

HOLLY SHELTER MIDDLE SCHOOL
HOME of the HURRICANES



PARENT, STUDENT & TEACHER HANDBOOK
2018-2019

3921 ROGER HAYNES DRIVE
CASTLE HAYNE, NC 28429
910-602-4046 (OFFICE)
910-602-4045 (FAX)

GENERAL INFORMATION

PHONE 910-602-4046

FAX 910-602-4045

Web site: <http://www.nhcs.net/hollyshelter>

SCHOOL ADMINISTRATORS

Principal: Jayne Kiker ext 109 jayne.kiker@nhcs.net

Assistant Principal: Scott Carter ext 214 allen.carter@nhcs.net

Assistant Principal: Michelle Faison ext 243 michelle.faison@nhcs.net

Jayne Kiker (6th grade)

Science
AIG
Community Involvement
EC/MTSS
Facilities
EYES/Leadership
Teacher Mentors
Scheduling
NCEES/Observation Matrix

Michelle Faison (7th grade)

ELA/Social Studies
Backup Testing
Birthday List
School Safety
Cafeteria
Electives
CPI
i-Ready
Books/Furniture Inventory
Buses
Electives
NCPAPA

Scott Carter (8th grade)

Math
Testing
Athletics
PBIS
SIT
ABE/ISS
Public Relations
Duty Roster
NCVPS
PTA
ZAP (Zeros Aren't Permitted)
Custodians

SCHOOL CONTACT INFORMATION

Main Office: Rebecca Claffey, ext 101

Cafeteria: Marilyn Savage ext 116

Data Manager: Owen Spencer, ext 106

Nurse: Felicia Myott, ext 105

Treasurer: Brenda Hall, ext 107

Student Services:

Melissa Wilson, Social Worker, ext 207

Jenel Liston, 7th Grade Counselor, ext 209

Polly Tait, 8th Grade Counselor, ext 208

Miranda Witkowski, 6th Grade Counselor, ext 210

Holly Shelter Middle School Master Schedule

6th Grade		7th Grade (2 teacher)		7th Grade (6 teacher)		8th Grade	
8:00- 8:20	Breakfast	8:00- 8:20	Breakfast	8:00- 8:20	Breakfast	8:00- 8:20	Breakfast
8:20- 8:50	Mastery	8:20- 8:50	Mastery	8:20- 8:50	Mastery	8:20- 8:50	Mastery
8:50- 10:10	Core 1	8:55- 9:45	Elective 1	8:55-9:45	Elective 1	8:50- 9:50	Core 1
10:10-10:50	Core 2	9:50- 10:40	Elective 2	9:50-10:40	Elective 2	9:50- 10:50	Core 2
10:50-11:40	Lunch	10:45-11:45	Core 1	10:45-12:05	Core 1	10:50-11:50	Core 3
11:45-12:35	Elective 1	11:45-12:45	Core 2	12:05-12:45	Core 2	11:50-12:40	Lunch
12:40-1:30	Elective 2	12:45-1:35	Lunch	12:45- 1:35	Lunch	12:40-1:45	Core 4
1:35- 2:15	Core 2	1:35- 2:35	Core 3	1:40- 2:20	Core 2	1:50- 2:40	Elective 1
2:15- 3:35	Core 3	2:35- 3:35	Core 4	2:20- 3:35	Core 3	2:45- 3:35	Elective 2

One-Hour Delay			
	6th Grade	7th Grade	8th Grade
9:00-9:40	Breakfast/Mastery	Breakfast/Mastery	Breakfast/Mastery
9:40-10:30	Core 1	Elective 1	Core 1
10:30-11:20	Core 2	Elective 2	Core 2
11:20-12:10	Lunch	Core 1	Core 3
12:10-1:00	Elective 1	Core 2	Lunch
1:00-1:50	Elective 2	Lunch	Core 4
1:50-2:40	Core 3	Core 3	Elective 1
2:40-3:35	Core 4	Core 4	Elective 2
Two-Hour Delay			
	6th Grade	7th Grade	8th Grade
10:00-10:35	Breakfast/Mastery	Breakfast/Mastery	Breakfast/Mastery
10:35-11:25	Core A	Elective 1	Core A
11:25-12:05	Core A	Elective 2	Core A
12:05-12:45	Lunch	Core A	Core B
12:45-1:25	Elective 1	Core A	Lunch
1:25-2:05	Elective 2	Lunch	Core B
2:05-2:45	Core B	Core B	Elective 1
2:45-3:35	Core B	Core B	Elective 2
Early Release Schedule			
	6th Grade	7th Grade	8th Grade
8:00-8:20	Breakfast/Movement	Breakfast/Movement	Breakfast/Movement
8:20-8:50	Mastery	Mastery	Mastery
8:50-10:00	Core A	PBIS	Core A
9:25-10:00	Core A	PBIS	Core A
10:00-10:35	PBIS	Core A	Lunch
10:35-11:10	PBIS	Lunch	Core B
11:10-11:50	Lunch	Core A	Core B
11:50-12:20	Core B	Core B	PBIS
12:20-1:00	Core B	Core B	PBIS

SCHOOL HOURS

School begins at 8:25 AM and dismisses at 3:35 PM. All school business should be conducted during regular business hours of 8:00 AM and 4:00 PM. Parents/guardians are always welcome at Holly Shelter. To ensure we provide you with adequate time, we would like to schedule your visits in advance; therefore, we ask that you contact the school ahead of time to schedule a visit, meeting, or conference.

TEACHERS' HOURS

Teachers' hours are 7:55 AM to 3:55 PM. Teachers also tutor after school hours to provide additional instruction for students. Please check with your child's teacher to ensure day, time, and requirements.

SCHOOL CLOSINGS

If school is cancelled due to weather or another emergency the **official** announcement will be posted on the NHCS website www.nhcs.net and through the automated call system.

VISITORS

For safety, all visitors are required to enter the building at the main entrance and report to the office upon arrival and departure. You will need to use our Security Monitor and will need to provide identification. Once you are cleared, you will be buzzed into the building. No visitors are allowed on campus unless they have authority by the office and issued a visitor's pass. Students not enrolled at HSMS are not permitted to visit unless accompanied by an adult.

OPPORTUNITY FOR PARENT INVOLVEMENT

The PTA is a valuable component of HSMS. We encourage all parents/guardians to join the PTA and become active members. We also encourage parents to participate in the school volunteer program. Please call, and we will direct you to our PTA President, Pam Thornton, for all the detailed information.

STUDENT ARRIVAL

Students may enter the building at 8:00 AM. There is no adult supervision prior to 8:00 AM. All car riders need to stay in the car until the building opens at 8:00 AM. After 8:25 AM parents will need to park and walk their child into the building and check them in as tardy.

STUDENT DISMISSAL

Students will be dismissed at 3:35 PM. All students on campus after 3:45 must be involved in a supervised activity. Students who continually remain after dismissal time may be subject to administrative consequences and a referral to our school social worker.

CHECK- IN POLICY

After 8:25 AM students arriving late to school will need to check in at the front office. Students will need to have a note explaining the tardy and be accompanied by a parent/guardian. Students checking in after 11:50 AM will be considered absent for the day. All students are expected to report promptly to all classes, activities, and appointments. Students who are late to school due to bus transportation are not counted as tardy.

CHECK- OUT POLICY

If it becomes necessary to check your child out of school after 8:25 AM, the parent/guardian must come to the office to sign the student out of school. Any individual authorized to pick up a student is required to present ID to the main office staff. Please understand that this is for the protection of our students. No individual check-outs after 3:00 PM will be permitted unless there is an extreme emergency.

ATTENDANCE

Your school attendance and success in school are directly related. Each time you are absent your parent/guardian must send a note to your home-base teacher explaining the reason for your absence. If a student fails to bring a note the absence will be coded unexcused. Students who fail to bring written notes from parents/guardians or have excessive absences or tardiness will be reported to the school social worker. Any student who has 10 or more unexcused absences will be reported to the Department of Juvenile Justice. **North Carolina State law allows parents to be prosecuted for their child's truancy.**

BUS AND SCHOOL TRANSPORTATION BEHAVIOR

Bus ridership is a **PRIVILEGE, NOT A RIGHT**, unless identified as such in an individual educational plan. Behavior or activity jeopardizing the safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report promptly and in writing to appropriate administrative staff any conduct appearing to require disciplinary action. After administrative staff evaluation, appropriate disciplinary action will follow. A copy of the misconduct report will be sent to the bus garage. Misconduct on a school bus may deny a student access to the classroom. School and bus suspension will only occur in special cases of misconduct that warrant this type of action.

Request for Bus Transportation Change

Students must bring a written note from their parent/guardian to get off at a different stop. The note must have a contact number where the parent can be reached. All notes must be approved by an administrator upon arrival of the day in order for the request to be processed through the bus garage to assure that there is space on the requested bus.

<i>Students are expected to observe the following rules for safety and courtesy on the bus.</i>	
1. At the Bus Stop	2. When the Bus Arrives
<ul style="list-style-type: none">Exercise safe pedestrian practices while on the way to the bus stop.Arrive at the bus stop ten minutes before bus pick up.Wait in a quiet and orderly manner.Be aware, cautious, and respectful of traffic.Respect private property.	<ul style="list-style-type: none">Remain at the waiting area until the bus comes to a complete stop.Check traffic from all directions.When safe to board, do so promptly.Upon entering the bus proceed directly to your assigned seat.
3. On the Bus	4. Exiting the Bus
<ul style="list-style-type: none">Follow instructions of bus personnel.Be respectful of all people, including all bus personnel.Use language appropriate for school setting.Follow bus personnel rules regarding electronic devices.Keep the bus neat and clean.Do not eat or drink.Talk quietly and politely.Sit in assigned seat.Stay in seat; keep aisles and exits clear.Be respectful of the rights and safety of others.Do not extend head, arms, or objects out of bus windows.Remember that school rules extend to the bus and bus stop.	<ul style="list-style-type: none">Remain seated until the bus comes to a complete stop.Exit the bus and the bus stop area in an orderly manner.Exit at your assigned bus stop.Check traffic from all directions.When safe to exit, do so promptly.Cross in front of the bus only.Exercise safe pedestrian practices while on the way from stop to your home.

MEDICATION

State law and system policies forbid school staff to give **any** medicine to students. If it becomes necessary for a student to take any form of medication at school, a medication/prescription form must be completed by the child's physician and kept on file in the office. NHCS Policy does not allow students to carry any medications (prescription or over-the-counter) on their person with the exception of prescribed inhalers for asthma--in which case they must have a signed order from the doctor. If a student is caught with any form of medication on their person, it could result in a suspension. Office staff will dispense all prescribed medication when the school nurse is not available. In special situations, teachers may be trained by the RN to administer medications. A log will be kept of all medications administered at school. At the end of the school year, parents are to pick up medication as the school and nurse are not permitted to store any medications in the building.

ILLNESS AT SCHOOL

Parents will be notified by school staff of an illness or injury so arrangements for pick-up might be made. **It is important that emergency contact phone numbers are current to ensure that someone can be reached.** If a serious illness or injury occurs, an ambulance will be called to take your child to the emergency room at Cape Fear or New Hanover Regional Hospital. Parent permission is necessary for medical treatment to be administered.

CAFETERIA (BREAKFAST \$ 1.35 (REDUCED FREE) LUNCH \$2.55 (REDUCED \$.40)

A cafeteria number must be used to make food/beverage purchases. Parents may prepay by writing a check payable to Holly Shelter Middle School Cafeteria. No change will be given, but the balance will remain on your child's account. You may also visit <https://www.lunchprepay.com> to place money on your child's account via the internet. Students may **not**

charge food/beverage in the cafeteria. Students may only purchase items if they have funds in their account or pay with cash. Students may qualify for free and reduced lunch status at any time during the school year. If family dynamics change, please contact Marilyn Savage, Food Service manager, at 602-7980 for assistance with the process, or speak with the administrative team at Holly Shelter. We encourage all families to fill out a **new** free and reduced lunch form at the start of each year. These forms do not carry over from last year. Until the form is processed, you and your child will be responsible for the balance in their account. Students must have a debt free lunch account balance to participate in any extracurricular activities at school.

DRESS CODE (NHCS POLICY 8520)

All rules apply unless otherwise specified in an educational plan. Winter jackets and hats, hoods, or other headwear may be worn to school, but must be placed in students' lockers upon entry into the building. Any outerwear worn in the building must be plain solid colored sweatshirts/sweaters or official Holly Shelter hoodies/sweatshirts/sweaters.

Please mark articles of clothing with your child's name.

TOPS/SHIRTS

- **All tops must be plain and solid color**
- Tops include:
 - Collared shirts
 - Sweaters, sweatshirts, hoodies, or fleece
 - Tops may **not** have striping, piping, graphics, or printed material on them
- Official Holly Shelter spirit wear may be worn at any time (sleeveless jerseys must have a uniform top underneath)

BOTTOMS/PANTS

- **All bottoms must be plain and solid colored, including: black, khaki, navy blue, or gray**
- Bottoms may include:
 - Cargo/carpenter or uniform style pants, shorts, or capris
 - Knee length shorts
 - Athletic shorts or sweatpants with the Holly Shelter Logo
 - Dresses, skirts, or jumpers must fall at knee level
 - Pants must be worn at natural waist line and boys must wear a belt to keep pants at natural waistline – sagging is unacceptable

FOOTWEAR

- Footwear may include tennis shoes, boots, or sandals with a back strap.
- The following are **NOT** allowed:
 - Flip flops, Rainbows, Slides or other sandals without a back strap
 - TEVAS/water shoes
 - Open back Crocs sandals

OUTERWEAR

- Jackets, scarves, and hats may be worn to school, but must be placed in students' lockers upon entry into the building.

The following are NOT allowed and will result in missed classroom instruction as student will be sent to ISS until a change of clothes can be provided by parent.

- NO Athletic pants, track pants, or sweatpants, that do not have the Holly Shelter Logo
- NO Leggings, Jeggings or Yoga pants
- NO Headbands or scarves (unless they are one of the Holly Shelter solid colors)
- NO Jeans (unless a jean designated day) and never with holes or rips in them
- NO Sagging pants. Pants must cover undergarments, and ride at your waist at all times

Assume that any garment type, style, or fad not listed above is out of compliance with the HSMS dress code.

- Decisions about compliance will be determined by school staff.
- "Plain" means without graphics, pinstripes, dyed, or embroidered designs.
- No undergarments are to be visible at any time.
- All clothing must be fitted appropriately. It must be worn at natural waist level and not be "too tight" or "too loose."
- Clothing may not be tied, knotted, or worn inside out.

Dress Code is part of Holly Shelter. It is supported by our staff and administration. Students who are prepared for school each day in dress code, do not interrupt the learning environment of our school. Instruction is the main focus of each day. Therefore, dress code will be enforced, and students out of dress code will face consequences.

For the first few days of school, students will receive a written warning regarding dress code violations and be allowed to make the needed changes. Students who are not in dress code after day 3, will be sent to ISS (In School Suspension) and required to call home. You will be allowed to bring in proper clothing for your child so that they may return to class.

After the first week of school, dress code violations will result in automatic ISS. Anytime a student is sent to ISS for a dress code violation, parents may bring a change of clothes. If the student is unable to change their clothing, they will remain in ISS for the day to complete their school work. Habitual dress code violations may result in a charge of unruly youth, and consequences could include a change of school placement.

PHYSICAL EDUCATION ATTIRE

For security and safety reasons, every article of clothing must be marked with your student's name. Gym shoes, socks, T-shirts, shorts, and proper undergarments will be needed each day to participate in PE. Students may purchase a Gym Pack from our PTA. For \$30.00, the Gym Pack includes a gym bag, an orange short sleeve t-shirt, and green gym shorts. The \$22.00 Gym Pack only includes the t-shirt and shorts. Students are encouraged to bring a combination lock to use during PE. HSMS is not responsible for stolen items in the locker room. Students should lock all clothing and personal items in their individual lockers to remain safe each day.

LOST AND FOUND

All items turned in to lost and found will be kept for a period of time and then donated to a local charity. Each week we gather more items than you could believe. PLEASE label your child's belongings so that we are able to help return them.

CELL PHONE USE

Students will not be permitted to use their cell phone unless directed to do so. In the case of an emergency or illness, a staff member will contact the parent or guardian. If a parent/guardian needs to contact or send a message to a student, please contact the main office with the message. We understand that in today's society cell phones are becoming commonplace, however, while at school the expectation is that students will keep their phone in their locker, and not use their cell phones to place calls, text message, or take pictures or videos during the school day. Students are **prohibited** to take any photos or videos at school. Our student population is under the age of 16, and therefore are considered minors. Therefore, any photo or video taken and posted to social media is a violation of that child's rights. Law Enforcement will be notified. Our primary concern is to safeguard instructional time, and protect our children from being harmed through social media. Students violating any of the rules for cell phone use will have their phone taken immediately. A parent or guardian will be required to come after school to pick up the phone. Other consequences will be assigned by administration as needed.

ELECTRONIC DEVICES

Electronic devices are not needed at school. Therefore, all electronic devices must be transported in students' backpacks, and locked in their locker for the school day. Any devices seen or heard shall be confiscated immediately and returned only to a parent/guardian or parent designee over the age of 21, or returned to the student on the last day of the school year. There are no exceptions to this rule. HSMS will not be responsible for lost or stolen items.

Inappropriate activities aided with electronic devices will be investigated and turned over to authorities as needed.

Reference the NHCS policies on electronic devices, bullying, and discipline as needed (BOE Policy 8431 Use of portable electronic devices by students).

LOCKERS

Students need to secure a locker each year. Your home-base teacher will assign a locker and combination to you after the completion of a Locker Agreement Form and payment of a \$2.00 locker fee. Never share your combination with anyone. Be sure to lock your locker after every use. Your locker is the best way to keep your property safe. If you share your combination, your items may not stay yours. The administration strongly encourages all students to keep items locked at all times. We also reserve the right to check any locker at any time. Students may only use lockers assigned to them. Students are only permitted to use school issued locks with the exception of locks used for gym lockers. The school will not be liable for items lost or stolen from a student's locker.

TEXTBOOKS

Students have the opportunity to check out textbooks this year through the media center. The books are to be kept at home for the school year. They can be used by parents and students as a resource for the class. Your child should have a math and English book at home. Please return the books to the media center at the end of the school year.

BOOK BAGS/STRING BAGS

Students are encouraged to bring their items in string bags or zippered trapper keepers. Larger back packs do not fit well in lockers. Students will be able to keep books, materials, purses, and personal items in their lockers. During the school day, all book bags must be kept in lockers. To ensure safety for our students, book bags will not be allowed to be carried around the school. Students who violate the policy will have their book bags confiscated.

SELLING ITEMS AT SCHOOL

Selling items to other students during the school day and on school grounds (including buses) is not permitted.

ACADEMICS

STUDENT PROGRESS NOTIFICATION

The parent/guardian will be notified of student progress through interim reports at the midpoint of the nine weeks and report cards at the end of the nine weeks. Parents/guardian are strongly encouraged to utilize the Parent Portal link through Power School and remain updated on your child's progress and attendance. You have access to your child's grades 24/7 through the Powerschool Parent Portal. Grades will be updated for the week each Tuesday by 5:30 PM.

Please contact the teacher with any questions/concerns about grades.

GRADING SCALE

The following grading scale, set by the New Hanover County Board of Education Policy 7413, will be used for report cards/interim reports and on each student's permanent academic record:

A 90-100

B 80-89

C 70-79

D 60-69

F 59 and Below

INC Incomplete grades must be made up by the end of each nine weeks or they will be changed to an F.

Conduct is graded as follows:

S Satisfactory

N Needs Improvement

U Unsatisfactory

HONOR ROLLS

A Honor Roll: All A's

A/B Honor Roll: Cumulative B average

Students with grades lower than C are ineligible for the A and A/B Honor Rolls. (NHCS Policy 7432)

HOMEWORK/CLASS WORK & MAKE-UP WORK

The amount of homework depends on the course and grade. When homework or class assignments are missed because of an absence, the student should go to their teacher's website, contact another student, or contact the teacher to obtain

those assignments. It should be stressed that obtaining, completing, and turning in assignments on time is the responsibility of the student. Parents are encouraged to find time each day to discuss what their child learned at school.

ACADEMICALLY and INTELLECTUALLY GIFTED PROGRAM (AIG)

New Hanover County School's Gifted Education Program is designed to provide differential services to students who demonstrate a need for academic and intellectual advancement. Opportunities are provided for students to access appropriate differentiated services through a process that incorporates both formal and informal measures.

The model adopted by NHCS provides a continuum of services based on individual student interests, abilities, and needs. Multiple factors are taken into account to determine the appropriate services. For additional information, please contact your child's guidance counselor.

INTERVENTION PLAN FOR STUDENT SUCCESS

Multi-Tiered System of Support (MTSS)

Holly Shelter meets the needs of all students through a Multi-Tiered System of Support (MTSS).

This is an approach to education that focuses on instruction, prevention, and researched based interventions.

If a student is struggling with academic or behavioral expectations, first talk to the teacher about your concerns. Parents should participate in meetings for their student and ask what learning or behavioral supports are in place for the student, and what they can do at home to help.

Regular progress monitoring (brief assessments) will help to determine if the student is receiving the level of support they need to be successful.

MTSS is a team approach - the student, the parent/guardian, and the school need to work together to assure the most positive result for the student.

POSITIVE BEHAVIOR INTERVENTION and SUPPORTS (PBIS)

We are proud to be a PBIS school. Using a positive approach to behaviors supports students and celebrates their successes.

As a school, we have developed expectations and rules under the theme "Hurricanes on TRACK."

Hurricanes are on TRACK

	Classroom & Auditorium	Hallway	Bathroom	Locker Room	Cafeteria	Library	Recess Fields & Gym	Buses
Trust worthy	<ul style="list-style-type: none"> Stay In Assigned Area Arrive on Time Follow Directions 1st Time 	<ul style="list-style-type: none"> Stay In Assigned Area Arrive on Time Follow Directions 1st Time 	<ul style="list-style-type: none"> Stay In Assigned Area Return to class promptly Follow staff Directions 1st Time 	<ul style="list-style-type: none"> Stay In Assigned Area Arrive on Time Return to class promptly Follow Directions 1st Time 	<ul style="list-style-type: none"> Stay In Assigned Area Arrive on Time Follow Directions 1st Time Only take/eat items you have purchased or brought from home 	<ul style="list-style-type: none"> Stay In Assigned Area with your group Return to class promptly Follow staff Directions 1st Time 	<ul style="list-style-type: none"> Stay In Assigned Area Follow Directions 1st Time Follow Game Rules Play Fair Be a Good Sport 	<ul style="list-style-type: none"> Stay In Assigned Seat Arrive on Time Follow Directions 1st Time Use Only Assigned bus # and stop

Respectful	<ul style="list-style-type: none"> • Wait your turn • Raise your hand • Listen when someone else is speaking • Clean Up your area • Use materials as instructed to do so • Use personal electronic devices only at request of a staff member • Chairs and Desks remain flat on floor 	<ul style="list-style-type: none"> • Walk on the Right side • Transition Quietly • Listen when someone else is speaking • Put Trash in cans • Personal electronic devices not in use 	<ul style="list-style-type: none"> ▢ Keep Quiet ▢ Clean Up your area ▢ Put Trash in cans ▢ Flush ▢ Use 1 or 2 Paper Towels ▢ Maintain other's privacy ▢ Personal electronic devices not in use 	<ul style="list-style-type: none"> ▢ Keep Quiet ▢ Listen when someone else is speaking ▢ Clean Up your area ▢ Put Trash in cans ▢ Maintain other's privacy ▢ Personal electronic devices not in use 	<ul style="list-style-type: none"> ▢ Wait your turn ▢ Talk Quietly ▢ Listen when someone else is speaking ▢ Put Trash in cans ▢ Clean Up your area ▢ Chew with mouth closed ▢ Personal electronic devices not in use 	<ul style="list-style-type: none"> • Wait your turn • Clean Up your area • Use materials as instructed to do so • Chairs and Desks remain flat on floor • Food and Drink remain outside the library. • Use personal electronic devices only at request of a staff member 	<ul style="list-style-type: none"> ▢ Wait your turn ▢ Enter & Exit Building Quietly ▢ Listen when someone else is speaking ▢ Put Trash in cans ▢ Use equipment as instructed to do so ▢ Use personal electronic devices with permission of a staff member 	<ul style="list-style-type: none"> • Wait your turn • Raise your hand • Listen when someone else is speaking • Clean Up your area
Accountable	<ul style="list-style-type: none"> • Calm Body • Accept Outcomes • Come with needed materials • Answer & Ask questions • Contribute Purposefully • Participate Positively 	<ul style="list-style-type: none"> • Calm Body • Accept Outcomes • Use a Hall pass • Go directly to your assigned destination • Keep locker combination private • Use your assigned locker only 	<ul style="list-style-type: none"> ▢ Calm Body ▢ Accept Outcomes ▢ Use a Bathroom pass ▢ Go directly to your assigned destination ▢ Wash your Hands ▢ Report concerns to a staff member 	<ul style="list-style-type: none"> ▢ Calm Body ▢ Accept Outcomes ▢ Come with needed materials ▢ Go directly to your assigned destination ▢ Secure your belongings ▢ Report concerns to a staff member 	<ul style="list-style-type: none"> ▢ Calm Body ▢ Accept Outcomes ▢ Memorize your Lunch # ▢ Keep lunch account current and free of fees ▢ Have \$ ready 	<ul style="list-style-type: none"> • Calm Body • Accept Outcomes • Come with needed materials • Sign In • Use Library Pass 	<ul style="list-style-type: none"> ▢ Calm Body ▢ Accept Outcomes ▢ Use equipment for intended purposes only 	<ul style="list-style-type: none"> • Sit forward facing with feet on floor and Calm Body • Accept Outcomes • Memorize Bus # and Stop • Keep Objects and Body parts inside the bus • Obtain prior approval for a transportation change
	Consistent							
Kind	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Include Everyone • Be Helpful to others 	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Include Everyone • Be Helpful to others 	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Be Helpful to others 	<ul style="list-style-type: none"> ▢ Use Kind words ▢ Greet others with a smile ▢ Keep Hands and Feet to Self ▢ Accept Differences ▢ Be Helpful to others 	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Include Everyone • Be Helpful to others 	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Include Everyone • Be Helpful to others 	<ul style="list-style-type: none"> • Use Kind words • Greet others with a smile • Keep Hands and Feet to Self • Accept Differences • Include Everyone • Be Helpful to others 	<ul style="list-style-type: none"> ▢ Use Kind words ▢ Greet others with a smile ▢ Keep Hands and Feet to Self ▢ Accept Differences ▢ Include Everyone ▢ Be Helpful to others

MEDIA CENTER

The media center, open from 8:00 AM until 3:30 PM, represents an important center available to students. The purpose of the media center is for the student to read and do research, not to visit and socialize. The media center staff has the authority and responsibility to regulate the learning environment. Students should have a media center pass to visit the media center during classes.

Books may be checked out for two weeks and renewed for another two weeks. Reserved materials may be checked out overnight, but are due back in the media center by 9:00 AM the next day. Magazines may be signed out for use in the media center only.

A fine of 5 cents per day will be charged for each overdue book. All fines must be paid before additional materials may be checked out. All media center privileges and extracurricular activities will be suspended until all financial obligations are fulfilled. Proper checking in of books is the responsibility of the student returning them.

HALL PASSES

During instructional time, all students are required to have a signed hall pass listing destination, date, and departure time.

ATHLETICS

The athletic program at Holly Shelter Middle offers a variety of team sports for both boys and girls. In order to participate in the athletic program, a student must have a completed Parental Consent/Athletic Participation Screening Form and Concussion Form to be given to the coach prior to or on the first day of tryouts. These forms are available in the front office or through the New Hanover County Schools website. **Athletes must maintain a 2.0 GPA in their core classes, satisfactory conduct and attendance, and no due bills.**

Clubs

Clubs are an exciting part of middle school. We encourage students to join a club that interests them. In September, the media center hosts a club fair where students can learn about clubs and how to join. To join a club or organization, listen to the announcements for initial meetings and teacher sponsor names or check the school website for meeting times and locations.

GUIDANCE

The counseling program at Holly Shelter is designed to serve all students. Our guidance staff will meet with teams, groups of students, individuals, and will be of assistance to parents and teachers. We encourage parents to call and/or arrange conferences with the school counselors throughout the year concerning emotional, social, economic, and educational adjustments. Students may obtain books, pamphlets and leaflets in the guidance office, which might be of help in these areas. A student may make an appointment with the counselor by stopping by the office during transition and leaving a message or dropping a note in the counselor's box.

IN-SCHOOL SUSPENSION PROGRAM

The In-School Suspension Program is an alternative to a student being suspended out of school. The program is designed so that students may attend school and receive help with the work that is being missed in the classroom. This alternative prevents a student from getting behind in school. Please note that the Principal, or Principal's designee, has the right to eliminate the In-School Suspension as an option for any suspension depending on the incident leading to the suspension.

SCHOOL RESOURCE OFFICER

The School Resource Officer (SRO) is a peace officer maintaining order on campus who has the legal authority to arrest if required. The SRO is an employee of the New Hanover County Sheriff's Department, not Holly Shelter Middle School. The SRO also serves as a resource teacher in areas of Law Enforcement Education and can at times function as a counselor by listening and assisting students with various problems. This approach enables the SRO to be a positive Law Enforcement role model and use proactive prevention by exposing the human qualities of law enforcement to our youth. The SRO will be responsible for diverting minor law infractions through the school disciplinary avenues and parent counseling as opposed to sending the offender into the criminal court system.

DISCIPLINE POLICY

The following rules are not intended to be an exhaustive list of student conduct. Please refer to NHCS Policy 8410: Policies, Rules and Procedures Relative to Student Discipline in the New Hanover County Schools.

STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is respectful to themselves, their parents, and the school. This expectation applies to all student code regardless of whether the students are in school or at school activities as well as the time they are away from school. Students and parents understand that the school reserves its right to impose discipline, including expulsion, based upon conduct that occurs outside of the school.

Expectations for general conduct set forth by Holly Shelter Middle School provides for each student to achieve the ability to govern themselves. As the students' ability to govern themselves from within increases, there is less need for imposing rules and regulations upon them.

STUDENT RESPONSIBILITY

- Come to school on time, in dress code, and with necessary supplies every day.
- Upon arrival, report to the Café for breakfast or to your homeroom.
- Be responsible for your own behavior-you choose how to react to different situations.
- Always move in a quiet and orderly manner keeping to the right in hallways.
- Do what teachers and adults in the building or bus reasonably request of you.
- Have a hall pass at all times.
- Keep your feet and hands off the walls to help keep our facilities clean.
- Consume all food in the cafeteria. Chewing gum and glass containers are prohibited. Clear water bottles with water are allowed in the classrooms only.
- Selling any items to any one is prohibited.
- Follow all school rules inside and/or out of school.
- Be kind to everyone.

Discipline actions which may be used, but not limited to, include the following:

- Warning: Speak with student and explain the offense
- Time-out in or out of classroom
- Call to parents
- In-school suspension
- Student conference with an administrator
- Conference with an administrator and parents
- Suspension
- Expulsion

Inappropriate Behavior and Consequences

The following behaviors could result in one of the following: time out, parent/student conference, in-school suspension, or out-of-suspension

- Continuous class disruption
- Horseplay, play fighting, taps, slaps, etc.
- Major class disruption that affects the learning of others
- Profanity
- Tardy
- Leaving class without permission
- Verbal abuse of peers

- Disrespectful behavior – by words or actions
- Communicating Threats (up to 10 days of suspension)
- Verbal abuse of staff (up to 10 days suspension)
- Failure to serve an assigned lunch detention
- Continuous violation of the dress code (up to 5 days suspension)
- Refusal to give up items not allowed on school grounds such as headgear, cell phones, CD players, etc... (up to 5 days suspension)
- Refusal to do as a staff has reasonably requested (up to 5 days suspension)
- Refusal to provide any school staff with name when asked
- Smoking on school grounds (up to 5 days suspension)
- Running from a staff member (up to 10 days suspension)
- Being in an unauthorized area
- Inappropriate touching and/or unwelcome physical contact (up to 10 days suspension)
- Creating a major disruption on school grounds (up to 10 days suspension and a possible charge)
- Stealing (up to 10 days suspension and a charge)
- Vandalism (up to 10 days suspension and a charge)
- Assaulting another student (up to 10 days suspension and a possible charge)
- Fighting (up to 10 days suspension and a possible charge)
- Gang Activity

Except where noted, suspensions will generally be based on the number of times a student has been referred to the Timeout/ISS Center, the offense committed, and the number of suspensions that a student has accumulated. Continuous behavior issues may result in a long term suspension.

The following violations will result in an automatic 10 day suspension and a recommendation for long term suspension.

- Possession of any weapons or explosives on school property
- Assault on a staff member
- Assault and serious injury on another student
- The knowing use, possession, transmission, or being under the influence of any controlled substance
- Arson
- Sexual assault, sexual offenses, indecent exposure, or sexual misconduct
- Causing a serious disruption of the school environment, or encouragement of others to use violence, force, noise, coercion, threat, intimidation, or fear
- Threatening school personnel or any other adult
- Persistent Disobedience
- Bomb Threat/Pulling the Fire Alarm

BULLYING

For the purpose of this policy, “bullying” means any physical act or gesture or any verbally, written, or electronically communicated expression that a reasonable person should expect will have the effect of:

- Physically harming a student or damaging a student’s property.
- Placing a student in reasonable fear of physical harm or damage to his/her property; or
- Substantially disrupting the instructional program or the orderly operations of the school; or
- Is so severe, persistent, or pervasive that it creates an intimidating, hostile educational environment for the student who is bullied.

If you believe you are being bullied, notify a counselor or teacher immediately, and the NHCS protocol will be followed to determine the nature of the situation. Remember, “name-calling etc.” is not necessarily bullying, but persistent or continuous hostile behaviors may be bullying: Your best course of action is to notify a school official! Bullying is a suspendable offence.

Important Testing Dates for 2018-2019

Please schedule doctor visits around testing. Family Vacations taken during the school year truly impact the middle school student. Try and schedule any trips during the student's vacation days.

NCVPS Fall Semester Courses	January 16-17
ACCESS 2.0 for ELs	February 5-March 9
Math I placement test	May 9
Grade 8 Science EOG	May 24
Grades 6-8 EOG	May 30-31
Grades 6-8 NCFE	Begin May 24
Grade 8 Math I EOC	May 30
NCVPS Final Exam	June 4

NON-DISCRIMINATION NOTICE

HOLLY SHELTER MIDDLE SCHOOL AND NEW HANOVER COUNTY SCHOOLS DO NOT AND WILL NOT DISCRIMINATE IN RELATION TO AGE, SEX, RACE, RELIGION, NATIONAL ORIGIN, HANDICAP OR ANY OTHER HUMAN DIFFERENCES IN ALL MATTERS CONCERNING OUR CUSTOMERS. THIS POLICY OF NONDISCRIMINATION IS IN ACCORDANCE WITH NHCS POLICY 1710.

NO OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY, SOLELY BY REASON OF THE DISABILITY, SHALL BE EXCLUDED FROM PARTICIPATION IN, BE DENIED BENEFITS OF, OR BE SUBJECT TO DISCRIMINATION FROM ANY PROGRAM OR ACTIVITY. THE SCHOOLS SEEK TO LOCATE AND IDENTIFY EVERY AGE THREE TO TWENTY-ONE YEAR OLD PERSON WITH A DISABILITY IN ITS DISTRICT. A FREE APPROPRIATE PUBLIC EDUCATION WILL BE PROVIDED TO ANY QUALIFIED PERSON WITH A DISABILITY.