severity of the offense, the past record of the student's behavior, the age of the student, and mitigating circumstances will be taken into consideration when making such decisions. In cases of repeated violations or in cases where the health, safety, or success of the student or of other students might be affected, long-term suspension or greater than ten days, expulsion or referral to the Onslow County Learning Center may result.

In-School Suspension (ISS)

Southwest Middle has an In-School Suspension (ISS) Program. The intent of the program is to allow students to continue coming to school while receiving a discipline consequence that they have earned due to their behavior. Students serving ISS will do all the work assigned by their teachers, the ISS Director,

and the administration. Students are not allowed to leave ISS to pick up assignments from their teachers or run other errands.

Out-of-School Suspension (OSS)

Out-of-school suspension is a discipline consequence used for some discipline violations. Parents of suspended students will be notified by the administration. Suspended students may not participate in any extra-curricular activities, be on school grounds, or attend any school functions at any Onslow County School including Southwest Middle School during the suspension.

Lunch Detention

Lunch detention is a consequence that is used in conjunction with PBIS. Please refer to the PBIS guidelines to learn more about lunch detention.

Highlight of a Few Discipline Policies and Consequences:

Disorderly Conduct

General Statute 14-288.4 (a) (6), (6a) refers to how inappropriate student discipline may be considered disorderly conduct because of the disruption to the operation of public schools. One violation of this occurs if any person "disrupts, disturbs or interferes with the teaching of students at any public or private educational institution or engages in conduct which disturbs the peace, order or discipline at any public or private educational institution or on the grounds adjacent thereto." Another violation occurs if any person "engages in conduct which disturbs the peace, order, or discipline on any public-school bus or public-school activity bus." Incidents which are in violation of laws will be reported to law enforcement agencies and charges/petitions may be filed.

Bullying and Harassment

Please refer to the OCS BOE policy [#4329/7311](#) for the most recent information on this topic.

Cafeteria/Child Nutrition

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

Meal prices are \$ 1.25 for breakfast and \$2.50 for lunch. Reduced price breakfast is provided at no cost and a reduced lunch cost is \$.40. Supplemental a la carte items that meet the Smart Snack guidelines are available for additional purchase. Parents/Guardians may request restrictions for students with a written note sent to the cafeteria. Students in grades K-8 with no money will be fed and charged for a meal only. No a la carte items will be charged. **Families are responsible for all meal costs for food eaten by the student until the new meal application has been approved and any charges accrued until that approval.** A parent/guardian may request a copy of their student's account balance/ledger. For any information, contact the school cafeteria manager.

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

Meal applications for free or reduced meals can be found online at www.lunchapplication.com. This is the quickest method. **Only one application per household** should be completed. If needed a paper copy of the application is available at the school. Please return meal applications to the school cafeteria or the

Child Nutrition Department the central office. If you do not receive notification for **all (each individual child)** students in the household, please notify the school nutrition central office immediately.

At no time will glass-bottled drinks be allowed on campus. **Food will not be allowed in the classrooms after the tardy bell.** Clear non-glass bottled water will be the only drink allowed in the classroom. All food and beverage items purchased from the cafeteria must be consumed at any of the designated eating locations. Students may not have food delivered by anyone to include parents, guardians, or delivery services (Grub Hub, Door Dash, etc.). No students should sell or buy food/snacks for other students. This behavior will not be tolerated and will be given a consequence.

In addition, while we understand the need for students to stay hydrated and do encourage water throughout the day, students will only be allowed water in a clear water bottle. Outside drinks such as coffee, frozen coffee drinks, tea, energy drinks, soda, etc. from any commercial sites or home will need to be discarded prior to entering the buildings and are not permitted during lunch.

Cell Phone/Wireless Communication Devices and Telephone Usage

The cell phone policy and guidelines for use is designed with the understanding that we live in a technology connected world that allows for increased opportunity and responsibility. Students are permitted to possess such devices on school property so long as the devices are not activated, used, displayed, or visible during the instructional day or as otherwise directed by school rules or school personnel. Wireless communication devices include, but are not limited to, cellular phones, smart watches, electronic devices with internet capability, paging devices, two-way radios, and similar devices. Use will generally be permitted before or after school. Additionally, students are allowed to use their cell phones on the bus to listen to music; however, they must have one earbud out so that they can hear bus driver directions. When the noise from such devices interferes with the safe operation of the bus, use will be restricted.

Students will be allowed to get a pass to come to the office to use the school phone to handle their phone needs. All students should obtain permission and sign-out prior to leaving the classroom to proceed to the office for their phone needs. Please take care of logistical matters and other information at home prior to coming to school and reserve a call home during the day for emergency matters.

As always, no pictures or video should be taken of anyone/anything unless requested by the teacher for an instructional activity. Any violation of the cell phone policy will result in confiscation of the phone until a parent comes to school to pick up the phone. A second violation of this policy will lead to further discipline action and possible revocation of the privilege to possess a cell phone at school. Ultimately, the parent/guardian is responsible for any and all information on student cell phones, and any investigation that leads to and/or requires search of information on a cell phone will be reported to law enforcement.

Cell phone use guidelines may also be found in the OCS BOE policy [#4318](#) Use of Wireless Communication Devices.

Clubs/Organizations

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.

Conferences/Parent Contacts

Teachers are expected to maintain and when necessary, initiate open lines of communication between the school and the home. Contact will be made as soon as any problem develops behaviorally or academically. Parent-teacher conferences are designed to be productive and not hostile for the academic

and behavior support of students. If a conference becomes argumentative or non-productive, the conference should be rescheduled for another time and date to allow the presence of an administrator. Teachers are required to communicate with parents of failing students at early signs of poor performance. During the communication, teachers should share a summary of the situation and provide actions steps for achieving passing performance.

Cyberbullying

Students are prohibited from unlawful cell phone or electronic device usage (i.e., Cyberbullying). Unlawful cell phone or electronic device usage (sending inappropriate texts, pictures, videos, threats, harassing messages, or information that incites inappropriate behavior on the SWMS campus/bus or OCS school activity will be considered a violation of this policy and subject to disciplinary action. Participation in any act deemed as Cyberbullying may result in a complete loss of privileges related to cell phone and any electronic devices used on the SWMS campus and/or school related function or activity. Actions related to Cyberbullying will be subject to disciplinary action and could include Out-of-School Suspension, Alternative Learning Center placement, and referral to Law Enforcement.

Dress Code

The dress and appearance of students has a significant effect upon conduct and behavior while at school. The purpose of the SWMS dress code is not to censure individual expression but to help maintain an atmosphere conducive to learning and free of distractions. School administration, faculty, and staff reserve the right to deem student attire inappropriate.

The first offense for a dress code infraction will result in the student reporting to ISS with an opportunity to change or adjust their clothing, or to have a parent bring appropriate clothing. Continued dress code infractions may result with the student remaining in ISS for the entire school day to include early release students, with no opportunity to change or have clothing brought by parent and/or will result in disciplinary action deemed appropriate by administration.

DRESS CODE GUIDELINES: Please note that this is NOT an all-inclusive list. Attire may be deemed inappropriate by any administrator, teacher, or other staff member.

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

- Excessively tight, loose, or baggy clothing is not permitted.
- Hats, wave caps (do-rags), bandanas, hoodies-on, or sunglasses are not to be worn inside the building.
- No rubber flip-flops, shower shoes, 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 fall past the fingertips or within 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 must be accompanied by a shirt that **must fall past the fingertips or within 2 inches from the knees.** The administration will make the final decision on appropriateness.
- Half shirts, tank tops, low-riders or hip-huggers are not permitted. **Shirts without a sleeve need to be a minimum of 2 inches wide (approximately 3 fingers wide).**
- 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 clothing or alone)** on school property including school buses, bus stops, or school sponsored events.
- Blankets will not be used as substitute for sweaters or coats. Do not bring blankets to school.

Emergency Situations/Drills

During emergency situations/drills, all students and faculty members must follow the respective procedures appropriate to the situation. Teachers will follow emergency procedures and protocol which include take attendance and monitor their students during emergency situations/drills. Cell phone usage is prohibited during all drills as during the school day. Students who use their cell phones during any drills will receive disciplinary action as determined by administration.

Grades

Grading Scale

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: < 59

Honor Roll/Principal's List

Any student who has a nine-week grade average of 90 or higher with no grade below 90 will be placed on the Principal's List. Students with a nine-week grade average of 80 to 89 and no grade below 80 will be placed on the Honor Roll. The purpose of these honor systems is to recognize students who have demonstrated quality achievement and to encourage others to strive for excellence.

Notification of Grades

The OCS BOE has established dates throughout the school year in which all students will receive interim reports and report cards. Although these dates vary from year to year, they are scheduled so you are notified at least every 3 weeks of your child's progress. These reports should be signed and returned to your child's teacher. Additionally, parents can sign up for real-time access to their student's grades through Parent Portal. Registration forms are located on the Onslow County Schools and Southwest Middle websites and paper copies can be picked up in the front office. Parents who wish to gain access to Parent Portal should turn the completed form in with a copy of their photo ID to the front office. The school year passes quickly, so if you have questions or concerns, please contact your child's teachers immediately, especially if they have any failing grades.

Cheating/Academic Dishonesty

Incidents of cheating will be handled at the teacher's discretion. Anyone caught cheating may receive a zero, be required to serve lunch detention or another school approved discipline consequence.

Hallway Movement/Hall Pass

Prior to leaving a classroom, students will sign out with their name, destination, and time. Students are required to carry the hallway pass or lanyard when leaving a classroom during a class period. Students without a pass will be escorted to their assigned class. Upon returning to class, students should sign back in with the time.

Inclement Weather

During inclement weather it sometimes becomes necessary for a decision to be made concerning the delaying or closing of schools. When a decision is made that schools will either be delayed or closed for the day, the announcement must be relayed quickly to all students and parents. OCS is a county school system, so a decision to delay or close schools most likely will affect all schools throughout the district. To

accomplish this task efficiently and with maximum coverage, when the possibility of inclement weather is in the forecast, school officials ask all students, parents and staff to remember the following:

- Make sure the school has your most up-to-date contact information including home phone, cell phone and email address. It is advised that you store the school's phone number as a contact to ensure the call is not routed as spam by your wireless carrier.
- A phone call making the announcement of a closing or delay will be sent as soon as any decision is made. To ensure phone calls get through to the correct recipients, parents should make sure their child's school has the correct phone number on file.
- Monitor the Onslow County Schools district website - <https://www.onslow.k12.nc.us> - information will be updated here as conditions warrant. Information will also be posted on the district's social media channels - Facebook, Twitter, and Instagram. This will be the best way to find information in a timely manner after the initial announcement.
- Tune in to one of the local radio or TV stations in our area. As soon as the automated call goes out, delay and closure information are shared with media outlets which serve the Onslow County area.
- Call the Onslow County Schools news hotline at (910) 989-2211 for an automated message regarding the status of schools.

In the case of delayed opening, the buses will also run late in respect to the number of hours school is delayed. If school is to dismiss early for weather or other emergency reasons, students will not be allowed to call home due to the large number of students and the limited number of telephone lines. This news will be shared through automated phone call, the OCS district website, social media channels, and local radio and TV stations. Please do not call the school to find out if school is delayed or cancelled.

Lost and Found

Each school year the school collects an excessive amount of 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. Items will be dispersed to local charities twice a year.

Media Center

The Media Center is open from 7:05am – 3:00pm daily (Monday-Friday). Students may check out a maximum of two books. If a student loses or damages books that are checked out in his/her name, the student is expected to pay for the book.

Schedules

Students are expected to follow the schedule in PowerSchool. If there are any concerns, please submit it to administration for consideration.

School Fees

The Onslow County Board of Education has passed a policy concerning the payment of school fees. Parents and students who wish to have school fees waived because of indigence must make a written request to the principal by the twentieth day of enrollment on a form supplied by the school. The policy states that the school may require "whatever documentation from the parents necessary to support the parents' requests for fee waiver"; therefore, SWMS requires that a copy of the household's approval for free/reduced lunch accompany the fee waiver application.

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

Art	\$3.50 (per semester)
Band/Orchestra	\$10.00
Chorus	\$5.00
1:1 Technology Usage Assessment/Fee	\$25.00

Student Services

School Counseling

Southwest Middle has a school counselor to assist you with your needs. Students are encouraged to visit with the counselor for personal guidance and for information on grades, study skills help, and testing programs. The school counselor is available to discuss any home, school, or social concerns that you may have as well. Conferences with the counselor and/or teachers may be set up through the school counselor and/or school receptionist.

School Social Worker

Southwest Middle has a full-time school social worker to assist with basic needs, physical and mental health as well as social and emotional health. Meeting these needs helps to promote academic progress and success. Students can request a meeting with the school social worker using the request form on the school website.

Nurse/Medication/Injuries

School nurses are shared among schools within the Onslow County school district and therefore a nurse is not on campus every day. Students with medical needs should report to the front office and will be directed accordingly. Please turn in completed Emergency Medical forms to help us help your student in case of an emergency. If you take medication during the school day, the school receptionist can help you with the paperwork and other matters that need to be taken care of for your need. Students are not permitted to possess any drugs (over-the-counter or prescription) at any time at school.

The Onslow County Board of Education has identified procedures and guidelines pertaining to medication. Southwest Middle School staff is not allowed to administer medication or allow your child to self-medicate themselves unless proper paperwork has been completed by your physician, the parents, and the school nurse. When over-the-counter or prescription medicines are to be taken during the school day, medicine should be in a labeled prescription bottle original product packaging. Pharmacies are accustomed to providing two prescription bottles, one for home and one for school upon your request. Please see the secretary and/or the school nurse for more information concerning your child's medical needs. All medication is dispensed from the school office, however there are special circumstances, when approved by a physician and the school nurse with proper paperwork on file (i.e., certain asthma inhalers), in which students can carry medicine with them. **Students who bring medication to school and do not comply with these guidelines are subject to disciplinary action.**

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.

Transportation

Riding a school bus is a privilege, not a right. The Southwest area shares buses with neighboring schools that have coordinating school times. Each district is assigned a bus coordinator who oversees all scheduling, personnel, and maintenance for the buses. The bus coordinator assigned to Southwest is Mary Smith. Feel free to contact Ms. Smith at **910.455.6489** for information or assistance on any of the above issues or concerns. School administrators will coordinate with the bus coordinator and drivers to ensure all student discipline matters are addressed. Routinely, bus suspensions are used as consequences for bus infractions; however, parents will be given an opportunity to help correct minor issues in lieu of bus suspensions for the first offense. In certain situations, out-of-school suspension may be assigned if needed. When a student needs to ride a different bus than the one assigned or get on or off the assigned bus at a different stop, he/she must have a note from his/her parents that must be approved by the school prior to the change. Repeated use of OCS bus transportation for transportation other than from school to home will not be allowed.

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 in Onslow County policy [#3225/4312/7320](#). All students complete a mandatory orientation/training on the proper usage of their devices. 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 found to be non-compliant with the Acceptable Use Policy will be subject to receive disciplinary actions based on the level and intent of the infraction. Discipline Actions and/or monetary consequences will be applied to students/families with repeated infractions and/or damages incurred in accordance with the district established guidelines.

Visitors and Volunteers

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.

If you are interested in volunteering, we encourage coordinating your efforts with a teacher, media specialist, office staff, or administration. Many choose to volunteer by tutoring, proctoring, taking field trips, etc. Volunteers who are in direct contact and/or interaction with students must be approved by the OCS BOE and must follow all established requirements such as being fingerprinted.

Southwest Middle School Positive Behavior Intervention Support Plan

To maintain a classroom community that is conducive to learning, it is essential that students exhibit responsible, appropriate behavior. The behavior support plan is designed to support students as they learn to make appropriate, responsible choices. The plan allows students the opportunity to correct the mistakes they may make. **All students will be provided with a safe nurturing environment in which they learn to make good choices and are supported by a system that allows students the opportunity to determine their own immediate outcomes.** The Classroom Positive Behavior Intervention (PBIS) Support Program will follow the Color Conduct Chart. The Color Conduct Chart is divided into the following four sections or zones:

Green Zone: All students start each day in the green zone and at the beginning of each class period.

Blue Reminder Zone: The student receives a verbal warning from the teacher.

Yellow Caution Zone: If a student is moved into the Caution Zone, the student must move to the Caution Zone area within the classroom and continue their work there. The student should be aware of why they are in the Caution Zone. Parent contact will also be made.

Red No Zone: If a student has earned their way to the Red No Zone, they will be instructed to complete a reflection sheet outlining their poor behavior choices. The student will also be assigned a lunch detention for the next day because of their poor behavior choices.

Chronic Zone offenses: If a student receives chronic color offenses within one week (3 yellows or 2 reds), he/she will be referred to administration and the PBIS Support Team for additional behavioral intervention and support.

Major offenses: These offenses warrant an automatic discipline referral to administration. These are behaviors may include but are not limited to: fighting, disrespect towards staff, skipping school or class, assault, inappropriate items on campus, etc.

Staying on Green: There will be incentives for students who stay on green and do not have any discipline referrals (including bus referrals) and for those who meet these requirements for the full year.

Earning Rewards: Students can earn Colts Points from any staff member at their discretion for doing good deeds, exhibiting a growth mindset, going above and beyond in work ethic, behavior, manners, etc.

- **9 Weeks Celebrations:** At the end of each 9 weeks there will be a celebration for all students who do not have any ISS/OSS, bus suspensions, zero Red Zones, and other requirements as determined by the PBIS committee. Behavior expectations will be communicated to student early in each grading period. (1st 9 Weeks students must not have more 10 Yellow Zones).
- **School Store:** Students may save their Colts points and redeem them for prizes, and/or activities. Approximately every two weeks, students will have an opportunity to redeem their Colts points.

Southwest Middle School COLTS Behavior Matrix

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-Control	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.