NEW CENTURY INTERNATIONAL ELEMENTARY SCHOOL

CUMBERLAND COUNTY SCHOOLS

PARENT-STUDENT HANDBOOK

2026-2027

Principal | Mrs. Belinda Proctor

Assistant Principal | Ms. Ursula Foster-Sapp

PANDA PRIDE • PURPOSE • PARTNERSHIP • PROGRESS

7465 Century Circle • Fayetteville, NC 28306 • 910-487-2340

A welcoming school community where every panda learns, grows, and succeeds.

Welcome to NCIES

A Message to Families

This handbook provides families with essential information about school routines, attendance, transportation, academics, communication, student conduct, health services, and family responsibilities. Please review it with your child and keep it available throughout the school year.

School Information

School Address	7465 Century Circle, Fayetteville, NC 28306
Main Office	910-487-2340
Website	https://ncies.ccs.k12.nc.us
District Website	https://www.ccs.k12.nc.us
Mascot	Panda
Bookkeeper	Marti Sessoms
Data Manager	Toni Clark
Receptionist	Angie Frassel

Daily Schedule

Doors Open	8:00 a.m.
Tardy Bell	8:30 a.m.
Early Check-Out	Must be completed before 2:30 p.m.
Dismissal Bell	3:10 p.m.
Office Hours	8:00 a.m.-4:00 p.m.

Family Reminder

Family Reminder: Keep all telephone numbers, addresses, emergency contacts, and authorized pick-up information current in Infinite Campus and with the school office.

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How to Use This Handbook

Policies and procedures may be updated during the year to align with Cumberland County Schools, state law, health guidance, or school operational needs. Families will be notified when changes affect students. District policy and the CCS Student Code of Conduct supersede this school handbook when differences occur.

Quick Communication Guide

- Teacher Questions: Use ClassDojo, a written note, or call the school. Please allow at least 24-48 hours for a response.
- Transportation Changes: Provide a handwritten, signed note for every transportation change. Requests cannot be made by telephone, email, or ClassDojo.
- Attendance Notes: Submit written documentation within five days of the student's return.
- Emergencies: Call the main office at 910-487-2340.

2026-2027 Key Dates

NCIES follows the Cumberland County Schools Traditional 10-Month Calendar.

Aug. 24, 2026	First day for students
Sept. 7	Student holiday - no school
Sept. 22	Two-hour early release
Oct. 20	Two-hour early release
Oct. 23	End of first grading period
Oct. 26	Student holiday - no school
Nov. 3	Student holiday - no school
Nov. 11	Student holiday - no school
Nov. 23-27	Student holidays - no school
Dec. 18	Two-hour early release
Dec. 21-Jan. 1	Winter break - student holidays
Jan. 15, 2027	End of second grading period
Jan. 18-19	Student holidays - no school
Feb. 15	Student holiday - no school
Feb. 23	Two-hour early release
Mar. 9	Two-hour early release
Mar. 24	End of third grading period
Mar. 25-Apr. 2	Spring break - student holidays
Apr. 20	Two-hour early release
May 28	Last day for students; two-hour early release; end of fourth grading period

Progress Reports and Report Cards

CCS publishes a separate Traditional Progress Report/Report Card Schedule. Grading periods end on October 23, January 15, March 24, and May 28. Families should monitor Infinite Campus and school communications for progress-report and report-card availability dates.

Official schedules: https://www.ccs.k12.nc.us/page/districts-board-approved-calendars/

Enrollment, Health and Attendance

1. Enrollment, Emergency Cards and Custody Concerns

To enroll a student, a parent or guardian must provide a certified birth certificate, proof of identification, proof of address, and other records required by CCS. Grade placement is based on the report card or verification from the previous school. Withdrawals must be processed through the Data Manager and may require up to 48 hours. Emergency information must be updated annually. **Only a parent or legal guardian may make changes in person and must present valid identification.** Custody restrictions require current legal documentation. The school follows the most recent court order or legal document on file.

2. Medication

Medication must be in the original labeled container and accompanied by the required physician form signed by the medical provider and parent or guardian. **The current CCS physician form must match the medication label.** Adults must deliver medication to school; students may not transport medication.

3. Absences - Revised Policy 4400

Regular attendance is required. Elementary students are limited to ten parent/guardian notes to excuse absences per school year. An absence remains unexcused unless a parent/guardian or doctor note is submitted within five days of the student's return. Students in grades K-5 who accumulate more than 20 unexcused absences risk retention; documented chronic health conditions are exempt. A K-5 student is expected to attend 180 days unless absent for lawful reasons, and any student who exceeds ten unexcused absences during a semester is in immediate jeopardy of retention. **Students must remain at school until 11:41 a.m. to be counted present for the day; check-out before that time results in an absence.**

4. Pre-Approved Absences

Requests for educational opportunities or deployment-related absences must be submitted at least 10 school days in advance. Approval by the principal is required. Approved documentation is shared with the family, teacher, and Data Manager for accurate attendance coding.

5. Late Check-Ins and Early Check-Outs

Students arriving after 8:30 a.m. are tardy. Parents or guardians must check students in through the front office; students should not be dropped off after 8:30 a.m. Early check-outs must be completed before 2:30 p.m. A valid photo ID is required for student release, and only authorized adults may check out a student.

Visitors and Transportation

6. Visitors and Volunteers

All visitors must use the front secure entrance, state the purpose of the visit, and present identification. Classroom visits require administrative approval and at least 48 hours notice and are generally limited to 30 minutes. Volunteers must complete the annual CCS volunteer approval process at https://www.ccsvolunteers.com. Visitors and volunteers must be at least 18 years old and may not bring younger children into classrooms.

7. Transportation and Bus Schedules

Bus assignments and routes are managed by CCS Transportation. **Students may not begin riding a school bus until authorization confirming the student is approved for bus transportation has been provided directly by the school.** Students must follow all bus safety rules and driver directions. Unsafe or disruptive behavior may result in assigned consequences, including temporary or long-term suspension of bus privileges.

8. Changes in Transportation

As a reminder, parents and guardians are required to provide a handwritten note for any transportation change. Requests cannot be made by telephone, email, or ClassDojo. This policy helps ensure proper documentation and maintain student safety at all times.

9. Car Riders

Morning drop-off begins at 8:00 a.m. **For student safety, children may not be dropped off or left unattended anywhere on campus before the school doors open at 8:00 a.m. A parent or guardian must remain with the student until supervised entry is available.**
Afternoon dismissal begins at 3:10 p.m. For afternoon pickup, students should enter vehicles only at supervised cones and from the passenger side when possible. Current NCIES car tags are required. For safety reasons and to ensure a swift drop-off and pick-up, authorized adults should remain in their vehicles. Students not picked up by 3:35 p.m. must be signed out from the office by an authorized adult.

10. School Delays and Early Dismissal

For a two-hour delay, school begins at 10:00 a.m. Weather-related closings and early dismissals are communicated through district calls, school messages, websites, social media, and local media. Scheduled two-hour early-release dates are listed on page 4.

Academics and Family Engagement

11. Cafeteria and Outside Food or Drinks

NCIES participates in the Community Eligibility Provision, so families do not complete meal applications. Breakfast is served from 8:00-8:30 a.m., and lunch periods occur between approximately 10:55 a.m. and 1:00 p.m. Outside restaurant food and drinks may not be brought or delivered for students. **Classroom birthday treats may be provided on Fridays only; treats must be store-bought, approved by the teacher, and delivered before the class lunch period.**

12. Grading, Promotion and Retention

Grades 3-5 use the following scale: A 90-100, B 80-89, C 70-79, D 60-69, and F 0-59. Kindergarten through grade 2 use standards-based indicators: IV Above Grade Level, III On Grade Level, II Below Grade Level, and I Well Below Grade Level. Promotion and retention decisions are made in accordance with CCS policy, student performance, interventions, attendance, and principal review.

13. Conferences, Parent Engagement and ClassDojo

Families are strongly encouraged to join the teacher ClassDojo account. Conferences may be requested by note, ClassDojo, or telephone. Please allow at least 24-48 hours for a response. ClassDojo supports communication but is not an emergency or instant-messaging service. Families should review student folders, monitor Infinite Campus, and maintain current contact information.

14. Celebrations

Schoolwide classroom celebrations are generally held before winter break and at the end of the school year. These celebrations are for students unless families are notified otherwise. Birthday treats must follow the cafeteria and outside-food guidelines described in Section 11.

15. Chromebooks

A CCS 1:1 device agreement must be completed before a student receives a Chromebook or other district-issued device. Devices assigned to students in grades K-5 generally remain at school unless families are notified otherwise. Students must use devices responsibly and follow all CCS technology expectations. Families are responsible for loss, theft, or damage as outlined in the CCS device agreement.

Student Expectations and School Operations

16. Telephones and Classroom Interruptions

Students may use school telephones only with staff permission. Classes will not be interrupted for routine telephone calls or deliveries. Forgotten items are placed in the teacher mailbox or designated area and may be delivered later in the day. Instruction will not be interrupted for water bottles or other nonessential items.

17. Electronic Communication Devices

Under CCS Policy 4318, personal devices-including cell phones, earbuds, and smartwatches-must remain off, put away, and not visible during the school day unless a staff member has provided specific authorization for an instructional or health-related purpose. Students may not photograph or record others at school or on buses without authorization.

18. Dress Code and Student Items

Student clothing must be safe, school appropriate, and consistent with CCS expectations. Clothing may not expose the midriff or undergarments or display lewd, obscene, discriminatory, violent, drug- or alcohol-related, weapon-related, or otherwise inappropriate language or images. Clothing should fit appropriately. **Students are required to wear appropriate, secure footwear that supports safe movement throughout the school day. Crocs and similar loose-fitting or unsecured footwear are not permitted. Hoodies, bandanas, hats, bonnets, ski masks, and other non-religious headgear may not be worn in the building.** Religious, cultural, medical, and disability-related accommodations will be honored in accordance with CCS requirements. Toys, trading cards, sports equipment, and other distracting personal items should remain at home. The school is not responsible for lost, stolen, or damaged prohibited items.

19. Student Code of Conduct, PBIS and the PANDA 4

All students are expected to follow the CCS Student Code of Conduct and the NCIES PANDA 4 EXPECTATIONS:
- Be Respectful
- Be Responsible
- Be Safe
- Be a Problem-solver

Positive behavior may be recognized through ClassDojo points, Golden Tickets, celebrations, and other incentives. Responses to misconduct may range from reteaching expectations and parent contact to consequences described in the CCS Student Code of Conduct. Panda Pause may also be assigned as a school-based corrective response or consequence. Expectations and consequences, including the use of Panda Pause when applicable, will be communicated to students and families.

20. Lost and Found

Lost-and-found items are stored near the Media Center or another announced location. Label coats, lunch boxes, water bottles, backpacks, and other belongings with the student name. **Families should monitor schoolwide ClassDojo announcements for reminders about Lost and Found items and upcoming donation timelines.** Unclaimed items may be donated periodically after a schoolwide reminder has been shared.

Student Services and Health

21. Student Support

Special education and related services are available to eligible students through the Exceptional Children Program and are delivered by qualified staff in accordance with each student's Individualized Education Program. School counseling services support students' academic, personal, social, and emotional development.

22. Prime Time

Prime Time is a paid before- and after-school care program offered at NCIES. Contact Prime Time at 910-678-2451 for current enrollment, availability, fees, and program information.

23. Illness, Injury, Immunizations and Head Lice

Students who are ill should remain home. A student with a fever must be fever-free for at least 24 hours without fever-reducing medicine before returning, unless current health guidance states otherwise. Required immunization and health records must be submitted within established timelines. Students with head lice must receive appropriate treatment and may require a re-check before returning to class. The school will contact families when illness or injury requires follow-up.

24. Multi-Tiered System of Support (MTSS)

NCIES uses a layered system of academic, behavioral, and social-emotional support. Tier 1 is high-quality core instruction and schoolwide support for all students. Tier 2 provides targeted supplemental support for students who need additional practice or intervention. Tier 3 provides intensive, individualized intervention based on student need and progress-monitoring data.

25. Section 504 - Americans with Disabilities Act

No otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination in a school program or activity solely because of disability. Eligible students are entitled to a free appropriate public education and reasonable accommodations. Concerns may be directed to the school administration and, if unresolved, to the CCS ADA/Section 504 Coordinator.

Rights, Responsibilities and Required Notices

26. Nondiscrimination

Cumberland County Schools and NCIES prohibit discrimination as provided by law and district policy. A student, employee, parent, guardian, or community member who believes discrimination has occurred should contact the school administration or the appropriate CCS office. Current district nondiscrimination and grievance information is available on the CCS website.

27. Parents' Right to Know

Families may request information about the school improvement plan; the professional qualifications of teachers and instructional assistants; professional learning opportunities; family engagement opportunities; district and school family engagement plans; district report cards; and the NCIES school report card. Please contact the school office for assistance accessing this information.

Handbook Acknowledgment

Families may be asked to acknowledge receipt and review of this handbook and the CCS Student Code of Conduct through a separate school or district form.

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CONTACT INFORMATION

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