

PARENT & STUDENT HANDBOOK 2025-2026



NEW BRIDGE MIDDLE SCHOOL

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BEARS HAVE PRIDE!

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MESSAGE FROM OUR NEW BRIDGE ADMIN TEAM



Welcome to the 2025-2026 School Year!

We are excited to have you join us here at New Bridge Middle School. New Bridge is a great place to work and learn and we look forward to partnering with you to ensure our students have a wonderful middle school experience.

The purpose of this parent and student handbook is to detail some of our specific policies and procedures at New Bridge. Please refer to the 2025-2026 OCS Student Code of Conduct Booklet and the online OCS Board of Education Policy Manual (<https://boardpolicyonline.com/bl/?b=onslow>) for more comprehensive information regarding OCS policies and procedures.

We have high academic and behavior expectations at New Bridge, and we hold our students accountable for meeting them. Therefore, it is important for parents and students to know and understand our policies and procedures.

If you have specific questions, please feel free to contact us.

Sincerely,

Ms. Padgett & Ms. Garrett

NBMS Principal & Assistant Principal

NEW BRIDGE MIDDLE SCHOOL



OUR VISION

Excellence in Education

OUR MISSION

New Bridge Middle School will prepare students to be globally competitive and responsible citizens in the 21st Century by bringing the world to them through technology, problem-based learning, and scientific inquiry.

OUR PURPOSE

Our Purpose is to foster creativity, promote intellectual inquiry, and enable students for future success.

OUR SCHOOL MASCOT

Bear

OUR SCHOOL COLORS

Black, Gold, & White



SCHOOL CALENDAR

2025-2026

Onslow County Schools

2025-2026 School Year Calendar

MIDDLE SCHOOL - TRADITIONAL & OVS

2025-2026

July 2025				
M	TU	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2025				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15 W
18 W	19 W	20 W	21 W	22 W
25 *	26	27	28	29

September 2025				
M	TU	W	TH	F
1 H	2	3	4	5
8	9	10	11	12
15	16	17 PD	18	19
22 I	23	24	25	26
29	30			

October 2025				
M	TU	W	TH	F
		1	2	3
6	7	8 PD	9	10
13 W	14	15	16	17
20	21	22	23	24
27	28 G	29	30	31

November 2025				
M	TU	W	TH	F
3	4 R	5	6	7
10 W	11 H	12	13	14
17	18	19 I/	20	21
24	25	26 W	27 H	28 H

December 2025				
M	TU	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22 L	23 L	24 H	25 H	26 H
29 L	30 L	31 L		

January 2026				
M	TU	W	TH	F
			1 H	2 L
5 W	6	7	8	9
12	13	14	15	16
19	20 W	21 W	22	23
26	27	28 R	29	30

February 2026				
M	TU	W	TH	F
2	3	4	5	6
9	10	11 I/	12	13
16 W	17	18	19	20
23	24	25	26	27

March 2026				
M	TU	W	TH	F
2	3	4	5 I	6
9	10	11	12	13
16	17	18 PD	19	20
23	24	25 G	26	27
30 L	31 L			

April 2026				
M	TU	W	TH	F
		1 L	2 L	3 H
6 W	7	8	9	10
13	14	15 PD	16	17
20	21	22	23	24
27	28	29	30	

May 2026				
M	TU	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June 2026				
M	TU	W	TH	F
1	2	3	4	5 G/**
8 W	9 W	10 W	11 W	12
15	16	17	18	19
22	23	24	25	26
29	30			

- Holiday (H)** - No school for students and all staff.
- Teacher Workday (W)** - No school for students.
- Leave Day (L)** - No school for students and 10-month staff.
- Professional Development Day [Prof Dev Day] (PD)** - 3-hour early release for students with professional development for staff.

Make-up days may be **Teacher Workdays** or **Leave Days**.
Additional make-up days to be determined as needed.

Legend	
*	First Day for Students
H	Holiday
W	Teacher Workday
L	Leave Day
PD	Prof Dev Day
E	High School Exams
**	Last Day for Students
I	Interim Reports
G	End Grading Period
R	Report Cards

NBMS DAILY SCHEDULE

6TH GRADE

HOMEROOM	7:30 – 7:37
INTERVENTION & ENRICHMENT (IE)	7:40 – 8:33
BLOCK 1	8:36 – 9:29
BLOCK 2	9:32 – 10:25
LUNCH	10:28 – 10:58
BLOCK 3	11:01 – 11:54
BLOCK 4	11:57 – 12:50
ENCORE 1	12:53 – 1:40
ENCORE 2	1:43 – 2:40

7TH GRADE

HOMEROOM	7:30 – 7:37
INTERVENTION & ENRICHMENT (IE)	7:40 – 8:33
BLOCK 1	8:36 – 9:29
BLOCK 2	9:32 – 10:25
ENCORE 1	10:28 – 11:15
ENCORE 2	11:18 – 12:05
LUNCH	12:08 – 12:38
BLOCK 3	12:41 – 1:34
BLOCK 4	1:37 – 2:30
HOMEROOM	2:33 – 2:40

8TH GRADE

HOMEROOM	7:30 – 7:37
INTERVENTION & ENRICHMENT (IE)	7:40 – 8:33
ENCORE 1	8:36 – 9:23
ENCORE 2	9:26 – 10:13
BLOCK 1	10:16 – 11:09
LUNCH	11:12 – 11:42
BLOCK 2	11:45 – 12:38
BLOCK 3	12:41 – 1:34
BLOCK 4	1:37 – 2:30
HOMEROOM	2:33 – 2:40

SECTION 1: ACADEMIC POLICIES, PROCEDURES, & GUIDELINES

ACADEMIC DISHONESTY

- Academic dishonesty includes cheating and plagiarism.
- Cheating is defined as the giving or receiving of unauthorized assistance or the actual giving and receiving of an unfair advantage on any form of academic work.
- Plagiarism is defined as copying the language, structure, ideas, and/or thoughts of another and representing it as one's own original work.
- Academic dishonesty is a behavior and therefore should not be addressed through grades.
- Students who engage in academic dishonesty of any form will be provided the opportunity by their teacher to complete an alternate assignment or re-do the original assignment.
- It is the teacher's discretion which of the two options they choose, but the assignment will be graded without academic penalty.
- Teachers will put in an office referral for academic dishonesty for minor (classwork/homework) and major assignments (tests/quizzes/projects). School administrators will assign consequences for academic dishonesty based on the severity of the offense.
- In certain circumstances, academic dishonesty may disqualify students from being eligible to participate in certain honor societies and clubs, but this will be considered on a case-by-case basis by school administrators.

OCS BOARD POLICY CODE: 4302/4310

EXTRA CREDIT

- Extra credit assignments may be occasionally offered at the discretion of individual teachers.
- Any extra credit assignment will be an academic assignment that is relevant to the class curriculum.
- Teachers are not required to offer extra credit assignments.

GRADE REPORTING IN INFINITE CAMPUS

- Students and their parents should check their grades on a consistent basis in Infinite Campus.
- Students will have two or more assignments entered in Infinite Campus for every class each week.
- Classwork and homework grades will be entered in 5 or less school days.
- Major assessment grades will be entered in 7 or less school days.
- Major projects will be entered in 10 or less school days.
- Teachers will be utilizing the flags listed below and the comment box to communicate with students and parents about individual assignments as needed.

Flag Type	Indicator	Description
Turned In	"T"	<ul style="list-style-type: none">• Turned In acknowledges that the assignment has been received by the teacher, but no score has been entered
Missing	"M"	<ul style="list-style-type: none">• Missing indicates that the

		assignment was not received by the teacher.
Late	“L”	<ul style="list-style-type: none"> Late indicates that the assignment was received after the due date/time and the score may or may not be reflective of this.
Incomplete	“I”	<ul style="list-style-type: none"> Incomplete indicates that the assignment was received but not complete.
Exempt	“X”	<ul style="list-style-type: none"> Exempt indicates that the assignment's score will not affect the student's score calculations.

GRADE VALUES AND CALCULATIONS

- Student grades will be calculated on a ten-point scale.

A	90-100
B	80-89
C	70-79
D	60-69
F	59 or Lower

- All teachers will calculate grades using a total point model.
- With total points, each assignment will be worth a set number of points. Grades such as tests will be worth more points than daily assignments. Class averages will be calculated by adding up all the points earned

and dividing by the total number of points possible.

HOMEWORK

- Homework will be meaningful assignments that are designed to strengthen skills and provide practice for material that has already been covered in class.
- Teachers will consider the differences in financial, educational, and technological resources of students and their parents when creating homework assignments.
- If homework assignments are taking students longer than an hour to complete, please contact the teacher of record to let them know that your child is struggling with homework.

OCS Board Policy Code: 3135

MAKE-UP WORK GUIDELINES FOR STUDENTS WHO ARE ABSENT FROM SCHOOL

- Students who are absent from school will have three days to make up assignments without academic penalty for every day they are absent.
- Teachers will enter a zero for any missing assignment due to absences, so there is a realistic picture of what the student's grade will be if they do not turn in the assignment.
- Teachers will replace the zero with the grade earned once it is turned in by the student.

MISSING & LATE ASSIGNMENT GUIDELINES FOR STUDENTS WHO WERE NOT ABSENT

- Students have five school days (not including weekends or holidays) to turn in missing assignments.
- A maximum of 10% can be deducted each day that an assignment is late.

- Teachers will enter a zero for any missing assignment, so there is a realistic picture of what the student’s grade will be if they do not turn in the assignment.
- Teachers will replace the zero with the grade earned once it is turned in by the student.
- If missing assignments are not turned in after five school days, the grade will remain a zero.

NOTEBOOK CHECKS

- Students should keep an organized class notebook for every class according to the individual teacher’s notebook organization directions.
- Teachers are permitted to give a grade for notebook checks, but this grade will not count as a major assessment or project grade.
- If a teacher chooses to give grades for notebook checks, an example notebook will be kept in the classroom for students to refer to. Students will not be permitted to take the class example notebook out of the room.

PROJECT GUIDELINES

- Teachers will take into consideration the availability of resources for all students before assigning a project.
- If a student does not have the required project materials, they should inform the teacher, or the parent should inform the teacher.
- The school will make every effort to provide project materials to any student who is not financially able to purchase them.
- Project grading rubrics will be provided to students before they begin a project.
- Group projects will be completed during school hours or individual project components will be assigned to each

student, so students are not required to meet outside the school day.

SCHEDULED INTERIM REPORTS

- Interim reports will be available for students and parents on the following dates:

	1 st Interim	2 nd Interim
Grading Period 1	9/15	10/6
Grading Period 2	11/19	12/12
Grading Period 3	2/11	3/5
Grading Period 4	4/24	5/15

- All students and parents will receive a printed copy interim report on 9/15.
- For all additional interim reports starting on 10/6, students and parents will not receive printed copies.
- Parents will be reminded in the weekly SMORE to log into Infinite Campus to access interim reports.
- Homeroom teachers will provide a printed copy of interim reports for any parent that submits a written request.
- Homeroom teachers will mail home interim reports for any student who is failing one or more classes.

SCHEDULED REPORT CARDS

- There are four grading periods per school year. Dates for the last day of each grading period and report card distribution dates are listed below.

Dates Grading Periods End	Date Report Cards are Sent Home
10/28	11/4
1/16	1/28
3/25	4/9

6/5

After EOG Reports
Are Available.

- Report cards will be sent home with students in yellow OCS report card envelopes on the dates listed above.
- Parents should remove the printed report card, and any other papers provided inside the envelope and keep them at home.
- Parents should sign the designated signature line that corresponds with the grading period and students should return these envelopes to their homeroom teacher.
- If a student does not turn in their report card envelope to their homeroom teacher within five days, the homeroom teacher will contact the student's parents.

STANDARDIZED TESTING

- Students will take a variety of district and state level assessments throughout the school year.
- These assessments may include diagnostics, NC Check-Ins, and/or district created benchmarks.
- All students will take EOGs or alternate EOG assessments at the end of the school year.
- EOG and alternate EOG assessment dates will be listed on the school website and in the weekly Smore newsletter as soon as they are available.
- It is important that all students are in attendance on EOG days. Please refrain from

scheduling appointments or vacations on these dates.

STUDENTS AT RISK OF ACADEMIC FAILURE

- Parents will be notified if their child is at risk of academic failure for the grading period.
- Teachers will attempt to set up an in-person parent/teacher conference for any student in danger of failing their grade.
- These parent/teacher conferences will be held around the end of the third grading period.
- Parents are encouraged to reach out to teachers if they are concerned about the academic progress of their child.

OCS Board Policy Code: 3405

STUDENT PROMOTION AND ACCOUNTABILITY

- To be promoted to the next grade level a student must pass language arts, math, science or social studies, and the equivalent of one year-long encore class.
- It is the principal's discretion to retain or place a student in the next grade level if a student does not meet promotion standards.
- Parents of students who are retained will be notified by the school principal.
- Parents have five business days after receiving the principal's written decision to appeal to the superintendent.

OCS Board Policy Code: 3420

SECTION 2: CURRICULUM & INSTRUCTION

NC STANDARD COURSE OF STUDY

- Teachers will utilize the NC Standard Course of Study and other OCS curriculum and instructional guides when planning instruction for their classes.
- Parents and students may access the NC Standard Course of Study by clicking the following link: [Standard Course of Study | NC DPI](#).

PARENTAL RIGHTS REGARDING INSTRUCTIONAL MATERIALS

- Parents have the right to review instructional material used in their child's classroom excluding academic tests or assessments.
- All steps identified in OCS Board Policy must be followed if a parent wishes to exercise this right.
- If a parent does not wish for their child to read a particular novel that is utilized in class, they should make a request in writing to the child's teacher for an alternate assignment.

OCS Board Policy Code 3210

SECTION 3: DAILY SCHOOL PROCEDURES

BELL TIMES

First Bell for Students	7:20 AM
Tardy Bell for Students	7:30 AM
Dismissal Bell	2:40 PM

BUS TRANSPORTATION

- Parents are encouraged to download the EDULOG APP to receive up-to-date information on bus transportation. More information about how to find and download the EDULOG APP can be found on the OCS district website.

NBMS 25-26 Magnet Hub Times

Bus #	Hub Site	AM Time	PM Time
539	Heritage Elementary	6:05 - 6:35	4:00- 4:30
500	Southwest Middle	6:40 - 6:55	3:15- 3:30
500	Dixon High	6:10 - 6:25	3:55- 4:05
504	Swansboro Middle	6:00 - 6:20	3:50- 4:20
505	Hunter's Creek Elementary	6:10 - 6:25	3:45- 4:00
505	Jacksonville Commons Middle	6:45 - 7:00	3:20- 3:35
453	Northwoods Park Middle	6:35 - 6:50	3:10- 3:30
453	Clyde Erwin Elementary	6:55 - 7:10	2:50- 2:55

- Students who utilize the magnet hubs in the morning must arrive within the

specified time frames or they will miss their opportunity to ride the bus that day.

- Students who utilize the magnet hubs in the afternoon must be picked up within the specified time frames or they will be returned to New Bridge, and parents will have to drive to the school to pick them up.

NBMS 25-26 Bus Drivers

Bus #	Driver
384*	Charles Daniels
453	Sherry Pfeil
500	Silda Guerrero
504	Raymond Destratis
505	Karileigh Gradney
439	James Watkins

*Bus 384 provides traditional bus route services for our non-lottery students living in the school corridor.

- Bus transportation in NC is a privilege, not a right.
- Bus riders are required to abide by all bus safety guidelines and procedures in the 2025-2026 OCS Student Code of Conduct booklet sent home with every student at the beginning of the school year.
- Failure to abide by these rules will result in official bus warnings, bus suspensions, school-based consequences such as ISS or OSS, or the revocation of all bus transportation privileges.

DAILY INTAKE & DISMISSAL PROCEDURES

Intake

- Parents should not park in the designated office staff parking spaces near the entrance of the school, in the parking spaces or on the road on the cafeteria side of the building, or in the back staff parking/bus lot before school hours or during intake time.
- Parking in these areas will prohibit staff from being able to get to their duty stations on time and will delay students from being able to enter the building.
- Students may not be dropped off before 7:10 am. Please do not release students from your vehicle until NBMS staff are visible and monitoring the designated drop off areas.
- Students can be dropped off in the front circle or in the back drop-off zone.
- The drop-off zone is a more congested area, so we recommend using the front circle drop-off location.
- In the back drop-off zone, students must exit from the passenger side of their vehicles on the sidewalk closest to the school.
- Students should not be waiting in their vehicles or dropped off on Warn Street. Doing so blocks traffic and keeps staff from getting to the staff parking lot.

- Students who walk to school are only allowed to cross the road at the monitored crosswalk at the intersection of Warlick and Warn Streets.
- Students should drop off instruments and athletic gear before going to breakfast and students should go to breakfast before going to homeroom.
- If a student arrives at school after 7:30, parents should walk their child to the front office to sign them in.
- Students are required to have a pass from the front office to enter their homeroom classes if they are late for school.

Dismissal

- Parents are not permitted to check out their children after 2:00 pm.
- For safety reasons, parents are not permitted to line up in the car rider areas more than 30 minutes prior to dismissal.
- Afternoon announcements will begin at approximately 2:35.
- Students in ground floor classrooms will be dismissed first followed by students attending a class on the second floor.

Traffic Patterns

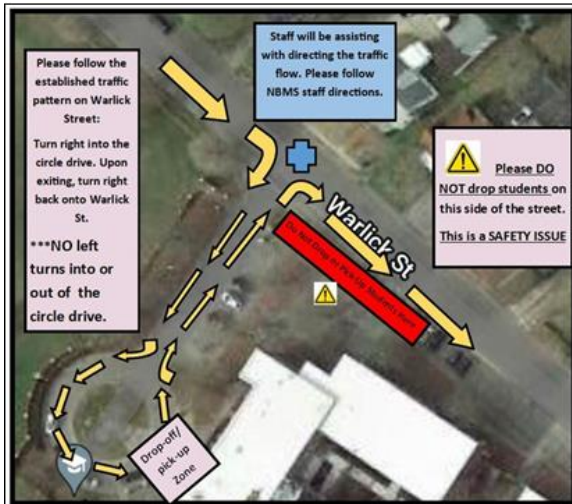
Traffic should line up in the front of the school wrapping around the football field.



Back Drop-Off Area



Front Circle



DAILY STUDENT ANNOUNCEMENTS

Morning Announcements

- Morning announcements will begin as soon as front office staff have finished checking in late students.
- Morning announcements will include general school announcements, information on upcoming events, athletic and club information, the daily moment of silence, and the pledge of allegiance.
- If a student is not permitted to participate in the moment of silence or pledge of allegiance for religious purposes, the student or parent may choose to inform their teacher about the reason they are not participating.

Afternoon Announcements

- Afternoon announcements are reserved for bus changes and last-minute reminders only.

OCS Board Policy Code: 3330

STUDENT BREAKFAST & LUNCH PROCEDURES

Breakfast

- Students must go to breakfast before they go to homeroom.
- Students will be asked to drop their backpacks off at a designated table and then go through the breakfast line.
- Students should eat in a reasonable time frame and gather their belongings and exit the cafeteria as soon as they are finished eating.
- Students should report immediately to their homeroom class after they leave the cafeteria.
- The meal price for breakfast is \$1.25.

Lunch

- Students should sit by class at their assigned tables only.
- Teachers always have the right to assign specific lunch seats at the designated tables if there are student behavior concerns.
- Students are permitted to go to the bathroom during lunch, but they must have permission from their teacher, and they must have a pass.

- Students are permitted to get water from the cafeteria water fountain during lunch. There are cups provided for students to use beside the water fountain for this purpose.
- The meal price for lunch is \$2.50.
- Supplemental snacks, beverages, and additional items may be purchased from the cafeteria during lunch if a student has funds on their lunch account.
- Parents can click on the link below to pay for their child's lunch balances or to pre-pay for meals.
- SCHOOL MEAL PAYMENT LINK: [Online School Payments for K-12 | K12 PaymentCenter](#)

TRANSPORTATION CHANGES

- All transportation changes must be made in writing and delivered to the front office.
- All students requesting to ride home, walk home, or ride the bus with another student after school must have a written note giving permission by BOTH families.
- This change also must be approved by the principal or assistant principal.
- If buses are overcrowded on the specific day requested, the request will not be approved.
- If this happens, parents will be contacted to pick up their child.
- This policy also includes situations where students are picked up by other parents at any other school sponsored events.

SECTION 4: GENERAL SCHOOL POLICIES

ACADEMIC FIELD TRIPS & INCENTIVE TRIPS

- At New Bridge, our students have many opportunities to enrich their understanding of course curriculum through their participation in field trips.
- General student requirements for field trips are as follows:

Academic Field Trips

- Students may not participate in academic field trips if they are assigned to in-school detention, in-school suspension, or out-of-school suspension on the day of the scheduled field trip.

Incentive Trips

- At the end of every grading period, each grade level schedules an incentive trip for students who meet the established academic and behavior requirements.
- For students to qualify for nine-weeks incentive trips, the following conditions must be met:
 - Students must earn a grade of 70 or higher for their final nine-weeks grade in all classes or they must meet the individual educational goals on their specialized educational plans.
 - Students must have six or fewer punches on their punch cards for the nine-week grading period.
 - Students cannot be assigned to in-school detention, in-school suspension, or out-of-school suspension during any point in the nine-week grading period.

- Incentive trip locations change from year to year based on availability. In the past, incentive trips have included Altitude, Jungle Rapids, Roller City, Bowl-A-Rama, and other venues that students generally enjoy.

Overnight Field Trips

- Overnight field trips may have more qualifications for a student to be eligible to attend such as additional behavior requirement. Adding additional field trip qualification components for overnight field trips is at the discretion of school administrators.
- School administrators reserve the right to grant or deny field trip privileges to any student on a case-by-case basis.
- If a parent wishes to sponsor another student or donate toward trip costs for other students who do not have the financial means to attend, they should contact their child's homeroom teacher or a school administrator.
- Students who need financial assistance to pay for trips they qualify for should notify a teacher or a school administrator. If funds are available, the request for financial assistance may be approved. This will be considered on a case-by-case basis.

AFTER SCHOOL ACTIVITIES

- Students must be picked up promptly following all after-school events.
- Students must display appropriate behavior and dress while attending all after-school activities, whether on or off campus.
- Failure to comply with these guidelines will result in the student losing his/her privileges

to attend future events and may result in disciplinary action.

- Students must be counted present for the day of the event to participate in an extracurricular activity for that day.

OCS BOARD POLICY CODE: 3620

ASSEMBLIES

- Students are expected to sit with and always remain with their class during school assemblies.
- Students should follow all school guidelines and rules during assemblies. If they do not, a staff member may remove them from the assembly.
- Students are expected to be attentive and respectful to any guest speakers or performers during assemblies.
- Out of respect for our guest speakers or performers, bathroom breaks will only be approved during assemblies for emergencies only.

BEAR PRIDE DAYS

- On Bear Pride Days, students are allowed to wear school spirit wear instead of their normal uniform top or sweater. All other dress code rules apply.
- There is no charge for Bear Pride Days and all students are eligible to participate.
- Bear Pride Days coincide with home athletic events.
- Bear Pride Dates for the 2025-2026 School Year: 9/25, 10/14, 11/5, 12/8, 1/8, 2/3, 3/4, 4/20, and 5/6.

BOOK VENDING MACHINE

- Students will have the opportunity to earn tickets that can be turned in for a chance to win a book vending machine token.
- Students earn tickets by doing things such as completing AR tests, completing all iReady and class assignments, passing all their classes, and having perfect attendance.

CELL PHONES, SMART WATCHES, & WIRELESS EARBUDS USED OR POSSESSED BY STUDENTS

- Students are not permitted to use or have cell phones, smart watches, or Bluetooth earbuds out during the instructional day or during morning intake or afternoon dismissal.
- Student cell phones, smart watches, and Bluetooth earbuds must be powered off and stored securely in a student's backpack.
- If a student is using their cell phone, smart watch, or Bluetooth earbuds during school hours, if they have these devices out of their backpacks, or their cell phone goes off during class while in their backpacks their device will be confiscated and delivered to the front office.
- Cell phone, smart watch, or Bluetooth earbud violations will be documented in Educators Handbook and the following consequences will be enforced:
 - 1st & 2nd offense: Parents will be notified, and the student's parents must coordinate with front office staff to pick up the device. The student will also receive a card punch.
 - Starting at the 3rd offense: Parents will be notified, and the student's device will be held for three school days. At

the end of the third day, the student's parents must coordinate with front office staff to pick up the device. The student will also receive a card punch.

- Note: If a parent does not want the school to hold the student's phone for three school days, they may coordinate with front office staff to pick up the device the day of the infraction, but the student will be assigned three days of ISS as an alternate consequence.
- Other consequences may be assigned for repeated cell phone, smart watch, and Bluetooth earbud violations at the discretion of school administrators including but not limited to OSS.
- If a student refuses to surrender their cell phone, smart watch, or Bluetooth earbuds to a staff member upon request, they will be assigned out of school suspension.
- A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reason to believe the search will provide evidence that the student has violated or is violating a law, board policy, the Code of Student Conduct, or a school rule.
- The school is not responsible for any lost, damaged, or stolen cell phones, smart watches, wireless earbuds, or any other personal electronics students bring to school.

OCS Board Policy Code: 4342

CLASSROOM VISITORS

- No visitors are allowed in classrooms during instructional time unless they have been approved by a school administrator.

COMMUNICATION GUIDELINES

- Students should only communicate with their teachers and other staff members electronically for academic purposes.
- Electronic communication with teachers and staff members should only be done through school issued email accounts and through TEAMS.
- Parents should only communicate electronically with teachers through email or other school approved apps that are utilized by grade levels, clubs, and athletic teams such as Remind or Talking Points.
- Parents should not contact teachers and other staff members through personal accounts and platforms that are not provided by the school (example: social media).
- Teacher email addresses are located on our school website.
- Parents may also call the school to leave a message with the front office staff for a particular teacher or staff member/
- Teachers and other staff members will return parent emails or phone calls within 48 business hours unless there are extenuating circumstances.
- Parents are encouraged to contact their child's teacher first before contacting school administrators to attempt to resolve any issues concerning their child.
- If a resolution cannot be reached, then parents should reach out to school administrators or to the school counselor depending on the nature of their concern.

CONFERENCING WITH TEACHERS

- Conferences are one of the best ways for parents and teachers to come together to collectively support students. When parents and teachers are on the same page it positively impacts both behavior and academic achievement.
- At NBMS, teachers meet with parents in teams. Encore teachers can be present at a parent's requests.
- If you would like to schedule a parent/teacher conference, please contact the front office and speak to the receptionist.
- The receptionist will look at individual teacher's calendars for all your child's teachers to find a time that works for all parties who will be involved in the conference.
- Conferences cannot be held with anyone other than a student's legal parent or guardian.
- At parent/teacher conferences, teachers are not legally permitted to give the name or any identifying information for any student other than your child.

DRESS CODE FOR STUDENTS

- New Bridge dress code information can be found at the following link: [NBMS Dress Code](#).
- Homeroom teachers will conduct dress code checks every morning.
- If a student has a dress code violation that can easily be fixed such as tucking in a shirt or removing excess bracelets or necklaces, the teacher will give students an opportunity to do so.
- If a student has been given numerous opportunities to correct the same dress code

violation, the students may earn a punch on their punch card for refusing to follow a teacher's directives.

- If a student has a dress code violation that cannot be resolved in the classroom, then they will be sent to the front office with a dress code pass.
- Dress code violations and dress code violation records are kept by Mrs. Humphrey, our ISD/ISS Coordinator.
- The consequences for dress code violations are as follows:
 - 1st Offense: Warning
 - 2nd Offense: Warning & Parent Contact
 - 3rd Offense: ½ Day Detention
 - 4th Offense: Full Day Detention
 - More than 4: ISS or other consequences at the discretion of school administrators
- The dress code violation consequence escalation cycle will start over at the beginning of the second semester (January 22nd, 2026).
- If there are financial hardships that prohibit students from having the proper uniform attire or if there are extenuating circumstances regarding a student's uniform, then parents may contact the school.

DRESS DOWN FRIDAYS

- Dress down Fridays are utilized to help financially support local charities and to fund special school projects.
- Participation is optional for dress down Fridays.
- On dress down Fridays, any student who makes a \$5 donation can wear regular clothes instead of their school uniform if the proper guidelines are followed.

- The guidelines for dress down Fridays can be located on the last page of our dress code policy link: [NBMS Dress Code Policy](#).
- If a student does not follow dress down guidelines, they will be placed in the ISS room until a parent can bring them clothing that meets the dress code guidelines.
- 2025-2026 dress down Fridays will be held on the following dates: 9/12, 10/24, 11/21, 12/5, 1/16, 2/13, 3/13, 4/24, and 5/15.

ERPD DAYS

- Students will be released 3 hours early, at 11:40 AM on Early Release/Professional Development (ERPD) days.
- At New Bridge, students participate in special STEM clubs on ERPD Days.
- 2025-2026 ERPD dates: 9/17, 10/8, 11/19, 2/11, 3/18, 4/15

FOOD AND DRINKS OUTSIDE THE CAFETERIA

- Students are not permitted to eat in their classrooms unless they are specifically given permission to do so by their teachers.
- Students should also refrain from eating in school hallways and common areas.
- Students are allowed to have water in the classrooms, but it must be kept in a clear water bottle with a sealable lid.
- No metal, plastic, or glass tumblers are allowed and no drinking vessel that requires the use of a straw is allowed.
- Students are not permitted to mix flavored or sugary powders in their water. Only plain water is allowed.
- Parents are discouraged from sending energy drinks to school with their children.
- Students do have access to water fountains throughout campus and each water fountain

has paper drinking cups for students to use as needed.

FOOD AND OTHER STUDENT DELIVERIES

- Students are not permitted to have parents, family members, family friends, or a food delivery service such as Door Dash bring them meals from fast food or other restaurants during the school day.
- Students are also not permitted to receive flowers or balloon deliveries at school.
- We are teaching students to be responsible and accountable, so we highly discourage parents from bringing in forgotten items such as instruments, gym clothes, sports equipment, projects, or assignments.
- If a student forgets their lunch at home, students are allowed to get lunch from the cafeteria even if they do not have current funds on their school meal accounts. Students can charge meals on their account and parents can pay their balance later.

HALL PASSES

- The only time students are permitted to be in the hallway or in another campus location without their class and/or a designated teacher is when they have the appropriate hall pass.
- This does not apply to intake, class transitions, or dismissal times. During these times staff members are spread out around campus to supervise students.
- Students who are sent to chill-out or sent out of the room for a dress code violation will be given a specific pass designed for this purpose.
- Any other time a student is given permission by a teacher to leave the classroom, they will

utilize the hall pass card that is kept in their lanyard.

LOST & FOUND

- Students are responsible for keeping up with their own personal belongings.
- If a student loses a personal item, they may ask permission to look for the item in the lost and found area located in the back of the school cafeteria.

MEDIA CENTER GUIDELINES

- Students may come to the media center as a class for book check-out, to conduct research, or to work on projects, but they are also allowed to come to the media center at other times throughout the school day with their teachers' permission and a signed hall pass.
- Students are allowed to check out two books at a time for a two-week duration.
- After the two-week period has ended, students may return the library book or return to the media center to renew a book.

RESTROOM BREAKS FOR STUDENTS

- Students are allowed to use the restroom during instructional time if it is an emergency.
- Each grade level determines their own bathroom policies, so please refer to grade level communication documents for specific information.
- Students will be sent to the restroom one person at a time during instructional time.
- Students are required to utilize the hall pass kept in their lanyard to use the restroom during instructional time and the pass must be signed by their teacher before the student leaves the classroom.

- Students are also required to sign out and to sign back in on the classroom bathroom log before they leave the classroom.
- Students should only be gone a reasonable amount of time for bathroom breaks. Students who are out of the classroom for extended periods of time will be referred to school administration.
- If a student knows they are not feeling well, they should notify the teacher before going to the restroom.
- If a student has any medical condition that would require unlimited restroom breaks or extended bathroom breaks, they must have a note from their child's doctor on file in the main office.

SCHOOL DANCES

- At New Bridge, school dances are held several times throughout the year.
- School dances begin immediately after school and last until 4:15.
- The cost to attend a school dance is \$4.
- Drinks, pizza, and snacks are also available for purchase at school dances.
- If a student serves ISD, ISS or OSS on the day of a school dance, they are not eligible to attend.
- Parents must be on time to pick up their child or their child may lose the privilege to attend future dances.
- 2025-2026 scheduled dance dates are as follows: 10/24, 11/21, 1/16, 2/13, and 4/24.

SCHOOL FEES

- At the beginning of each school year or semester, students are required to pay the following school fees:
 - Art: \$3.50 per semester
 - Band or Orchestra: \$10 per year

- Chorus: \$5.00 per year
- Technology: \$25
- School fees can be paid online using this link <https://www.schoolcashionline.com/>.
- If students have financial difficulties and they meet certain income guidelines, they can apply for a school fee waiver.

SCHOOL SOCIAL MEDIA ACCOUNTS

- Our school utilizes Facebook and Instagram to communicate school information and to spotlight all the great things happening on our campus.
- Please visit our school website to get links to our social media accounts.

STUDENT AGENDAS

- Students are given an agenda at the start of every school year to write down homework assignments and due dates.
- If a student loses their agenda, they can purchase a new one in the front office for \$5.

STUDENT LANYARDS

- Students may purchase their own lanyards to use for the school year. The lanyard can be any color or pattern if it is school appropriate and has a clasp.
- The school will provide a plastic pouch to attach to the lanyard to hold punch cards and hall passes.
- Students are required to wear their lanyards during the instructional day.
- The only items that should be inside the pouch on a student's lanyard are their punch card and hall pass.
- Students are not permitted to place stickers or vinyl decals on their lanyard pouches.
- 6th grade students will put their lanyards in their backpacks at the end of the day, and

they must bring them back to school the following day.

- 7th and 8th grade students will leave their lanyards in their homeroom classes.

STUDENT RECOGNITION

- Students who earn an A in every class for a nine-week grading period will be recognized in homeroom for being on the principal's list. Students will also receive a certificate to commemorate this honor.
- Students who are on the principal's list for the first three quarters of the school year will be recognized at our school's award ceremony at the end of the school year.
- Students who earn at least a B in every class for a nine-week grading period will be recognized in their homeroom classes for being on the honor roll. Students will also receive a certificate to commemorate this honor.
- Every month each grade level and the encore team will select two students each to be honored as a NBMS Student of the Month.
- Students who earn this honor will receive an invitation to attend a special celebration with school administrators and other students who earned the student of the month distinction.
- At this celebration, students will be served pizza, and they will receive a special student of the month certificate. If a student has any food allergies, the student or their parent should notify Mrs. Garrett so special arrangements can be made to provide an alternate snack.
- At the end of every school year, a special awards ceremony is held at Jacksonville High School to honor students for their academic, extracurricular, and athletic achievements.

This award ceremony is by invitation only and invitations are mailed home.

STUDENT SERVICES

- Students who wish to see a member of the student services team should utilize the student referral request form link located in TEAMS.

TITLE IX

- OCS does not discriminate on the basis of race, color, national origin, sex, or disability in its programs or activities.
- For inquiries regarding Title IX please contact the OCS Title IX Coordinator at (910) 455-2211.

WEEKLY SMORE

- A weekly SMORE newsletter will be emailed to parents every Sunday night.
- This SMORE newsletter will provide important school and grade level information for students and their families including upcoming activities, events, and due dates. It will also spotlight all the great things happening at New Bridge.
- The SMORE newsletter will also provide a link to teachers' week-at-a-glance lesson plan that includes daily learning targets, state standards, daily class agendas, homework assignments, and important class due dates.
- If you are not receiving these messages, please call the front office so you can be added to the distribution list.

SECTION 5: INTERSCHOLASTIC ATHLETICS & EXTRACURRICULAR ACTIVITIES

EXTRACURRICULAR ACTIVITIES AND STUDENT ORGANIZATIONS

- Students are encouraged to get involved in athletics and/or other extracurricular activities at New Bridge.
- These activities promote leadership and team skills and enhance the overall middle school experience for students.
- Only 7th and 8th grade students are eligible to try out for sports, but all students are eligible to participate in most other clubs and student organizations.
- At New Bridge, we currently have the following extracurricular opportunities for students:
 - Boys & Girls Basketball
 - Baseball
 - Football
 - Boys & Girls Soccer
 - Track
 - Volleyball
 - Wrestling
 - Battle of the Books
 - BETA
 - Chess Club
 - Fellowship of Christian Athletes
 - Math Counts
 - National Junior Honor Society

- Odyssey of the Mind
- Pep Band
- Robotics
- Technology Student Association
- Yearbook

CANCELLATIONS

- Game cancellation notices will be announced as soon as possible during the school day and posted on the school website and/or other digital communication: Remind, Talking Points, School newsletter.
- Teams will not practice on holidays or days when school is closed

PLAYING/COMPETITION TIME

- A student who tries out and is selected for a team or extracurricular activity is not guaranteed participation in any game/contest during that season.
- Playing time is earned via skill, attendance, effort, and attitude.
- For middle school athletics, there is no “equal playing time policy”. No athlete is guaranteed playing time. Opportunities to take part are at the coach's discretion and what they feel is best for the team. Coaches will make every effort to play all athletes/participants as the game/activity allows.

PROTOCOLS FOR CONCUSSIONS & HEAD INJURIES

- Any student-athlete who is exhibiting signs or symptoms consistent with a concussion must be removed from athletic activity immediately.
- Further, the student-athlete must not be allowed to return to play or practice that day or on any subsequent day until he or she has been evaluated and has received written clearance for participation that complies with the requirements of [G.S. 115C-12\(23\)](#) and any other applicable law or State Board policy.

OCS Board Policy Code 4370/6145

REQUIREMENTS AND GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- As student athletes and/or extracurricular club participants, students are representing New Bridge Middle School, so it is important that they conduct themselves in a manner that demonstrates leadership and a commitment to success.
- Participation in extracurricular activities, including student organizations and interscholastic athletics, is a privilege, not a right, and is reserved for students in good academic standing who meet our school's behavior standards.

- Students cannot turn 15 on or before August 31 of the school year to participate in athletics.

Academic Requirements and Academic Probation:

- Students must pass 5 of 6 classes the previous semester to be eligible to participate in athletics and most clubs and competitive teams.
- Academic performance will be monitored through periodic/random grade checks conducted throughout the season.
- On each evaluation date, students are expected to maintain a minimum average of 70% to remain in good academic standing.
- Any student whose average falls below 70% may be required by the coach to temporarily refrain from participating in games or competitions until their academic average is restored to 70% or higher.
- If a student does not improve their average to at least 70% within a reasonable period, they may be subject to removal from the team.
- Parents or guardians will be notified of the academic probation status by the coach or advisor, both verbally and in writing. This communication should be delivered as promptly as possible, and no later than the next school day following the assignment of academic probation.

Attendance Requirements

- A student must not miss more than 13 days. All absences count; there is no differentiation between excused and unexcused days.
- A student must attend at least half the school day to participate in practice or games; exceptions require prior approval.
- Missing 3 unexcused practices may lead to removal.
- Persistent tardies and/or early check outs may impact eligibility.
- In addition to meeting the general requirements listed above; to be eligible for interscholastic athletics participation, students must have been in daily attendance 85 percent of the previous semester.

Behavior Requirements

- Any athlete or student participating in extracurricular activities who is assigned: Bus Suspension, In-School Suspension (ISS), or Out of School Suspension (OSS) will face consequences.
- ISS First Offense: Students will not practice or play in any school athletic event or take part in extracurricular activities held during their stay (on the day(s) served) ISS.
- ISS Second Offense: Any student assigned to ISS for the second time during any sport season or extracurricular activity will be

removed from that team for the rest of the season.

- OSS (Out-of-School Suspension)
- Any student serving OSS during any sport season or extracurricular activity will be removed from that team or club for the remainder of the season.
- The second time a student is suspended OSS, he/she will not take part in any interscholastic sports, clubs, or teams for the rest of the school year.

OCS BOARD POLICY CODE: 3620

Sportsmanship Requirements

- Players, parents, and coaches must uphold respectful behavior.
- Parents should encourage playing by the rules and model good conduct.
- Verbal abuse or disruptions by parents or visitors may lead to removal from events.

Communication Requirements

- Athletes are encouraged to communicate openly with coaches about personal or team issues. Issues that are personal will be handled one-on-one; however, team concerns may be discussed as a team.
- Parents should schedule meetings with coaches to address any concerns. As parents and coaches working together can provide a positive experience for the

athlete, it is best to have the athlete present at any parent/coach meeting.

- Parents must avoid confrontation at games and practices.
- Parents are never permitted to approach the bench or coaches during a game

• Issues NOT APPROPRIATE For Parents to Discuss with Coaches

- Game strategy
- Playing time or positioning of team personnel
- Play calling
- Any other students besides your own child

• To Discuss an Appropriate Concern with Your Child's Coach

- Call the school and schedule a meeting with the coach
- If you cannot reach the coach, contact the school's Athletic Director who will schedule the meeting with the coach

NOTE: under NO circumstances should a parent/coach meeting occur immediately prior to or immediately after a practice or contest as these tend to be emotional times and NOT conducive to resolution

Chain of Communication

- Meet with your child's coach
- If no satisfactory resolution, meet with the school's Athletic Director

- If still no satisfactory resolution, meet with the school's Administration
- If there are still concerns, contact the District's Coordinator of Athletic

Conduct During Games

- Support teammates positively.
- Coaches maintain respectful behavior; no yelling, grabbing, or intimidation.
- Athletes must respect coaches and officials. This means no negative comments on calls or strategy.
- Violations may result in suspension or removal.

• Requirements for Reinstatement Following Removal from Events:

- If a parent or guardian is removed from a game or contest for disruptive behavior, the individual will be required to complete a free, positive sportsmanship course available on the NFHS website prior to attending future games. See the AD for more information.

**<https://nfhslearn.com/courses/sportsmanship-2>

- Upon successful completion of the positive sportsmanship course, a certificate must be presented to the school administration to regain attendance privileges.

Media & Social Media

- Defer media comments to coaches or administrators.
- Keep comments positive and professional; avoid negative remarks or excuses.
- Online conduct must comply with school and athletic policies; violations may lead to removal or suspension.

Insurance & Injuries

- Parents must provide proof of insurance; school does not cover medical costs.
- Coaches follow strict injury protocols and report incidents promptly.
- Athletics is a voluntary program, and students participate at their own risk.

Paperwork

- The following forms must be submitted and verified before participation:
 - OCS Athletic Participation Form
 - Medical Exam Form
 - Return to Play Form (following a suspected concussion)

Parent Responsibilities

- For safety reasons, all parents and guardians must formally sign out their athlete when departing from away games. Please note that failure to adhere to this procedure may result in the athlete being ineligible to participate in the following game.

- If a student is to be picked up by an individual other than their parent or legal guardian, a handwritten note from the parent or guardian must be submitted to the coach prior to the student's departure from the NBMS campus on the day of the game or activity.
- We kindly request that you demonstrate respect for our coaches and staff by ensuring the timely pickup of your student athlete. For your convenience, Boys and Girls Club afterschool care is available in the school cafeteria if you need supervision until you can get to campus. Please note there is a fee for this service.
- In consideration of safety protocols, student athletes are not permitted to walk home following practice or games.
- For the safety and well-being of our student athletes, pick-up from practice by ride share services such as Taxi, Uber, Lyft, or similar providers is strictly prohibited. Failure to comply with this policy may result in student removal from the team.

WITHDRAWING FROM AN ATHLETIC TEAM OR EXTRACURRICULAR CLUB OR TEAM

- A student cannot quit one sport/activity to try out for another. They must complete the season prior to trying out for another sport/activity.

On rare occasions, and with special permission, a student may try out for and participate in a sport and activity. Meaning the activities overlap for a brief period. Should this happen, the season of the first sport or activity takes priority over subsequent team or activity.

- A student who quits or is removed from an athletic/extra-curricular team will not be recognized for that sport or activity at the end of year NBMS awards ceremony.

SECTION 6: MEDICAL GUIDELINES & INFORMATION

ACCIDENTS & MEDICAL EMERGENCIES

- If a student has an accident during the school day, parents will be notified by school personnel.
- For minor accidents and injuries that occur in the classroom, teachers will notify the student's parents.
- For all major medical emergencies that occur on campus, the school nurse or office staff will notify the student's parents.
- Parents should ensure that they have submitted all beginning of the year medical forms regarding medical conditions and permission for emergency care.

OCS Board Policy Code: 4231

COMMUNICABLE DISEASES – STUDENTS

- A communicable disease is an illness due to an infectious agent (usually a virus or bacterium), or its toxic products, that is transmitted directly or indirectly to a person from an infected person or animal.
- Under certain circumstances, students with communicable diseases may pose a threat to the health and safety of other students and employees.
- Decisions regarding the educational status of students with

communicable diseases will be made on a case-by-case basis in accordance with board policy.

- If a teacher or other staff members has reason to believe that a student is suffering from a communicable disease, they are obligated to report it to school administrators. Parents are encouraged to notify school administrators as well.
- Students with a chronic communicable disease may be referred for special education services or a Section 504 plan of accommodation, as consistent with law

Short Term Communicable Diseases- Students

- Short-term communicable diseases are those which generally last no more than ten days.
- The parent/guardian of a student with a communicable disease or infestation shall be encouraged to notify the school as soon as they have knowledge of their child's diagnosis.
- School guidelines for exclusion due to a communicable disease will follow recommendations from local, state, and federal agencies that address communicable disease standards.
- The principal and his/her designee and/or the school nurse will make the

initial decision to exclude a child from school attendance.

- Persons involved in the care and education of communicable disease-infected children shall respect the child's right to privacy, including the maintenance of confidential records.
- If a parent/guardian notices any discharges, such as yellowish-green drainage from the eyes, ears and/or nose, the parent is to/should have the child checked by the family physician before returning the child to school. The parent is to/should have the physician send a note advising the school of the child's condition.
- All children with fevers of 100 degrees Fahrenheit or greater will be excluded from school until fever-free for 24 hours without the use of fever-reducing medications (Tylenol, Ibuprofen, Motrin, Aspirin, etc.).
- A sick child will be cared for until the parent/guardian arrives, however, the comfort of the child will be increased if the parent/guardian arrives at the school as quickly as possible.
- If an ill or injured child warrants immediate action, 911 will be called.
- Examples of short-term communicable diseases are listed below with their respective incubation period (time before symptoms appear), contagious period, and guidelines for when students can return to school:

Chicken Pox

Incubation	<ul style="list-style-type: none"> • 10-21 Days
Contagious	<ul style="list-style-type: none"> • From 1 day before the rash, to 5-6 days after the rash began • Transmission by respiratory and scab drainage
Return to School	<ul style="list-style-type: none"> • When free of symptoms and all pox have crusted (usually 6 days) • Face and hands must be free of scabs. • Student must be checked by school personnel before return to school.

Fifth Disease

Incubation	<ul style="list-style-type: none"> • Less than 1 month
Contagious	<ul style="list-style-type: none"> • 1-7 days before the rash appears (not contagious after rash appears)
Return to School	<ul style="list-style-type: none"> • When free of fever. Rash may persist for several weeks

Impetigo

Incubation	<ul style="list-style-type: none"> • 2-5 days
Contagious	<ul style="list-style-type: none"> • From onset of sores until they are dry
Return to School	<ul style="list-style-type: none"> • Must have a doctor's note to return. • Will be excluded from school for 24 hours after treatment begins. • Area will be covered during school hours.

Diarrhea and Vomiting (occurs more than 1 time during school day)

Incubation	<ul style="list-style-type: none"> • Varies
Contagious	<ul style="list-style-type: none"> • As long as diarrhea and vomiting are present
Return to School	<ul style="list-style-type: none"> • No diarrhea or vomiting for 24 hours

MRSA (Methicillin-Resistant Staphylococcus Aureus)

Incubation	--
Contagious	<ul style="list-style-type: none"> • During course of infection
Return to School	<ul style="list-style-type: none"> • When cleared by physician. • Open wounds must be

	<p>covered at all times.</p> <ul style="list-style-type: none"> • Sports will be allowed when cleared by a physician. (Doctor's note must be presented on reentry to school)
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Pink Eye (Conjunctivitis)

Incubation	<ul style="list-style-type: none"> • Varies (1-12 days)
Contagious	<ul style="list-style-type: none"> • During course of infection
Return to School	<ul style="list-style-type: none"> • When cleared by physician. (Doctor's note must be presented on reentry to school)

Ring Worm (other than scalp area)

Incubation	<ul style="list-style-type: none"> • Varies
Contagious	<ul style="list-style-type: none"> • Until treatment is started
Return to School	<ul style="list-style-type: none"> • With lesion covered and treatment started. The parent will bring in medication for verification of treatment

Ring Worm of the Scalp

Incubation	<ul style="list-style-type: none"> Varies
Contagious	<ul style="list-style-type: none"> Until treatment is started
Return to School	<ul style="list-style-type: none"> Must have a doctor's note to certify student is under adequate and continuing treatment

Scabies

Incubation	<ul style="list-style-type: none"> 4-6 weeks from ne infestation
Contagious	<ul style="list-style-type: none"> While mite is alive (all family members must be treated)
Return to School	<ul style="list-style-type: none"> Must be excluded from school for 24 hours after treatment is completed. Must have a doctor's note to return

Streptococcal Infections (Scarlet Fever, Scarlatina, Strep Throat)

Incubation	<ul style="list-style-type: none"> 2-7 days
Contagious	<ul style="list-style-type: none"> Until 24 hours after treatment is started.

Return to School	<ul style="list-style-type: none"> Must have a doctor's note to return. Will be excluded from school for 24 hours after medication is begun
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Infestations: Head Lice

- Onslow County Schools maintains a "No-Nit" policy that requires that a student be treated with a pediculocide and be free of nits (lice eggs) and live lice before re-admission to school.
- Students who have been excluded must be checked and be found nit-free by the nurse or designated school personnel before riding the bus or entering the classroom.
- Up to three days of excused absences is permitted for head lice infestation.
- Exclusion from school due to repeated infestation does not exempt a child from mandatory school attendance (see Attendance Policy [4400](#)). Truancy procedures will be followed.

OCS Board Policy 4320

MEDICATION GUIDELINES

- Authorized school personnel may administer medication to students if all OCS Board Policy conditions are met.

- Students are not permitted to carry or have in their possession any prescription medications, over-the-counter medications, medical herbs, supplements, digestive aids, cough drops, or sunscreen at school or during school functions.
- Students who are at risk for medical emergencies, such as those with diabetes, asthma, or severe allergies,

must have an emergency health care plan developed for them to address emergency administration of medication.

- See OCS Board Policy for more information including conditions that must be met for a student to self-carry an inhaler, epi-pen, or diabetic care medication.

OCS Board Policy 6125

SECTION 7: STUDENT ATTENDANCE GUIDELINES, POLICIES, & PROCEDURES

ATTENDANCE INFORMATION OVERVIEW

- There is a direct correlation between student attendance and student achievement. Therefore, it is critical that students attend school every day.
- Parents should make every effort to schedule doctor's appointments and other appointments after school or on a teacher workday.

REASONS FOR EXCUSED ABSENCES

- If a student must be out, then the following reasons, as stated in NC Public School Law, are acceptable for excused absences:
 - Personal Illness or Injury
 - Death in the Immediate Family
 - Quarantine
 - Educational Opportunity with Family (approval from the principal is required at least 5 days in advance; parents are required to fill out and submit a request for excused absence for educational reasons form)
 - Medical or Dental Appointments
 - Court or Administrative Proceedings

- Religious Observances
- Deployment Related Absences (see OCS Board Policy Code 4050 for more information)

REQUIREMENTS FOR EXCUSE NOTES

- For an absence to be excused, students must bring a note signed by the parent or guardian stating the reason for the absence. The note must include the number of days and date(s) the student was absent.
- If a student goes to a medical appointment, the parent should request a printed note to send to the school.
- These notes must be given to a student's homeroom teacher, and the homeroom teacher will deliver the note to our data manager, Mrs. Knight.
- If an excuse note is not provided to the school, absences will be coded as unexcused.

STUDENTS RESPONSIBILITY TO TALK TO TEACHERS ABOUT MAKE-UP WORK

- Students must discuss make-up work with their classroom teachers on the day they return to school.

SECTION 8: SAFETY & SECURITY PROCEDURES & PROTOCOLS

SCHOOL SAFETY

- Safe schools are critical to creating a learning environment in which students can succeed.
- Staff and students at New Bridge share the responsibility for taking reasonable precautions and following established safety measures.

OCS Board Policy Code 1510/420/7270

SAFETY DRILLS

- Every school year students are required to participate in the following safety drills:

Drill Type	# of Drill Required
Fire	Monthly
Lockdown	4
Tornado	1
Earthquake	1

- Students will be trained on safety and emergency procedures by their classroom teachers at the beginning of every school year.
- These procedures will be reviewed and re-taught as needed throughout the duration of the school year.

SECURED CAMPUS DOORS

- For student safety, all classroom doors will be closed and locked during instructional time.

- Likewise, all exterior building doors will also always be closed locked.
- Students will be taught by classroom teachers that they are not to open classroom or exterior doors for anyone.
- Students will be reminded of this throughout the school year.

SCHOOL VISITORS

- For the safety of all students, campus visitors must enter through the school’s main entrance.
- Visitors will ring the doorbell and show identification before the doors will be electronically unlocked by front office staff.
- Visitors will be required to show proof of identification when they sign in and they will be verified and approved.
- All visitors will be given a visitors pass that must be clearly displayed while they are on campus.

OCS Board Policy Code 5020

SCHOOL VOLUNTEERS

- All volunteers and chaperones must complete a background check and be approved by OCS.

OCS Board Policy Code: 5015

SECTION 10: STUDENT MANAGEMENT & CONDUCT

AUTHORITY OF SCHOOL PERSONNEL

- Students must comply with all directives from principals, teachers, substitute teachers, student teachers, teacher assistants, custodians, school nutrition workers, bus drivers, and all other school personnel at New Bridge Middle School.

OCS Board Policy Code: 4301

BEHAVIOR POLICIES & STUDENT CONDUCT

- All policies, procedures, and decisions related to student behavior management and student conduct at New Bridge Middle School are guided by OCS Board Policy.
- Our objective is to create a safe, orderly, and inviting school that teaches students personal responsibility and the need to respect themselves and others.

OCS Board Policy Code: 4300

BULLYING & HARRASSMENT

- NBMS staff members are committed to providing a safe, inviting, and civil educational environment for all students.
- All forms of bullying and harassing behavior, including encouragement of such behavior are prohibited.

- Bullying is defined as deliberate conduct intended to harm another person or group of people.
- It is characterized by repeated unwanted aggressive behavior that typically involves a real or perceived imbalance of power, such as a difference in physical size, strength, social standing, intellectual ability, or authority. It may consist of either physical, verbal, or nonverbal behavior.
- Cyberbullying is a form of bullying that is carried out using electronic communication media, such as words, action, or conduct conveyed through email, instant messages, text messages, tweets, blogs, photo or video sharing, chat rooms, or websites, and may exist in the absence of a power imbalance typical of other forms of bullying.
- Harassing behavior is conduct that is intimidating, hostile, or abusive, or is unwelcome conduct of a sexual nature. Harassing behavior may violate this policy even if no harm is intended to the target and no power imbalance is evident.
- Parents and students are encouraged to report all incidents of bullying or harassment to school administrators.
- Any student who knowingly reports false allegations of bullying or harassing behavior will be subject to disciplinary action.
- The disciplinary consequences for violations of this policy should take

into consideration the frequency of incidents, the developmental age of the student involved, and the severity of the conduct and must be consistent with the Code of Student Conduct.

- A student who is convicted under [G.S. 14-458.2](#) of cyberbullying a school employee will be transferred to another school. If there is no other appropriate school within the school system, the student will be transferred to a different class or assigned to a teacher who was not involved as a victim.

OCS Board Policy Code: 4329/7311

SCHOOL-WIDE BEHAVIOR MANAGEMENT PLAN

- At New Bridge, discipline infractions are classified as level one minor infractions, level two major infractions, or level three severe major infractions.

Minor Incidents (Level 1)

- Minor incidents are incidents that are handled by classroom teachers.
- To document and hold students accountable for their behavior for these minor infractions we also utilize a behavior punch card system.
- Minor incidents include but are not limited to the following:
 - Off-task behavior

- Excessive talking
 - Yelling or shouting
 - Inappropriate comments
 - Minor horseplay
 - Minor technology infractions involving school-issued laptop
 - Failure to follow teacher's directions
 - Minor disrespect toward other students
 - Breaking established school rules such as chewing gum or running in the hallway
 - Minor disrespect toward school staff or using a disrespectful tone when speaking to a staff member
- Interventions and consequences for minor disciplinary offenses depend on the severity and frequency of the offense.
 - If a minor infraction can be adequately correct at the time of the offense and it is not a repetitive behavior, the following interventions will be utilized:
 - Student redirection
 - Teacher warning
 - Private teacher/student conference
 - If minor behavior continues, teachers will ask students to take their behavior punch card from their lanyard pouch and put it on their desk or they will ask for the student to give them the punch card. This action serves as a student's official warning.

- If student behavior does not improve after this warning, then students will receive a punch on their behavior punch card.
- Please note that some minor behavior offenses will result in an immediate card punch.
- The behavior punch card system at New Bridge works on an escalation-based consequence cycle.
- Students are issued a new punch card at the beginning of each nine-week grading period and the consequence escalation cycle starts over.
- The consequences for card punches are as follows:

Punch #	Consequence
1	Warning
2	Warning
3	Warning
4	Warning & Parent Contact from Teacher Who Issued the Card Punch
5	Warning & Parent Contact from Teacher Who Issued the Card Punch
6	Warning & Parent Contact from Teacher Who Issued the Card Punch
7	½ Day In-School Detention & Parent Contact from School Administrator
8	½ Day In-School Detention & Parent Contact from School Administrator
9	½ Day In-School Detention & Parent Contact from School Administrator

10	1 Day In-School Suspension & Parent Contact from School Administrator
11	1 Day In-School Suspension & Parent Contact from School Administrator
12	1 Day In-School Suspension & Parent Contact from School Administrator
13+	1 Day Out-of-School Suspension & Parent Contact from School Administrator

- Please note that in-school detention and in-school suspension are held in the same classroom.
- In-school detention is an in-house consequence that is not included in a student’s permanent record.
- In-school suspension is a more serious offense and is included in a student’s permanent record.

Chill-Out

- If a student’s minor behavior continues after receiving a card punch, the student will be asked to leave the classroom for the remainder of the class period. At New Bridge, this is referred to as “Chill-Out.”
- When a student is sent out of the classroom for chill-out, they will report to the main office and then be escorted to our in-school detention/in-school suspension classroom.
- Students will then fill out an accountability form where they will be asked to reflect on their behavior and

consider what they can do in the future to avoid the situation from happening again.

- Students will remain in the ISS/ISD classroom until the end of the individual class period and then they will be dismissed to go to their next regularly scheduled class.
- If a student is sent out of the classroom for chill-out, the classroom teacher who sent the student to chill-out will make a parent contact.

Major Incidents (Level 2 & 3)

- Major incidents are more serious disciplinary offenses that warrant an official office referral.
- School administrators investigate and process office referrals.

Level 2 Incident

- Level 2 major incidents are incidents that warrant more than a card punch, but the behavior does not pose an immediate safety risk, and the behavior does not severely impede learning in the classroom.
- Office referrals for major incidents that would be considered level 2, do not require a student to be pulled from the classroom.
- Level 2 disciplinary offenses include, but are not limited to:
 - Targeted inappropriate language
 - Intentional property damage
 - Significant Disrespect to Staff

- Aggressive Behavior
- Harassment/Intimidation
- Interfering with an Administrative Investigation
- Theft
- Intentional Deception Directed Toward Staff
- Skipping Class

- When a student receives an office referral for a level 2 disciplinary offense, the following will happen:
 - The teacher who entered the office referral will inform the student that they have received an official office referral, and they will make a parent contact.
 - A school administrator will talk to the student and if needed, further investigate the issues.
 - If warranted, a school administrator will assign a consequence and/or intervention and make a home contact.
 - If applicable, a notice of disciplinary action will also be mailed home.

Level 3 Incidents

- Level 3 major incidents are the most severe disciplinary offenses and often result in students being immediately removed from the classroom by a school administrator or their designee.
- Level 3 disciplinary offenses include but are not limited to:

- Physical assault
- Fighting
- Extreme verbal or physical aggression
- Extreme disrespect to school staff
- Possession of any object that has the potential to cause bodily harm to themselves or others
- Possession of drugs, alcohol, vapes, or other tobacco products
- Obscene or highly inappropriate digital content accessed in the classroom
- If a student must be removed from the classroom for a level 3 disciplinary offense, the following will occur:
 - A school administrator will talk to the student and if needed, further investigate the issues.
 - If warranted, a school administrator will assign a consequence and/or intervention and make a home contact.
 - If applicable, a notice of disciplinary action will also be mailed home.
- Consequences that may be utilized for major disciplinary offenses (Level 2 & Level 3), include but are not limited to:
 - Administrative Warning
 - Administrative Conference
 - Parent Phone Call
 - Required Parent Conference

- In-School Detention
- In-School Suspension
- Out-of-School Suspension
- Referral for long-term suspension or expulsion

OCS Board Policy 4302

SCHOOL-LEVEL INVESTIGATIONS

- School administrators are authorized and responsible for investigating conduct that may violate OCS board policy, school standards, school rules, or the OCS Code of Student Conduct.
- All employees and students, including students alleged to have engaged in misconduct, are expected to respond fully and truthfully to any questions or issues raised during an investigation and any related proceedings.
- Employees and students may be subject to disciplinary action for knowingly making false statements or knowingly submitting false information during an investigation or any related proceedings.
- Any student who has violated a board policy, school standard, school rule, or the Code of Student Conduct must accept the consequences for his or her misbehavior.

OCS Board Policy Code: 4340

STUDENT SEARCHES

- School officials have the authority to conduct reasonable searches of

students and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the board or school.

- A student or the student's possessions may be searched when a school official has reasonable suspicion that the search will turn up evidence that the student has violated or is violating a specific law or school rule.
- Reasonable suspicion is not required if a student freely and voluntarily consents to the search of his or her person or possessions.
- School officials may search a student's desk, locker, and/or personal effects, including but not limited to purses, book bags, and outer clothing. A school official may conduct a frisk or "pat-down" search of a student's person. The search must be conducted in private by a school official of the same gender with an adult witness present.
- Except as provided in Section B.2, below, a metal detector may be used to search a student's person and/or personal effects. The search must be conducted by a school official and will be done in private, when feasible.
- A student's failure to cooperate with a reasonable search or seizure as

provided in this policy will be considered a violation of the expected standard of behavior and will subject the student to appropriate consequences.

OCS Board Policy Code: 4342/4318

SUMMARY SUSPENSIONS

- A student may be removed immediately from school grounds for up to three days if the principal reasonably believes that the student engaged in serious misconduct or antisocial behavior and that the immediate removal of the student is necessary to provide a safe, orderly school environment.
- In such cases the principal is not required to investigate before the suspension.
- Procedures for notification of parents and removing a student during the school day will be followed.
 - After full investigation, other consequences may be administered including short-term suspension (up to ten days, including the period of summary suspension), or other suspensions or expulsion in accordance with applicable board policy

OCS Board Policy Code: 4350

SECTION 10: TECHNOLOGY EXPECTATIONS, POLICIES, & PROCEDURES

1:1 SCHOOL ISSUED TECH DEVICES

- All students will be issued a Dell laptop and charger assigned for school and home academic use.
- The devices are the property of the school and will be returned at the end of the school year.
- Students are not allowed to place stickers of any kind on their devices, and they should not mark on their laptops or remove keys from the keyboard.
- Students should purchase and use backpacks with padded sections to protect their school-issued laptop from damages.
- At the start of each school year, all students are required to pay a \$25 laptop assessment fee and they are responsible for returning a signed 1:1 Technology Agreement Form & an Internet in Education Agreement Form.
- Please note that the \$25 laptop assessment fee is not insurance and students are financially responsible for missing, damaged, or destroyed laptops.

OCS Board Policy Code: 3225/4312

GAGGLE SAFETY MANAGEMENT

- OCS utilizes a program called Gaggle Safety Management to protect our students from harmful content and to ensure their well-being 24 hours a day

while using school-issued devices and programs.

- If Gaggle detects any harmful or concerning images or phrases, then the school administrators are notified.
- School administrators will then review and discuss the content with students and parents.
- If the flagged content breaks school rules and guidelines, students may face school disciplinary consequences.
- Please note that administrators receive Gaggle alerts 24 hours a day, so it is possible that parents may be notified after school hours and sometimes even late at night if school officials have reason to believe that a student may be in danger.

PERSONAL WEBSITES

- The school system may use any means available to request the removal of personal websites that substantially disrupt the school environment or that utilize school system or individual school names, logos, or trademarks without permission.
- Though school personnel generally do not monitor students' Internet activity conducted on non-school system devices during non-school hours, when the student's online behavior has a direct and immediate effect on school safety or maintaining order and

discipline in the schools, the student may be disciplined in accordance with board policy to the extent consistent with law.

TECHNOLOGY RESPONSIBLE USE

- NBMS students have access to a variety of technological resources for school and academic use.
- Student use of OCS technology devices and programs should be utilized in legal, safe, and responsible ways both on and off school system property as identified in OCS Board Policies.
- By using the school system's network, Internet access, electronic devices, email system, devices, or other

technological resources, individuals consent to have that use monitored by authorized school system personnel as described in this policy.

OCS Board Policy Code: 3225/4312

USE OF PERSONAL TECHNOLOGY ON SCHOOL SYSTEM PROPERTY

- Users may not use private WiFi hotspots or other personal technology on campus to access the Internet outside the school system's wireless network.
- The school system assumes no responsibility for personal technology devices brought to school.

OCS Board Policy Code: 3225

