

THE SCHOOL DAY

A day in the life of a typical Canton Middle School student starts at 7:05 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 7:05 a.m., which is one-half hour before the start of classes. Students arriving at this early hour are free to visit their lockers and to socialize, but NOT to leave the middle school area. Classrooms will be opened prior to 7:20, at which time students may enter these rooms to complete homework tasks or to study. A warning bell at 7:30 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.

ENTERING 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 7:45 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 (after 7:45 a.m.) and parents who are coming to school are required to enter through the doors near the gymnasium. A recently installed buzzer system requires anyone entering school between 7:45 am and 2:20 pm 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 "Visitors Badge" and then will be directed to the middle school office.

VISITOR'S POLICY

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 should sign out when leaving.

MORNING ANNOUNCEMENTS

Morning announcements are read daily during advisory and are posted outside the office.

BELL SCHEDULE

CMS operates on a 5 day rotating schedule. The order of morning class periods is different each day. In addition there will be two lunch waves. One for 7th

graders and one for 8th graders. The daily schedule will be posted each day in front of the middle school office and published in the morning announcements. A copy of the bell schedule is found on page 7 of this booklet.

EARLY RELEASE DAYS

There are 16 scheduled early dismissal days. The schedule will vary on these days. Sometimes all 7 class periods will meet for 35 minutes each. On other occasions, there will be four class periods of approximately one hour each. This schedule is always published well in advance. Early dismissal time is always 12:00 pm. (NOTE: There is no lunch period on early release days.)

Please see Appendix V for sample schedules.

TELEPHONE AND CELL PHONE USE

From time to time students find it necessary to call home. While students may always contact their parents in an emergency through the middle school office, students are asked to avoid using the office phone except in an emergency.



Some students may also have cell phones. It is permitted to bring a cell phone to school so long as it is **turned off and put away during off during the school day**. Students who use cell phones during class time will be subject to disciplinary consequences.

CAMERAS AND CELL PHONE CAMERAS

There may well be legitimate reasons for students to have cameras and take pictures in school (yearbook, art/photo class, etc.). However, students are not permitted to take pictures during the school day unless they have the express permission of a faculty member or the principal. This rule applies to cell phone cameras as well. Cell phones, hence cell phone cameras, are to be **turned off and put away during the school day**. Pictures that are taken without the permission of the school and the person being photographed can result in disciplinary action. Pictures taken in school or during school activities may not be posted on student websites without the permission of the 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.

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.

CMS CAFETERIA GOES GREEN

Canton Middle School made a commitment in 2009 to make its cafeteria more environmentally friendly. Students are strongly encouraged to engage in as many of the following practices as possible:

- Bring a reusable lunch bag to school
 - CMS Lunch Bags are available for \$5.00
- 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

This initiative will continue to expand in 2009-2010 as we try to build a stronger environmental consciousness and develop “greener” habits.

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 property of residents 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 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 or push, do not 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.

ACCIDENT PROCEDURE

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.

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
- Major local television stations (WFSB 3, WVIT 30)
- Local radio stations (WTIC AM 1080, WDRC FM 103, etc.)

AUTOMATED PHONE MESSAGING SYSTEM

The Canton Schools uses an automated phone message system to quickly get information to parents. Parents

are phoned by the Central Office in the event of an emergency. Principals use the system to contact, parents with a variety of messages including distribution of report cards, PTO news, etc. If a parent does not want to be part of this system, he/she should contact the middle school office.

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"X 12".
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.
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 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 others' 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

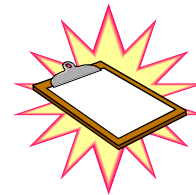
student lockers. (See Appendix VII, for complete BOE policy.)

BOOKS AND MATERIALS

School books, equipment, materials and library books checked out to students are the responsibility of the student. Students must take responsibility for these items and keep them secured at all times. Materials are never lost from properly secured lockers. Students will be expected to make restitution for materials lost or damaged during the time they are in their care.

STUDENT SIGN OUT

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. 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 by his/her parent, the student must sign-out in the middle school office. If the student returns the same day, he/she must sign-in and get an office pass to return to class. *Students are reminded they must sign in/out only through the middle school office.*



ATTENDANCE POLICIES

Students (and parents) are strongly urged to keep absences from school to a minimum. When a student is not regularly present, classroom performance suffers. Even occasional absences cause some learning disruption. Though teachers have traditionally attempted to provide opportunities for make-up work, the quality of learning suffers as there is no way to reproduce or recapture classroom activity. State statute, PA 95-304 and PA 00-151, went into effect for the 1995 school year, revised in 2001, which governs our attendance procedures to a large extent. To comply with the law, these steps must be followed:

1. Parents are asked to contact the school in the morning if they are keeping a child home for the school day. If no call is received, the health office will phone the parent to determine reasons for absence.

2. In cases where phone contact has not been made with a parent, a written note should be presented upon the student's return to school.
3. Under CGS 10-184, the school must determine what constitutes an excused absence. These will generally be for medical reasons or for pressing personal or family needs.
4. Students who accumulate four unexcused absences in any one month or ten unexcused absences for the school year will be subject to "habitual truancy" measures. The school system is required to report habitual truants to the Superior Court, which will appoint a probation officer to determine if the family of the child is one with service needs.
5. Lateness to school and classes is to be avoided because this too disrupts learning.
6. Students who are late to school (not in their first class of the day by 7:34 a.m.) and are unable to produce a note from home may be assigned office detention. Up to four occurrences of lateness per quarter will be allowed. Thereafter, each lateness for the remainder of the quarter will be punishable by detentions. A letter will be sent home informing parents.
8. Excessive lateness can also be considered truancy. Students who are habitually late to school may be referred to the Juvenile Review Board or to Superior Court if the problem persists.
9. Students who are not present in school may not attend after school or evening activities without permission from the Principal.
10. The entire Canton BOE policy on attendance is attached in Appendix IV.

PHYSICAL EXAMS/IMMUNIZATIONS

All incoming seventh grade students must have a current physical examination report on file by state statute. Physical exams are also required for participation in interscholastic sports. Students participating on interscholastic teams must have a physical exam less than one year old on file. Students must also comply with the state mandated vaccination requirements. These requirements are sent home by the nurse. Call the nurse with questions.

PROGRESS REPORTS/REPORT CARDS/PARENT CONFERENCES

The progress of each student will be monitored very carefully. Every effort will be made to keep parents informed.

October 2	First Quarter Progress Report
November 5	Close of 1 st quarter
November 12	1 st Quarter Report Cards Issued**
November 17, 18, 19 November 19	Scheduled parent conferences Evening parent conferences
December 1	2 nd Progress Report
January 25, 2010	End of 2 nd Quarter
February 1	Report Cards Issued**
March 1	3 rd Quarter Progress Report
March 23, 24, 25 March 24	Parent Conferences Evening parent conferences
April 1	End of 3 rd Quarter
April 9	Report Cards Issued**
May 11	4 th Quarter Progress Report*
June 14	Scheduled last day of school Pending no snow days
June 18	Report Cards Mailed Home

*Progress Reports are sent home to all parents in each academic subject at the midpoint of each quarter..

**Parents are asked to sign and return acknowledgments for each of the first three quarters and all progress reports. Experiential courses meet for only 30 days. Interims are sent home for any student doing "D" or "F" work after the first 15 days of each experiential course.

TELEPHONE CONTACT

Parents who have concerns about their child's work in a specific subject are encouraged to contact the CMS office to arrange a phone call from or conference with the teacher. At times the teacher may initiate such a discussion as well, but it is important to remember that total class loads of 80-110 students make phone contact very difficult. Parents who have general concerns about their children, where work in several subjects seems to be below expectations, are urged to contact the CMS guidance counselor.

CONTACT BY E-MAIL

An efficient and quick way to contact any faculty member is through e-mail. 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.

PROGRESS REPORTS

Progress reports are sent home at the mid-point of each marking period to all students in all academic subjects. These are carried home by students. (An automated phone message from the principal will remind parents on the day these are given to students.) Progress reports will be sent home in physical education, music and experiential classes only in the event of a deficiency.

Should parents and teachers find it necessary to communicate more frequently for a period of time, two week progress reports can be arranged through guidance. E-mail is another very efficient method for frequent communication with teacher.

WORK MISSED DURING ABSENCES

Homework is obviously 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. Teachers are required to keep their websites current. Students/parents can also email teachers directly with questions about assignments. If a student is going to be out more than two days, parents should contact the school for handouts that are not available through the website. Students who do not have access to the Internet from home should try to contact classmates for homework when out ill for a day or two. If a student is out ill for an extended period of time and doesn't have Internet access, his/her parents should contact the school for assignments. These can usually be gathered during the school day but sometimes may take 24 hours.

CMS WEBSITE

Canton Middle School maintains a website to provide information to students and parents. Individual teachers have homework assignments posted on this site. 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.

COURSES AND GRADES

An overview of the CMS curriculum may be seen below.

	<u>Grade 7</u>	<u>Grade 8</u>
Required	English F* Mathematics F Science F Social Studies F Physical Ed. F	English F* Mathematics F Science F Social Studies F Physical Ed. F
Elective	French F Spanish F **Concert Band F **Chorus F **Music & Tech.	French F Spanish F Concert Band F Chorus F Music & Technology Art
By Referral or Request	Language Arts Lab Math Lab Special Education	Language Arts Lab Math Lab Special Education

Experiential Courses

Grade 7

Reading#	
Health#	#meets 30 days/required
Computer 7#	
Tech Ed. *	*students must elect any 3
Art*	of these 30 day courses
Family & Consumer Sciences*	
Book Club *	

Grade 8

Reading (req.) #	#meets for 30 days
Health (req.) #	
Computer (req.) #	
Family & Consumer Sciences *	
Art*	*students must elect any 3
Tech Ed.*	of these 30 day courses
Drama*	

Persons interested in a more detailed account of course offerings at CMS should request a copy of the school Program of Studies booklet
*F = full year course **Students must elect one music course.

HOMEWORK

Canton Middle School students should expect about 90 minutes of homework four or five nights each week. 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 VIII.

QUALITY POINT SYSTEM

All grades are assigned quality points (QP) based on a 12-point system:

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

HONOR ROLL/GRADING

The CMS Honor Roll is based on these minimum qualifications:

Distinguished Honors:

1. 10.5 index average or better
2. No grade lower than "B+"

High Honors:

1. 9.5 index average or better but under 10.5
2. No grade lower than "B-"

Honors:

1. 8.0 index 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. Courses meeting five times per week will be counted as equals; courses meeting less than five times or less than the full quarter are weighted proportionately.

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 eighth grade, a medal recognizing this outstanding achievement.

INCOMPLETES/WITHDRAWALS

A grade of "I" 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 reports 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 unless it is determined by the administration that a withdrawal from an elective course is in the academic interest of the student.

GUIDANCE

CMS has a full-time guidance counselor, Mr. William Donovan. Mr. Donovan'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 counselors arrange for special conferences or program adjustments should call Mr. Donovan at the middle school number (693-7712 or email at wdonovan@cantonschools.org). Mr. Donovan's office is located in the middle school office on the third floor and students are encouraged to seek assistance as it might be needed.

LIBRARY LEARNING CENTER RULES

The Library Media Center is a resource available to all students and all staff. The Library Media Center 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 library aide or from the librarian before doing so. Otherwise middle school students should remain on the **third floor** of the Library Media Center. 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 Library Media Center 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. No iPods, CD players or cell phones are permitted in the Library Media Center at any time.
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 Library Media Center 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.
10. Library Media Center hours are as follows:
7:15 a.m. – 2:45 p.m. Monday through Thursday
7:15 a.m. – 2:30 p.m. Friday
Closed after school on early release days.
11. 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. Prohibited activities are explained in detail in Appendix VI.

COMPUTER 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 schools computers responsibly and respectfully. Each student will be expected to read, understand, and adhere to the district's *Acceptable Use Policy* for computers. (See Appendix IX on page 28.) The *Acceptable Use Policy* 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 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 A.U.P. is: 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 *Acceptable Use Policy* and discuss it with their children.

PROMOTION/RETENTION POLICY

Canton Middle School requires that all students must pass English, Math, Social Studies and Science to be permitted to move on to the next grade level in those subject areas. The Guidance Department will carefully monitor the academic progress of students. The Guidance Department will 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 will be required to take that course in summer school either in Canton or at another school at the parents' expense. If a student does not make up this failure in the summer, he/she will 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 Guidance Office for additional information.

ACTIVITIES

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. A magazine drive is conducted to raise funds for an annual trip to Washington, D.C. for eighth graders. Dances are conducted for middle school students. Rules for such dances will be forthcoming as they occur. (Contact your social studies teacher or Mrs. Casorio or Ms. Sears.)

NEWSPAPER The school newspaper, "The Canton Advocate," has a volunteer staff and is published at least four times each year. (See Ms. Spitz)

SPORTS Team competition is available in various sports:

Fall - Field Hockey (G), Soccer (both), Cross Country (both), Tennis (both), an "Intramural Club" is also available for the fall which involves flag football, volleyball, whiffle ball and other activities depending on student interest.

Winter - Basketball (both), Wrestling (B), Cheerleading (G)
Spring - Softball (G), Baseball (B), Track Club (both)

Weight Training (both)

An "Intra-Sports" approach is used in which:

1) a four- week intramural and instructional program is conducted by the coaches. There are no team cuts for this phase of the program. A late bus is available for participants 2) A "select" team is chosen from the intramural teams to participate in interscholastic competition for a four-week period.

All students participating in interscholastic athletics must have a current physical report on file. In the case of incoming seventh graders the required school physical will suffice. A physical exam is considered to be current up to one year from the date it is given.

While physical exams are not required for intramural athletics it is wise to plan ahead and have a current report ready for those likely to be on select teams. (Ask your coach or the Athletic Director.)

DRAMA Eighth grade drama classes produce four plays each year 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 June. 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", " Charlie and the Chocolate Factory", "Wonderland" and "James and the Giant Peach." (See Ms. Chafetz or Ms. Klusek.)

SCIENCE FAIR CLUB Canton Middle School offers all students the opportunity to work independently, and in depth on a science project in an after school club. There will be an evening display of the completed projects. Three projects will be selected to participate in the CT State Science Fair in March at Quinnipiac University. (See your science teacher.)

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. (See Ms. Corbett or Mr. Gottheimer)

JAZZ ENSEMBLE The 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. (See Ms. Corbett.)

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. (See Mr. Gottheimer)

YEARBOOK CMS publishes a year book for both 7th and 8th graders. (See Ms. Foster.)

MOCK TRIAL CLUB Students learn about the law and the judicial system and prepare a court case. Competition is held against other middle school mock trial teams from neighboring towns. This club meets evenings October to January. Local attorneys/judges traditionally act as advisors. (See Mr. Scheideler.)

GEOGRAPHY BEE - Students compete in activities which begin with a classroom phase in social studies. (See your social studies teacher.)

SOCIAL STUDIES FAIR - 7th grade students prepare and display social studies projects in an annual competition. (See your social studies teacher.)

ART CLUB The Art Club is for those interested in doing art work beyond that offered in courses . (See Ms. Klusek.)

PHOTOGRAPHY CLUB Students interested in photography are invited to meet twice monthly in Canton's newest club. Some expenses are involved in the purchase of materials for items like film, paper and developing chemicals. (See Ms. Klusek)

S.F.S.CLUB S.F.S. stands for Substance Free Students. In 2004-2005 CMS opened its first S.F.S. Club. Students who join this club pledge to remain substance free and will engage in activities that educate other about the benefits of a substance free life and be of service to the school and community. (See Ms. Jorgensen.)

CANTON ON T.R.A.K. (Teaching Respect, Acceptance and Kindness) is an organization begun in 2002 that is made up of teachers and students. The goal of the group is to help create a welcoming climate in school where all students and teachers are treated with respect, acceptance and kindness. The group meets regularly and anyone is welcome to join. (See Mr. Scheideler for details.)

FCCLA (Family Careers and Community Leaders of America) is a organization designed to promote leadership and service while emphasizing careers and interests in the field of Family and Consumer Sciences. (See Ms. Jorgensen.)

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

Foreign Visitors - visitors from foreign nations including Japan, China, Iran, Pakistan, Israel and Russia have spoken to classes and assemblies.

Field Day - classes compete in a variety of sports and recreational activities.

Interdistrict Opportunities - When grant funding is available, Canton Middle School has offered students an opportunity to get involved with urban students for specific projects and opportunities. These have included a series of workshops in the arts for 8th graders and a literacy through theatre program through 7th grade English class.

Field Trips - Field trips are an important part of the educational program at CMS. When participating in a school field trip, students are to remember that they are representing their school and community. Appropriate dress and conduct are an important part of this. (All school policies and regulations are in effect on field trips.) Teachers send home careful and complete instructions prior to all trips. Parents interested in chaperoning trips should contact the middle school office or the teacher sponsoring the trip. At least one

major trip is planned for each grade level. Previous trips have included Washington, D.C., New York City, Quebec, Project Adventure, Shaker Village and Boston. Beginning with the 1997-98 school year a policy regarding eligibility and regulations for overnight field trips was adopted. (See Appendix I.) This policy will be discussed in detail with all students and parents prior to registration for any overnight trip.

Assemblies - Assemblies vary in kind from those requiring very serious behavior (such as dramatic performances) to those allowing boisterous conduct (such as pep rallies). Specific rules of conduct and suggestions for the audience will be given to students before each program.

STUDENT GUEST POLICY

As a general rule Canton Middle School students are not permitted to bring guests to school for a day. 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. The guest must be a 7th or 8th grader whose school is not in session during the visit. Ordinarily, a guest may only visit one time in a school year. When a request is made additional rules and regulations will be discussed with the student. Unannounced guests will likely be turned away.

FUND RAISING

There will be several opportunities for students to engage in fund raising 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 fund raising program.



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 (between 7:05 and 7:34 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 nor 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. This would include such items as personal listening devices, beepers, pagers, yo yos, water pistols, hacky sacks, laser pointers, etc.
11. Never engage in fighting, pushing, shoving or roughhousing.
12. Never be illegally absent from or tardy to classes.
13. Never use crude or obscene language.
14. Never run or be excessively rough in the hallways.
15. 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.
16. Never show disrespect for the person or property of any staff member, employee, substitute teacher or visitor.

BULLYING REGULATION

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. Board policy and regulation #5121.911 (adopted Feb. 2009) set forth this prohibition and the related procedures in detail, and are available to students and their parent/guardians. (See Appendix III, for complete Bullying Regulations.)

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 the middle school secretary prior to a student's 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.

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.

TOBACCO & TOBACCO RELATED PRODUCTS

Students are never to have cigarettes, 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.

SKATEBOARDS

Skateboards, scooters, etc., are not to be ridden in school or on school grounds. Nor may they be carried on school buses. Students are encouraged to use the skateboard park at Mills Pond if they wish to skateboard after school hours.

BACK PACKS AND BOOK BAGS

Students are encouraged to use backpacks or book bags to bring their books and materials to school each day. Students are required to leave their backpacks/book bags in the lockers for the day. (Lockers measure 12" wide and 11" deep. Parents should keep this in mind when purchasing backpacks, binders, etc.) These are not to be carried into classrooms or assemblies. Medical research indicates that carrying 20-40 lb. backpacks can result in damage to the spine and shoulders. In addition, these items cause unnecessary and potentially unsafe clutter in classrooms. The time period between classes is ample time for students to visit their lockers and get their books for the next period class.

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 having indecent writing, indecent pictures or indecent slogans
- clothing which exposes bare back and midriffs
- halter tops
- tank tops with single or spaghetti straps
- clothing which exposes undergarments
- extremely "short" shorts/skirts*
- strapless clothing
- clothing which overexposes the chest and/or thigh areas

*Shorts or skirts, at a minimum, should come to the students fingertips when his/her hands are at his/her sides.

Coats, hats and bandanas are not to be worn to class. Shoes (foot wear) 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.

LASER POINTERS

A Connecticut law which went into effect in the fall of 2000 forbids public school students from possessing or using laser pointers in school. (Students are only permitted to do so under the direct supervision of a teacher in a classroom setting.) Students are never to bring laser pointers to school without the specific permission of the Principal. Students are not permitted to purchase laser pointers while on school field trips.

SEXUAL HARASSMENT

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. The Board of Education prohibits any form of sexual harassment. All complaints of sexual harassment will be investigated promptly in accordance with administrative procedures. Sexual harassment is defined as unwanted and unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve or participate in school activities in a comfortable and supportive atmosphere. In addition to school policies, sexual harassment is illegal and is prohibited by federal and state laws. As a student at Canton Middle School, you have the right to participate in all school and classroom activities in an atmosphere free from sexual harassment. You have a responsibility not to engage in sexual behaviors that are unwelcome or offensive to others.

If you are concerned that sexual harassment may be occurring, ask yourself the following questions:

- Is the behavior of a sexual nature?
- Is the behavior unwelcome by anyone involved?
- Does the behavior make you or any other person feel uncomfortable?
- Does the behavior interfere with anyone's ability to learn or to enjoy school or classroom activities?
- Does the behavior involve one person trying to have some power over another person?
- Is the behavior part of a pattern of repeated behavior?
- Would you want this behavior to be directed toward a member of your family or toward a friend?

There are many types of behavior that could be considered sexual harassment. Some examples of these would be:

- Staring or leering at parts of someone else's body
- Comments, gestures or jokes of a sexual nature
- Displaying of sexual pictures or objects
- Spreading sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual activity
- Touching, grabbing and pinching
- Asking for sexual favors in exchange for grades, promotions or participation in school activities
- Physical sexual assault
- If a student thinks that he/she is being sexually harassed, he/she should report the problem to the Principal, the middle school guidance counselor, the social worker, a teacher and their parents. Students are encouraged to take action and get help when needed. Ignoring sexual harassment is not a way to stop it.

Additional information or help is available from the Canton Schools District Title IX Coordinator:

Mrs. Lori DeVito
Canton Middle School
76 Simonds Avenue
Canton, CT 06019
(860) 693-7707

DISCIPLINARY REFERRAL

Disciplinary action is likely to ensue at a point where a student has been sent to the Principal from some supervised area, has been identified by adults as a person causing trouble, has been reported by fellow students for some violation or is observed breaking rules by an administrator.

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

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

SUSPENSION POLICY

Depending upon the severity of the offense, any one of the offenses listed above could lead to suspension from school. Willful disregard for these rules will lead to immediate suspension. Continuing willful disregard for these rules will lead to out-of-school suspensions for an extended period of time. (See Appendix II for the entire Canton Schools Suspension and Expulsion Policy.)

HEARINGS AND CORRECTIVE MEASURES

The discussion following these events will be considered a hearing. Further investigation of the events may be conducted. Every effort will be made to administer swift, fair and appropriate justice where corrective measures are called for. There will be an emphasis on making the corrective measure fit the offense so that students may learn from their mistakes.

Common corrective measures for offenses include:

1. A reprimand.
2. Detention. It is assumed that an office referral from a classroom or from the lunchroom will result in an automatic 45-minute detention.
3. Performing tasks around the building. This punishment is often used where students have committed offenses which mar or damage the building or school property.
4. Suspension for not more than ten consecutive days. Generally speaking, the first suspension of any student is served in-school. Subsequent suspensions may be served either in or out of school depending upon the severity of the offenses and discussion with parents. Out-of-school suspensions are often for offenses which are deemed hazardous to the health and safety of the offending student or to the health and safety of other students. Willful and repeated disruption of classes is also deemed a serious offense and can result in immediate suspension. Students who are repeatedly referred to the office from classrooms for what are generally non-suspension offenses will be considered for suspension as the number of referrals increases. Students who are referred to the office regularly from classrooms will be considered for out-of-school suspensions. It is assumed that parents will take appropriate action at home to underscore the seriousness of suspension from school. Please review the Canton Board of Education Policy on Suspension and Expulsion in Appendix II.
5. Extended suspension (more than ten days) or expulsion (by Board of Education action).

FIREARMS, WEAPONS, DRUGS AND FELONIES

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 on to 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. (See the entire Canton School Drug Policy below.)
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.

CANTON PUBLIC SCHOOLS DRUG AND ALCOHOL REGULATIONS

Effective: March 1, 2006

(Note: This replaces all Drug and Alcohol Regulations found in any Canton Public Schools handbooks.)

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 effect 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.

NON-DISCRIMINATION

In compliance with regulations implementing Title VI, Title VII of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972 (H.E.W. Office of Civil Rights), Section 504 of the Rehabilitation Act of 1973, the Civil Rights Act of 1987, the Americans with Disabilities Act, and appropriate state laws, the Canton Board of Education adopts the following statement:

The Canton Board of Education as a matter of policy does not knowingly condone discrimination on the basis of sex, age, race, religious creed, national origin, color, marital status, sexual orientation, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, in treatment, or employment, or admission or access to educational programs, and services provided or operated by the Canton Board of Education.

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

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

Sec. 504 Officer – TBA (call Superintendent’s office - 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 trips 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

CANTON BOARD OF EDUCATION SUSPENSION AND EXPULSION POLICY

1. A student may be suspended or expelled for conduct on school property or at a school-sponsored activity that endangers persons or property, is violative of a publicized policy of the Board, or is seriously disruptive of the educational process, including but not limited to one or more of the following reasons:
 - a. Conduct causing danger to the physical well-being of himself/herself or other people that is not reasonable necessary for self-defense.
 - b. Intentionally causing or attempting to cause physical injury to another person that is not reasonably necessary for self-defense.
 - c. Intentionally causing or attempting to cause damage on school property or material belonging to staff (private property).
 - d. Stealing or attempting to steal private or school property or taking or attempting to take personal property or money from any other person.
 - e. The use, either spoken or written on clothing, of obscene or profane language or gestures on school property or at a school-sponsored activity.
 - f. Deliberate refusal to obey the directions or orders of a member of the school staff.
 - g. Harassment and/or hazing/bullying on the basis of that person's race, religion, ethnic background, gender or sexual orientation.
 - h. Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
 - i. Threatening in any manner, including orally, in writing, or via electronic communication, a member of the school including any teacher, a member of the school administration or any other employee, or a fellow student.
 - j. Blackmailing a member of the school community, including any teacher, member of the school administration or any other employee or fellow student.
 - k. Possession of a firearm, deadly weapon, dangerous instrument, or martial arts weapons, as defined in Section 53a-3, such as a pistol, knife, blackjack, etc.
 - l. Possession of any weapon or weapon facsimile, including but not limited to knife, pistol.
 - m. Possession, transmission, distribution, selling, use of consumption of alcoholic beverages, dangerous drugs or narcotics or intoxicant of any kind or any facsimile of a dangerous drug, narcotic or intoxicant of any kind.
 - n. Knowingly being in the presence of those who are in possession of, using, transmitting, or being under the influence of any dangerous drug, narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
 - o. Participation in any unauthorized occupancy by any group of students or others of any part of any school, school premises or other building owned by any school district after having been ordered to leave

said school premises or other facility by the Principal or other person then in charge of said school building or facility.

- p. Participation in any walkout from a classroom or school building by any group of students and refusing to immediately return to said classroom or school building after having been directed to do so by the Principal or other person then in charge of said classroom or school building.
- q. Intentional incitement which results in an unauthorized occupation of, or walkout from, any school building, school premises, facility or classroom by any group of students or other persons.
- r. Repeated unauthorized absence from or tardiness to school.
- s. Intentional and successful incitement of truancy by other students.
- t. The use or copying of the academic work of another and the presenting of it as one's own without proper attribution.
- u. Violation of school rules and practices or Board policy, regulation or agreement, including that dealing with conduct on school buses and the use of school district equipment.
- v. Violation of any federal or state law which would indicate that the violator presents a danger to any person in the school community or to school property.
- w. Lying, misleading or being deceitful to a school employee or person having authority over the student.
- x. Unauthorized leaving of school or school-sponsored activities.
- y. Unauthorized smoking.

SUSPENSION FOR CONDUCT OFF SCHOOL GROUNDS

1. Students are subject to suspension for conduct off school property and outside of school-sponsored activities in accordance with law, for conduct that violates a publicized policy of the Board and is seriously disruptive of the educational process, including but not limited to the following:
 - a. Conduct leading to a violation of any federal or state law if that conduct is determined to pose danger to the student himself/herself, other students, school employees or school property.
 - b. Adjudication as a delinquent or a youthful offender as a result of a felony if the conduct leading to the adjudication is determined to pose a danger to the student himself/herself, other students, school employees or school property.
2. In making a determination as to whether conduct is "seriously disruptive of the educational process," the administration, Board of Education or impartial hearing board may consider, but such consideration shall not be limited to; (1) whether the incident occurred within close proximity of a school; (2) whether other students from the school were involved or whether there was any gang involvement; (3) whether the conduct involved violence, threats of violence or the unlawful use of a weapon as defined in Section 29-38 and whether any injuries occurred, and (4) whether the conduct involved

the use of alcohol, narcotic drug, hallucinogenic drug, amphetamine, barbiturate or marijuana.

MANDATORY EXPULSION

It shall be the policy of the Board to expel a student for one full calendar year if:

1. The student, on grounds or at a school-sponsored activity, was in possession of a firearm, as defined in 18 U.S.C. 921*, as amended from time to time, or deadly weapon, dangerous instrument or martial arts weapon, as defined in C.G.S. 53A-3; or the student, off school grounds, did possess such firearm in violation of C.G.S. 29-35 or did possess and use such a firearm, instrument or weapon in the commission of a crime; or the student, on or off school grounds offered for sale or distribution a controlled substance, as defined in subdivision (9) or C.G.S. 21a-240, whose manufacture, distribution, sale, prescription, dispensing, transporting or possession with intent to sell or dispense, offering or administering is subject to criminal penalties under C.G.S. 21-277 and 21a-278.
2. Such a student shall be expelled for one calendar year if the Board of Education or impartial hearing board finds that the student did so possess or so possess and use, as appropriate, such a weapon or firearm, instrument or weapon or did so offer for sale or distribution such a controlled substance.
3. The Board may modify the period of a mandatory expulsion on a case-by-case basis.
4. A firearm, as defined by C.G.S. 53a-3 includes any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver, or other weapon, whether loaded or unloaded from which a shot may be discharged, or a switchblade knife, a gravity knife, billy, black jack, bludgeon or metal knuckles.

**A firearm; currently defined by 18 U.S.C. 921, is any weapon that can expel a projectile by an explosive action and includes explosive devices, incendiaries, poison gases, and firearm frames, receivers, mufflers or silencers.*

SUSPENSION PROCEDURE

1. The administration of each school shall have the authority to invoke suspension for a period of up to ten days or to invoke in-school suspension for a period of up to five days of any student for one or more of the reasons stated in paragraph C above. The administration shall have the authority to immediately suspend from school any student when an emergency exists as that term is defined in paragraph A above. If an emergency situation exists, the hearing outlined in paragraph G(3) shall be held as soon as possible after the exclusion of the student.
2. In the case of suspension, the administration shall notify the student's parents and the Superintendent of Schools within twenty-four (24) hours of the suspension as to the name of the student who has been suspended and the reason therefore. Any student who is suspended shall be given an opportunity to complete any class work including, but not limited to, examinations which such student missed during the period of his/her suspension.
3. Except in the case of an emergency, as defined in paragraph A, above, a student shall be afforded the opportunity to meet with the administration and to

respond to the stated charges prior to the effectuation of any period of suspension or in-school suspension. If, at such a meeting he student denies the stated charges, he/she may be at that time present his/her version of the incident(s) upon which the proposed suspension is based. The administration shall then determine whether or not suspension or in-school suspension is warranted. In determining the length of a suspension period, the administration may receive and consider evidence of past disciplinary problems which have led to removal from a classroom, in-school suspension, or expulsion.

4. No student shall be suspended more than ten times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusions, unless a hearing as provided in paragraph H (5) is first granted.
5. No student shall be placed on in-school suspension more than fifteen times or a total of fifty (50) days in one school year, whichever results in fewer days of exclusion, unless a hearing as provided in paragraph H (5) is first granted.

APPENDIX III

BULLYING REGULATION

Students

5131.911

Bullying

The following sets forth the procedures to implement Board Policy 5131.911 concerning the prohibition against bullying. Bullying behavior is strictly prohibited, and students who are determined to have engaged in such behavior are subject to disciplinary action, which may include suspension or expulsion from school, in accordance with the Board's Student Discipline policy. The district's commitment to addressing bullying behavior, however, involves a multi-faceted approach, which includes education and the promotion of a school atmosphere in which bullying will not be tolerated by students or staff.

It is imperative that bullying be identified only when the specific elements of the definition are met, because the designation of conduct as bullying carries with it special statutory obligations. Any misconduct by one student against another student, whether or not appropriately defined as bullying, however, will subject the perpetrator to disciplinary action in accordance with the Board's policies on student disciplinary suspensions and expulsion.

I. Definition

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.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of Board policy. The determination that conduct does not constitute bullying under state law and Board policy, however, does not restrict the right of the Administration and of the Board of Education to impose appropriate disciplinary consequences for student misconduct.

- Types of conduct. Bullying can take many forms and can include many different behaviors having the overt intent to ridicule, humiliate or intimidate another student. Examples of conduct that could constitute bullying include:
 1. Physical violence and/or attacks;
 2. Verbal taunts, name-calling and put-downs, including taunts based on ethnicity, gender, religion, sexual orientation, or other protected and/or individual characteristics;
 3. Threats and intimidation (through words and/or gestures);
 4. Extortion or stealing of money and/or possessions. Ridicule, humiliation, and/or intimidation. Bullying behavior is more than misconduct. Such behavior is marked by the intent to ridicule, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred, of the perpetrator.
- Repeated incidents. Bullying behavior in violation of Board policy must be committed more than once against any student during the school year." An isolated incident, however egregious, is not "bullying" under state law and Board policy. Similarly, numerous acts of misconduct against different students may not constitute "bullying" under state law and Board policy. Conversely, where there are repeated incidents of bullying against a single individual or recurrently perpetrated bullying incidents by the same individual, the responsible administrator shall develop a case-specific intervention to address such repeated incidents of bullying, which may include both counseling and discipline.
- Location. Bullying behavior in violation of Board policy must occur on school grounds, at a school-sponsored activity, or on a school bus. Conduct that occurs off-campus (e.g. harassment over the Internet, physical intimidation in the community) may be considered bullying under this Policy if it has a direct and negative impact on a student's academic performance or safety *in school*. Conduct that would otherwise be considered bullying occurring off-campus (and outside of any school-sponsored activity) may subject the perpetrator to disciplinary action. Discipline for such conduct, if it has a direct and negative impact on a student's academic performance or safety at school, may be imposed if such conduct violates a publicized policy of the Board and is seriously disruptive of the educational process. Unless such conduct triggers a mandatory expulsion under Conn. Gen. Stat. §10-233d(a), however, school officials are authorized to impose discipline for such off-campus conduct only if such conduct markedly interrupts or severely impedes the day-to-day operation of the school.

II. Complaint Processes

A. Publication of the Prohibition Against Bullying and Related Procedures

The prohibition against bullying shall be publicized by including the following statement in the student handbook of each of the district schools:

“Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “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. Bullying outside of the school setting may also be addressed if it has a direct and negative impact on a student’s academic performance or safety in school. Students and/or 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. 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 upon request.”

B. Annual Notification of the Complaint Process

The process by which students may make formal, informal, and anonymous complaints as set forth below shall be publicized annually in the student handbook of each of the District schools.

C. Formal Complaints

Students and/or their parents or guardians may file written reports of conduct that they consider to be bullying. Such written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any teacher or administrator, and they shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

D. Informal/Verbal Complaints by Students

Students may make informal complaint of conduct that they consider to be bullying by verbal report to a teacher or administrator or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or therapist. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives an informal complaint shall promptly reduce the complaint

to writing, including the information provided. Such written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the Building Principal for review and action in accordance with Section IV below.

E. Anonymous Complaints

Students who make informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and administrator(s) who receive the complaint. Should anonymity be requested, the Principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of bullying. No disciplinary action shall be taken solely on the basis of an anonymous report.

III. Staff Responsibilities and Intervention Strategies

A. Teachers and Other School Staff

Teachers and other school staff who witness acts of bullying, as defined above, shall promptly notify the Building Principal and/or his/her designee of the events observed, and shall promptly file a written incident report concerning the events witnessed. Promptly is defined as no longer than the next school day. Teachers and other school staff who receive student or parent reports of suspected bullying shall promptly notify the Building Principal and/or his/her designee of such report(s):

- Formal written complaints shall be forwarded to the Building Principal or his/her designee.
- Informal complaints by a student received by a certified teacher shall be reported on the *Report of Bullying Form* and forwarded to the Building Principal or his/her designee.
- Informal complaints by a student that is received by non-certified school staff shall be verbally reported to the Principal and/or his/her designee.

In addition to addressing both informal and formal complaints, teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. Teachers and other professionals may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially-appropriate behavior. Teachers and other professional employees should intervene promptly whenever they observe student conduct that has the purpose or effect of ridiculing, humiliating or intimidating another student, even if such conduct does not meet the formal definition of “bullying.”

B. Administrator Responsibilities

1. Investigation

The Principal (or other responsible program administrator) shall be promptly notified of any formal or informal complaint of suspected bullying received by any building administrator, teacher or other professional employee. Under the direction of the Building Principal or his/her designee, all such complaints shall be investigated promptly. In order to allow the District to adequately investigate all formal complaints, the parent of the student suspected of being bullied must complete a consent form that allows their District to release that student's name to those third parties who the District contacts as part of its investigation of that complaint with regard to the investigation of informal complaints, the parent of the student suspected of being bullied must complete the above-referenced consent form so long as that student has not requested anonymity.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying are verified, a recommendation for intervention, including disciplinary action. Where appropriate, written witness statements shall be attached to the report. This written report is confidential and for internal use only; it shall not be shared with the family of either the perpetrator or the victim, except as provided by law (e.g. court order/subpoena).

When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complainant. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

2. Remedial Actions

a. Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when such verified acts of bullying do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

If a complaint arises out of conflict between students or groups of students, peer mediation may be considered. Special care, however, is warranted in referring such cases to peer mediation. A power imbalance may make the process intimidating for the victim and therefore inappropriate. In such cases, the victim should be given additional support. Alternatively, peer mediation may be deemed inappropriate to address the concern

b. Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In-school suspension and suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation, in accordance with the Board's Student Discipline policy.

Expulsion may be imposed only after a hearing before the Board of Education, a committee of the Board or an impartial hearing officer designated by the Board of Education in accordance with Board policy. This consequence shall be reserved for serious incidents of bullying and/or when past interventions have not been successful in eliminating bullying behavior.

c. Interventions for Bullied Students

The Building Principal (or other responsible program administrator) or his/her designee shall intervene in order to address repeated incidents of bullying against a single individual. Intervention strategies for a bullied student may include the following

- Counseling;
- Increased supervision and monitoring of student to observe and intervene in bullying situations;
- Encouragement of student to seek help when victimized or witnessing victimization;
- Peer mediation where appropriate.

3. General Intervention Strategies

In addition to the prompt investigation of complaints of bullying and direct intervention when acts of bullying are verified, other district actions may ameliorate any potential problem with bullying in school or at school-sponsored activities. While no specific action is required and school needs for such interventions may vary from time to time, the following list of potential intervention strategies shall serve as a resource for administrators, teachers and other professional staff members in each school:

- a. Respectful responses to bullying concerns raised by students, parents or staff;
- b. Planned professional development programs addressing bully/victim problems;
- c. Data collection to document bully/victim problems to determine the nature and scope of the problem;
- d. Use of peers to help ameliorate the plight of victims and include them in group activities;
- e. Avoidance of sex-role stereotyping (e.g., males need to be strong and tough);
- f. Awareness and involvement on the part of staff and parents with regards to bully-victim problems;
- g. A curriculum that promotes communication, friendship, assertiveness skills, and character education;
- h. Modeling by teachers of positive, respectful, and supportive behavior toward students;
- i. Creating a school atmosphere of team spirit and collaboration that promotes appropriate social behavior by students in support of others;
- j. Employing classroom strategies that instruct students how to work together in a collaborative and supportive atmosphere.

IV. Reporting Obligations

A. Report to the Parent or Guardian of the Perpetrator

If after investigation, acts of bullying by a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the perpetrator in writing of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in such notification.

B. Reports to the Victim and his/her Parent or Guardian

If after investigation, acts of bullying against a specific student are verified, the Building Principal or his/her designee shall notify the parent or guardian of the victim of such finding. In providing such notification, care must be taken to respect the statutory privacy rights of the perpetrator of such bullying. The specific disciplinary consequences imposed on the perpetrator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law (e.g., court order/subpoena). The parents of the children involved in the bullying incident shall be invited to attend at least one meeting at school.

C. Notices shall be simultaneously mailed to the parent/guardian with whom the student primarily resides and the other parent/guardian if requested. This mailing requirement shall be in effect for as long as the student attends the school in which the original request is made.

D. List of Verified Acts of Bullying

The Principal of each school shall maintain a list of the number of verified acts of bullying in the school, and this list shall be available for public inspection upon request. The list shall be reported annually to the Department of Education in such manner as prescribed by the Commissioner of Education. Given that any determination of bullying involves repeated acts over time, each report prepared in accordance with Section III (1) above that includes verified acts of bullying shall be tallied as one verified act of bullying unless the specific actions that are the subject of the report involve separate and distinct acts of bullying. The list shall be limited to the number of such verified acts of bullying in the school, and it shall not set out the particulars of each verified act, including but not limited to any personally identifiable student information, which is confidential information by law.

Appendix A

ANNUAL BULLYING NOTICE

The Canton Board of Education will notify students annually of the process by which they may anonymously report acts of bullying to teachers and school administrators. This wording will be included in student handbooks.

Bullying behavior by any student in the Canton Public Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“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 school-sponsored activity, or on a school bus, which acts committed more than once against any student during the school year. Such overt acts, which occur off-campus (and not at a school sponsored activity) may also constitute bullying if it is determined that they have a direct and negative impact on a student’s academic performance or safety in school.

Students 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. In addition, parents may also file written complaints concerning suspected bullying behavior. 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. Board policy and regulation # 5131.91 set forth this prohibition and the related procedures in detail, and are available to students and their parents/guardians upon request.

Informal/Verbal Complaints of Bullying by Students

Students may make complaints of conduct that they consider to be bullying by verbally reporting to a teacher, administrator, or other professional employee such as a guidance counselor, school psychologist, nurse, social worker or school therapist. Student complaints of bullying should specify the actions giving rise to the suspicion of bullying, including the time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. A teacher, other professional employee, or administrator who receives a student complaint shall promptly reduce the complaint to writing, including the information provided by the student. The written report by the teacher, other professional employee and/or administrator shall be promptly forwarded to the building Principal (or other responsible program administrator) for review and action.

APPENDIX IV – CANTON BOARD OF EDUCATION POLICY 5113.2

ATTENDANCE

Students

Attendance, Excused Absences and Truancy

Connecticut state law requires parents to cause their children to attend school regularly during the hours and terms the public school is in session. The responsibility for regular attendance rests with the students’ parents, guardians or with the students themselves when they become of legal age. In order for students to develop to their full potential, the Board of Education deems it essential that students attend school on a regular basis. The learning experiences that occur in the classroom are considered to be meaningful and essential components of the learning process. Time lost from class tends to be irretrievable in terms of opportunity for instructional interaction.

Absence is when a student in grades kindergarten through 12 is absent from a class or an entire day with or without parental permission.

Excused Absence

The Board believes a student should not be absent from school without the parents' knowledge and consent, therefore verification of an absence should be in writing or by phone by parent or guardian.

An absence shall be considered "excused" when a child does not attend school due to:

- A. Illness or injury,
- B. Death in the immediate family,
- C. Religious obligation,
- D. Court appearance,
- E. School sponsored activity,
- F. An emergency, or
- G. Other exceptional circumstances approved by the Principal or his/her designee.

Written excuse for such absences should be submitted to school officials by the child's parent or guardian. All other absences with or without written explanation or phone contact shall be considered unexcused. A student who accrues five (5) absences in one month or ten (10) in a marking period will be required to produce medical documentation for the illness. At the discretion of the principal a parental meeting to address the absence will be held.

Students who plan to be absent for reasons other than those listed above, should seek approval by presenting a note from home to the Principal or his/her designee. Responsibility for completion of missed class work lies with the student, not the teacher. Unless a student has an extended illness, all make-up work will be complete within five days after the student returns to school.

Unexcused Absence

An unexcused absence is an absence from any entire regularly scheduled school day for which the absence is not excused as defined above. Vacations taken while school is in session are not considered excused absences.

Board policy with respect to unexcused absences stresses prevention and inquiry leading to remediation of absences. The schools will make all reasonable efforts to keep parents and students informed as to attendance problems and will make all reasonable efforts to help students improve their attendance when such improvement is warranted. Only when all local resources are exhausted is referral to legal authorities recommended.

Truancy

"Truant" is any student ages five (5) up to age eighteen (18) who has four (4) unexcused absences from school in any one month or ten (10) unexcused absences from school in any school year.

The Board of Education must provide each child with a continuing education which will prepare the student to assume adult roles and responsibilities. Therefore, regular attendance and punctuality are expected from all children enrolled in our schools. by statute, responsibility for assuring that students attend school rests with the parent(s) or other person having control of the child. Every effort must be made to keep absences and tardiness to a minimum. To assist parent(s) and others in meeting this responsibility, the Board of Education has developed the following procedures regarding students ages five (5) to eighteen (18).

1. Annually notify parents or other person having control of each child enrolled, ages five (5) up to eighteen (18), inclusive in writing of the obligations of the parent pursuant to student attendance (C.G.S. 10-184).
2. Obtain a telephone number or other means of contacting a parent or other person during the school day.
3. Establish a system for monitoring student's individual absences/tardies.
4. Make a reasonable effort to notify, by telephone the parent(s) or other such person(s) whenever a child fails to report to school on a regularly scheduled school day and no indication has been received by school personnel that the child's parent or other person is aware of the student's absence.
5. Identify a student as "truant" when the student has four (4) unexcused absences in any one month or ten (10) unexcused absences in any school year.
6. Hold a meeting with appropriate staff and the parent or other person having control of the child identified as a "truant" within ten (10) days of such designation to review the reasons for the truant behavior and to evaluate the situation.
7. Referral will be made to the PPT to determine whether or not an educational evaluation is appropriate, prior to a written complaint to Superior Court.
8. File a written complaint, by the Superintendent, with the Superior Court alleging that the acts or omissions of any child identified as a "truant" are such that the student's family is a "family with service needs" if the parent or other person having control of the child identified as "truant" fails:
 - a) to attend the required meeting to evaluate why the child's truant or
 - b) to cooperate with the school in trying to solve the truancy problem
9. Provide for the coordination of services and refer enrolled students who are truants or habitual truants to community agencies providing child and family services. A student who is identified as a "truant" may be subject to the following consequences:
 - a) Promotion to the next grade may be contingent upon the student successfully completing a summer school program.
 - b) The student may be retained in the same grade in order to acquire the skills necessary for promotion to the next grade level.
 - c) The Superintendent may file a written complaint with the Superior Court alleging the belief that the acts or omission of the child are such that his family is a family with service needs.

Tardiness and Absence from Class

The superintendent should direct the administration in each school to establish and implement regulations which address class cuts, tardiness and possible credit loss. Such regulations shall be published in the student handbook and distributed accordingly.

APPENDIX V

SAMPLE EARLY RELEASE SCHEDULE

Typical Early Release Day Schedule

Period	Time	Period	Time
Advisory	7:34-7:51	4	9:40-10:10
1	7:53-8:26	5	10:13-10:45
2	8:29-9:01	6	10:48-11:25
3	9:04-9:37	7	11:28-12:00

or when there are consecutive early release days:

Day 1

Period	Time
Advisory/SSR	7:34-7:51
Period D	7:53-8:25
Period B	8:30-9:33
Period C	9:38-10:51
Period G	10:55-12:00

Day 2

Period	Time
Period D	7:34-8:10
Period E	8:15-9:20
Period A	9:25-10:30
Advisory	10:30-10:50
Period F	10:55-12:00

APPENDIX VII

BOE Policy 5145.122(a)

Use of Dogs to Search School Property

The Board shall permit the administration to invite law enforcement agencies or other qualified agencies or individuals to search school property with dogs trained for the purpose of detecting the presence of illegal substances, when necessary to protect the health and safety of students, employees or property and to detect the presence of illegal substances or contraband, including alcohol and/or drugs. The use of trained canine sniffing dogs is subject to the following:

1. The administration shall authorize the search and the Principal or his/her designee shall be present while the search is taking place.
2. Parents and students shall be notified of this policy through its inclusion in the student and/or parent handbook.
3. All school property such as lockers, classrooms, parking areas and storage areas may be searched.
 - a) Dogs shall not be used in rooms occupied by persons except for demonstration purposes with the handler present.
 - b) When used for demonstration purposes, the dog may not sniff any student and/or staff.
4. Individual(s) shall not be subjected to a search by dogs.
5. Once notification has been give to parents and students, through the inclusion of the policies in the student and/or parents handbooks, the school district will have met its obligation to advertise the searches. Addition notices need not be given and actual times or dates of planned searches need not be released in advance.
6. Only the dog’s official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place or responsibility for it shall be called to witness the search. If a dog alerts on a locked or unlocked vehicle, the student who brought it onto district property shall be asked to unlock it for inspection.

7. Law enforcement agencies will be given full authorization to investigate and prosecute any person(s) found to be responsible for illegal substance(s) on school property.

APPENDIX VIII

CMS HOMEWORK POLICY

Adopted: May 23, 2007

Purposes of Homework

Canton Middle School believes that homework serves a valid educational purpose when it:

- encourages higher level thinking
- helps students to see connections between material being studied and their everyday lives and/or the world around them
- develops and reinforces important skills
- gives students an opportunity to explore an individual interest in an area of study
- prepares students for the next day’s lesson
- informs teacher instruction

Time Guidelines

Canton Middle School recognizes that students have different strengths and weaknesses and, as a result, work and learn at different rates. Depending on the courses selected, on average a Canton Middle School student should expect to spend about 90 minutes on homework four or five nights each week

Teacher Guidelines

Teachers recognize that all homework assignments should fit the school’s *Purposes for Homework* and *Time Guidelines*. (See above.)

To help make homework a positive and productive learning experience for students, Middle School teachers will:

- List all homework assignments on their websites each week
- Display assignments in their classrooms
- Model homework expectations when assignments are given
- Provide clarity in homework directions
- Provide feedback for assignments in a timely fashion
- Hold students accountable when assignments are missing or incomplete
- Require students to use their plan books to record assignments and be willing to communicate with parents, keeping students after school, etc.

Middle School teachers recognize that the transition to 7th grade can often be challenging for students and that special attention is needed in helping 7th graders understand the expectations and requirements associated with homework assignments.

Teachers will inform students of the weight nightly homework assignments will be given in determining the marking period average. This will not exceed 25%. Teachers recognize that *long term* assignments/projects can be valuable learning experiences for students and that Middle School students require teacher assistance in planning, organizing, time management, working with a partner and meeting deadlines.

Student Expectations

Students need to understand that completing their homework assignments thoroughly and thoughtfully is a nightly priority.

To ensure that homework is a positive learning experience students are responsible for:

- Budgeting about 90 minutes for homework four or five nights each week
- Bringing their planbooks to each class
- Writing all assignments each day in their planbooks
- Bringing their planbooks home each night
- Understanding what each assignment is before leaving class
- Asking questions when they do not understand an assignment
- Making a concentrated effort on their assignments each night, avoiding distractions

Students are expected always to submit their own work, never copying from another student nor “stealing” work from other sources.

Students should understand that long term assignments/projects are valuable learning experiences.

Long term assignments require that students understand:

- Time management is crucial and waiting to the last minute leads to difficulty and sometimes failure
- Choosing to work with a partner or working alone is a decision that needs to be made carefully
- Seeking assistance and asking questions is important

Students should understand that assignments should be submitted on time and that each team has a late policy and procedures for making up work due to absence.

Parent Guidelines

Parents are expected to help their children understand that completing homework assignments thoroughly and thoughtfully is a priority. They can assist in this effort by:

- Creating a quiet work place at home
- Eliminating distractions during homework
- Assisting students in budgeting time for nightly work and for long term assignments
- Checking the student’s planbook/teacher website
- Monitoring deadlines for long term assignments
- Encouraging the use of a variety of resources to complete assignments

Middle school students should be encouraged to learn to work independently insofar as possible.

Parents are encouraged to initiate contact with a teacher or a team when they regularly have concerns about their child’s assignments.

Team Responsibilities

Teams have the primary responsibility of coordinating schedules with regard to nightly homework, long term projects, tests and quizzes. This includes:

- Keeping track of major assignments/projects/tests so that no more than two tests are given on one day and projects and major assignments are spread out over each marking period.
- Dialoging weekly on assignments to be sure that the time expected to complete the assignments matches the school’s time expectations for homework.

- Being sensitive to the school-related evening commitments of students (concerts, open houses, etc.)
- Teams are expected to create a team late policy for homework and procedures for making up work due to absence. These policies should be clearly communicated to students.

Homework and School Vacations

Homework should rarely be assigned over a school vacation. (A major assignment will not be due nor a test administered on the day following a school vacation.) Students may choose to work on a school project during a vacation or do some reading. Projects are always structured so that work need not be done during a vacation unless the student chooses to do so.

APPENDIX IX

ACCEPTABLE USE POLICY

Reasons for this Policy

Canton Board of Education (“CBOE”) is providing a computer network and Internet access for its students and teachers. This service allows teachers and students to share information, learn new concepts, research diverse subjects, and create and maintain school-based websites. CBOE has adopted these “Regulations for Acceptable Use of Technology” (RAUT) to set guidelines for accessing the CBOE Computer Network and/or the Internet service provided by CBOE. Every year, students who want computer network and Internet access for that upcoming school year need to sign and return these “Regulations for Acceptable Use of Technology” to the school within the first two weeks of school in order to maintain their access to technology. In addition, students must have their parents or guardians sign this RAUT. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this RAUT and to report any misuse of the computer, the CBOE Computer Network, and/or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand CBOE may revise the Internet Acceptable Use Policy as it deems necessary. CBOE will provide notice of any changes either by posting a revised version of the RAUT on its website or by providing written notice to the students, employees, and parents or guardians. To obtain access to the CBOE Computer Network and the Internet, students must also follow any school procedures developed at the school site. Each student who qualifies may access the CBOE Computer Network or Internet. The student is required to change the password when prompted and routinely thereafter. The account may only be used during the time the user is a student of the CBOE. Anyone who receives an account is responsible for making sure it is used properly and the password is never given to anyone outside of the Information Technology Staff. Nor should the password be written down and posted to a wall near the computer, taped under the keyboard, or in any way made easy for another person to uncover. The IT staff will *only* request a user password if a staff member’s or student’s account requires service, and, as a courtesy, the IT staff can avoid resetting that account to a default password state.

Acceptable Uses of the CBOE Computer Network or the Internet

- The account provided by CBOE should be used only for educational purposes.
- If a user is uncertain about whether a particular use of the CBOE Computer Network or the Internet is appropriate, he or she should consult a teacher or supervisor.

Unacceptable Uses of the CBOE Computer Network or the Internet

The following uses of the account provided by CBOE are unacceptable:

Uses that violate any state or federal law or municipal ordinance are unacceptable.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Selling or purchasing any illegal substance;
 - Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law;
 - Transmitting or downloading confidential information or copyrighted materials;
 - Uses that involve the accessing, transmitting, or downloading of inappropriate matters on the Internet, as determined by the school board, local educational agency, or other related authority;
 - Uses that involve obtaining and/or using anonymous email or web proxy sites.

Uses that cause harm to others or damage to their property are unacceptable.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Deleting, copying, modifying, or forging other users' e-mails, files, or data;
 - Accessing other users' email without their permission, and as a result of that access, reading or forwarding the other user's e-mails or files;
 - Damaging computer equipment, files, data, or the CBOE Computer Network;
 - Using profane, abusive, or impolite language online;
 - Disguising one's identity, impersonating other users, or sending anonymous email messages;
 - Threatening, harassing, or making defamatory or false statements about others;
 - Accessing, transmitting, or downloading offensive, harassing, or disparaging materials;
 - Accessing, transmitting, or downloading computer malware (virus, spyware, etc.) or other harmful files or programs, or in any way degrading or disrupting any computer system performance, including games or chat software.
 - Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes";
 - Using any CBOE computer to pursue "hacking," internal or external to CBOE, or attempting to access information that is protected by privacy laws.

Uses that jeopardize access or lead to unauthorized access into Accounts or other computer networks are unacceptable.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:

- Using other users' account passwords or identifiers;
- Disclosing one's account password to other users or allowing other users to use one's account;
- Writing down the password and posting to a wall near the computer, or taping the password under the keyboard, or in any way making it easy for another person to uncover the password;
- Getting unauthorized access into other users' accounts or other computer networks;
- Interfering with other users' ability to access their accounts.
- Taking any remote control of another computer system, unless established by the IT Staff.

Commercial use Guidelines:

Purchases over the Internet for a project, such as wood class, are permissible *only* with teachers' and/or parents' permission.

- Unacceptable uses of the CBOE Computer Network include, but are not limited to the following:
 - Selling or buying anything over the Internet for personal financial gain;
 - Using the Internet for advertising, promotion, or financial gain;
 - Conducting for-profit business activities.

Internet Safety:

- CBOE will implement filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other harmful materials. The software will work by scanning for objectionable words or concepts, as determined by CBOE and Connecticut Educators Network (CEN). *However, no software is foolproof*, and there is still a risk an Internet user may be exposed to a site containing such materials. A user who incidentally connects to such a site must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user accessing inappropriate sites, he or she should notify a teacher or supervisor immediately.
- Students shall not reveal on the Internet personal information about themselves or about other persons. For example, students should not reveal their full names, home addresses, telephone numbers, school addresses, or parents' names on the Internet. An exception to this would be online applications to colleges or job studies. These activities must be pre-approved by a guidance counselor. Final responsibility for putting personal information on the Internet rests with the individual. Not only on the CBOE Computer Network, but anywhere, it is strongly recommend that users go to great lengths to determine legitimacy of any online organization.
- Students shall not meet in person in a secluded place or a private setting anyone they have met on the Internet.
- Students shall not meet in person *in any place* anyone they have met on the Internet without their parent's permission. CBOE will not endorse of any type of meeting with persons students have met on the Internet *without* pre-approval in writing.
- Account users will abide by all school security policies.

Privacy Policy:

- The System Administrator has the authority to monitor all accounts, including e-mail and other materials transmitted, received, and/or created on any computer

or user account. All such materials are the property of CBOE.

- Account users do not have any right to, or expectation of, privacy regarding such materials.
- Offensive or inappropriate material gained in the any of the above means will be submitted to an appropriate supervisor with disciplinary recommendations.

E-mail use:

- At this time, student use of personal email is permitted, but this is subject to change as state and federal guidelines mandate. Local school policy may be more restrictive and should be consulted prior to beginning use of these services. As it stands now, student email is *never* allowed to be accessed at CIS or CBPS.
- If a user is accessing personal email through the CBOE Computer Network, it should be for the purpose of education only. This would include transferring documents created by the student to the teacher.
- CBOE does *not* permit transferring programs via email.
- Suggested method for transferring homework is using a USB Flash drive.
- Emailing grades or attendance is *prohibited*.

Games:

- Only approved educational games under the direct supervision of a teacher in whole-class instruction will be allowed.
- Accessing or attempting to access games online is not permitted and is considered in violation of this RAUT.

Chat Rooms, Blogs, Discussion Boards:

- Access to chat rooms, blogs, and discussion boards is restricted to educational use only. This will be led by a staff member and must be pre-approved by a building level administrator prior to the lesson.
- No instant messaging will be permitted, unless the teachers and/ or students have met with the above qualifications.

Storage Capacity:

- Each student will be allowed up to 200MB of storage. More space may be made available upon request providing it is warranted by a teacher and only if there are no technical problems with the request.
- To ensure that account users remain within the allocated disk space, students should periodically delete unwanted files or data that are no longer needed and take up excessive storage space.

Personal Computers:

- Personal computers from home are only allowed to be used on CBOE Computer Network *after* they have been verified by a System Administrator. Any utilities used for hacking, peer-to-peer file sharing, or sniffing will be immediately barred from Canton Schools.
- Some schools may not allow student computers on their network. Always check with your building level IT support for site specific rulings.

Prior to receiving a user name and password:

- User must have a signed user agreement on file.

Passwords:

- User names and passwords will be assigned. Generally this is in the form of first initial last name, but the System Administrator reserves the right to assign any name based on what is available.
- Passwords will be a minimum of 6 characters long and a maximum of 8 characters long.

- As a guideline, passwords should be a combination of numbers and characters and should not be something personal.

Penalties for Improper Use:

- The use of the CBOE Computer Network and equipment, including the account, is a privilege, not a right.
- Inappropriate use may result in the restriction or cancellation of the account.
- Inappropriate use may lead to any disciplinary and/or legal action, including but not limited to suspension or expulsion or criminal prosecution by government authorities.
- CBOE will attempt to tailor any disciplinary action to meet the specific concerns related to each violation.

Food or Drink will not be taken or consumed in computer classrooms or near any workstation!