HUNTERS CREEK
MIDDLE SCHOOL



# 2026 - 2027
# Student and Parent Handbook

**Amy Evans, Principal**
**Shaun Edwards, Assistant Principal**
**Kristen Puzino, Assistant Principal**

**4040 Hunters Trail, Jacksonville, NC 28546**
**School: (910) 353-2147 Fax: (910) 353-7939**
**Website:** https://hcms.onslow.k12.nc.us
**Facebook:** https://www.facebook.com/HuntersCreekMS

# PANTHERS THRIVE

**DREAM BOLD.**
**BELIEVE AND RISE.**
**SUCCEED TOGETHER.**

## VISION

We envision a community where every student is empowered to dream boldly, believe in their potential, and achieve excellence. Through high expectations, strong academic foundations, and meaningful leadership opportunities, our students are prepared to thrive in a changing world.

## MISSION

At Hunters Creek Middle School, we dream boldly, believe in ourselves, rise to challenges, and succeed together.

# Message from the Administrative Team

## Welcome to the 2026 - 2027 school year!

At Hunters Creek Middle School, we believe that every student has the ability to learn, grow, and achieve great things. We are excited to partner with our families as we begin a new year filled with opportunities for growth, discovery, and success.

Our school community is built on the belief that success is earned through effort, determination, and a positive attitude. We encourage all students to embrace challenges, learn from mistakes, and take pride in their progress. By developing strong habits, setting goals, and maintaining a growth mindset, students will be better prepared to reach their full potential both inside and outside the classroom.

This year, our teachers will continue to provide engaging, high-quality instruction through a blended learning approach that combines meaningful technology integration with effective, direct teaching. This model allows us to meet the diverse needs of our learners while promoting critical thinking, collaboration, and academic excellence.

We are committed to creating a safe, supportive, and challenging learning environment where every student is encouraged to Dream, Believe, and Achieve. Together, with the support of our families, staff, and community, we will help students build confidence, strengthen character, and develop the skills needed for lifelong success.

Thank you for being an important part of the Hunters Creek Middle School family. We look forward to a year of hard work, personal growth, and outstanding accomplishments. Together, we will make this our best year yet!

The HCMS Administrators

Amy Evans
Shaun Edwards
Kristen Puzino

# HCMS School Information

School Hours • Schedule • Office Staff

Arrival

- 7:10 Doors Open
- 7:10 – 7:25 Breakfast
- 7:30 Tardy bell rings and Advisory begins.

Dismissal begins

- 2:35

## Office Hours

7:10 a.m. – 3:30 p.m.

## Address and Phone Numbers

4040 Hunters Trail • Jacksonville, NC 28546

Office: (910) 353-2147

Fax: (910) 353-7939

Website: https://hcms.onslow.k12.nc.us

## Office Staff/Support Team

Tyffanie Hunter, Secretary/Treasurer

Jalisa Bragg, Data Manager

Abby Miles, School Counselor

Tracey Cole, School Counselor

Kandace Davis, Social Worker

Beth Jaeger, Receptionist

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## Responsibilities of Parents or Guardians (How you can help?)

We work best in an active partnership of students, parents, faculty, and staff. To help your child throughout the school year, keep these tips in mind:

- Talk to your child — Indicate to your child that you want school to be a positive experience. Show real interest in what they are learning and how they are performing in school.
- Agenda – Review, with your child, their agenda nightly.

- Monitor homework — Is it regularly assigned? Check/review your child's homework every night. Does your child complete their homework correctly and turn it in on time? Keep in touch with your child's teacher about accuracy, completeness, and timeliness.
- Check Infinite Campus (online grades) with your child weekly. Choose a night to sit down to review and reflect on grades and missing assignments. You can request parent access to Infinite Campus from the school's office, or you can ask your child to pull this up on their laptop.
- Communicate with your child's school — Check your child's book bag for school newsletters and notes. Be sure to schedule and attend parent-teacher conferences. Find out the best way to stay in communication with your child's teacher. Ask about your child's progress report. Parents can always reach out to the school counselors for added support.

## Family Education Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under the law, parents of eligible students have both the right to inspect records kept by school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents or the student is limited and generally requires prior consent by the parents or the student. The Onslow County Board of Education has adopted a written policy governing all the rights of parents and students under FERPA. Copies of this policy may be found in the Superintendent's office and in the principal's and counselor's office of each school within the unit.

The Onslow County Board of Education classifies the following as directory information: student's name, school and grade level. School officials *may* release this information to any person without the consent of the parents or the student. Any parent or eligible student who objects to the release of any or all of this information without the consent must notify the principal in writing of the school where the records are kept within the first thirty (30) days of each school year. The objection must state what information the parent or student does not want classified as directory information. If no objection is received within the first thirty (30) days of the school year, the information will be classified as directory information until the beginning of the next school year.

Complaints about failure of the Onslow County Board of Education to comply with the Family Education rights and Privacy Act may be made, in writing, to the FERPA Office, Department of Education, 330 Independence Avenue, S. W. Washington DC 20201.

## Accidents

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

- The accident must be immediately reported to the nearest staff member.
- The accident will be reported to the office. The school nurse will be notified. An incident report will be filled out for records.
- If medical attention is needed, the student's parents will be notified.
- HCMS assumes no responsibility for any medical expenses incurred.

## After School Detention (ASD) (OCS Policy #4356)

- As a consequence of misbehavior, students may be assigned after-school detention.
- ASD begins at 3:15 and ends at 4:00.
- To allow parents time to arrange transportation and other schedules, teachers will notify parents of detention at least 24 hours in advance. A notification will also be sent home with students for parents to sign and return.
- If a student does not stay for ASD, the student is assigned In-School Suspension (ISS) the following day.

## Athletics

Participation on a uniformed athletic team is a privilege for qualifying students. Middle school student athletes should remember that they are students first and all academic requirements must be fulfilled before participation in athletics is allowed. All fees must be cleared before a student can participate in the HCMS athletic program.

**Eligibility Criteria: Students in grades 7 and 8 can try out for an athletic team:**

- Students must have passed at least seventy (70) percent of the courses taken in the preceding semester (equates to 5 out of 6), and student must be on track to advance to the next grade level within the next calendar year.
- No more than 85% days absent in the preceding semester, **excused or unexcused**.
- Students must reside with a parent or legal custodian in that school's attendance zone or be assigned to the school by the Board of Education.
- Parents must attend an athletic meeting yearly. Meetings will be announced via phone call, newsletter, website, and Facebook.

| Fall Sports | Spring Sports |
|---|---|
| Football | Soccer (boys) |
| Cheerleading | Cheerleading |
| Softball (girls) | Volleyball (girls) |
| Soccer (girls) | Baseball (boys) |
| Wrestling | Track (boys/girls) |
| Basketball (boys/girls) | |

- Students must have current physical and required forms on file before trying out for ANY athletic team, including cheerleading. Physicals should be scheduled during the summer. A physical remains current for 395 days, therefore, physicals received during the summer and submitted to the office will ensure eligibility for tryouts for all sports that school year. The approximate tryout dates will be announced prior to each sport season.
- Student athletes that are assigned In-School Suspension (ISS) are not allowed to practice, dress for a game, travel with, or play on the day(s) serving ISS. This includes both partial day ISS and full school day(s) ISS. **After two ISS incidents, students are removed from the team for the current season.**
- **Student athletes that are assigned Out of School Suspension (OSS) will be removed from the team for the current season.**
- If a student has been removed from a team due to behavior (OSS/ISS), the student can still tryout for other sports throughout the year.
- Ejections from a game are subject to school level discipline.

## Attendance/Absenteeism

When absences exceed 10 days per semester, further documentation will be required (doctor's statement, court documentation, etc.) within five days of the absences. Students are expected to be in attendance and participate in instruction throughout the school day. **Excessive absences, tardies and early checkouts will**

**be referred to the school social worker.** All absence notes shall be turned into the front office area within five days of the absence.

- Compulsory attendance is a requirement of the law in North Carolina (G.S. 115C-378). It is the obligation of any parent of a school aged child 16 years or younger to ensure that their child is in school on a regular basis. A student is considered absent for the day if they are present for less than half the school day (11:00 am).
- **Excessive absences:** The school will notify parents and take all steps required by state law (G.S. 115C-378) for excessive absences, including involving the school social worker for family support.
    - Parents will receive a letter from the school when their child has **three**, **six** and **ten** unexcused absences. When a student has accumulated 10 absences in a semester, the school 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 school may take further action in accordance with state law.

    - The following reasons are considered acceptable for being coded as excused:
        - Personal illness
        - Death in the immediate family (up to 5 days)
        - Quarantine
        - Medical or dental appointments
        - Court or administrative proceedings
        - Religious observances
        - Military deployments/orders

    Students will be permitted to make up all the work missed when absent. Missed tests from absences or suspensions will be completed upon their return to school
        - It is the student's responsibility to obtain missing work from absences. Due dates will be provided by the teacher. **Assignments that are not submitted on time are subject to the grade level's late work policy.**

## Check-In/Check-Out

- Early checkout is strongly discouraged. Occasionally, we understand that it will be necessary for a student to leave during the school day. Students will not be released to anyone but a parent, legal guardian, or emergency contact (as noted on the student emergency data sheet) without written approval from the parent for a third party to pick up the child. All parties picking up a student should be prepared to show proper identification when they come for a student. The person picking up the child must come into the building to sign the student out of school. **The cutoff time for early checkout is 2:15pm due to our traffic pattern and bus arrival on campus.** Parents arriving after this time will be asked to go and wait in the car rider line for their student.
- Students arriving after 11:00 or checkout out before 11:01 will be counted absent for that school day.
- **Changes to transportation cannot be assured past 2:00 p.m. each day**. Please keep in mind that students must get on and off at their designated bus stops. Students are not allowed to ride the bus home with other students due to overcrowding of buses.

## Bookbags

Students are expected to carry supplies in their bookbags. A bookbag with a padded compartment for the student's laptop is recommended. Bookbags with wheels are allowed if they are not a disruption to the learning environment.

## Bus Expectations

The safety of our students is a top priority. It is imperative all parents and students review the rules below. Rules will be enforced by administration with parents and students receiving notification of consequences

based on severity of violations and prior rule infractions. Students will receive one warning before bus suspensions are given. However, this could change based on the severity of the offense. The consequences assigned are at the discretion of the administration. **Repeated offenses could lead to removal from the bus for the remainder of the school year.**

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

  - The students must obey the driver's directions promptly.
  - Noise on the bus shall be kept to a minimum.
  - No distracting or disruptive behavior while the vehicle is in operation.
  - Passengers should go directly to their seats and remain seated, facing forward until the bus comes to a complete stop at the unloading area and the driver has opened the front door.
  - Eating, drinking, chewing gum, and littering are prohibited on the school bus.
  - Use of electronics (cell phones) is permitted with headphones/ear buds after a student is seated on the bus -- but is prohibited while the student is boarding or exiting the bus.
  - Hands, legs, feet, bookbags, musical instruments, and other possessions must be kept out of the aisle.
  - Profanity, rude comments, and/or yelling on the bus or out of the window will not be tolerated.
  - Parents are responsible for any damage done to the bus by their children (ie: poking a hole in the seat, writing on the seat).
  - Students must have written permission approved through the office to get off the bus at any stop other than their regular stop.
  - Large objects can obscure the driver's view of the road and bus passengers. No large objects such as school projects, large musical instruments, flowers, balloons, or bags may be carried on the bus.
  - Students may ride only the bus to which they are assigned. Students are expected to follow the directions of the bus driver. Routinely, bus suspensions are used as consequences for bus infractions; however, parents will be given an opportunity to help correct minor issues in lieu of bus suspensions for the first offense.

## Cafeteria/Meals

- Breakfast and lunch are served in the cafeteria. Students must have their student ID card with them in the cafeteria.
- Applications for free and reduced lunches are available in the main office and can be completed online. If a student received Free and Reduced lunch the previous year, parents still must submit a new application for the following year. After the first 10 days of school, the student's status will revert to paying in full if they have not turned in a new form.
- Due to health restrictions, we cannot accept outside food for classes. (Cupcakes, cookies, etc.)
- **Food from fast food or other restaurants is NOT allowed to be dropped off by parents and/or delivery services**.
- Students may pay daily or in advance at the register, or online at www.k12paymentcenter.com . All cafeteria charges will be sent home via the student and phone calls from the district level.
- Good manners and behavior are required while eating lunch. All eating areas must be cleaned, and trash placed in trash containers at the end of the lunch period.
  - Meal Prices:
    - Lunch $2.50
    - Reduced Price Lunch $0.40
    - Breakfast $1.50
    - Reduced Price Breakfast FREE
- Parents, guardians, and loved ones are welcome to join their child(ren) for lunch on Wednesdays during their designated lunch time only. Guests may bring outside food for themselves and their child. Please

note that adults are not permitted to purchase or consume cafeteria meals using a student's lunch account.

## Clubs (After School) (OCS Board Policy 3620)

All clubs require a staff advisor who is currently employed at Hunters Creek Middle School. Students and staff interested in sponsoring a new club must submit a proposal. The proposal will be submitted by the advisor and must include design guidelines, objectives, tentative times and dates for meetings. The principal and the staff advisor will meet with the Strategic Planning Team (SPT) within 30 school days to present the new club and have the SPT vote on the new club proposal. The principal may require parental permission for a student's participation in any club. The principal will maintain the right to make final decisions regarding the organization, activities, and guidelines for a proposed club. Currently, HCMS offers the following clubs. Club sign-ups and dates will be announced through newsletters, website, and Facebook.

- Chess
- Fellowship of Christian Athletes
- Battle of the Books
- Math Counts

***Clubs offered each year may change due to low numbers or lack of sponsor.**

## Clubs (During the School Day)

Students will participate in clubs twice a month during their Advisory period. At the beginning of the year, students will be provided with an opportunity to sign up for a club offered by a staff member. Every other Friday, students will attend club meetings with the designated staff member in charge of that club during Advisory. Students will not be able to change clubs throughout the year. Students can request to speak with the administration to determine if a move needs to be made.

## Cologne/Perfume/Spray Deodorant/Fart Spray/Silly String

Colognes, perfumes, and spray deodorants can trigger adverse medical reactions for many students and staff. Colognes, perfumes, and spray deodorants must be left at home. Students in Physical Education or participating in athletics after school should bring a form of solid or roll-on antiperspirant/deodorant. Sprays are not permitted in locker rooms, even during athletic functions or practices. These items will be confiscated and will need to be picked up by a parent or guardian. Any items that can disrupt the classroom should be left at home. If they are found on a student or in their belongings, it will be confiscated. **Repeated offenses could lead to additional consequences.**

## Communication

- Each week, Mrs. Evans, the principal, will deliver important information and reminders through a phone call and email.
- A monthly newsletter (SMORE) will be posted on the school website and sent via email to keep parents informed.
- Parents are strongly encouraged to check the school website, our Facebook page, and email for the most up to date information.
    - **Website**: https://hcms.onslow.k12.nc.us
    - **Facebook**: https://www.facebook.com/HuntersCreekMS

## Conferences

Communication between parents and school officials is essential to the educational process. Parents are encouraged to schedule conferences with their child's teachers any time there is a question regarding the student's progress. **Parents are requested to schedule an appointment before visiting the school for a conference with teachers.** If there is an issue that a parent needs to address with a teacher, a conference can

be scheduled by calling (910) 353-2147 or emailing the student's teacher. Conferences are scheduled during our teacher planning periods. However, teachers may offer additional times to accommodate a parent's schedule.

## Counseling Requests (School Counselors)

A school counselor helps students with academic, personal, social, and emotional needs. They provide support through goal setting, problem-solving, crisis intervention, and planning for college or careers. Students might talk to a counselor if they're struggling in school, feeling stressed or overwhelmed, dealing with family issues, facing bullying, having trouble with friends, or needing guidance for the future. Counselors offer a safe, supportive space to talk and get help.

Students are assigned to a counselor based on their last name:
**Mrs. Tracey Cole -** Last Name A - L
**Mrs. Abby Miles** - Last Name M- Z

Students can request to see a counselor by completing the "HCMS Counseling Request," located in their grade level Teams. It is a tab at the top of the General channel. Students can also email their counselor. Once the requested counselor is available, Mrs. Miles or Mrs. Cole will call the student out of class. Students cannot see a counselor without a pass unless they are called out of class. Please refrain from visiting the counselors in between classes.

## Dances

Student attendance at school dances, sporting events and extra-curricular activities is a privilege, not a right. A student's behavior may prevent them from attending the dance. Students attending dances **must** be picked up within 15 minutes from the ending of the dance. **Repeated failures to pick up students on time will result in their exclusion from future dances.**

## Deliveries: Food/Flowers/Balloons

Flowers or balloons delivered during the school day will stay in the office until the end of the school day. Students may not have flowers or balloons in class or on buses. Parents will need to pick up items in the office if the student is a bus rider. Food delivery services (Uber Eats, Grubhub, Door Dash, etc) are not permitted for students and will not be accepted by staff.

## Dismissal/Movement Around Campus

- **Movement Procedures:**
    - Use voices appropriate for indoors.
    - On the bus lots, do not walk behind the parked buses.
    - An SmartPass must be submitted and approved
    - Follow all staff members' instructions.
    - Students and staff will walk on one side of the hall, while moving in the hallways.
    - Students will keep hands, feet, books, and other objects to yourself.
    - Students will move directly to their designated location without delay.
    - Students will return at the prescribed time.
- **Dismissal Procedures for Students**

  During dismissal, students should not be on their cell phones until they leave the classroom.

  Bus Riders:
    - Dismissal begins at 2:35
    - Teachers will use TEAMS for dismissal. **Please pay attention to names and buses being announced.** Students who miss the bus will have to call home for a ride.
    - Students should not be allowed to leave class until their bus appears on TEAMS. Students should be in their seats and talking quietly.

- Late buses will be moved to the cafeteria.

Car Riders:

- Dismissal begins at 2:35
- Parents will pick up students in the car rider line.
- Student names will pop up on TEAMS once their parents arrive on campus.
- Students should not be allowed to leave class until their name appears on TEAMS. Students should be in their seats and talking quietly.
- All car riders will be called to the car rider line over the intercom once most cars have picked up students.

Walkers/Clubs/Sports:

- Walkers will be dismissed through TEAMS. Walkers should report to the front entrance to exit the building.
- Clubs and sports will be dismissed using TEAMS.

## Dress Code

The dress code and appearance of students have a significant effect on conduct and behavior in school. The purpose of HCMS dress code is to help maintain an atmosphere conducive to learning and free of distractions. If dress is inappropriate, the student will be required to call home for a change of clothing. **The student will wait in the ISS room until a parent/guardian brings a change of clothes to school. If the parent/guardian refuses to come or is unable to come, the student will remain in ISS for the remainder of the day.** The dress code is to be followed at all school events including, but not limited to, dances, games, concerts, field trips, etc. Final decisions regarding whether a student's dress is inappropriate will rest with the administration.

- Headgear, including sunglasses, is not permitted to be worn.
  - This applies to both male and female students.
  - This includes, but is not limited to, hats, hoods, bonnets, do-rags, and bandannas.
- Shirts and blouses that expose the back or midriff (stomach) are not permitted.
  - Strapless tops or any top that exposes undergarments are also prohibited.
  - Shirts must not expose cleavage.
  - Spaghetti straps or racer back tops are not permitted.
  - Sheer or "see-through" garments are only permitted when the articles of clothing underneath follow the dress code.
- Shirts must have sleeves that extend over the shoulders.
- Tank tops are not permitted attire for girls or boys.
- Shorts, skirts, skorts, and dresses are permitted; however, they must be an appropriate length for the school environment. To determine appropriate length, students should stand with their arms relaxed at their sides. If their fingertips touch exposed skin, the garment is considered too short and is in violation of the school dress code.
- Jeans with holes showing skin. (males & females) Holes must be at or below the knees.
  - If jeans with holes above the knees are worn, an article of clothing **must** be worn underneath to cover the skin under the holes.
  - Fish net stockings under shorts are permitted if the shorts meet the dress code.
  - Students may not circumvent this policy by putting paper or any other removable item in the hole of the jeans. This will still be considered a violation of the policy.
- Clothing that is disruptive to the educational setting is prohibited.
- Costumes and painted faces are not permitted.
- Clothing that represents gang affiliation, promotes alcohol, tobacco, or illegal substances, contains sexually inappropriate language, depicts weapons, or includes profanity is not permitted at school or any school-sponsored event.
- Pajamas, pajama bottoms, or bedroom slippers are not permitted.

- Baggy pants or shorts that establish a belt line below the hipbone or show underwear while the student is walking or sitting are not allowed. SAGGING IS NOT PERMITTED.
- Footwear must be always worn.
    - Soft soled bedroom slippers, shower shoes, and flip flops are not acceptable footwear.
    - Shoes that do not have hard soles are unsafe and not permitted to be worn at school.
- Blankets will not be used as substitute for sweaters or coats. Do not bring blankets to school.
- Chains hanging from clothes and spiked collars/bracelets are not appropriate accessories for school.

## Drills

Throughout the school year, school administration will schedule different safety drills. The following drills are scheduled on a yearly basis:

- Fire Drills (once a month)
- Lockdown Drill (once per nine weeks)
- Tornado Drill (once per year)
- Earthquake Drill (once per year)

## Electronics/Cell Phones and prohibited items (OCS Board Policy #4318)

Onslow County Schools recognizes that cellular telephones and other wireless communication devices have become an important tool for communication. Therefore, students are permitted to possess such devices on school property. All devices must be secured in a bag or backpack and not activated, used, displayed, or visible during the instructional day. This includes, but is not limited to, cellular phones, smart watches, ear buds, electronic devices with internet capability, and other similar devices.

**HCMS prohibits the use of cell phones or other electronic devices by students during school hours.**
Personal Technology **cannot be turned on, used, or seen (including back pocket, hoodie, etc.)** during school hours**.**

- **Below are the consequences for violating this policy:**
    - 1st Offense: A warning is given by staff member. The student will be asked to power off the device and put it into bookbag. Offense will be documented in Educator's Handbook as a minor offense.
    - 2nd Offense: Staff member will contact parent or guardian. The student will be asked to power off the device and put it into their bookbag. Offense will be documented in Educator's Handbook as a minor offense.
    - 3rd Offense: Office referral will be submitted by staff member. The student will be assigned one day of In-School Suspension (ISS).
    - 4th Offense and beyond: Office referral will be submitted by staff member. The student will be assigned a day of Out of School Suspension (OSS).

*****If a student refuses the direction of the staff member to put away their electronic device, the student will be asked to surrender their device to an administrator. A parent or guardian will be required to come to the office to pick up the device.***

*****Any student involved in videotaping a violation of school policy (ie: a fight, another violation, or), using a video to create a disruption among the student body, and/or circulating the contents to others through social media (TikTok, Instagram, SnapChat, WhatsApp, etc.) will be subject to disciplinary action. Students who fail to disperse during an altercation or after being asked to do so may receive a consequence for failure to comply with a reasonable request. This also includes any videotaping of adults and staff on campus.***

## SmartPass

HCMS uses a digital hall pass system called SmartPass. This aids in the safety of students and tracks the location of students. Students are required to use the SmartPass to leave the classroom for any reason (office, nurse, bathroom, guidance, etc). The student submits a pass, and the teacher approves it. Students are given four passes a day to use for bathroom breaks. This doesn't include scheduled breaks. In case of an emergency, the student will be permitted to go to the bathroom. A doctor's note must be on file with the nurse for students who have a medical issue requiring frequent bathroom breaks.

## Extra-Curricular Activities

Students staying after for activities such as clubs or tutoring must be picked up within 15 minutes of the end time. Repeated late pickups may cause dismissal from the club or tutoring.

## Fees*/Fee Waiver

- Middle School fees for Onslow County Schools are:
  - **Technology Fee:** **$25.00** (ALL STUDENTS)
  - **Art** (per semester): **$3.50** (if enrolled)
  - **Band** (year-long): **$10.00** (if enrolled)
  - **Orchestra** (year-long): **$10.00** (if enrolled)
  - **Chorus** (year-long): **$5.00** (if enrolled)

- All student fees **must** be paid prior to participating in athletics and field trips.
- A **fee waiver** can be requested from the front office. Fee waivers must be approved each year within the first 30 days of school. The cafeteria free/reduced letter must accompany waiver request.
- **School Cash Online** is an easy to use and safe way to pay for your children's school fees. You can pay for your child's school fees, class trips, and so much more from your own home. All you must do is register an account, attach your child(ren) and in no time, you will be able to make payments online. www.onslow.schoolcashonline.com

## Food and Drinks

No outside food or drinks are allowed on school property including buses, buildings, or the school grounds during the school day except in the cafeteria or when authorized by school staff. Students are allowed water bottles during the school day. **All bottles must have a secure lid**. **Glass bottles of any kind are prohibited.** We do not allow cupcakes, ice cream, and other items to be given out to other students.

## Grading Procedures

- All grades on report cards are numerical.
- Grades below 60 are considered failing.
- The minimum grade for the reporting period is 40 per OCS Policy.
- The following grade scale will be used in Onslow County for grades 6 through 12:

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

- Cheating: A student will be penalized for cheating, plagiarizing, and unauthorized/inappropriate use of AI (Artificial Intelligence). Fraudulent sharing of any academic work is considered cheating. The parent/guardian of the student will be notified of the incident. HCMS considers cheating a serious offense. Additional consequences can be given by teachers and/or administration.
- Late Work Policy (Grades 6–8) (This includes missing assignments and absences): Students will have an opportunity to turn in late work for credit.

Students are expected to submit all assignments by the teacher's established due date. Daily assignments may be submitted up to **two (2) school days** after the due date.

Formal assignments, including **projects, essays, research papers, presentations, and laboratory reports**, submitted after the due date will receive a **10% deduction for each school day** they are late, for up to **five (5) school days**. Assignments submitted more than five school days late will not be accepted. Students who miss a test or quiz due to an absence will be required to make it up upon returning to school at a time scheduled by the teacher.

- Makeup Work Due to Absences:
  Students who are absent will have two (2) school days after returning to school to complete and submit any assignments missed during their absence. It is the student's responsibility to communicate with each teacher to obtain missed work and complete all assignments within the allotted time. Missed tests from absences or suspensions will be completed upon their return to school.
    - It is the student's responsibility to obtain missing work from absences. Due dates will be provided by the teacher. **Assignments that are not submitted on time are subject to the grade level's late work policy.**

- Missing Assignment Remediation Policy:
  Students who fail to submit three or more assignments will be assigned to **After School Remediation**. A grade of zero should be entered in the gradebook for each missing assignment, marked clearly as "missing." If the student does not complete the missing work within an appropriate timeframe, the zero will remain as the final grade.

  Parents must be notified by phone when their child is assigned to After School Remediation, including the specific date(s) their child will stay after school to complete the missing assignments. A standardized schoolwide form will be used to inform parents of their child's participation and work habits during the remediation session.

- Principal's List/Honor Roll: The purpose of Principal's List and Honor Roll is to recognize students who have demonstrated academic achievement and to encourage others to strive for excellence. Students will be recognized after the 1st, 2nd, and 3rd nine-week periods for obtaining Principal's List and/or Honor Roll.
    - Principal's List: All grades are 90 and above.
    - Honor Roll: All grades are 80 and above.

## Grade Posting

All teachers utilize Infinite Campus to record attendance and grades. Entry of grades and attendance may be delayed if a substitute teacher is in the classroom. OCS policy requires teachers to update grades on a weekly basis. Parents may obtain access to Infinite Campus to check student grades. If a parent needs access to Infinite Campus, that parent or guardian must come to the main office to complete paperwork. Proper ID is required to set up an account. An account can only be assigned to the **legal** parent/guardian.

## Grading Reports (Interim and Report Cards)

Progress/Interim reports and report cards keep parents informed of student achievement during each grading period. Scheduled days for reports to be sent home are identified in the OCS Middle School Calendar.

- All students will be required to return all interim reports and report card envelopes to their teacher(s) with a parent/guardian's signature. **EVERY** effort will be made to retrieve the signed copies of any report/report card envelope sent home.

## End-of-Year Final Grades

**Sixth and Seventh Grade Students:** The final average for Math and English Language Arts will include the grade equivalent earned on the End-of-Grade (EOG) assessment, which is determined by the student's scale score. The EOG score will count as **20% of the final course average** for these subjects.

**Eighth Grade Students:** The final for Math, English Language Arts, and Science will include the grade equivalent earned on the End-of-Grade (EOG) assessment, which is determined by the student's scale score. The EOG score will count as **20% of the final course average** for each of these subjects.

**Math I Students:** The final average for Math I will include the grade equivalent earned on the End-of-Course (EOC) assessment, which is determined by the student's scale score. The EOC score will count as **25% of the final course average** for Math I.

## Medication

- Students are not to have ANY (prescription or otherwise) medication on their person for any reason. A physician must prescribe all medications administered by school personnel.
- An "Administration of Medication Request Form" must be completed by the parent/guardian, signed by a physician, and returned to the school before any medication can be administered. Forms are available in the front office of the school and on the OCS website.
- Medications are kept in the school office. The school cannot dispense any over the counter or prescription drugs without this form being completed and signed.
- The school nurse or designee will administer medications. Emergency medications and inhalers may be carried by a student with physician permission. The office **must** be notified about all such medications.
- It is the parent's responsibility to:
    - Provide and transport medication to the school in an appropriately labeled container that includes the child's name, the name of the medication, the unit dosage to be given, the number of dosage units, the time the medication is to be given, and how it is to be administered.
    - See that the pharmacist labels two containers, one for home and one for school use if the child is to receive the medication at both sites. Provide new containers with appropriate labeling when medication changes are made and to remove medications from school when discontinued by a physician. Medication left at school beyond the discontinued date will be discarded.

## Moment of Silence & Pledge of Allegiance

A Moment of Silence will be observed every morning school-wide, in accordance with the Onslow County Board of Education Policy. Moment of Silence will be followed by the "The Pledge of Allegiance". Please model and guide your students with the proper respect that should be shown during this time. Per OCS policy, students should not be forced to participate in the pledge of allegiance.

## Morning (Arrival Procedures)

- Students who arrive before 7:10 am will not be allowed to enter the school building. Staff members are not on duty to monitor students until 7:10 am.
- Walkers may enter the front of the building, and car riders should be dropped off in the car rider lot. Students should report directly to the cafeteria for breakfast or to their homeroom classroom.
- Students who choose to eat breakfast must proceed **directly** to the cafeteria. Students should **not** go to the classrooms and then come back for breakfast.
- Once students leave the cafeteria, they must report to their homeroom.
- At 7:30am, students are tardy and will need to check in at the front office upon arrival to school.

## Recording In School

Any video, audio, or photographic recording in classrooms or other areas designated for student learning without prior consent from the teacher and/or school administration is **strictly** prohibited. Any video, audio, or photographic recording in restrooms, locker rooms, or any other areas where privacy is an expectation is not acceptable. Violations of this rule may result in criminal charges and/or disciplinary action.

## Sporting Events

Students are expected to follow school rules when attending school sporting events. Students causing a disruption may be asked to leave the event. **Students who have ISS or OSS on the day of the event are not allowed to attend**. Students are not allowed to stay on campus until the sporting event starts and must be picked up promptly when the event is over. Failure to pick up students within 15 minutes of the event ending may result in students not being allowed to attend sporting events for the remainder of the season.

## Tardiness

- The school day begins at 7:30am.
- Any student who arrives after 7:30am or is not in their assigned classroom, is considered tardy.
- **STUDENTS CAN POTENTIALLY FAIL A CLASS AS A RESULT OF EXCESSIVE EARLY CHECK OUTS OR TARDINESS TO SCHOOL** (OCS Board Policy #4400).
- Every 5 tardies will result in referral to the school social worker.

## Telephone Use

Students will not have access to the telephone, except for emergencies. For this reason, a student must receive permission from his/her teacher and/or office personnel before using the phone. **No student will be called out of class to answer the phone**. The phone is for official business, not personal calls. Parents should not call the school to leave a message for their child. Arrangements for pick-up, staying after school, etc., should be made before the student leaves home each morning.

## Technology

- Students are expected to take proper care of all materials and resources issued to them or used in the classroom or library.
- Students are responsible for returning all resources and materials on time and will be charged fees for any damage incurred**.**
- Students are expected to bring their 1:1 device to class daily unless directed otherwise by the teacher.
- Students should have a charged 1:1 device every day. Students are encouraged to leave laptop chargers at home unless otherwise directed. This helps with stealing or misplacing chargers.
- While traveling to and from campus and in the hallways, students should have their laptop in their bookbag.

- **Computer (1:1 Device)**
    - All students will have Dell laptops assigned to them for school at the beginning of the year. Students will be allowed to take devices home daily.
    - All students must pay a $25.00 fee for a device every year.
    - Students should purchase and use backpacks with padded sections.
    - Laptops and chargers will remain the property of the school and will be returned at the end of the school year. Laptops and chargers must also be returned when a student withdraws from HCMS.
    - Students are responsible for missing, damaged, or destroyed property. Computers should not be left unattended. When a student leaves the classroom, they should close their computer.
    - OCS understands accidents can happen. Students are allowed one replacement without being charged. Repeated replacements can result in the student/parent being responsible for the cost

of the laptop, screen, or charger (Approximately $800 for laptop, $80.50 for the screen, and $20 for the charger).

- **Misuse of Technology**
  - Students are to use devices for instructional purposes only. Intentional misuse of school devices on campus or off-campus, could warrant disciplinary action.
  - Acts that are against the law will result in a report to law enforcement.
  - Damage to technology devices can result in repair and/or replacement fees for the cost of the device

## Title IX Statement

Onslow County Schools does not discriminate based on race, color, national origin, sex, or disability in its programs or activities. The Title IX Coordinator for the district is designated to handle inquiries. Contact information is listed below:
Title IX Coordinator, Onslow County Schools
200 Broadhurst Road
Jacksonville, N.C. 28540
(910) 455-2211.

## Visitors and Loitering

All visitors must report to the office upon arrival. Classroom visits are only allowed with the consent of the administration. Classroom visits are limited to 45 minutes or less. All classroom visits must be arranged at least 24 hours in advance. An administrator will accompany the visitor to the classroom.

## Positive Behavior Intervention Support Plan (PBIS)

To maintain a classroom community that is conducive to learning, it is essential that students exhibit responsible and appropriate behavior. PBIS is designed to support students as they learn to make appropriate and 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. Hunters Creek Middle School is a PBIS school.

**PBIS Positive Behavior Points:** Homeroom teachers will reward students with points for the previous week by Monday afternoon. Students will have an opportunity to shop the PBIS store, which offers items students can buy with their points.

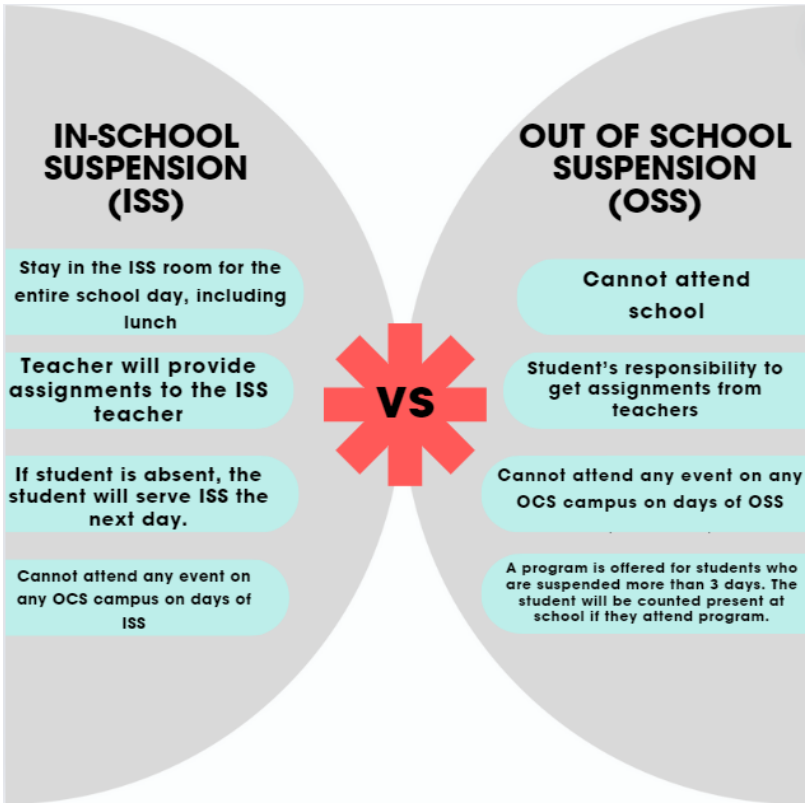
- Students may also earn points from any staff member (including bus drivers) at their discretion for doing good deeds, exhibiting leadership, portraying superior character, going above and beyond in work ethic, behavior, manners, etc.
- PBIS online will be used to issue and maintain student points.
- Students should not earn points for good grades.
- 9 Weeks Celebrations: At the end of each 9 weeks there will be a celebration for all students who do not receive any ISS/OSS, bus suspensions, classroom bumps, and other requirements as determined by the PBIS committee.
- Positive Behavior Incentives: There will be incentives for students who stay on green and do not have any discipline referrals (including bus referrals) all semester.

## Disciplinary Action for Misbehavior

Students who receive an office referral will receive disciplinary action by an administrator. The following consequences may include:

- Notification of parent/guardian
- After School Detention

- Lunch Detention
- Bus Suspension or possible removal from the bus
- Schedule Change
- Referral to alternate learning site (OCLC)
    - Onslow County Learning Center (OCLC) is an alternative school for students who exhibit chronic discipline infractions, engage in activities which threaten the safety of self or others, or are considered at risk of failing due to attendance or discipline issues.
- Referral to law enforcement
- Administrative conference with student
- In-School Suspension (ISS)
- Out of School Suspension (OSS)
    - Difference Between ISS and OSS




**HCMS Behavior Expectations**

**Affectionate Behavior or PDA:**

Kissing, hugging, etc. are not acceptable behaviors for school and will be dealt with accordingly. Students who receive repeated warnings will be issued consequences of suspension.

**BOMB, biological, or chemical THREATs**

According to Onslow County Board Policy 4333, "Students are prohibited from making, aiding and/or abetting in making a bomb threat or perpetrating a bomb hoax against school district property by making a false report that a device designed to cause damage or destruction by explosion, blasting or burning is located on school property." This includes any biological or chemical substance, instrument, or artifact.
Any offense is subject to Out of School Suspension up to 365 days.

**Bullying (OCS policy: 1710/4021/7230)**

Bullying is strictly prohibited. Bullying is defined as behaviors that are mean, hurtful, and on purpose behavior that is repeatedly done. Students must report these incidences so that proper interventions may occur. Disciplinary actions can be enforced:

- In any school building or on any school premises before, during, or after school hours.
- At any bus stop, on any bus, or other vehicle as part of any school activity.
- During any school-sponsored activity or extracurricular activity.
- At any time or place when the student is subject to the authority of school personnel.
- At any time or place when the bullying has a direct and immediate effect on maintaining order and discipline in the schools.

Bullying and harassing behavior creates an atmosphere of intimidation and fear, detracts from the safe environment necessary for student learning, and may lead to more serious misconduct or to violence. HCMS prohibits all forms of bullying and harassing behavior, including encouragement of bullying and harassing. Students must report these incidents so that proper interventions may occur.

- **HCMS offers two options to report a bullying incident. However, students can always speak with a trusted adult**:
    - Access the Student Statement Form on the school's website
        - The form is immediately sent to counselors and administrators.
    - Say Something
        - Students can make reports anonymously, which also notifies counselors and administrators. False or intentional misuse may result in disciplinary action.
        - Website: https://www.sandyhookpromise.org/say-something-tips/

## Communicating Threats

- At HCMS, the safety and well-being of all students and staff are of utmost importance. Communicating threats of any kind, whether verbal, written, or electronic, is strictly prohibited and will not be tolerated. This includes threats of violence, harm, or any language that could be interpreted as intimidating or harassing.
- Students are encouraged to report any threats they witness or experience immediately to a teacher, counselor, or administrator.
- All reports will be taken seriously and investigated thoroughly. Consequences for making threats may include disciplinary action, up to and including suspension or expulsion, in accordance with our school's policies. It is our collective responsibility to maintain a safe and respectful school environment.
- Making statements, even in a "joking" manner, will be considered communicating a threat. Students should avoid making comments, such as "I am going to kill you", "I will stab you", "Go kill yourself", "If you don't stop, I am going to hit you", etc.

## Disrespect

- HCMS is committed to fostering a respectful and inclusive environment for all students, staff, and community members. Disrespectful behavior, including but not limited to rude language, insults, and dismissive actions, undermines our school's values and will not be tolerated.
- Students are expected to treat one another with kindness and consideration.
- Instances of disrespect may result in disciplinary action. We believe that mutual respect is essential for a positive learning environment and personal growth.
- Students who show disrespect will be corrected using the school-wide PBIS program. Students who show repeated disrespect will be referred to the office for additional disciplinary action.

## Disruptive Behavior

Intentionally causing or urging the disruption of teaching, the orderly conduct of school activities, or any lawful function of the school or school system is considered disruptive behavior. Disrupting the classroom by throwing items, talking excessively, excessive horseplay, or otherwise preventing learning in the classroom

environment. Initial occurrences of disruptive behavior will be dealt with on the classroom level. Chronic or severe incidences of disruptive behavior will result in parent contact and referral to the office. Continued disruptive behaviors will result in an office referral for aggressive behavior.

- **Prohibited Behavior**
  - Intentional verbal or physical acts that result or have the potential to result in blocking access to school functions or facilities or preventing the convening or continuation of school-related functions.
  - Horseplaying: Horseplay, although deemed non-threatening, disrupts instruction, can unintentionally cause physical harm to others, and may lead to physical altercations.
  - Possessing or distributing literature or illustrations that significantly disrupt the educational process or that are obscene or unlawful.
  - Engaging in behavior that is immoral, indecent, lewd, disreputable, or of an overly sexual nature in the school setting.
  - Failing to observe established safety rules, standards, and regulations, including on buses and in hallways.
  - Interfering with the operation of school buses, including delaying the bus schedule, getting off at an unauthorized stop, and willfully trespassing upon a school bus.
  - Profanity, cursing or using vulgar language, abusive language, or demeaning language toward another.
  - Playing abusive or dangerous tricks or otherwise subjecting a person to personal indignity.
  - Falsification, which includes the verbal or written statement of any untruth.

Staff members have full authority as provided by law to establish and enforce standards and rules as necessary to create orderly schools and classrooms.

## Drugs and Alcohol

- Alcoholic beverages and illegal drugs are prohibited on campus. Students who have been charged with felonious possession, selling narcotics, or any other serious violation of the criminal law while on or off the school grounds may be expelled from the school by the principal upon the approval of the superintendent.
- If a student takes prescription medication, the medication must be transported to the school by the parent/guardian and checked in by the school nurse or school receptionist. It will be locked up in the front office until it is time to take prescribed medication.
- Students caught with alcohol or drugs will result in suspension and a referral to law enforcement.

## Fighting/Aggressive Behavior

- Fighting:
  - Any student who engages in a fight will receive disciplinary action from administration.
    - This includes students who provoke it or who could have reasonably prevented it from happening.
    - Acts such as “play fighting”, kick, or slap boxing, hitting, “pants-ing”, pushing, neck slapping, or “joking on” another student in a physical manner often leads to accelerated aggression and fighting. Acts that lead to fighting, disruption, or other disturbance may be subject to the same consequence as fighting.
  - Fighting is considered, but not limited to, throwing punches, pushing, slapping, or any other inappropriate and unwanted touching.
  - Self-Defense: In some instances, a student uses self-defense to get away from the other student involved in the fight. However, for a student to claim self-defense means the student leaves the area and immediately notifies an adult.
  - Fighting is unlawful on public property and could result in criminal prosecution.
  - During an exchange, if students are asked to disperse and do not, they will be disciplined for failing to follow an administrative directive.

- Students who video a fight will receive disciplinary action from administration and a possible referral to law enforcement.

- Aggressive Behavior:
  - School officials have the authority to take disciplinary action for aggressive or threatening situations in all the following circumstances:
    - While in any school building or on any school premises before, during or after school hours
    - While on any bus or other vehicle as part of any school activity
    - While waiting at a bus stop before or after school hours
    - During any school function, extracurricular activity, or other activity or event
    - When subject to the authority of school personnel; and
    - Any time or place when student's behavior had a direct and immediate effect on maintaining order and discipline.
  - A student acting in an aggressive manner will have a suspension applied based on the seriousness/intensity of the encounter, the potential for continued issues, and past practice (consistency in application of school-wide discipline).
  - For school disciplinary action, the cause/initiation of the incident does not impact the consequence.
  - The student conduct policy requires that a student not engage in physical encounters with others. **If a student is challenged physically by another student, he or she is to get away from the situation and find an adult (defensive actions only for the purpose of getting to an adult).**

## Harassment

Offensive behavior, racial slurs, and sexual harassment. This includes communicating threats of injury or physical harm, either verbally, electronically, in notes, or on social media. Students engaging in these behaviors will be disciplined in accordance with Onslow County Schools policies and guidelines. This includes harassment and communication via digital devices and/or social media networks which disrupt the instructional setting.

## Profanity/Use of Inappropriate language

The use of profanity in school is strictly prohibited. Please respect yourself and those around you. Students caught using profanity on campus, toward students or staff, are subject to consequences of suspension.

## Refusal of Teacher/Admin Directive (insubordination)

- Refusing to follow reasonable instructions from teachers or other school personnel is considered disobedience.
- Students may not refuse to follow a directive because they do not like the directive or believe it to be unfair.
- If a student has a question or concern with the directive of a teacher, it should be discussed with the teacher in private. **Students may not walk out of class without permission**.

## Skipping School or Class

- Any student who is not in his/her scheduled class is considered skipping. Students are responsible for notifying and securing permission from a teacher to leave class for any reason.
- Any student who leaves class must have an approved SmartPass.
- Any student in the hall or any other place in the building other than a classroom will be considered skipping without permission from their teacher.

## Student Searches (OCS Board Policy 4342)

To ensure a safe and secure learning environment, HCMS administration reserves the right to conduct searches of students and their property when there is reasonable suspicion of prohibited items or activities. These searches may include personal belongings such as backpacks, clothing, and electronic devices. Any searches will be conducted by administration with respect for the student's privacy and dignity. Students are expected to cooperate with school officials during searches. The presence of prohibited items may result in disciplinary action in accordance with school policy.

## Theft

- Stealing can be a serious problem in schools. Students should take care to protect their possessions. **Items that are valuable or not necessary should not be brought to school.**
- Only money necessary for the day should be brought to school.
- To help prevent stealing: Label your belongings and do not leave valuables unattended.
- The possession of property (books, clothing, and equipment) that is not your personal property will be viewed as stealing.
- Lost property should be turned into a school official.
- The school is not responsible for lost, stolen, or damaged property. The school is not responsible for conducting any investigation that may impact or result in loss of instructional time.
- Theft may result in suspension and a referral to law enforcement.

## Vandalism or Destruction of School Property

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

## Vaping, Smoking/Possession of Smoking and/or Drug Paraphernalia/ CBD or THC Gummies

The use or possession of tobacco products, vapes, lighters, etc. by students will not be permitted on school property (including school buses and bus stops). Possession of these items and similar items is a violation. Violations of this policy shall subject to suspension, a referral to law enforcement, and/or a referral to OCLC.

## Weapons

According to Onslow County Board Policy 4333, “The board will not tolerate the presence of weapons, bomb, biological, chemical threats, or actions that constitute a clear threat to the safety of students and employees. Any student violating this policy will be removed from the classroom or school environment for as long as necessary to ensure a safe and orderly environment for learning. Students are prohibited from possessing, handling, using, or transmitting, whether concealed or open, any weapon or instrument that reasonably looks like a weapon or could be used as a weapon.” This will be an administrative discretion decision and any offense may result in up to a 365-day suspension. A referral to law enforcement is mandatory for any weapon found on campus, including but not limited to, pocketknives, training knives, water guns, nerf guns, blades of any kind, toy gun replicas, etc.

***HUNTERS CREEK MIDDLE SCHOOL RESERVES THE RIGHT TO AMEND THIS HANDBOOK AT ANY TIME.***