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PARENT-STUDENT HANDBOOK

NCIMS
GRAND SLAM
YEAR

NEW CENTURY INTERNATIONAL MIDDLE SCHOOL

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This student handbook belongs to:

New Century International Middle School Student/Parent Handbook

Welcome Titans

Welcome to New Century International Middle School, home of the Titans! The policies and procedures contained in this handbook are designed to ensure a safe and successful school year for all students. Please take the time to read over the information carefully so that you will be aware of the opportunities, responsibilities, and expectations while at New Century International Middle School.

Titan Web Page: <http://www.ncims.ccs.k12.nc.us>

New Century International Middle School Mission Statement:

The mission of New Century International Middle School is to provide an environment that celebrates student achievement, creativity, growth, and global diversity.

New Century International Middle School Vision Statement:

The vision of New Century International Middle is for every Titan to be a Respectful, Responsible, and Resilient Global Citizen.

NCIMS CORE VALUES AND SHARED BELIEFS THAT GUIDE OUR WORK

RESPECT

We foster mutual acceptance and appreciation of all individuals.

DIVERSITY

We embrace equity, positive mindsets, and the uniqueness of all.

INTEGRITY

We promote a sense of fairness and honesty.

ACCOUNTABILITY

We take ownership and responsibility for our actions.

INNOVATION

We pursue new thought processes, ideas, and solutions.

Top 5 Expectations of a TITAN

1. Teachable: Be Prepared and Responsible

You must come to class with all materials daily to include: materials required for class.

Please work with students who may be in need of supplies and materials. Additional steps of support to include

Support 1: call parent

Support 2: referral to student services (counselor and/or social worker)

It is the expectation to come to class prepared each day.

2. Integrity: Be Respectful and Truthful

Integrity violations include, but are not limited to, the following:

Code of Conduct: Honor Code Violation

- Cheating/Plagiarism

Code of Conduct: Disruptive Behavior

- Getting loud with an adult or student
- Arguing with an adult or student

First offense: conference with the student

Second offense: phone call home

Third offense: team conference w/student and/or parent

Fourth offenses: referral to counselor

Fifth offense: administrative referral

3. Time: Be On-Time

You will be marked tardy to class if you arrive late. Complete a pass located outside the teachers room.

Code of Conduct: Truancy

First offense: warning

Second offense: phone call home and silent lunch

Third offense: phone call home and after school detention

Subsequent offenses: administrative referral

It is the expectation to budget your time in between classes to ensure that you arrive on time.

4. Appearance: Adhere to the School Dress Code

You must come to school dressed in compliance with the school dress code each day.

Code of Conduct: Dress Code Violation

Warning: call home; clothing closet

**If a student can not acquire a change of clothes it will result in a documentation violation and possible ISS, depending on the severity of dress code non-compliance.*

4. Appearance: Adhere to the School Dress Code Continued..

First offense: documented violation (may result in ISS)

Second offense: documented violation; phone call home

Third and subsequent offenses: documented violation; administrative referral

It is the expectation to dress appropriately according to the school dress code.

5. Noble: Conduct Yourself In An Orderly Manner

Disruptions include, but are not limited to, the following:

Code of Conduct: Insubordination

- Noncompliance

Code of Conduct: Disruptive Behavior

- Disrupting class
- Excessive talking/being loud
- Putting your hands and feet on someone else
- Public Displays of Affection

Code of Conduct: Inappropriate Language/ Disrespect

- Inappropriate language

Code of Conduct: Theft Value less than a Thousand dollars

- Theft

Code of Conduct: Bullying

- Bullying

Code of Conduct: Fighting - This offense will be turned into the Administration as soon as it occurs

- Fighting

Code of Conduct: Aggressive Behavior - This offense will be turned into the Administration as soon as it occurs.

- Aggressive behavior toward others

First offense: conference with the student

Second offense: phone call home

Third offense: team conference w/student and/or parent

Fourth offenses: referral to counselor

Fifth offense: administrative referral

It is the expectation to allow yourself and others to get the best possible education we can provide

TITAN UP!

Expectations	Classroom	Hallway	Cafeteria	Before/After School	Restroom	Bus/Car
TEACHABLE Be Prepared and Responsible	Come to class prepared to teach day with required materials.	Display safe and orderly behavior. Use lockers appropriately following the schedule.	Have lunch and money with you when you arrive.	Take advantage of tutoring, clubs, and athletic activities.	Always use the bathroom for the intended purpose.	Stay seated on the bus and keep your hands and feet to yourself.
INTEGRITY Be Respectful and Trustworthy	Show respect at all times, with all people, and follow the rules at all times.	Keep to the right and be mindful of noise and the surrounding classrooms.	Show respect to all cafeteria staff, remove headphones in the breakfast line.	Leave the area in better condition than you found it.	Respect the privacy of others.	Be courteous to others and follow all adult directions.
TIME Be on time	Be in your seat with materials ready before the door closes, stay on task, complete assignments by the due dates.	Walk with a purpose to ensure that you arrive on time.	Move swiftly and be patient while going through the line.	Report directly to your destination.	Use time wisely. Students must have a pass to visit the restroom.	Go directly to your car or bus.
APPEARANCE Adhere to School Dress Code	Dress appropriately according to the school dress code (see handbook).	Keep all electronic devices silent and out of sight unless instructed by an adult.	Keep tables and floors clean.	Put book bags and heavy coats in lockers.	Put trash in the trash cans, flush toilets, and wash your hands.	Remain in dress code to and from school.
NOBLE Conduct Yourself in an Orderly Manner	Allow yourself and others to get the best possible education by being attentive and courteous.	Maintain self-control and keep hands and feet to yourself, have a hall pass when required.	Remain seated at your assigned table, use an inside voice level.	Stay in supervised areas.	Return to class promptly.	Follow bus and car dismissal rules.

Table of Contents

Arrival and Dismissal Procedures.....	5
Attendance Procedures.....	5
Athletic Requirements.....	5
Athletic Information.....	6-8
Bell Schedules.....	9-10
Backpacks/Lockers/Cell Phones.....	11
Check-In/Out Procedure.....	12
Discipline.....	12
Dress Code.....	13-14
Field Trip.....	14
Fire Drills, Code Yellow and Red Drills.....	14
Grading.....	15-16
Lost and Found.....	16
Lunch Prices.....	17
Junior National Honor Society.....	17
Media Center.....	18
Medicine.....	18
Parent Communication.....	19
Parent-Teacher Confernces.....	19
Phone Messages/Flowers and Balloons.....	20
Progress Report/Report Card Schedule.....	20
School Parties.....	21
Sick Students.....	21
Student Dues.....	21
Student/Parent Support.....	21
Textbooks.....	22
Transportation.....	22
Telephone Use.....	23
Theft.....	23
Volunteer.....	24
Withdrawal Procedure.....	24
Parent & Family Engagement Policy.....	25

Arrival and Dismissal Procedures:

- Students should not arrive at school before 7:05 a.m.
- Students can only be dropped off and picked up at the front of the school. No students should be in the side faculty parking lot area.
- Classes begin at 7:30 a.m. and dismiss at 2:40 p.m.
- Students should not be in school after 2:45 p.m. unless they are participating in an after-school activity under the direct supervision of a faculty member or activity sponsor.
- Students are not allowed to walk to the public library and elementary school at dismissal time.
- Students who are planning to attend an athletic event **MUST** leave the school grounds and be transported back to the school.

Attendance Procedures

- In order to participate in special school events such as athletics, dances, etc., a student must be present for at least half of the school day regardless of the daily schedule.
- When a student is absent for one or more days, an explanatory note must be sent to the teacher by the parent, guardian or doctor stating the reason for the absence. Such notes should contain the date of the absence, the specific reason for the absence, and the signature of the parent, guardian or doctor. If a note is not presented, then the absence will be coded as unlawful. It is important to schedule doctor or dental appointments after school, whenever possible.
- A student is considered absent for the day if he/she checks out before 11:00 a.m. Students are responsible for making up missed school work within five school days.
- A notification letter will be sent home after three, six, and ten unlawful absences.

Athletic Requirements

Our athletic program consists of football, baseball, basketball, soccer, track, wrestling, softball, and volleyball. In order to participate in the athletic program students must meet the following guidelines and requirements:

- A student must be in attendance at least 85% of the previous semester or miss no more than 13.5 days of school in one semester to be eligible to participate in athletics the following semester.
- A student must reside in the school district or meet local BOE policy.
- A student must pass at least one less than the number of required core courses each semester.
- Must have a weighted 2.0 GPA or a 70% average or better for the previous semester.
- A physical must be completed and received by the athletic director **PRIOR** to the first practice forms available in the office.
- A student may not turn 15 on or before August 31st of the current school year.
- Voluntary transfer students may not participate in sports for 365 days from the first approved date of the first year of eligibility.
- Student-athletes may not attend practice or games on days they are marked absent for the day.
- **Any student-athlete who is in RJC or suspended from school may not attend practice, play, or attend any school functions on the school campus on those given days. Students with discipline issues are subject to removal from any athletic team.**
- All student-athletes are to be picked up within 15 minutes after the practice or contest ends or they may be in jeopardy of forfeiting their right to be on the team.

Athlete Information

Athletic Code of Conduct: (excerpt taken from the CCS Middle School Athletic Handbook. For a full Athletic Code of Conduct please visit the [CCS Athletic Website](#)).

****Disclaimer-** NCIMS holds student-athletes to a high standard of behavior and academic expectations and reserves the right to place additional or more stringent guidelines for athletic participation, which is a privilege, not a right.

Participation in any athletic activity is an important part of the educational experience in the Cumberland County Schools. A primary goal of such activities is to teach students character and self-discipline skills that will enable them to develop to their highest potential. As role models for their peers and younger students, students who participate in athletic activities ("participating students") are held accountable for their actions at a higher standard than other students. Because of the public nature of the athletic programs sponsored by the Cumberland County Schools, participating students are expected to conduct themselves in a manner that will reflect the high standards and ideals of their school and community. The participating student-athlete becomes subject to this Code of Conduct upon the student's signature and date on his/her Cumberland County Middle Schools Student-Athlete Eligibility and Permission Form and continues until graduation from high school.

Participating student-athletes are subject to this code at all times during the calendar year, including summer months, whether on or off-campus. For summer month violations, any discipline or punishment imposed would go into effect at the next scheduled athletic activity by the student-athlete. This Code of Conduct is, in addition to, any specific team/activity rules or regulations established by the individual programs.

***1. DRUGS AND ALCOHOL**

The possession, use, distribution, and/or sale of illegal or counterfeit drugs/alcohol, including possession of paraphernalia for ingestion of such substances by participating students is not acceptable and prohibited. If school officials receive credible evidence, such as a police report or criminal charges related to a drug or alcohol offense, or have a reasonable suspicion that a violation under this section has occurred, the school officials will investigate. If after investigation of the charges, school officials determine that the participating student committed the violation, he/she shall be subject to disciplinary action. Every effort will be made by the school and individual activity programs to make participating students aware of the detrimental effects of drugs and alcohol. Students and/or parents of students suspended under this section will receive information regarding counseling. Any participating student found in violation of this offense at any time while on any school premises, including activity buses, other school-approved transportation, or off-campus, will be suspended from athletic participation until further review by the school athletic director, principal, and director of Student Activities.

***2. TOBACCO USE (Principal's decision is final)**

Participating students found to have used tobacco while subject to this Code will be suspended from participation as outlined:

First Offense: The student-athlete will be suspended for a minimum of 10% of the next consecutive athletic contests, not including scrimmages. The suspension may require being served over two seasons if the incident occurs near the end of the first season. At the discretion of the head coach, the student-athlete may practice

with the team during this suspended time frame and be allowed to travel with the team. Also, at the head coach's discretion, the student-athlete may be on the sideline or bench with the team's inappropriate attire.

Second Offense: The student-athlete will be suspended for a minimum of 20 % of the next consecutive sports season games/contests, not including scrimmages. The suspension may require being served over two seasons if the incident occurs near the end of the first season. At the discretion of the head coach, the student-athlete may practice with the team during the suspended time frame and be allowed to travel with the team. Also, at the head coach's discretion, the student-athlete may be on the sideline or bench with the team in appropriate attire.

Third Offense: The principal will suspend the student-athlete from all interscholastic activities for 45 days or the remainder of the season, whichever comes first.

***NOTE:** These rules are meant as minimum consequences. The principal, athletic director, or coach has the discretion to increase the consequences as he/she feels are most beneficial to his/her athletic program or team.

3. CRIMINAL CHARGES

A participating student-athlete charged with a criminal offense, misdemeanor, or felony will be suspended from athletic participation until further review by the principal and director of student activities. A student convicted of a felony offense will be immediately suspended from all athletic participation according to the State Board of Education Policy. The participating student-athlete must inform his or her coach or appropriate staff of any criminal charges against them as soon as practicable, but no later than the student's next participation in any athletic event, to include practices, rehearsals, etc.

3b. DIVERSION PROGRAM

Students charged with a criminal offense and referred to the Diversion Program & do not successfully complete the program shall be suspended in accordance with the Athletic Code of Conduct.

4. REVIEW PROCEDURE

- i. A participating student may request a review of the disciplinary action involving items 1, 2, & 3 by providing written notice to the Superintendent or his designee within two (2) school days of the date of the Principal's notification to the student and/or parent. The notice shall state the reason for the review.
- ii. The Superintendent, or his designee, will review the record of the disciplinary action and issue a decision within five (5) school days of receipt of the request for review. The Superintendent or his designee will inform the student and parent of the decision of whether to uphold, modify, or overturn the disciplinary action. The decision of the Superintendent shall be final.
- iii. Any disciplinary action, including suspension from participation, will remain in effect during the review process.
- iv. Failure by the participating student to adhere to appeal content requirements and timelines as set forth will result in immediate dismissal of the appeal.

5. SCHOOL SUSPENSIONS

- A. In-School (full day or days)** -ineligible to participate in any athletic activity on the day(s) the student is serving a suspension.
- B. Out-of-School Suspension (1-10 days)** - ineligible to participate in any athletic activity for the remainder of the current athletic season. (Specific to NCIMS)
- C. Out of School Long-Term (11 days or greater)** -ineligible to participate in any athletic activity for the remainder of the semester or suspension period (whichever is greater).
- D. Disciplinary assignment to an alternative school or character academy-** ineligible to participate in any athletic activity for the remainder of the semester or completion of assignment (whichever is greater).

6. INAPPROPRIATE BEHAVIOR

A participating student-athlete who engages in any conduct or behavior, which is inconsistent with the student's position as a role model or representative of the Cumberland County Schools, is subject to disciplinary action, including suspension as determined by the Principal. Coaches or school officials may also establish additional training regulations and rules of conduct.

7. APPEALS

The decision of the school principal is final for items 5 & 6 as it relates to athletic participation.

ATHLETE GAME DAY DRESS CODE

On game days student-athletes will wear business casual attire (any of the following or as specified by the coach)

- **Khakis or dress pants**
- **Tie (optional)**
- **Polo or collared shirt**
- **Game Jersey (per coach)**
- **Dress or skirt that adheres to NCIMS dress code**
- **Blouse**
- **Casual or dress shoes or sandals**

- ❖ **No Jeans**
- ❖ **No Sneakers**

Bell Schedule

	6 th Grade	7 th Grade	8 th Grade
Homeroom	7:30-7:45	7:30-7:45	7:30-7:45
Period One	7:48-8:48	7:48-8:48(Elective)	7:48-8:48
Period Two	8:51-9:51	8:51-9:51(Elective)	8:51-9:51
Period Three	9:53-11:29 (Lunch)	9:54-10:54	9:54-10:54(Elective)
Period Four	11:32-12:29 (Elective)	10:57-12:29(Lunch)	10:57-12:29 (lunch)
Period Five	12:32-1:32	12:32-1:32	12:32-1:32(Elective)
Period Six	1:35-2:40 (Elective)	1:35-2:35	1:35-2:35

Two Hour Delay Schedule (Breakfast is not served)

	6 th Grade	7 th Grade	8 th Grade
Homeroom	9:30-9:56	9:30-9:56 (Elective)	9:30-9:56
1st Period	10:00-10:35	10:00-10:35 (Elective)	10:00-10:30
2nd Period	10:39-11:12	10:39-11:12	10:34-11:04
3rd Period	11:16-11:46 (Lunch)	11:16-12:46	11:08-11:43 (Elective)
4th Period	11:50-12:20 (Elective)	12:50-1:25 (Lunch)	11:47-1:17 (Lunch)
5th Period	12:24-1:59	1:29-1:59	1:21-1:56 (Elective)
6th Period	2:03-2:40 (Elective)	2:03-2:40	2:00-2:40

Early Release Schedule

	6 th Grade	7 th Grade	8 th Grade
Homeroom	7:30-7:45	7:30-7:45	7:30-7:45
1st Period	7:48- 8:18	8:00-8:35 (Elective)	8:00-8:30
2nd Period	8:21:-	8:39-9:12 (Elective)	8:34-9:04
3rd Period	9:04-9:34 (Lunch)	9:16-10:46	9:08-9:43 (Elective)
4th Period	9:36-10:11 (Elective)	10:50-11:25 (Lunch)	9:47-11:17 (Lunch)
5th Period	10:14-10:49	11:29-11:59	11:21-11:56 (Elective)
6th Period	11:58-12:40 (Elective)	12:03-12:40	12:00-12:40



Backpacks

- Every student is required to carry a clear or mesh bookbag. Students are allowed to carry their clear backpacks, mesh athletic bags, or similar items that may be used to transport school-related materials to and from school.
- **No Lockers will be issued for the 2023-2024 school year.**

Cell Phones/EarBud

Students have cell phones/electronic devices for communication with parents after school or in the event of emergencies. Student cell phones/electronic devices are not allowed to be used during the hours of 7:05 am- 2:40 pm. Cell phones may be used in the classroom, at the discretion of the teacher, as an educational tool.

- Cell phones should be turned off and stored away in the teachers' cell phone pockets. **Students are not permitted to text or make phone calls during the instructional day.** Cell phones will be confiscated if seen being used on campus during the instructional day.
- Cell phones are not allowed in the restrooms.
- Earbuds, AirPods, and other listening devices should not be used or be worn in the ears in the hallways or classrooms unless directed by the teacher.
- Students are not permitted to take, post, and/or share pictures, record videos at any time while on school property with any electronic device unless instructed by the teacher for educational purposes.
- If a student has an emergency, then the student is permitted to use the school phone to make contact with the parent.
- The school is not responsible for any lost, stolen, or broken electronic devices that are brought to the school.

Cell Phone/Earbud/Electronic Devices Consequences:

- **1st Offense Warning-** Cell Phone/Electronic Device will be confiscated by staff until the end of the school day and the child may retrieve the phone at dismissal at the front office: Documented violation.
- **2nd Offense-2nd Warning-**Cell Phone/Electronic Device will be confiscated by staff until the end of the school day and the child may retrieve the phone at dismissal at the front office: Documented and a phone call home.
- **3rd Offense-** Cell Phone/Electronic Device will be confiscated by staff until the end of the school day and the child may retrieve the phone at dismissal at the front office: Documented in the cell phone log, a phone call home with a one day assignment in RJC.

Check-In Procedures

- Students who arrive at school after the morning tardy bell must check-in at the front office and receive a tardy pass to class. All tardies are recorded.
- **Parents are required to sign their student in at the front office.**
- If a tardy occurs more than three times in a nine-week period, a parent meeting will take place with the administration as well as the social worker. A student should not be punished for a tardy that is related to parent circumstances.
- If a student is late due to a medical appointment, please obtain a note from the physician and present the note when checking the student in at the main office.
- **Student Roaming:** If a student is repeatedly tardy due to the student roaming the campus, then this will be handled as **truancy** according to the **CCS Code of Conduct**. School consequences will be followed for this infraction.

Check-Out Procedures

- A picture ID is required in order to check a student out of school.
- All authorized individuals allowed to check out the student must be listed on the student profile. If an individual is not listed on the form, the person will not be allowed to check out the student.
- Phone calls will not be accepted to check students out of school since the school cannot verify the identity of the caller.
- Students cannot be checked out after 2:00 p.m. to ensure effective instruction in our classrooms. If you come to the school to check a student out after 2:00 p.m., then you will need to wait until dismissal at 2:40 p.m.
- Any alterations of the checking-out procedures have to be approved by the administration.

Discipline Plan

Positive Student Behavior is the ultimate goal at New Century International Middle School. As a Positive Behavior Incentive School (PBIS) it is a priority to have an active reward system in place. It will follow the Titan Expectations as well the CCS Code of Conduct. Positive incentives and at times consequences will be given when determined appropriate by school staff. Consequences can include but not limited to:

Each time a student moves through this process, they will begin again after Step 4 has been completed. Each step must be recorded on the Interventions and Referrals Form.

Step 1: The teacher will give the student a verbal warning and contact parent(s) if needed.

Step 2: The teacher(s) will conference with the student. They will discuss what is happening, how to fix the issue, how to avoid the issue and any next steps. The teacher will refer the student to the guidance department, as needed. Contact with a parent is suggested at this level.

Step 3: The teacher may use other interventions including moving the student's seat, or a

change in the rotation on the team. The teacher may issue a team/teacher after school detention to the student.

Step 4: A referral will be made to the grade-level administrator to issue a disciplinary action. At this time an administrative hearing will be held to determine the appropriate consequences. (In-school suspension, out of school suspension, or referral to an alternate placement setting)

**** Severe actions will result in an immediate referral to an administrator.**

Titan Scholar Dress Code

The students' dress contributes and promotes a positive, safe and conducive learning environment. Students are expected to adhere to the standards of the dress code that are acceptable in the learning environment. Administrators and teachers have the discretion to make judgments relating to the appropriateness of dress.

Dress Code Guidelines

- Attire shorter than 2" inches above the knee cannot be worn.
- Sagging pants are not permitted; this also includes low-rise pants. Boxers or gym shorts should not be seen below waistbands.
- Leggings, yoga pants, and stretch and/or spandex pants will be allowed ONLY when they are covered by long shorts, a dress, or a skirt of which comes to no more than fingertip length above the knees.
- No undergarments should be visible at any time or any other skin-tight clothing will be considered undergarments and must be worn with appropriate dress attire which comes to no more than fingertip length above the knees.
- Holes or slits in clothing are not permitted unless the holes are patched or skin is covered with leggings. Holes in jeans cannot show skin fingertip length above the knees.
- Tank tops must have straps that are at least 2 inches wide.
- Belly shirts, spaghetti straps, or muscle shirts are not permitted (Shirts must cover the stomach.)
- Shirts or blouses that reveal undergarments or cleavage, midriff length tops that leave exposed skin, tank tops or halter tops; suggestive, excessively tight, or revealing clothing are not permitted.
- Sheer or see-through fabric in tops or bottoms unless it has solid fabric underneath it; this includes but is not limited to, crochet, lace, sheer or knitted fabrics are not permitted.
- Hats, hoods, toboggans, bandannas, do-rags, or other head coverings are not permitted to be worn in the building. Exception: religious headwear.
- Bedroom attire or bedroom slippers are not permitted to be worn to school.
- No clothing will be worn that is offensive to any race or sex, which displays profanity, weapons, alcohol, or drugs in any form.
- Wearing clothing of inappropriate signs, emblems, or language on clothing is not permitted.
- Wallet chains or chains on clothing, nor spikes on shoes, clothing, or accessories are not permitted.
- Sunglasses or non-prescription glasses may not be worn during the school day.

- No oversized purses
- Water bottles must be clear and contain water only.
- Shoes must be worn at all times.

Reasonable accommodations for religious, educational, medical, or disability-related reasons and for cultural celebrations regardless of race, gender, or other inherent traits or characteristics by the administration.

Dress Code Violations and Consequences

If a student is thought to be out of the dress code, they will be asked to report to the office where they may call home to get an appropriate change of clothes. If a parent or guardian cannot provide the student with a change of clothes, the student will have the opportunity to borrow items from the school clothing closet OR spend the rest of the day in RJC.

Field Trips

Teams will plan various field trips during the school year for our students. Information will come home to the parent providing information on the field trip, the cost, and a permission slip that must be completed to attend the trip.

*Please keep in mind the following:

- All students have to have a completed permission slip returned to attend any school-sponsored field trip.
- If a parent plans to chaperone on a field trip, you must have a completed and approved Volunteer Security Data Form on file in the main office.
- **All student field trips are to be paid electronically through "Cash Online" or can be paid to the person sponsoring the field trip.**

Fire Drills, Tornado, Code Red, and Code Yellow Drills

Fire Drills are held monthly throughout the school year to ensure the safety of all students, staff, and parents. Exit procedures and routes are posted in each classroom. When the fire drill signal is given, students will leave the room in a quiet, quick, and orderly manner. The teacher will check the roll once outside to ensure all students are accounted for. A three-tone bell signals a tornado drill. Students will assume a curled position and cover their heads during a tornado. The teacher will check the roll once students have assumed the correct position in the hallway. Students will not be permitted to stop at restrooms or lockers.

- A Code Yellow is a medium alert status used when there is a possible threat to the student body, but not in the immediate area.
- A Code Red is a high alert status used when there is an immediate danger in the school or on the property.
- All drills will be practiced periodically so that in the event of an emergency, the school will be prepared.
- Parents will be notified when a Code Red drill is practiced.

Grading Practice

Makeup Work when Absent: Students have 5 days to complete missed assignments from school absence. If a student is absent for 3 days or more, the parent can request the assignments to be sent home by contacting the homeroom teacher.

Grading System

- Parents can monitor the progress of students using the parent module through PowerSchool and Canvas. All grades are updated weekly.
- Late work policy: Students will have the opportunity to submit late work up to 4 days late. Students will lose 10 points per day. After 4 days they can receive no grade higher than 60.

Grading Categories

NCIMS and CCS follow a 10-point grading scale
A=100-90% B=89-80% C=79-70% D=69-60% F=59 <

Arts classes

CCS Tests/Projects/Performances- 40%

CCS Quizzes -30%

CCS Classwork/homework/participation-30%

Health/PE- both middle and high school

CCS Dress out - 20% CCS Participation - 30%

CCS Health - 50%

Social Studies, English, Math, CTE

CCS Tests/Projects-40%

CCS Quizzes-30%

CCS Classwork/Homework-30%

Foreign Language

CCS Tests/Projects-40%

CCS Quizzes-30%

CCS Classwork/Homework/Participation-30%

Science

CCS Tests-30%

CCS Labs/Projects-30%

CCS Quizzes-20%

CCS Classwork/Homework-20%

Titan's Homework Policy

- Homework is an extension of the learning activity or concept learned during the instructional day.
- Teams will work together when assigning homework, projects, and studying for tests so that a student does not have multiple items due at one time.
- An average of 10- 15 minutes of practice work (per teacher) per day.
- All of the Titan teachers use Canvas. You will be sent a username and information on how to sign up for the individual teacher accounts.

Homework Club

Students need to have a parent permission form on file in the main office to stay for the homework club. Students are not permitted to leave and return to the homework club. Students should not return to campus after departing unless it is to attend an after-school sports event or special event. Homework Club will be on **Monday-Thursday from 2:40-3:45 pm.**

Inclement Weather

CCS provides Connect Ed messages to parents concerning delays or closings due to inclement weather. Therefore, it is very important that the school has updated phone numbers and parent information. You can also listen to the local radio, television stations, Parent link, or CCS texts for information on school closings or delays.

Internet/Computer Usage

At NCIMS, students who have turned in an Internet Use Agreement will be allowed to access the Internet. When you use computers, you have a responsibility to use them correctly. This means that they should not be used to access or create materials that don't belong at school. This includes, but is not limited to, images and messages that are sexually explicit, grotesquely violent, or seek to demean or harass others. Please be aware that the privilege of computer use depends on your ability to use them correctly. You may lose that privilege if you are unable to act responsibly.

All laptop computers are the property of New Century International Middle School and Cumberland County Schools. Laptops are for students' academic use during the school year. Students are held responsible for damages to laptops assigned to them by the school. These laptops are to be handled carefully. A satisfactory settlement will be required for damage to laptops. **Students who visit gaming sites or inappropriate sites at school will have their school technology privileges taken for up to 45 school days per incident. Disciplinary action may be taken for each incident. Students are not allowed to have laptops during lunch.**

Lost and Found

Students who find lost articles or items are asked to take the items to the main office. School personnel are not responsible for student's jewelry, clothing, or other items. After every nine weeks, all items in the lost and found are given to a local charity.

Lunch Money

- Full pay- Breakfast- No charge Lunch- \$2.75
- Reduced pay- Breakfast- No Charge Lunch- \$0.40
- Extra milk- \$0.50

FREE OR REDUCED MEAL BENEFITS APPLICATIONS

There are 2 options available for filling out a 2023-2024 Free and Reduced-Price Meal Application.

- **Option 1:** Applications can now be filled out online. To fill out the form visit www.LunchApplication.com.
- **Option 2:** Fill out a paper application. The completed form must be returned to your child's school cafeteria or mailed to Cumberland County Schools, Child Nutrition Services, 810 Gillespie St., Fayetteville, NC 28306.

Only one application per family is required but all students and household members should be listed on the application.

A new application must be completed each year, and families may complete an application at any time during the school year. Students who were approved for benefits last year must complete a new application at the beginning of the new school year. Students may eat on last year's status for either thirty (30) days or until a new application is processed whichever occurs first. Those students who do not have an approved meal application on file will need to pay for meals after the first 30 days of school.

If you received a letter that your child is directly certified to receive meals, you do not need to complete an application for meal benefits. However, if your letter does not include the names of all students in the household, please call 910-678-2595 to let us know.

National Junior Honor Society (NJHS)

Requirements for NJHS

- Students must have a minimum cumulative unweighted GPA of 85% at the end of the first semester of 6th, 7th, and 8th grades to qualify for a potential candidacy.
- Candidacy does not guarantee membership. Students must exemplify and demonstrate the qualities of Scholarship, Leadership, Service, Citizenship, and Character in their candidate packet to be evaluated by the chapter Faculty Council.
- Members are required to complete a minimum of 20 hours of community service annually, 5 of which must be done within club-sponsored activities.

Media Center

- The media center is open from 7:30 a.m. to 2:40 p.m. each day for students.
- Students are responsible for all books they check out. All lost or damaged materials will be charged to the person who checked out the items. Students will pay the replacement cost for all lost or irreparable books. Minor damage will result in a fee equivalent to 10% of the cost of the book. Moderate damage will be assessed at a fee ranging from 25% to 50% of the book cost. Damage fees will be assessed at the discretion of the media coordinator. A damage fee will not exceed half of the price of the book.
- If a library item has been paid for by the student and then found and returned, a refund will be issued (provided the item is still in good condition) minus a \$1.00 processing fee.
- Library books are to be returned or renewed by the due date. Students will be given a two-day grace period before overdue fees are assessed at the rate of \$.05 per day.
- Students who owe a fee to the media center will not be able to check out library materials until the fee is paid. Students will not receive a lock or locker and report cards will be held until fees are paid.
- Students may place holds on books as long as the patron's account is clear of fines/fees/overdue items.
- Destiny, the online library catalog, can be accessed at <http://destiny.ccs.k12.nc.us>

Medication

Medicine cannot be administered to a child unless a doctor prescribes it. The school cannot administer any over-the-counter medication without proper forms. If your child needs to take medication during the school day, please observe the following procedures:

- A parent or guardian must bring the medication to the office receptionist in the original container labeled by the pharmacy along with the completed Physician's School Medication Form. Do not send medication with your child. The parent must sign in medicine.
- The child will be excused from the classroom to report to the office when it is time to take the medicine.
- Refrigeration is available for medicine if required.
- Students requiring medication on a daily basis, for more than fourteen consecutive days must have a physician complete the appropriate medical form, which is filed in the school office. A Physician's School Medication Form is available from the school receptionist.
- When a physician prescribes medication for your child, ask if it is possible to administer the medicine before and after school and at bedtime to avoid the above procedures for school administration of the medicine.

Parent Communication

- Parent Link messages and ClassDoJo will be provided to parents for reminders about school events and to provide updates.
- Parents are encouraged to check out the school web page for information on programs and events. School updates and information can be found on the school web page. www.ccs.k12.nc.us/ncims
- Follow us on Facebook, Twitter, and Instagram: NCIMS Titans, @TitansNCIMS, ncims_titans
- All parents are welcome to attend and join the NCIMS PTA. Meeting dates will be on the school calendar.
- Canvas will be used school-wide with parents and students. All teachers will develop and maintain a class course to post information about homework, projects, classwork, etc.
- Teachers will make contact with parents if there is a concern with behavior or grades and will also provide positive calls about the student. If you have any concerns, please contact the administration immediately at the main office.
- A yearly calendar is available on the Cumberland County Schools web page.

Parent-Teacher Conferences

Parents may request a teacher conference any time during the school year. The following dates have been set for scheduled parent-teacher conferences.

October 2 2023- 4-6 pm

February 26, 2024- 4-6 pm

Parent Portal

Keep track of your child's attendance and grades by accessing the parent portal at <http://www.homebaseportal.ccs.k12.nc.us/>. You will receive sign-in information from your child's homeroom teacher or may ask for a copy of this information at the front desk.

Personal Property

Personal items are the responsibility of the students. Please leave valuables (cell phones, jewelry, electronic devices, cameras, large sums of money, etc.) at home. Students should not bring personal items to school. Items will be confiscated, tagged, and picked up in the main office by the parent. Other than instructional purposes and CCS-provided devices under the direct supervision of teachers, students should not have any other electronic devices out or use electronic devices during the school day. If this occurs, the electronic device will be confiscated and a parent will need to pick up the item from the administration. The school is not responsible for any lost, stolen, or broken electronic devices that are brought to the school.

Phone Messages/Flowers and Balloons

School personnel will not deliver personal messages or deliver gifts to students. All flower and balloon deliveries will be refused. Emergency messages must be approved by the administration.

Parent Classroom Visitation

24 Hours Prior to Your Visit . . .

- Come to the main office to get a Classroom Visitation Policy form. The form must be submitted to the main office 24 hours prior to your visit.
- If the form is not approved, the administration will notify you. Otherwise, please plan on attending on the day of your request. Office staff will get the required signatures.

Prepay Options

Student cafeteria accounts are identified by the student's PowerSchool number. Parents may pay for student meals and a la carte items in advance by adding funds to the student's account. Prepayments can be made in the cafeteria or online at www.k12paymentcenter.com. Upon request from the parent within 60 days from the date of student withdrawal, positive balances will be refunded to the parent by Child Nutrition Services.

Progress Report/Report Card Schedule

September 22, 2023	Progress Report
October 18, 2023	End of First Reporting Period
October 25, 2023	Report Cards Go Home
November 17, 2023	Progress Report
December 19, 2023	End of Second Reporting Period
January 10, 2024	Report Cards Go Home
February 6, 2024	Progress Report
March 12, 2024	End of Third Reporting Period
March 19, 2024	Report Cards Go Home
April 24, 2024	Progress Report
May 24, 2024	End of the Fourth Reporting Period
June 4, 2024	Report Cards Mailed home to students

***In accordance with CCS procedures, final report cards for the year will be mailed home in June.**

Parties/Food/Lunch

Birthday parties for individual students are not permitted. Parents may provide cupcakes and/or refreshments to have during lunch with the teacher's approval. Parents are no longer allowed to bring home-baked goods into the classrooms and serve the students. All refreshments for students have to be pre-wrapped, packaged, and bought from a store. Teams can have celebrations based upon specific goals that are met.

Parents are welcome to eat lunch with their child. However, please keep the following policies in mind when eating in the Titan cafeteria.

- No food from outside restaurants is allowed during lunchtime. Students can be checked out to eat outside food with a parent and then be signed back in. This does not include after-school activities.
- Parents are welcome to eat with their child in the parent-designated area of the Titan cafeteria. Parents are not permitted to pull other students from the class to sit with them or provide individual snacks or share food with other students.

Please be mindful of your child's lunchtime. Parents need to report to the main office and the front office will radio to the cafeteria that you are eating with your child. Students will not be delayed with their lunchtime due to a parent being excessively late in arriving to eat with their child.

Sick Students

If a student becomes sick at school, parents will be notified to pick up the child. Please make sure you have listed phone numbers as to where you can be located for emergency situations.

Student Dues

Students will pay team dues. Dues will cover the cost of team t-shirts, team celebrations, and other team incentives or activities will help pay the cost of field trips, etc. Dues are as follows:

6th Grade- \$20

7th Grade- \$20

8th Grade- \$20

Student and Parent Support

The Titan Team is here to support our parents and students. We are fortunate to have a guidance counselor and social worker that works directly with our students and parents on specific needs or concerns. Students are able to visit the guidance counselor or social worker for additional support. In order to better serve our students they will be served in the following way:

- School Counselor 8th, A-L 6th grade
- Social Worker 7th, M-Z 6th grade

Textbooks and Books

Textbooks may be provided to students through state funding at no cost to the student. Books are the responsibility of the student to whom the book is assigned. Lost or damaged books must be paid for by the last school day. If a student withdraws from the school, the student is responsible for returning the books to the teacher who issued the books.

Transportation

School Buses

School bus transportation is a privilege. Students who do not follow the above rules may be suspended from riding the CCS School Bus.

School bus transportation is only available to NCIMS students residing in our attendance area. To ensure the safety of all students, students must adhere to the following rules while riding the bus:

- Students should be at their school bus stop on time during their assigned bus route time.
- No horse playing, or fighting on the bus and/or the bus stop at any time.
- Students are to sit in their assigned seat facing forward at all times.
- Food and/or drinks are not allowed on the school bus at any time.
- Students shall refrain from throwing paper and/ any objects on the school bus.
- Do not throw any objects out of the school bus window at any time.
- Students are to keep all personal items in their backpack at all times.
- Students may quietly conversate with their seat partner only.
- Students are to keep the school bus aisles clear at all times.
- Hanging out the school bus window is prohibited at all times.
- Students shall not open the emergency exit door unless directed by an adult due to a school bus emergency.
- Students are liable for all damages to the CCS School Bus property.

Students may not ride a bus not assigned to them unless prior approval is received from the administrator.

Bus suspensions may vary from 1-5 days, 10-15 days, or the remainder of the year, depending on the type of violation and the number of prior violations. Questions regarding bus transportation, safety questions, or bus suspensions should be directed to administration.

Consequences:

- **First Offense:** Written warning
- **Second Offense:** Formal bus write-up, contact parent and up to three days bus suspension.
- **Third Offense:** Formal bus write-up, contact parent and up to five days bus suspension.

- **Fourth Offense** May result in a suspension of bus privileges for the remainder of the year.

The severity of the offense will determine the level of consequence rendered. NCIMS reserve the right to bring students back to campus for inappropriate behavior.

Transportation

Parents are to submit a request in writing to change their students' transportation. If there is an emergency, parents are to contact an administration to approve their students' transportation request. Please do not call the office asking a staff member to deliver a message to a student advising them to change their transportation without an administrator's approval. We want to ensure the safety of our students at all times.

Double parking in the driveway is prohibited to allow emergency vehicles access to the building at all times.

- Parent parking is provided in the designated parking lot areas. Parents are not allowed to park on the lawn at anytimes.
- Teachers will dismiss students at the end of the day at all times.
- Students should be picked up by their parents/guardian only or ride the CCS School Bus Transportation. Students are not approved to walk to the public library. The school is not responsible for any activity that occurs off the school property, including the public library.

Telephone Use

Student use of the telephone is limited to emergency calls only. If a student needs to make a phone call, he/she must first obtain permission from the teacher. Students will not be called to the phone except for extreme emergencies. Social plans must be made and coordinated with others outside of school. Personal cell phones are not to be used during school hours unless directed by the teacher.

Theft Precautions

Please help us eliminate theft opportunities in the school. The school is not responsible for items that are lost or stolen. Please find listed below some suggestions to assist us with theft prevention:

- Band or orchestra instruments should never be left unattended.
- If jewelry is taken off to wash hands, etc., be sure to place the jewelry in your pocket so that the item is not left behind.
- Never bring large sums of money to school.
- Never place a purse on the bleachers during assembly programs or athletic events.
- Leave personal items at home.

Volunteer Information

- All volunteers have to complete a Volunteer Security Data Form. This form should be completed online at the following address: <https://www.ccsvolunteers.com/>.
- Once the parent has been approved, then a parent can volunteer in the classroom and on field trips. Parents are not permitted to just sit in classrooms and watch. They must be working as a volunteer.
- Parents need to coordinate volunteer opportunities with the classroom teacher at least 24 hours in advance so the teacher has items prepared for the volunteer.
- Volunteers are not permitted in classrooms during testing unless the volunteer is serving as an official trained proctor.
- Volunteers need to follow the student dress code from the student handbook.
- Students are not allowed to bring visitors to the school during the school day.
- Parents and other persons visiting the school should report directly to the main office and sign in.

Withdrawal from School

Please notify the homeroom teacher and the main office at least two days prior to withdrawing your child from school. The withdrawal procedure is as follows:

- Notify the school in person
- A withdrawal form will be given to the student for the teacher to sign.
- The withdrawal form will be given to the student or parent at the end of the student's last day of attendance. If a student owes any fees then the fees will need to be paid before out-processing can occur.

New Century International Middle School

PARENT & FAMILY ENGAGEMENT POLICY

New Century International Middle School recognizes that a child's education is a responsibility shared by the school and family for the duration of your child's enrollment at our school.

Our school provides ample opportunities for parents/families to attend and participate in school activities and functions. Throughout the school year, we will provide a variety of educational and informational opportunities for families that entail **Open House, Parent Teacher Conferences, Awards Day, Parent Night, and Band & Orchestra Concerts** to discuss and review this document or learn the curriculum of your children. These programs are specifically designed to enhance family engagement and reflect the specific needs of our students and their families.

Title I is a federal grant that provides supplemental funding to select schools for resources to meet educational goals, such as:

- Smaller class size
- Additional teachers and paraprofessionals
- Training for school staff on how to engage parents and families
- Extra time for instruction (before and/or after school programs)
- Parent and Family Engagement activities and a variety of supplemental materials and equipment.

Title I schools:

- Hold an annual Title I public meeting: This meeting will be held on **August 23rd & August 24th, 2023** to inform parents about their rights under Title I and to provide them with information that will allow them to be fully active in their child's education.
- Include parents on the School Improvement Team (SIT) that are reflective of the socioeconomic and racial diversity of the school. Our SIT will meet the **4th Monday of each month** to develop and implement school improvement strategies and monitor the school improvement plan.
- Ensure parents receive information in a timely manner. Information includes, but is not limited to the following:
 - school and district report cards,
 - student assessment results and interpretation of such results,
 - description of curriculum, state content standards and how student progress is measured,
 - opportunities for parent and family meetings to share in educational decision making,
 - qualifications of teachers,
 - timely responses to parents and family suggestions, and
 - inclusion of parents and families input on the school improvement plan and the district strategic plan.
- Our school will convene regular meetings at flexible times for parents and families throughout the school year for the purpose of planning, reviewing, sharing information, and organizing school improvement efforts.
- Develop a Learning Compact that outlines how parents and families, entire school staff, and students will share the responsibility for improved student achievement and will be sent home for parent review.

- Provide opportunities to meet regularly with school personnel to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.