

# **Northwest Cabarrus STEM Middle School**

**All N This Together**

A large, stylized orange letter 'N' is centered within a white diamond shape. The diamond is outlined with a thick black border. The background of the entire page is a checkered pattern of black and orange squares.

**2020-2021**

**Northwest Cabarrus Middle School**  
**2020-21 Student Handbook Signature Form**

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<b>Student Name (please print)</b>	<b>Grade</b>	<b>Homeroom Teacher</b>
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**We the undersigned have read and understand the Northwest Cabarrus Middle School 2020-21 Student Handbook. We acknowledge that the NCMS Student Handbook is not designed to be an all-inclusive policy guide. For additional guidance, please refer to the CCS website for the Cabarrus County Schools Parent Information and Student Code of Conduct and/or appropriate School Board Policy documents. All rules/policies apply even without return of signed sheet. \*\*All policies and procedures are subject to change based on COVID-19 health and safety guidelines.\*\***

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<b>Student Signature</b>	<b>Date</b>
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<b>Parent/Guardian Signature</b>	<b>Date</b>
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**Please sign and return this sheet to your homeroom teacher within one week.**

**Due Date:** \_\_\_\_\_





**Student Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City, State, Zip Code** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **Homeroom** \_\_\_\_\_

**My Schedule:**

<b>1st Semester</b>	<b>2nd Semester</b>
<b>1st period -</b>	<b>1st period -</b>
<b>2nd period -</b>	<b>2nd period -</b>
<b>3rd period -</b>	<b>4th period -</b>
<b>4th period -</b>	<b>3rd period -</b>
<b>5th period -</b>	<b>5th period -</b>
<b>6th period -</b>	<b>6th period -</b>

# 2020 – 2021

## Northwest Cabarrus Middle School

### Bell Schedule

<b>6<sup>th</sup> grade</b>	
8:35 – 8:55	Planning/Morning Supervision
9:00 – 9:10	Homeroom
9:13 – 10:20	1 <sup>st</sup> period
10:23 – 12:00	2 <sup>nd</sup> period/Lunch <b>10:30 – 10:55</b> <b>10:40 – 11:05</b> <b>11:00 – 11:25</b>
	3 <sup>rd</sup> period (Planning)
	4 <sup>th</sup> period (Planning)
12:05 – 12:50	3 <sup>rd</sup> period (Planning)
12:53 – 1:38	4 <sup>th</sup> period (Planning)
1:43 – 2:50	5 <sup>th</sup> period
2:53 – 4:00	6 <sup>th</sup> period

<b>7<sup>th</sup> grade</b>	
8:35 – 8:55	Planning/Morning Supervision
9:00 – 9:10	Homeroom
9:15 – 10:00	1 <sup>st</sup> period (Planning)
10:03 – 10:48	2 <sup>nd</sup> period (Planning)
10:53 – 11:59	3 <sup>rd</sup> period
12:03 - 1:39	4 <sup>th</sup> period/Lunch <b>12:20 – 12:45</b> <b>12:40 – 1:05</b> <b>12:50 – 1:15</b>
	5 <sup>th</sup> period
	6 <sup>th</sup> period
1:43 – 2:50	5 <sup>th</sup> period
2:53 – 4:00	6 <sup>th</sup> period

<b>8<sup>th</sup> grade</b>	
8:35 – 8:55	Planning/Morning Supervision
9:00 – 9:10	Homeroom
9:13 – 10:21	1 <sup>st</sup> period
10:24 – 11:32	2 <sup>nd</sup> period
11:35 – 1:12	3 <sup>rd</sup> period/Lunch <b>11:35 – 12:00</b> <b>11:40 – 12:05</b> <b>11:50 – 12:15</b> <b>12:10 – 12:35</b>
	4 <sup>th</sup> period
	5 <sup>th</sup> period (Planning)
	6 <sup>th</sup> period (Planning)
1:15 - 2:22	4 <sup>th</sup> period
2:27 – 3:12	5 <sup>th</sup> period (Planning)
3:15 – 4:00	6 <sup>th</sup> period (Planning)

<b>Encore</b>	
8:35 – 9:10	Planning/Morning Supervision
9:15 – 10:00	1 <sup>st</sup> period (7 <sup>th</sup> grade)
10:03 – 10:48	2 <sup>nd</sup> period (7 <sup>th</sup> grade)
10:53 – 12:00	Planning/Lunch
12:05 – 12:50	3 <sup>rd</sup> period (6 <sup>th</sup> grade)
12:53 – 1:38	4 <sup>th</sup> period (6 <sup>th</sup> grade)
1:43 – 2:22	Planning
2:27 – 3:12	5 <sup>th</sup> period (8 <sup>th</sup> grade)
3:15 – 4:00	6 <sup>th</sup> period (8 <sup>th</sup> grade)



**Due to COVID-19, finalized official school calendar was not available prior to printing.  
To access the CCS 2020-2021 Academic Calendar,  
go to <https://www.cabarrus.k12.nc.us/ccs-academic> .  
Thank you.**

**NORTHWEST CABARRUS MIDDLE SCHOOL  
5140 NORTHWEST CABARRUS DRIVE  
CONCORD, N. C. 28027  
704-260-6550  
FAX 704-260-6579**

**Administration:**

Anna Blessington	Principal
Brad Hinson	Assistant Principal
Chasity Szabo	Assistant Principal
Rebecca Stoudt	Principal Intern

**Front Office Personnel:**

Rhonda Weaver	Financial Secretary
Jenny Graham	PowerSchool Data Manager
Michelle Camp	Secretary/Receptionist
Deborah Ritchie	Guidance Secretary/Registrar

**Student Services:**

Naiyana Saunders	6 <sup>th</sup> grade and 7 <sup>th</sup> grade
Amy Hand	8 <sup>th</sup> grade and 7 <sup>th</sup> grade
Melissa Gallimore	School Social Worker
Amanda Andrews	MTSS Coach
Officer Crabtree	School Resource Officer

**School Nurse:** Elisabeth Turpin 8<sup>th</sup> Grade Building

**PRINCIPAL’S MESSAGE**

Welcome to Northwest Cabarrus Middle School! We are happy to have you as part of our Titan Family! Please read over the information in this student handbook. You and your parents/guardians are responsible for understanding the rules and procedures of Northwest Cabarrus Middle. Again, welcome to our Titan Family—we look forward to a successful year!

Your Principal,  
Mrs. Blessington

**NCMS CORE VALUES**

*Titans are progressive innovators.*  
*Titans are collaborative, communicative, critical thinkers.*  
*Titans are respectful, responsible, safe learners.*  
*Titans are a diverse Northwest family.*

**SCHOOL MOTTO**

**“All ‘N’ This Together”**

## SCHOOL ARRIVAL

The school day begins at 9:00 AM and ends at 4:00 PM. **No student is allowed to exit a car or bus before 8:40 AM. The building will not be open until 8:40 AM.** All students will report to the cafeteria for breakfast or directly to homeroom. For entrance into the building prior to 8:40am, a student must have written permission from a teacher.

Students who are tardy to school must check in at the office. Tardies will be determined as excused or unexcused according to the state attendance policy (see attendance policy). Excessive tardiness to school can be subject to administrative disciplinary action.

## CAR RIDERS

We have car rider supervision only in car rider circles located at the front of the school. Please do not drop off or pick up students in any other area. This becomes a safety and fairness issue. To avoid any unfortunate accidents, **parents please do not pass other cars in front of you without being directed by a staff member on duty. Parents/guardians must pull all the way down to the end of car circle to ensure efficient traffic flow. If your child is not reporting to your vehicle, please alert a staff member and refrain from using your car horn.**

- **Morning Drop Off** – Located at car circle with flag poles. **Please do not use the car circle in front of the encore building; buses will be dropping off students in this area. Students may exit vehicles at the 8:40am bell.**
- **Afternoon Pickup** - Located at car circle with flag poles **and** car circle in front of the encore building. **All students must be picked up by 4:15pm.**
- **NCMS is a “no walk” school. For student safety, students must have transportation.**

## BUS RIDERS

Bus behavior is not only a matter of courtesy; it is also a safety issue. **Riding a bus is a privilege.** The bus driver is responsible for the students on the bus, and we expect all riders to follow the directions of the driver.

- **Morning Drop Off** – Located at car circle by the encore building. **All bus riders must enter through door leading to the gym or continue directly to the cafeteria if eating breakfast.**
- **Afternoon Pickup** - Located in bus parking lot. **All students must report directly to the bus lot and board their bus when dismissed. No loitering on bus lot or near car rider pickup.**
- **NCMS is a “no walk” school. For student safety, students must have transportation.**



## BUS BEHAVIOR RULES

- Students shall obey school expectations while on a school bus as well as all established CCS safety rules and regulations.
- Student shall follow directions of the bus driver at all times.
- Students shall not delay the bus schedule.
- Student shall go directly to assigned seat when entering the bus.
- Student shall remain seated and keep aisles and exits clear.
- Student shall refrain from throwing or passing objects on, from or into buses.
- Student is permitted to carry only objects that can be held on his/her lap.
- Student shall refrain from the use of profane/inappropriate language and obscene/inappropriate gestures on the bus.
- Student shall refrain from eating, drinking, chewing gum and using cell phones on the bus.
- Students shall not damage the bus including leaving trash.
- Student shall respect the rights and safety of others.
- Student is prohibited from extending head, arms or objects out of the bus windows.
- Student shall refrain from leaving or boarding bus at locations other than the assigned stops at home or school.
- Student shall refrain from riding other busses to other student stops. **COUNTY POLICY STATES STUDENTS CANNOT RIDE OTHER BUSES FOR CONVENIENCE OR TO RIDE TO OTHER STUDENT HOMES.** Students will not be permitted to ride home with other students due to the regulations of the North Carolina Torts Claim Act.
- Any student providing false information to the bus driver will result in an automatic bus suspension.

Failure to follow bus guidelines will lead to the loss of riding privileges. Administration has the right to assign consequences as deemed necessary.

## CHECK-OUT POLICY BE PREPARED TO SHOW A PICTURE I.D.

*Per the Cabarrus County Parent Information and Student Code of Conduct, “All visitors to school facilities are required to sign in and out through a computer using the program LobbyGuard. This is an added layer of security helping to keep Cabarrus County Schools safe. Visitors must present a valid driver’s license or other acceptable form of ID [passport, military/government issued ID, or matricular consular]”. Please note all forms of ID must be current.* It is extremely important that we maximize use of instructional time and minimize classroom interruptions. Please avoid checking your child out of school early if possible. **Students are not permitted to be checked out of school after 3:30 PM or receive messages regarding transportation changes.** Students are not permitted to leave school with anyone other than a parent unless prior parental consent has been given via the parental consent form. This parental consent form is sent to parents/guardians at the beginning of each school year. The authorized adult must sign the checkout sheet in the office for the student to leave. Students checking out must report to the main office for proper checkout. Leaving school without proper checkout from the main office is classified as cutting class.

## VISITORS

Visitors, including all volunteers and parents/guardians, are not permitted during the school day unless they are on school-related business by appointment. Any visitor requesting to meet with administration and/or staff must have a scheduled appointment in order to be accommodated. All visitors must check in at the main office, show current, valid picture ID as noted above, and secure a badge that must be worn if they are planning to go to other parts of the campus. Persons present on school property without permission are subject to prosecution for trespassing. Due to school logistics and student/staff safety, the following rules must be followed:

- Outside food/drink is not permitted on campus. (ie. cupcakes for birthdays, fast food being drop-off for lunch, etc.)
- Eating lunch with students is not permitted.
- Money may not be dropped off at school for field trips, afterschool events, etc., and students will not be permitted to receive money during the school day

## PARENT PHONE CALLS – STUDENT MESSAGES

**Please refrain from calling the school to leave messages for students unless it is absolutely necessary.** Messages involving transportation arrangements, after school activities, etc. need to be taken care of prior to coming to school. This practice will help free our phone lines for regular business, emergencies, and help decrease the number of non-emergency personal messages we must deliver during the academic day. Repeated interruptions & messages are not permitted in school. Parents can make calls to the main office in case of a true emergency; **however, due to the student electronic device policy, do not contact your child on his/her personal device as this may result in disciplinary action.**

## ATTENDANCE POLICY

Cabarrus County Schools' attendance policy states regular attendance, including arriving on time and remaining for a full day of instruction, is essential to achieve success and educational excellence. The following shall constitute valid/lawful excuses for the temporary non-attendance of a student at school provided satisfactory evidence of the excuse is provided to the appropriate school officials:

Illness or injury	Death in the immediate family	Quarantine
Medical or dental appointments	Court (if student is a party of the action or under subpoena as a witness)	Religious observance
Educational opportunity (CCS K-8 Educational Opportunity Application submitted with prior Principal approval and attendance review)		

Parents will be notified by mail when students accumulate six and ten unexcused absences during the school year. Absences due to extended illness or after accumulating more than ten absences require a statement from a physician.

## **PROCEDURES TO FOLLOW WHEN YOU HAVE BEEN ABSENT**

Students who have been absent from school, even for part of a day, must bring a written, dated excuse signed by a parent or guardian. The student will give the excuse to the homeroom teacher within two school days of their return. Parents can submit an **online excuse** by going to our school website and clicking on the “Absence Excuse Form” under PARENTS tab. This can be submitted in lieu of sending a note in with the student. Doctor's documentation for absences is required for all medical appointments. Students must be at school until 12:30 PM in order to be counted present for the day.

Students who are absent are responsible for making up work missed. The student should make arrangements with the teacher on the day he/she returns to school to complete this work within a three-day period. Students with extended illnesses will be granted additional make up time as determined by the teacher.

- Students who are absent for a period of three days or less should ask their teachers for makeup work upon their return.
- Students absent for a longer period of time should contact their homeroom teacher for makeup work to be collected and picked up by a parent/guardian. Please give teachers a minimum of 24 hours to collect makeup work.

A grade of zero will be given for all assigned make-up work that is not completed and returned to the teacher by the designated due date.

## **TARDY POLICY**

To help ensure a quality instructional program, all students must be in class on time. Students who are tardy to school must check in at the office. Tardies will be determined as excused or unexcused according to the state attendance policy (see attendance policy). Tardiness to school/class can be subject to administrative disciplinary action.

## **PARENT/TEACHER CONFERENCES**

Parents may make appointments for conferences by notifying their child's homeroom teacher to set up a team meeting. Teachers/teams may also reach out to parents/guardians to schedule a conference.

## **GRADING SCALE**

Grades on report cards are assigned by numerical equivalents rather than letter grades. The following scale can be used in comparing numerical grades to letter equivalents:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
59 and below	F

## PROGRESS REPORTS & REPORT CARDS

The purpose of progress reports and report cards are to inform you of your child's academic progress. Parents/Guardians will be reminded of progress report and report card dates. Parents/Guardians are responsible for logging into Parent Portal to review and keep track of their child's progress. Should a parent/guardian not have internet access at home or want/need a hard copy of their child's progress report or report card, the parent/guardian will need to indicate that preference with their child's homeroom teacher and the request will be accommodated. If at any time a parent/guardian has questions or concerns regarding grades, please communicate with your child's teacher(s).

<b>Middle &amp; High School Progress Report Dates:</b>	<b>Report Card Dates:</b>
October 2, 2019	November 6, 2019
December 4, 2019	February 11, 2020
February 26, 2020	April 8, 2020
May 6, 2020	Final Report Card will be mailed

## HONOR ROLL RECOGNITION

Northwest Cabarrus Middle School encourages and rewards academic excellence. Students who excel and maintain a specific grade point average will be named to the Honor Roll. Northwest will have Honor Roll recognition after each quarter. Honor Roll Requirements:

- "A" Honor Roll - Grade of 90 or above in all subjects
- "A-B" Honor Roll - Grade of 80 or above in all subjects

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)

PBIS is a way for schools to promote positive behavior. NCMS offers quarterly incentives for students who meet predetermined criteria in an effort to promote positive behavior.

## HALLWAYS/BREEZEWAYS

Students must have written permission from a teacher or administrator to be outside the classroom during class time. Have your teacher sign a hall pass when you leave the classroom. Students are not permitted in the halls unless they are accompanied by a teacher or have a hall pass from an authorized staff member.

## VOICE LEVELS

Be aware of the following voice levels:

<b><u>LEVEL ZERO:</u></b>	Absolutely no talking	eg. Testing, emergencies, drills
<b><u>LEVEL ONE:</u></b>	Whisper	eg. Walking to and from classes (inside and out)
<b><u>LEVEL TWO:</u></b>	Regular, "inside" voice	eg. Classroom discussions
<b><u>LEVEL THREE:</u></b>	"Outside" voice	eg. On the track or athletic fields

## NCMS STUDENT EXPECTATIONS

	ASSEMBLIES	CAFETERIA	CLASSROOM	HALLWAY/ BREEZEWAY	RESTROOM
<b>BE RESPECTFUL</b>	Be polite to ALL Listen	Respect personal space and belongings Use manners Keep voices at an appropriate level	Respect personal space and belongings Keep voices at an appropriate level	Respect personal space and belongings Place all trash in the trash cans	Respect personal space and belongings Place all trash in the trash cans
<b>BE RESPONSIBLE</b>	Keep voices at an appropriate level Follow adult directions	Place food and cafeteria items where they belong Clean up after yourself	Be prepared Follow adult directions	Keep voices at an appropriate level Walk to the right Go straight to the assigned area	Flush, wash, and leave Ask to go only when necessary
<b>BE SAFE</b>	Stay seated in assigned areas Enter & exit in an orderly manner Keep your hands off of other people's property	Stay seated in assigned areas Enter & exit in an orderly manner Keep your hands off of other people's property	Enter & Exit in an orderly manner Respect school property Use class materials appropriately	Keep hands to yourself Return to class promptly	Return to class promptly Report any problems to adults

### CAFETERIA

The school cafeteria is maintained as a vital part of the health program at our school. To encourage good nutrition, a well-balanced lunch is offered at affordable prices. Breakfast is also served each morning. A complete list of cafeteria prices can be found on the Cabarrus County main web site-child nutrition department.

Breakfast begins at 8:40 AM. Students who wish to eat breakfast should report directly to the cafeteria when they arrive to school.

All students are expected to eat lunch in the cafeteria, whether they bring lunch from home or buy it here. (Please refer to “VISITORS” section.) Students have an account in which money may be credited. Money may be added to a student’s account on-line. Charging of lunches is limited to no more than \$8.00. Failure to pay cafeteria charges may result in loss of participation in after school activities/events.

**Free and Reduced meal applications MUST BE completed yearly.** If you have used this program in the past and want to continue it this year, you must fill out another form and submit it. Please call NCMS Cafeteria manager, Pamela Berry, if you have any questions (704) 260-6560.

To protect instructional time and keep students safe, students will be expected to remain seated once they sit down for the first time. Trips back to the serving line, changing seats, and returning for forgotten items will not be permitted.

During lunch students are not permitted in the halls. Students should request permission to use restrooms during lunch. When students finish eating, they are to remain seated until they are directed by their teacher to empty their tray and then return to the classroom. Students are not permitted to go to the media center during lunch unless they are returning a book and have a written note from a teacher. **Students are not permitted to share/trade food or bring energy drinks, coffee drinks, etc. to school. Students are not permitted to leave lunch with cafeteria food or drink.**

## **EMERGENCY DRILLS AND PROCEDURES**

Fire drills at regular intervals are required by North Carolina state law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and exits the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill, and they are to remain outside the building until the signal is given to return inside.

Safety checks and tornado, lock-down, and evacuation drills will also be held periodically to acquaint students with the process regarding procedures during those situations. All orders from teachers should be obeyed immediately.

## **DRESS CODE EXPECTATIONS**

The dress code expectations of Northwest Cabarrus Middle School parallel those of the Cabarrus County School System. School should be considered to be the training ground for students who will one day be successful citizens in the workplace. Some casual clothes, which may be appropriate for other settings, are not acceptable at NCMS. Respect for one’s appearance is an important concept the staff of NCMS tries to instill. Any dress deemed by the administration to be clearly inappropriate or may potentially disrupt or detract from the educational process will not be permitted. If there is a doubt as to the appropriateness of an outfit, it is probably unacceptable for school. **Dress code violations will be documented and can lead to a student being sent to CHOICES.** The following are our dress code expectations:

## **What to Wear...**

- **Skirts and Shorts:** No more than three inches above the knee (length of an ID badge). Undergarments must not be visible/exposed.
- **Shirts and Blouses:** Must cover the student's midriff. No plunging necklines or exposed cleavage or shoulders. Straps must be the width of an ID badge (each individual strap must be two inches or greater). Undergarments must not be visible/exposed.
- **Pants:** Must be worn at the waist. No skin may show three inches above the knee. Undergarments must not be exposed. Leggings may be worn, but not by themselves. If leggings are worn, the shirt, dress, skirt, or shorts worn overtop must fully cover a student's front and back private areas.
- **Shoes:** Shoes or sandals.

## **What NOT to Wear...**

- Facial and Nose rings (including hooks)
- Stiletto shoes and "Shower" flip flops
- Tank tops, muscle, mesh, or see-through shirts/blouses with an undergarment that is visible or exposed; No off the shoulder tops.
- Clothing, apparel, jewelry, or accessories advocating or depicting gang affiliation/activity, drug, alcohol, tobacco, inappropriate/suggestive language/images, or weapons use
- Clothing, apparel, jewelry, or accessories that discriminates against particular groups
- Excessively tight or baggy clothing; clothing with holes or slashes that are larger than a school I.D.
- Bedroom slippers, pajamas (tops/bottoms)—at no times are students permitted to carry blankets or pillows
- Excessively long or oversized shirts, coats, jackets, or sweatshirts
- Sunglasses, hats, caps, stocking caps, toboggans, print bandannas, hoods or any other headgear while in the school building/during school day
- Gloves inside of building
- Costumes, including headbands (crowns, Mickey Mouse ears, cat ears, etc.) and/or tails
- Excessive face painting
- Chains/Studs/Spikes

***NOTE: Students who are out of dress code compliance may be sent to the Choices Room until the dress code violation can be rectified.***

\* PE: All students taking Physical Education classes are expected to wear a PE uniform. Students must dress out for PE each day in black shorts, a Physical Education T-Shirt, and appropriate footwear. The t-shirt should be purchased from the PE department. Black shorts can be purchased from the PE department or an outside vendor. During cold weather students may wear jogger pants. Students who do not comply with the PE dress code are subject to a deduction of points in PE class.

## MONEY AND PERSONAL PROPERTY

Never bring extra money to school. Don't be careless with pocketbooks and personal belongings. Please do not leave valuables (including jewelry, watches, large amounts of money, etc.) in an unlocked locker. The school is not responsible for a student's personal property.

## NON-SCHOOL ITEMS

All non-school items are not permitted on campus. These items will be confiscated by the teacher and parents can then pick up all items after school hours. Non-school items include but are not limited to: Radios, MP3 players, I-Pods, Play Stations, Fidget Spinners/Cubes, other handheld games, gum, and candy. Any other non-school item may be confiscated by school officials.

## OFFICE PHONE / CELL PHONE / ELECTRONIC DEVICE USE

The office telephone or TTY phone (Hearing Impaired) may be used for *emergency* (sick or injury) calls only! Students may only use the phone before school or after school. Permission **must be granted from a teacher** to use the phone during lunch.

**Students are not allowed to use cell phones or other electronic devices during school hours (such as talking, texting, checking messages/time, or listening to music). No electronic device or earbuds/headphones should be visible on campus without teacher/staff permission for instructional purposes. Electronic devices being used without permission may be taken, and the device can be picked up by a parent/guardian in the office after school hours. Disciplinary action will be assigned. Repeated violations may result in the device being confiscated and held for the remainder of the school year. Confiscated electronic devices may only be picked up between the school office hours of 8:00am and 4:30pm.**

## LOST & FOUND / CONFISCATED ITEMS

Students who find lost items are asked to place them on the lost & found cart. The lost & found cart is located in the hallway outside the CHOICES room. If a student finds an item they believe is valuable (wallet, keys, etc.) they can bring it to the front office. Parents are asked to mark their child's personal belongings with a laundry pen. This will help in finding and identifying lost items. Students who find items that don't belong to them have two choices - take them to the lost & found cart or leave them alone. Taking such items is considered stealing. Lost and found items not claimed will be donated to charity at the end of each semester. Confiscated items not claimed by the last school day will be discarded. **Confiscated items may only be picked up between the school office hours of 8:00am and 4:30pm.**



## LOCKERS

Each student is provided with a locker in which to keep books and personal belongings. **IT IS VERY IMPORTANT THAT YOU KEEP YOUR LOCKER LOCKED AT ALL TIMES.** Students are required to furnish their own combination locks (homeroom teachers must be given a copy of the combination). Pictures, stickers, and other items may not be attached to your locker. **SCHOOL LOCKERS ARE SCHOOL PROPERTY AND ARE SUBJECT TO INSPECTION BY OFFICIALS AT ANY TIME. PLEASE KEEP YOUR LOCKER CLEAN. No open food or drink containers are allowed in the lockers at any time. Students are to use only the locker that is assigned to them. Sharing of lockers is not permitted.**

**BOOK BAGS need to stay in lockers with exceptions to students who have a special school event or end of day Encore classes. Students may use string bags to carry their items for PE only. Students may not return to their locker between Encore classes.**

## CARE OF SCHOOL PROPERTY

In order to keep our facilities safe and clean, students are expected to:

- Keep classrooms, hallways, and all school grounds clean.
- Throw waste materials into the containers, which have been provided for this purpose.
- Not mark on desks, lockers, etc.
- Not bring gum or candy onto campus.
- Keep all food or drink inside the cafeteria. Water (in a clear/resealable container) is permitted.

Students who damage or vandalize school property will be subject to school discipline and/or restitution.

## SEARCH AND SEIZURE

Student lockers and desks are school property and are subject to random searches at any time. Individual students and their personal belongings may be searched if reasonable suspicion warrants that the individual is concealing tobacco, drugs, weapons, or any other items in violation of school or school board policy.

## WEAPONS POLICY

The following policy pertains to weapons on school grounds. Students who violate this policy will be suspended from school, with a possible long-term suspension, and reported to the sheriff's department. Summary of Law:

It is a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol or other firearm or any explosive on educational property. It is also a Class I felony for any person to cause, encourage, or aid a minor (less than 18 years old) to possess or carry, whether openly or concealed, these firearms or any explosive on educational property.

It is a misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, pocket knife, blackjack, metallic knuckles, razor and razor blades, and any sharp-pointed instrument except instructional supplies, unaltered nail files, and clips and tools used solely for preparation of food, instruction, and maintenance on educational property. This also makes it a misdemeanor for any person to cause, encourage, or aid a minor to possess or carry these weapons.

Educational property includes any public or private school building or bus, public or private school campus, grounds, recreational area, athletic field or other property owned, used or operated by any Board of Education or school. The definition of "student" includes a person enrolled in public or private school or a person who has been suspended or expelled within the last year from a public or private school.

It is a misdemeanor for any person who resides with a minor to leave a firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. If a minor gains access to the firearm without permission and the minor does any of the following: (1) possesses it on educational property; (2) exhibits it in a public place in a careless or threatening manner; (3) causes personal injury or death with it not in self-defense or (4) uses it in the commission of a crime, the owner of the firearm can be charged with a misdemeanor.

## **BULLYING/HARASSMENT POLICY**

Cabarrus County Schools is committed to providing every student with a safe welcoming school environment. Northwest Cabarrus Middle School does not tolerate any harassment on the school premises, buses, or at school functions. If a student feels that he/she is being harassed by another student or school employee, school officials should be notified immediately and descriptions of said offenses should be specific. Some examples of harassment include and are not limited to any: "unwelcome" contact with one's body; suggestive comments, propositions, or gestures; sexually provocative commentaries about the body; "unwelcome" suggestive writings, artworks, or notes; "unwelcome" slurs or innuendos.

**Bullying Includes specific characteristics and criteria defined in NC BULLYING LAW § 115C 407.15**

**A pattern (repeated) of One or more of the following:**

- Gestures
- Communications (includes online/social media/etc.)
- Physical act
- Threatening communication

**AND**

**ONE or more of the following:**

- Damage to property
- Places student in actual and reasonable fear of harm to his/her person
- Creates or is certain to create a **hostile environment** by substantially interfering with or impairing student's educational performance, opportunities or benefits  
**(Hostile environment meets BOTH criteria below)**
  - o Student subjectively views the conduct as bullying or harassing behavior
  - o Behavior is objectively severe or pervasive enough that a reasonable person would agree it is bullying and harassing behavior

**MOTIVATED by characteristics such as:**

Race	National Origin	Religion	Sexual Orientation
Ancestry	Gender	Physical Appearance	Socioeconomic Status
Color	Gender Identity	Academic Status	Mental, Physical, or Sensory Disability

When such harassment is reported, Northwest Cabarrus Middle School will make a good faith effort to investigate all such reports in close consultation with the Cabarrus County Board of Education. Disciplinary action in such cases depends upon the said offense, findings of the investigation, and recommendation of the school administration and/or appropriate central office personnel.

**MEDICATION POLICY**

During school hours if students must have medication **of any type**, including over-the-counter drugs, they have the following choices.

- A parent/guardian may come to school and give the medication to his/her child at the appropriate time(s).
- A copy of a medication form may be obtained from the school nurse. Take the form to your child's doctor and have him/her complete the form by listing the medication(s) needed, dosage, and number of times per day it is to be administered. This form must be completed by the physician for **both prescription and over-the-counter drugs**. The form is then returned to the school nurse.
- The child's doctor may advise an alternative for schedule administering medication (e.g., outside of school hours).
- If a student is subject to unusual health hazards such as allergy to bee stings, and/or requires special medical intervention (asthma, diabetes, etc.), please notify the school nurse.
- The school does not assume responsibility for students who administer medication to themselves (self-medicate).
- At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.
- All medication must be in the original container. Medication outside of the original container will not be tolerated and consequences should be anticipated.
- Students are not allowed to share or distribute any medication to other students. If medication is *shared or distributed*, students are subject to disciplinary action.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor, and the medication has been received in a matching labeled container. **IN FAIRNESS TO THOSE GIVING THE MEDICATION AND TO PROTECT THE SAFETY OF YOUR CHILD, THERE WILL BE NO EXCEPTION TO THIS POLICY.**

Any questions about the medication policy should be directed to our school nurse.

## PROHIBITED DISTRIBUTION

Students are not permitted to buy, sell, share, or trade anything with other students, including: food, gum, candy, toys, clothing, medication, counterfeit product, etc. Students are also not permitted to distribute any of these items to other students.

## CABARRUS COUNTY SCHOOLS STUDENT CODE OF CONDUCT

The Student Code of Conduct is guided by the board's educational objectives to teach responsibility and respect for cultural and ideological differences and by the district's commitment to create safe, orderly and inviting schools.

We believe that all students have the right to learn in a safe, warm, nurturing environment. We also believe in providing a climate that is conducive to learning and free of disruptive behavior. The faculty and staff work hard to create a positive atmosphere in which students can learn. Yet, we believe that students are responsible for their own behavior and academic success. It is the duty of teachers (school staff) and parents/guardians to help students become more responsible for their own behavior. Through a close partnership, parents/guardians and educators will lead by example and ensure that all students benefit from a safe, inviting environment that is conducive to learning. The following are behaviors (Student Code of Conduct) demonstrated by model students in Cabarrus County Schools:

### **Display self-control**

- Use appropriate language
- Problem solve conflict in a peaceful manner
- Be appropriately dressed
- Act responsibly on campus, on buses, on field trips, and at all school-sponsored events
- Follow class and school rules
- Follow instructions the first time they are given
- Use appropriate voice levels

### **Support the learning process**

- Attend all classes regularly and on time
- Be prepared for class (i.e., bring assignments, books, and supplies)
- Participate in class activities
- Complete all class work and homework assignments and turn them in on time
- Use class time properly
- Practice good study habits
- Ask for help when it is needed

### **Demonstrate a positive attitude**

- Be a positive role model and leader
- Be polite and kind to others
- Be cooperative with adults and peers

### **Respect the rights and feelings of others**

- Behave in a manner that does not disrupt others or the learning process
- Treat others with courtesy and respect
- Show empathy and concern for the feelings of others
- Display tolerance of other students' beliefs and opinions

### **Take responsibility**

- Be trustworthy and honest
- Respect the building, grounds, and property
- Admit mistakes and accept the consequences for those mistakes

## **APPLICABILITY OF CODE**

All students shall comply with the Student Code of Conduct while on educational property, which includes any school building or bus, school campus, grounds, recreational area, athletic field, or other property under the control of the board of education. Students may also be disciplined for conduct that occurs off educational property that violates this Student Code of Conduct if the conduct has or is reasonably expected to have a direct and immediate impact on the orderly and efficient operation of the schools or the safety of individuals in the school environment.

## **CONSEQUENCES**

The Student Code of Conduct does not restrict the authority of teachers, school-based teams, or administrators to make individual school or class rules. Administrators have the responsibility of considering each incident separately and have the right to assign different consequences consistent with Board Policy.

## **STUDENT DISCIPLINE AND STUDENT BEHAVIOR CODE**

All of the adult employees at Northwest Cabarrus Middle School have certain responsibilities to the school. In order to carry out these responsibilities, they have the authority to correct students when the need arises. If any student is corrected by any adult employee, whether the employee is faculty, clerical, cafeteria, custodial, or substitute, the student is expected to abide by such correction. All staff members respect students, and students are to treat all staff members with respect.

## **SCHOOL DISCIPLINE**

Office referral behaviors are unacceptable behaviors, including those that may create unsafe situations or may be disruptive of the school environment. Possible consequences include Parent/Administrator Conference, Choices Room Placement, Tuesday Morning Detention, Bus Suspension, In-School-Suspension, or Out-of-School Suspension.

At NCMS behaviors are documented as either Minor or Major referrals.

**Minor referrals** - Minor problem behaviors (handled by teachers in their classrooms; consequences given by teachers)

**Major referrals** - Major problem behaviors (handled by administrators; consequences given by administrators)

It is the student's responsibility to return all disciplinary paperwork sent home for parent/guardian signature.

## **REFERRAL BEHAVIORS INCLUDE (BUT ARE NOT LIMITED TO) THE FOLLOWING:**

- Gum/candy
- Electronic device violation
- Aggressive behavior toward another student
- Disrespect (Verbal and Non-Verbal)
- Possessing matches, cigarette lighters or other dangerous materials
- Belligerent attitude, threatening language or behavior
- Profanity or displaying profane material
- Sexual Harassment
- Insubordination
- Lying/Forgery
- Plagiarism/Cheating/Academic Dishonesty
- Tardies
- Stealing
- Bullying
- Horse playing
- Damage to school property/Vandalism
- Throwing food in the cafeteria
- Misuse of technology
- Cutting class or leaving school without permission
- Persistent class disruption
- Creating a disruption in the educational environment
- Inappropriate student contact, inappropriate comments, or any other lewd behaviors
- Fighting
- Tobacco
- Use of/possession of/giving of/or receiving of drugs or weapons

### **PLAGIARISM/CHEATING/ACADEMIC DISHONESTY**

Plagiarism is a direct violation of intellectual and academic honesty. While it exists in many forms, all plagiarism refers to the same act: representing somebody else's work or ideas as one's own. You are stealing from the original author. The most extreme forms of plagiarism include the following:

- a paper written by another person,
- a paper obtained from a commercial source, or
- a paper made up of passages copied word for word without using parenthetical citations.

Other levels of plagiarism/cheating/academic dishonesty include the following:

- changing a few words in a passage from another source without using parenthetical citations.
- including ideas such as judgments, opinions, inferences, and experiments from another source in one's own words without using a citation.
- letting someone copy your homework or class work and turn it in as his/her own.
- copying someone's research without giving credit.
- printing out material from the internet without giving credit.
- copying from electronic library sources without acknowledging them.

## TUESDAY MORNING DETENTION

This detention is a supervised study hall setting. Students are expected to attend the assigned detention unless prior approval to reschedule via parent's written note/phone call has been granted by an administrator. Detention begins promptly at 8:00 AM (students are to report to the main office) and ends at 8:40 AM. Students are always given written notification at least one day in advance of the assigned date. **It is the student's responsibility** to share this referral notification with his or her parent/guardian. Failure to behave appropriately, failure to report by 8:00 AM, or failure to attend will result in an In-School Suspension being assigned.

## CHOICES ROOM

Recovery is a removal from class for one class period for students who cause a classroom disruption. Teachers can send students who are interfering with the learning process. Students are sent to the CHOICES ROOM for recovery due to conduct rather than academic performance. Students may be sent to the CHOICES Room for other reasons such as dress code violations or while waiting to be seen by an administrator.

## IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is for students who exhibit inappropriate behavior. Parents receive notification each time the student is referred to the ISS room by an administrator. **Students assigned to ISS are not allowed to participate in after school activities on the day(s) of their assignment and will forfeit any payments made for activities on said day(s).** Academic assignments will be provided to students assigned to ISS. It is the student's responsibility to complete the work while in ISS and return completed work to his/her teacher when he/she returns to class. Academic work not completed while in ISS may result in zero.

## OUT-OF-SCHOOL SUSPENSION

Out-of-school suspensions (OSS) is for students who exhibit extreme and/or repeated inappropriate behavior. Parents receive notification each time the student is assigned OSS by an administrator. **Students assigned to OSS are not allowed on school grounds or to participate in any school activities on the day(s) of their assignment and will forfeit any payments made for activities on said day(s).**

- Students who are suspended from school for a period of three days or less should ask their teachers for makeup work upon their return.
- Students suspended from school for a longer period of time should contact their homeroom teacher for makeup work to be collected and picked up by a parent/guardian. Please give teachers a minimum of 24 hours to collect makeup work.
- Missed work must be made up at home.
- Academic work not completed while on OSS may result in zero.

By law the principal or his/her designee has the right to suspend a student for up to 10 school days. Students who repeatedly and willfully violate school and/or school board policy may be suspended for the remainder of the year. These students could be reassigned to attend the Opportunity School at the Glenn Center.

## **STUDENT SERVICES**

The Student Services Department is made up of counselors, social worker, and school psychologist. They are available to assist our students with any problems or questions that they have. Anything discussed between these individuals and students will remain confidential unless the student is at risk.

## **LIBRARY/MEDIA CENTER**

The library is open to students from 8:40 AM until 4:00 PM every school day. Students must have a hall pass/note to work independently or use the media center computers. Students are to check in with the media specialist as soon as they arrive in the media center. Books can be checked out for two weeks, with one to two week renewal. Overdue notices will be printed monthly and sent to the student through the homeroom teacher. Overdue fines are not charged. It is the student's responsibility to return her/his books and to pay for any lost or damaged items. Failure to pay for any lost or damaged items from the media center may result in loss of participation in after school activities/events.

## **ATHLETICS**

Athletic teams are available for 7th and 8th grade students. The teams are: Football, Softball, Basketball, Wrestling, Baseball, Volleyball, Soccer, and Track. NCMS has 7th and 8th grade cheerleading squads for football and basketball seasons. The following rules apply to all students participating in sports or cheerleading at Northwest Cabarrus Middle School:

- Athletes are representatives of their school; therefore, it is mandatory that they behave in a sportsman like manner at all times. Students must be present for at least half of the school day in order to participate in athletic events or practices on that day.
- A student may not be a member of two (2) school teams during the same season, at the same time.
- Each player must receive a medical exam by a licensed physician each calendar year in order to be eligible for practice or participation in interscholastic athletic contests.
- All athletes must purchase school insurance or be covered by personal insurance in order to participate in any interscholastic sport.
- A student must pass four (4) subjects - 3 must be academic per semester.
- A student must not be 14 years old on or before August 31 for 7th grade teams.
- A student must not be 15 years old on or before August 31 for 8th grade teams.
- Sixth graders may not participate on school teams.



## **AFTERSCHOOL EVENTS**

Students who are attending an afterschool event such as athletic events or dances are expected to follow school expectations. For football and soccer games, student spectators will meet in the cafeteria at dismissal to be walked over to the stadium by a staff member. For events being held on campus, students report to the designated location at dismissal. Students/parents can be banned from attending afterschool events for inappropriate behavior. If asked to leave an event, the student/parent will forfeit entry payment. Students must be picked up in a timely manner at the front of the school in the car rider lines. NCMS has a 30-minute rule. If still on campus 30 minutes after an event, you cannot attend anymore afterschool events.

## **DISCRIMINATION POLICY**

It is the policy of Northwest Cabarrus Middle School that no qualified disabled person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this school. Inquiries regarding compliance with this policy should be directed to the Exceptional Children's Team Coordinator.

## **STUDENT HANDBOOK DISCLAIMER**

Circumstances and degrees of involvement could lessen a serious offense or make a minor offense more serious. Northwest Cabarrus Middle School administration reserves the right to use discretion when dealing with students in a fair and equitable manner. Students and parents should thoroughly read the student handbook and become familiar with the discipline guidelines and procedures. Failure to read and know school policies and discipline guidelines does not excuse students in following those policies and guidelines. Not all incidents can be covered by the rules contained within this handbook. The administration reserves the right to handle situations not specifically mentioned in the handbook in a manner they deem is fair and appropriate. An online copy of this handbook can be found on the NCMS website under the parent tab. **\*\*All policies and procedures are subject to change based on COVID-19 health and safety guidelines.\*\***

