

NORTHWEST CABARRUS STEM MIDDLE SCHOOL

2025 - 2026 STUDENT HANDBOOK

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[Cabarrus County Schools Parent Information & Student Code of Conduct](#)

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

Administration:

Chasity Szabo	Principal (7th Grade Administrator)
Robert Egnot	Assistant Principal (8th Grade Administrator)
Alexis Richardson	Assistant Principal (6th Grade Administrator)

Front Office Personnel:

Michelle Camp	Secretary
Jenny Graham	Data Manager
Deborah Ritchie	Registrar
Rhonda Weaver	Treasurer
Jane Hart Becker	Testing Coordinator

Student Services:

Kristen Schachner	School Counselor (6th Grade)
Marie Gibson	School Counselor (7th Grade)
Mariah Ellingsworth	School Counselor (8th Grade)
Diana Arevalo	School Psychologist
Whitney Peterson	School Social Worker
Katelyn Walters	Instructional Coach
Elijah Evelyn	School Resource Officer

School Nurse: Lauren Pann

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. Szabo

NCMS MISSION

Empowering students to build their futures.

NCMS VISION

Inspiring Minds. Engaging Hearts, Shaping Futures.

2025 - 2026

Northwest Cabarrus Middle School

Bell Schedule

6th Grade		7th Grade	
8:40 - 9:00	Morning Supervision	8:40 - 9:00	Morning Supervision
9:00 - 9:15	Homeroom	9:00 - 9:15	Homeroom
9:18 - 10:15	1st period	9:18 - 10:15	1st period
10:18 - 11:15	2nd period	10:18 - 11:45	2nd period/Lunch
11:18 - 12:45	3rd period/Lunch	11:50 - 12:33	3rd period (Encore)
12:48 - 1:46	4th period	12:36 - 1:19	4th period (Encore)
1:51 - 2:34	5th period (Encore)	1:24 - 2:22	5th period
2:37 - 3:00	6th period (Encore)	2:25 - 3:22	6th period
3:25 - 4:00	7th period (Titan Time)	3:25 - 4:00	7th period (Titan Time)
8th Grade		Encore	
8:40 - 9:00	Morning Supervision	8:40 - 9:15	Morning Supervision
9:00 - 9:15	Homeroom	9:18 - 10:01	1st period (8th grade)
9:20 - 10:01	1st period (Encore)	10:04 - 10:47	2nd period (8th grade)
10:04 - 10:47	2nd period (Encore)	10:54 - 11:45	Planning/Lunch
10:50 - 11:48	3rd period	11:50 - 12:33	3rd period (7th grade)
11:51 - 1:19	4th period/Lunch	12:36 - 1:19	4th period (7th grade)
1:22 - 2:20	5th period	1:24 - 1:46	Planning
2:23 - 3:22	6th period	1:51 - 2:34	5th period (6th grade)
3:25 - 4:00	7th period (Titan Time)	2:37 - 3:20	6th period (6th grade)
		3:25 - 4:00	7th period (Titan Time)

To access the CCS Academic Calendars, go to <https://www.cabarrus.k12.nc.us/districtcalendars>

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

Car rider supervision is available in the car rider circles located at the front of the school. Students can not be dropped off or picked up in any other areas. This becomes a safety 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 the 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 the main car circle with flag poles. Do not use the car circle in front of the encore building; buses will be dropping off students in this area.
 - Students are not allowed to be dropped off in the back staff lot, bus lot, or any other location other than the main car circle.
 - Students may exit vehicles at the 8:40am bell.
 - Students can not be dropped off and left unattended prior to 8:40am. This includes students being dropped off for morning activities (such as clubs) or students being dropped off by ride shares.
- **Afternoon Pickup** - Located at the main car circle with flag poles **and** car circle in front of the encore building.
 - All students must be picked up by 4:30pm.
 - Administration will notify the Department of Human Services regarding any student(s) who are consistently picked up after 4:30pm.
- 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 the bus car circle by the encore building. All bus riders report directly to homeroom unless they are eating breakfast then they report to the cafeteria.
- **Afternoon Pickup** - Located in the 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.

BUS BEHAVIOR RULES

- Students shall obey school expectations while on a school bus as well as all established CCS safety rules and regulations.
- Students shall follow directions of the bus driver at all times.
- Students are required to use earbuds/headphones when using a cell phone to ensure there is no sound coming from the device.
- Students shall not delay the bus schedule.
- Students shall go directly to the assigned seat when entering the bus.
- Students shall remain seated and keep aisles and exits clear.
- Students shall refrain from throwing or passing objects on, from or into buses.
- Students are permitted to carry only objects that can be held on his/her lap.
- Students shall refrain from the use of profane/inappropriate language and obscene/inappropriate gestures on the bus.
- Students shall refrain from eating, drinking, and chewing gum.
- Students shall not damage the bus including leaving trash.
- Students shall respect the rights and safety of others.
- Students are prohibited from extending their heads, arms or objects out of the bus windows.
- Students shall refrain from leaving or boarding buses at locations other than the assigned stops at home or school.
- Students shall refrain from riding other buses 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 matricula 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 student out in the office via Lobbyguard 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. 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:

- Any visitor requesting to meet with administration and/or staff must have a scheduled appointment in order to be accommodated.
- Outside food/drink is not permitted on campus. Items cannot be delivered (via parent or outside vendor, such as DoorDash) for the student (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, after school 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. Also, students may not use a cell phone/electronic device at any time during the school day without prior staff approval.

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, up to 5 days)		

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 the physician.

The student's half day is at 12:17 pm. Therefore, the student must be present at/by this time in order to be counted present for the school day.

EXTENDED LEAVE OF ABSENCE (EXCLUDING MEDICAL LEAVE WITH APPROVED DOCUMENTATION)

Student attendance is crucial to a student's academic success. If a student will be traveling out of the country and/or will be missing school for 11 or more consecutive days outside of medical leave with approved documentation, the following procedures will occur.

- Extended absences are not eligible and may not be considered as an educational opportunity.
- The student will be withdrawn from school on their 11th consecutive day of absence. This will require the parent/guardian to re enroll the student online via Scribbles when they return. This may delay the student's start date.
- Students are responsible for learning the concepts taught during the absence to ensure they are prepared for benchmarks and End of Grade assessments.
- Students will not be able to make up a missed benchmark and/or End of Grade assessment if they are absent during the testing window. Lack of student assessment scores may impact student class placement next school year.
- Students may not be placed into the same classes/team when they return to school as schedules are created based on current class sizes.
- Attendance may impact the ability to continue and/or participate in school clubs, sports, and/or field trips based on those individual policies.
- School social worker will become involved in addressing any circumstances relating to student attendance.

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/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 the PARENTS tab. This can be submitted in lieu of sending a note 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 missed work. 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.

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 reports and report card dates. Parents/Guardians are responsible for logging into the Infinite Campus 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).

To access the CCS 2025 - 2026 Progress Report and Report Dates, go to

<https://www.cabarrus.k12.nc.us/districtcalendars>

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 with students. 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

CORE BEHAVIOR SUPPORTS (CBS)

Core Behavior Supports is a committee in which the school strategically plans how we teach, model, and reward appropriate positive student behavior. NCMS offers monthly and/or quarterly incentives for students who meet predetermined criteria in an effort to promote positive behavior.

HALLWAYS/BREEZEWAYS

Students must have an approved pass in the online pass system from a teacher or administrator to be outside the classroom during class time. Students are not permitted in the halls unless they are accompanied by a teacher or have an online pass from an authorized staff member.

VOICE LEVELS

Be aware of the following voice levels:

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

NCMS STUDENT EXPECTATIONS

	ASSEMBLIES	CAFETERIA	CLASSROOM	HALLWAY/ BREEZEWAY	RESTROOM
BE RESPECTFUL	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
BE RESPONSIBLE	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
BE SAFE	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 website, [child nutrition department](#).

Breakfast begins at 8:40 AM. Students who wish to eat breakfast should report directly to the cafeteria when they arrive at school. Breakfast will be purchased and taken to the student's homeroom to eat.

Outside food and drinks can not be brought to campus for breakfast such as fast food beverages and/or coffee. All outside food and drinks must be consumed prior to exiting the vehicle.

All students are expected to eat lunch in the cafeteria, whether they bring lunch from home or buy it here. (Please refer to the "VISITORS" section.) Students have an account in which money may be credited. Money may be added to a student's account on-line. Failure to pay cafeteria charges may result in loss of participation in after school activities/events such as school dances and field trips.

[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, Linda Little, 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. **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, tornado, lockdown/blackout, 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 higher than mid-thigh. Undergarments must not be visible/exposed.
- **Shirts and Blouses**: Must cover the student's midriff. 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 holes/slashes may show skin higher than mid-thigh. While wearing pants or leggings, undergarments must not be visible/exposed.
- **Shoes**: Shoes, tennis shoes, sneakers or sandals. No bedroom shoes/slippers.

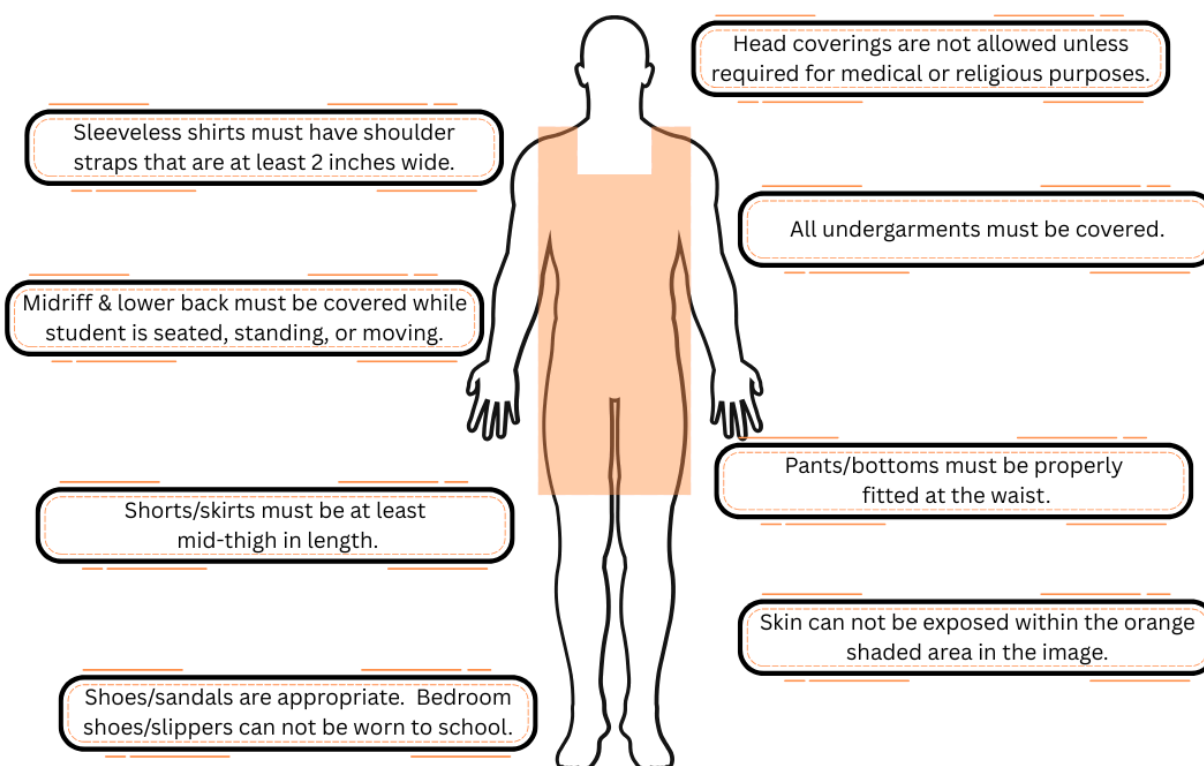
What NOT to Wear...

- Facial and Nose rings (including hooks)
- Tank tops, muscle, mesh, or see-through shirts/blouses with an undergarment that is visible or exposed; No off the shoulder tops. No plunging necklines or exposed cleavage.
- Clothing, apparel, jewelry, or accessories advocating or depicting gang affiliation/activity, drug, alcohol, tobacco, vaping, inappropriate/suggestive/pornographic language/images/symbols, or weapons use
- Clothing, apparel, jewelry, or accessories that discriminates against particular groups
- Excessively tight or baggy clothing; clothing with holes or slashes above mid-thigh.
- 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/Other Accessories that can be perceived as or used as a weapon

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

Dress Code Quick Reference Guide

Students must wear clothing that covers skin from arm pit to arm pit down to mid-thigh with fabric that is no see-through in the front, back, and sides.



See the NCMS Student Handbook and/or CCS Student Code of Conduct for more details regarding the school and county dress code policy.

PHYSICAL EDUCATION (PE)

All students taking Physical Education classes are expected to wear PE appropriate clothes and shoes. Students must wear tennis shoes. Students are not allowed to wear hoodies or jackets during PE. Students will not dress out for PE, therefore the clothing worn to school must be appropriate to participate in PE class. Students who do not comply with the PE dress code are subject to a deduction of points in PE class or discipline referral.

Students are not allowed to apply lotion and/or body sprays during PE and/or in the gym. Lotion/sprays leave residue on the floor which creates an unsafe environment.

If a student injury results in the need for a child to not participate in PE, a parent/guardian can write a note or email the PE teacher directly. The parent/guardian note may excuse a student for up to three school days. If a student's injury results in them not being able to participate in PE for four school days or more, a doctor's note is required.

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.) unattended. 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, I-Pods, Play Stations, stuffed animals, balloons, large gift baskets/bags, other handheld games, gum, and/or any items which distract from the learning environment. Any non-school item may be confiscated by school officials.

OFFICE PHONE / CELL PHONE / ELECTRONIC DEVICE USE

The office telephone 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, smart watches, wireless earbuds, or other electronic devices during school hours (such as talking, texting, checking messages/time, or listening to music) without prior staff approval.

All cell phones must be turned off and kept off of the person such as in the student bookbag/purse. They must be turned off and placed off of the person when the student arrives on campus. They can not be taken out until the school dismissal bell. Students are only allowed to use wired headphones/earbuds during the school day. Wireless earbuds, such as airpods, are not allowed to be used.

If you are seen using a cell phone, smart watch, wireless earbuds, or other electronic device during the school day, it will result in a minor/major depending on the severity of the offense. Repeated violations will result in the device being confiscated and may be held for parent pick up, possibly for the remainder of the school year if the student continues to violate the cell phone policy. Confiscated electronic devices may only be picked up by an approved contact in Infinite Campus between the school front office hours of 8:00 – 4:30 pm.

- If a student refuses to give a cell phone to a staff member, administration will be notified to retrieve the device and the student will be assigned In School Suspension (ISS).
- If a student refuses to give a cell phone to administration, the student will be assigned Out of School Suspension (OSS).
- Parents/Guardians will be contacted in all cases relating to violation of the cell phone policy.
- Students can only listen to music (with teacher permission) by utilizing their chromebooks with wired headphones/earbuds.
- If a student needs to call someone, they need to get permission from a staff member.
- No electronic device or wireless earbuds/headphones should be visible on campus.

Videotaping/photographing and/or sharing images of students or staff without permission is prohibited. Students who record an incident at school and/or distribute video/audio recordings, including fights, bullying, etc, will be given disciplinary action.

LOST & FOUND / CONFISCATED ITEMS

Students who find items that don't belong to them should take them 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. Taking such items is considered stealing. Lost and found items not claimed will be discarded at the end of each quarter. 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

Hallway and PE lockers will not be utilized. School lockers are school property.

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 on campus.
- Keep all food or drink inside the cafeteria. Water bottles are permitted in the classrooms. (Clear and resealable containers are preferred)

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

SEARCH AND SEIZURE

Student desks/tables 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, pocketknife, 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
 - Student subjectively views the conduct as bullying or harassing behavior
 - 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 **prescription drugs**. The form is then returned to the school nurse. (The form allowing a child to self-carry over the counter medication does not require a physician's signature.)
- 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.
- **Students are required to have a self-carry form signed by their parent/guardian on file and on their person if they are carrying over the counter medications, including inhalers. 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 and students may only carry the amount needed for the school day. 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 parent and/or 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, money, toys, clothing, medication, counterfeit products, 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

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.

SELF DEFENSE

Self-defense is defined as the act by a non-aggressor victim using reasonable force to avoid being hit or injured and/or to remove oneself from the attacker to notify school personnel. It is not self defense to participate in the fight. Students who exceed reasonable force in protecting themselves will be disciplined for violating this rule even though another person provoked the fight. Administrators will have the discretion to recognize the need for self-defense on an incident-by-incident basis.

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 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 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

Referral behaviors are unacceptable behaviors, including those that may create unsafe situations or may be disruptive to the school environment. Possible consequences include Parent/Administrator Conference, Choices Room Placement, Lunch Detention, 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)

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

- Gum
- 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
- Use of/possession of/giving of/or receiving of tobacco/vaping/vape paraphernalia
- 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 written by artificial intelligence, 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, classwork, or assessments 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.

USE OF ARTIFICIAL INTELLIGENCE (AI)

Artificial Intelligence (AI) is technology that helps do tasks that usually need human thinking. While AI has been around for a long time, generative AI is newer. Generative AI can create things like text, sounds, and images based on what it has already learned. AI can be a powerful tool for learning when used responsibly and ethically. In CCS, using AI appropriately means following the rules in our Academic Integrity Policy.

Appropriate Use of AI include:

- **Content Creation and Enhancement:** Students can create and enhance content by organizing their ideas, improving quality, and personalizing materials to fit their learning needs.
- **Ethical & Cultural Education:** Students can use AI to create realistic scenarios/simulations that let you explore different cultures and social issues, helping build critical thinking skills.
- **Language Translation:** AI can be used to translate learning resources.
- **Interactive Learning Materials:** AI can be used to develop engaging and interactive learning materials for active learning.
- **Personalized Learning Paths:** AI can create learning experiences that are personalized.
- **Feedback & Remediation:** AI can provide instant feedback on student work and help students work on their weaknesses.

Inappropriate Use of AI include:

- **Plagiarism & Cheating:** Students may not submit AI-generative work as their own.
- **Bullying & Harassment:** Using AI to create harmful or fake content to bully, impersonate, or spread false information about others.
- **Over-reliance:** AI should always be reviewed for inaccuracies and biases.
- **Compromising Privacy:** Never put personal information into AI tools.

SOCIAL NETWORKING

The school respects the rights of students to use social networking sites (e.g., Facebook, Instagram, snapchat, etc.), personal websites, blogs, and other web tools (collectively “Internet Postings”) as a medium of self-expression. However, inappropriate internet postings by students can cause substantial disruptions to the school environment. A student will be disciplined for creating and/or distributing written or electronic material, including internet postings that causes substantial disruption to school operations and/or interferes with the rights of other students or staff members. Violation of this policy will result in disciplinary action. Bullying that takes place through social media outside of school can lead to administrative consequences if a substantial disruption occurs in the school environment.

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. Student behavior resulting in being sent to the CHOICES Room will result in a referral.

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 a full day(s) of 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 a zero.

- Students may become ineligible to participate in school events such as school dances and field trips if they receive ISS based on the event criteria.

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 a zero.
- Students may become ineligible to participate in school events such as school dances and field trips if they receive OSS based on the event criteria.

By law the principal or his/her designee(s) 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. Student Services must have a signed form by the parent/guardian in order to meet regularly with students.

LIBRARY/MEDIA CENTER

The library is open to students from 8:40 AM until 4:00 PM every school day. Students must have an online pass 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 sportsmanlike 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 five(5) out of six (6) classes.
- A student must not be absent more than 13 days 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. Students and guests must remain in the designated areas for the event. This includes students sitting in the designated student section on the football field and in the main gym. Students and guests who do not adhere to the school expectations are subject to disciplinary action and/or removal from the event. Students assigned to ISS or OSS the day of the event, are not allowed to attend. 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 after school 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, students cannot attend anymore after school events for the remainder of the school year.

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/guardians should thoroughly read the NCMS student handbook and become familiar with the discipline guidelines and procedures. Students and parents/guardians should also thoroughly read and understand the CCS Parent Information and Student Code of Conduct Handbook (https://cabarrus.k12.nc.us/7236_3) as these rules/policies are also applicable. 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 NCMS handbook. The administration reserves the right to handle situations not specifically mentioned in the NCMS 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 recommended health and safety guidelines. *