

**NORTH CANTON MIDDLE SCHOOL**

605 Fair Oaks Avenue S.W.

North Canton, Ohio 44720

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**We Expect Your Best!**

Welcome Students!

This booklet has important information for you and your parents. Please keep in mind that the staff is willing to help you educationally as well as socially. You will be treated with respect, and we will not accept anything less in return. Your responsibility is to attend school on a regular basis, to attend your classes on time, and to do the best that you can. Your major responsibility is to learn. Various activities will be planned throughout the year to offer a break in your academics. If you follow the stated rules and regulations and behave courteously toward your fellow classmates and staff members, you will have an enjoyable year. The Student Handbook is for the purpose of helping you in the organization of your time and study skills while you are here at the Middle School. When good study skills are developed and time is managed well, you will have the most successful educational experience.

Dear Parents:

This Student Handbook contains important information. Please take the time to review it. This booklet is a way of communicating between the school and home.

**NORTH CANTON MIDDLE SCHOOL ORGANIZATION**

At North Canton Middle School, academic teachers are organized into interdisciplinary teams to help personalize education and to reduce the anonymity that many students feel.

The teacher team is composed of mathematics, science, social studies, and language arts instructors. The team meets daily for planning and discussion of particular students' self concepts, needs, interests, capabilities, and other variables that can affect learning.

Advantages of the team structure include: (1) economy of time for both staff members and parents because parents may meet with the entire teaching team rather than with individual teachers, (2) individual attention, (3) broad experiences, (4) continuity in academic areas, (5) opportunity to feel wanted and known, (6) limited overloads in tests and homework, (7) improved communication with teachers, (8) early identification of problems, (9) quick identification and co-ordination of efforts to correct disciplinary problems, (10) increased home/school contacts.

We hope that, as a student or parent, you will make an effort to be a positive, active contributor to the improvement of your education. Our structure is designed to help you, but your involvement is critical to operate at peak efficiency. Be a participant; our goal is to see that no one sits on the bench educationally, socially, or emotionally. We want you to be successful!

**VITAL EXPECTATIONS FOR NORTH CANTON MIDDLE SCHOOL STUDENTS:**

Maintain a good ATTENDANCE record.

Show COURTESY to others.

Develop good LISTENING skills.

Follow DIRECTIONS.

DO THE BEST YOU CAN.

**NORTH CANTON MIDDLE SCHOOL RULES**

1. Come to all classes prepared.
2. Walk quietly in the halls.
3. Be on time for school and for classes.
4. Show respect to all students and staff.
5. Dress appropriately.

**NORTH CANTON CITY SCHOOLS**

**PHILOSOPHY AND GOALS**

The philosophy of the North Canton City Schools is based on the belief that democracy is the way of life most conducive to human development. The primary purpose of education in a democracy is to help all students become responsible, self-directed, and self-disciplined individuals, capable of functioning effectively in society and in the world community. We must foster a belief that the rights and opportunities of living in a free society are accompanied by responsibilities to that society.

We will strive to provide opportunities and encouragement for the development of positive attitudes, skills, knowledge, habits, and character traits as essential for enriched personal living, sound career choices, good human relationships, and contributive citizenship. We must cultivate curiosity so that students may experience the excitement and wonder of life-long learning to achieve their fullest potential.

The personnel of the North Canton City Schools must work cooperatively with students, parents, and citizens, as well as with business, industry, and community agencies. All are responsible for planning, developing, and implementing educational programs.

In accordance with our philosophy, we will strive to:

1. Develop a respect for each student as a unique human being and devise stimulating and enriching educational programs in which each can move forward with success in terms of individual abilities and interests under the guidance of a qualified, enthusiastic professional staff.
2. Teach the ideals and values of our heritage, including the study of our democratic government; a respect for justice, property, and law; and a regard for the rights and feelings of others.
3. Provide educational experiences, assessments, and intervention to enable the student to achieve competency in the basic skills essential for productive lives.
4. Cooperate and communicate with the home, church, and community agencies having important roles in developing character, positive attitudes, and moral and ethical values.
5. Nurture the art of inquiry along with critical and reflective thinking; teach communication so that each student will be able to give clear expression to ideas, emotions, and creative ability; and encourage each student to achieve and maintain mental and physical fitness through sound developmental activities.
6. Provide guidance, educational, and vocational experiences essential for identifying career goals, cultivating an interest in continuing education, and developing skills essential for effective use of leisure time.
7. Provide continuous review and evaluation of current programs and examine the relevance of new programs to ensure that we are meeting the changing needs of society.
8. Search for and retain the best and most qualified personnel to carry out our present goals and to implement future goals as we move into the twenty-first century.

Date of original adoption: November 19, 1970

Revised: August 22, 1974; February 16, 1984; April 26, 1984; June 9, 1988

#### **NORTH CANTON MIDDLE SCHOOL ADMINISTRATION 2009- 2010**

If you have a question or concern at any time, feel free to contact a building administrator. We hope your child's experience at North Canton Middle School will be his/her best yet!

Mr. John R. Stanley ..... Principal  
Mrs. Renee Manse ..... Associate Principal  
Mr. Matthew Donaldson ..... Associate Principal

#### **STUDENT CONDUCT CODE of NORTH CANTON CITY SCHOOLS**

The North Canton City Board of Education is committed to the proposition that students are entitled to basic civil liberties guaranteed to other citizens, including due process. This has been reinforced by recent court decisions which indicate clearly that whatever may be their precise impact, neither the Fourteenth Amendment nor the Bill of Rights is for adults only. It is further believed that the community is entitled to responsible action in the exercise of these liberties. It is therefore the purpose of the North Canton City Schools not only to encourage the exercise of these liberties, but also to develop a sense of responsibility and good citizenship on the part of members of the student body. Statements of policy pertaining to student government are formulated in order to facilitate achievement of these purposes.

At the same time, it is recognized that the traditional role of the school official and teacher has been "in loco parentis" relative to the student. The obligation of this role is that more mature and experienced judgment should be exercised than may normally be expected to prevail in relation to the less mature and less experienced judgment of the student. Further, since school attendance is compulsory, a captive students' group does exist, and school officials must often make decisions that protect the health and well being of all students while at the same time attempting to safeguard individual rights.

This Code of Conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes misconduct by a student that occurs off school property but is connected to activities or incidents that have occurred on school district property and misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

**A VIOLATION OF ANY OF THE FOLLOWING RULES MAY RESULT IN DISCIPLINARY ACTION, WHICH MAY INCLUDE DETENTION, IN-SCHOOL INTERVENTION, SATURDAY DETENTION, EMERGENCY REMOVAL, SUSPENSION, AND/OR EXPULSION. STUDENTS MAY ALSO BE REFERRED TO LOCAL LAW ENFORCEMENT AGENCIES.**

**DETENTIONS:** Students are required to study quietly after school in a monitored session for forty-five minutes.

**IN-SCHOOL INTERVENTION:** Students are assigned to the In-School Intervention (ISI) classroom from 7:25 a.m. to 2:35

p.m. Students will complete all class work in a structured, supervised environment. Students will receive full credit for all completed assignments.

**SATURDAY DETENTION:** Students are required to study quietly on Saturday morning from 8:00 a.m. to 12:00 p.m. in a monitored session. Students are to pay \$5.00 on the morning of the detention. Students must bring school work or appropriate reading material.

**EMERGENCY REMOVAL:** Students may be removed from a class and/or school at the discretion of an administrator.

**OUT-OF-SCHOOL SUSPENSION:** Students are not permitted to attend classes, get credit for class assignments, and are not permitted to be on school property or attend school functions for the determined length of time.

**EXPULSION:** Following a formal hearing with the superintendent, the student is not to return to classes at North Canton Middle School, be on school property or at school events, or participate in school functions for the determined length of time.

1. **Drugs of Abuse:** Students shall not at any time, possess, use, sell, offer to sell, deliver, conceal, consume, be under the influence of or show signs of consumption of any drugs of abuse including alcoholic beverages or any counterfeit or look-alike drugs of abuse on school property, at school-sponsored/related events off school grounds or during travel to and from school. Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse. Students shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia (anything that could be used to smoke/ingest substances) for use with drugs of abuse. Students, also, shall not possess any prescription or over-the-counter medication on school property, at school-sponsored events off school grounds, or during travel to or from school.
2. **Disruption of School:** A student shall not cause disruption or obstruction of educational programs, whether curricular or extracurricular, by use of violence, force, coercion, threat, words, false alarms, or demonstrations.
3. **Damage of School Property:** A student shall not willfully or recklessly cause or attempt to cause damage to property owned by the North Canton City Schools Board of Education.
4. **Damage to Private Property:** A student shall not willfully or recklessly cause or attempt to cause damage to private property on school premises, during a school activity, function, events off school grounds, or during travel to and from school.
5. **Aggression:** A student shall not fight, intimidate\*, threaten, haze, assault, or commit battery upon any person on school property, or at school-sponsored events off school grounds, or during travel to and from school; nor shall a student behave in such a manner which could foresee ably cause physical or emotional injury to such persons at such places and times.
6. **Dangerous Weapons and Instruments:** A student shall not use, possess, handle, transmit, or conceal dangerous weapons, substances, or instruments which include, but are not limited to, firearms, knives, mace, tear gas, firecrackers, explosives, incendiaries, or other similar devices, (e.g. cigarette lighter/matches) on school property, or at school-sponsored events off school grounds, or during travel to and from school, except as expressly authorized by the superintendent, principal, or their designees. Possession of such weapons could lead to permanent exclusion from all Ohio schools.
7. **Tobacco (Complies with ORC 3313.751):** Use or possession of any form of a tobacco product or any imitation tobacco product or paraphernalia (e.g. cigarette lighter/matches) in school, on school grounds, at school-sponsored activities, or within sight of the school is prohibited.
8. **Obscenity:** A student shall not use obscenity, profanity, any form of racial or ethnic slurs, or other patently offensive language or gestures, nor shall a student be in possession of patently offensive material on school property, at school-sponsored events off school grounds, or during travel to and from school.
9. **Truant:** A student shall not stay away from school or any assigned class, or activity without good and sufficient cause. Truant students may be referred to juvenile court.
10. **Tardiness:** A student shall not be late to school or to class without good and sufficient cause.
11. **Forgery/Falsification:** Students shall not fraudulently affix or have affixed parents' or other authorities' signatures on notes or official school forms nor shall students use passes, school forms or notes in an improper manner nor possess such documents. Students may not add names to passes. A student shall not misrepresent himself/herself as any adult either in oral or written form.
12. **Theft:** A student shall not wrongfully take, possess, carry away, or exercise dominion and control over property of others.
13. **Gambling:** Gambling shall not be permitted on school property or during school activities.
14. **Disobedience:** A student shall not be defiant, belligerent, disrespectful, or fail to comply with school rules or directions of teachers, substitute teachers, teacher aides, administrators, or other authorized school personnel during any period of time when the student is properly under the school jurisdiction. Students have the responsibility to cooperate with and/or inform school authorities about dangerous or potentially dangerous situations involving school and/or student safety issues.
15. **Hazing (Complies with ORC 2307.44):** A student shall not plan, encourage, engage in or witness and fail to report any hazing activity. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any organization that creates a risk of mental or physical harm. Hazing activities of any type shall be prohibited at all times on school property, or at school-sponsored events off school grounds, or during travel to and from school.

16. **Loitering:** A student shall not be permitted to remain in vehicles or be standing within sight of the building before or after school unless involved in a school-related activity.
17. **Harassment:** Harassment can take several forms: sexual, physical, and/or verbal. Harassment may not be determined solely by the intent of the action or statement, but can also be determined by how it is perceived.  
A student shall not make unwanted visual, written, verbal, or physical contact toward another student or a staff member on school property, at school-sponsored events off school grounds, or during travel to and from school, \*it is not limited to where the harassment originates but also includes where it is communicated.  
Cyber-bullying: Henrico definition approved by Richard Mann: “Cyber-bullying-Abusive behavior including, but not limited to, taunting, threatening, stalking, intimidation, and/or coercion by one or more individuals against other students or staff, perpetrated with computers, cellular phones, internet websites, and/or any other electronic device.”  
Students are encouraged to report problems or incidents or harassment to any of the following individuals: guidance counselor, associate principal or principal.
18. **Academic Integrity (Plagiarism/Cheating):** A student shall not use the ideas, words, phrases, and/or writings of others and pass them off as his/her own. A writer’s ideas, words, and the way of expressing them are his/her property, and anyone using them without properly citing and crediting the original source is guilty of plagiarism. (Reference Book 194). Students are expected to be responsible for doing their own work, whether it is writing a paper, doing homework, or answering questions on a quiz or test. Students will receive a zero for the assignments with no opportunity to receive credit for the work. Subsequent cheating offenses could lead to loss of credit for the course.
19. **Inappropriate Action or Behavior:** Any action or behavior judged by school officials to be inappropriate in a school setting and not specifically mentioned in other sections shall be in violation of the Student Conduct Code. Nothing in these policies, and specifically nothing in Sections 8, 14, 20, 21, 22, and 23 of this student Conduct Code, shall be construed to in any way prohibit, allow punishment, for, or limit students in their lawful right to express themselves on or off campus in a manner protected by the First Amendment.
20. **Student Expression:** The school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students must present materials to the principal for approval at least 24 hours prior to display or distribution.  
Materials may not be distributed or displayed if it:

1. is obscene to minors, libelous, indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or present a likelihood of disrupting school or a school event.

Material may not be displayed or distributed during class periods or during passing time between classes. Permission may be granted to display or distribute during lunch periods or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

21. **Student Appearance Code (Complies with ORC 3313.665):** Students shall comply with the following dress code that reflects the standards of our school and community. The following restrictions are in effect as governed by the interest of safety, cleanliness, neatness, and appropriateness; however, due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision of acceptability must be made. What may be appropriate at home or elsewhere may not be appropriate at school. The determination about whether an item or style is objectionable under the student dress code is left to the judgment of the school administration.

**ALL CLOTHING MUST BE OF PROPER FIT. ALL CLOTHING MUST BE CLEAN AND NEAT – NO HOLES-FRAYS, NOT TORN NOR TATTERED, NOT IN NEED OF REPAIR.**

The following is **NOT ACCEPTABLE:**

- a. clothing or tattoos exhibiting words, logos, symbols, trademarks, or other references to alcohol, drugs, tobacco, sex, violence, profanity, cults, Satanism, or death; any garment or style of dress which displays any racial slurs, ethnic epithets, gang affiliations, sexist attitudes (including but not limited to such examples as Hooters, Big Johnson, Co-Ed Naked, Bong, etc.) terrorist messages;
- b. attire which creates undue distraction, including but not limited to tank tops, spaghetti straps, revealing necklines, off-the-shoulder tops, bare midriffs, backless attire.  
(TOPS SHOULD BE LONG ENOUGH TO BE ABLE TO BE TUCKED IN AND STAY IN WHILE IN A SITTING POSITION.)
- c. shorts, cut-offs, skirts, dresses that are shorter than mid-thigh and/or revealing;  
(SLITS IN SKIRTS/DRESSES MUST NOT END HIGHER THAN MID-THIGH.)
- d. boxer shorts, athletic shorts used for sports participation;
- e. sleepwear (no pajama bottoms or flannel pants );
- f. spandex clothing;
- g. sweat pants with drawstring waist and elastic, gathered ankles; (SHORTS MUST BE WORN UNDER TEAR-AWAY PANTS.) (SHORTS AND PANTS MUST NOT SAG BELOW THE WAISTLINE.)

- h. outdoor apparel, including but not limited to sunglasses, coats, outside vests, gloves, mittens, hats; (HATS SHOULD NOT BE WORN OR CARRIED TO CLASS.) (STUDENTS MAY BRING A LIGHTWEIGHT SWEATER OR SWEATSHIRT TO PLACE IN THEIR LOCKERS SHOULD THEY GET COLD.)
- i. slippers, dangerous footwear;
- j. headwear, head scarves, bandannas, sweatbands, visors; (These should not be worn or carried to class.)
- k. hazardous apparel; (CHAINS ATTACHED TO WALLETS OR ANY OTHER POTENTIALLY DANGEROUS APPAREL IS NOT PERMITTED.)
- l. extreme hairstyles and/or hair color (for example, mohawks); (FACIAL HAIR MUST BE NEATLY TRIMMED AND MUST NOT BE OF EXTREME COLOR OR STYLE.)
- m. facial piercing. (including plastic plugs and piercings covered by band aids); (ONLY EAR PIERCING IS ALLOWED.)
- n. clothing, styles, devices, paraphernalia or body piercing that makes a statement inappropriate for a school setting.

NO BACKPACKS, BRIEFCASES, GYM BAGS, OR BOOK BAGS OF ANY TYPE ARE PERMITTED DURING THE SCHOOL DAY. THESE ITEMS MAY BE USED TO TRANSPORT BOOKS AND MATERIALS TO AND FROM SCHOOL ONLY.

Students who violate the appearance code may be referred to the Associate Principal's Office. Attempts to secure appropriate clothing from home or borrow from the office may be made. According to the discretion of the administrator in charge, students dressed inappropriately may be assigned to In-School Intervention for the day if appropriate attire cannot be arranged. Violators of the appearance code may be assigned detention(s) and repeat violators may face more serious consequences. Class work missed because of inappropriate appearance may receive a grade of zero.

22. **Public Display of Affection:** A student shall not exhibit inappropriate display of affection in school buildings, on school property or at school-sponsored events off school grounds.

23: **Inappropriate Use of Technology:** Student use of the Internet on any school computer system should be limited to those areas deemed appropriate by the administration. Students shall not distribute or access inappropriate material or data either directly or indirectly using their technology system or using the school's technology system, e-mail, or voice mail. Any material distributed by students must be approved by the principal prior to distribution.

THERE IS NO EXPECTATION OF PRIVACY IN USING ANY EQUIPMENT AT SCHOOL, INCLUDING THE USE OF PERSONAL EQUIPMENT ON SCHOOL PROPERTY.

Inappropriate computer use includes but is not limited to the following:

- damaging computers, computer systems or computer networks;
- accessing unauthorized computers, sites or information databases;
- displaying offensive messages or pictures;
- accessing dangerous information that, if acted upon, could cause damage or present danger to others;
- using the computer for recreational electronic communication; (e.g., e-mail, instant messaging, bulletin boards, etc.)
- violating copyright laws and/or the district policy on plagiarism;
- accessing inappropriate chat rooms or news groups;
- using the Internet to buy or sell products;
- interfering with the normal functioning of computers, computer systems or computer networks.

STUDENTS WISHING TO USE A COMPUTER AT SCHOOL MUST HAVE A COMPLETED ACCEPTABLE USE POLICY FORM ON FILE.

24. **Electronic Devices:** Radios, recorders, headphones, pagers, laser pointers, gaming devices, iPods, MP3S and other electronic devices are distracting to the educational environment and are not permitted in the classrooms, halls, bathrooms, cafeteria, library, gymnasium and R-1.

**Cellular Phones:** Students may store cell phones, turned OFF, in their lockers. Students may not possess cell phones in classrooms, locker rooms, halls, bathrooms, cafeteria, library, gymnasium and R-1 nor may they carry them between such places. STUDENTS ARE NOT PERMITTED TO USE CELL PHONES DURING THE SCHOOL DAY. If students need to contact their parents, they should do so in the office.

Students in possession of electronic devices/cell phones will be required to turn them over to school personnel and then a parent will be required to pick up the electronic device/cell phone from the office after school.

25. **Bullying and Other Forms of Aggressive Behavior:** The Board of Education will not tolerate any known harassment, intimidation or bullying of any student on school property or at a school-sponsored activity.

Harassment, intimidation or bullying is defined as an intentional, written, verbal or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the other student and (2) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student. Any student who believes s/he has been a victim of harassment,

intimidation or bullying as defined above should report the incident(s) to the building principal or teacher  
Date of original adoption: February 10, 1977  
Revised: January 24, 1991; September 9, 1993; December 9, 1993; June 23, 1994; May, 2001; June, 2002; August, 2005;  
May, 2007; April, 2008; March, 2009

### **ANNOUNCEMENTS, BULLETINS and DISTRIBUTION of MATERIALS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. system each morning. Students responsible for having notices announced must have these approved by their advisors and in the main office the day preceding the announcements. All posters must be approved by the principal prior to posting. Any literature distributed by students must be approved by the principal prior to distribution. Emergency announcements will be made at the end of the day. Student activities will be posted on the Message Center. Every attempt will be made to announce or list cancellations on the Message Center as the school is made aware of them.

### **ATHLETICS**

Eligibility for each interscholastic sport is determined by the Ohio High School Athletic Association, which states each student must have passed 75% of the subjects for the previous grading period, and must be currently passing 75% of the subjects. For fall sports, (football, volleyball, cross country) the previous grading period is considered to be the last grading period of the previous school year. In order to play in an interscholastic contest that occurs on a day in which classes are held, the student must be present for a minimum of one half of that school day. See Extra Curricular/Co-Curricular Policy in this booklet. Students interested in freshman sports should refer to Hoover High School's OHSAA requirements.

### **ATTENDANCE/ABSENCE**

For enrollment purposes, a certified copy of an order or decree, or its modification, allocating parental rights and responsibility for the care of the child, designating a residential parent and legal custodian; and a certification of birth (or comparable document – passport, attestation, hospital record, baptism record, or birth affidavit) is required at the time the student first appears for registration with the school district. Additional information may also be required.

The laws of the State of Ohio require you to attend school unless you are ill or have another approved reason. On days that you are too ill to come to school, **your parent/legal guardian is required to call the school at 330-497-5635 before 9:00 a.m.**, stating why you are not in school. An excused absence may be given for sickness, illness in the home, or funeral of a close relative.

When you return to school, you **must** give to your homeroom teacher a written excuse from your parent/legal guardian stating the reason for the absence. If a written excuse is not given to the homeroom teacher, after three (3) days the absence will become unexcused. **All work due during an unexcused absence will be assigned a failing grade.**

Any student who is truant for more than 10% of the required attendance days for the school year and has failed two or more required curriculum subject areas shall be retained unless the principal, counselor and teacher(s) agree that the student should be assigned to the next grade level.

If a student is to be absent for semester examinations, the student should understand that examinations cannot be taken early and must be taken upon his/her return.

#### **I. EARLY RELEASE**

All parent/legal guardian written requests to leave the building while school is in session, including during lunch periods, **must be submitted to the Attendance Office the day prior to the absence or the day of the absence.** The parent/legal guardian must sign out the student leaving the building in the Lobby. A student shall not be released from school in the charge of anyone other than the student's parent or legal guardian unless written permission by the parent/legal guardian is given. The person picking the student up must report to the Lobby and sign the student out. **The signature of the person taking responsibility for the student is required.**

Students returning from being excused for an appointment must sign in again at the Lobby desk. Whenever possible, doctor and dental appointments should not conflict with school hours.

Students who are absent for (2) hours during a school day will be considered absent for one-half day.

Students who leave the building prior to 9:35 a.m. and do not return shall be considered absent for the entire day.

#### **II. TARDINESS- A LITTLE LATE IS TOO LATE**

If you arrive late to school, report to the Lobby to sign in and get a pass to class.

If you arrive late to class, your teacher will require you to sign a late slip.

If you have been detained in the office or by a teacher, ask for a pass from that person before going to your next class.

Students who are not in their homerooms by 7:35 a.m. will be considered tardy.

Every four (4) tardies to class or to school (including unexcused half-day absences) will result in a 45-minute after-school detention. Excessive tardiness may result in a parent/student/principal conference and/or a Saturday Detention and/or a court referral for truancy.

Students who are tardy/late to school, for any reason, should sign in at the Welcome Center and have a note from their parent.

### III. UNEXCUSED ABSENCE AND TARDY

The following reasons (although not inclusive) will be considered an unexcused absence and/or tardy: car trouble (other than involvement in an auto accident), oversleeping, missing the bus, traffic jam, staying out of school an unnecessary length of time because of a doctor's appointment, babysitting in non-emergency situations, running non-emergency errands for parents or others, trips to barber or beauty shop, hitchhiking, inability to get a ride, staying up too late working, studying, doing a project, dress code violation, and/or socializing. Students who are assigned an unexcused absence/tardy may receive a failing grade for each assignment/test missed.

#### Unexcused Tardy Procedure: Tardy to School / Tardy to Class

Tardiness 1 through 3 per 9 weeks: no action

Unexcused tardy #4 - one detention

Unexcused tardy #5 - two detentions

BEGINNING WITH THE SIXTH UNEXCUSED TARDY, STUDENTS MAY BE ASSIGNED AN IN-SCHOOL INTERVENTION AND/OR A SATURDAY DETENTION. Repeated unexcused tardies may result in out-of-school suspensions.

#### Tardy to School Rule Exceptions:

Students will be considered tardy unless one of the following conditions exist:

1. Students arriving on a late school bus will not be counted tardy.
2. Students who are **pre-excused** for a medical or dental appointment will not be counted tardy. \*
3. Students who arrive at school late due to emergency medical treatment by a physician or dentist will not be considered tardy, if the student brings a note containing the details of the emergency. \*

\*Students arriving after 9:35 a.m. due to a medical or dental appointment/emergency will be considered absent for one-half day.

### IV. VACATIONS

Vacations during the school year are strongly discouraged. If it becomes necessary, the following procedures must be followed:

- A. Vacation excuses must be presented to the Attendance Office five (5) school days prior to the absence.
- B. Students must make arrangements prior to the absence with each teacher in order to complete required assignments.

### V. WITHDRAWAL FROM SCHOOL

When students are withdrawing from school, they should report to the Guidance Office to request a withdrawal form. Students should check with each of their teachers as well as the Main Office, Attendance Office, Guidance Counselor, and Library. When each has initialed that the student has no outstanding obligations, the student will present the withdrawal slip to the Guidance Office. Outstanding obligations should be paid prior to withdrawal from school.

### VI. CREDIT/ATTENDANCE POLICY ABSENCES

For students enrolled in algebra, German, Spanish or French classes, in addition to the attendance policies and procedures described in this handbook, your child is enrolled in a high school credit course and subsequently falls under Hoover High School's Credit/Attendance policy.

To receive high school credit for one of the courses listed above, a student must not miss more than ten (10) days in each course per semester. A student who arrives more than 15 minutes late or leaves more than 15 minutes early from class will be considered absent from that class. In order for an absence (partial day or full day) to be considered excused, a statement from a medical practitioner must be on file within three school days of the absence. Absences from vacations shall be counted as days absent under the credit/attendance policy. All other absences from school may be counted toward credit attendance including court appearances and out-of-school suspensions.

The teacher/guidance counselor will send a credit/attendance report home when the student has reached one-half of the allowable absences. Ultimately, both student and parent are responsible for the knowledge of his/her credit/attendance in the particular course.

### **BEHAVIOR**

Students are required to comply with the Board adopted Student Code of Conduct. A conscientious effort will be made to keep the student body aware of all school rules and regulations. The parents or guardians will be kept informed of student behavioral problems. Students will be dealt with respectfully and nothing less in return will be accepted. Suggested procedures and methods have been adopted for the benefit of the majority and to ensure that an educational atmosphere exists.

The basic philosophy is that each student is an individual. Disciplinary procedures and methods vary from a verbal warning to an expulsion from school. It is impossible to state flatly what will and will not work with each individual. The majority of the students abide by reasonable regulations. These regulations are to ensure that an educational environment exists for all students.

All teachers have been requested to be on the alert for any student behavior that is in violation of school regulations. Students should behave in a manner that will be a credit to our school and reflect the good parenting that they have received at home. Student conduct codes are posted in each homeroom.

**Students are to refrain from the following:**

1. The use or possession of tobacco or drugs (except as prescribed by a physician)
2. Fighting
3. Disrespect toward any North Canton Middle School staff member
4. Extreme dress or appearance which is disruptive to class
5. Destruction or defacing of school property
6. Eating or drinking outside the cafeteria
7. Rowdy behavior or running in the building
8. Locker misuse
9. Gum chewing
10. Throwing snowballs
11. Getting into other students' "space"
12. Vulgar or profane language
13. Taunting, teasing, name-calling
14. Any behavior that is disruptive to class or school

School disciplinary procedures will be progressive. Each offense or referral to the office will result in a more severe consequence for each offense, although a **first violation of the following could result in suspension, expulsion, and/or the filing of criminal charges:**

- A. Possession of dangerous weapons or instruments.
- B. Assault on a staff member.
- C. Setting off a fire alarm.
- D. Any act or verbal statement that threatens the safety or welfare of students or staff.

Each team will use its own step procedure for disciplinary action. Referral to the Principal or Associate Principal can be included in the step procedure.

**The following disciplinary actions will be used for violations of school rules:**

- A. Detentions are held on Tuesdays, Wednesdays and Thursdays. A school detention lasts for 45 minutes. **STUDENTS ASSIGNED TO DETENTION MUST SERVE THE DETENTION WITHIN ONE WEEK OF THE ASSIGNMENT OF THE DETENTION.** Students who are assigned a detention must have a copy signed by a parent and returned to the assigning staff person on the next school day. Failure to return the signed copy will result in further disciplinary consequences. Failure to serve detentions by the assigned date will result in additional detentions or assignment to Saturday Detention. When a student accumulates more detentions than can be served in one week, a Saturday Detention will be assigned.
- B. Extended detentions of 90 to 120 minutes may be assigned only by the Principal or Associate Principal. Times are arranged between the Principal or Associate Principal and the student.
- C. School probation is an individual discipline plan worked out between the Principal or Associate Principal and a student who has a large number of discipline referrals. Parents are informed of the plan and its conditions and duration. A school probation can include the loss of some privileges.
- D. The Saturday Detention is an alternative to a suspension. Students spend 4 hours at Hoover High School on the Saturday following assignment to the program. There is a \$5 fee for Saturday Detention.
- E. Out-of-school Suspension can be assigned for up to 10 days at a time. Students are not allowed to come to school or school-sponsored activities.
- F. Students recommended for expulsion may be expelled for up to 90 days.
- G. School officials have the authority to refer students to the juvenile courts for a violation of the law.

### **BICYCLES**

Bicycles may be ridden to school with parental consent. Bicycles must be parked at the south side of the building in the bicycle rack. Locks are suggested and encouraged. Bicycles should be registered with the North Canton Police Department (\$1.00 fee).

Students who ride bicycles must exercise extreme caution. They must not ride on the sidewalks or interfere with the school buses. For safety purposes, bicycle riders must wait until all school buses have left the parking lot before leaving the school grounds.

### **BUS TRANSPORTATION**

Students are assigned to buses by the Transportation Department according to where they live and are expected to ride only on their assigned buses. They should be at the assigned stop at least 10 minutes before the bus is scheduled to arrive. For the safety of all concerned, students who ride the buses must adhere to the following rules:

1. No one shall interfere with the driver's operation of the bus.

2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental **and** administrative permission to do otherwise.
5. Forbidden cargoes include animals, firearms, ammunition, explosives and flammable substances and all other dangerous materials or objects.
6. No one shall have in their possession any tobacco, alcohol or other illegal drugs or substances.
7. No one shall throw any objects in, from or onto the bus.
8. No one shall cause any part of his/her body to project from the bus window.
9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to ensure safety.
13. Students are to remain in their seats at all times.
14. Students may carry on the bus only objects that can be held in their laps.

Bus conduct reports may be issued for violations of bus rules. Bus conducts reports may include loss of bus privileges. (Refer to transportation handbook.)

In an emergency, bus riders who request transportation on a different bus may bring a note from their parent to the principal with an explanation. The student will obtain a Bus Change Form from the Attendance Office to complete, have it signed by the principal, and given to the bus driver along with the parent's note.

### **CAFETERIA**

The North Canton City Schools operates on "closed" lunch periods. Students are not permitted to leave the school grounds. Hot lunches are served in the cafeteria. Commercial food(s) such as McDonald's, Burger King, Subway, Taco Bell, etc. are not permitted. Lunches may be paid for on a weekly basis by bringing cash or a check to the cafeteria on Monday morning. Free and reduced-price lunches are available for those who qualify. Applications are available in the Guidance Office. Students bringing their lunches may purchase milk and ala carte items.

**To keep the cafeteria clean and safe, the following rules must be observed:**

1. Refrain from borrowing or lending money.
2. After purchasing your lunch, choose a seat and remain seated in that seat. Saving seats is not acceptable.
3. Lights off means NO TALKING.
4. Ask permission before leaving the cafeteria.
5. Talk in a normal voice. Shouting and loud talking are not acceptable.
6. Keep your hands and feet to yourself.
7. Respectfully follow directions of the staff.
8. A maximum of 16 students is permitted at each long table and 8 at the round tables.
9. You are responsible for cleaning up your table and floor area.
10. Follow procedures for purchasing food, tray return, garbage disposal, and other cafeteria processes.

The following situations may result in an after-school detention on the first offense:

1. Flicking or throwing anything
2. Hiding, touching or grabbing the food or property of others
3. Creating undue noise, distraction or disruption
4. Students are not permitted to use the a la carte line if an outstanding account balance is present.

Any major violation of a school rule will result in disciplinary consequences outside the above mentioned step procedure.

### **CELL PHONES and PAGERS**

STUDENTS ARE NOT PERMITTED TO USE CELL PHONES OR PAGERS DURING THE SCHOOL DAY. Students may store cell phones or pagers, turned OFF, in their lockers. See Student Conduct Code #24: Electronic Devices.

### **CHANGE OF ADDRESS**

Provide the Guidance Office with a current telephone number (home and work), together with current address and emergency telephone number(s).

### **COMPUTER USAGE**

*In order to use school-owned computers, students must have on file a Computer Network/Internet Acceptable Use Guideline Agreement Form signed by student and parent. Students must show their student I.D. card except for computer class.*

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administrators.

1. Files stored on school computers are restricted to school related assignments only. Personal files may not be stored.

2. Network password security is the responsibility of the student. Any student who logs into the network for any reason without authorization will be subject to school discipline consequences.
3. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
4. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
5. All non-school software and diskettes must be checked for viruses and approved for use by a network administrator before being used on any computer and are subject to inspection and approval by school personnel at any time.
6. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator.
7. No student shall attempt to establish or establish computer contact into school district restricted computer networks or any other unauthorized databases.

**COMPUTER NETWORK/INTERNET ACCEPTABLE USE GUIDELINES  
NORTH CANTON CITY SCHOOL DISTRICT**

**Explanation of Guidelines**

The North Canton City School District (NCCSD), in cooperation with the Stark-Portage Area Computer Consortium (SPARCC), provides student access to its computer network and the Internet for educational purposes only. If a student has doubts regarding whether an Internet site has educational merit, he/she should ask a staff member.

In order for the NCCSD to supervise student use of the computer network and the Internet, the Acceptable Use Guidelines must be read and the Guideline Agreement form must be signed by all students who want to have access to educational resources from school computers. Parents/guardians of students under age 18 are also required to read and sign the agreement. Students 18 or older may sign the document themselves. Signing the document indicates that the student and parent/guardian have read and understand the expectations of the North Canton City School District.

**Guidelines**

At any time and without prior notice, the NCCSD reserves the right to monitor, inspect, copy, review, and store any and all usage of the network and the Internet, as well as any information sent or received in connection with this usage. Because files remain the property of the NCCSD, no one should have any expectation of privacy regarding such materials.

Use of the computer network and the Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use the computer network or the Internet inappropriately may lose their access privileges and may also face additional disciplinary or legal action. The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be removed for one year or more.

**Inappropriate computer use includes but is not limited to the following:**

- Damaging or theft of computers, computer systems, or computer networks
- Accessing unauthorized computers, sites, or information databases
- Displaying offensive messages or pictures
- Accessing dangerous information that, if acted upon, could cause damage or present a danger to others
- Violating copyright laws and/or the district policy on plagiarism
- Accessing inappropriate chat rooms or newsgroups
- Using the Internet to buy or sell products
- Interfering with the normal functioning of computers, computer systems, or computer networks
- Recreational electronic communication (e.g. e-mail, Instant Messaging, bulletin boards, etc.)
- Other inappropriate conduct as described in the student conduct code

**CORRIDOR COURTESY**

1. Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
2. Pass through the corridors quietly. Be considerate of others in the halls and classrooms. Shouting, whistling, pushing or dumping of books will not be permitted.
3. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

**DAILY TIME SCHEDULE BELLS**

Go directly to homeroom .....07:15 a.m.  
Tardy Bell .....07:35 a.m.  
Dismissal ..... 02:45 p.m.  
Close Building ..... 03:00 p.m.

## **DISMISSAL - AFTER SCHOOL**

1. All students must leave the school building within 10 minutes after dismissal unless involved in a supervised after-school activity.
2. Students are not to wait for parents anywhere else but in front of the school or in the driveway on the north side of the building (Door 2). Students who walk must exit doors 1, 2, 3, 7, & 8. They may not exit the back doors 5 & 6.

## **EMERGENCY SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or the 2-hour delayed schedule may be implemented. NCMS student start time on the 2-hour delayed schedule will be 9:35 a.m. and student dismissal time will remain the same as the normal school day schedule. The TRZ Rapid Notification System will be activated alerting parents of a school closing or delay. Radio stations WHBC (1480 AM and 94.1 FM) Canton, and WAKR (1590 AM) Akron, will be requested to broadcast announcements of school closings as early as decisions to close can be responsibly made. In the event of school closing, all events, including those after school, will be cancelled. Please do not call the school.

## **EXTRA CURRICULAR ACTIVITIES**

1. All North Canton Middle School and North Canton Board of Education rules and policies are in effect for these activities.
2. In order to participate in any extra curricular activity that occurs on a school day in which classes are held, the student must be present for a minimum of one half of that school day.
3. Extra curricular activities include but are not limited to: DancePlus, Club Viking, concerts, performances, shows, field trips, Academic Challenge and school sponsored sporting events.

## **NORTH CANTON CITY SCHOOLS** **EXTRACURRICULAR/COCURRICULAR POLICY**

### **Grades 6 – 12**

- I. **PHILOSOPHY** – The most important goal of the North Canton City Schools' extracurricular program is to provide every participant with the opportunity to grow mentally, morally, physically, and emotionally. To ensure that the program can provide these opportunities, a degree of self-discipline is required of each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior.

Rules promote order and safety and assist participants to reach maximum performance potential. Every participant should adhere to the rules of the school and conduct himself or herself as a good citizen of that school and the community at all times. Dedication and personal sacrifice by each participant promote a sense of group unity and common goals.

Compliance with the rules can help each participant to learn values that carry beyond the extracurricular program and into daily living. In addition, research has shown that use and abuse of tobacco, drugs, and alcohol have harmful effects on the social and intellectual development of children and youth and on their mental, physical, and emotional health.

**It must be remembered that participation in extracurricular activities is not a right but a privilege that may be regulated.** Therefore, all students who participate in interscholastic athletics or other extracurricular activities in grades 6-12 must meet the following regulations from the date of the first team/activity meeting, or first practice session, whichever comes first. Regulations concerning the extracurricular/cocurricular policy will be in effect at all times, including summers, while the student is enrolled in grades 6-12 in the North Canton City Schools. The North Canton City School District reserves the right to determine the status of transfer students and other students entering the school system from other districts/schools who may have been involved in an extracurricular code of conduct violation at a previous school/district.

The rules and regulations shall be in effect beginning with the first day of students' involvement through the last day of school, but shall extend beyond the school year for those who participate in the extracurricular programs that extend beyond the school year. The policy is in effect 365 days per year. Violations at grades 6, 7, and 8 shall not carry over to high school; however, the consequences of that violation must be completed prior to any participation in a high school sport. Violations in grades 9-12 shall be cumulative.

Extracurricular activities governed by the Ohio High School Athletic Association (OHSAA) are deemed to have commenced on the first day of the season in which the OHSAA permits coaching. The season is not deemed to have concluded until the final activity is completed. Typical culminating activities may include, but are not limited to banquets, award recognition programs, or other functions that mark the end of the season. Extracurricular activities not governed by the OHSAA are typically deemed to begin and end with the semester, or as determined by the advisor and school administration.

- II. **PARTICIPATION** – Students in grades 6 -12 choosing to participate in any extracurricular/cocurricular activity must comply with the extracurricular/cocurricular policy on chemical abuse. Disciplinary action for violation of the policy shall be limited to the extracurricular/cocurricular activity. If violations occur that affect the Student Code of Conduct as

well, then consequences for both shall apply.

III. POLICY REGARDING CHEMICAL ABUSE – Students involved in extracurricular and/or cocurricular activities shall not at any time possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcohol, tobacco, tobacco-related products, illegal drugs, controlled narcotics, intoxicants, steroids, or other performance-enhancing drugs. Participants shall not possess, use, sell, offer to sell, deliver, or conceal any instruments or paraphernalia for use with drugs of abuse. Use of drugs as authorized by a physician or wine consumed as part of a religious or family ceremonial occasion shall not be considered in violation of this policy.

A. VOLUNTARY ADMISSION: – A voluntary admission occurs when a student and/or parent admits to a violation of the policy prior to a school official, coach, advisor, or law enforcement official being aware of any information regarding a violation of this policy by the student. Voluntary admission does not apply when there is a deliberate attempt to circumvent the first offense step following a violation. Voluntary admission will require professional assessment (at the student's expense) and participation in the Insight program or its equivalent.

B. FIRST OFFENSE:

*In-Season Violations:*

A first offense shall result in an immediate removal from the team or activity for the remainder of the season and loss of any awards.

Subsequent participation in any extracurricular activity in any following season is permitted, if the student obtains a professional assessment (at student cost) and attends the Insight program or its equivalent, as scheduled by the school.

*Out-of-Season Violations:*

Violations occurring out of season, as defined previously, have a loss of participation of 20 percent of interscholastic contests in the next sport/activity season in which the student participates. (The student must complete the entire season or the penalty will be assessed on the next sport/activity season.) Prior to any future participation, the student must complete a professional assessment (at student cost) and attend the Insight program or its equivalent, as scheduled by the school.

C. SECOND OFFENSE:

*In-Season Violations:*

A second violation shall result in an immediate removal from the team or activity and no participation in any extracurricular activity shall be permitted for twelve (12) months from the date school officials determine a violation has occurred.

Students with a second violation may participate in any subsequent season provided a second professional assessment is obtained at student expense and the student agrees to submit, at student expense, to random drug/alcohol screening during the twelve-month period. The student may be required to undergo up to six drug/alcohol screenings.

*Out-of-Season Violations:*

Violations out of season shall also require assessment and screenings as described above to permit participation in subsequent seasons.

Violations out of season result in no participation in any extracurricular activity for twelve (12) months from the date school officials determine a violation has occurred.

A student may request eligibility during the twelve-month period providing he or she agrees to, at student expense, a second professional assessment and to submit to random drug/alcohol screenings during the twelve-month period. The student may be required to undergo up to six drug/alcohol screenings.

D. THIRD OFFENSE:

Participation in any extracurricular activity is denied for the remainder of school attendance in the North Canton City Schools.

IV. POLICY REGARDING TOBACCO:

*In-and Out-of-Season Violations:*

A student shall not use or possess any form of tobacco and/or tobacco-related products, including smokeless tobacco. In-season violations will result in immediate suspension for 10 percent of the interscholastic sport/activity in which the student participates. (The student must complete the entire season or the penalty will be assessed to the next sport/activity season.) The student also will complete a "Stop Smoking" intervention program or its equivalent.

V. ADVISOR'S/COACH'S RULES – Each advisor/coach shall develop and provide a written set of rules specific to his/her activity. Compliance with the enforcement of these rules shall be handled by the advisor/coach.

VI. POLICY REGARDING OTHER VIOLATIONS – Students who are under the Extracurricular/Cocurricular Code of Conduct are representatives of the school and the district and are expected to behave as model students and citizens in

and out of school. When situations occur within the public domain, have pending legal action, or that are severe in nature (e.g., theft, aggression, disruption, damage to property, and possession of dangerous weapons), the administration shall issue the disciplinary action. For each activity, these rules shall include the prohibition of any behavior that violates the law or that discredits the school or individual student. Consequences for these behaviors could lead to denial of participation in sport/activity contests.

## **VII. STUDENT PROCEDURES**

1. Each participant shall attend a meeting at the beginning of the season where the Extracurricular/Cocurricular Policy and procedures are explained. A copy of the policy shall be provided for each participant, and each participant is responsible for knowledge of its contents.
2. Each participant shall receive a written copy of individual coach/advisor' rules, policies, and procedures and is responsible for its contents.
3. Each participant shall abide by the terms and conditions of the extracurricular/cocurricular policy.
4. A participant who has been involved with chemicals in violation of the policy may volunteer this information to a school official. This voluntary admission does not constitute a first offense violation. (See III. A on previous page.)
5. A participant shall be provided an opportunity to attend all hearings held in compliance with the enforcement of the chemical abuse policy.
6. Any participant not satisfied with a first offense or second offense disciplinary action may appeal in writing to the principal within five (5) days of the disciplinary decision. The principal may affirm, reverse, or modify the disciplinary action and shall inform the student and parent/guardian of his decision.
7. Any participant who has been removed from all activities after a third offense may appeal to the superintendent in writing within five (5) days of the disciplinary decision. The superintendent may affirm, reverse, or modify the disciplinary action and shall inform the student and parent/guardian of his decision.

Date of original adoption: June 25, 1987

Revised: June 18, 1991; August 4, 1998; June 11, 2002

### **FEES**

All students pay standard fees. Those taking specific courses pay additional fees and charges. Report cards will be held until all financial responsibilities are met.

### **FIRE DRILLS/TORNADO DRILLS/LOCKDOWN DRILLS**

Fire drills, tornado drills and lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, all students obey orders quietly. A fire evacuation plan and an emergency plan in case of tornadoes or lockdowns are posted in each room.

### **FORGOTTEN ITEMS / MESSAGES / DELIVERIES**

Academic classes are occurring throughout the day, so only those forgotten items or messages of an urgent nature will be considered. Our staff is limited in their ability to make these deliveries. With a large school comes the opportunity for many disruptions, so please understand our desire to keep interruptions such as forgotten lunches, articles of clothing, assignments, celebratory gifts, etc. to a bare minimum. We know that mornings can be hectic, however, plan ahead so that you can leave home with all necessary school items that will make for a successful day.

### **GIFTS**

Collections shall not be taken from students (directly or indirectly) for the purchase of any gift for a faculty member, or others employed by the Board of Education.

### **GRADING**

Grading is an ongoing process where we assess our students daily. We issue report cards at the end of each nine-week grading period. We also issue interim reports to all students at the midpoint of each grading period. These dates are published throughout the district.

Our grading is weighted on two major factors: Achievement (80%) and Practice (20%). Together these are reported to you along with a composite grade. Students should note that semester grades become a part of their permanent record.

Pinnacle Internet Viewer (PIV) Access: Pinnacle website allows you to access your student's records. PIV access instructions:

1. NCMS website: <http://www.northcanton.sparcc.org/~middle> You will need your student's ID # and PIN code.
2. Click the "Parent/Com." or "Student Resources" brick. First-time users should begin with "Instructions."
3. Click on "Resource" page, then click on the link labeled Outside the building "Access the PIV".

### **GUIDANCE**

There are three guidance counselors available to assist you at the middle school. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. Friendships, conflict resolution, decision-making, and problem solving are just a few of the issues they can help you with. Stop in the guidance office before or after school or during a study hall or academic assist. If the counselor cannot see you then, he or she will make an appointment to meet with you.

## HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member.

## HOMEWORK/HOMEWORK HOTLINE

For a student who has been absent two or more days in a row, homework may be requested when a parent reports the absence. Requests must be made by 8:00 a.m. and will be in the lobby after 3:00 p.m., along with locker number, combination and locker location to enable the parent to collect the necessary books. A student has the same number of days to make up missed homework assignments as he/she was absent.

Homework Hotline can be used daily for absences of less than two days in a row. This is a computer telephone system that will improve communication between school and home. The system allows students and parents to call and listen to a variety of messages, including team reminders and homework assignments. Homework Hotline is updated daily (weekdays) by 3:00 p.m. and is available 24 hours, seven days a week. The system also enables the school staff to record messages and have the computer call parents and students. To take advantage of this system, follow the directions below.

Homework Hotline Directions:

- |                                      | <u>TEAM CODES</u> |      |          |      |          |      |
|--------------------------------------|-------------------|------|----------|------|----------|------|
| 1. Call 330-497-5604.                | 6 Orange          | 6111 | 7 Orange | 7111 | 8 Orange | 5232 |
| 2. Listen to the opening directions. | 6 Black           | 6200 | 7 Black  | 7200 | 8 Black  | 8233 |
| 3. Press the team's code.            | 6 White           | 6345 | 7 White  | 7300 | 8 White  | 8300 |
| 4. Listen to the message.            |                   |      |          |      |          |      |
| 5. Press another code or hang up.    |                   |      |          |      |          |      |

## LIBRARY

### LIBRARY VISITS

The library media center is open daily from 7:15 a.m. until 3:00 p.m. Students are encouraged to visit the library before or after school, during study hall or academic assist, and during scheduled class visits.

*Students are invited to use the library for the following purposes:*

- Leisure reading
- Typing or searching the Internet in the computer lab
- Researching a class assignment using library materials
- Checking out, returning, or renewing books

### LIBRARY COMPUTER LAB

The computer lab is equipped with a color and a black/white printer and/or copier machine. Microsoft Office 2000 software is loaded on the lab computers. This software package includes Word, Excel, and Power Point, Publisher and Photo Editor.

Students who have a signed acceptable use policy on file may also have access to the Internet through Internet Explorer.

1. Students must sign in at the desk in order to use a computer
2. Students save their work to the school server "My documents M drive". Other resources to save ones work are a flash drive, floppy disk, or CD.
3. Students have access to their saved documents on the school file server through the internet at home or at school.
4. **Copies made must have educational value.** Students should print only what is necessary for school projects.
5. School computers will be used for school research and project purposes only. E-mail, chat rooms, instant messages, and games are off-limits. See *Computer Network/Internet Acceptable Use Guideline in this booklet.*

### LIBRARY BEHAVIOR

Students are expected to:

1. Ask questions if they need help.
2. Work quietly and refrain from disturbing others.
3. Follow all team and school rules.
4. Enjoy reading books and magazines.
5. Visit the library often.
6. Pay all fines and return overdue books by the end of the grading period or report cards will be held until these obligations are met.

*Students who are not cooperative in following these rules may receive a warning or be asked to leave the library. A follow-up note will be sent to the academic assist teacher or team for possible further disciplinary action.*

### **LOCKERS**

Students will be assigned lockers that may be checked periodically for neatness. Students should use only their assigned lockers and should keep them locked. Do not share your locker combination with anyone. Lockers are the property of the Board of Education and can be inspected by the Principal, Associate Principals, or their designee for any reason. Care should be taken not to abuse the locker in any way; abuse includes kicking or in any other way damaging or altering the locker.

### **LOITERING**

Students are not permitted to congregate on the sidewalks or the private property around the school. This is both a safety matter and common courtesy to pedestrians and property owners. Students not attending and after school activity should be off school property by 3:00 p.m.

### **LOST & FOUND**

Lost and Found for articles of a small or valuable nature is located in the main office. Larger items, such as clothing, are put in the northwest corner of the cafeteria. Items not claimed are donated at the end of each 9 weeks.

### **MAKE-UP WORK**

Students are responsible for making up all work missed during absences. They should attempt to complete make-up work within the same number of days as they were absent unless the assignment was given prior to the absence. In this case, it is due on the day the student returns.

### **MEDICATION**

If it becomes necessary for a student to take any form of medication at school, a permission form must be on file. Forms for medication must be signed by the parent and medication brought by *the parent* to the office in the original container with the student's name clearly visible. All medication will be kept in and dispensed through the guidance office. ***A form signed by the physician must accompany prescribed medication.***

**No medication will be given without the proper form on file in the Guidance Office.**

**Students should not be in possession of medication without physician's statement that it is a necessity for student to carry his/her own medication.**

### **MP3S, IPODS & GAMING DEVICES**

MP3s, Ipods, gaming devices, radios, CD players and recorders are distracting to the educational environment and are not permitted on school premises. See Student Conduct Code #24: Electronic Devices.

### **RESPECT THE MIDDLE SCHOOL BUILDING**

Each student is expected to assume responsibility for the care of school property. The building belongs to you and your parents; they have paid for it, and we want to make it as nice and clean as possible for everyone. Please respect all items in the building and treat it as if it were your own personal property. Anyone causing damage to school property will be responsible for the repair or replacement of the damage. The repair or replacement cost of damaged school property comes from your pocket in the long run. Take pride in your building.

### **ROLLERBLADES AND SKATEBOARDS**

Rollerblades and skateboards are not permitted in school or on school property at any time.

### **SCHEDULES AND SCHEDULE CHANGES**

Students plan their programs in March. The parents, school counselors and building administrators, must approve class requests. The student requests are fed into a computer for class schedule and assignment. Students do not select their teachers, teams, or class times, only the courses.

Students may add or drop elective classes prior to the beginning of the course with the approval of parents and counselors and based upon class enrollment. Dropping after the second week of the course could result in a failure for the grading period.

### **SPORTSMANSHIP**

Each student should follow these suggestions that will serve as a guide to carrying out his/her responsibility in promoting good sportsmanship:

1. Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
2. Respect the rights of all spectators.
3. Accept the officials' decisions as final.
4. Support your cheerleaders with enthusiasm.
5. Be modest in victory and gracious in defeat.
6. Consider it a privilege and duty to encourage everyone (players and spectators) to live up to the spirit of the rules of fair play and sportsmanship.

### **STUDENT INSURANCE**

Our North Canton City School insurance does not cover your child for accidents that occur during the school day. It is the parent's responsibility to provide medical insurance for their child. Students are offered low-cost accident insurance as a school service. Neither the school nor anyone connected with it profits in any way from this plan.

### **STUDENT TICKETS FOR (HOME GAMES ONLY FOR) ATHLETIC EVENTS**

General admission student tickets for high school varsity football games may be purchased in the office on Wednesday, Thursday, and Friday mornings prior to homeroom period. Student general admission tickets purchased at the door will be. Middle school students who purchase a general admission ticket are expected to sit in the middle school section and abide by all section rules, or be seated with a parent! Tickets for other athletic events will be purchased at the door.

### **STUDENT VALUABLES**

Students are cautioned to refrain from bringing valuable jewelry, electronic devices or large amounts of money to school. If students wear glasses or watches, they should keep track of them at all times. The school is not responsible for any personal items lost or stolen.

### **STUDY HALLS/ACADEMIC ASSIST**

Students in study hall or academic assist must have something with which to occupy themselves for study purposes. Study hall or academic assist teachers may issue passes to the office, counselor's office, library, and restrooms. A student desiring to see a teacher other than a study hall teacher must have previously obtained a pass from that teacher.

### **TEXTBOOKS**

Textbooks are loaned to students for their use during the school year. Books are to be kept clean, handled carefully, and covered. Students' names and homeroom numbers are to be written in books in case of loss. Students are responsible for any damage beyond normal wear that may occur to their assigned textbooks. Fines will be assessed for books that are damaged. If a book is lost or destroyed, the student must pay the cost of a new book.

### **VIDEO CAMERAS**

Video cameras are used throughout the building and school grounds for the safety and security of students and staff.

### **VISITORS**

Only students considering enrollment in NCMS are permitted to visit.