



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 the 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.

Principal: Mrs. Gemette McEachern - 6th Grade Discipline
Assistant Principals: Ms. Tiffany Burks - 7th Grade Discipline
Mr. Mickey Stoker - 8th Grade Discipline
Administrative Intern: Annette Fernandez - 6th/8th Grade Discipline

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

New Century International Middle School Core Values:

~We will foster an environment of lifelong learners where students and staff model compassion, integrity, and dedication.

~We will celebrate the diversity of our community by being respectful and compassionate of all cultures.

New Century International Middle School Vision Statement:

The vision of New Century International Middle School is to empower all Titans to become integral members of our global community by providing diverse learning experiences.

New Century International Middle School Mission Statement:

Our mission at New Century International Middle School is to place learning at the core of our diverse community of motivated individuals. Students will develop strong global competencies through multidisciplinary education as we promote a safe, respectful, challenging, and supportive environment that celebrates and honors student achievement, creativity, and diversity.

Expectations of a TITAN

Teachable: Be Prepared and Responsible

You must come to class with all materials daily to include: planner, class notebook/journal, writing utensil, and any other materials required for class.

School Code of Conduct: Insubordination:

First offense: conference with student

Second offense: phone call home

Third and subsequent offenses: phone call home and silent lunch

It is **your job** to come to class prepared each day.

Integrity: Be Respectful and Truthful

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

- Cheating/Plagiarism

Student Code of Conduct: Honor Code Violation

- Getting loud with an adult or student
- Arguing

Student Code of Conduct: Disruptive Behavior

- Talking back

Student Code of Conduct: Inappropriate Language/Disrespect

- Noncompliance

Student Code of Conduct: Insubordination

First offense: conference with student

Second offense: phone call home and silent lunch or detention

Third offense: team conference with student and parent

Fourth and subsequent offense: administrative referral

It is **your job** to show respect at all times and with all people.

Time: Be On Time

You will be marked tardy to class if you arrive late without a pass.

Student Code of Conduct: Truancy

First offense: warning

Second offense: phone call home and silent lunch

Third offense: phone call home and after school detention

Fourth and subsequent offenses: administrative referral

Appearance: Adhere to the School Dress Code

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

School Code of Conduct: Dress Code Violation

First offense: Call home for change of clothes.

Second offense: Team Conference with student.

Third offense: After School Detention

Fourth and subsequent offenses: Administrative referral may result in ISS.

It is **your job** to dress appropriately according to the school dress code.

Noble: Conduct Yourself In An Orderly Manner

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

- Inappropriate language

School Code of Conduct: Inappropriate Language/Disrespect

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

Student Code of Conduct: Disruptive Behavior

- Theft

Student Code of Conduct: Theft Value less than a thousand

- Bullying

Student Code of Conduct: Bullying

- Fighting

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

- Aggressive behavior toward others

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

First offense: conference with student

Second offense: phone call home and silent lunch or detention

Third offense: team conference with student and parent

Fourth and subsequent offense: administrative referral

It is **your job** 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 each day with required materials	Display safe and orderly behavior; Use lockers appropriately following the schedule	Have lunch or money with you when you arrive	Take advantage of tutoring, clubs, and athletic activities	Always use the bathroom for intended purpose	Stay seated on the bus and keep 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 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 line	Report directly to your destination	Use time wisely; Students must have pass to visit 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



Family Education Rights and Privacy Act (FERPA):

The Family Education Rights and Privacy Act (FERPA) is a federal law that governs the maintenance of student records. Under this law, parents and the students (if they are at least 18 years of age) both have the right to inspect records kept by the school about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the parents of the student is limited and generally requires prior consent by the parents of the student. Copies of this policy may be found in the office of the Superintendent and in the principal's office of each school within the Cumberland County School System. Complaints about failures of school personnel to comply with the Family Education Rights and Privacy Act may be made in writing to the Family Policy Compliance Office, US Department of Education, and 400 Maryland Ave SW, Washington, DC, 20202.

Section 504/Americans with Disabilities Act:

No otherwise qualified individual with a disability shall solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free and appropriate public education.

Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator at Cumberland County Schools.

Cumberland County Schools, P.O. Box 2357, Fayetteville, N.C. 28302 Phone: 678-2495

Nondiscrimination Statement:

As required by law, Cumberland County Board of Education does not discriminate on the basis of race, color, creed, nationality, origin, sex, or handicap.

Arrival and Dismissal Procedures:



- Students should not arrive at school before 7:05 a.m.
- 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 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.
- 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 directly on the lawn since this will endanger the safety of students who walk home.
- Please be reminded that even though a dismissal bell is used, the teachers will dismiss students at the end of the day.
- **Students should be picked up by a parent in a car or ride the school bus to their home address. Students are not approved to walk to the public library. The school is not responsible for any activity that occurs off of the school property, to include the library.**

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.

Bell Schedule:

7:05 a.m.	Students can enter the building.
7:05 a.m.	Breakfast and Report to Gym
7:30 a.m.	Classes begins
2:40 p.m.	Dismissal

	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	9:54-11:29 (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 1:32-1:37 (Lockers)	12:32-1:32	12:32-1:32 (Elective)
Period Six	1:40-2:40 (Electives)	1:35- 2:35 (2:35-2:40 Lockers)	1:35-2:45 (2:35-2:40 Lockers)

Students will rotate with their grade level team throughout the day.

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.

Two Hour Delay Schedule (Breakfast is not served)

	6 th Grade	7 th Grade	8 th Grade
Homeroom	9:30 - 9:45	9:30 - 9:45	9:30 - 9:45
1st Period	9:48 - 10:28	9:48 - 10:28 (Elective)	9:48 - 10:28
2nd Period	10:31 - 11:11	10:31 - 11:11 (Elective)	10:31 - 11:11
3rd Period	11:14 - 12:29 (Lunch)	11:14 - 11:54	11:14 - 11:54 (Elective)
4th Period	12:32 - 1:12 (Elective)	11:57 - 1:12 (Lunch)	11:57 - 1:12 (Lunch)
5th Period	1:15 - 1:55	1:15 - 1:55	1:15 - 1:55 (Elective)
6th Period	2:00 - 2:40 (Elective)	1:58 - 2:35	1:58 - 2:35

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 - 8:28	7:48 - 8:28 (Elective)	7:48 - 8:28
2nd Period	8:31 - 9:11	8:31 - 9:11 (Elective)	8:31 - 9:11
3rd Period	9:14 - 10:29 (Lunch)	9:14 - 9:54	9:14 - 9:54 (Elective)
4th Period	10:32 - 11:12 (Elective)	9:57 - 11:12 (Lunch)	9:57 - 11:12 (Lunch)
5th Period	11:15 - 11:55	11:15 - 11:55	11:15 - 11:55 (Elective)
6th Period	12:00 - 12:40 (Elective)	11:58 - 12:35	11:58 - 12:35

Checking 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.
- **Parents are required to come in with the student and sign the student in at the front office.**
- All tardies are recorded.
- 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.
- If a tardy occurs more than three times in a nine week period, a parent meeting will take place with administration and the social worker. A student should not be punished for a tardy that is related to parent circumstances.

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.

Checking Out Procedures:

- A picture ID is required by everyone 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.
- We encourage you to pick up your students no later than 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.

Book Bags/Locker Use/Locks:

Book bags, athletic bags, or similar items may be used to transport school related materials to and from school. Immediately upon arrival at school, a student must deposit these items in his/her assigned locker. School mesh bags may be used only to carry gym clothes to gym class. Purses can be no larger than an 8.5 X 11 sheet of paper. Lockers are a part of school property and may be opened and searched by administration as needed to maintain a safe environment.

Students are required to purchase and use a school combination lock to secure locker items. The school is not responsible for stolen items. Please know that the school reserves the right to remove any lock if there are suspected concerns with items in the locker. If a student forgets his/her combination, the school can assist them in removing it for access to the locker. The school will not be responsible for the cost of the lock.

Bus Transportation:

Only students who are in the NCIMS transport area may ride a school bus to/from school. Each student is assigned to a school bus and a bus stop based on the student's address on record. Students cannot switch buses or bus stops.

A large item like an instrument or project will not be transported on the bus if it causes seating or safety problems.

We look forward to providing transportation to and from school for our students. We are glad that our students will be safe, respectful, responsible, caring and kind on our buses because **Cumberland County Schools Code of Conduct applies on yellow, activity, and charter buses.** There are additional rules and procedures to follow for bus transportation located below. For the safety of all passengers, misbehavior will not be tolerated. Bus transportation is a privilege which can be revoked.

Rules and Procedures:

- Walk to the bus area, no horse playing, and wait for the bus.
- Sit in your assigned seat facing forward with your bottom in the seat
- Keep body parts inside the bus and to yourself.
- Keep personal items in your book bag and the book bag in your lap.
- You may talk quietly to your seat partner
- Keep the aisle clear.
- No food/drink on the bus

Consequences*

1. First Offense: Written warning
2. Second Offense: Formal bus write up with parent contact in person, by phone, or by correspondence and up to three days bus suspension
3. Third Offense: Up to five days bus suspension
4. Fourth Offense may result in a suspension of bus privileges for the remainder of the year.

The severity of the offense will influence the level of consequence rendered. We reserve the right to bring students back to campus for inappropriate behaviors.

Cell Phones, Technology Devices, and other Personal Items:

- All student electronic devices should be kept in their lockers after they are released from morning supervision unless instructed by an adult in the building.
- Cell phones should not be visible and will be confiscated if seen being used on campus during the instructional day.
- Students are not permitted to use their cell phone to take pictures, text, or make phone calls during the instructional day.
- If a student is caught using their cell phone to take pictures, text, or make phone calls during the instructional day, then it will be confiscated.
- If a student has an emergency, then the student is permitted to use the school phone to make contact with the parent.
- Students should not bring personal items to school. Items will be confiscated, tagged, and picked up in the main office by the parent.
- Teachers will be using technology with students and may request students to bring tablets, I Pads, or cell phones for instructional purposes. Teachers will send home information in writing so that parents are aware of the request.
- Other than instructional purposes under the direct supervision of teachers, students should not have any 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 administration.
- The school is not responsible for any lost, stolen, or broken electronic devices that are brought to the school.

Consequences:

1st Offense- 24 hours

2nd Offense- 48 hours

3rd Offense- 96 hours

4th Offense- 120 hours

Electronic devices can be picked up in the front office by the parent during school hours.

Discipline:

NCIMS will follow the Titan Expectations and the CCS Code of Conduct. Consequences can include:

- **Silent Lunches**
- **After School Detention**
- **In School Suspension/Out of School Suspension:**
- **T.I.T.A.N. World:** (Titans in Transition through Alternative Networks) World is an alternative program that is housed at NCIMS.
- **Other consequences as deemed appropriate and/or relevant to the infraction.**

(Excerpt below taken from the Cumberland County Schools Code of Conduct)

DUE PROCESS

The Board of Education mandates and the law requires that all students be treated fairly and honestly in resolving grievances, complaints, or suspensions/expulsions. Due process will be defined as fair and reasonable notices and approaches to all areas of student governance and discipline on the part of all school officials. The principal shall give full and complete consideration to the defense or excuses, if any, made by the student and dismiss the charges if not satisfied as to the guilt of the student or reduce the punishment if not satisfied as to the reasonableness of the proposed disciplinary action under all circumstances. Due process procedures will be followed in accordance with Policies 4351, 4353, 4370. A summary of those procedures is provided below. Students and parents should consult the relevant policy for complete information.

A. SHORT-TERM SUSPENSIONS (10 DAYS OR LESS) (Policy 4351)

Students will be given an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. Except in the circumstances described below, a student must be provided an opportunity for an informal hearing with the principal/assistant principal before a short-term suspension is imposed. The principal/assistant principal may hold the hearing immediately after giving the student oral or written notice of the charges against him or her. At the informal hearing, the student has the right to be present, to be informed of the charges and the basis for the accusations and to make statements in defense or mitigation of the charges. Following the hearing, the principal/assistant principal shall provide written notice to inform the parent of his or her final decision. Initial notice may be by telephone, but it must be followed by written notice no later than two (2) days after the suspension is imposed.

1. TEMPORARY (IMMEDIATE) SUSPENSION

If the principal/assistant principal witnesses or is made aware of serious student misconduct and believes that immediate removal of the student is necessary to restore order or to protect school property or persons on the school grounds, the principal/assistant principal may suspend the student immediately. In such cases, the principal/assistant principal is not required to conduct a full investigation before suspending the student. In all cases, the minimal due process informal hearing for short term suspensions must be given to the student as soon as is reasonably possible, usually the following school day.

2. NOTICE TO PARENT OR GUARDIAN THAT A SHORT-TERM SUSPENSION HAS BEEN IMPOSED

The school administrator will notify the student's parent or guardian in writing that a short-term suspension has been imposed. If English is the second language of the parent, the notice must be provided in English and in the parent's primary language, when the appropriate foreign language resources are readily available. Both versions must be in plain language and easily understandable. The notice will explain why the student has been suspended and will describe the student's misconduct. The notice will be provided on the day of the suspension when reasonably possible, but no later than two days after the suspension is imposed.

3. REVIEW OF SHORT-TERM SUSPENSION PROCEDURE

If the parent believes that the principal/assistant principal failed to provide the student with sufficient notice of the charges or opportunity to respond to the charges, then the parent shall have five (5) school days from the date of the principal's/assistant principal's decision to make a written request to the superintendent or his/her designee for a review of the suspension procedure. There shall be no right to appeal a short-term suspension to the Board of Education.

Dress Code for Students:



Students' dress contributes to the school atmosphere. Students are advised to dress according to CCSDress Code Policy. The administration has the discretion in making judgments relating to the appropriateness of dress to include jewelry. We want our students to look like they have come to school to work hard and achieve greatness! Our dress code was updated this school year to align with consistency when transitioning to high school.

Dress Code:

1. Dresses, skirts or shorts should be at the top of the knee.
2. No sagging pants allowed.
3. Leggings, yoga pants or any other skin tight clothing will be considered undergarments and must be worn with appropriate dress attire which hits the top of the knee.
4. No holes or slits in clothing unless the holes are patched or skin is covered with leggings. This includes jeans. No skin should be shown.
5. Tank tops must be worn with a cardigan or other shirt type covering.
6. No belly shirts, spaghetti strap clothing, or muscle shirts permitted (Shirts must cover the shoulder and stomach).
7. No clothing that shows cleavage.
8. No 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.
9. Hats, toboggans, bandannas, do-rags or other head coverings are not permitted to be worn attached/hanging from an article of clothing or other personal item belonging. All head coverings must be kept in the locker for the entire school day. (**Except coverings worn for religious or cultural purposes**)
10. No bedroom attire or slippers.
11. No inappropriate signs, emblems alluding to drugs/alcohol, inappropriate language or anything else that may disrupt the learning environment.
12. No wallet chains or chains on clothing
13. No sunglasses will be worn; to include wearing them around the neck, on the head, face or on an item of clothing.
14. No spikes on shoes, clothing or accessories.
15. Shoes must be worn at all times.
16. Coats and jackets can be worn in the building to and from school and then stored in the locker. If the building is cool, a student can wear a light jacket/sweater in the classroom.

“What students wear and how they look is a reflection of the pride they take in their school and in themselves.”

All Cumberland County Schools will make any necessary religious accommodations for any type of headgear or head coverings otherwise restricted or prohibited under existing individual school dress codes.

No student shall be suspended out of school based solely upon violation of an existing individual school dress code. Parents will be contacted. Students will be sent back to class to lessen the amount of class time missed. If a student refuses, they will receive disciplinary action.

Noncompliance with the rules listed above may result in disciplinary action.

Water Bottles

Water bottles must be clear and contain only water. Remember that only transparent, clear water bottles are permitted with plain, colorless water only. All lunch beverages are to be kept in lunch boxes or lockers until lunch time.

Family Life Education:

The Family Life Education unit of study is a part of the Comprehensive Health Education Program. If, for personal reasons, parents would like their child to have alternative health lessons during this unit of study, the parent will need to notify the principal in writing.

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 which 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 in cash/or School Cash Online. No checks will be accepted for payment.**

Fire Drills, Code Red and Code Yellow Drills:

Fire Drills are held monthly 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 roll once outside to ensure all students are accounted for. 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 Practices:

Make up 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 calling the front office.

Grading System:

Parents can monitor the progress of students using the parent module through PowerSchool. 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.

Instructions for Accessing CCS Attendance and Grades Information:

You can access grades and attendance at any time using PowerSchool Parent Module. You can visit the Cumberland County Schools web page and click on the PowerSchool link. You will need to register and create a username and password. Additional information will be sent home during the school year.

Grading Categories:

Arts classes

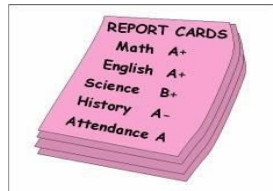
CCS Tests/Projects/Performances- 40%
CCS Quizzes -30%
CCS Classwork/homework/participation-30%

H/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%

Grading Scale:

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

Homework:

- 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 15 minutes or less per subject may be assigned each night.
- All of the Titan teachers use Edmodo or Google Classroom. You will be sent a username and information on how to sign up to the individual teacher accounts.

Homework Club:

Students need to have a parent permission form on file in the main office to stay for 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 2:40-3:45pm.**

Titan Tunes:

Titan Tunes lunch will be an incentive for students that meet behavior expectations during the grading period. Music will be played during lunch and students can sit where they would like. Students who do not meet the behavior standards will have lunch in a separate setting.

Internet Usage:



CCS provides Internet access for students for educational purposes.

- An Internet Usage Policy will be provided to each student listing acceptable uses of computers and Internet.
- A student must return this form completed and signed before using computers or Internet. Please refer to this policy for additional information.
- If a student uses the computer or Internet for other purposes than those listed in the policy, it will result in disciplinary action.

Appropriate use of the computer/ Internet will be monitored by the teacher according to CCS guidelines.

Junior National Honor Society (JNHS):

Requirements for JNHS

- Students must have a minimum cumulative unweighted GPA of 90% at the end of the 6th and 7th grade years only.
- 6th graders may not be inducted.
- Students must exemplify the qualities of Leadership, Service (Members are required to complete a minimum of 20 hours of community service hours annually, 5 of which must be done within club-sponsored activities.), Citizenship, and Character.

Locker Schedule:

All students will go to their locker (**3 mins**) after they are dismissed from the gym in the morning before reporting to the first period and throughout the day according to the team schedule. Students will not be issued a lock or locker until all fees have been paid.

Medicine:

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 legal 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 or legal guardian 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 requiring such need.
- 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.

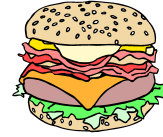
When a physician prescribes medication for your child, ask if it is possible to administer the medicine before and after school and at bedtime to avoid the above procedures for school administration of the medicine.

Lunch Money:

Full pay- Breakfast- No charge Lunch- \$2.25

Reduced pay- Breakfast- No Charge Lunch- \$0.40

Extra milk- \$0.50



Lunch 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. Prepayment 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.

Free or Reduced Meal Benefits Applications:

There are 2 options available for filling out a 2018 -2019 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.

Parent Communication:

- Parent Link messages 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.ncims.ccs.k12.nc.us
- Follow us on Facebook and Twitter: NCIMS Titans and @TitansNCIMS
- NCIMS has a PTA. All parents are welcomed to attend. Meeting dates will be on the school calendar.
- Google Classroom will be used school-wide with parents and students. All teachers will develop and maintain a classroom page to post information about homework, projects, class work, 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 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 27, 2020 - 3 - 6pm

February 9, 2021- 3 - 6pm



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.

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 each nine weeks, all items in the lost and found are given to a local charity.

Media Center:

- The media center is open from 7:30 a.m. to 2:40 p.m. each day for students.
- Students must have a pass with them to check out library materials.
- 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 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 book is damaged beyond repair, the student will be charged the full cost to replace 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 may place holds on books as long as the patron's account is clear of fines/fees/overdue items.

Progress Report/Report Card Schedule:

Will be announced	Progress Report
October 12, 2020	End of First Reporting Period
October 23, 2020 (Tentative)	Report Cards Go Home
November 19, 2020 (Tentative)	Progress Report
December 18, 2020	End of Second Reporting Period
Will be announced	Report Cards Go Home
Will be announced	Progress Report
March 11, 2021	End of Third Reporting Period
Will be announced	Report Cards Go Home
Will be announced	Progress Report
May 21, 2021	End of the Fourth Reporting Period
June 3, 2021 (Tentative)	Report Cards Mailed home to students

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

School Parties/Food/Lunch:

NCIMS will not have school parties. Birthday parties for individual students are not permitted, as well. Parents may provide cupcakes to have during lunch with the teacher's approval. Due to the new policy put into place by Cumberland County Schools, 2002 school year, 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 lunch time. 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.**
- If bringing food items for students, parents need to contact the lunch teacher in advance to address safety concerns with food allergies and avoid multiple snacks brought in on the same day. This would be for special occasions such as birthdays.
- 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 lunch time. 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 lunch time 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. Please do not ask us to keep an ill child at school.

Student Dues:

Students will pay team dues this year. Dues will cover the cost of team t-shirts, mesh gym bag, team celebrations, and will help pay the cost of field trips, etc. Due prices are as follows:

6th Grade- \$15

7th Grade- \$15

8th Grade- \$20



Student Planners/Hall Passes:

All students will be provided a student planner at no charge to the student. All students will be required to use the planner provided. If a student loses the planner, the student will be required to purchase another planner for \$5.00. Students will be required to use the hall pass located in the planner. Students need to have their planner with them at all times with the exception of lunch time. **If a student is in the hallway during class time, the student must have their planner. If a student has to leave the classroom during class time they must have their planner signed by the teacher. Students found in the hallway without a pass will be subject to disciplinary action.**

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 work 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.

Textbooks and Books:

Textbooks are 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. A student must report a lost book so a second book can be issued.

Transportation:

If the mode of transportation needs to be changed, the parent needs to submit the change in writing. If there is an emergency, then the parent needs to contact administration for approval in change of transportation. Please do not call the office asking the staff to deliver a message to a student about changing how a student will go home that day. We want to ensure the safety of our students and limit confusion on how a student gets home.

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. All students will be required to purchase a school lock to secure a locker. Please find listed below some suggestions to assist us with theft prevention:

- Never leave anything in a locker that does not have a lock.
- 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.

There will be no items sold in the school building (eg: candies)



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 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:

1. Notify the school in person
2. A withdrawal form will be given to the student for the teacher to sign.
3. 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.

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 in appropriate 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 is 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 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 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.

NCIMS Student 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

*****To meet the requirement of a 2.0 for Athletic Eligibility, a student must have at least a weighted GPA of 2.0 or C average (threshold of 70) for the previous semester.**