Newton Conover
STEM Middle School

Parent/Student Handbook

873 Northern Drive NW
Conover, NC 28613
Telephone: (828)464-4221
Fax: (828)464-5238

Student Handbook (Alphabetical listing)

Accidents on Campus

- In the event of a serious accident, cut, or injury occurring on campus to a student or visitor, the office must be notified so an accident report can be completed. The report must be completed within a 24-hour period and signed by the witnessing teacher and principal. Parents will be notified of accidents that result in bodily injury.

Artificial Intelligence Guidelines and Procedures

- The use of artificial intelligence tools, including but not limited to ChatGPT, Grammarly, translation tools, paraphrasing tools, writing generators, image generators, or other digital assistance, must follow teacher directions and assignment expectations.
- AI may be used only when the teacher has clearly permitted its use for a specific assignment or task. Unauthorized use of AI to complete, generate, rewrite, translate, solve, summarize, or submit work as the student's own original work may be considered cheating or plagiarism.
- Students are expected to be honest about when and how AI tools are used. When AI use is permitted, students may be required to explain their thinking, show their process, cite or acknowledge AI assistance, or revise work to demonstrate their own understanding.
- Examples of AI-related academic dishonesty may include, but are not limited to:
    - submitting AI-generated writing, answers, images, projects, or other work as one's own
    - using AI to complete an assignment when the teacher has not allowed it
    - using AI to rewrite or paraphrase copied work in order to avoid detection
    - using AI during quizzes, tests, essays, or assessments without permission
    - copying AI responses without understanding or being able to explain the work
    - failing to acknowledge AI use when acknowledgment is required
- The goal of this policy is not to prohibit responsible technology use, but to ensure that student work reflects the student's own learning, thinking, and effort.
- Teachers will outline specific guidelines for acceptable GenAI use in each assignment or activity. Refer to the Student AI Integration chart below on page 3.

Student AI Integration: 0 to Infinity

Student AI Usage Continuum for Empowered Learning

prepare ALL students for the AI-rich future that awaits them, it is imperative that they ALL learn ABO AI, and have opportunities to learn WITH AI in increasingly interactive and complex ways.



)y Vera Cubero 4/28/24 for the North Carolina Department of Public Instruction (NCDPI)
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iginal Work

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Arrival on Campus

- Car riders may be dropped off in the front of the building beginning at 7:10 am. Bus riders will be dropped off starting at 7:10 am. Students who arrive on campus will go to the cafeteria for breakfast if needed then go to their designated homerooms.
- We ask that car riders only enter and exit vehicles from the front of the building. This will ensure that pick up and drop off are time-efficient for parents and students.
- Any student who is not in the homeroom by 7:40 will be considered tardy, and a parent/guardian will have to come inside and sign the student into the school. Students will not be allowed to sign themselves in.

Athletics

- N-CMS will sponsor the following athletic teams: football, cheerleading, volleyball, softball, baseball, wrestling, basketball, soccer, golf, and cross country, for students in all grades, with the exception of football. Football is only available for 7th and 8th-grade students. N-CMS will follow the state and local eligibility requirements. Students must have been in attendance 85% of the previous grading period. Can fail no more than 1 Core subject class (Math, ELA, Science, or Social Studies) and no more than 1 EA class. They must live with a parent or guardian within the school administrative unit. A student shall not participate on a middle school team if the student becomes 15 years of age before August 31 of that school year. Dismissal from athletic teams will result if inappropriate behaviors occur in the classroom and/or on the athletic field, or for having two UNEXCUSED absences from practices and/or games. Parents are expected to attend the mandatory athletic meetings each

season a student participates in an athletic team, where they will receive a Middle School Athletics Handbook. A more detailed description of our athletic program and athletic policies is available online.

- Conforming Rules
  To align middle/junior high school athletic rules with rules governing high school athletics, the following shall apply:
    - The policies and procedures outlined in the Catawba County Board of Education Code of Student Conduct, the Hickory Public Schools Code of Student Conduct, and the Newton-Conover City Schools
    - Code of Student Conduct shall be in place before, during, and after all athletic contests, practices, meetings, camps, and at all locations where the school(s) is represented.
    - Student athletes receiving one-half day of in-school suspension (ISS) as a disciplinary action from the school administration may attend his/her team's athletic practice or contest but may not participate.
    - Student athletes who receive out-of-school-suspension (OSS) as a disciplinary action from the school administration may not be in attendance at his/her team's athletic practice, contest or anywhere the team is represented during the time of suspension, including, but not limited to all facilities operated by Hickory Public Schools, Newton-Conover City Schools or Catawba County Schools.
    - Must have been in attendance for a minimum of 85% of the previous semester. (Can't have more than 13 absences (combined excused or unexcused) from the previous semester to be eligible to participate.
    - A student must be in school for at least half of the school day of an activity in order to participate in an extracurricular activity. A student may not be excused prior to the end of the scheduled school day to participate in extracurricular activities at Newton-Conover Middle School without prior written approval of the principal.
    - In defining participation in middle/junior high school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.
    - Summer school attendance shall not be counted in determining the percentage of attendance for athletic eligibility. Girls are allowed to participate on a boys' interscholastic athletic team where the school does not have a girls' team in the same sport. (Fast pitch softball is not the same as baseball).
    - Boys are not allowed to participate on any girls' team, as defined by interpretation of the Office for Civil Rights interpretation of Title IX in 1994.

- Extracurricular activities are non-credit activities conducted primarily after school and include cheerleading, clubs, student council, and athletics. A student assigned to out-of-school suspension is ineligible for extracurricular participation for the entire period of the suspension. A student must be in school at least half on the day of an activity in order to participate in the extracurricular activity. A student may not be excused prior to the end of the scheduled school day to participate in extracurricular activities at Newton-Conover Middle School without prior written approval of the principal.

Attendance

- Regular school attendance is imperative for student achievement. Students are expected to be in attendance each day school is in session except for personal illness or exempt holidays. A student must be present for ½ of the school day to be counted as present for the day **(11:15 am)**. Work missed due to absence from school is difficult to make up, and there is no substitute for actual participation in daily classes. Your child needs to develop good attendance habits. However, if it is necessary to be absent, the following procedure should be followed:
    - If possible, notify the teacher before your child is absent. In the case of an unexpected absence, parents may notify the school in the morning.
    - **When middle or high school students must miss school, a written excuse from a parent or guardian is not sufficient for an absence to be excused. (Board Policy 4400)**
    - An absence may be excused for any of the following reasons.
        - 1. personal illness or injury that makes the student physically unable to attend school;
        - 2. isolation ordered by the local health officer or the State Board of Health, or isolation or quarantine that is a required state or local control measure;
        - 3. death in the immediate family;
        - 4. medical or dental appointment;

        - 5. attendance at the proceedings of a court or administrative tribunal if the student is a party to the action or under subpoena as a witness;
        - 6. a minimum of two days each academic year for observance of an event required or suggested by the religion of the student or the student's parent or legal guardian;
        - 7. participation in a valid educational opportunity, such as travel or service as a legislative or Governor's page, with prior approval from the principal;
        - 8. pregnancy and related conditions or parenting, when medically necessary;
        - 9. a minimum of two days each academic year for visitation with the student's parent or legal guardian if the student is not identified as at risk of academic failure because of unexcused absences and the student's parent or legal guardian (a) is an active duty member of the uniformed services as defined by policy 4050, Children of Military Families, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting; or
        - 10. any other reason as approved by the board in a board resolution.

    - Upon returning to school, a student must provide written documentation from a parent or guardian explaining the reason for the absence, including the date(s) of the absence and, when applicable, the nature of the illness. Acceptable documentation includes medical or dental notes, court notices, funeral notices, or other official documentation. Hand written notes will be kept on file but a **written excuse from a parent or guardian is not sufficient for an absence to be excused.**
        - The principal, superintendent, or Board of Education reserves the right to determine that specific absences are excused in accordance with state law and local board policy.
    - All absence documentation must be submitted to the school's attendance designee in the front office within five (5) school days of the student's return to school. Documentation received after this timeframe may not be accepted for excused absence purposes. Accurate attendance documentation is required by state regulations and helps ensure that the school and family work together in the best interest of the student.
    - A student is expected to make up missed work when absent. Students must make up work within five (5) days **of returning to school,** unless otherwise arranged with a teacher or administrator.
    - School dismissal time is 2:50 pm. Early checkouts are sometimes unavoidable, but please make every effort not to check your child out regularly. This disrupts the end of the day and interferes with the instructional time the teachers are using.
    - **Messages will not be delivered to students after 2:30 pm, and students will not be allowed to sign out after 2:30 pm unless proof of an appointment is provided.**

Because attendance is essential for student success, students who accumulate 10 absences will be required to meet with a school counselor to develop an attendance plan.

Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school. Beginning with the 2014-2015 school year, students domiciled/enrolled in the Newton-Conover City Schools are required to attend school between the ages of 7 and 18 years old per North Carolina State Law (SECTION 64. Section 8.49 of S.L. 2013-360) Dropout Pilot Legislation. Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

Tardies

- We ask that students arrive at school before 7:40 am to avoid interruptions in the instructional day. If a student arrives late, a parent/guardian must sign the student in at the office. The student will pick up a tardy slip before proceeding to class. ***A student must be in their HR classroom by 7:40 am in order not to be counted as tardy.*** **Please account for the additional time needed to drop off band instruments, athletic equipment, breakfast, and lockers.**
    - ***Excused Absences and Tardies***
        - Valid conditions for excused absences or tardies include illness and injury of the student, death of immediate family, quarantine, doctor's appointments, family emergencies, and court proceedings.
    - ***Unexcused Absences and Tardies***
        - Unexcused absences and tardies include, but are not limited to: family trips, car trouble, lack of heat or electricity, missing the bus, babysitting, oversleeping, truancy, no written excuse, cutting class, or work-related issues for parents.
        - Tardies will be tracked and documented. Excessive tardiness will result in additional disciplinary consequences.
          Tardies 1-3: Verbal Warnings/Minor
          4th Tardy: Silent Lunch
          5th Tardy: 2 Days of Silent Lunch
          6th Tardy: 3 Days of Silent Lunch
          7th Tardy: ½ Day of ISS
          8th and Beyond: 1 Day of ISS

- Students are expected to transition promptly between classes. Students who arrive to class within five (5) minutes after the tardy bell/designated start time will be marked tardy. Students who arrive more than five (5) minutes late without an approved pass or valid excuse may be considered skipping class or intentionally arriving late and may receive a disciplinary referral.

- If a student is delayed by a teacher, school staff member, or another school-related reason, the student must obtain a signed pass or late note to present to the next teacher upon arrival.

***Tardies will reset after every quarter.**

Birthdays/Class Parties

- Birthdays/Class Parties are important events for middle school students. If you wish to provide a small snack for the students in your child's classroom, please discuss it with the teacher ahead of time. He or she will let you know what time of day is appropriate to send it and what time of day is best. *NO homemade baked goods are permitted in accordance with the state child nutrition laws. All food for student parties, socials, etc., must be purchased from a grocery/department store.* Also, please remember that students **may not** receive deliveries of balloons, flowers, etc. at school.

Bus Expectations

- The Newton-Conover City School system provides transportation to and from school for N-CMS students living in the district. Students and parents should recognize that riding a school bus is a privilege, not a right. Failure to behave in a safe and orderly manner on the bus will result in students losing that privilege for days or possibly permanently. **Out-of-district students will NOT be assigned to a Newton-Conover Middle School bus.**
- **Only students who are assigned to a bus may ride home on a different bus with a friend. A parent note is required for this change, and notes will be verified by administration.**
- **Bus Rules are as follows:**
    - Remain seated (bottom to bottom, back to back) in your assigned seat at all times.
    - All parts of the body must remain inside the bus at all times.

- Passengers must never use profane or inappropriate language.
- Vapes, tobacco, controlled substances, drug paraphernalia, or alcoholic beverages are not permitted on the bus.
- Students should not throw objects on or off the bus or try to attract the attention of others outside the bus.
- **No food, drink, or gum is allowed on the bus. This can result in a bus referral or suspension.**
- Passengers should not be loud or boisterous, nor should they distract the driver's attention in any way.
- Passengers must never tamper with the emergency door or any other part of the bus.
- Passengers must never damage the bus in any way.
- If personal belongings are carried, they should be kept on the lap or put under the seat. Arms and legs must be kept out of the aisle at all times.
- In the morning, students are expected to be at their assigned bus stop at least 5 – 10 minutes before the bus normally arrives. Students who are not at their stop when the driver arrives *may* be left behind. Consideration is given to extreme weather days (rain, extreme cold, etc.).
- Students are only allowed to be picked up and dropped off at their assigned stops.
- Additional bus guidelines and rules may be assigned as needed by the bus driver.

*****No one is permitted on a bus except students assigned to that bus or authorized school system employees. Any contact with the driver from a parent or non-school employee should be made through the principal's office. Any person boarding a bus without express permission from the principal is subject to prosecution for trespassing. **Reference: G.S.115C-245; 115C-339.**

Buying or Selling

- Any sales not connected in any way with N-CMS or NCCS are prohibited. Items illegally placed on sale will be confiscated without consideration of monetary loss.

Cafeteria Rules

- The N-CMS cafeteria provides breakfast and lunch for students and staff on a daily basis. Every student's cooperation is needed to keep the cafeteria and the school looking its best. All food is to be eaten in the cafeteria and is not to be taken to other parts of the building unless otherwise noted. (Exception is made for "Grab and Go" breakfast). If an accident or spill should occur, materials may be obtained from the custodian to clean the area. Soft voices and good manners are expected at all times. **Students may go through the lunch line only once**. Once seated, students should remain seated and leave tables and surrounding areas clean once dismissed from their assigned area.
- **No outside food (from a restaurant) may be brought into the cafeteria during normal meal hours**. Meals prepared at home and brought in as a bag lunch are allowed. Students may bring in additional snack items (chips, cookies, etc.) to eat along with their purchased or packed lunch, but these items should be individual-sized items.
- Parents are responsible for ensuring that students have money for their meals, either on hand or in their account. The Child Nutrition Department encourages students to prepay money for individual accounts for meals and a la carte items. This may be done during breakfast and/or lunch. The payments may be received daily. **The cafeteria accepts checks, and accounts will be updated to reflect the check amount. No personal checks will be cashed.**
- **Meal Prices:**
  - Breakfast free for all students
  - Lunch free for all students

  The Board recognizes that periodically, students may be unable to pay for a meal on a particular day. Students who fail to bring money will be allowed to charge lunch. Any accrued balances must be paid in full or according to school-defined limits in order to participate in extracurricular activities.
- Student conduct in the cafeteria: Students are expected to display good manners, avoid breaking lines, consume all food and beverages in the cafeteria (An exception is made for "Grab and Go" breakfast), and clean their eating area when finished.

Cancellation of School

- Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, etc. Central office personnel and administrators are aware of the hardships that can be caused by abrupt cancellation.

If school is closed or dismissed early for the day, an announcement will be made on the local radio (WNNC am 1230 or am 630), the system's website (www.newton-conover.org), and/or a local television station. Please listen to the announcement. Be certain you and your child have made emergency plans in advance.

Cell Phones /Electronic Devices

- Students may possess cell phones while on campus. However, all devices must remain in student's lockers, turned off unless permission is granted by school personnel.
- Devices that are seen, heard, or used without permission will be confiscated.

Offense	Consequence
1st	Student picks up device at end of day
2nd	Parent picks up device
3rd	Parent picks up device + 1 day BIS
4th	Parent picks up device + 2 days BIS
5th	Parent picks up device + 1 day OSS
AdditionalOffenses	Administrative discretion

- Refusal to surrender a device when directed by staff will result in disciplinary action for insubordination.
- ***NEWTON-CONOVER MIDDLE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN CELL PHONES/ELECTRONICS***

Change of Address or Telephone Number

- It is important that the school always has the correct address and telephone number for each student for use in an emergency. ***Please update information with the Data Manager throughout the year as your numbers or addresses change***.

CHEATING/HONOR CODE

The Honor Code of N-CMS shall deal specifically with cheating or attempting to cheat, plagiarism, lying, and stealing.

- **Cheating** encompasses the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students by means including, but not limited to, fraud, duress, deception, theft, trickery, talking, signs, gestures, copying from another student, and the unauthorized use of study aids, memoranda, books, data, and artificial intelligence tools, or other information.
    - **A.I. Tools-Examples of AI-related academic dishonesty may include, but are not limited to:**
        - **submitting AI-generated writing, answers, images, projects, or other work as one's own**
        - **using AI to complete an assignment when the teacher has not allowed it**
        - **using AI to rewrite or paraphrase copied work in order to avoid detection**
        - **using AI during quizzes, tests, essays, or assessments without permission**
        - **copying AI responses without understanding or being able to explain the work**

        - **failing to acknowledge AI use when acknowledgment is required**
- **Plagiarism** encompasses presenting as one's own works, the work or opinions of someone else without proper acknowledgment or borrowing the sequence of ideas, the arrangement of material, or the pattern or thought of someone else without proper acknowledgment.
    - **1st Offense** – The student may redo the assignment for half credit. A parent conference is required.
    - **2nd Offense** – The student receives a zero for the assignment. A parent conference is required. *If a student is a member of any honor society, the administrator will notify the sponsor of the society of the violation. The society will decide the consequences for the member according to the by-laws of the society.*
    - **3rd Offense** – The student receives a zero for the assignment. A parent conference is required. The student will be assigned **one to three days of BIS**. Students are removed from all honors-related clubs or opportunities.
- **Lying** encompasses the willful telling of an untruth, as well as any form of deceit, attempted deceit, or fraud in an oral or written statement relating to academic work.
- **Stealing** is taking or appropriating without permission to do so and the intent to keep or to make use of wrongfully, property (academic) belonging to any member of the Newton-Conover community or any property located on the campus.

Chemical Spray Policy

- Displaying, possessing, or discharging chemical sprays such as mace or pepper spray on the campus of Newton-Conover Middle School or on any school bus is prohibited. Discharging of these chemical sprays is potentially harmful to other people and will be treated as a serious offense.

- No student shall display, possess, or discharge chemical sprays such as mace or pepper spray while in any school building or on any school bus. The administration shall subject any student who violates this regulation to disciplinary action up to a ten (10) day out-of-school suspension.

- Aerosols/Body Sprays, Spray Deodorants, Perfumes- should not be applied or used during the school day or on school buses. Spraying these items may trigger students' asthma and cause health issues for students and staff.

Closed Campus

- N-CMS operates under a closed campus policy. Students are to remain on campus from the time they arrive at school until they are properly dismissed. A student may be signed out of school only by the parent/guardian with legal custody of the student or other adults designated in Infinite Campus. All visitors are required to report to the front office to receive a visitor's pass.

Clubs/Organizations

- N-CMS offers a variety of clubs. Students have the opportunity to participate in clubs during the school day. N-CMS also offers after-school clubs.
  Academic Clubs N-CMS Offers:
- Jr. Beta
- Science Olympiad
- Battle of the Books
- Student Council
- Math Olympiad

Conferences

- Parents are encouraged to call the school to request a conference with their child's team of teachers, a counselor, or an administrator at any time to discuss how best to work with their child to meet their needs. During the regular school day, teams of teachers have a scheduled team planning time.
- Teachers may also be available before and after school. After conferences, parents should talk with their children about the results of the meeting and make follow-up appointments as needed. **If a problem arises, please make first contact with the teacher.** If this contact is unsatisfactory, you should then contact the appropriate administrator. Often, students misunderstand situations, and communication between the teacher and parent can resolve the issue. To schedule a conference, please call the school at (828) 464-4221 or e-mail your child's teacher.
- Parent-Teacher Conference Days are offered throughout the school year. We encourage everyone to attend.

Counseling Program and Student Services

- The Counseling Program at N-CMS offers many services and resources for students, families, and school staff. The school counselor offers individual counseling and small group counseling for students, in addition to visiting each classroom on a regular basis to assist teachers in implementing the North Carolina Guidance Curriculum.

Course Offerings

- Students will take the required courses in English, Math, Science, and Social Studies. Teachers and staff will provide instruction based on the North Carolina Standard Course of Study.
- All students will take a Physical Education and Health course each year.
- All students will take at least one CTE course each year.
- All students will complete a rotation of exploratory arts courses specifically designed to provide introductory experiences through exposure to various Career and Technical courses, Chorus, World Drumming, and Theater Arts. All EA courses are semester long with the exception of Band.
- Band is offered as a year-long course.

****Schedule changes will not occur past the first 10 days of a semester/quarter. Schedule changes are subject to approval by the Principal.*****

Custody

- When one parent has exclusive custodial rights granted by the court, a copy of the court documents must be filed in the office. If there are special requests regarding custody, make these requests known on the Student Information Card and directly to the teacher and the office. It is the responsibility of the custodial parent or legal guardian to notify the school of a child's change of custody. **Newton-Conover Middle School staff cannot legally prohibit the biological parent from picking up their child unless specified in legal court or DSS documents**.

Dress Standard

- The school dress code is adopted to enhance the learning environment of Newton-Conover Middle School students. This includes field trips and after-school events. Events and activities for which dress code will not be required will be announced prior to the event or activity. The following section attempts to define appropriate and inappropriate dress for all Newton-Conover Middle School students. However, not all inappropriate clothing can be listed. Therefore, school administrators will determine the appropriateness or inappropriateness of dress not specifically addressed below. In addition, school administrators may make exceptions as appropriate for medical, religious, or special observances.



Dress Standard Continued

Tops/Shirts	Shorts/Pants/Bottoms	Outerwear/Shoes
Students should NOT wear:	***Students should NOT wear:***	***Students should NOT wear:***
● Low-cut shirts that expose a student's cleavage. ● Bare midriff/crop tops or tops that do not cover the chest and shoulders; midriffs/stomach and/or cleavage may not show. ● Sleeveless shirts/ tank tops/ halter tops/ spaghetti straps (must be at least a width of 3 inches on the shoulders with no large gaps underneath the arms). ● Any top/clothing item that has inappropriate printing referencing drugs, weapons, alcohol, sexual acts, nudity, gang-related, acts of violence, hate speech imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or other characteristics protected by federal and state law. ● Pajamas (Tops or bottoms) Clothing traditionally designed as sleepwear shall not be worn. ● Hoodies, sweatshirts, or outerwear half-on/off. Outerwear should be worn properly. Hoods must remain off the head while indoors.	● Saggy pants worn below the waist. Exposed undergarments due to sagging pants. Bottoms should be the appropriate size and worn above the hip at all times. ● Bottoms that are too tight or revealing due to the tightness of the material. ● Writing, logo, or artwork that spans the buttocks/pocket areas on the back of pants, shorts, or slacks. ● Slashed or cut-up clothing that is revealing. ● Underwear worn as outerwear. ● Shorts, skorts, skirts, and dresses that are shorter than a student's mid-thigh when standing and walking. Slits in the hemline of any skirt, skort, or dress should not be above the mid-thigh. ● Pants/shorts that have holes in them above the mid-thigh that reveals skin or undergarments. ○ Pants/shorts that have holes above the mid-thigh are permitted if tights, leggings/ jeggings, yoga pants, or shorts are worn under the holes. ● Tights of any kind, bicycle shorts/pants, compression pants/shorts, leggings/jeggings, or yoga pants worn as outerwear are not permitted unless the following criteria are met: the shirt, skirt, or dress worn with tights, bicycle shorts/pants, compression pants/shorts, leggings/jeggings, or yoga pants must strike the legs at	● Heavy coats should be put in lockers ● Gloves, winter scarves, and toboggans should not be worn inside the school building. ● Blankets are not to be worn/carried in the building. ● Hair curlers, hats, sunglasses, pick/combs, headbands, bandannas, toboggans, do-rags, skull caps, and other headwear are not permitted to be worn in the building. ● Hoods are not permitted to be worn in the building. ● Bedroom shoes/slippers-shoes traditionally designed as sleepwear shall not be worn.

	approximately below the buttocks (this includes form-fitting sweaters and/or dresses).	

➢ Any clothing item with inappropriate printing referencing drugs, weapons, alcohol, sexual acts, nudity, gang-related, acts of violence, hate speech imagery targeting groups based on race, ethnicity, gender, sexual orientation, religious affiliation, or other characteristics protected by federal and state law.

Aerosols/Body Sprays, Spray Deodorants, Perfumes- should not be applied or used during the school day or on school buses. Spraying these items may trigger students' asthma and cause health issues for students and staff.

Bags

- Book bags/Duffel bags are not permitted in classrooms. Students must keep book bags/duffel bags in a school-issued locker.
- Purses, handbags, and pocketbooks are not permitted in class.
- Draw-string bags are permitted for the purpose of carrying gym clothes only

Blankets

Blankets are not permitted in class. Blankets must be placed inside student lockers.

Costume

No costumes allowed, which could be parts of a costume such as tails, gloves, ears, non-prescription eyewear, or collars of any kind. Exceptions include Spirit Week or other school-sponsored events. On these special occasions, all clothing must be within dress code guidelines.

Earbuds/Headphones

Students should not walk around the building with earbuds in their ear(s) and headphones on over their ears. Earbuds and headphones can only be used with permission from a staff member.

Jewelry

No jewelry that poses a danger to students is allowed. Oversized necklaces, oversized rings, spiked jewelry, wallet chains, etc., cannot be worn. No piercings that pose a safety hazard. Small body piercings are allowed as long as they do not pose a safety hazard to the student [i.e., a large nose ring or lip ring]

Shoes

Students are required to wear shoes at all times. No shower shoes, bedroom shoes (slippers), or shoes with heels higher than two inches.

Exceptions include

Spirit Week or other school-sponsored events.

Non-compliance

Any student violating the dress code will be asked to change the inappropriate clothing. Students may be required to attend BIS until proper clothing is obtained. Students have access to our school clothing closet and access to clothes that meet the dress standard. Should the student have repeated dress code violations, parents will be notified and asked to help correct the situation. Repeated violations may result in disciplinary action up to and including out-of-school suspension.

Drugs and Alcohol

- No student shall possess, use, transmit, or be under the influence of: 1) any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or other drug defined as a controlled substance pursuant to Chapter 90 of the North Carolina Statutes; 2) any substance that is not illegal but is distributed as an illegal substance 3) any alcoholic beverage or fortified wine or other intoxicating liquor; 4) any inhalant or ingested chemical or product with the intent of bringing about a state of exhilaration or euphoria while in any school building, on any school

premises, on any school bus, or off the school grounds at any school activity, function, or event before, during or after school hours, or during any period of time he/she is subject to the authority of school personnel, unless such possession, use, or transmission are authorized by law and school regulations. In addition, the possession of drug paraphernalia is prohibited at school or at school-sponsored activities.

- Use of a drug authorized by a valid medical prescription from a registered physician shall not be a violation of this rule when the person for whom the drug was prescribed takes the drug. Students who require medication to be administered by school personnel during school hours should notify the school nurse. Students taking prescribed medicine requiring the use of needles should follow the procedures established for administering medication at school.

Facility Care/Use

- We have a beautiful school, and we must take care of it.
    - Students should take care of furniture, equipment, materials, restrooms, and lockers.
    - Students should check desks and lockers in the afternoon before leaving school to make sure that they have books and personal items.
    - Students should keep their lockers clean.
    - Students are not to jump up in order to hit ceiling tiles or exit signs with hands or objects.
    - Students are not to put up posters or signs unless they are permitted by an administrator and signed by a sponsoring teacher and an administrator.
    - Student's family will provide restitution (pay for the damage and/or repair), if applicable.

Field Trips

- Teachers may schedule field trips to reinforce and enrich the basic curriculum plan. Parents will receive field trip information in a timely manner and be given ample opportunities to make payments and turn in permission slips. Please turn in these forms and field trip money to your child's first core teacher.
- All parents wishing to volunteer to attend field trips must fill out an NCCS volunteer form and be approved at least 3 weeks in advance prior to the trip. *ABSOLUTELY NO YOUNGER SIBLINGS THAT DO NOT ATTEND NEWTON-CONOVER MIDDLE SCHOOL ARE ALLOWED TO GO ON A SCHOOL FIELD TRIP.* If you would like to bring a child who is attending Newton-Conover Middle but is in a different grade level or class, the student will receive an unexcused absence for the day.
- Field trips have educational goals and are under the supervision of the classroom teacher. Field trip travel is by bus, and all students are required to ride the ***bus both to and from*** the field trip destination, even though the parents may accompany the trip in their car. Students may be signed out by a parent/guardian only (identified on the Emergency Contact List) if the field trip ends after 11:15 am.
- Field trip participation is subject to review based on behavior. Any student with excessive disciplinary issues and/or referrals may lose the opportunity to participate in a field trip. If this should occur, a parent conference to discuss the decision will be held in advance.

FOOD POLICIES

- Students and faculty members want a school that is as clean as possible. Therefore, no food or drink other than bottled water is permitted in the classroom. Students must have permission from the teacher to eat a snack during class. Water must be in a clear bottle or container and must have a lid. This will allow us to maintain a cleaner school.



- Students are not permitted to take just a soda to lunch. Sodas that are part of a student's packed lunch are permitted. Energy drinks are not allowed at any time.

N-CMS has a Closed Lunch Policy.

- Students will not be permitted to consume food from other food establishments in the cafeteria or with peers.
- Visitors or other adults are not to bring food from other eating establishments to students during the school day.

Grade Information

Grading Scale

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

Missing Work/Late Work

- We are committed to providing every student with the opportunity to demonstrate mastery of academic standards. Therefore, students are expected to complete all assigned work, regardless of the reason for an absence. Teachers will review late work expectations with students at the beginning of each school year, quarter, and/or semester.
- Students are responsible for obtaining and completing make-up assignments and must make arrangements with their teachers within five (5) school days of returning to school or within five (5) school days of the assignment's original due date, whichever is later.
- Assignments submitted within five (5) school days of the original due date will be accepted for full credit.

Assignments submitted after five (5) school days may be accepted at the teacher's discretion or in accordance with individual student plans, school procedures, or administrative direction.

- Students may not submit assignments for credit after the grading period has ended unless otherwise approved by the principal or designee, or required by a student's Individualized Education Program (IEP), Section 504 Plan, English Learner plan, or other educational support plan.
- Grades earned on assignments, projects, quizzes, tests, and other assessments shall reflect each student's level of mastery of course content and academic standards. Academic grades should not be reduced solely as a consequence of late submission.
- Failure to submit an assignment may result in a temporary grade of zero (0) until the assignment is completed or until the established submission window has expired.
- The principal or designee reserves the right to make exceptions in extenuating circumstances consistent with district policy and individual student needs.

Progress Reports

- Students will receive a progress report midway through Quarters 2, 3, and 4. Progress reports are intended to provide students and parents/guardians with an update on academic performance, attendance, and overall progress prior to the end of the grading period.

- Parents and guardians are encouraged to regularly monitor student grades through the district's online student information system and to communicate with teachers regarding any academic concerns

Report Cards

- Students will receive a report card at the end of each grading quarter. Report cards serve as the official record of student academic performance and will include grades earned for the quarter, attendance information, and other applicable indicators of student progress.

- Parents and guardians are encouraged to review report cards carefully and contact teachers or school administrators with any questions or concerns regarding student performance.

Parents may sign-up to have 24-7 access to their child's grades through Infinite Parent Portal. Parents will need to acquire the login information in person from the main office. Parents must provide an ID and be the legal guardian to be granted access. This information cannot be given over the phone or via email.

Health Issues

- **Head Lice:** Students found to have head lice may be excluded from school until treated and no presence of live lice. The absences accrued from exclusion due to lice infestation shall be excused for the day the lice were discovered and the following day ONLY. However, if lice are found on Friday or the day before a holiday, students are expected to return to school on the next instructional day. Designated personnel in each school will be trained in the identification of head lice and the appropriate execution of school policy and procedures. *Parents are required to accompany a child returning to school* so that the child can return home if additional nits or lice are found. Chronic cases are subject to be reported to the County Health Department and the Department of Social Services.
- **Illness:** Should a student become ill during the school day, parents will be notified and asked to come to take the student home. Students must be fever-free for 24 hours before returning to school. Emergency numbers will be kept on file in the school office. **It is crucial that the school be given a telephone number where the parents or other designated adults may be reached in case of an emergency or illness.** If your child has a chronic illness (asthma, diabetes, allergies, bladder infections, etc.), please notify his/her classroom teacher. This will assist us in helping, treating, and understanding your child.

Inspection of Student

- **Records:** Parents have the right to inspect all student records for their child kept by the Newton-Conover City Schools. These records include such information as grades, attendance, activities, health data, test data, and

participation in special services programs. A student 18 years or older has all the rights afforded to parents concerning student records.

- If you are interested in reviewing your child's records, you may do so by calling the guidance counselor. The counselor will set up an appointment for you to review the records within ten school days of your request. A school staff member will be present to help you interpret the information contained in the records.
- If the contents of your child's records do not meet your approval, a review procedure is available. You may request a conference with the principal. If the outcome of this conference is not satisfactory, you may request a conference with the office of the superintendent. If the outcome of this conference is not satisfactory, you may request a hearing before the school board of education.
- School system staff and certain local, state, and federal officials of educational agencies have access to your child's records without your consent. However, you must give your written permission to any other individual or agency that wishes to review the records.
- Newton-Conover City Schools may publish the following directory information, which may be released without prior written consent: student's name, address, telephone number, date and place of birth, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, graduation status, and awards received. If you object to having this information released, please notify the principal, in writing, within ten days of the start of the new school year.

Lockers/Locks

- Students will be issued a locker with a lock at the beginning of school. **Locks must be closed at all times to ensure the security of materials**.
- If the lock is broken, lost, or must be cut off for reasons other than lock malfunction, the student is responsible for the cost of the new lock, which will cost $5.00. School officials have the right to make unannounced random locker checks.
- **The school cannot be responsible for lost, stolen, or misplaced personal items.**

Lost and Found

- Items that are lost should be turned into the "lost and found." If a student loses an item, he/she may check at the lost and found between classes (this is not an excuse to be late to class), before or after school, and at lunch. Valuable lost items such as glasses, purses, jewelry, and band instruments should be turned into the office and claimed there.

Medication

- **Students are not to have any over-the-counter (antacids, ibuprofen, aspirin, etc.) or prescription medication in their possession at school**. If medication is required, the proper form can be found in the office and must be completed by the parent/guardian **and** a doctor. The form and medication will be stored and distributed through the office. **According to NCCS Board Policy 6125, no medications will be distributed without a physician's authorization and signature**. **No over-the-counter medication will be distributed by school personnel unless authorized and signed for by a physician**. Students found in possession of any type of medication may be subject to disciplinary action.

Messages

- Please remember to make arrangements for your child's transportation home before the school day begins. A telephone call to make arrangements once the school day has begun interrupts the instructional day for all students. We will take emergency messages for students. Students will not be pulled from class to take phone calls. No messages will be delivered to students after 2:30 pm.

N-C HONOR Program.

- Newton-Conover Middle School HONOR program is an incentive program to reward students for good grades and attendance.
- In order to qualify for the HONOR program and receive a card, the students must meet the following criteria:
    - **Academics**
        - Gold Card = no grade below 90% in any class each semester
        - Silver Card = no grade below 80% in any class each semester
    - **Attendance**
        - Gold or Silver: No more than 6 unexcused absences for the semester. This is subject to review by administration for extenuating circumstances. (example: death in the immediate family, hospitalization, extended illness)
        - No more than 6 unexcused school tardies for the semester
    - **Behavior**
        - Gold or Silver: No office referrals that result in BIS,OSS, or bus suspensions.
- Gold Card holders are admitted to home athletic events for free.
- Silver Card holders are admitted to home athletic events for a discounted rate of $3.

N-CMS No Activity and PBIS Guidelines

- PBIS (Positive Behavioral Interventions and Supports) is a school-wide framework designed to improve student behavior, academic outcomes, school climate, and overall student success. Students who meet PBIS expectations will be eligible to participate in a variety of incentives and rewards throughout the school year.

- **No Activity List**
    - The purpose of the No Activity List is to encourage positive behavior, regular attendance, academic responsibility, and adherence to school expectations while providing students with an opportunity to improve their standing.

    - Students who do not meet school expectations may be placed on the No Activity List. While on the No Activity List, students will not be permitted to attend or participate in extracurricular activities, including dances, PBIS reward activities, after-school clubs, sporting events as spectators, and other school-sponsored incentive programs.

- **Athletic Participation and PBIS Alignment**
    - Athletic consequences will be aligned with PBIS expectations but will not automatically duplicate consequences for the same incident. When a student-athlete receives a disciplinary consequence that impacts athletic participation, the school will apply the most appropriate eligibility consequence without imposing multiple overlapping exclusions for the same behavior unless the conduct is severe, repeated, or creates a safety concern.
    - In most cases, student-athletes will receive the athletic consequence first. Placement on the No Activity List may occur when a student meets established PBIS criteria through repeated behavioral concerns, attendance issues, academic deficiencies, outstanding school obligations or fees, or other circumstances determined by school administration.

- **Reasons for Placement on the No Activity List**
    - Receiving two (2) office referrals resulting in BIS.
    - Receiving one (1) office referral resulting in OSS.
    - Accumulating six (6) or more unexcused absences within a quarter.
    - Failing two (2) or more classes.
    - Having unpaid school fees.

- **Students placed on the No Activity List may not:**

    - Attend after-school activities, clubs, or sporting events as spectators.
    - Attend school dances.

- Participate in PBIS rewards or other incentive activities.
- Participate in other extracurricular activities as determined by the school.

- **Duration and Eligibility Review**

  - Students will remain on the No Activity List for a period of nine (9) weeks. An Eligibility Review will be conducted at the midpoint of the placement period (4½ weeks).

  - To be removed from the No Activity List during the Eligibility Review, students must:

    - Receive no additional BIS or OSS assignments.
    - Have no more than one (1) unexcused absence.
    - Have no outstanding school fees, if applicable.
    - Be failing no more than one (1) class.

  - Students who meet all Eligibility Review criteria may be removed from the No Activity List before the completion of the nine-week period. Students who do not meet the criteria will remain on the No Activity List until the end of the nine-week placement period and will be reviewed again at that time.

Exception: If the only reason a student is placed on the 'No Activity List' is due to failure to pay fees, that student will be removed immediately once the fees owed are **Paid in Full**. Administration will take individual circumstances into account.

- **PBIS Academic Reward Criteria**

To qualify for PBIS incentives, students must meet the following academic expectations:

- First Quarter: Passing all classes.
- Second Quarter: Earn a minimum grade of 65% in all classes.
- Third Quarter: Earn a minimum grade of 70% in all classes.
- In addition to academic requirements, students must remain in good standing under the school's No Activity Guidelines and meet all behavioral and attendance expectations established by the school.

(N-CCS BOE Policy References: 3620 Extracurricular Activities and Student Organizations, 4300 Student Behavior, 4400 Attendance, 4600 Student Fees, 3320 School Trips)

Parents' Bill of Rights

An ACT to enumerate the rights of parents to direct the upbringing, education, health care, and mental health of their minor children.

- Parents may review and purchase all textbooks and instructional materials used in their child's classroom, not including academic tests or assessments. Parents who would like to inspect and review instructional materials should make a request in writing to the principal. The principal must schedule a mutually agreeable date and time for the parent to come into the school to review the materials. All efforts should be made to schedule the time as soon as possible, but no later than 10 business days from the date of the request.

- The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives.

- Parents are also entitled to review all available records of materials their child borrowed from a school library.

Promotion Standards

- **Board Policy 3420-Student Promotion and Accountability.** The superintendent shall develop (1) proposed promotion standards and (2) a process to be used in determining a student's readiness to progress to the next level of study and shall submit the standards and process to the board for approval. The standards will be based, in part, upon proficiency in reading. The standards and process must provide multiple criteria for assessing a student's readiness to progress to the next level of study, such as standardized test scores, formative and diagnostic assessments, grades, a portfolio or anthology of the student's work, and, when appropriate, accepted standards for assessing developmental growth. The standards and process will incorporate all state law and State Board of Education policy requirements, including those for the assessment and promotion of third-grade students as described in G.S. 115C-83.6 et seq. and State Board of Education Policies KNEC-002 and -003.
- Students must pass a majority of their enrolled classes to be eligible for promotion to the next grade level.
- Students who miss more than 20% of their enrolled school days may be considered for retention based on attendance concerns.
- Students who do not demonstrate proficiency on at least one End-of-Grade (EOG) assessment may be considered for retention

Security Cameras

- Security Cameras: Security cameras may be used on school system property, including school buildings, buses, parking lots, and other areas, for safety and security purposes. Cameras may record video and, in designated areas, audio. For additional information, please refer to Board Policy 7325 Video and Audio Recordings by Employees.

Student Registration

- Student Registration will be updated yearly before school starts. If there are any changes throughout the year to your phone number, address, or contacts (who can pick up your student from school), please contact our data manager.
    - Parent/guardian name
    - Complete and UPDATED address
    - Home phone number
    - Work phone number of parent/guardian
    - Emergency contact person and phone numbers
    - Any medical alert information
- The school should be notified if there are any custodial rights or legal responsibilities in regards to our students.
- **Updated contact information can also be turned in to the front office at any time throughout the school year.**
- Participation in after-school activities, field trips, and receiving Chromebooks is contingent upon the completion of student registration.

School Jurisdiction

- Students become the school's responsibility when they board the school bus or when they arrive on school property. They remain under the school's jurisdiction until they exit the bus at the bus stop or leave school grounds after an official dismissal. A student is under the jurisdiction of the school while he/she is in attendance at a school-sponsored activity regardless of where the activity takes place.

School Telephone

- Phone calls to teachers should be made either before or after regular school hours or during planning periods. If you need to speak with a teacher, leave your name and number on the teacher's voicemail. The teacher will return your call during his/her scheduled planning periods or after school. It is very important that you follow these procedures so classroom interruptions will be minimal.

Search and Seizure Procedures

- The school and school facilities are the property of the Newton-Conover City Schools Board of Education. No items in violation of the civil laws or school policies should exist on school property (such as drugs, weapons, etc.). North Carolina law (G.S. 115C-398) states that "Students and their parents may be liable for damage to school buildings, furnishings, and textbooks…"

- Lockers: Lockers are subject to periodic general and random inspections by school administrators. A specific student's locker may be searched when there is reasonable suspicion of the violation of school regulations or civil law.

- Personal Searches: When a principal has reasonable suspicion to believe that a student possesses a dangerous, illegal, or stolen item on his/her person, the principal shall request the student to produce the suspected material. Law enforcement officials and/or parents may be contacted if the student refuses or denies possession.

- Personal Property Searches: The principal may search, or permit the search of, a student's personal property (e.g., purse, book bag, etc.) when there is reasonable suspicion to believe the student may possess a dangerous, illegal, or stolen item.

Smoking/Use of Tobacco/Vape/Alcohol

- The NCCS Board of Education has adopted a policy that prohibits the use of tobacco, vape, and alcohol products on school grounds. This policy applies to sporting events and the car rider line. The support and adherence of all individuals is mandated.

Stealing

- No student shall steal or attempt to steal from a fellow student, from a faculty or staff member, or from the school itself. No student shall be in possession of stolen items at school, on school-sponsored transportation, or at school-sponsored activities. The Conover Police Department may assist in investigations of theft. Laws pertaining to theft will be enforced accordingly.

Student Pick Up

- Out-of-district students must be picked up by 3:30 p.m. If out-of-district students remain on campus after 3:30 pm on a regular basis, attendance to N-CMS will be denied, and the student will need to enroll in the school of the district in which he/she resides.
- Unless staying after school for an event, tutoring, sports game, etc., all students should be picked up no later than 3:30 pm.
- **No student sign out after 2:30 pm unless there is proof of an appointment.**
- Anyone picking up a student must provide proof of I.D. and be on a student's pick-up list.

Suspension, Dismissal, and Expulsion

- The suspension and/or expulsion of a student from school are viewed by the principal as the most serious form of student punishment. The basis for suspension and expulsion of students in the public schools is outlined in G.S. 114C-391. The grounds for suspension and/or expulsion shall be the violation of policies as described in the Code of Conduct.
- G.S. 115C-391. The principal of a school or his designee shall have the authority to suspend for a period of ten (10) days or less any student who willfully violates policies of conduct established by the local Board of Education provided that a student suspended pursuant to this subsection shall be provided an opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period.

- The principal of a school may recommend to the superintendent a long term suspension for periods of time in excess of ten (10) days, but not exceeding the time remaining in the school year, any pupil who willfully violates the policies of conduct established by the local Board of Education. If the suspension is for more than ten (10) days, the pupil or his parents may appeal the decision of the principal to the local Board of Education.
- The Newton-Conover Board of Education reserves the right to authorize appropriate disciplinary action against any student (K-12) for the commission of any act(s) in violation of any civil law, even though such act(s) may not be expressly prohibited in the Code of Conduct or otherwise be addressed in Board policies.
- Any suspension by a principal shall be reported immediately in writing to the parent of the student.
- A suspended student is prohibited from entering any school or any school grounds (except for a pre-arranged conference with an administrator), attending any day or night school functions, including weekend functions, of the Newton-Conover City Schools, or riding a school bus during the term of the suspension. Violation of this provision shall be cause for additional disciplinary action.
- The Board of Education, upon the recommendation of the superintendent, shall have the authority to expel a student from the school system under provisions of G.S. 115C0391 and G.S. 115C-112.

Short-Term Suspension

- When a student is suspended for a period of ten (10) days or less, the student shall be given written or oral notice of the charges against him/her.
- If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and shall be given an opportunity to present his/her side of the story.
- There needs to be no delay between the time notice is given and the time of hearing the student's side of the story.
- If a student's presence poses a continuing danger to persons or property or is an ongoing threat of disrupting the academic process, he/she may be removed immediately from school. In such cases, the necessary notice and hearing shall follow when practical.
- The principal or his/her agent shall make every effort to hold a conference with the parents before or at the time the student returns to school.
- The principal or his/her agent shall attempt to secure written statements and keep on file all documents and relevant information received about the student's misconduct.

Long-Term Suspension

- When the student is suspended for a period in excess of ten (10) days, the superintendent must give written notice of such suspension or dismissal to the parents or guardian of the student as soon as possible.
- The notice shall include:
- A statement of the charges against the student.
- A statement that the student, his/her parents, and their attorney or representative may request a full hearing before the Board of Education.
- Notice that the student, his/her parents, or their representative may examine all exhibits or other evidence against the student, including his academic file.
- Notice that the student has the right at his/her expense to be represented by counsel or other representative at the hearing.
- Notice that the student or his/her representative has the right to confront and examine witnesses at the hearing.
- Notice that the student or his/her representative has the right to attend the hearing and to present evidence on the student's behalf.
- Notice that the student or his/her representative has the right to make a record of the hearing.

Right of Appeal

- In the event of a suspension of ten days or more, the student or his/her parents or representative shall notify the Board in writing that they desire a hearing to be held before a quorum of the Board within a reasonable time after receiving the notice of the request for a hearing.

Re-Admission Upon Appeal

- Upon receipt by the Board of Education of written notice of appeal from a dismissal or suspension for more than ten (10) school days, the principal of a school may, at his/her discretion, upon the determination that such student

is not a menace to the school, re-admit the student to classes for the remainder of the dismissal or suspension period pending the determination of the appeal.

Procedure for Appeal

- The hearing for dismissal of students shall be held in an open public hearing or closed executive session as allowed by law. Students at such hearings may speak in their own defense and may be questioned on their own testimony, but they may choose not to testify. In such case, they shall not be punished for such refusal, and such refusal shall not be held against them.
- The Board shall provide for the making of a record of any information presented to it at the hearing. The superintendent will keep statements and other written matters presented to the Board on file. At the hearing, the principal, teacher, or other persons involved shall present the evidence against the student, and the Board shall take such evidence into consideration.
- Members of the Board of Education, the student, his/her parents or their representative, or the Board's attorney may question witnesses about any matters logically relevant to the charge against the student and the proper disposition of the matter. The Board has the authority to limit long or irrelevant questioning by non-Board members.
- If the Board finds it necessary to have a witness appear before it, and the witness refuses after being requested to appear, the Board may authorize the use of the subpoena power granted to it by G.S. 115C-45 to compel the presence of the witness and the hearing may be continued for the purpose of the exercise of such power. The Board shall reach its decision upon whether the student violated a rule of conduct by a majority vote. The decision must be made solely on the evidence presented at the hearing and should state substantial findings of fact on which the Board's decision rests. If no misconduct is found, the matter is terminated, and no further action may be taken against the student because of his/her alleged violation.
- When misconduct is found, the disposition made by the Board and the punishment imposed may range from no action through the entire scope of counseling attempts and possible penalties, including expulsion for the remainder of the school year. Minority views should be noted if the minority Board members so request.
- An adverse decision by the Board of Education may be appealed to a court of law.
- The decision of the Board shall be in writing

Technology

- Any technology your child will need is provided by the school. Each student is provided a Chromebook as a part of our 1:1 initiative through K-64, in addition to devices available for use in the media center. Inappropriate use of technology will result in your child losing the privilege to use technology. Inappropriate use can be defined as the abuse of technology hardware, using inappropriate websites, or using inappropriate language through email/Google.
- Each student will have their own email account. Email is to be used and accessed by only the student assigned to that email address.

Textbook, Instructional and Supplementary Materials

Parents may review and purchase all textbooks and instructional materials used in their child's classroom, not including academic tests or assessments. Parents who would like to inspect and review instructional materials should make a request in writing to the principal. The principal must schedule a mutually agreeable date and time for the parent to come into the school to review the materials. All efforts should be made to schedule the time as soon as possible but no later than 10 business days from the date of the request.

The principal must effectively communicate to parents the manner in which textbooks are used to implement the school's curricular objectives.

Parents are also entitled to review all available records of materials their child borrowed from a school library.

Visitors

- In order to maintain the educational environment and to maximize the safety of students, all visitors must check-in at the school office to secure a visitor's pass. Students from other schools are not permitted to visit the school during the school day unless the visit is part of an educational program approved in advance.
- **All visitors are asked to report to the office to receive the proper identification prior to entering the halls or the classroom area. These visitor tags must be visible the entire time the visitor is on campus.**
- Under no circumstances are visitors permitted to disrupt the orderly educational atmosphere of the school or classroom. Individuals not following the rules and regulations of the school or disrupting the educational processes of the school will be asked to leave school property.
- Visitors are not permitted to observe classroom instruction or be on campus without prior permission from school officials.

Volunteers

- N-CMS welcomes volunteers to our school as a valuable resource to our students and teachers. Anyone interested in volunteering should contact the school. The process takes approximately 3 weeks to finalize an individual as an N-CCS approved volunteer. Volunteers must sign in at the office upon arrival at the school.

Walkers

- Students living close to the school may choose to walk to and from school. Students must obtain a walker's pass from the office in order to be allowed to walk to and from school. A form must be obtained from the front office and returned in order for students to be allowed to walk to and/or from school. The form should designate the time period during which students will be permitted to be walkers. Students will only be allowed to walk to their own personal address as noted in Infinite Campus. Parents assume all risks involved in crossing major roads and highways when their child is a walker.

Weapons

- Newton-Conover Middle School rules, regulations, and penalties concerning weapons are based on current United States and North Carolina law. Any changes made in the United States and/or North Carolina law will result in an identical change in our policies effective at the same time the law goes into effect. The list of weapons includes those specifically identified in the law and any object used for other than its original intent.

- United States Code 18 USC 922 (q)
    - (1) (A): It shall be unlawful for any individual knowingly to possess a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone.
    - (1) (B): Subparagraph (A) shall not apply to the possession of a firearm—on private property not part of school grounds: if the individual possessing the firearm is licensed to do so by the State in which the school zone is located or a political subdivision of the State, and the law of the State or political subdivision requires that, before an individual obtain such a license, the law enforcement authorities of the State or political subdivision verify that the individual is qualified under law to receive the license; which is—not loaded; and in a locked container, or a locked firearms rack which is on a motor vehicle; by an individual in accordance with a program approved by a school in the school zone; by an individual in accordance with a contract entered into between a school in the school zone and the individual or an employer of the individual; by a law enforcement officer acting in his or her official capacity, or that is unloaded and is possessed by an individual while traversing school premises for the purpose of gaining access to public or private lands open to hunting, if the entry on school premises is authorized by school authorities.
    - (A): Except as provided in subparagraph (B), it shall be unlawful for any person, knowingly or with reckless disregard for the safety of another, to discharge or attempt to discharge a firearm at a place that the person knows is a school zone.
    - (2) (B) Subparagraph (A) shall apply to the discharge of a firearm—on a private property not part of school grounds; as part of a program approved by a school in the school zone, by an individual who is

participating in the program; by an individual who in accordance with a contract entered into between a school in a school zone and the individual or an employer of the individual; or by a law enforcement officer acting in his or her official capacity. Nothing in this subsection shall be construed as preempting or preventing a State or local government from enacting a statute establishing gun-free school zones as provided in this subsection.

- 18 USC 921 (a) (25):
    - The term “school zone” means:in, or on the grounds of, a public, parochial, or private school; or within a distance of 1,000 feet from the grounds of a public, parochial, or private school. The term “school” means a school that provides elementary or secondary education, as determined under State law.

- 18 USC 924 (a) (4):
    - Any person who violates section 922 (q) shall be guilty of a felony and shall be fined not more than $250,000 and imprisoned not more than five (5) years. Notwithstanding any other provision of law, the term of imprisonment imposed under this paragraph shall not run concurrently with any other term of imprisonment of not more than five (5) years made in this paragraph, for the purpose of any other law a violation of section 922 (q) {18 USCS 9229 (q)} shall be deemed to be a misdemeanor.

- §14-269.2 Weapons on campus or other educational property.
    - The following definitions apply to this section:
    - Educational property – Any school building or bus, school campus, grounds, recreational area, athletic field, or property owned, used, or operated by any board of education or school board of trustees, or directors for the administration of any school.
    - (1a) Employee – A person employed by a local board of education or school whether the person is an adult or a minor.
    - (1b) School – A public or private school, community college, college, or university.

- Student – A person enrolled in a school or a person who has been suspended or expelled within the last five years from a school, whether the person is an adult or a minor.
- Switchblade knife – A knife containing a blade that opens automatically by the release of a spring or a similar contrivance.
- Weapon – Any device enumerated in subsection (b), (b1), or (d) of this section: It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to a curricular or extracurricular activity sponsored by a school. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.
- (b1) It shall be a class G felony for any person to possess or carry, whether openly or concealed, any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property or to a curricular or extracurricular activity sponsored by a school. This subsection shall not apply to fireworks.
- It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property. However, this subsection does not apply to a BB gun, stun gun, air rifle, or air pistol.
- (c1) It shall be a Class G felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, and dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S.14-284.1 on educational property. This subsection shall not apply to fireworks.
- It shall be a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades(except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.
- It shall be a Class 1 misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk,

dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

- Notwithstanding subsection (b) of this section, it shall be a Class 1 misdemeanor rather than a Class 1 felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, on educational property or to a curricular or extracurricular activity sponsored by a school if:
    - The person is not a student attending school on the educational property or an employee employed by the school working on the educational property, and
    - (1a) The person is not a student attending a curricular or extracurricular activity sponsored by the school at which the student is enrolled or any employee attending a curricular or extracurricular activity sponsored by the school at which the employee is employed; and
        - Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.
        - The firearm is not loaded, is in a motor vehicle, and is in a locked container or a locked firearm rack.
        - Repealed by Session Laws 1999-211, s. 1, effective December 1, 1999, and applicable to offenses committed on or after that date.

- This section shall not apply to:
    - A weapon used solely for educational or school-sanctioned ceremonial purposes, or used in a school-approved program conducted under the supervision of an adult whose supervision has been approved by the school authority.
    - (1a) A person exempted by the provisions of G.S. 14-269(b); Firefighters, emergency service personnel, North Carolina Forest Service personnel, and any private police employed by an educational institution when acting in the discharge of their official duties; or Home schools as defined in G.S. 115C-563(a).

- No person shall be guilty of a criminal violation of this section so long as both of the following apply: The person comes into possession of a weapon by taking or receiving the weapon from another person or by finding the weapon. The person delivers the weapon, directly or indirectly, as soon as practical to law enforcement authorities.

Withdrawing Students

- In the event that your child will be leaving our school to attend another place of learning, please contact us so that we can make sure all of your child's paperwork is in order (books returned, fees paid, etc.). Once you go to the new school, they will contact us to send them the cumulative records.

ANNUAL PUBLIC NOTICES

At the beginning of each academic year, school districts are required, pursuant to federal and state laws and regulations, to provide students and their parents with certain annual notices. The annual public notices are required notices for all students in grades K-12 and can be found on the online version of the student handbook by visiting http://www.newton-conover.org/, selecting Newton-Conover Middle School from the drop-down menu, and clicking on the School Information link on the left side column. A paper copy can also be obtained from the Newton-Conover Middle School office upon request.

N-CCS Middle and High School – Student Code of Conduct

The purpose of this document is to assist students, parents, teachers, staff, and school administrators in understanding the Newton-Conover City Schools' approach to student behavioral responsibilities.

Maintaining an environment free of disruptions enables all participants to thrive. Students, teachers, parents, and administrators working together create a common willingness to learn. Positive behavioral supports will be put in place to encourage students to demonstrate appropriate behaviors while at school, at school functions, or on the bus. When student behavior disrupts the educational process, school authorities shall promptly, efficiently, and with consistency, intervene and give appropriate consequences.

The principal has the responsibility to take discretionary action at any time the educational process is threatened with disruption. Nothing in these procedures is intended to prevent a staff member, teacher, principal, or other administrator from using his/her best judgment with respect to a particular situation. Active parental involvement in support of the Student Code of Conduct is critical. By working together and sharing high expectations, a positive school climate can be maintained, and the opportunities for learning increase. Please contact the school principal if you have questions.

When is this Student Code of Conduct in force?

Students must comply with the Student Code of Conduct in the following circumstances:

- while in any school building or on any school premises before, during, or after school hours;
- while on any bus or other vehicle as part of any school activity;
- while waiting at any school bus stop;
- during any school-sponsored activity or extracurricular activity; this includes off-campus events
- when subject to the authority of school employees; and
- at any place or time when the student's behavior 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.

Expected behaviors of students

- Attend school daily. Be on time and prepared for class. This includes bringing all necessary materials to class. Assignments should be completed prior to class.
- Respect the opinions of other students. Respect the rights of others. Respect school facilities and the property of others. Most of all, respect yourself.
- Learn to disagree without being disagreeable. Do not engage in a verbal or physical confrontation.
- Aggressive behavior in any form is not acceptable.
- All students should be in their assigned areas at all times. Students shall not interfere with a teacher's right to teach or a student's right to learn. No student has the right to disrupt a class or the normal operation of the school.
- Displaying appropriate behaviors on a consistent basis is one of the qualifiers for the NC HONOR program. Students who get good grades, have good attendance, and behave may be eligible for this program. Students who are NC HONOR cardholders are entitled to certain rewards, such as reduced price or free entry to sporting events, being able to attend special events, and receiving special rewards throughout the school year.

Discipline Policy

Having clear rules of student conduct that are fairly and consistently enforced can help to achieve a safe, healthy, and orderly environment in which students can best learn and teachers can effectively teach. Thus, the Newton-Conover Board of Education supports high expectations for conduct and extends authority to the administration of the high school to use its discretion in issuing consequences to students in grades 6—12 who violate them. The violations that are to be addressed by the school include those on school property (including on the bus and bus stop) and any school-sponsored events (away and home games, dances, after-school events, etc). Additionally, any type of technology violation that accrues in a significant instructional disruption will also be subject to disciplinary consequences (s) (i.e. off-property harassment on a social media site(s), inappropriate use of school-issued student Gmail accounts, etc.).

N-CMS will utilize a Minor and Major documentation procedure to track disciplinary infractions. Students will receive an office referral after receiving their 4th documented minor infraction.

- **Steps for Minor/Major Infractions**
  - 1- Staff should address student misbehavior and inform students of correct procedures/processes.
  - 2-Staff should address student misbehavior and remind students of correct procedures/processes.
  - 3-Staff should address student misbehavior and inform students of correct procedures/processes. Parent/Guardian contact will be made.
  - 4-and beyond will result in a major referral submitted within Educators' Handbook. Parent/Guardian contact will be made and a major/office referral will be submitted.
  - **Minors will reset after every week.

Minors that escalate with frequency or intensity can become a Major. When it becomes a pattern of behavior (ex., Horseplay twice one week, and then the next week, they do the same behavior), a major will be reported to the office.

NC Statues Regarding Cyber-bullying

§ 14-458.1. Cyber-bullying; penalty

§ 14-458.2. Cyber-bullying of school employees by a student; penalty.

Link to statues

The administration will select an appropriate consequence from such choices as afternoon detention, in-school suspension, out-of-school suspension, loss of privileges, and referral to an alternate school. Consequences for any and all rule violations vary and will escalate relative to the severity and frequency of the infraction. Any and all discipline will be at the discretion of N-CMS administrators.

N-CMS Code of Conduct

- Clear rules of student conduct that are fairly and consistently enforced can help to achieve a safe, healthy, and orderly environment in which students can best learn, and teachers can effectively teach. Rules of conduct apply to all N-CMS students at times when they are:
  - On school grounds, in school buildings, on school-provided transportation, and at bus stops.
  - Away from school grounds or school buildings when representing the school at an off-campus activity.

Infractions of the conduct expectations include, but are not limited to, the following offenses:

Level I

- Violations result in a variety of consequences that will be determined individually and range from warnings, silent lunch, in-school suspension, out-of-school suspension, and bus suspension.

Inappropriate Language: nondirected profanity, profanity directed towards students, verbal, written, or obscene physical gestures	**Public Display of Affection (Refusal to stop after warning)**
Horseplay/Rough Play (Definition below)	**Use of cell phone/other electronic device use during non-permitted times**
Inappropriate conduct on school grounds/excessive minors/class and hallway disruption/Intentionally dialing 911	**Bus Disruption/Misbehavior (Definition below) (includes bus stop)**

Being in an unauthorized area	**Late to class/Tardy**
Dress Code Violation	**Possession of food or drink (not in clear, lidded container) outside of the cafeteria.**

Horseplay**:** *non-aggressive pushing, bumping into one another, knocking knees or legs, dunking, necking, etc.*
Bus Disruption/Misbehavior: *failing to sit in assigned seat, throwing objects, vandalism, cussing, getting off at a wrong stop, being excessively loud, disrespectful to the driver, and misbehavior at the bus stop*

Level II

- Violations result in a variety of consequences that will be determined individually and range from silent lunch, in-school suspension, out-of-school suspension, bus suspension.
- Violations may result in a charge given by our School Resource Officer

Insubordination (Definition below)	**Intimidation/ harassment/ hazing of another student(s)/staff (disrespect to staff)**
Encouraging, instigating, or promoting a fight. This includes watching, recording, and/or posting an altercation online.	**Violation of N-CCS Acceptable Use Policy. Viewing websites OR sending/receiving inappropriate (definition below) media during school hours OR during any school-related activities**
Skipping class/Leaving class without permission	**Bus Disruption/Misbehavior on the bus or at the stop: chronic minor behaviors.**
Disrespect to Staff	**Aggressive Behavior**

Insubordination: *Failure to comply with a reasonable request by an adult in a supervisory role.*
Inappropriate: *Pornography, recording fights, and recording teachers or students without permission, chatting or emailing pictures, or Gaggle alerts.*
Hazing or harassment: "Any willful act done by a student, whether individually or in concert with another, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace." **(NCCS BOE policy number: 1710/4021/7230)**:

Level III

- Violations result in a variety of consequences that will be determined individually and range from in-school suspension, out-of-school suspension, bus suspension.
- Violations may result in a charge given by our School Resource Officer
- Threats with the nature of harm towards students or staff, our counselors will conduct a Threat Assessment Meeting with the parent/guardian or student prior to the student returning to school.

Sexual harassment (definition below) or misconduct	**Threat against staff member(s) or student(s)**
Vandalism under $500 of damage	**Theft from another student, teacher, or school**
Tobacco or Vape possession/use	**Repetitive or intentional intimidation or harassment of another student**
Fighting/assault	**Tampering personal property, with the intent to harm staff member(s) or student(s)**
Bus Misbehavior/Disruption-Bus misbehavior on the bus or at the stop: major resulting in the bus being stopped.	**Profanity directed towards staff member**
Mutual Sexual Contact	**Disorderly conduct (disruption of school, behavior causing a sustained and significant interruption of a class or the school environment)**

Sexual harassment: The following are examples of sexual harassment, but are not inclusive: comments, jokes, or gestures that have sexual connotations; and touching, grabbing, or pinching in a sexual way. School staff will actively investigate all reported sexual harassment complaints. **(NCCS BOE policy number: 1710/4021/7230)**

Hazing or harassment: "Any willful act done by a student, whether individually or in concert with another, to another student for the purpose of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace." **(NCCS BOE policy number: 1710/4021/7230)**

Tampering: Interfere with (something) in order to cause damage or make unauthorized alterations.

Threats: Communicating intent to harm students, staff, or school through any of these modes: written, verbal, text messages, emails, chats, or social media.

Level IV

- Violations are of such a serious nature that they could result in an immediate suspension for no less than 10 days. In addition, law enforcement officials will be notified, and the administration could recommend long-term suspension and/or expulsion for the remainder of the semester and/or year.
- Violations will result in a charge given by our School Resource Officer

Any offense that falls under the Safe Schools Act	**Possession or use of fireworks or other explosive devices**
Possession of a weapon or replica of any kind: bb pellet gun, bow /arrow, stun gun, bowie knife, dagger, leaded cone, switchblade, blackjack, brass knuckles, razors, razor blades, pepper spray, martial arts weapons, etc.	**Assault/battery on administrator or staff member**
Repetitive harassment of another student or staff member - qualifies as bullying as documented on the district bullying reporting form	**Sexual assault of any nature**
Bomb Threat	**Possession, use, sale, distribution of alcohol, prescription drugs, any other controlled substance, or drug paraphernalia**
Discharging fire safety equipment or false fire alarms	**Arson**
Any actions resulting in a felony	**Vandalism in excess of $500**
Bus Misbehavior/Disruption	**Gang related activity**

Gang Related Activity:

- Any conduct that is prohibited by another board policy and is engaged in or by a student on behalf of an identified gang or as a result of the student's gang membership
- Any conduct engaged in or by a student to perpetuate, proliferate, or display the existence of any identified gang. **(NCCS BOE policy number 4328)**

Weapons on Campus or Other Educational Property: G.S. 14-269.2 states the following:

- It shall be a **Class I felony** "for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind on educational property or to curricular or extracurricular activity sponsored by a school."
- It shall be a **Class G felony** "for any person to possess or carry…any dynamite, cartridge, bomb, grenade, mine or powerful explosive as defined in G.S. 14-284.1…on educational property."
- It shall be a **Class I misdemeanor** "for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot leaded cane, switchblade, knife, blackjack, metallic knuckles, razors, and razor blades…any sharp pointed or edged instrument except instructional supplies…on educational property."
    - **NOTE:** State law requires that local boards of education suspend for 365 days any student who brings a weapon onto school property (G.S. 115C-391). Also, the General Assembly recently passed the **"Lose Control, Lose Your License" law** (G.S. 20-11), which states that students will lose their driver's license if they have committed certain serious offenses.

Bullying Reporting Procedures

	1st Time Documented	2nd Time Documented (Same Victim)	3rd Time Document (Same Victim)	4th Time Documented (Same victim)	5th Time Documented (Same victim)
N-CMS	WARNING Referral to counselor Parent contact made by the school counselor to victim and aggressor's parent/guardian *Parent contact made by any teacher that witnesses/or is aware of a potential bullying situation. Both the victim and the aggressor's parents are contacted. Complete the school bullying form.	Refer to administration. Admin conference. Parent contact made to both victim and aggressor's parent/guardian Potential small group/peer mediation initiated. Update school bullying form.	Fill out the District Bullying Report Form and update the school form. School discipline based on level of incident as according to discipline matrix Student - referred to a school counselor School Resource Officer is notified.	5 Days OSS & Fill out District Bullying Report Form and update school form. Parent conference with administration and SRO. The student referred to a counselor for 3 consecutive days upon return to school for monitoring.	10 Days OSS & Fill out District Bullying Report Form and update school form. Student should be referred to a counselor for 5 consecutive days upon return to school for monitoring.
SRO			Included in conversation with parent/student on phone calls and interview process of students. Police Report & Possible Charge	Included in conversation with parent/student on phone calls and interview process of students. Police Report & Possible Charge	Included in conversation with parent/student on phone calls and interview process of students. Police Report & Charges will be filed.

Important Information

- Any incidents of bullying must be reported to school counselors
- Students may sign up to see school counselors as well to report
- Students may use the anonymous tip line to make a report.
- Counselors will follow their process of peer mediation as they see fit

NEWTON-CONOVER MIDDLE PBIS MATRIX

	All Areas	Classroom	Hallway/ Stairway	Cafeteria	Auditorium	Restroom	Bus	Gym	Technology
Be Respectful	-Use appropriate language and voice volume -Respond appropriately to staff members -Be considerate of others	-Quiet voices -Use kind words -Raise your hand -Do not create or encourage disruptions	-Quiet voices -Honor personal space	-Quiet voices -Use good manners -Say please, thank you, and excuse me	-Respond appropriately -Be kind -Use positive language	-Quiet voices -Give others privacy	-Be kind -Use positive language -Honor personal space	-Follow game/ activity rules -Use kind words -Good sportsmanship	-Use devices as instructed -Respect others' technology
Be Responsible	-Be on time -Always have a hall pass when leaving class	-Follow directions -Be an active learner -Use materials as directed -Stay on task -Be on time	-Walk with a purpose -Be where you are supposed to be	-Stay at assigned tables -Go through the line once	-Follow directions -Pay Attention -Listen	-Use the restroom -Flush -Wash hands -Leave -Go during breaks	-Load and unload quickly -Follow directions -Clean up	-Put forth your best effort -Return equipment	-Charge device nightly -Focus on the task at hand -Have personal devices out only at the directed time
Be Safe	-Alert staff members of dangerous situations -Keep NCMS neat and clean	-Clean up -Stay in your area -Hands and feet to self	-Stay in lines -Stay on the right side of the hall -Hands and feet to self -Walk	-Clean up -Walk -Hands and feet to self	-Walk -Stay in your seat -Hands and feet to self	-Clean up -Wash hands	-Walk to buses -Sit down -Hands and feet to self	-Hands and feet to self -Use equipment appropriately	-Only on appropriate websites -Use two hands when carrying a device

- Administrative involvement will occur if the behavior continues
- Students at any time can report possible bullying to admins or SRO

NEWTON-CONOVER MIDDLE SCHOOL ATHLETIC HANDBOOK



Home of the Red Devils

ATHLETIC MISSION STATEMENT

Mission Statement

The mission of the Athletic Department is to support and supplement the mission of Newton-Conover Middle School by athletic sports programs. The development of successful teams and quality sports programs, with a focus on the welfare of our student-athletes, is inherent to our mission. The Athletic Department is dedicated to the principle that the pursuit of excellence in athletics must be accomplished within the framework of an academic community committed to providing equitable opportunities for all student-athletes, students, and faculty.

Vision Statement

We envision a school system that offers an extracurricular program for its students that is considered a model for all other districts in North Carolina. Our expectation for the extracurricular activities program is that it will match the expectations the NCCS system has for its academic program. Our vision is that the extracurricular activities will be considered an asset to the academic mission of the schools and will enhance all aspects of school live. We envision a program that offers quality facilities that are student and people friendly and quality coaching for its administration. Ultimately, we envision an extracurricular program that all of its participants, students, parents, coaches and administrators, can be proud of and one that promotes lifelong personal and community wellness and contributing, productive citizens.

Conduct

Participation in extracurricular activities, including athletics, is a privilege, not a right. The Newton-Conover City Schools Board of Education expects all students who represent their school through participation in extracurricular activities to be good representatives of their school community. Students should dress, act, and conduct themselves in a way that reflects positively on their school. Each student is expected to display good citizenship at all times. Taunting is expressly prohibited. Taunting includes actions or comments that are intended to bait, anger, embarrass, ridicule, or demean others, whether or not deeds or words are vulgar or racist. Any student who violates the NCCS Code of Ethics may have the privilege of participation limited or revoked.

PURPOSE OF THIS DOCUMENT

To clarify the aims and objectives of the Newton-Conover Athletic Program.

To define the expectations of the athletic director, coaches, players, and parents involved in Newton-Conover Athletics.

To clarify local rules and regulations involved in the total athletic program offered at Newton-Conover Middle School.

To reinforce the importance of all involved in the Newton-Conover Athletic Program knowing and understanding the rules and regulations in the sports in which they are involved.

To identify sources for information needed into one source for study and reference during the athletic year.

To enhance the chances for more consistency in expectations and requirements within our total athletic program.

To assist new coaches within our program in learning expectations, rules and regulations, and general information about our program.

GOALS OF THE NEWTON-CONOVER ATHLETIC PROGRAM

To offer a program that will bring pride and tradition to our school, our community and to all participants.

To offer a program that will enhance the school spirit of our present students as well as continue the excitement within the alumni of our school and our community followers.

To offer a program that contributes to the goals and objectives of the total school program.

To offer a well-rounded program, realizing that all athletic activities are equally important to the members of each and every team.

To offer students/athletes a program that encourages them to participate in as many different programs as they desire without specializing in one activity.

To provide coaches who have a sincere interest in the total development of the student/athlete and not solely his/her athletic performance.

To offer our students/athletes the opportunity to learn by experience the roles that individuals play in the “team concept.”

To teach our students/athletes the learning opportunity that exists in both winning and losing outcomes and to teach them how to deal with the successes and disappointments that they will experience in life situations.

EXPECTATIONS OF STUDENT/ATHLETES

To realize that your performance academically, in the school setting, and in the community is a reflection on the Newton-Conover Middle School Athletic Program and that awareness must be kept in mind at all times.

To realize that the team's interests must come before your own personal interests in all decisions made by you, your coach, or any school personnel.

To be in compliance with all rules and regulations governing your eligibility by local standards, Department of Public Instruction rules, or conference rules.

To bring with you at least one parent to the preseason parent meeting held at the beginning of each sports season in which you are participating.

To conduct yourself in a manner that will bring pride and dignity to our school, our athletic program, and our community at any time you are representing our program.

To speak and see that your actions show support of your teammates, coaches, and our athletic program on the field, in the school, and in our community.

To adhere to the expectations of the Newton-Conover Athletic Policy and the Drug Testing Policy throughout your sports season.

To demonstrate good sportsmanship, whether winning or losing, whether personally successful or disappointed, before, during, and after all athletic contests.

To attend ALL practices of your team unless excused from practice by your coach before the practice is held.

To report ALL injuries to the coach before leaving the field or practice area that day.

To comply with the NO TOLERANCE policy involving hazing within our athletic program.

EXPECTATIONS OF PARENTS

To support and encourage your student/athlete and his/her teammates in a positive way through victories and defeats, successes and disappointments.

To attend all events in which your son/daughter is participating.

To attend all events at the middle school that offer opportunities for you to meet your son/daughter's teachers and open lines of communication with them for both positive interaction as well as problem-solving sessions.

To speak positively about your student/athlete's teammates, coaches, and the athletic program in his/her presence and in our community. Appropriate concerns to discuss with the coach: the treatment of your child - mentally and/or physically, ways the parent(s) can help the student/athlete improve, and/or concerns about your child's behavior or performance. Issues not appropriate to discuss with the coach: playing time, team strategy or play calling, and other student-athletes.

To approach the coach on any day other than the day of the game about concerns that you may have (NOT before, during, or after games). Call and schedule a conference at a convenient time for you and the coach away from other distractions.

To please follow the designated chain of command on concerns about athletic issues: Coach – Athletic Director – Principal – Superintendent – Board of Education.

To attend the required preseason meeting before each season in which your son/daughter is participating.

To display sportsmanship before, during, and after athletic contests that would be worthy of emulation by any of our students attending the same event.

To wear the red and white of Newton-Conover to every athletic event that you attend, and then conduct yourself in a manner that would bring pride to our athletic program, our school, and our community.

To report to the coach any injury that you feel that your student/athlete has not reported immediately.

To insist that your son/daughter participate for the "love of the game" rather than the earning of an athletic scholarship or simply because you want them to participate.

Newton-Conover Middle School Athletic Policies

Purpose

Participation in athletics at Newton-Conover is indeed a privilege. This document is an effort to express expectations that are vital when participating in this athletic program. It also serves as a clarification on certain situations before they occur. Athletes are expected to conduct themselves in a manner that will bring credit, not embarrassment, to themselves, their families, and our school. It is also important that the athlete and his/her parents understand that this program is concerned about the total development of the student and not just his athletic performance. In order for the student to participate in athletics at Newton-Conover, the student and his/her parents must understand and agree to the items in this policy. As our courts have declared, it is a privilege to participate in athletics and not a right.

Attendance

All team members must attend all practices, meetings, and contests. No practices may be missed without prior approval from the coach of that team. This prior approval must be requested by personal contact, a phone call, or a written note from the parent or guardian. Notification by another athlete is not an excusable method of contacting the coach of that team. Any absence without prior knowledge and approval of the coach will be considered "unexcused."

- **First unexcused absence: Suspension from the team for the next contest**
- **Second unexcused absence: Elimination from the team for the remainder of the year.**

Student-athletes who are absent from school for the entire day or a portion of the day may not participate in practice or athletic contests. Absences due to a death in the family, court appearance, etc., will be addressed by the school administration on an individual basis. The school administration will be consulted prior to allowing a student who has been absent from school on that day to participate. If a student leaves school because of sickness, he/she will not be allowed to participate unless cleared by a doctor's note. Students must be present for ½ of the school day to be counted as present for the day. From 7:40 am- 11:15 am or 11:15-2:50 pm.

Equipment and Fees

All athletes should understand that there is no fee required to use equipment or uniforms furnished by Newton-Conover, but they **are financially responsible for replacing lost, stolen, or unreasonably abused equipment** that they were issued for use during that sport's season. Athletes will not be cleared to begin participation on another team until all equipment is returned or payment for replacement is received.

Injuries

All athletes should have the knowledge that there is a certain risk involved in athletic participation. Injuries may result that can even leave athletes paralyzed or permanently disabled. In some instances, even death has occurred while participating. It is impossible to eliminate this risk even though a conscious effort is made to make involvement as safe as possible.

Any injuries that occur should be reported to the athletic trainer or coach before leaving the practice area or the area where the athletic contest is being held. **If more than 5 days of practice is missed because of illness or injury, written clearance to return to play or practice must be submitted by the attending physician.**

Eligibility

In order to be eligible for athletics, the athlete must be in compliance with the Newton-Conover City Schools Policies concerning enrollment and the rules and regulations of the Department of Public Instruction, which governs middle school athletics.

a. Must have been in attendance a minimum of 85% of the previous semester. (Can't have more than 13 absences (combined excused or unexcused) from the previous semester)
b. A student shall not participate on a middle school team if the student becomes 15 years of age before August 31 of that school year.
c. A student shall not participate on a junior high school team if the student becomes 16 years of age on or before August 31 of that school year.
d. Must live with at least one parent or legal guardian within the school administrative unit. Any exceptions must be cleared with the athletic director prior to practicing with the team.
e. A student shall not fail more than 1 Core subject class (Math, ELA, Science, or Social Studies) and no more than 1 EA class.
f. Students must pass all but one class at each quarter (nine-week) grading period during the semester or sports season to remain eligible for participation. Students who fail more than one class at the quarter grading period will be subject to N-CMS's "No Activity" guidelines and may be ineligible to participate in extracurricular activities, athletics, and other school-sponsored events until eligibility is restored.
g. When they become ineligible, students cannot practice with a team, participate in games, or manage a team.
h. Must have been promoted from one grade level to the next.
i. Must have received a medical examination by a licensed physician within the previous **395 days** and recorded on the physical form used by NCCS.

N-CHS/N-CMS is a member of the NCHSAA and must adhere to all regulations that govern interscholastic athletic programs, including, but not limited to, Federal and State laws, local regulations, and those imposed by the NCHSAA. **Local rules may be more stringent than the NCHSAA, and students must follow the rules of the school and the NCHSAA and abide by their decisions.** I acknowledge and understand that participation in interscholastic athletics is a privilege, not a right. I understand that classroom performance, dropping a class, or taking coursework through other educational options could affect eligibility and compliance with NCHSAA academic standards.

Academics: Can fail no more than 1 Core subject class (Math, ELA, Science, or Social Studies) and no more than 1 EA class.

If an athlete is "academically eligible" or "academically ineligible" at the beginning of any semester, that status is retained throughout the full semester. It is the responsibility of the school principal to check the academic status of each student/athlete enrolled in school at the beginning and close of a semester.

NOTE: An athlete becomes eligible or ineligible on the first day of the new semester.

Age: The principal must have evidence of the student's legal birth date. A student shall not participate on a seventh or eighth-grade team if the student becomes 15 years of age on or before August 31 of that school year. A middle/junior high school student who is overage for middle/junior high school play shall be eligible for senior high school participation.

Attendance: A player must have attended school at least 85% of the previous semester. Students must not miss more than 13 combined excused or unexcused days from the previous semester. A student must, at any time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one-half of the "minimum load." It is recommended the student be in school on the day of the contest.

Eligibility Lists shall be certified with the signature of the principal and filed with the local superintendent (or his/her designee) prior to the first game or contest in that sport. One copy shall be kept on file in the office of the principal. All eligible students shall be included, and all information must be complete and accurate when certified by the principal. It is recommended to keep these lists on file for at least three years. Minus a bona fide move, no one can be added to the eligibility sheet once it is completed and posted. The only exception is if a student becomes eligible after the first semester is completed. A player shall not dress for a game or scrimmage when he or she is not eligible to participate in the game. Dressing and being in the designated team area shall be interpreted as participating in the game. Any school that uses an ineligible player or a player not included on the eligibility list in any contest is to immediately drop the player from the team and forfeit all games in which the player participated. Schools not filing a completed eligibility list with the superintendent's office or designee for any interscholastic athletic team shall be suspended from playing in that sport until such list is received.

Residence: The student must meet the residence criteria of G.S. 115C-366(a). The student may participate only at the school to which the student is assigned by the LEA. Transfers within the same administrative unit may be governed by the local Board of Education policy. A student transferred from one administrative unit to another by mutual agreement, as provided in G.S.115C-366.1 (F), is immediately eligible for athletic participation in the receiving unit.

Transfer Rule: Minus a bona fide move, any athlete that has tried out or is currently on a middle school athletic team is not eligible to participate on another middle school team until that sports season is over. They will become eligibility the next sports season as long as they meet all other eligibility requirements.

Semester Rule: No student may be eligible to participate at the middle school level for a period lasting longer than six consecutive semesters or four if sixth graders are not allowed to participate, beginning with the student's entry into sixth or seventh grade, depending on LEA decision. The principal shall have evidence of the date of each player's entry into the sixth or seventh grade and monitor the six or four consecutive semesters.

Sports Pre-participation and Medical Examination Form In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. The required Sports Pre-participation and Medical Examination Form can be found at: http://www.nchsaa.org/pages/464/health-safety-sports-medicine/.

Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before re-admittance to practice or contests. Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before re-admittance to practices or contests.

It is required that players show proof of adequate medical and accident insurance. Schools should have medical release forms on site at athletic events in case medical treatment is required.

Felony Policy: Any student who is subject to the Middle School four or six-semester rule who:

1. Is convicted of a crime classified as a felony under North Carolina or federal law: or 2. Is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to

participate in the North Carolina Middle School Athletic sports program. 3. Such ineligibility shall be immediate and shall prohibit participation in the North Carolina Middle School

sports program from the date of conviction or adjudication of delinquency through the end of the student's middle school career.

General Rules and Regulations Governed By The State Board of Education The SBE authorizes the LEA or the conference of which the school is a member to administer the rules and regulations. LEAs have the authority to be more strict than State Board of Education policy if they so choose.

Administration and Supervision of Games The school administration is responsible for adequate supervision of athletic contests to secure the safety and proper conduct of athletes, coaches, fans, and officials. It is recommended that officials be escorted to safety at the end of every game.

Cheerleading is an activity that comes under the control of the LEA and conference. It is recommended that LEAs and schools follow the National Federation of State High School Associations' spirit rules and guidelines. See the appendix for resource information. Cheerleading Tryouts can only occur after the last Spring Sport has completed the season. No practices are allowed for students until after the last day of school. The Catawba Valley Middle School Athletic Conference guidelines prohibit cheerleaders from entering the field/court of play at the end of contests.

Composite Teams When an administrative unit is experiencing difficulties in organizing interscholastic athletic teams at the middle/junior high school levels, a local board of education may form composite teams with students from different schools within the administrative unit.

Conforming Rules To align middle/junior high school athletic rules with rules governing high school athletics, the following shall apply:

• *The policies and procedures outlined in the Catawba County Board of Education Code of Student Conduct, the Hickory Public Schools Code of Student Conduct, and the Newton-Conover City Schools Code of Student Conduct shall be in place before, during, and after all athletic contests, practices, meetings, camps, and at all locations where the school(s) is represented.*

• *Student-athletes receiving one-half day of in-school suspension (ISS) as a disciplinary action from the school administration may attend his/her team's athletic practice or contest but may not participate.*

• *Student-athletes who receive out-of-school-suspension (OSS) as a disciplinary action from the school administration may not be in attendance at his/her team's athletic practice, contest, or anywhere the team is represented during the time of suspension, including, but not limited to all facilities operated by Hickory Public Schools, Newton-Conover City Schools or Catawba County Schools.*

• In defining participation in middle/junior high school athletics, dressing and sitting on the bench shall be interpreted as playing in the game.

• Summer school attendance shall not be counted in determining percentage of attendance for athletic eligibility.

• Girls are allowed to participate on a boys' interscholastic athletic team where the school does not have a girls' team in the same sport. (Fast-pitch softball is not the same as baseball).

• Boys are not allowed to participate on any girls' team, as defined by interpretation of the Office for Civil Rights interpretation of Title IX in 1994.

Insurance
All athletic insurance is secondary coverage. Your personal insurance will be responsible for the first payment. If you do not have your own insurance, our insurance will assume the first coverage. The limits on this policy make it inadequate as primary coverage. You are encouraged to have your own policy for your own protection. The school and the athletic department assume no financial responsibility for injuries occurring to athletes or for ambulance fees.

Conduct
Participation in extracurricular activities, including athletics, is a privilege, not a right. The Newton-Conover City Schools Board of Education expects all students who represent their school through participation in extracurricular activities to be good representatives of their school community. Students should dress, act, and conduct themselves in a way that reflects positively on their school. Each student is expected to display good citizenship at all times. Taunting is expressly prohibited. Taunting includes actions or comments that are intended to bait, anger, embarrass, ridicule, or demean others, whether or not deeds or words are vulgar or racist. Any student who violates the NCCS Code of Ethics may have the privilege of participation limited or revoked.

Stealing
There is nothing more detrimental to team morale than someone stealing from teammates. Whether this stealing occurs in the school or in the athletic arena, the consequences will be the same.

First Offense: Suspension for the remainder of the sports season.
Second Offense: Suspended from athletics for 365 calendar days from the date of the second offense.
Third Offense: Suspension from athletics for the remainder of the athlete's tenure at Newton-Conover Middle School

Drugs
The penalties for use, possession, or distribution will follow the same discipline established in the drug testing procedure. This will also include voluntary testing on the part of the athlete at his expense in order to demonstrate that he/she is drug-free before returning to participation. The school policy concerning drug involvement will in no way be affected by the discipline imposed in the athletic area.

Tobacco or Vape
The use of tobacco or vape products is not acceptable for athletes at Newton-Conover.

First Offense: ISS- Cannot practice or participate in a scheduled game on the day/s ISS is assigned
Second Offense: OSS-A student who receives 2 Days of OSS will be removed from the team per N-CMS's "No Activity" guidelines.

These violations will be cumulative but will not carry over from one year to the next.

Quitting a Team
Any athlete who begins a season with a team should make every effort to complete that season as a member of that team. Anyone who quits or is removed from a team, can not begin practice with another team in that season nor the next sports season until the season is completed by the team of which he was originally a member. Before the athlete who quits a team begins practice with another team, he/she must have a written

note from the coach for whom he/she had quit, clearing him/her to play. The purpose of this rule is not to prevent an athlete from playing for another team but to let him know that there is a proper way to leave a team, even when the situation is not totally comfortable. After meeting with the coach of the team that the athlete has quit, if clearance is denied, the athlete may appeal to the athletic director, who will appoint an appeals committee, who will then conduct a hearing and make a ruling.

Felony Charges

Any student/athlete charged with a felony is ineligible to participate in athletics at any school in the North Carolina High School Athletic Association.

Travel

All students/athletes are expected to travel both to and from the athletic events with the team. Students may ride home with their parents or guardians if the parent signs out their student on the coach's sign-out sheet. **Parents may only sign out their student-athletes.** Person-to-person arrangements may be made prior to the event in extenuating circumstances. Due to the importance of our responsibility to you, **we will not accept phone calls, notes, or words from another person as an acceptable notification.**

Discipline

Athletic Participation and Discipline Expectations

Participation in athletics is a privilege. Student-athletes are expected to meet all school-wide PBIS expectations for behavior, attendance, academics, and responsibility.Athletes should receive the athletic consequence first.

Athletic consequences will be aligned with PBIS expectations but will not automatically duplicate consequences for the same incident. When a student-athlete receives a disciplinary consequence that impacts athletic participation, the school will apply the most appropriate eligibility consequence without imposing multiple overlapping exclusions for the same behavior unless the conduct is severe, repeated, or creates a safety concern.

In most cases, student-athletes will receive the athletic consequence first. Placement on the No Activity List may occur when a student meets established PBIS criteria through repeated behavioral concerns, attendance issues, academic deficiencies, outstanding school obligations or fees, or other circumstances determined by school administration.

Students assigned BIS may attend practices but may not participate in athletic contests on the day(s) they are assigned to BIS.

Students assigned Out-of-School Suspension (OSS) will be suspended from participation in athletic contests for one (1) calendar week following their return to school. Students may not attend practices while serving the OSS. During the one-week athletic suspension period following their return to school, students may attend practices only with the approval of the coaching staff and administration but may not participate in athletic contests until the suspension period has been completed.

A second incident resulting in OSS during the same athletic season may result in removal from the team for the remainder of the season.

School administration reserves the right to remove a student-athlete from a team, suspend participation, or revoke athletic eligibility following a single office referral when the severity of the incident warrants such action.

Decisions will be made on a case-by-case basis, considering the nature of the offense and its impact on school safety, student welfare, and the integrity of the athletic program.

Students on the No Activity List may be restricted from dances, PBIS reward events, clubs, sporting events as spectators, and other incentive-based activities.

NEWTON-CONOVER RANDOM DRUG TESTING OF STUDENT-ATHLETES

The Newton-Conover Drug Education and Testing Program is an effort on the part of the Board of Education, the administration, and the athletic staff to assist our athletes in dealing with one of society's most pressing problems. The purpose of this policy is five-fold.

First: The administration and coaches at Newton-Conover expect our athletes to remain drug-free.

Second: The administrators and coaches at Newton-Conover are not attempting to eliminate young people from the privilege of participating, but rather feel that drug involvement is a situation that can be corrected by utilizing professional counseling.

Third: The administrators and coaches believe that athletic involvement can be an incentive for students/athletes to deal with one of the most threatening epidemics in our society.

Fourth: The administrators and coaches want to allow our drug-free athletes to prove to parents, fellow students, coaches, and the community that they are proud to be drug-free.

Fifth: The administrators and coaches want this program to educate, help and Direct student/athletes away from drug abuse and toward a healthy life And drug-free participation in sports.

The Newton-Conover City School System herein acknowledges that we will not tolerate Possession, use, or distribution of drugs from any student participating in our athletic program as an athlete or in any support positions such as manager, statistician, etc. This education and testing program will be applied to all interscholastic sports teams, including cheerleading. These persons will herein be referred to as "student/athletes." This program is not strictly disciplinary in nature, but rather is primarily intended as a diagnostic aid in disclosing possible drug-related problems.

An explanation of the program shall be made available to all students/athletes and parents. Selection of persons to be tested shall be done in a manner calculated to protect the identity of those being tested. Testing shall be done by means of examination of urine samples. Collection of urine samples shall be done in an inoffensive way that ensures the integrity and identity of the same. The school official who supervises the sample collection will not physically observe the giving of the sample.

The samples shall be tested by a certified laboratory, and reliable tests shall be performed before any sample is labeled "positive" for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing "positive" is made known only to the student/athlete, the parents or guardians, the athletic director, and the student/athlete's head coach.

A positive test under this program shall only be used as a basis for athletic participation. Even though a positive test result will not be shared with school administration, this does not alleviate the teacher/coach's responsibility to report student/athlete violations under the Newton-Conover High School and Newton-Conover Middle School discipline policies. Reasonable suspicion of use, possession, or distribution of drugs of any type

while involved in any school activity obtained by means other than the random testing provided for in this program must be reported to school administrators.

GROUPS TO BE TESTED

Any student will be subject to testing during any sports season in which he/she is participating. The following is a list of sports offered at Newton-Conover and the season in which they are played:

FALL SPORTS: (These sports can run from August through December)
women's tennis, volleyball, cross-country, men's soccer, football, women's golf, cheerleading
WINTER SPORTS: (These sports can run from November through March)
women's basketball, men's basketball, wrestling, and cheerleading
SPRING SPORTS: (These sports can run from March through June)
softball, women's track, men's track, women's soccer, baseball, men's golf, men's tennis

FREQUENCY OF TESTING AND NUMBER OF ATHLETES TO BE TESTED

Testing will be conducted a maximum of 3 times each sports season. The number of students/athletes tested in each sports season will depend on the number of students/athletes participating in athletics during that season. Approximately the same percentage of athletes participating will be tested in each sports season.

TESTING PROCEDURES TO BE FOLLOWED

1. The head coach of each athletic team will require the attendance of all prospective team members and at least one custodial parent or guardian of all prospective team members at one or more drug education sessions. Each student/athlete shall receive a copy of this program. This program shall be explained to all students/athletes, and an educational presentation shall be made in order to acquaint the students/athletes with the harmful consequences of drug and alcohol abuse.

2. Each student/athlete shall be provided with a consent form, a copy of which is attached hereto, which shall be dated and signed by the student/athlete and by a custodial parent or guardian before such student/athlete shall be eligible to practice or participate in any interscholastic team sport. If practice for an interscholastic team sport has begun prior to delivery of the consent form, then the signature of the student/athlete and of a custodial parent or guardian shall be required for continued participation by the student/athlete. The consent shall be to provide, at any time requested, a urine sample to be tested for drugs.

3. The selection of students/athletes to be tested will be done randomly by a representative of the testing laboratory or by a designated member of the Newton-Conover Administrative staff. The selections shall be made from time to time throughout the fall, winter, and spring training and participation seasons. Each student/athlete will be assigned a number, and one cross-reference list of names and numbers will be maintained by the athletic director. When a selection for testing is done, the numbers of all students/athletes participating in the current sports season

will be placed in a box, and from that box, the representative of the laboratory or the representative of the Administrative Office will draw the numbers of the student/athletes to be tested. The athletic director will be notified of the numbers drawn from the box. On being selected for testing, each student/athlete will be required to provide a sample of his/her urine in a verifiable manner, but the collection of the sample shall not be physically observed. The student/athlete's name and number shall be written on the sample bottle. Both the student/athlete and representative present during the collection of the sample shall date and initial the cross reference list, establishing that the urine sample container had the proper number written on it. Testing shall be done by a certified laboratory through urinalysis. The urine samples shall be collected by a local agent for the testing laboratory and forwarded by the agent to the laboratory. Each sample will be tested for "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of North Carolina) and performance-enhancing drugs" such as steroids.

4. When a student/athlete is selected for testing, only the athletic director and the employee of the local agent for the laboratory obtaining the urine sample shall be told that such student/athlete has given a urine sample or is being tested. The laboratory will report to the athletic director by the numbers on each sample container and the results of each test. The laboratory shall maintain strict confidentiality with regard to all tests and test results. The results of any test shall not be made known to anyone else other than the student/athlete, the student/athlete's custodial parent(s) or guardian, the athletic director, and the student/athlete's head coach. If the student/athlete is taking any over-the-counter or prescription medications that may contribute to a "positive" test result, it would be in the student/athlete's best interest for the student and the parent/guardian to inform the athletic director of this fact at the time of the taking of the urine sample. A special form will be made available for the purpose of listing any medications that the athlete may be taking.

5. If any test given to a particular student/athlete is "positive' that is if it shows that that residue of street drugs or performance-enhancing drugs are present in the student/athlete's system, the athletic director will so advise the student/athlete and the student/athlete's custodial parent(s) or guardian and will explain the type of substance which was found and the health hazards involved. If the student/athlete or the student/athlete's custodial parent(s) or guardian desire, they may have any the remaining portion of the urine sample analyzed. They may also submit any prescription or other explanation or information which will be considered in determining whether a positive test has been satisfactorily explained. If the positive result is not satisfactorily explained, the athletic director will consult with the student/athlete and the student/athlete's custodial parent(s) or guardian concerning the nature or extent of the problem.
6. If any test of a particular student/athlete is determined to be "positive" and not satisfactorily explained, a "follow-up" test will be made after such interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use has occurred. If a second "positive" result is obtained from the "follow-up" test or any later test of that student/athlete, the same procedure shall be followed as above. Newton-Conover City Schools reserves the right to retest any student who has previously tested positive if probable cause is shown that the athlete may be involved in the use of drugs again.

7. Newton-Conover shall pay for the testing done at its request (the initial test and the first, follow up test for rejoining the team), but will not pay for any tests submitted by the student/athlete, parents, or guardian and will not be required to pay for any counseling or subsequent treatment.

CONSEQUENCES OF POSITIVE DRUG TESTS

A. First Offense- Positive Drug Test:

1. A meeting of the student/athlete, the student/athlete's custodial parent or guardian, the athletic director, and the student/athlete's head coach shall occur. The custodial parent or guardian shall be provided a list of local drug counseling agencies, and sessions for the student/athlete shall be scheduled as soon as possible. Sessions shall be as the athletic director dictates. Any and all costs of counseling are entirely the responsibility of the student/athlete and or his/her custodian.

2. In case of positive testing, the student/athlete shall be suspended from Practice and game participation for a minimum of a four (4) week period. Moreover, the athlete will remain ineligible until no traces of street drugs or performance-enhancing drugs are found in the athlete's system.

3. If the positive testing for any drug occurs prior to the first game of the season, then the student/athlete, in addition to the suspensions listed above, shall be prohibited from participating in the first contest following this positive test result in any sport having games played once a week and shall be prohibited from participating in the first two contests in those sports, having games played twice per week.

4. The student/athlete shall be reinstated on the team after serving the above suspension period provided he/she and his/her parents or guardians are attending counseling sessions regularly or have completed the same. The student/athlete must also prove himself/herself as being drug free through a follow-up drug test that will be set up and paid for by Newton-Conover City Schools. The athlete will remain ineligible until no traces of street drugs or performance-enhancing drugs are found in the athlete's system.

5. Failure to attend all prescribed counseling sessions will result in this athlete being ineligible for any sports for 365 days from the date of the first positive testing. This counseling will continue until released by the counselor with whom the athlete has been working. The agency used by the athlete should be mutually acceptable by the athlete, his/her parents, and the athletic director. The athletic director will supply a list of potential agencies on this list.

6. Should any student/athlete who has signed this testing policy refuse the testing when his/her number is drawn, he/she will be removed from this athletic program immediately. He/she would then fall into the consequences of this policy as though he/she had tested positive on the test that he/she refused.

B. Second Offense- Positive Drug Test:

The student/athlete shall be suspended from all athletic participation for

365 calendar days from the date of the first positive testing. To be eligible to play at this time, the student/athlete must have a drug test at his/her expense to prove he/she is drug-free. This drug test will be reported to the athletic director of NCCS.

C. Third Offense- Positive Drug Test:

If a student/athlete tests positive a third time, he/she will be suspended from athletic participation for the remainder of his/her time as a student in the Newton-Conover City School System.

STUDENT/ATHLETE AND PARENT PERMISSION AND CONSENT FORM FOR TESTING UNDER THE NEWTON-CONOVER CITY SCHOOLS POLICY ON DRUG EDUCATION AND RANDOM TESTING OF STUDENT-ATHLETES

Student Athlete Paperwork

All paperwork must be completed for each sport season. Athletes can not participate in a game until all paperwork is turned in.

(See Forms Below)

STUDENT ATHLETE PLEDGE

(Sportsmanship Statement)

As a student-athlete, I know I am a role model. I understand the spirit of fair play while playing hard. I will refrain from engaging in all types of disrespectful behavior, including inappropriate language, taunting, trash-talking, and unnecessary physical contact. I know the behavior expectations of my school and my conference and hereby accept the responsibility and privilege of representing this school and community as a student-athlete.

_____

(Student/Athlete)

_____

(Date)

PARENT PLEDGE
(Sportsmanship Statement)

As a parent, I acknowledge that I am a role model. I will remember that school athletics is an extension of the classroom, offering learning experiences for the students. I must show my respect for all players, coaches, spectators, and support groups. I will participate in cheers that support, encourage, and uplift the teams involved. I understand the spirit of fair play and the good sportsmanship expected by our school and our conference. I hereby accept my responsibility to be a model of good sportsmanship that comes with being the parent of a student/athlete.

_____

(Parent(s)

_____

(Date)

I have read and understand the Newton-Conover Athletic Policy and agree to adhere to these policies as an athlete and parent of an athlete in the Newton-Conover Athletic Program. I also understand that failure to abide by this policy will lead to disciplinary action, as previously stated.

NEWTON-CONOVER INFORMED CONSENT FORM

I hereby give my permission for_____ to participate
(student /athlete's name)
in _____during the athletic season beginning in_____. Further, I
(sport) (month/year)
authorize the school to provide emergency treatment of any injury or illness my child may experience if qualified medical personnel consider treatment necessary and perform the treatment. This authorization is granted only if I cannot be reached and a reasonable effort has been made to do so.
Date_____ Parent or guardian_____
Address_____Phone_____
Family physician_____Phone_____
Medical Conditions (e.g. allergies or chronic illnesses) _____
_____
Other person to contact in case of emergency:_____
Relationship with person _____Phone_____
My child and I are aware that participating in _____is potentially a hazardous
(sport)
activity. I assume all risks associated with participation in this sport, including but not limited to falls, contact with other participants, the effects of the weather, traffic, and other reasonable risk conditions associated with the sport. All such risks to my child are known and appreciated by me.

I understand this informed consent form and agree to these conditions on behalf of my child.

INSURANCE

Newton Conover City Schools requires that all students who participate in athletics be adequately covered by medical or accident insurance. We certify that we have purchased and will maintain in full force and effect during student-athletes participation in athletics the following insurance policy:
Check One: □School Accident Insurance □ Personal Insurance

Name of Insurance Company Policy Number Group Number

Insurance Phone for Authorization Policy Holder

RESIDENCE (Please check the appropriate box)

_____My son/daughter lives with one/or more natural parent(s) in the Newton-Conover school district.
_____My son/daughter lives with one/or more natural parent(s) and lives outside the Newton-Conover City School district, but he/she has been released by the system within whose district we reside and has been accepted by the Newton-Conover City School System.
_____My student/athlete does not live with a natural parent, but I have been assigned custody (not guardianship) by court order or by social services agency decision, and we reside within the Newton-Conover City school district.
_____My student/athlete does not live with a natural parent, but I have been assigned custody (not guardianship) by court order or by social services agency decision, and we reside outside the Newton-Conover City school district but he/she has been released by the system within whose district we reside and has been accepted by the Newton-Conover City School system.
_____The residence of my student/athlete does not fit in any of these categories and needs to be discussed individually.

PLEASE DO NOT SIGN THESE POLICY AGREEMENTS UNTIL YOU HAVE READ, HAD THE OPPORTUNITY TO ASK QUESTIONS, AND HAVE DISCUSSED THEM WITH YOUR PARENT OR DAUGHTER/SON.

I understand the workings of the RANDOM DRUG TESTING POLICY and agree to cooperate, or to have my son or daughter cooperate, with this policy.

_____ _____

(Parent, or Guardian, Signature) (Athlete's Signature)

I understand the issues included in the Newton-Conover ATHLETIC POLICY and agree to abide by the items covered by this document.

_____ _____

(Parent or Guardian. Signature) (Athlete's Signature)

I understand the importance of good sportsmanship and will abide by the expectations expressed in our SPORTSMANSHIP STATEMENT.

_____ _____

(Parent, or Guardian, Signature) (Athlete's Signature)

I understand the policy on the RESIDENCE STATEMENT and agree that the information given is accurate.

_____ _____

(Parent, or Guardian, Signature) (Athlete's Signature)

I understand that I, or my daughter/son, may be permanently injured or killed while participating in the sports program in which she/he has decided to voluntarily participate during the school year and consent to participate, or allow my daughter/son to participate, regardless of this risk.

_____ _____

(Parent, or Guardian, Signature) (Athlete's Signature)

Date: _____

(Month, Day, Year)