

CANTON MIDDLE SCHOOL



STUDENT HANDBOOK 2022 - 2023

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THE CMS WAY

Canton Middle School is a learning community where all members choose to act responsibly, respectfully, and with kindness.

We are Canton Middle School

We...

Choose Kindness

Make Responsible Choices

Select Respect

The Canton Middle School Way is a school wide, positive, proactive approach for improving social behavior and academic achievement for all students. It is a commitment to positive interaction among all groups in our community.

Behavioral Expectations

Choose Kindness

Treating others with respect, empathy, and understanding.

Make Responsible Choices

Acting with honesty, dependability, fairness, and integrity.

Select Respect

Showing consideration or appreciation for people's thoughts, feelings, requests, ideas, and property.

Welcome to Canton Middle School! We are thrilled to welcome our incoming 7th graders and anxious to see our returning 8th graders.

Early adolescence is an exciting and challenging period for both students and families. Our program has been designed to address the needs of the whole child by providing opportunities for academic, social, emotional and physical growth. CMS proudly draws on research related to best practices for middle schools and has implemented the following:

- ❖ *Interdisciplinary Teams*: Students and teachers are divided into teams of roughly 80-90 students. Each team includes a science, social studies, English, math, and special education teacher. These teachers meet regularly to discuss student progress as well as strategies to support student growth.
- ❖ *Academic Program*: All students have a rigorous and challenging core academic program. In addition, there are numerous occasions for students to explore additional areas of learning through our experiential and music programs.
- ❖ *Learning Connections*: Teachers work together to develop interdisciplinary units that allow students to understand the rich connections between different content areas.
- ❖ *Advisory Program*: Each student has a faculty advisor and is part of a small advisory group that meets each morning.

Canton Middle School and Canton High School share the same facility with CMS situated on the third floor. We strive to maintain an environment where Canton Middle School students enjoy a program that is distinct from that of the high school. All academic middle school classes and activities are held on the third floor. Our students do visit the high school floors for physical education, band, chorus, music technology, science of nutrition, family and consumer science, and drama; however, Canton Middle School is very much its own school.

We hope that you will find this handbook helpful throughout the school year for informational purposes and as a way for students to develop strong study skills. This is going to be a fantastic year and we look forward to working with our students and families.

YOUR STUDENT HANDBOOK/PLAN BOOK

This booklet is a combination handbook and plan book. Having both of these together should help keep you focused this year while providing a handy reference for information about your school. Every 7th and 8th grade student receives this plan book free of charge at the start of the school year.

It is each student's responsibility to bring this plan book to each class every day and to keep the plan book in good condition. Please remember the following:

- Put your name in your plan book immediately.
- Do NOT tear any pages out of the booklet.
- Keep the entire booklet intact all year.
- Each day in class use your plan book to write down every assignment due date.
- Check your plan book before you leave school each day.
- Bring your plan book home each night.

Your teachers will review the handbook with you and instruct you on how to use the plan book.

After you have read the handbook, please ask your parents to do the same. Both students and parents are required to sign the handbook acknowledgment form on-line. This can be found in PowerSchool. Go to Forms and then #4. Permissions/Agreements.

Everyone wants to have a great year. Reading and understanding the handbook and using the plan book every day can help tremendously with organization and success.

Be sure to use your plan book and read your handbook.

ADVISORY PROGRAM

Each 7th and 8th grade student in Canton Middle School is assigned a faculty advisor. Advisory groups of approximately 10-15 students each meet five times a week.

The goal of the Advisory Program is to improve student learning and success at school for each student. The Advisory Program achieves this goal by having

- an adult advocate for each student,
- a home base and faculty member for each student to connect with,
- regular meetings where goals, school issues, rules and regulations, academic concerns and school climate are discussed with students.

One to two advisory meetings each week will be used for a period of Sustained Silent Reading (SSR). Make sure you bring an excellent book to read to each of these meetings!

I. ACADEMIC INFORMATION

PARENT AND STUDENT GRADING PORTAL

Student grades are available to all students and parents through what is called the *Parent/Student Portal on PowerSchool*. Using passwords which will be provided to you, students and parents are able to check for themselves, any time they want, from a home or school computer or cell phone. While teachers have up to two weeks to post grades after collecting an assignment or a test, most do it more quickly. Additionally, many assignments will be assigned through Google Classroom. This allows PowerSchool to serve as the record of past performance, while current assignments that need to be completed are in Google Classroom. Combined, we hope these tools provide a comprehensive look at student performance, and help you to stay on top of your work, monitor your grades, set goals for your academic achievement and become a more successful student. **Report cards will be e-mailed** home approximately one week after the conclusion of each marking period.

ACADEMIC CALENDAR/REPORT CARDS/PARENT CONFERENCES

Dates are subject to change due to emergency closings. The progress of each student will be monitored very carefully. Every effort will be made to keep parents informed.

October 1	Mid-point 1st Quarter – remember to check the Parent Portal
November 5	Close of the 1st Quarter
November 12	1st Quarter report cards e-mailed home
November 15, 16, 17	Scheduled parent conferences
December 10	Mid-point 2nd Quarter – remember to check the Parent Portal
January 21	Close of 2nd Quarter
January 28	2nd Quarter report cards e-mailed home
February 25	Mid-point 3rd Quarter – remember to check the Parent Portal
March 21, 22, 23	Scheduled parent conferences
March 29	Close of 3rd Quarter
April 5	3rd Quarter report cards e-mailed home
May 6	Mid-point 4th Quarter – remember to check the Parent Portal
June 12	Scheduled last day of school (pending inclement weather/emergency days)

HOMEWORK

Canton Middle School students should expect about 90 minutes of homework four or five nights each week, not including independent pleasure reading. Homework is assigned to help students see the connections between the material being studied and their own lives, to develop and reinforce important skills, to prepare students for the next day’s lesson, to encourage higher level thinking and/or to give students an opportunity to explore individual interests in an area of study. It is considered an important part of the learning process. *The Canton Middle School Homework Guidelines are found in detail in Appendix II.*

WORK MISSED DURING ABSENCES

Homework is the student’s responsibility. Assignments given when a student is absent need to be made up in a reasonable amount of time. The best way for a student to keep current with work is to consult the teacher’s website/Google Classroom. Teachers are required to keep their websites current. Students/parents can also e-mail teachers directly with questions about assignments. If a student is going to be out **more than two days**, parents should contact the school **before 9:00 a.m.** for assignments that are not available through the website. These can usually be gathered during the school day and will be available for pickup in the office **after 2:20 p.m.**

INCOMPLETES/WITHDRAWALS

A grade of “INC” on the report card indicates that work for this course is incomplete. The student should immediately contact his/her teacher to arrange make-up sessions. Students will have a maximum of **ten school days** from the date report cards are issued to make up the work unless an additional extension is approved by the teacher or an administrator. If the work is not completed in the specified time, the incomplete work will be considered as a zero and computed on the report card. A grade of “W” on the report card indicates that the student has withdrawn from the course. **Students are permitted to withdraw from elective courses only with written parental permission during the first two weeks of the course.** No withdrawals are permitted after the first two weeks.

GRADING SYSTEM

The following numerical values will be used to assign letter grades:

97-100	A+	73-76.....	C
93-96.....	A	70-72.....	C-
90-92	A-	67-69.....	D+
87-89	B+	63-66.....	D
83-86.....	B	60-62.....	D-
80-82.....	B-	59 or below.....	F
77-79.....	C+		

QUALITY POINTS

All grades are assigned Quality Points (QP) based on a 12-point system:

A+ =	12	C =	5
A =	11	C- =	4
A- =	10	D+ =	3
B+ =	9	D =	2
B =	8	D- =	1
B- =	7	F =	0
C+ =	6		

HONOR ROLL/GRADING

The CMS Honor Roll is based on these minimum qualifications:

Distinguished Honors:

1. **10.5** quality point average or better
2. No grade lower than “**B+**”

High Honors:

1. **9.5** quality point average or better but **under 10.5**
2. No grade lower than “**B-**”

Honors:

1. **8.0** quality point average or better but **under 9.5**
2. No grade lower than “**C**”

All subjects at CMS will use letter grades including pluses or minuses for higher or lower performance within a category. All subjects will be included in Honor Roll computations. *All courses count equally in computing the Honor Roll.* In computing grades, actual figures are used in all cases; there is no rounding off to higher numbers. Any student earning Distinguished Honors for four or more marking periods at CMS will receive, upon completion of the 8th grade, a medal recognizing this outstanding achievement.

PROMOTION/RETENTION POLICY

BOE Policy 5123 can be found online at www.cantonschools.org

Canton Middle School expects that all students will pass English, math, social studies and science in order to be ready for promotion to the next grade level in those subject areas. The School Counselor will carefully monitor the academic progress of students and work closely with students, parents and faculty to help students remediate failing grades. During the 3rd quarter, parents will be notified in writing if a student is in danger of failing a required course. Students who do not pass a course for the year may be required to take that course in summer school. If a student does not make up this failure in the summer, he/she may be required to repeat the course the following school year or face the possibility of repeating an entire grade. Parents are urged to contact the School Counseling Office for additional information.

COURSES AND CURRICULUM

	<u>Grade 7</u>	<u>Grade 8</u>		<u>Grade 7</u>	<u>Grade 8</u>
<u>Required</u>	English Mathematics Science Social Studies Physical Education	English Mathematics Science Social Studies Physical Education	<u>Experiential Courses</u> 30 day rotation (Select 3 out of 4)	Art App Physics & Engineering Music Technology Experiential Family and Consumer Science	Art Creative Writing Drama Science of Nutrition CMSI: Media Mysteries
<u>Experiential Courses</u> 30 day rotation (Required)	Computer Coding Health Digital Citizenship I	Introduction to Robotics Health Digital Citizenship II	<u>Electives</u>	Spanish 7 Spanish I *Concert Band *Chorus *Music Technology	Spanish 8 Spanish II Concert Band Chorus Music Technology
<u>By Referral or Request</u>	Language Arts Lab Math Lab Special Education	Language Arts Lab Math Lab Special Education			

NOTE: Students **must** select one music course in Grade 7.

IMPORTANT: Students will be required to obtain 2 credits of World Language before graduating from Canton High School. Students who successfully complete Spanish at Canton Middle School will be awarded high school credit. Students who successfully complete Algebra I at the middle school will also receive high school credit.

Persons interested in a more detailed account of course offerings at CMS can find the Program of Studies booklet online at www.cantonschools.org.

ACADEMIC HONESTY POLICY

In its mission statement Canton Middle School states that our school community seeks success for all students in our changing world and that we encourage individual and group responsibility. We expect our students to be active and engaged learners and leaders in our school and community. We expect our students to demonstrate a high level of personal character and academic honesty and integrity.

What is academic honesty and integrity?

Academic honesty and integrity is defined as completing and submitting work that is your own. When ideas, thoughts and concepts are borrowed from another source, that source should be given credit. Academic honesty means not plagiarizing or cheating when completing your work.

What is plagiarism?

Plagiarizing means submitting the words, ideas or images from another person in any of your academic writing or projects and claiming them as your own.

Examples of plagiarism would be:

- Copying and pasting a passage of text from an Internet or on-line source without citing (giving credit to) that source.
- Copying slides from another person's PowerPoint and claiming them as your own.
- Copying word for word from a book (encyclopedia, research text, etc.) and claiming it as your own.
- Copying a story or poem, or the idea or format for a story, and claiming it as your own.

What is cheating?

Cheating is a conscious choice to be dishonest in your school work. Cheating includes:

- Copying someone else's homework, giving someone else your work to copy, or turning in someone else's work as your own.
- Copying someone else's test/quiz answers or sharing your own test/quiz answers during a test/quiz.
- Taking credit for project work that another student or students actually did.
- Possession of unauthorized materials during a test/quiz ("cheat sheets," notes written on your hand, etc.)
- Having someone else complete work for you and submitting it as your own.
- Texting someone answers to a test or quiz or receiving and using such texts.
- Sharing test/quiz information with another student who has not yet taken the test/quiz.

Why maintain academic honesty and integrity?

Students who always maintain a high level of academic integrity and honesty are learning at the highest level and are preparing to become active and contributing members of society. What are the consequences for academic dishonesty? Should a student make a poor decision and plagiarize or engage in cheating, the following consequences may result:

- Parents will be notified.
- The student will be required to do another similar replacement assignment or exam or required to redo and resubmit the work.
- Repeat or flagrant offenders will face disciplinary consequences and could receive zeroes for the work involved.

(Thanks to Marshall Middle School for ideas that assisted in creating this policy.)

II. ATTENDANCE AND TARDY POLICIES

ATTENDANCE, EXCUSED ABSENCES AND TRUANCY

BOE Policy 5113.2 can be found at www.cantonschools.org

A growing body of research confirms that missing an excessive number of school days, regardless of reason, can place a child at risk of falling behind his/her peers academically. Chronic absenteeism is a significant indicator of dropout from high school. Parents are strongly urged to keep absences to a minimum. Even occasional absences cause some learning disruption. The quality of learning suffers as there is no way to reproduce or recapture classroom activities.

In April 2013 the State Board of Education in compliance with Connecticut State Statutes (PA 11-136) published specific guidelines regulating excused and unexcused absences. State Board of Education policy states: *A student is considered to be in attendance if present at his/her assigned school, or on an activity sponsored by the school, for at least half of the school day.* The State Board established two levels of criteria for an absence to be considered an excused absence. These are:

- Days absent 1 through 9 in a given school year: Any reason that the student's parent/guardian approves that is documented by a parent/guardian signed note.
- Day 10 and above:
 - Student illness – verified by a licensed medical professional, regardless of absence's length.
 - Observance of a religious holiday - verified by parent/guardian signed note.
 - Death in the student's family or other family emergency beyond the control of the student's family – verified by a parent/guardian signed note.
 - Mandated verified court appearance.
 - Extraordinary educational opportunity approved by the school.

Examples of emergencies that would fit the definition of an excused absence:

- Family member who is very ill and close to dying.
- Student's home has suffered serious damage due to fire, storm, etc.
- Family member's military deployment or return from deployment.

Unexcused absences can result in truancy reports to the juvenile court system. Four or more unexcused absences in a month or 10 unexcused absences in a year require additional action by the school.

Special Events

Students who are not present in school may not attend after school or evening activities without permission from the principal.

LEAVING EARLY/SIGNING OUT DURING SCHOOL HOURS

There may be some occasions when a student will need to leave school early. When this occurs, the student should bring a note from a parent/guardian to the middle school office prior to the first class period of the day. If anyone other than the student's parent or guardian is to pick up the child, that information **MUST** be included in the note. Office personnel will initial the note and give it back to the student to give to his/her teacher. When it is time for the student to be picked up, the student must report to the office to wait for the parent or guardian. **ANY STUDENT LEAVING CMS DURING THE SCHOOL DAY MUST BE SIGNED OUT BY A PARENT OR GUARDIAN.** If the student returns the same day he/she must sign in at the middle school office and obtain a pass to return to class. No child will be released from school due to illness without contact from the Nurse's office. A child leaving early due to illness must sign out through the Health Room.

REPORTING AN ABSENCE

When it is necessary for a child to be absent from school, parents are asked to call the school before 9:00 a.m. After that time, a call will be placed from the Health Room to verify the student's attendance. A signed note is required when the child returns to school.

TARDY/LATENESS TO SCHOOL

Lateness to school should also be avoided because this too disrupts learning. Students are tardy to school if they are not in Advisory by 7:35 a.m. Students who are tardy to school are to report to the office to sign in and receive a pass. Up to four tardies per quarter can be excused provided the parent or guardian has provided a written note. Thereafter, each tardy will result in a detention, regardless of reason. Chronic lateness to school may result in further disciplinary action.

III. STUDENT CONDUCT AND DISCIPLINE

CODE OF CONDUCT

CMS is a school with high expectations for students both in terms of academic achievement and personal conduct. It is also a school which admires the exuberance and energy of youth and does not wish to discourage student enthusiasm. To this end, the one overriding rule of the school is merely that students are expected to be courteous at all times. The student who is courteous and respectful can expect to be treated with respect in turn. Following is a general outline of what is expected from each student:

It is expected that a student will...

1. Always treat other students with respect, courtesy and kindness. This especially includes never making harassing or mean-spirited comments to other students. Harassing another student in a racial, ethnic, sexual or religious manner is never permitted.
2. Always arrive on time in class and be prepared to work. Students should rarely need to return to lockers after entering class.
3. Give his/her best efforts and take pride in school work.
4. Respect school property at all times. Desks, lockers, books and other school materials and property should be treated with care. No student should ever deface or intentionally cause damage to school property.
5. Remain in the designated middle school area of the building (the third floor) unless attending one of the few classes held on the high school floors.
6. Arrive at school on time (ideally between 7:20 and 7:35 a.m.) and leave promptly at dismissal (between 2:20 and 2:30 p.m.). Students should never leave the school building without permission during the school day.
7. Not loiter in unsupervised areas at any time of day or after the school day is over.
8. Not unnecessarily cause the building to become dirty; contribute to keeping the building neat and clean.
9. Obey school rules and special event rules at all school functions.
10. Never have in their possession during the school day items which detract from the learning environment.
11. Always use personal technology devices in accordance with the *Regulations for Acceptable Use of Technology* policy.
12. Never engage in fighting, pushing, shoving or roughhousing.
13. Never be illegally absent from or tardy to classes.
14. Never use inappropriate, crude or obscene language.
15. Never run or be excessively rough in the hallways.
16. Never show disrespect for the person or property of classmates. This includes never entering the locker of a fellow student at any time, even if you feel you have that person's permission.
17. Never show disrespect for the person or property of any staff member, employee, substitute teacher or visitor.

Canton Middle School encourages students to be responsible and thoughtful citizens on the Internet. Students who post hurtful messages on social networking sites, in text messages and in chat rooms, risk becoming involved in actions that could be defined as bullying. These types of actions, which take place outside of school, can carry over into the life of the school and can become disciplinary situations for the students involved. Students are urged to think carefully before posting anything on the Internet about themselves or another student. Parents are urged to monitor electronic communication and social media closely.

ALCOHOL USE, DRUGS, AND TOBACCO (including Performance Enhancing Drugs)

BOE Policy 5131.6 can be found online at www.cantonschools.org

There are serious consequences for using, possessing, selling, dealing or giving away alcohol, illegal drugs, narcotics and/or restricted drugs by students in the Canton Public Schools.

Definition:

A drug may be defined as any mood-altering chemical used to affect behavior, promote abuse or psychological or physiological dependence. These substances include alcohol and all controlled substances defined by CT State Statutes (Section 21a-240). Among these, but not limited to, are amphetamine type, hallucinogens, morphine type, cannabis type, cocaine type, barbiturate type, steroids, and other stimulant or depressant drugs. Also included are any substances prescribed by a physician that are not used in the prescribed manner.

Search:

School administrators may search a student's car, locker, bag, and backpack and may demand that a student empty his/her pockets if they have reasonable cause to believe that the student possesses chemicals or objects related to the drugs defined above.

Consequences of alcohol or other drug possession, use, and/or distribution by students:

Any student in the Canton Public Schools in possession of, using/misusing, or under the influence of alcohol or controlled substances/drugs, or in possession of related paraphernalia on school premises or on/at a school-sponsored activity shall be subject to the following penalties:

1. Suspension/Expulsion – immediate suspension from school for ten (10) school days and possible recommendation to the Board of Education for expulsion. Expulsions may last 11 to 180 days. In accordance with the Canton Board of Education Policy (Section 5114): students offering for sale, or possessing with intent to sell, a controlled substance on or off school grounds shall be expelled for one full calendar year.
2. Contact/Conference – the school will contact the parent/guardian in order to inform them of the incident. A conference will be held with the student's parent/guardian and the building administrator to discuss the extent of the problem and share concerns and suggestions for parent/guardian action. In the event that the student is in possession of alcohol or controlled substances/drugs or in possession of related paraphernalia, the police will be contacted.
3. Resources – the parent/guardian may be referred by the building administrator to appropriate outside agencies and will be made aware of in-school resources for help.
4. Other – the student may also be subject to any other consequences as outlined in school handbooks.

Use of Passive Alcohol-Detecting Device Without Prior Notification:

If there is reasonable suspicion (indications of reasonable suspicion include, but are not limited to, such characteristics as alcohol odor, slurred speech, unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes) that a student consumed or is under the influence of alcohol, then:

1. An administrator and/or an administrator designee will take the student to a private area and will question and observe the student.
2. If the administrator or an administrator designee thinks the student is under the influence of alcohol, then the student will be asked to state his/her name and repeat a phrase while the passive alcohol-detecting device is in use.
3. If the student refuses the request, the judgment of the administrator will stand, and appropriate disciplinary consequences will follow, and parents will be contacted.
4. If the passive alcohol-detecting device is used and no alcohol is detected, then another test will be performed. If the test is negative for the second time, parents will be notified and the student will be allowed to return to the school-sponsored event.
5. If the passive alcohol-detecting device is used and the student is tested positive, then another test will be administered.
6. If the student tests positive for a second time, his/her parents will be contacted, the student will be removed from the event, and appropriate disciplinary consequences will follow.

BRING YOUR OWN DEVICE TO SCHOOL

BOE Policy 6141.328 can be found at www.cantonschools.org

Canton Middle School encourages students to use the Chromebooks provided by the school district, as the tools, technology and digital assignments are designed to work with those devices. But students are allowed to "opt out" of that device and *Bring Their Own Device* to school instead. This policy allows students to bring their own technology devices to school for use in the classroom. Students will be able to use laptops, tablets, portable computers, and other portable devices in the classroom. Teachers will have control over the timing and use of these devices, but students will have the freedom and *responsibility* to use their own portable devices for **educational purposes**.

Please note that students who are not able to bring in their own device will be able to utilize school equipment.

ONE TO ONE DEVICE PROGRAM

BOE Policy 6141.3291 can be found at www.cantonschools.org

Learning in the Canton Public School District must be a continuous, dynamic interaction among students, parents, and the extended community. Implementation of a 1:1 Device initiative enables learning anywhere anytime that is not limited by the physical confines of a classroom or school building. The Canton Board of Education believes that purposeful technology integration liberates teachers from being deliverers of content, and instead, allows them to be facilitators of deep, individualized learning for all students.

ELECTRONIC DEVICES

Cell Phones

To enhance student safety and to provide the best possible learning environment for students, the following guidelines have been established:

- **Unless the teacher grants permission, cell phones must stay off and must not be seen, heard, or used throughout the day.**
- Cell phones may not be used as watches, for photography purposes, or as a recording device.
- **In an emergency**, if a parent needs to contact a student during the school day, contact should be made through the Main Office.
- If a student needs to contact a parent during the school day, the call should be made from the Main Office.
- Students who use their cell phone during the school day for any purpose will receive a disciplinary consequence.

Consequences

Full details outlining the disciplinary process for cell phone infractions will be made available by the school separately. Students and families should be aware of the following:

- If a cell phone is seen, heard or used during the school day without teacher permission, the teacher will collect the cell phone and deliver it to the main office.
 - Student refusal to turn over the phone will result in additional consequences.
- Consequences for using cell phones without permission will include contacting the parent/guardian, having the parent/guardian pick up the phone from the main office, assigning the student a lunch detention or an after school detention, loss of the ability to bring their cell phone to school, and additional consequences as determined by administration.

iPads, Laptops and Tablets

iPads, laptops, tablets and similar electronic devices may only be used in the classroom with the teacher's permission. Should a student abuse the use of these tools, he/she may lose the privilege of bringing them to school.

BUS RULES

Most CMS students require transportation to and from school. Their safety and well-being will be insured by following these rules:

1. Be at the bus stop at the designated time; help keep the bus on schedule.
2. Always wait for the bus on the shoulder of the highway or sidewalk.
3. Be respectful of residents' property adjacent to the bus stop. This includes not littering and use of proper language.
4. When boarding the bus, stay in line; crowding is dangerous.
5. Remain properly and quietly seated while the bus is in motion.
6. As a passenger, keep your head, arms and hands inside the bus at all times.
7. Never throw objects in the bus, out of the bus windows, or (when off the bus) at the vehicle.
8. Obey the instructions of the bus driver promptly.
9. Do not deface or mar bus seats or equipment.
10. Do not distract the bus driver at any time from his/ her duties.
11. Be courteous to fellow passengers and the bus driver.
12. Do not eat while on the bus; do not leave articles behind when leaving the bus.
13. When leaving the bus stay in line; do not crowd, push, or lag behind.
14. If it is necessary to cross a street, look to the bus driver for directions. Be certain to check for traffic yourself and proceed with caution.
15. Students are reminded that once buses are in motion they will not stop to allow additional students on board.
16. Students failing to follow these rules will be referred to the principal for disciplinary action. In extreme cases, students may be denied use of buses for a period of time.

DRESS FOR SUCCESS

Any attire that interferes with the learning process or could be injurious to the health and safety of any student will not be allowed. Student dress should be modest and in good taste for an educational setting. It is the responsibility of each student to understand the dress code. While the following is not an all-inclusive listing, specific items that are not permitted for wear include:

- clothing with alcohol, tobacco or other drug messages
- clothing with weapons or references to violence
- clothing having indecent writing, indecent pictures or indecent slogans

- clothing that promotes intolerance or disrespect of individuals or groups of individuals
- clothing which exposes bare back and midriffs
- pajamas
- tank tops with single or spaghetti straps
- clothing which exposes undergarments
- extremely short shorts/skirts*
- strapless clothing, halter tops or clothing which overexposes the chest and/or thigh areas

*Shorts or skirts, at a minimum, should come to the students' knuckles when his/her hands are at his/her sides. The same knuckle rule holds for students who choose to wear leggings. The top worn over the leggings must come to the student's knuckles.

Coats, hats, hoodies and bandanas are not to be worn to class. Shoes (footwear) must be worn at all times. Clothing should be neat and clean. The school administration or assigned designee has the authority to deal immediately with any violators of the dress code. Students dressed inappropriately will be asked to arrange for a clothing change. With repeat offenders, parents will be notified and disciplinary consequences may be levied.

FIREARMS, WEAPONS, DRUGS AND FELONIES

BOE Policy 5131.7 can be found online at www.cantonschools.org

Students should be aware that several Connecticut laws can have an impact on their ability to attend public school. The content of these laws and policies is summarized below.

1. It is illegal for students to bring firearms, knives, dangerous weapons or dangerous instruments to school. These items should never be brought onto school grounds. Being in possession of such items in school may result in arrest by the police and suspension and expulsion from school.
2. Students who illegally possess a firearm outside of school or who use a firearm, dangerous weapon or dangerous instrument in the commission of a crime and are arrested by the police for such an act will be reported to school officials by the police. Such actions may result in suspension or expulsion from school.
3. Students who possess, distribute or sell illegal drugs in school or outside of school are subject to arrest by police. Such actions are reported by the police to school officials and may result in suspension or expulsion from school.
4. All felonies and Class A misdemeanors committed outside of school are reported to school officials by the police. School officials are required by Connecticut state law to meet and determine if it is safe for students involved in these activities to remain in school.

LUNCHROOM RULES

The following procedures will be in effect during the lunch period:

1. All students are to eat lunch in the cafeteria. Eating lunch in other parts of the school is not permitted without permission. Students must be supervised by a staff member during lunch.
2. All students must report promptly to the cafeteria and remain for the entire lunch period. Students are not to be in other areas of the building during lunch unless they are under the direct supervision of a staff member. Students need to present a pass to the lunchroom teacher if they wish to leave the cafeteria.
3. Upon entering the cafeteria, all students will be seated unless otherwise directed by supervisors.
4. Unruly conduct will not be allowed. This includes running, cutting in line, pushing, throwing food or making excessive noise, etc.
5. Students will be responsible for cleaning up after themselves.
6. No food is to be removed from the cafeteria.
7. All students will remain seated in an orderly manner until dismissed by the duty teacher.
8. Students who do not adhere to cafeteria rules will be placed at a detention table and will be expected to remain for additional corrective behavior.
9. Students who frequently misbehave in the cafeteria will be referred to the principal for disciplinary action. Such action may include detention and/or removal from the cafeteria.

DISCIPLINARY OFFICE REFERRAL

Disciplinary action is likely to ensue at a point where a student has been referred to the principal by a staff member, student, or administrator, for concerning behavior. A record of all office referrals will be kept on file. Parents will also receive a copy of this referral in the mail.

When a student has been referred for disciplinary action, a student should:

1. Report promptly to the CMS office to meet with the principal.
2. Give an accurate, full, and truthful account of events leading to the referral.

POTENTIAL CONSEQUENCES

Consequences for violations of school rules and regulations include:

- A reprimand
- Lunch detention

- Detention after school
- Suspension for not more than 10 consecutive days. Students can be suspended in school (ISS) or out of school (OSS) depending on the severity of the offense and the frequency of the student's misconduct.
- Expulsion is an action that can be taken only by the Board of Education and it results in a child being disallowed from school for a period of time longer than 10 days. (*See the entire Canton BOE Removal, Exclusion, Suspension & Expulsion/Due Process Policy 5114 online at www.cantonschools.org*)

BULLYING REGULATION

BOE Policy 5131.911 can be found online at www.cantonschools.org

Bullying behavior by any student in Canton Middle School is strictly prohibited, and such conduct may result in disciplinary action, including detention, suspension and/or expulsion from school. In accordance with state law and Board policy, bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity, or on a school bus; which acts are committed more than once against any student during the school year. Students and parents may file verbal or written complaints concerning suspected bullying behavior and students shall be permitted to anonymously report acts of bullying to teachers and school administrators. Any report of suspected bullying behavior will be promptly reviewed. If acts of bullying are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

The ***Canton Public Schools Report of Bullying Form*** can be found online or from the Canton Middle School office. Completed reports should be submitted to the principal.

Board policy and regulation #5131.911 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians online at www.cantonschools.org.

EQUITY AND DIVERSITY POLICY

BOE Policy 0523 can be found online at www.cantonschools.org

The Canton Board of Education expects all children to find school a safe and welcoming place, where each and every student is ensured access to pathways to success. It is not possible to achieve this if any child or member of the school community faces prejudice or hostility because of their race, ethnicity, sexual orientation, gender, religion, or physical and mental ability. The Canton Board of Education is committed to identifying and correcting practices and policies that perpetuate institutional racism and other forms of discrimination based on gender, sexual orientation, ethnicity, religion or physical or mental ability in order for all students to succeed. Learning and work environments are enriched and improved by the contributions, perspectives, and very presence of diverse participants. Therefore, the Canton Board of Education believes that it is important to have in place an Equity and Diversity Policy to clarify its expectations to ensure equity for all children.

In the Canton Public Schools Community, we believe equity is recognizing and valuing each and every individual, removing systemic barriers to well-being, committing to sustainable action, and ensuring access to pathways of success for all.

By having this policy, the Canton Board of Education gives a clear message to all in the community that discrimination based on race, ethnicity, gender, sexual orientation, religion, or physical and mental ability will not be tolerated in any form in the Canton Public Schools.

In the Canton Public Schools, we strive to:

1. Promote critical thinking regarding the history, contribution, and perspectives of diverse racial, ethnic, and social groups.
2. Provide every student with equitable access to high quality, culturally and personally relevant instruction, curricula, support, facilities, and other educational resources.
3. Work actively to encourage advanced academic opportunities for all students regardless of race, ethnicity, gender, sexual orientation, religion, or physical and mental ability.
4. Recruit, employ, support, and retain a teacher(s), administrator(s), instructional, and support workforce that reflects the diversity of the student body.
5. Provide professional development to strengthen employees' knowledge and skills for eliminating cultural, racial, gender, and ethnic disparities in achievement.
6. Ensure that each school creates a welcoming culture and inclusive environment that reflects and supports the diversity of the student population, their families and communities.
7. Remedy the practices, including assessment, that lead to the over-representation of any one group of students (e.g. based on color, gender, etc.) in areas such as special education and discipline, and under representation in programs, such as gifted and talented, honors classes and advanced placement.
8. Review existing policies, programs, curricula, professional development and procedures to ensure the promotion of equity for all students, and that all new policies, programs, and procedures will be developed with an equity approach.
9. Create multiple pathways to success in order to meet the needs of diverse students, and actively encourage, support and expect high academic achievement from all racial, ethnic and gender groups.
10. Commit to a collective responsibility within the district to address, eliminate, and prevent actions, decisions, and outcomes that result from and perpetuate racism and all other forms of discrimination.

Definitions

Diversity includes characteristics of persons including, but not limited to, race, culture, color, creed or religion, national origin, gender, mental and physical ability, age, marital status, family structure, citizenship status, sexual orientation, sexual expression or identity, economic status, veteran's status, and any other protected class in conformance with federal, state and local laws.

Educational Equity is access to resources, opportunities, and processes that unleash the potential and enhance success and prosperity for each and every student. Equity does NOT mean sameness. Equity recognizes and responds to the gifts and needs of each individual in each community.

Racism is pre-judgment, bias, or discrimination by an individual based on race. Individual racism includes implicit bias, conscious and unconscious, and external behaviors, and actions towards others.

Institutional racism is the collective failure of a public or private organization to provide an appropriate or professional service to people because of their race, color, culture, or ethnic origin which can be seen or detected in practices, processes, systems, attitudes, and behavior. It looks beyond individual acts of prejudice to the systematic biases that may be built into institutions. These systematic biases discriminate against and disadvantage people of color through prejudice, ignorance, thoughtlessness, or racial stereotyping.

Ethnicity means the social characteristics that people may have in common, such as language, religion, regional background, culture, foods, etc. Ethnicity is revealed by the traditions one follows, such as a person's language.

Implementation and Responsibilities

1. The Superintendent shall establish in accordance with this policy such plans and procedures as may be necessary and appropriate to accomplish its purpose and intent. Plans and procedures established shall include clear accountability for actions and oversight.
2. The Superintendent and/or designee shall collect, review and provide to the Board a quarterly report on data regarding racial or gender disparities in areas including, but not limited to, student achievement, enrollment, suspension/discipline, graduation rates, participation in honors and advanced placement participation. The report shall identify areas of disparity, areas of growth and targeted goals for the following year.
3. The Superintendent and/or designee shall ensure that there are various means for students, staff, and parents to report incidents of racism and other forms of discrimination.
4. The District will employ staffing processes that support and engender racial and gender diversity in its staff. The superintendent shall provide annually to the Board a report on staffing and efforts made to ensure that the staff represents the diversity in the student body and the community.
5. The District shall provide professional development to its staff to improve its cultural competencies and anti-bias training in serving a diverse student body and community. The district shall offer opportunities for all staff to improve culturally responsive instructional practices, curriculum, and assessments.
6. Administrators, teachers, and all staff are expected to address any incidents of racism, sexism, and other forms of discrimination. No member of the staff should ignore any form of this type of behavior anywhere in the school. Staff members should immediately explain why this type of behavior is unacceptable. All violations shall be reported to the school administration as they will become part of the superintendent's quarterly reports to the Board.
7. In addition to normal disciplinary consequences, the district will ensure that counseling, restorative practices, and the like, are part of discipline practices that relate to student violations of regulations that are part of the implementation of this policy in schools.
8. All students will be educated about the implications of this policy throughout the school year.
9. The district shall establish an organization or committee of students to promote equity and diversity and to serve as leaders and spokespersons within the schools and the district.
10. This policy shall be included in all students' handbooks provided to students and families. This policy will be posted to the District website.
11. The Board shall direct the superintendent to develop and conduct a systematic Equity Needs Assessment for the district to identify processes and practices that may need to be revised in light of this policy.

Legal Reference: Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited.

10-15c Discrimination in public schools prohibited. School attendance by five-year olds. (Amended by P.A. 97-247 to include "sexual orientation" and P.A. 11-55 to include "gender identity or expression")

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Connecticut State Board of Education "Position Statement on Culturally Responsive Education," adopted May 4, 2011

Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29 CFR Sec. 1606.8 (a) 62 Fed Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512 (January 19, 2001)

Section 8525, ESEA as amended by the Every Student Succeeds Act

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26,1998)
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26,1998)
Davis v. Monro County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)
The Vietnam Era Veterans' Readjustment Act of 1974, as amended, 38 U.S.C. §4212
Title II of the Genetic Information Nondiscrimination Act of 2008
The Americans with Disabilities Act as amended by the ADA Amendments Act of 2008
Public Law 111-256
Meacham v. Knolls Atomic Power Laboratory 128 S.Ct. 2395, 76 U.S.L.W. 4488 (2008)
Federal Express Corporation v. Holowecki 128 S.Ct. 1147, 76 U.S.L.W. 4110 (2008)
Kentucky Retirement Systems v. EEOC 128 S.Ct. 2361, 76 U.S.L.W. 4503 (2008)
Sprint/United Management Co. v. Mendelsohn 128 S.Ct. 1140, 76 U.S.L.W. 4107 (2008)

Policy Adopted: June 8, 2021

CANTON PUBLIC SCHOOLS
Canton, Connecticut

SEX DISCRIMINATION AND SEXUAL HARASSMENT

BOE Policy 5145.5 and 5145.51 can be found online at www.cantonschools.org

It is the policy of the Canton Board of Education that any form of sex discrimination or sexual harassment is prohibited, whether by students, Board employees or third parties subject to the control of the Board. Students, Board employees and third parties are expected to adhere to a standard of conduct that is respectful of the rights of students. Any student or employee who engages in conduct prohibited by this policy shall be subject to disciplinary action. The Superintendent of Schools shall develop Administrative Regulations implementing this Policy.

Definitions

Sex discrimination occurs when a person, because of his or her sex, is denied participation in or the benefits of any education program receiving federal financial assistance.

Sexual harassment: In a school setting, sexual harassment is conduct that 1) is sexual in nature; 2) is unwelcome; and 3) denies or limits a student's ability to participate in or benefit from a school's educational program. Sexual harassment can be verbal, nonverbal or physical. Sexual violence is a form of sexual harassment. Sexual harassment creates a hostile environment if the conduct is sufficiently severe or pervasive such that it interferes with or limits a student's ability to participate in or benefit from the school's program. Although not an exhaustive list, the following are examples of sexual conduct prohibited by this policy:

1. Statements or other conduct indicating that a student's submission to, or rejection of, sexual overtures or advances will affect the student's grades and/or other academic progress.
2. Unwelcome attention and/or advances of a sexual nature, including verbal comments, sexual invitations, leering and physical touching.
3. Display of sexually suggestive objects, or use of sexually suggestive or obscene remarks, invitations, letters, emails, text messages, notes, slurs, jokes, pictures, cartoons, epithets or gestures.
4. Touching of a sexual nature or telling sexual or dirty jokes.
5. Transmitting or displaying emails or websites of a sexual nature.
6. Using computer systems, including email, instant messaging, text messaging, blogging or the use of social networking websites, or other forms of electronic communications, to engage in any conduct prohibited by this policy.

Sexual Violence: Sexual violence is a form of sexual harassment. For the purposes of this policy, sexual violence refers to physical acts that are sexual in nature, perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Procedure

It is the express policy of the Board of Education to encourage victims of sex discrimination or sexual harassment to report such claims. Students are encouraged to promptly report complaints of sex discrimination or sexual harassment to the appropriate personnel, as set forth in the Administrative Regulations implementing this Policy. The district will investigate such complaints promptly, take interim measures, and take corrective action where appropriate. The district will maintain confidentiality to the extent appropriate. The district will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination. Any such reprisals or retaliation will result in disciplinary action against the retaliator.

The school district will periodically provide staff development for district administrators, and periodically distribute this Policy and the implementing Administrative Regulations to staff and students in an effort to maintain an environment free of sexual discrimination and sex harassment.

Sex discrimination and/or sexual harassment may also constitute bullying behavior under the Board's Bullying Behavior in the Schools Policy.

Legal References:

United States Constitution, Article XIV
Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, *et seq.*
Title IX of the Education Amendments of 1972, 34 C.F.R. § 106.1, *et seq.*
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Office for Civil Rights, U.S. Department of Education, Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, 66 Fed. Reg. 5512 (Jan. 19, 2001).
Office of Civil Rights, U.S. Department of Education Dear Colleague Letter: Sexual Violence (April 4, 2011).
Constitution of the State of Connecticut, Article I, Section 20.

Policy adopted: March 24, 2015

CANTON PUBLIC SCHOOLS
Canton, Connecticut

Additional information or help is available from the Canton Schools District Title IX Coordinator, Mrs. Lori DeVito.

SEXUAL HARASSMENT – PEER SEXUAL HARASSMENT

BOE Policy 5145.5 and 5145.51 can be found online at www.cantonschools.org

Peer sexual harassment is strictly forbidden in all schools within the Canton District, on school premises and during any school programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or making sexual comments directed at a person because of his or her sex, which interferes with the ability of a student to receive an education.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action may result from violations of this policy. Violations of this policy shall be reported to teachers or administrators. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to stop the sexual harassment.

(cf. 5145.5 – Sexual Harassment)

Legal Reference:

Civil Rights Act of 1964, Title VII, 42 U.S.C. §2000-e2(a).
Equal Employment Opportunity Commission Policy Guidance (N-915.035) on Current Issues of Sexual Harassment, effective 10/15/88.
Title IX of the Education Amendments of 1972, 34 CRF Section 106.
Meritor Savings Bank FSB v. Vinson, 477 U.S. 57 (1986).
Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998).
Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998).
Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998).
Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999).

Policy adopted: March 24, 2015

CANTON PUBLIC SCHOOLS
Canton, Connecticut

SUSPENSION POLICY

Serious violations of the student Code of Conduct including, but not limited to, the Bullying Regulations, the Equity and Diversity Policy, the Sexual Harassment Policy and Regulations, the Drug and Alcohol Policy and Regulations, and the Firearms and Weapons Policy and Regulations, can result in a student being suspended from school. In certain very serious cases, violation of these policies, rules and regulations can lead to expulsion by the Board of Education. (*See the entire Canton BOE Removal, Exclusion, Suspension & Expulsion/Due Process Policy 5114 online at www.cantonschools.org*)

TOBACCO & TOBACCO RELATED PRODUCTS

Students are never to have cigarettes (including “e-cigarettes” and vape products), lighters, matches or tobacco products of any nature with them in school. Students found to be in possession of these items or to be using these items will be subject to serious disciplinary action, including suspension from school.

VANDALISM / LOSS OR DAMAGE TO SCHOOL PROPERTY

Vandalism by students involving damage to school property will result in disciplinary action. The repairs to school property as a result of vandalism will be completed by the school or town and the cost of repairs must be paid by the parents or legal guardian of the student(s) responsible. Textbooks, library books, classroom books, chromebooks, computers, and any school owned property also fall under this category. Students will be responsible for school issued property and any loss or damage must be paid for by the student or the parent or legal guardian of the student.

IV. GENERAL INFORMATION

ACTIVITIES/CLUBS

Canton Middle School offers a broad program of student activities which contribute to the growth and development of the participants. Students are encouraged to contact the person listed for each activity if they wish to participate.

STUDENT COUNCIL - Members of the Student Council are chosen to represent each social studies class. The council conducts officer elections and meets regularly. The council organizes fundraisers, dances and other special events, and liaises with school administration.

MATH TEAM - CMS sponsors a school math team each year. The team competes in regional and state competition as part of the *Math Counts* program. All students are welcome to apply for membership in the team.

SCIENCE CLUB – Students participate in science activities..

SPORTS - There will be three interscholastic offerings; two in the fall and one in the spring. A parent permission slip along with a current physical on file with the school nurse is required to play interscholastic sports.

- **Cross Country (fall)** – open to all students and will involve practice and meets in September and October.
- **Field Hockey (fall)** – will involve practice and games with other schools in September and October.
- **Track & Field (spring)** – open to all students and will involve practice and meets in April and May.
- **Unified Sports** – open to all students

(See the Athletic Director for additional information)

DRAMA - Eighth grade drama classes produce plays at the end of each experiential for students and faculty.

DRAMA CLUB - This activity offers students in grades 7 and 8 an opportunity to participate in an after school theatrical performance as actors, set constructors, stage hands, etc. Performances are held in the spring semester. Past presentations include: *Evil Doings at Queen Toot's Tomb*, *Oliver*, *Music Man Jr.*, *Charlie and the Chocolate Factory*, *Robin Hood*, *Annie*, *Chateau La Roach*, *OZ*, *Wonderland*, *James and the Giant Peach*, *Schoolhouse Rock Live*, *Seussical Jr.*, *Peter Pan*, *Happy Days*, *Grease: School Edition*, *Alice @ Wonderland* and *Back to the 80's and Aladdin, Jr.*, *Touched by an Angle*, *Shrek, Jr.* and *Chitty Chitty Bang Bang*.

BAND/CHORUS - At least twice each year, the band and chorus perform for students, faculty and parents. An after school Jazz Band and Chamber Choir meets weekly.

JAZZ ENSEMBLE - Jazz Ensemble is a full big band, playing all styles of jazz. The group meets once a week after school, as determined by the director. Enrollment is open to any 7th or 8th grade student who is enrolled in Concert Band.

CHAMBER SINGERS - The class is open to all 7th and 8th graders in concert choir by audition only and will meet one day per week in the evening.

YEARBOOK - CMS publishes a yearbook for both 7th and 8th graders.

GEOGRAPHY BEE - Students compete in activities which begin with a classroom phase in social studies.

ART CLUB - The Art Club is for those interested in doing art work beyond that offered in courses.

PHOTOGRAPHY CLUB - Students interested in photography are invited to join. The photography club meets twice monthly. Some expenses are involved for the purchase of materials and items like film, paper and developing chemicals.

WE SPEAK - A safe-space discussion group that takes on issues that teenagers face.

Many activities are planned for the benefit of the whole student body and all persons participate. These include:

- Field Day – students compete in a variety of sports and recreational activities.
- Field Trips – are an important part of the educational program at CMS. *See Appendix I for Overnight Field Trip Policy.*
- Town Meetings/Assemblies – Veterans Day Assembly

AGENDAS, BOOKS AND MATERIALS

School books, equipment, materials and library books checked out to students are the responsibility of the student and should be kept secured at all times. Students will be expected to make restitution for materials lost or damaged during the time they are in their care. Each student is issued an agenda at the beginning of the school year. It is required that every student have their agenda with them at all times. Students may not remove pages from their agenda or alter it in any way. Should a student lose their agenda, they will be responsible for purchasing a new one. Replacement agendas can be purchased in the main office for \$5.00.

ARRIVING AT CANTON MIDDLE SCHOOL

Canton Middle School and Canton High School share the same two entrance doors. One set is located by the gymnasium and the other is between the auditorium and the library. Before school, middle school students may enter either set of doors and walk one flight up to the middle school. At 7:35 a.m. each morning the exterior doors near the auditorium are locked and the second set of doors inside the vestibule by the gymnasium are also locked. This is a security precaution. Students who are arriving late and parents who are coming to school are required to enter through the doors near the gymnasium. A buzzer system requires anyone entering the building between 7:35 a.m. and 2:20 p.m. to be buzzed in by the high school secretary. Students will be sent up to the middle school. Parents and visitors will be asked to sign-in and wear a Visitor's Pass and then will be directed to the middle school office.

BACKPACKS AND BOOKBAGS

Students are encouraged to use backpacks or book bags to bring their books and materials to school each day. Prior to each school year, information will be forthcoming about use of backpacks during the school day. At times, students will utilize their backpacks throughout the day. At other times, students will be issued a locker. Lockers measure 12" wide and 11" deep. Parents should keep this in mind when purchasing backpacks, binders, etc. School supply lists are designed to minimize the amount of items students are expected to have in their backpacks.

BELL SCHEDULE

CMS operates on a mixed block schedule. The exact schedule will be distributed separately to families. There are separate lunch waves for 7th graders and 8th graders. Typically on early release days, all periods will meet for an abbreviated time. On consecutive early release days, the schedule may be modified and given to students in advance. Two hour delayed opening schedules may also be modified and will be announced to students before the start of the day.

BUS INFORMATION

Administration works with Martel Transportation to provide safe transportation to every rider. School bus transportation is provided to all students who live beyond a reasonable walking distance to the school. Bus stops will be established at convenient, safe places along the roadways. Students are expected to walk to these stops. More information regarding transportation and bus routes can be found on the district website at www.cantonschools.org.

If at any time a bus should be involved in an accident, students should follow these procedures:

1. Listen to and follow the directions of the bus driver.
2. If an older student is assisting the bus driver, follow his or her direction.
3. Exit the bus in a quiet and orderly manner.
4. Stand off the road.
5. Do not leave the area where the bus has stopped until told to do so.

CAFETERIA GOES GREEN

Canton Middle School is committed to making its cafeteria more environmentally friendly. This initiative will continue to expand as we try to build a stronger environmental consciousness and develop greener habits. Students are strongly encouraged to engage in as many of the following practices as possible:

- Bring a reusable lunch bag to school.
- Put sandwiches and snacks in reusable containers.
- Put all recyclable waste in the proper recyclable container each day.
- Not to waste food by bringing unwanted food items to school.

CONTACT BY E-MAIL OR TELEPHONE

Parents who have concerns about their child's work in a specific subject are encouraged to contact the child's teacher. An efficient and quick way to contact any faculty member is through e-mail. Classrooms are not set up to receive outside calls during instructional time. All telephone calls must go through the main office. While sometimes a conference or telephone conversation is necessary, information can also be communicated through e-mail. Any staff member can be contacted electronically by using the staff member's first initial, last name @cantonschools.org. For example: jsmith@cantonschools.org. Teachers check their e-mail daily. Parents who have general concerns about their children, where work in several subjects seems to be below expectations, are urged to contact the CMS school counselor.

COUNSELING SERVICES

CMS has a full-time school counselor, Mrs. Amy Brintle. Mrs. Brintle's function is to help students with educational, vocational and personal problems. All conferences are held in strict confidence so students may feel free to discuss problems of any nature. Parents who wish to have special conferences or program adjustments should call Mrs. Brintle at the middle school number (860) 693-7712 or email at abrintle@cantonschools.org. Mrs. Brintle's office is located in the middle school office on the third floor and students are encouraged to seek assistance as needed.

DELAYED OPENING OR SCHOOL CLOSING

In the event of the closing or delayed opening of school, there are several ways that this information will be available. These include:

- Posting on the district website
- An automated phone message and/or email
- Major local television stations

ELECTRONIC MESSAGING SYSTEMS

Canton Middle School regularly communicates with parents through e-mail and through an automated voice messaging system. Parents are phoned by the Central Office when an emergency occurs. The middle school principal sends an email or phone message with important academic information that is pertinent to middle school students and parents only. Report cards, student schedules, weekly newsletters and informational flyers are some of the things e-mailed to parents. All informational flyers are approved by the Central Office before being sent. **If a parent wants access to this e-mail system, it is important that accurate e-mail addresses are on file. If a parent does not want this type of information sent home, they may opt out on the *Parent Portal*.**

FUNDRAISING

There will be several opportunities for students to engage in fundraising activities through the Student Council and other clubs and organizations. However, nothing is to be sold on school property or buses, including gum and candy, that is not part of an approved school or community fundraising program.

GUEST POLICY

As a general rule CMS students are not permitted to bring guests to school for a day as this is disruptive to the learning environment. Exceptions to this rule can be granted by the principal. If a student wishes to bring a guest, he/she should see the principal at least 2 days in advance and there must be a particular educational purpose for the visit. When a request is made, additional rules and regulations will be discussed with the student. Unannounced guests will be turned away.

GUEST POLICY – DANCES

The school usually hosts three dances a year. These dances are for Canton Middle School students *only*. No older (or younger) students are permitted to attend nor are students permitted to bring students from other schools as guests. This is for the safety and protection of all students at dances. CMS students are not permitted to attend Canton High School dances.

HEALTH ROOM, PHYSICAL EXAMS, IMMUNIZATIONS (860) 693-5997 DIANE SODARO, R.N.

The Nurse's office is available to all students during school hours. When it is necessary for a student to see the nurse, a pass must be obtained from a teacher or staff member, unless there is an emergency. All students must see the nurse before leaving school early due to illness. To be excused from P.E. for any reason, a note from a doctor is necessary and must be brought to the health room. All incoming 7th grade students must have a current physical examination report on file by state statute. Physical exams less than one year old are also required for participation in interscholastic sports and must be on file in the health room. Students must also comply with the state mandated vaccination requirements. These requirements are sent home by the nurse. Please call the health room at (860) 693-5997 with any questions or to report an absence.

ITEM DROP OFF

In an effort to encourage students to develop self-responsibility, CMS discourages parents from dropping off items left at home. Lunch money can be borrowed from the office in the case of a forgotten lunch. The lunch money will need to be paid back prior to borrowing again. Items may be placed on the table outside of the high school office, but please be aware that individual calls for students in the classroom will not occur, as it interrupts instructional time. Students may retrieve items from the middle school office or from the table downstairs. Parents or other adults coming to school are asked to sign in at the high school office and pick up a Visitor's Pass. They are asked to wear the pass while in school. Visitors must also sign out and return the badge to the high school office.

LEAVING SCHOOL

During the school day there may be legitimate reasons for a student to leave school. These reasons must be communicated by the student's parents/ guardians to the middle school principal or administrative assistant prior to a student leaving school. Students may never leave the school building without permission once they have arrived for the day. Leaving school illegally is considered to be very serious and will result in serious disciplinary consequences. Any student with questions about leaving school should always check with the principal.

LEARNING COMMONS/LIBRARY RULES

The Learning Commons/Library is a resource available to all students and staff. The Learning Commons/Library is divided into two distinct areas. The **third floor** area is set aside for middle school students. The second floor area is the high school section. When it becomes necessary for middle school students to use resources located in the high school area, they should seek permission from the middle school Literacy Innovation Specialist before doing so. Otherwise middle school students should remain on the **third floor** of the Learning Commons/Library. The rules listed below are in place in order to provide fair access to the various print and technology resources.

1. Students may come to the Learning Commons/Library during classroom study hall if they have a pass from an academic teacher. The period should be spent doing work for that teacher.
2. Students should arrive with work or reading to do and they are expected to work quietly. Students in middle school study hall in the library should recognize this is a quiet study hall situation. Students may work quietly together with permission of the library aide.
3. While no personal music devices are permitted in the library, students may use their personal technology devices for academic school related work only.
4. Students may borrow two books for a two-week period, with one renewal. Reference materials do not circulate. All materials must be returned in order for a student to obtain a report card.
5. Food and beverages (other than clear water) are not permitted in the Learning Commons/Library at any time.
6. Computer use supports academic work only. Personal e-mail, chat rooms, I-messaging, games, video, music or downloading of music or games are not permitted activities at any time.
7. The computer labs are available only for whole-class instruction and teachers schedule classes as needed. The same rules apply as in item 6 above.
8. Students must maintain the integrity of their computer password. This means that they are not allowed to either share their password with other students or be in another student's computer file.
9. Learning Commons/Library hours are as follows: 7:00 am – 2:30 pm Monday through Friday. Closed after school on early release days.
10. Use & Misuse of the Internet Students are allowed to use the internet for legitimate school assignments and activities. Students are prohibited from using the internet or other electronic technology to interfere with the educational process.

LOCKERS

The student lockers at Canton Middle School are in excellent condition. It is extremely important that each student treat his/her locker with respect and care. Lockers should never be overloaded, forced shut, slammed, kicked or defaced in any manner. Students who mistreat a locker will be subjected to serious disciplinary consequences. Lockers are the property of the school district and are subject to inspection by the superintendent, principal, or their designated agent. Use of lockers is subject to these rules:

1. Use only the locker assigned to you.

2. Students should not have in school items which are too large to fit into lockers or amounts of clothing and equipment in excess of what the locker will hold. Each locker measures 11”d X 12”w.
3. Lockers may be decorated on the inside with tasteful photographs and the like. All such material should be removed at the close of the year. No items should be taped or adhered to the outside of lockers.
4. It is your responsibility to keep the locker clean, inside and out. If anyone should mark or damage your locker, report this promptly to the office.
5. Do not alter shelves, hangers, hooks or handles in any way.
6. Do not store any material in the locker which could be hazardous to the health and safety of yourself or others.
7. Any material found during an inspection which is considered hazardous will be held by the school authorities.
8. Students are advised to keep their lockers locked at all times and not to share the combination with others. Be certain to spin the dial before leaving your locker. The safety of your personal possessions will be in jeopardy continuously if you fail to observe these simple procedures.
9. Students are also invited to obtain locks for their gym lockers. Personal possessions and valuables left in unguarded gym lockers can disappear easily and there is no way to trace them once they are lost.
10. Students observed handling or looking in other student’s lockers may be considered to be tampering and will be subject to disciplinary action.
11. The BOE reserves the right to authorize the Canton Police Department to bring drug sniffing dogs into CMS and to bring these dogs past student lockers. (See BOE policy 5145.122 at www.cantonschools.org for more details.)

LOST AND FOUND

All articles of clothing, lunch bags, school items, etc. should be placed on the lost and found table outside the CMS office.. Other items such as chromebooks, textbooks, phones, electronic equipment, jewelry, eyeglasses and money should be brought into the office and given to an office staff member. Unclaimed items will be donated at the end of the school year.

LUNCH/CAFETERIA

CMS has separate lunch shifts for Grade 7 and Grade 8, following the schedule distributed prior to the start of the year. Lunch is not served on early release days. If a child does not have enough funds in their account or has forgotten lunch at home, they may borrow lunch money from the office. This loan must be paid back to the CMS office before borrowing again. More information regarding lunch menus, depositing money in accounts, and free and reduced lunch applications can be found on the website at www.cantonschools.org.

MIDDLE SCHOOL STUDENTS AND HIGH SCHOOL ACTIVITIES

Canton Middle School and Canton High School are two distinct schools that share the same building and campus. Many activities are run by both schools. Some of these activities are exclusive to each school and some are open to the public. For example, all students and members of the community are invited to attend all concerts, plays and athletic events. However, high school students are never permitted to attend middle school dances, field trips and other purely social events. Of course, middle school students are not permitted to attend high school dances, proms and social events. Students and parents who are uncertain about eligibility to attend an event are encouraged to contact the middle school office.

MORNING ANNOUNCEMENTS

Information is communicated to students each morning in advisory through the PA system and/or video, and also through the digital display on the television screens outside the main office and in the cafeteria. Information regarding changes to the daily schedule, meetings, sports, auditions, fundraisers, field trips, and reminders will be announced.

PERSONAL DEVICE USE

Canton Middle School has a large number of computers available for student use in the library, the computer labs and in classrooms. Students are expected to use the school’s computers responsibly and respectfully. Each student will be expected to read, understand, and adhere to the district’s *Regulations for Acceptable Use of Technology (RAUT)* for computers. The *RAUT* prohibits students from using computers to cause harm to others and not to damage the electronic property of others. Students are never to be in the computer accounts of others, nor are they to disclose their passwords to other students. Students may not use the internet at school to make purchases or sales. While the school makes every effort to filter or block inappropriate internet sites, should a student inadvertently come upon such a site, he or she agrees to report this immediately and disconnect from the site. Also covered in the *RAUT* is: personal technology devices; internet safety; e-mail use; computer games; chat rooms and blogs; and storage capacity for each student. Parents are asked to read and sign the district’s *RAUT* and discuss it with their children.

PROHIBITED ITEMS

The following serves as a guideline of restricted items and is not to be considered an all inclusive list:

- Drug paraphernalia and gang related materials
- Weapons of any kind or facsimiles of weapons such as water guns, airsoft guns or other toys
- Firecrackers, poppers or other explosive devices

- Cigarettes, smokeless tobacco or any other smoking paraphernalia
- Matches or lighters
- Skateboards, longboards, scooters, etc. are not to be ridden in school or on school grounds
- Laser pointers

SAFETY AND SECURITY

In an effort to keep our school safe, the following safety procedures are used:

- Fire drills are required by law and are conducted regularly. Students will review detailed procedures for exiting the building during fire drills. There is to be no talking. Listen carefully to teacher instructions.
- Code Yellow/Red/Blue Drills are also held several times during the school year. Teachers will review procedures with students.
- All doors to the building are locked during school hours.
- Access to the building is limited to the main entrance.
- Visitors must be buzzed into the high school office.
- Visitors are required to sign in and wear a visitor badge.
- Exterior and interior video surveillance for the safety of all students and staff. *BOE Policy #5131.111 can be found on the website.*

SCHOOL HOURS

A day in the life of a typical Canton Middle School student starts at 7:20 a.m., at which time adult supervision begins in the middle school. We recommend that students coming to school on their own or being dropped off by parents not arrive before 7:20 a.m. If a student arrives before their advisory room is open, they may socialize in the hallways but are NOT to leave the middle school area. Classrooms will be opened at 7:20 a.m., at which time students may enter these rooms to complete homework tasks or to study. A warning bell at 7:30 a.m. will alert students to the start of first period class. On a regular day school ends at 2:20 p.m. Unless students are involved in a **supervised** activity, they should leave the building by 2:30 p.m.

Regular school day hours are from 7:35 a.m. until dismissal at 2:20 p.m..

Early Release time is at 12:00 p.m. (scheduled or emergency closing)

2 Hour Delayed Opening is at 9:35 a.m.

WEBSITE

Canton Middle School maintains a website to provide information to students and parents. Individual teachers have homework assignments posted on this site. Weekly newsletters, PTO notices, informational flyers, miscellaneous forms and the school calendar can be found on our website. Parents can use the website to communicate by e-mail with teachers. The web address for CMS is www.cantonschools.org and click on Middle School.

NON-DISCRIMINATION

The Canton Board of Education complies with all applicable federal, state and local laws prohibiting the exclusion of any person from any of its educational programs or activities, or the denial to any person of the benefits of any of its educational programs or activities because of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, or gender identity or expression, subject to the conditions and limitations established by law.

It is the policy of the Board that any form of discrimination or harassment on the basis of race, religion, color, national origin, sex, sexual orientation, marital status, age, disability, pregnancy, gender identity or expression, or any other basis prohibited by state or federal law is prohibited, whether by students, Board employees or third parties subject to the control of the Board. The Board's prohibition of discrimination or harassment in its educational programs or activities expressly extends to academic, nonacademic and extracurricular activities, including athletics. It is also the policy of the Board to provide for the prompt and equitable resolution of complaints alleging any discrimination on the basis of protected characteristics such as race, color, religion, age, sex, sexual orientation, marital status, national origin, disability, pregnancy, gender identity or expression.

For the purposes of this policy, "gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose.

The Non-Discriminatory Compliance Officers for the Canton School System are:

Title IX/Equity Officer – Mrs. Lori DeVito (860) 693-7707

Sec. 504 Officer – Call Superintendent's Office (860) 693-7704

In order to provide prompt, equitable resolutions of citizen, student and employee complaints, the Board of Education has adopted a grievance procedure that is available in the Superintendent's and all school offices.

APPENDIX I OVERNIGHT TRIPS

Please Note: There is an application process that each student must undergo before eligibility for an overnight trip is determined or final trip approval is granted.

Qualifications

Students at Canton Middle School are offered occasional opportunities involving overnight stays. These overnight field trips have an educational value and offer the student learning opportunities beyond the classroom walls. Because these trips are extracurricular, they should be viewed as privileges and not entitlements. Students must realize that whenever they venture beyond school grounds, they represent our school, our town, our state and very often our country. Understandably, standards for participation on overnight

trips should be very high as the responsibilities and liabilities are great. Students who choose to use alcohol and other drugs pose a particularly difficult challenge to chaperones and other students; the basic issue being that of safety. Listed below are some qualifications for participation as well as consequences for those students who use alcohol or drugs 8 months (248 days) prior to the departure of the trip. Please read them closely and be prepared to adhere to them before applying for participation on an overnight trip.

Participants should have an exemplary behavior record, both in the classroom as well as in the school community and should have consistently demonstrated the following qualities:

- a. cooperativeness
- b. respect for authority
- c. responsibility
- d. ability to get along with others
- e. adherence to school rules
- f. good attendance record
- g. respect for school and town property.

The trip coordinator will meet with staff chaperones, administrator(s), social worker and guidance counselors to determine if a student has or has not met the above standards.

Disqualifications

If a student fails to meet and maintain an exemplary behavioral record as outlined above, then he/she may be removed from the trip roster and, in such case, will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

A student will not be allowed to participate on an overnight trip if he/she has engaged in any of the following activities 8 months (248 days) prior to the departure date:

- possessed or used any alcoholic beverage or drug during the school day, on school property, at a school-sponsored activity, or while being transported to and from school.
- attended school or a school-sponsored activity or was on school property under the influence of alcohol or any other drug. "Under the influence" in this regulation means having ingested any amount of alcohol or other illegal drug.
- been arrested for an alcohol or drug offense or been arrested for a crime while under the influence of alcohol or other drugs.
- been arrested for misdemeanor or felony charges involving such action as assault, possession of a firearm, or distribution or sale of alcohol or any other drug.

If a student is disqualified from the trip because of any of the reasons listed above then he/she will be reimbursed in accordance with the rules established by the travel agency or trip coordinator.

Consequences

If a student attends an overnight trip and violates school rules regarding alcohol and other drugs, then he/she will be:

- sent home at the expense of parents. Expenses may include but are not limited to transportation costs, phone bills, etc.
- suspended for a minimum of 6 school days outside of school.
- subject to other appropriate school sanctions as outlined in other school policies (i.e. athletic consequences).

Students who violate other school rules and/or behave inappropriately, including leaving hotel premises without permission, may be sent home at the expense of parents and will be subject to regular disciplinary actions. In addition, other trip rules may be established by chaperones which students should follow. Additional information about student behavior can also be found in the Student Handbook as well as Board of Education Policy.

APPENDIX II CMS HOMEWORK POLICY Revised: June 27, 2017

The Canton Public Schools defines homework as any school work that students spend time on outside of class. This includes completing nightly assignments, studying for assessments, and working on long-term projects.

Purpose of Homework:

The Canton Public Schools' Community believes that meaningful homework provides students time for independent learning that:

- prepares them for and reinforces the learning, activities, and discussions that take place in the classroom;
- gives them an opportunity to demonstrate mastery of skills taught in class;
- informs families and involves them in curricular activities and keeps families aware of the topics that are taught, how their child is progressing, and how to support their child's work at home;
- informs teachers about students' levels of understanding so that they can adjust instruction;
- builds students' responsibility, independence, perseverance, and time management skills;
- assists students in improving their work habits and organizational skills;
- fosters students' love of learning;
- gives students the opportunity to understand their own learning styles.

21st Century Skills:

Today's students must learn to locate, analyze, collaborate, interpret, and communicate information and solve problems logically. To succeed in the 21st Century, everyone will need to be proficient in all of these skills and will have to use technology to demonstrate proficiency. Colleges, universities, and the business community are clear that these skills are truly "essential" to the success of all students as they pursue post-secondary education and careers. These skills are strengthened through homework/independent learning. The 21st Century skills are defined as the following:

1. Use real-world digital and other research tools to access, evaluate, and effectively apply information appropriate for authentic tasks.
2. Work independently and collaboratively to solve problems and accomplish goals.
3. Communicate information clearly and effectively using a variety of tools/media in varied contexts for a variety of purposes.
4. Demonstrate innovation, flexibility, and adaptability in thinking patterns, work habits, and work/learning conditions.
5. Effectively apply the analysis, synthesis, and evaluative processes that enable productive problem-solving.
6. Value and demonstrate personal responsibility, character, cultural understanding and ethical behavior.

Amount of Homework:

- Homework should not be busy work, and assignments should not be given to merely address the amount of time indicated for homework assignments, but should be purposeful and tied directly to the curriculum. It should help to determine mastery of the objectives needed per grade level based on the Canton Community Expectations for Learning.

- Homework may only be assigned on Monday, Tuesday, Wednesday, and Thursday, excluding long-term assignments.
- With the exception of summer vacation assignments, teachers may not use scheduled vacation time during the school year to assign homework and projects.
- Any summer assignments given K-12 will be approved by the department chair, principal, and assistant superintendent.
- Elementary grade level students are encouraged to read either with family support or independently.
- The following homework assignment schedule necessitates a teacher recognizing each individual student's ability, needs and interests:

Homework Assignment Schedule

- K-3** Homework is not to exceed twenty (20) minutes of Reading/Math literacy skills per night.
- Grade 4** Homework is not to exceed thirty (30) minutes per night.
- Grade 5** Homework is not to exceed forty-five (45) per night.
- Grade 6** Homework is not to exceed one (1) hour per night.
- Grades 7-8** Homework is not to exceed twenty (20) minutes per class per night. High School Equivalent courses may not exceed thirty (30) minutes per night.
- Grades 9-12** Homework is not to exceed thirty (30) minutes per class per night. Honors, UCONN Early College Experience, and Advanced Placement courses may require up to forty-five (45) minutes per night per class.

In addition:

- Projects, essays, and other long-term assignments should have progress checkpoints. Fewer checkpoints should occur as students advance to prepare them for independence by senior year.
- Whenever possible, all teachers should collaboratively plan for homework assignments, including studying for assessments and working on long-term projects, to avoid conflicts with tests and quizzes and to prevent excessive amounts of homework across subject areas.
- If a student is absent, either because of illness or bereavement, the school must provide additional time for homework completion. Students should contact their school counselor to coordinate assignment completion.
- In the case of unexcused absences, make-up work is not permitted for credit. The student, however, should make up such assignments to help him/her with later school assignments. Excused absences are defined as:
 1. Illness
 2. Death in the family
 3. Observance of a religious holiday
 4. Family emergencies or other circumstances beyond the student's control
 5. School-sponsored field trip
 6. Other reasons, such as medical appointments, approved athletic events, college visits.
 7. While the district does not condone students missing school due to vacations, it does recognize that there are rare instances when a student must be absent due to parental vacation or travel requirements. In these cases, the student must notify the school administrator in advance of the absence(s).
- Teachers should provide feedback when returning homework assignments whenever possible to give instructional guidance to achieve mastery of skills and objectives.

Homework Design:

- Homework, whenever necessary, should be differentiated and provide opportunities for higher-order thinking.
- Homework should be part of the unit of study for each curriculum. A "common core" of embedded tasks and assignments should allow for homework completion to be unique to each student and prevent duplication of answers whenever possible.
- Access to daily assignments should be available by using syllabi or teacher websites.

Parent Engagement:

A partnership between homework/independent learning and classroom learning is ideal. To achieve that goal:

Administrators - In enforcing the policy, will:

- Communicate the homework policy to parents, teachers, and students.
- Monitor the effective use of homework given by teachers.
- Support and allow time for collaboration among teachers, students, and parents in the effective implementation of the homework policy.

Teachers - In assigning homework, will:

- Adhere to the stated homework assignment schedule.
- Make the purpose of the homework clear to students and parents. Is it practicing a skill? Is it studying for a test? Is it working on an essay or long-term assignment? Is it checking for understanding to inform the teacher's instruction?
- Homework should be developmentally appropriate, relevant to the curriculum standards and tied to mastery or intellectual challenge.
- Make the evaluation criteria clear. Much homework is simply checked for completion. For longer assignments or projects, the teacher will provide a guide to the weighting of each part or a rubric for the completed work.
- Promote students' feelings of self-worth and competence. Students should have the tools to complete the assignment, e.g., textbooks, worksheet, etc. Students should also have the knowledge necessary to complete the work independently, although it may take effort to complete. Students may need to read the text or supplemental materials, problem solve, create, analyze, and more.
- When possible, customize tasks to fit student learning styles, interests, and needs. This could involve a choice of projects to demonstrate learning: a written report, a PowerPoint presentation, a brochure, etc., or tasks for review: flashcards, Study Island, recitation, or creating a table.
- Review homework and provide timely and appropriate feedback, keeping in mind that the timeliness can be affected by the length and intellectual complexity of the assignment. Teachers should adhere to department/school guidelines for posting grades to the grading portal.
- Collaborate with one another to ensure that students have the necessary time and access to resources.
- Utilize an effective means to communicate assignments and how much time should be spent.

Parents - Parents are an integral part of learning support as a student matures and develops independent strategies. Although the parent's role diminishes as students get older and develop personal responsibility, parents may need to increase or decrease their support depending on circumstances. In general, we expect parents to make every effort to:

- Provide a suitable environment for independent learning.
- Remind students that homework is their responsibility to complete independently.
- Encourage students to ask their teacher(s) clarifying questions concerning their homework.
- Communicate with the teacher(s) if homework assigned is not within the homework assignment schedule.

- Monitor activities so that sufficient time is provided for homework.

- Review parent portal, progress reports and report cards.

Parents should have access to their students' homework participation/completion via Parent Portal access, parent conferences, e-mail requests, and parent resource website to enhance at home learning.

Students - In completing the homework, will:

- Understand that independent learning is part of the course requirement.
- Ask questions to clarify homework assignments before leaving class.
- Seek help, when needed, from teachers, parents, family members, or community resources.
- Complete and submit homework assignments by the due date.
- Ensure that their completed work reflects their abilities.
- Communicate with parents and/or teacher(s) if homework assigned is not within the homework assignment schedule.
- Complete all assignments honestly in accordance with the teacher's directions.
- Share results of assignments with parents.

Homework

- Nightly assignments should not be worth more than 15% of a marking period's grade.
- Homework participation should be reflected in the work habits or the comment section of the student progress report.
- All assignments should be connected to in-class learning. This may result in a grade, an assessment at a later date, individual feedback or consultation, etc.
- If the purpose of an independent learning assignment is to check understanding and inform the teacher's instruction, an assignment probably will not receive a grade. That does not devalue the assignment. The assignment's value comes from the next level of instruction provided to individual students, small groups of students, or the whole class.
- Many assignments will be checked for "completion" in order to 1) validate the student's preparedness, 2) evaluate the student's progress on a longer assignment, or 3) check progress of the development of background information and skills over time.
- Some assignments will be graded daily. For example, a math teacher will let students know what errors they have made so they can correct their understanding.
- Assignments, usually projects or writing, may get specific feedback in the form of extensive comments or the use of a rubric. The purpose of this is to help the student improve through the process.

Legal Reference: Connecticut General Statutes

[10-221](#) Boards of Education to prescribe rules, policies and procedures.

Cherry Brook Primary, Canton Intermediate School, Canton Middle School and Canton High School Handbooks

Policy Adopted: February 27, 2003

Policy Revised: November 30, 2010; June 27, 2017