

Canton Middle School Student Handbook 2021 - 2022



60 Penland Street, Canton, North Carolina 28716

School Contacts

Phone Numbers:

Main Office.....828.646.3467
Fax Number.....828.646.3478

Please contact the Main Office to speak with a classroom teacher or have your call directed to any personnel listed below:

Administration:

Principal.....Casey Kruk
Assistant Principal.....Angela Gwyn
Lead Teacher/Testing Coordinator..... Tonya Shepard

Office Staff:

Front Office Manager.....Rhonda Messer
PowerSchool Data Manager..... Misty Plemmons
Bookkeeper.....Mia Carver

Support Staff:

School Counselor..... Carol German
School Counselor.....Ian Meeks
School Nurse.....Tina Evans
School Psychologist..... Misty House
School Social Worker..... Lisa Frazier
Speech and Language Pathologist..... Rebecca Massie

Athletics:

Athletic Director..... Steve Ledford

Welcome to Canton Middle School!

We look forward to working with our students, parents and community for an excellent year of learning. This handbook explains our school's expectations and policies. Please make sure that you read this thoroughly. If you have any questions, please contact your teacher or an administrator. Any Haywood County Schools (HCS) Board Policies that are referenced in this Handbook can be found at <http://www.haywood.k12.nc.us/>

Student Expectations

It is our hope and expectation that students leave CMS, not only with an exceptional education and prepared for high school courses, but with the personal skills to self-monitor their behavior and hold themselves accountable for their actions. Expectations for student behavior are outlined in HCS Student Code of Conduct (Board Policy 4300 and Regulation 4300-R).

Incidents involving inappropriate behaviors will be recorded in Educator's Handbook. Inappropriate behaviors are divided in two categories; Minor Incidents and Office Referrals. **Minor Incidents** are actions that are addressed by the classroom teacher that may result in silent lunch, lunch detention, or before/after school detention. Minor incidents are monitored by administration. Students receiving multiple Minor Incidents will receive an Office Referral. **Office Referrals** address more severe discipline issues and are handled by the Principals. Principals will communicate with the student, parents, teachers, and student services as needed to address the referral. Consequences for office referrals may include: Conference/Lunch Detention (in the ISS room)/ In-School Suspension (ISS)/Out-of-School Suspension (OSS)/Expulsion.

The following are considered **Major Offenses** which will be immediately referred to CMS Principals. These will result in suspension and/or legal action as deemed necessary and based upon School Board Policy and North Carolina State Statutes.

- | | |
|--|--|
| -Drugs, alcohol, tobacco, vaping | -Disrespectful behavior toward CMS faculty |
| -Theft or vandalism of property | -Communicating threats of harm |
| -Weapons (real or simulated) | -Sexual behaviors |
| -Assault on any student (verbal or physical) | -Fighting |
| -Sexual harassment | -False fire alarms or bomb threats |

In School Suspension (ISS): CMS offers ISS as an alternative to Out of School Suspension for students who have committed a suspension offense. ISS takes place during regular school hours. Students assigned to ISS will NOT be allowed to participate in or attend any extracurricular activities on that day.

Out of School Suspension (OSS): Students may be suspended from school for violation of school discipline policies under the professional discretion of the administration. Participation in extracurricular activities is prohibited during the time of suspension. Any student serving OSS will not be permitted on any school campus.

Cell Phones & Personal Electronics

Cell phones, tablets, iPods, smart watches, etc., should not be a disruption to the learning environment. Personal electronics and cell phones must be placed in student lockers during school. If a student is not in compliance with this policy then the electronic device will be taken until the end of the school day and the student will receive a referral in Educator's Handbook. Repeated violations will result in the student turning the phone into the office at the beginning of the school day. Please know that if your child needs to call home they do have access to our school phone in the front office.

Technology Responsible Use

HCS Board Policies 4312/3225/3226/7320/4318/4205 outline expectations and rules for technology use. Failure to abide by these guidelines either on school devices or on personal devices may result in disciplinary action, and/or loss of technology privileges.

Personal Property

CMS faculty and staff are not held liable for any damage, loss, or other ill use that may occur to students' personal items. Students are encouraged not to bring their own personal items to school; however, if they bring personal items they should be locked in their locker. Personal property is subject to search by school officials when there are reasonable grounds that the search will turn up evidence that the student has violated either school rules or the law. Periodically, the substance detective unit (K-9 unit) will visit the school in order to maintain a safe drug free environment.

Agenda Books and Lockers

Agendas and locks cost a total of \$10.00 at the beginning of each school year. Locks and agendas are required for all students. Replacement cost for an agenda or lock is \$5.00 each.

Lockers and school locks will be issued to the student at the beginning of the school year by their homeroom teacher. Each student is responsible for keeping their locker clean. Students are cautioned to keep their locker locked at all times as this is the safest place to keep valuables. Lockers are the property of Canton Middle School and are subject to search at any time.

Attendance

Per North Carolina State Law and HCS Board Policy 4400 attendance is mandatory for all students between the ages of 7 -16. Parents and guardians are responsible for ensuring students attend and remain at school each day. **In order to be counted present for the school day, students must be in attendance a minimum of half of the instructional day.** Students exceeding **15** absences in one school year will not be promoted to the next grade level unless the student completes the appropriate number of makeup days. The determination to promote the student will be made by the principal. Students are required to have a written note from the parent/ guardian or a doctor's statement upon their return to school after an absence. Students are to turn these notes into their homeroom teacher.

Make-Up Work: Students shall have two (2) school days to make up assignments missed for the first absence, four (4) school days to make up assignments missed for two (2) consecutive absences, and one calendar week to complete assignments missed during 3 – 5 consecutive days. If more than five days are missed consecutively, see HCS Board Policy 4400-R for make-up work guidelines. Students are responsible for asking for make-up work. Students who receive Out of School Suspension (OSS) may request to make up daily work as well.

Dress Code

Students are expected to adhere to standards of dress and appearance that are compatible with a safe and effective learning environment. Dress that is appropriate for school is the responsibility of parents/guardians and students. We encourage families to discuss appropriate dress for various situations and environments that their child will encounter outside the home, and assist their child in making conscientious choices when considering appropriate dress.

- School dress/accessories should not pose a significant distraction or threaten the health or safety of the student, classmates, or staff.
- Clothing must include a top and bottom, or the equivalent (ex: dresses), and shoes.
- Clothing must cover private parts (chest, breasts, navel, buttocks, and genitals) and undergarments while sitting and/or moving throughout daily school activities.
- Clothing must include opaque fabric (not sheer/see-through), covering the front, sides (under arms), and back.
- Accessories including chains, padlocks, studs/spikes, etc. are not permitted.
- Students should be recognizable at all times. Eyes, face, and ears should be visible at all times. Hats/hoods (except for cold weather; outdoor activities) and sunglasses (unless medically necessary) should not be worn indoors; masks are not permitted.
- Clothing and accessories must be free from words/logos/designs depicting or promoting/advocating violence, criminal activity, tobacco, alcohol or drug use, pornography, nudity or sexual acts, gang identifiers, or hate speech.

Students who violate dress code will be asked to change into appropriate clothing or be asked to contact a parent or guardian to receive new attire. Continual violations of the dress code may result in disciplinary action. The school administration will make the final decision on questionable attire.

Transportation

Student Drop Off: Students are to be dropped off at the sidewalk between the car rider awning and the entrance to the gym parking lot. **Parents must pull to the side of the road and out of traffic to allow their student safe access to the sidewalk.** Do not drop off students prior to 7:20 AM.

Bus Transportation: Students are to be at their designated bus stop when the bus arrives in the morning. Students riding the bus must comply with the requests of the driver as stated in Public School Law 115C-245. Students must board buses at CMS to ride a bus home in the afternoon. Any student engaging in unacceptable behavior is subject to consequences, including bus suspension. Riding the bus is a privilege that may be withdrawn for inappropriate and unacceptable behavior.

Transportation Changes: Please refrain from changing your child's transportation unless it is an emergency. A written note must be given to the office by 9:00 a.m. on the day of the change. Except in an emergency, transportation changes will not be made over the phone.

Extra-Curricular Activities

Attention to academic standards is important; however, we recognize the benefits of student involvement in extracurricular activities. Extracurricular activities include ball games, special programs, dances, field trips, club events, etc. The HCS Student Code of Conduct (Board Policy 4300 and Regulation 4300-R) applies to all extra-curricular activities. Improper conduct could result in loss of privilege to participate in these activities. Dates and times for the activities will be given in advance. For safety reasons, students should be picked up immediately following the event. Students must be in attendance for a minimum of half the school day (3 ½ hours) in order to be eligible to participate in any extra-curricular activity.

Athletics: 6th – 8th grade students are eligible to try-out for all sports except football. Per state regulation, 6th grade students may not participate in football. CMS is part of the Blue Ridge Athletic Conference and participates in the following sports: Boys and Girls Track, Boys and Girls Basketball, Wrestling, Volleyball, Softball, Football, Boys and Girls Soccer, Golf, Baseball, Cross Country, and Cheerleading.

Clubs & Organizations: Several clubs and organizations are available to qualified CMS students. In the past we have offered Student Ambassadors, Beta Club, Sportsman's Club, Envirothon, Math Counts, and Battle of the Books to our students. Interested students need to pay special attention to announcements to learn what clubs are available this year and the criteria required of them to join.

Dances: Haywood County Schools may sponsor dances which take place after regular school hours. Dances not only serve as a time for students to develop social skills but also as a reward for good behavior, good attendance, and taking responsibility for financial obligations. The following criteria have been established in order for middle school students to be eligible to attend after school dances sponsored by their school:

1. Students may have no more than one day of ISS or any OSS during the 45 days preceding the dance or since the last dance.
2. Students cannot have a total number of absences equal to or greater than 8% of the total number of days enrolled at school during the school year nor may they have 15 or more total absences (including excused).
3. Students may not have more than \$10.00 debt to the school (cafeteria, library, locker, books, etc.).

Field Trips: Field trips are an extension of the classroom and require parent permission for student participation. Students participating in any outside activity sponsored by the school shall be under the direct authority of the teachers and chaperones in charge. The principal may prohibit a student from participating in field trips if there are behavioral or safety concerns. School dress code applies for all field trips.

Visitors

Parents are always welcome at CMS! To ensure student safety all visitors must stop at the front office, sign in and receive a visitor's pass prior to going to any other buildings. Students are not allowed to bring other students, friends, or relatives to school with them. Anyone wishing to volunteer on a regular basis must comply with Haywood County Schools Board Policy.

Grades and Report Cards

Report Cards are issued at the end of every nine weeks. Notification of the exact date will be made by automated message. Progress Reports will be sent every 4½ weeks between report cards.

Grading Scale: A= 100 – 90 B= 89 – 80 C= 79 – 70 D= 69 – 60 F= 59 and below

State Mandated End-of-Grade Tests, CTE Post Assessments, and North Carolina Final Exams for middle school courses will count 20% of the course final grade. Additionally, End-of Course Tests, Final Exams, and any other exams associated with high school course credit will count 25% of the course grade. Middle school EOG test results will be based on converted scale scores; however, if middle school EOG test results and converted scale scores are not available when final grades are calculated, the results will not be included in students' final grades.

PowerSchool Student/Parent Portal

Canton Middle School strives to keep students and parents informed of a student's academic progress. We encourage students and parents to stay updated by signing up online for PowerSchool. PowerSchool is available through email or as an app. It provides information regarding assignments, grades and attendance. Please see our PowerSchool Data Manager for enrollment paperwork.

Home & School Communication

Parents who have signed up with the Haywood County Schools phone system (**Blackboard Connect**) to receive messages will receive important weekly messages. This service will call your home, cell phone, text, or email with pertinent school information such as weather related announcements, school announcements, and emergency information. We try to keep these to a minimum in respect of your time; however, these messages are extremely important. When you receive these calls expect a short delay before the announcement begins and please listen to the entire message. If your contact information changes throughout the school year, please contact the front office to let us know your new information, or you may change your information through the parent portal. For parents to receive these important messages it is vital that all phone numbers remain current.

Teachers will communicate by phone, Remind App, and/or e-mail. Parents are urged to contact the school whenever the need arises at 828-646-3467. In the event you need to contact your child during the school day we respectfully ask you to be mindful of their instructional time. Teaching time is valuable and important to both teachers and students; therefore, classes will only be interrupted in case of an emergency. Messages from anyone other than a parent/guardian will not be delivered. The school phone may be used by students in case of illness or injury.

Medication

CMS recognizes that students may need to take medication during school hours. School personnel will administer medication as per HCS Board Policy 6125. To minimize disruptions to the school day, medications should be taken at home rather than at school whenever possible. All medication taken at school must be brought to the office at the beginning of the day in its original container with a note from a doctor explaining its proper use. During the school day a student cannot carry medication of any kind. (Exception – An inhaler or EpiPen may be carried if it is accompanied with a doctor's note.)

Concussion and Head Injury

HCS Board Policy 4270/6145 recognizes that a concussion and other head injuries may be serious and potentially life threatening and such injuries may result in serious consequences later in life if managed improperly. The board is committed to practices that reduce the potential for short-term or long-term effects from such injuries.



Pest Control Notification

As part of Haywood County Schools' long-term maintenance program, pest control will be administered monthly on all buildings and grounds. Normally scheduled pest control administration will occur the first full week of each month. Occasionally, unscheduled dispensation of pest control is needed. Notice of non-scheduled pesticide use will be made 72 hours in advance, to the extent possible. All pest control methods used in Haywood County are approved by state and federal agencies to insure safety. See HCS Board Policy 9205 for additional information.