

**Canton Middle School  
Student/Parent  
Handbook 2023-2024**



**60 Penland Street, Canton, North Carolina 28716**

# Principal's Welcome Letter

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CMS Students,

What a great pleasure it is to start another school year with such a wonderful group of students. We are so lucky, as teachers and staff at Canton Middle School, to be able to watch you all grow as members of our Canton Community. This community has some amazing pieces to it, and we hope to be able to share many of them with you while you are here. We do need to go over a few items that help to keep everyone safe and the environment orderly, but first I wanted to go over a few things with you.

At Canton Middle you will have many different opportunities to learn about who you want to be. We have an amazing staff that will teach you everything you need to know about English Language Arts, Math, Science, and Social Studies. They will also help you find some things of interest to you in Art, AIG, Band, Carpentry, Choir, Leadership, Physical Education, and STEM. After school, we have many different activities to take part in, including several clubs and twelve different sports.

I want to wish you great success in the coming year. We believe in you! We hope to be able to teach you a lot, and to learn some things from you along the way. We will talk a great deal about our core values in this school year, and we will ask you to **Be a BEAR**. Be **Bold** enough to stand up for what is right. Be **Engaged** in community goals for yourself and others. Be **Accountable** for what you do. Be **Respectful** of the similarities and differences we all encounter. Have a great school year, and Go Bears!!!

All My Best,  
Mr. Kruk

## **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 - Leslie Buchanan
- Assistant Principal/Lead Teacher - Joshua Simmons

### **Office Staff:**

- Office Manager - Rhonda Messer
- PowerSchool Data Manager - Jessica Smith
- Bookkeeper - Misty Plemmons

### **Support Staff:**

- School Counselor - Carol German
- School Counselor - Ian Meeks
- School Nurse - Tina Evans
- School Psychologist - Marissa Kluber
- School Social Worker - Lisa Frazier
- Speech Language Pathologist - Andrea Dellinger

### **Athletics:**

- Athletic Director - Joshua Simmons

### **Welcome to Canton Middle School!**

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

## Student Expectations

It is our hope and expectation that students leave CMS with an exceptional education and the personal skills to self-monitor their behavior and hold themselves accountable for their actions. Expectations for student behavior are outlined in the HCS Code of Conduct (Board Policy 4300/Regulation 4300-R).

Incidents involving inappropriate behaviors will be recorded in the Educator's Handbook. There are two categories for documenting inappropriate behaviors: Minor Incidents and Office Referrals.

- **Minor Incidents** are actions that are addressed by the classroom that may result in silent lunch, lunch detention, or before/after school detention. Minor incidents are monitored by administration.

- **Office Referrals** address multiple or repeated minor incidents and major offenses. These 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. Examples of major offenses which will be immediately referred to CMS principals are listed below. These will result in suspension and/or legal action as deemed necessary and are based upon HCS School Board Policy and North Carolina State Statutes.

- Drugs, alcohol, tobacco, vaping

- Theft or vandalism of property

- Weapons (real or simulated)

- Assault on any student (verbal or physical)

- Sexual, Racial, or Religious

- Harassment

- Disrespectful behavior toward CMS faculty

- Communicating threats of harm

- Sexual behaviors

- Fighting

- False fire alarms or bomb threats

- Bullying/Cyberbullying (Board Policy 4329/4302)

**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 may not be allowed to participate in or attend extracurricular activities on that day.

**Out-of-School Suspension:** 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 suspension. **Any student serving OSS will not be permitted on any school campus from the beginning of the suspension through the end (including after-school events).**

## Discipline Grid

| HCS Middle School Discipline Grid  | Offense Code | 1st Offense       | 2nd Offense                   | 3rd Offense       |
|--|--------------|-------------------|-------------------------------|-------------------|
| <b>Attendance</b>  |              |                   |                               |                   |
| Being in an unauthorized area/Loitering/Failure to attend class or activity)           | UB           | ISS-1/PN          | ISS-2/PN                      | ISS-3/PN          |
| Leaving class w/o permission   | UB           | ISS-1/PN          | ISS-2/PN                      | ISS-3/PN          |
| Leaving Campus w/o Permission  | UB           | ISS-3/PN          | ISS-4/PN                      | ISS-5/PN          |
| <b>Bus Violations</b>  |              |                   |                               |                   |
| Getting off the bus at an unauthorized stop  | UB           | PD                | PD                            | PD                |
| Getting on the wrong bus intentionally   | UB           | PD                | PD                            | PD                |
| Misconduct (Refer to specifics throughout discipline grid)                             | UB           | PD                | PD                            | PD                |
| <b>Drugs/Alcohol</b>   |              |                   |                               |                   |
| Alcohol (possession, use, distribution are different codes in EH)                      | RO           | OSS (3-5)         | OSS (3-5) + Juvenile Petition | PD OSS/LTS/JP     |
| Controlled substance (possession, use, distribution are different codes in EH)         | RO           | OSS (5-10)/LTS    | LTS/Expulsion SBD             | LTS/Expulsion SBD |
| Distribution or sale of drugs/alcohol  | RO           | LTS/Expulsion SBD | LTS/Expulsion SBD             | LTS/Expulsion SBD |
| Possession of someone else's Rx  | RO           | OSS(5-10)         | LTS/Expulsion SBD             |                   |
| Possession of own Rx   | UB           | PD/ISS/OSS        | PD/OSS                        | OSS               |
| Possession of OTC medicine   | UB           | PD/ISS            | PD                            | PD                |
| Drug paraphernalia (may include, but not limited to pipes, clips, papers, vapes, etc.) | RO           | PD/OSS (1-5)      | PD-OSS (5-10)                 | LTS/Expulsion SBD |
| <b>Endangering Acts</b>  |              |                   |                               |                   |
| Aiding and Abetting a School Disturbance (Disorderly Conduct)                          | UB           | PD-ISS (1-4)      | PD-ISS (4-6)                  | PD-OSS (1-3)      |
| Assault resulting in injury (med. attn.)   | RO           | LTS/Expulsion SBD | PD                            | PD                |
| Fighting, Assault, Affray  | UB           | PD- OSS (3-4)     | PD-OSS (4-6)                  | PD-OSS/LTS        |
| Horseplay  | UB           | PD-LD/ISS (1-3)   | PD-ISS (3-5)                  | PD-OSS            |
| Possession of a Weapon   | RO           | LTS/Expulsion SBD | PD                            | PD                |
| <b>Inappropriate Item on Campus</b>  |              |                   |                               |                   |
| Inappropriate Item on Campus (inappropriate item on campus)                            | UB           | ISS (1-2)         | ISS (2-3)                     | OSS-2             |
| Possession or Use of Vape, E-Cig, pods, etc.   | UB           | ISS-3             | OSS-2                         | OSS-3             |

|   |    |                              |                                |                          |
|---|----|------------------------------|--------------------------------|--------------------------|
| (inappropriate item on campus)  |    |                              |                                |                          |
| Tobacco possession or use   | UB | ISS-2                        | ISS-3                          | OSS-2                    |
| <b>Misconduct</b>   |    |                              |                                |                          |
| Deceiving school official/forging signatures/falsifying documents                           | UB | PN/ISS-1                     | PN/ISS-2                       | PN/ISS-4                 |
| Disruptive Behavior   | UB | PD-LD/ISS                    | ISS (1-3)                      | ISS (3-5)                |
| Inappropriate student dress   | UB | PN                           | PN                             | PN ISS (1-3)             |
| Indecent Exposure   | UB | PD-OSS (1-3)                 | PD-OSS (3-5)/threat assessment | LTS/Expulsion<br>SBD     |
| <b>Staff/Student Relations</b>  |    |                              |                                |                          |
| Aggression/Assault on staff   | UB | See board policy             | See board policy               | See board policy         |
| Communicating threats/Threatening acts to the staff   | UB | OSS-10                       | See board policy               | See board policy         |
| Deceiving school official/forging signatures/falsifying documents                           | UB | ISS (1)                      | ISS (2)                        | ISS (4)                  |
| Profanity/Disrespect/obscene gestures directed to staff                                     | UB | PD-ISS/OSS                   | PD-ISS/OSS                     | PD-OSS                   |
| Refusal to comply with a reasonable request   | UB | PD-LD/VW                     | ISS (1-3)                      | ISS (3-5)                |
| <b>Student Relations</b>  |    |                              |                                |                          |
| Aggressive Behavior   | UB | ISS (1-3)                    | ISS (3-5)                      | OSS (1-3)                |
| Being in an undesignated area/Loitering   | UB | PD-LD/ISS (1-3)              | ISS (1-3)                      | ISS (3-5)                |
| Communicating threats to a student  | UB | PD/ISS/OSS/threat assessment | PD/OSS threat assessment       | PD/OSS threat assessment |
| Cutting Class   | UB | ISS-1                        | ISS-2                          | ISS-3                    |
| Cyber-bullying  | UB | ISS (1-2)                    | ISS (3-5)                      | OSS                      |
| Distribution of inappropriate videos/images (Misuse of Technology)                          | UB | ISS-2                        | OSS/PD                         | OSS/PD                   |
| Harassment Disability, Racial, Religious, Sexual Orientation, (verbal, written, Cyber etc.) | UB | ISS (1-3)                    | ISS (3-5)                      | PD- OSS                  |
| Hazing  | UB | PD (1-2)                     | PD (3-5)                       | PD-OSS                   |
| Inappropriate Behavior  | UB | PD-LD/ISS (1-3)              | PD-ISS (3-5)                   | PD-OSS                   |
| Leaving campus w/o Permission   | UB | ISS-3                        | ISS-4                          | ISS-5                    |
| Leaving class w/o permission  | UB | ISS-1                        | ISS-2                          | ISS-3                    |
| Mutual sexual conduct between two students  | UB | PD/OSS (1-3)                 | PD/OSS (3-5)                   | PD/OSS (5-10)            |
| Profanity/Obscene Gestures (Inappropriate Language/Disrespect)                              | UB | PD/LD/ISS (1-3)              | PD/ISS(3-5)                    | PD/OSS                   |

|  |    |                             |                             |                    |
|--|----|-----------------------------|-----------------------------|--------------------|
| Recording inappropriate video/images (Misuse of Technology)  | UB | ISS-1                       | ISS-2                       | PD/ISS (4)         |
| <b>Violations of the Law</b>   |    |                             |                             |                    |
| False Fire Alarm/discharging fire extinguishers  | UB | OSS                         | OSS-juvenile petition       | LTS/Expulsion SBD  |
| Theft  | UB | ISS (1-3) juvenile petition | ISS (3-5) juvenile petition | LTS/Expulsion SBD  |
| Threat of physical attack/violence with a firearm/weapon   | UB | LTS/Expulsion SBD           |                             |                    |
| Property Damage  | UB | ISS-2 & Restitution         | ISS-4 & Restitution         | PD-OSS/Restitution |
| Unlawfully Setting a Fire  | UB | LTS/Expulsion SBD           |                             |                    |
|  |    |                             |                             |                    |
|  |    |                             |                             |                    |
| *** Could have multiple discipline codes   |    |                             |                             |                    |
| *** Principal discretion or alternate plans may be implemented with specific students.                           |    |                             |                             |                    |
| *** Any behavior deemed inappropriate for a school environment will be dealt with at the principal's discretion. |    |                             |                             |                    |
|  |    |                             |                             |                    |
| <b>Code Legend</b>   |    |                             |                             |                    |
| ISS: In School Suspension  |    |                             |                             |                    |
| OSS: Out of School Suspension  |    |                             |                             |                    |
| LTS: Long Term Suspension  |    |                             |                             |                    |
| PD: Principal Discretion   |    |                             |                             |                    |
| LD: Lunch Detention  |    |                             |                             |                    |
| SBD: School Board Decision   |    |                             |                             |                    |

### **Cell Phones & Personal Electronics**

Cell phones, tablets, smart watches, wireless headphones, speakers, 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 the electronic device may be taken until the end of the day and the student will receive a referral in Educator’s Handbook. Smart watches attached to a cell phone are considered a cellular device. Repeated violations may result in the student turning the phone into the front office at the beginning of the school day. Please know that if your child needs to call home, they are able to do that from many locations on campus.

## 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 or personal devices may result in disciplinary action, and/or loss of technology privileges.

Chromebooks are a vital part of learning in the 21st century classroom. Students will have a chromebook and charger assigned to them for the duration of their time at Canton Middle School. Please note the following:

- **Damage and Lost Materials:** Student chromebook contracts state that damage fees are \$25 to cover the insurance deductible. If malicious vandalism is found in regards to a student's chromebook, further action may be taken which may include students completing paperwork assignments for a period of time. The replacement fee for lost chargers is \$40. The replacement fee for lost chromebooks is \$385.
- **Student Conduct and Chromebooks:** Students are not to use chromebooks for anything other than school-related activities on campus without teacher permission. Please monitor your child's technology use on the chromebook at home. Students should always block pop-ups, unless told otherwise by a teacher. Any inappropriate use of technology will result in disciplinary action per teacher (or administrator) discretion, this may include the students' chromebook privileges being revoked.

## Personal Property

CMS faculty and staff are not held liable for any damage or loss 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 might include, but is not limited to headphones, gaming systems, auxiliary speakers, etc. Glass bottles are a safety issue and not allowed on campus. Aluminum can drinks are only allowed in the cafeteria during lunch. Personal property is subject to search by school officials when there is reasonable suspicion 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) will visit the school to maintain a safe drug free environment.

## Agenda Books and Lockers

Agendas and locks cost a total of \$10.00. This amount is due at the beginning of the school year. Locks are required for all students, while agendas are only required for 6<sup>th</sup> grade students. Replacement cost for an agenda or lock is \$5.00 each.

Lockers and locks will be issued to students by their homeroom teacher. Each student is responsible for keeping their locker clean and locked. Students are asked to keep their locker locked at all times as this is the safest place to keep personal items. Lockers are the property of CMS 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 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 may not be promoted to the next grade level unless the student completes the appropriate number of make-up 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 medical provider upon their return to school after an absence. Students should give these notes to 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.

**Tardy Policy:** Tardy Definition- Any time you are late for school and need to check in (**unexcused or excused**).

First Bell (Warning Bell): 7:50

Tardy Bell (Late for 1st Core Class): 7:55

- Tardies/Checkouts Numbers 1-3: Warning
- Tardy/Checkout Number 4: Phone Call Home
- Tardy/Checkout Numbers 5-9: Lunch Detention for Each Occurrence
- Tardy/Checkout Numbers 10+: After-school (3pm-4pm) participation in Bears Take Charge/ISS

## 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 the school is the responsibility of the 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 from the neck to above the knees and everything in-between, including private parts (chest, breasts, 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. Face, eyes, and ears should be visible at all times.
- Hoods and sunglasses should not be worn indoors; masks (other than for medical reasons) are not permitted.
- Clothing and accessories must be free from words/logos/designs depicting or promoting/advocating items included, but not limited to: 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 asked to contact a parent or guardian to receive new attire. Continual violations of the dress code may result in disciplinary action.

### **Transportation**

**Student Drop Off:** 6th Grade 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. 7<sup>th</sup> and 8<sup>th</sup> Grade students should be dropped off via car rider line in the school's main parking lot. CMS work hours begin at 7:30 AM. Students will not be allowed in the building and there will be no adult supervision outside prior to this time.

**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 IISC-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:** A written note must be given to the office by 9:00 AM 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) to be eligible to participate in any extra-curricular activity.

**Athletics:** 6<sup>th</sup>- 8<sup>th</sup> grade students are eligible to try-out for all sports except football. Per state regulation, 6<sup>th</sup> 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, Student Government, Sportsman's Club, Envirothon, Pep Club, 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 for middle school students to be eligible to attend after school dances sponsored by their school:

- 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.
- 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).
- 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 home 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 (EOG) Tests, CTE Post Assessments, and Haywood County Schools 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 per HCS Board Policy 6125. To minimize disruptions to 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. The only exceptions to this are an inhaler or EpiPen 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 ensure safety. See HCS Board Policy 9205 for additional information.

# Be a BEAR

**B**OLD

**E**NGAGED

**A**CCOUNTABLE

**R**ESPECTFUL