

**Canton Middle School  
Student/Parent  
Handbook 2025-2026**



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

# Principal's Welcome Letter

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Dear Students,

Welcome to the start of a new school year at Canton Middle School. I hope you had a fun and relaxing summer and are excited to begin this new adventure.

Middle school is an exciting time where you will learn new things, make new friends, and try new activities. Whether you're returning or are new to our school, remember that you are an important part of our school community.

This year, we will challenge you to "Be a BEAR": Be Bold, Be Engaged, Be Accountable, and Be Respectful.

- **Be Bold:** Don't be afraid to take on challenges, try new things, step out of your comfort zone, and stand up for others. This is your time to grow and discover what you're capable of.
- **Be Engaged:** Stay curious and active in your learning. Ask questions, participate in class, and get involved in school activities. The more engaged you are, the more you'll get out of your time here.
- **Be Accountable:** Take responsibility for your actions and your work. Whether it's completing assignments on time or being a good friend, being accountable helps you build trust and respect with others.
- **Be Respectful:** Treat everyone with kindness and understanding. Respect your teachers, classmates, and yourself. A respectful school is a happy and safe place for everyone.

Our teachers and staff are here to help you learn and grow. If you ever need help or have questions, don't be afraid to ask. We're all here to support you, and my door is always open to you!

As you start your classes, think about what you want to achieve this year. What goals do you want to set for yourself? Whether it's getting better at a subject, joining a club, or making new friends, I believe you can do it.

All My Best,

Dr. Kruk

Go Bears!!!

## School Contacts

### **Phone Numbers:**

Main Office - 828.646.3467

Fax Number - 828.646.3478

**Please contact the main office to speak with a classroom teacher or have your call directed to any personnel listed below:**

### **Administration:**

- Principal - Casey Kruk
- Assistant Principal - Joshua Simmons
- Assistant Principal/Lead Teacher - Callie Franklin
- Assistant Principal Interim - Heather Hollingsworth

### **Office Staff:**

- Office Manager - Kerri Inman
- PowerSchool Data Manager - Torrie Henson
- Bookkeeper - Allison Foust

### **Support Staff:**

- School Counselor - Carol German
- School Counselor - Ian Meeks
- School Nurse - Abby Mehaffey
- School Psychologist - Cydney Hinson
- School Social Worker - Lisa Frazier
- Speech Language Pathologist - Andrea Dellinger

### **Athletics:**

- Athletic Director - Joshua Simmons

## Welcome to Canton Middle School for the 2025-2026 School Year!

We are excited to partner with our students, parents, and the broader community for an excellent year of learning and growth. This handbook outlines our school's expectations and policies. We strongly encourage you to read it thoroughly to ensure a smooth and successful school year.

If you have any questions or need further clarification, please don't hesitate to contact your teacher or an administrator. For detailed information on any Haywood County Schools (HCS) Board Policies referenced in this handbook, please visit [HCS Board Policies](#).

### Student Expectations

It is our hope and expectation that students leave CMS with an exceptional education and the personal skills to self-monitor their behavior and hold themselves accountable for their actions. Expectations for student behavior are outlined in the HCS Code of Conduct (Board Policy 4300/Regulation 4300-R). Incidents involving inappropriate behaviors will be recorded in the Educator's Handbook. There are two categories for documenting inappropriate behaviors: Minor Incidents and Office Referrals.

- **Minor Incidents** are actions that are addressed by the classroom that may result in silent lunch, lunch detention, or before/after school detention. Minor incidents are monitored by the administration.
- **Office Referrals** address multiple or repeated minor incidents and major offenses. These are handled by the principals. Principals will communicate with the student, parents, teachers, and student services as needed to address the referral. Consequences for office referrals may include Conference/Lunch Detention (in the ISS room), In-School Suspension (ISS)/Out-of-School Suspension (OSS)/Expulsion. Examples of major offenses which will be immediately referred to CMS principals are listed below. These will result in suspension and/or legal action as deemed necessary and are based upon HCS School Board Policy and North Carolina State Statutes.

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

- Bullying/Cyberbullying (Board Policy 4329/4302)

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

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

<b>Canton Middle School Discipline Plan</b>			
<b>Teacher</b>	<b>Teacher</b>	<b>Teacher/Guidance Office/Administration</b>	<b>Administration</b>
<b>Level 1 Behaviors</b>	<b>Level 2 Behaviors</b> *Educator Handbook Documentation* Minor Incident	<b>Level 3 Behavior</b> *Educator Handbook Documentation* Office Referral	<b>Level 4 Behavior</b> *Educator Handbook Documentation* Office Referral
<ul style="list-style-type: none"> <li>Disrupts teaching and learning</li> <li>Excessive talking</li> <li>Failure to follow teacher directions</li> <li>Unprepared for class</li> <li>Out of seat</li> <li>Tardy</li> <li>Cell-phone violation</li> </ul>	<ul style="list-style-type: none"> <li>Repeating Level 1 Behavior</li> <li>Misuse of school property</li> <li>Horseplay</li> <li>Disrespectful behavior</li> <li>Stops teaching and learning</li> <li>Teasing (Isolated Incidents)</li> </ul>	<ul style="list-style-type: none"> <li>Repetition of Level 2 behavior</li> <li>Aggressive/Foul Language not directed towards staff</li> <li>Blatant disrespect</li> <li>Physical Aggression</li> <li>Bullying or harassment</li> <li>Defiance</li> <li>Lying/Cheating</li> </ul>	<ul style="list-style-type: none"> <li>Fighting</li> <li>Aggression/Profanity directed at staff</li> <li>Intimidating others</li> <li>Racial slurs</li> <li>Sexual harassment</li> <li>Possession of drugs, weapons, cigarettes, alcohol</li> <li>Theft/Vandalism</li> <li>Student behavior not responding to teacher and/or Guidance Office interventions</li> </ul>
<b>Level 1 Responses</b>	<b>Level 2 Responses</b> *Educator Handbook Documentation* Minor Incident	<b>Level 3 Responses</b> *Educator Handbook Documentation* Office Referral	<b>Level 4 Response</b> *Educator Handbook Documentation* Office Referral
<ul style="list-style-type: none"> <li>Verbal or non-verbal redirection</li> <li>Expectations and procedures are taught and reviewed regularly</li> <li>Follow-through of an in class discipline plan</li> </ul>	<ul style="list-style-type: none"> <li>Silent Lunch</li> <li>Parent phone call</li> <li>Withhold privileges</li> <li>Teacher consequences</li> <li>Restitution or apology</li> <li>Problem solving with student</li> </ul>	<ul style="list-style-type: none"> <li>Problem solving with student</li> <li>After-School Detention</li> <li>Parent conference (documented)</li> <li>Continued teacher consequences</li> </ul>	<ul style="list-style-type: none"> <li>Parent notification by administrator</li> <li>Restriction of activities/privileges</li> <li>Disciplinary probation</li> <li>Work Detail</li> <li>In-School Suspension</li> </ul>

<ul style="list-style-type: none"> <li>Utilize buddy rooms to complete reflection form</li> </ul>		<ul style="list-style-type: none"> <li>Consult guidance office/assistant principals</li> <li>Restrictions on field trip attendance</li> </ul>	<ul style="list-style-type: none"> <li>Suspension</li> </ul>
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### Discipline Grid

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

Horseplay	UB	PD-LD/ISS (1-3)	PD-ISS (3-5)	PD-OSS
Possession of a Weapon	RO	LTS/Expulsion SBD	PD	PD
<b>Inappropriate Item on Campus</b>				
Inappropriate Item on Campus (inappropriate item on campus)	UB	ISS (1-2)	ISS (2-3)	OSS-2
Possession or Use of Vape, E-Cig, pods, etc. (inappropriate item on campus)	UB	ISS-3	OSS-2	OSS-3
Tobacco possession or use	UB	ISS-2	ISS-3	OSS-2
<b>Misconduct</b>				
Deceiving school official/forging signatures/falsifying documents	UB	PN/ISS-1	PN/ISS-2	PN/ISS-4
Disruptive Behavior	UB	PD-LD/ISS	ISS (1-3)	ISS (3-5)
Inappropriate student dress	UB	PN	PN	PN ISS (1-3)
Indecent Exposure	UB	PD-OSS (1-3)	PD-OSS (3-5)/threat assessment	LTS/Expulsion SBD
<b>Staff/Student Relations</b>				
Aggression/Assault on staff	UB	See board policy	See board policy	See board policy
Communicating threats/Threatening acts to the staff	UB	OSS-10	See board policy	See board policy
Deceiving school official/forging signatures/falsifying documents	UB	ISS (1)	ISS (2)	ISS (4)
Profanity/Disrespect/obscene gestures directed to staff	UB	PD-ISS/OSS	PD-ISS/OSS	PD-OSS
Refusal to comply with a reasonable request	UB	PD-LD/VW	ISS (1-3)	ISS (3-5)
<b>Student Relations</b>				
Aggressive Behavior	UB	ISS (1-3)	ISS (3-5)	OSS (1-3)
Being in an undesignated area/Loitering	UB	PD-LD/ISS (1-3)	ISS (1-3)	ISS (3-5)
Bus Violations- Code as Misconduct	IB	PD-LD/ISS (1-3)	ISS (1-3)	ISS (3-5)
Cell Phone Violation Code as Misconduct	IB	Conference with an Administrator, secured, and plan is made for return of device	ISS - 2 days	ISS - 3 days and/or program participation with principal's approval
Communicating threats to a student	UB	PD/ISS/OSS/threat assessment	PD/OSS threat assessment	PD/OSS threat assessment
Cutting Class	UB	ISS-1	ISS-2	ISS-3
Cyber-bullying	UB	ISS (1-2)	ISS (3-5)	OSS

Distribution of inappropriate videos/images	UB	ISS-2	OSS/PD	OSS/PD
Misuse of Technology	UB	ISS- 1-2	OSS/PD	OSS/PD
Harassment/Bullying/ Discrimination based on Disability, Racial, Religious, Sexual Orientation (verbal, written, Cyber etc.)	UB	ISS (1-3)	ISS (3-5)	PD- OSS
Hazing	UB	PD (1-2)	PD (3-5)	PD-OSS
Inappropriate Behavior	UB	PD-LD/ISS (1-3)	PD-ISS (3-5)	PD-OSS
Mutual sexual conduct between two students	UB	PD/OSS (1-3)	PD/OSS (3-5)	PD/OSS (5-10)
Profanity/Obscene Gestures (Inappropriate Language/Disrespect)	UB	PD/LD/ISS (1-3)	PD/ISS(3-5)	PD/OSS
Recording inappropriate video/images (Misuse of Technology)	UB	ISS-1	ISS-2	PD/ISS (4)
<b>Violations of the Law</b>				
False Fire Alarm/discharging fire extinguishers	UB	OSS	OSS-juvenile petition	LTS/Expulsion SBD
Theft	UB	ISS (1-3) juvenile petition	ISS (3-5) juvenile petition	LTS/Expulsion SBD
Threat of physical attack/violence with a firearm/weapon	UB	LTS/Expulsion SBD		
Property Damage	UB	ISS-2 & Restitution	ISS-4 & Restitution	PD-OSS/Restitution
Unlawfully Setting a Fire	UB	LTS/Expulsion SBD		
	<b>Offense Code</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
<b>Attendance</b>				
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<b>Bus Violations</b>				
Getting off the bus at an unauthorized stop (Failure to comply with a reasonable request)	UB	PD	PD	PD
Getting on the wrong bus intentionally (Failure to comply with a reasonable request)	UB	PD	PD	PD
Misconduct (Refer to specifics throughout discipline grid)	UB	PD	PD	PD
<b>Drugs/Alcohol</b>				
Alcohol (possession, use, distribution are	RO	OSS (3-5)	OSS (3-5) +	PD OSS/LTS/JP

different codes in EH)			Juvenile Petition	
Controlled substance (possession, use, distribution are different codes in EH)	RO	OSS (5-10)/LTS	LTS/Expulsion SBD	LTS/Expulsion SBD
Distribution or sale of drugs/alcohol	RO	LTS/Expulsion SBD	LTS/Expulsion SBD	LTS/Expulsion SBD

### Cell Phones & Personal Electronics

Students are permitted to possess personal, electronic devices on school property however they should be powered off and placed in their locker between 7:55-2:55. These devices may only be used under the following conditions: 1) Before 7:55 AM 2) After the bell rings for the end of the school day. If a student needs to contact a parent/guardian they can come to the office. Cellphones, smart watches, air pods, and electronic devices are not to be used in hallways, bathrooms, in the cafeteria during lunch, during class change times, in classrooms, or at any other place or time unless the previously mentioned conditions are met. Smartwatches should be on airplane mode between 7:55-2:55. Students may use cellphones and electronics devices in the gym/cafeteria during morning arrival. However, they should turn their cell phones and electronic devices off by 7:55 AM. Students may also use their cell phones and electronic devices following the afternoon dismissal bell. Pictures and videos are not to be taken before, during, and/or after school (this includes on the school bus). Inappropriate use of electronic devices will not be tolerated. ***On the first offense, students will turn their cell phones into the office and may pick their phone up at the end of the day. If a second offense occurs, students will turn their phone into the office. The student will notify the parent and the device will be available for parent pick up in the office. The third offense may result in two days of in school suspension and/or a principal approved plan.***

### Technology Responsible Use

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

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

- **Damage and Lost Materials:** Student chromebook contracts state that damage fees are \$25 to cover the insurance deductible. If malicious vandalism is found in regards to a student's chromebook, further

action may be taken which may include students completing paperwork assignments for a period of time. The replacement fee for lost chargers is \$40. The replacement fee for lost chromebooks is \$385.

- **Student Conduct and Chromebooks:** Students are not to use chromebooks for anything other than school-related activities on campus without teacher permission. Please monitor your child's technology use on the chromebook at home. Students should always block pop-ups, unless told otherwise by a teacher. Any inappropriate use of technology will result in disciplinary action per teacher (or administrator) discretion, this may include the students' chromebook privileges being revoked.

### **Personal Property**

CMS faculty and staff are not held liable for any damage or loss that may occur to students' personal items. Students are encouraged not to bring their own personal items to school; however, if they bring personal items they should be locked in their locker. Personal property might include, but is not limited to headphones, gaming systems, auxiliary speakers, etc. Glass bottles are a safety issue and not allowed on campus. Aluminum can drinks are only allowed in the cafeteria during lunch. Personal property is subject to search by school officials when there is reasonable suspicion that the search will turn up evidence that the student has violated either school rules or the law. Periodically, the substance detective unit (K-9) will visit the school to maintain a safe drug free environment.

### **Agenda Books and Lockers**

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

Lockers and locks will be issued to students by their homeroom teacher. Each student is responsible for keeping their locker clean and locked. Students are asked to keep their locker locked at all times as this is the safest place to keep personal items. Lockers are the property of CMS and are subject to search at any time.

### **Attendance**

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

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

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

First Bell (Warning Bell): 7:50

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

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

### Dress Code

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

- School dress/accessories should not pose a significant distraction or threaten the health or safety of the student, classmates, or staff.
- Clothing must include a top and bottom, or the equivalent, and shoes.
- Clothing must cover from the neck to above the knees and everything in-between, including private parts (chest, buttocks, and genitals) and undergarments while sitting and/or moving throughout daily school activities.
- Clothing must include opaque fabric (not sheer/see through), covering the front, sides (under arms), and back.
- Accessories including chains, padlocks, studs/spikes, etc. are not permitted.
- Students should be recognizable at all times. Face, eyes, and ears should be visible at all times.
- Hoods and sunglasses should not be worn indoors; masks (other than for medical reasons) are not permitted.
- Clothing and accessories must be free from words/logos/designs depicting or promoting/advocating

items included, but not limited to: violence, criminal activity, tobacco, alcohol or drug use, pornography, nudity or sexual acts, gang identifiers, or hate speech.

Students who violate dress code will be asked to change into appropriate clothing or asked to contact a parent or guardian to receive new attire. Continual violations of the dress code may result in disciplinary action.

## **Transportation**

**Student Drop Off:** 6th Grade students are to be dropped off at the sidewalk between the car rider awning and the entrance to the gym parking lot. Parents must pull to the side of the road and out of traffic to allow their student safe access to the sidewalk. 7<sup>th</sup> and 8<sup>th</sup> Grade students should be dropped off via car rider line in the school's main parking lot. CMS work hours begin at 7:30 AM. Students will not be allowed in the building and there will be no adult supervision outside prior to this time.

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

**Transportation Changes:** A written note must be given to the office by 9:00 AM on the day of the change. Except in an emergency, transportation changes will not be made over the phone.

## **Extra-Curricular Activities**

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

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

**Clubs & Organizations:** Several clubs and organizations are available to qualified CMS students. In the past we have offered Student Ambassadors, Student Government, Sportsman's Club, Envirothon, Pep Club, and Battle of the Books to our students. Interested students need to pay special attention to announcements to

learn what clubs are available this year and the criteria required of them to join.

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

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

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

### **Visitors**

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

### **Grades and Report Cards**

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

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

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

## **Infinite Campus Student/Parent Portal**

In an effort to have effective and efficient communication with our parents, Haywood County Schools will be utilizing Infinite Campus, our NEW student information system platform. We encourage you to create your parent portal account to begin the process. If you do not have access to a device, devices and assistance will be made available at school sites.

To create an account:

Complete the Parent Portal Use Agreement below. This information is also found on the Haywood County School's website under Resources > Parents/Community > HCS Parent Portal Use Agreement Application for Access. Return this agreement to your child's school and present a photo ID for verification. Activation keys will be sent to the email address you provide.

**Please click on the unique URL sent to you to complete the setup of your account. This works best from a computer. Once you click on the URL, you must IMMEDIATELY complete the process.**

You will be asked to create a username and password (please remember these credentials). You will have to check your email to verify the email address. If you have multiple students in the district, you may receive this message more than one time. However, you only need to complete this process once.

**Please create your account as soon as possible, as critical information about the start of the school year will be communicated through your Portal Account.**

Once you have created your account, please download the Campus Parent App. This app is available on the Apple App Store or Google Play Store.

## **Home & School Communication**

CMS communication to parents will be primarily through the Remind App. Weekly newsletters with important information will be included in that newsletter. You can find the Remind account sign up information in your student's back to school packet. Canton Middle School also utilizes a Facebook page to highlight upcoming events and student achievements.

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

## **Medication**

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

## **Concussion and Head Injury**

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

## **Pest Control Notification**

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

## **Payments by Check to School**

"We are partnered with Envision Payment Solutions for the recovery of returned checks. If your check is dishonored by the bank, a service fee will be assessed in accordance with state law. In providing a check as payment, you authorize electronic representment if your check should return unpaid. Also, you authorize service charges and processing fees as allowed by state law to be debited from the same account via paper draft or electronic funds transfer." ; Envision can be contacted at 1-877-290-5460.



P.O. Box 157  
Suwanee, GA 30024-0157

Dear Parents/Students:

**Envision Payment Solutions™** is pleased to have been selected by **Haywood County Schools** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

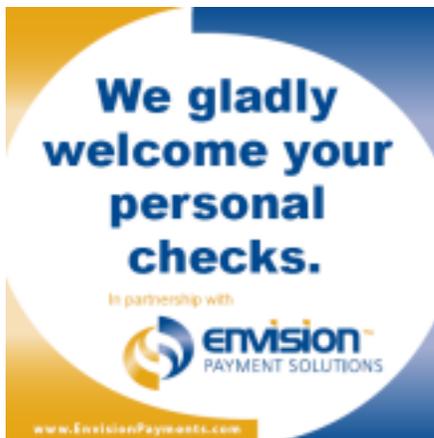
Specifically, per *North Carolina General Statute § 25-3-506*, the service fee for returned checks is \$25. (Note that the fee structure will change according to any amendments made to NC law during a school year.)

If you wish to inquire about a returned check written to **Haywood County Schools** please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond.

Sincerely,

**Envision Payment Solutions™**



**contact:** *Customers (check writers) with returned check inquiries should*

**Envision Payment Solutions™**

**Tel** 877.290.5460, or 770.709.3100

**Fax** 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

**[customerservice@envisionpayments.com](mailto:customerservice@envisionpayments.com)**

[www.envisionpayments.com](http://www.envisionpayments.com)

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**B**OLD

**E**NGAGED

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**R**ESPECTFUL