

**CANTON  
JUNIOR-SENIOR  
HIGH SCHOOL**

**2018-2019**



**STUDENT HANDBOOK**

**Proud of  
our Traditions**

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

For information about your rights or grievance procedures, contact Title IX Coordinator, Superintendent, at 509 East Main Street, 570-673-3191 or the section 504 Coordinator, Superintendent, at 509 East Main Street, 570-673-3191.

This brochure, published by the Canton Junior-Senior High School, is designed to be used as a reference throughout the year.

It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because our knowing each other is critical to the welfare of the pupils.

This handbook and other school publications are updated on a regular basis. Policy(ies), herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

This handbook belongs to:  
NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOMEROOM \_\_\_\_\_ TEACHER \_\_\_\_\_

**Canton Area Junior-Senior High School**  
**509 East Main Street**  
**Canton, PA 17724**

**COLORS**  
CRIMSON AND WHITE

**MASCOT**  
WARRIOR

**ALMA MATER**  
Canton High, Canton High,  
You're the fairest school to me  
High School, High School,  
Dearly loved you'll always be.  
Fairest colors crimson and white,

**NO BULLYING**  
Canton Jr/Sr High School will strive to be bully free! Students will  
be advised to abide by the following pledge:  
\* I will not bully others.  
\* I will try to help students who are bullied.  
\* I will make it a point to include students who are left out.  
\* When I know someone is being bullied, I will tell an adult at  
school and an adult at home.

**BASIC INFORMATION**

**CANTON AREA BOARD OF EDUCATION**  
**509 EAST MAIN STREET**  
**Canton, PA 17724**  
**(570) 673-3191**

Judy Sourbeer, President	Neal Palmer
Bill Holland, Vice President	Dennis Sourbeer
Ryan Allen, Treasurer	Krista Jennings
Eric Anderson	Michael Herman
Scott May	

Mr. Mark Jannone, Board of Education Secretary.....673-3191  
Brann, Williams, Caldwell & Sheetz, Solicitor.....673-5495

Board of Education meetings are held the second Thursday of every month, unless otherwise posted.

**SCHOOL DIRECTORY**

Mr. Eric Briggs, Superintendent of Schools..... 673-3191  
Mr. Craig Coleman, Jr.-Sr. High School Principal..... 673-5134  
Mr. Mark Jannone, School Business Manager..... 673-3191  
Miss Danielle Porter, High School Principal's Secretary..... 673-5134  
Mrs. Michelle Ward, High School Office Secretary..... 673-5134  
Mrs. Jessica Watson, Guidance Counselor..... 673-5134  
Mrs. Jamie May, Guidance Secretary..... 673-5134  
Ms. Jennifer Martin, School Nurse..... 673-5134  
Mr. Robert Rockwell, Athletic Director..... 673-5134  
Mr. Dave Loomis, District School Psychologist..... 673-5196  
Mr. Dan Coran, Director of Special Education..... 673-5196

**PHILOSOPHY**

We endeavor to teach basic skills and information in our subject areas, to reinforce knowledge and to encourage the students to be productive and responsible citizens. The goal of the faculty and administration of the Canton Area Jr.-Sr. High School is to help each student reach his potential and to become a contributing member of our society. We provide for individual differences in a changing society whether those differences are cultural, social, intellectual, physical, or economical. We strive to help the student to be aware of the relationship between rights and responsibilities. We encourage a unified effort from the home, school, the church, business, and the community, in general, for the benefit of the student. Having provided an atmosphere of learning in which each student may succeed in some area of life, we believe the success of the individual ultimately depends upon the industry and ambition of the student.

**FACULTY**

**English Department (100)**

Ms. Stacey Segur  
Mrs. Angela Kelly  
Mrs. Darlene Young  
Mr. Jeff Wynne  
Mrs. Mariah Smith

**Social Studies Department (200)**

Ms. Rebecca Hamilton  
Mrs. Brandy McRoberts  
Mr. Dave Reynard  
Ms. Lisa Cole

**Mathematics Department (300)**

Ms. Pam Larcom  
Mr. Richard Harstead  
Mr. Lucas Bailey  
Miss Jennifer Swody  
Mr. Miller Moyer

**Science Department (400)**

Mr. Thomas Hojnowski  
Mr. John Bowman  
Mr. Donald Cron  
Mr. Miller Moyer  
Mrs. Chelsie Swartz  
Mr. Casey Aylesworth

**Business Department (500)**

Mrs. Maryann Mannick  
Mr. Robert Rockwell  
Mrs. Brandy McRoberts

**Education Department (800)**

Mr. Timothy Ward  
Mrs. Kathy Coleman  
Ms. Shirley Alberts  
Mrs. Michelle Harkness  
Mrs. Sheila Jackson  
Mrs. Sheila Wesneski  
Mrs. Caitlin Barr

**Fine and Practical Arts Department (700)**

**Language Department**

Mrs. Danielle Gallagher  
Mr. Greg Bellows  
Mrs. Colleen Kinney  
Mr. Jeff Cooley  
Miss Maureen Martz  
Mrs. Ashley Pekelnicky  
Mrs. Tammy MacWhinnie

**SECRETARIES**

Mrs. Michelle Ward  
Miss Danielle Porter

**MAINTENANCE**

Mr. Fred Richter, Supervisor  
Mrs. Sarah Brown  
Mr. Ernie Turner

**CUSTODIANS**

Melody Barnes  
Nancy Neff  
Susan Mickey  
Adam Ayers

## **CANTON AREA SCHOOL DISTRICTS RECORDS POLICY**

Regulations of the State Board of Education as amended in July 1977, state:

"Each Board of School Directors shall adopt an updated plan for the collection, maintenance, and dissemination of pupil records and submit the same to the Department of Education for approval on or before 1978."

While recognizing the legitimate needs for the collection and use of the information, the Canton Area School District is aware of the need to insure as much as possible, the rights of privacy of the individual.

Therefore, the school district plan shall contain policies and procedures for the collection, maintenance, release and destruction of educational records. In addition, the school district shall protect the confidentiality of education records containing personally identifiable information.

The plan (CASD'S Record Policy) is located in the Guidance Office for public review (adopted as revised September, 2009)

### **DISCRIMINATION STATEMENTS**

Canton Area Junior-Senior High School does not discriminate in interscholastic athletics or co-curricular activities as to students participating with diverse abilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are students with diverse abilities. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities.

### **EMERGENCY DRILLS**

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked accordingly to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently to make certain all students follow teacher instructions. Once outside, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

### **INCLEMENT WEATHER/SCHOOL CLOSING**

When weather conditions are of such severity to make the holding of school unsafe or impractical, there will be an early announcement to this effect. Parents should listen to one of the following stations for such an announcement to determine if school is being held:

WHGL (WIGGLE RADIO)	WNEP – TV 16 (TV-PA)
WETM – TV 18 (TV-NY)	WILQ/WZXR/WBZD/WWPA – radio
WBNG – TV 12 (TV-NY)	WYOU – TV 22 (TV-PA)
WJSA – radio	WBRE – TV 28 (TV-PA)
WGRC – radio	WENY – TV abc/cbs (TV-NY)
KC101 - radio	
WNKZ - radio	

If weather conditions appear to be improving or roads may be plowed momentarily, the decision may be made to start school later in the morning. In such cases, busses and classes will start two (2) hours later as announced. This, of course, would mean that the students would not have to make up the day as is the case when schools are closed. The building will be open regardless of weather conditions so that students who miss the announcement and come to school will be able to seek shelter.

An automated call will be made to contacts of our students to indicate a closing, delay, or early departure from school.

Should an emergency occur during school hours which necessitates the closing of school, such a dismissal will be authorized. Attempts will be made to broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified. Please do not call the television or radio stations.

### **VISITORS**

All visitors must first sign in at the lobby, and then report to the High School Office. Visitors will sign in and wear a visitor's pass at all times. Upon leaving, visitors must sign out and return the visitors pass. Young children are not permitted in the classroom during the school day. Recording of sign-in and sign-out times is required.

### **CAFETERIA**

1. Lunch will be served from 10:49 am—12:59 pm.
2. The lunchroom management and your fellow students require your cooperation in:
  - a. Students are required to stay on campus during lunch time unless written parental permission to leave the school grounds is received, and permitted by the Principal, Dean of Students or Attendance Officer
  - b. All students must report to the cafeteria during their assigned lunch time.
  - c. Inside the building, students are to remain in the cafeteria. If a student must leave, see the cafeteria on-duty teachers. Passes are provided in a structured manner for accountability purposes.

e. As is the case in any part of the building, student(s) doing damage to the cafeteria or causing an abnormal clean up situation will be charged for repairs, materials and labor. Punishment may be applied.

f. Student(s) throwing food in the cafeteria will result in a referral to the office.

g. No charging in the cafeteria.

**h. No food or drink is to leave the cafeteria following lunch. All food and drink items must be consumed in the cafeteria during lunch. However, students may take their breakfast items to their homerooms and consume them prior to the end of Homeroom at 8:22 AM.**

#### **DRESS CODE/DRESS SAFETY**

It is the policy of the school to encourage students to be neat and clean in both dress and personal appearance. Wearing apparel must not hinder a student from doing his/her work nor may the apparel create a safety hazard, class distraction or offend the acceptable standards that can be reasonably expected by the community.

1. Appropriate shorts, skirts, and similar clothing may be worn. Appropriate shorts and similar attire are defined as items of clothing that are within a dollar's length of the knee.

2. No attire with bare midriff or sleeveless shirts will be permitted or other types of similar dress.

3. Any clothing that is worn in a way that reveals undergarments will not be permitted.

4. Shoes are to be worn at all times for health reasons.

5. Proper manners dictate that hats will not be worn in the school building.

6. School wearing apparel will be free of vulgar, obscene, profane, or suggestive lettering/wording. Apparel which would advertise or promote the use of drugs/alcohol will be prohibited. These and similar articles of clothing are becoming increasingly suggestive and do not correctly represent our students, school, and community. Therefore, students are not to wear this type of clothing in school or when representing our school.

Chains (wallet chains, chains worn around the neck, wrist, ankles or any body part, etc.) of any significance are not permitted at school. Other situations involving safety will be addressed individually. These concerns are issues of health, safety and welfare for students and others at school.

#### **WORKING PAPERS**

Students between the ages of 14-18 may be employed legally in part-time jobs provided such employment does not interfere with their school progress. Students under 18 years of age must obtain working papers if they wish to work after school hours, on weekends, or during vacation.

An application for working papers may be obtained in the High School Principal's Office on any day school is in session, or during the summer working hours.

Those seeking working papers must submit a birth certificate and fill out the appropriate paperwork.

#### **LOST AND FOUND**

All books, clothing and materials found in or around the school building are turned into the High School Office and kept for the duration of the school year. If unclaimed at the close of the school year, the articles of clothing are given to the Canton Community Clothing Center.

#### **ACADEMIC PROGRAM**

Details about the following academic topics; honor roll, report cards, course requirements, marking system, progress reports, graduation requirements, and class rank can be found in the Academic Planning Guide.

#### **VOCATIONAL EDUCATION OPTION NTCC & CHS**

Students considering attending the Northern Tier Career Center (NTCC) in their 11<sup>th</sup> and 12<sup>th</sup> grade year will elect a course of study. An application for admission (forms in the Guidance Office) will need to be completed.

The Academic Planning Guide contains detailed requirements for acceptance into the NTCC program. If a student does not meet acceptable levels for admission, then other educational options need to be discussed with the Guidance Counselor. If the quota for the course of study selected is full, then other educational options need to be considered. Students who meet NTCC requirements will receive courses in English, Social Studies, Physical Education, Math and Science while attending Canton High School. This will give them 4 credits per year towards graduation. While attending NTCC, they will receive 2 credits per semester for the course they have chosen. Students who want to attend NTCC may choose from a variety of study areas. Bus rules for NTCC are contained in Section VII of this Handbook.

*Students attending NTCC have earned the privilege to do so. The building principal has the authority to take the privilege away based on behavior and/or attendance issues at NTCC. Also, misconduct or abuse of bus privileges may result in removal from the NTCC program based on the principal's discretion.*

#### **LIFE EXPERIENCES OPTION**

The Canton Jr. Sr. High School makes available to qualifying students the opportunity to pursue community based education of life experience. This might include part-time employment, advanced learning, or domestic responsibilities.

Students enrolled in the NTCC program are not eligible because of existing opportunities for work experience within those programs. Any other senior may request the opportunity to participate by contacting his/her guidance counselor. The counselor and principal will determine eligibility. At the time of application, students must be passing all classes with a 70% or better in order to be eligible to participate. Students must have sufficient credits to graduate in order to participate since the program itself carries with it no credits. Guidelines:

- Only seniors are eligible to participate
- Interested students must obtain and return an application to their counselor
- Academic classes must be scheduled for at least ½ the school day in the morning or afternoon.
- Any rescheduling of classes must be done before the start of each semester. No mid-semester options will be considered.
- Students must be on target to earn sufficient credits to graduate in order to be eligible for participation in the program.
- Students with more than 10% of required school days absent and/or 10 or more times tardy during the preceding school year or semester will be ineligible.
- Students may be required to verify their life experience activity on a regular basis.

Each student participating in the program must reflect an attitude conducive to work as well as self-discipline and a sense of responsibility. The administration reserves the right to deny students of the opportunity, or to continue the program.

#### **ACT 10**

Act 10 of Pennsylvania School Law requires all public schools provide a list of graduating seniors to armed forces recruiters which request same. "Each school district shall notify the students in writing, prior to the end of their junior year, of the requirements imposed by subsection (a). Each student shall be given at least 21 calendar days to request, in writing, to the superintendent exclusion of such student's name prior to the release of such list." Penalty for districts which do not comply is a summary offense carrying a \$100 fine.

"Any costs incurred by public and nonpublic schools in complying with the law will be reimbursed by armed forces recruiters upon written documentation of expenses." Nonpublic schools have the option to comply or not with the requirement of Act 10. This article serves as notice of inclusion/exclusion for the list.

#### **MILITARY RECRUITERS IN SECONDARY SCHOOLS**

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) collectively require superintendents to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

To ensure the school is in compliance with these laws, superintendents are required to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has "opted out" of providing such information. These lists should be made available by the beginning of the school year; however, military recruiters are entitled to request and receive this information throughout the year.

#### **IMMUNIZATION**

Pennsylvania School Law requires all Junior High/Senior High Students have a certificate of immunization or record of immunization against the following:  
A minimum of 4 properly spaced tetanus, diphtheria and pertussis, and 1 Tdap (tetanus, diphtheria, acellular pertussis)

A minimum of 4 properly spaced poliomyelitis

2 properly spaced measles, mumps, rubella

3 properly spaced Hepatitis B

2 varicella-vaccination or chicken pox immunity

1 meningococcal vaccine is required for all 7th graders after year 2011

Incoming seniors are required to have a second meningitis vaccine before the first day of school

The original immunization record will be mailed to the school when a student transfers to another school district in Pennsylvania. Questions regarding immunization should be directed to the school nurse.

#### **ATTENDANCE**

All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 17 years and are not fulfilling their responsibilities as students may be asked to leave school.



### **TARDY POLICY**

(A) Promptness or “being on-time” is a quality employer, personnel directors, etc. value very highly. Therefore, the need to develop that quality as an employment skill is worthy of the school’s attention and warrants teaching to high school students. As one local employer states “lateness is not an employable skill.”

(B) If a student is late (8:18 am – 9:00 am) he/she is required to:

1. sign in at the High School Office
2. legibly complete all required information and obtain a pass to class
3. and immediately go to his/her locker and on to class

A student showing excessive, chronic or habitual tardiness will have parents/legal guardian contacted and corrective measures will be instituted.

Late to school (Late to school 3x = 1 detention on first offense—reviewed weekly).

Each subsequent tardy will result in one night of detention

### **STUDENT ATTENDANCE IMPROVEMENT PLAN**

PDE recommends that unlawful absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. Schools are a critical part of a child’s support system and have a significant opportunity to assist children and families.

Therefore Canton High School will be abiding by the following PDE BEC, 24P.S. 13-1327

Compulsory Attendance and Student Attendance Improvement Plan.

(1) First Unlawful Absence

Parent/guardian receives a notice of unlawful absence from the school district. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person shall be included. Parents are then able to contact a specific person to request assistance in resolving the child’s truant behavior.

(2) Second Unlawful Absence

Parent/Guardian receives a second notice of unlawful absence from the school district. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person shall be included. Additionally, another offer of assistance should be made to the parent.

(3) Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence “official notice of child’s third illegal absence.” Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon Truancy Elimination Plan (TEP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

(4) Subsequent Unlawful Absence

After agreeing to a SAIP, or if there is not agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice of the child’s third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence will be sent home. The purpose of this correspondence is to inform the child’s parent/guardian that the child has violated the SAIP or, if there is no SAIP, to inform the child’s parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation will immediately be sent to the magisterial district judge. To ensure the parent/guardian receives the notice, it is recommended that such a notice to be sent through certified mail. After this step, the school is not obligated to inform parents in writing of absence but it is recommended that the school continue to call the parent/guardian to inform them of additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

(5) Referral to County Children and Youth Agency

(a) Children Under 15 Years of Age

Any child who has not attained the age of 15 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be responsible for the child's truant behavior, or possible adjudications as a "dependent" child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge, or a school may decide to refer a family to the local children and youth agency instead of sending a citation to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency

(b) Children 15 Years of Age and Older

Any child who has attained the age of 15 who fails to comply with the compulsory attendance requirements and is habitually truant may, in lieu of being prosecuted, be referred by the school district to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child's truant behavior or possible adjudication as a dependent child under the Juvenile Act.

(c) Habitually Truant

The School Code defines habitually truant as absence for more than six (6) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

**Continued Truancy**

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child's continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place.

**EXCUSED AND UNEXCUSED ABSENCES**

1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence. NOTE: there will be no retroactivity beyond the third school day. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian;

NOTE: Parent/legal guardian excuses are honored up to eight (one excuse for each day absent: example, miss 3 consecutive days on same note = 3 parental notes

b. is required to submit a legal (medical or other legal excuse as defined by Public School Attendance Law) excuse to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence. NOTE: there will be no retroactivity beyond the third school day.

2. An absence will be marked illegal if:

a. a student does not return appropriate documentation to the Attendance Officer within 3 school days of the student's return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence. NOTE: there will be no retroactivity beyond the third school day; or

b. the number of parental/legal guardian excuses of record exceeds 8 and a medical or other legal excuse as defined by Public School Attendance Law is not submitted to the Attendance Officer.

**ILLEGAL ABSENCES**

1. An excuse is unacceptable according to the Public School Attendance Laws making the absence illegal by:  
Missing the school bus and not attending school; not supplying appropriate documentation; other examples of illegal absences are haircuts, garage appointments, banking and shopping. These examples are not all inclusive.
2. After three illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.
3. Students missing more than:
  - a. Three (3) school days (not documented by medical/legal excuses or parental excuses), will be reviewed by a faculty committee or administration and referred to legal authorities.
  - b. Students, with more than three illegal absences, who miss academic responsibilities due to these excessive illegal absences, will not be allowed to make up academic work.

- c. A student who possesses working papers is not exempt from being absent from school, or arriving late to school.

Students who have attained the age of 17 are no longer subject to Compulsory School Attendance Law of the Commonwealth. However, District attendance requirements must be fulfilled to receive a diploma.

Students will receive a “0” for all work/tests missed on that day. (teacher discretion)

Specifically, a senior must fulfill all attendance requirements to participate in commencement exercises.

Attendance requirements for a student may not exceed ten (10) parent notes and (3) unexcused/illegal absences for a total of thirteen (13) absences during the school year. To exceed the thirteen (13) absences described in the aforementioned sentence, would require **legal excuses only**.

The following is a chart indicating how arrival and departure times at school will be handled as it pertains to school attendance.

8:18:00 – 9:00:00	Tardy – Students are to sign in at the High School Office
10:30:00	If a student <b>signs out</b> before this time, a full day absence will be assigned
9:00:01 – 2:39:00	If a student <b>signs in</b> during these times, a ½ day absence will be assigned.
10:30:00 – 2:39:00	If a student <b>signs out</b> during these times, a ½ day absence will be assigned.
2:39:00	If a student <b>signs out</b> after this time, a full day present will be assigned.

#### ATTENDANCE LETTERS NOTIFICATION

Letters notifying parents/legal guardians of (3) day unexcused/illegal absences will be sent on an as needed basis. Letters notifying parents/legal guardians about attendance fine (fines compiled from days beyond three (3) days of unexcused/illegal absences) will be sent after Three Day Letter notifications were sent.

#### COLLEGE VISITATIONS

College visitations are permissible through the Guidance Office for Juniors and Seniors only. Each student is permitted 3 college visits per school year. All arrangements must be made **in advance** through the counselor. Please pick up a college visitation form from the high school office or guidance office to be signed the day of your visitation.

#### JOB SHADOWING/CAREER EXPLORATION

Job shadowing/career Exploration is a common request by students exploring future careers. It is possible to take advantage of this option since career preparation is one of the school’s missions. Three (3) such days may be requested to job shadow, and requests must be approved in advance with supporting written documentation from the employer/work place.

#### TOURS OR FAMILY TRIPS

The State Board of Education (22 PA Code Section 11.26) provides that upon receipt of a written request from the parents of pupil involved in an educational tour or trip, the pupil may be excused from school attendance to participate in an educational tour provided during the school term at the expense of the parents, when such tour or trip is evaluated by the district’s superintendent as educational. The written request should be submitted to the principal by the parents/legal guardians prior to a tour or trip, and will indicate:

1. the date(s) of the tour or trip
2. the destination of the tour or trip
3. the adult supervision to be provided
4. the educational value of the tour or trip

After receiving approval to be excused from school for the tour or trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student’s responsibility to complete all assignments and present them to the teachers the day the student returns to class. Furthermore, it is recommended that these tours or family trips not be taken during final examination periods or statewide assessment windows.

**A form requesting tour approval is available in the High School Office and on the high school’s webpage for your convenience. A total maximum of 5 days will be permitted to be used as excused absences. After the maximum of 5 days each day will be considered as an illegal.**

#### **PARENT CALL-IN PROGRAM**

Due to concerns about the safety of students as they travel to school, Canton Jr./Sr. High School asks parents/guardians to call the school to report the absences of their students. This is designed to insure that students who leave home for school do arrive at school.

Whenever students are absent from school, parents or guardians must call the school at 673-5134 with the following information: Student name, grade and reason for absence. Students are not to report themselves absent or have someone call other than the parent or guardian.

If a parent has not called the school by 9:00 a.m. school officials will be calling parents at home and/or work to verify the absence.

A written excuse is also required within 3 days of the absence.

#### **MEDICAL/OTHER APPOINTMENTS**

Students are encouraged to make doctor and dentist appointments when school is not in session, if at all possible. Students who must miss school for medical purposes are to present the excuse to the attendance officer upon returning to school. Administration may contact physician's/dentists' offices to confirm appointments. A student's absence will be considered unexcused if his/her appointment cannot be confirmed.

#### **CO-CURRICULAR ACTIVITIES INTERSCHOLASTIC ATHLETICS INTRODUCTION**

Many activities are offered in the high school. This school district divides out those activities as interscholastic athletics (sports) and co-curricular activities (clubs), but attempts to treat them similarly since both involve students. Participation in these activities (interscholastic athletics and co-curricular activities) is a privilege and not a right.

#### **ATHLETIC PROGRAM**

It is the policy of the Canton Jr.-Sr. High School to carry on as wide and diversified a program of athletics as facilities and funds will permit. The school regards cross country, football, volleyball, basketball, wrestling, spirit squad, baseball, softball, and track as major sports. Full cheerleading squads for football and basketball are maintained. Intramural sports are to be developed to as great an extent as is possible.

Article 10, Section 1, of the Constitution and By-Laws of the PIAA places the Principal in charge of athletics. It is the duty and function of the Athletic Director, and the coaches to keep the Principal informed of all developments that involve athletics such as: schedules of games, selection of officials, contracts, injuries to players, etc. A COACHES POLICY MANUAL is available which better defines athletic responsibilities. The COACHES POLICY MANUAL will act as an extension to this section.

In addition to PIAA regulations, Canton athletes will adhere to the additional Pass to Play Policy.

Eligibility Policy for Canton Area School District Athletics and Cheerleaders-

Rationale: The purpose of this policy is to communicate to all student athletes, parents, teachers, coaches, and the community, that while athletics play a major role in the overall scholastic experience of many students, and are important, academics must always be the top priority of everyone. It is the district's goal for each student athlete to be successful in **all** academic classes. Student athletes not only need to be passing in order to graduate, but also in order for the high school and district to do well on state wide assessments as required by state and federal accountability standards and reach adequate yearly progress. Canton School District is proud to state that it is holding the Canton student athletes to higher academic standards than most other districts.

**In order to maintain eligibility for participation student athletes and cheerleaders must be passing at least five of their academic classes, including special classes.**

- Participating students, teachers and coaches will be notified by the athletic director by no later than 8:30am each Monday morning (or first day of the school week) which students are failing and in which specific classes.
- Students declared ineligible will then be able to immediately see teachers in order to make arrangements for whatever effort is required to restore eligible status, i.e. make up assignments, tests, extra credit, etc.
- Students will remain ineligible for competition or participation until they are passing five or more of their classes.
- Students could become eligible, based on teacher communication to the Athletic Director or Principal, that same day, Tuesday or however long it takes to attain a passing average for all classes.
- Once eligibility has been restored, only the Athletic Director or Principal may validate the fact. Coaches must receive confirmation from one of the above mentioned individuals and not the student before a student athlete can resume participation.
- In addition to these requirements, the regular PIAA standards (a student must be passing the equivalent of four credits or he or she will be ineligible until eligibility is run again the following week, unless it is at the end of a

marking period in which it would be 15 school days starting when report cards are issued) will still remain in effect as well.

- Students who are failing a course at the end of a marking period will not be allowed to participate in contests or performances for a period of fifteen school days. This period of time will begin when report cards are issued.
- Students who are failing a course at the end of a school year will not be eligible to participate in contests or performances (scrimmages or otherwise) prior to the first day of school and also for a period of fifteen school days commencing with the first student day of the following school year.

**CANTON HIGH SCHOOL  
CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT  
“PROUD OF OUR TRADITIONS AND PROUD OF OUR STUDENTS”**

**PHILOSOPHY**

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another.

We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts.

**GENERAL INFORMATION**

**I. General Objectives**

Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

**II. Specific Objectives**

**A. Interscholastic Athletics and Co-Curricular Activities at Canton High School**

1. Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
2. Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
3. Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
4. Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action and respect for individual differences.
5. Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
6. Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
7. Promote the development of the self-esteem and self-realization of each participant.

**B. Objectives for School and Student body:**

1. Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
2. Interscholastic athletics and co-curricular activities should be educational.
3. Interscholastic athletics and co-curricular activities should be a means of promoting fine school moral.
4. Proper student interest should be created.
5. All visiting schools should be treated as guests.
6. The school policy should be definite, so that participants will not expect special privileges.
7. Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope. This should include as many activities as possible in order to be of benefit to more students.
8. Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

**C. Objectives for Community:**

1. The community should realize that direction and control of school athletes and participants in interscholastic athletics and co-curricular activities, respectively, rests with school authorities.
2. Interscholastic athletic and co-curricular activities should furnish a recreational opportunity for the general public insofar as a community is willing to see that the program is conducted solely for benefit of student competition, student spectators, and/or student participation.
3. The community should judge success of the season on the number of participants and spectators, new skills acquired, and good citizenship and sportsmanship taught rather than on the number of games won or lost.

4. The community should constantly keep in mind the fact that an athletic contest and/or co-curricular activity is part of a school program.

### III. Code of Conduct for Participants in Interscholastic Athletics and Co-Curricular Activities

- A. Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- B. Obey the specific training and practice rules of the coach, advisor, or sponsor.
- C. Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- D. Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- E. Appreciate the importance of proper rest, diet, and exercise.
- F. Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance. As related to these issues, Student Handbook rules will be followed.
- G. Participants should appear neat and well groomed at all times.
- H. Participants should not use profanity or other inappropriate language/gestures.
- I. Directly represent the coaches, advisors, sponsors, school, community, and should conduct themselves properly at all time. Student/student athletic conduct reflects on the school's reputation.
- J. Realize that officials do not lose a contest but are there for the purposes of ensuring that both teams/individuals receive a fair deal. For this, they deserve and will receive our courteous respect.
- K. Do not employ illegal tactics to gain an undeserved advantage.
- L. Work for the betterment of the school and what is right and good for their fellow students.
- M. Express a concerted interest in the well being of the opponent and the sportsmanship employed by the opposing participation.
- N. Have a good attendance record and will not skip class(es) or be truant from school.
- O. Plan their time so that they devote sufficient energy to their studies.
- P. Care for all equipment as though it were their own personal property. Any loss of or damage to issued equipment (other than normal use/wear) is the participant's responsibility. All equipment must be personally returned to a coach or an assistant, advisor, or sponsor. Equipment left in classrooms, lockers, etc. is not considered to be returned, and students will be held financially responsible for all replacement costs.
- Q. Show sportsmanship at all times and express the importance of teamwork over personal recognition.
- R. Comply with the standards of this code or be subject to dismissal from the sport/activity or to other disciplinary action(s), as may be determined by the coach, advisor, sponsor, or, administrator.

### IV. Sanctions from the Code of Conduct

A. A student must be in good standing (academically eligible) in the school to participate in interscholastic athletics or co-curricular activities. Academic eligibility as defined by the PIAA is the standard the school subscribes to.

B. First infractions of a minor nature, continued minor infractions and major infractions should be punishable in a fair but stern manner, commensurate with the seriousness of the infraction. Suggested punishments include, but are not limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests. Student handbook rules apply at all times.

**C. A student may be declared ineligible to participate in any interscholastic, athletic, and/or co-curricular activity in which he/she represents the school in a public appearance if he/she:**

a. Has been found delinquent by the courts, found guilty (reached the age of majority) by the courts or has been put on probation by the courts.

b. Conducts himself/herself in a manner that in the opinion of school authorities, would reflect unfavorably upon students. On a case-by-case basis, students declared ineligible through item number 1 may request to be evaluated for permission to participate by a decision committee team. A request to the high school principal for evaluation to participate may be made if there is a desire to have a student participate after being declared ineligible.

E. The Pennsylvania Interscholastic Athletic Association dictates the ineligibility of any student who does not comply with the established regulations.

F. Incidents by students, which occur outside of school such as fighting or other actions, which may cause the student to be placed in the hand of civil authorities, should generally be punished by civil authorities. However, if this student's conduct is detrimental to others and that student's presence might adversely affect morale, disrupt the orderly operation of the school's activities or interfere with the discipline and government of other students, the school administration is authorized to take appropriate action.

G. Use of tobacco – in any form – is prohibited. Students who use tobacco will be referred to the appropriate coach, advisor, or sponsor for disciplinary action.

H. Students found to be possessing, consuming or using illegal drugs, controlled substances or alcoholic beverages will immediately be turned over to law enforcement and the following two scenarios will result:

1. Obtain a drug/alcohol assessment from a licensed facility at the expense of the parent/legal guardian. When the assessment is completed, a recommendation about future participation in the sport or activity will be made (favorable or unfavorable). During the time of assessment and until report is received and acted on, this student shall be suspended from all activities for the remainder of the sport season in which the infraction occurred AND the sport season that follows that season.

2. Or, failing to undergo an assessment, the student will be banned from interscholastic athletics and/or co-curricular activities for one calendar year (defined as: from the date of the infraction to the anniversary date the following school year). A student may resume participation in a sport that begins a full season after the calendar year of absence has been served.

I. Attendance by a student at an event where alcoholic beverages are provided for or consumed by persons under the age of 21 in the absence or the presence and approval of the parents or guardians of those underage persons is a violation of training rules and is grounds for suspension from participation for a part or all of the sport or activity. Attendance by a student where illegal drugs or controlled substances are provided, used, or consumed is a violation of training rules and is grounds for suspension from participation for the duration of the athletic season during which the incident occurred. (See letter H above.).

J. The duration of each season (fall, winter, spring) shall extend until practice or participation starts for the next season.

K. The Canton Athletic/Co-Curricular Code of Conduct, along with a physical examination, will require parental/legal guardian's signatures before participation (in a practice or game/match/event/contest/activity).

L. "At school" is a term used throughout the Student Handbook. "At school" is defined as going to or coming from school, during school, or at a school-sponsored activity (nationally or internationally). It includes going to or coming from a sport or activity on school provided transportation.

V. Apply the sanctions to the Code

A STUDENT'S FAILURE TO ADHERE TO TRAINING RULES AND STANDARDS (CANTON ATHLETICS/CO-CURRICULAR CODE OF CONDUCT AND STUDENT HANDBOOK POLICIES) DESCRIBED HEREIN MAY AMOUNT TO SELF-DISQUALIFICATION FROM INTERSCHOLASTIC ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES.

The head coach, coaching staff, advisee, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment in matters of enforcing the rules and must apply penalties impartially.

The principal will take action on matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

#### HAZING

Hazing is not permitted in anyway. Our coaches have been given a copy of this new policy. Hazing policy #247 is posted on the district web site for you to refer for details.

#### STUDENT PARTICIPANT ETHICS CODE

This procedure will determine the athletes who qualify for special athletic awards in their respective sports throughout the school year. To be considered a candidate for these awards, the athlete must obey and conduct themselves in accordance with team rules, sport rules, and Student Handbooks rules while conforming to the Canton Athletic/Co-Curricular Code of Conducts.

Any infractions of team, sport, or Student Handbook rules or violations of the Canton Athletic/Co-Curricular Code of Conduct will be brought to the attention of the Athletic Director and administration. Violations may jeopardize an athlete's chance for awards. Players must understand that their conduct reflects on the reputation of the school as well as themselves. Students should conduct themselves as true sportsmen and citizens at all times regardless of circumstances.

Before students engage in any practice for interscholastic athletics or co-curricular activity (ies) they must: **(a) be authorized by a physician, when applicable, (b) meet PIAA eligibility requirements, (c) have school insurance or equivalent coverage provided by parents/legal guardians, when applicable, and (d) have a parent/legal guardian signature Canton Athletic/Co-Curricular Code of Conduct Card completed on file.**

Other rules include:

1. Students are required to start practice at the beginning of each sport/activity season as announced unless prior permission is given by coach.
2. A player who starts a season and is a member of that team/activity until the first contest can be considered ineligible for any other sport/activity during that sport/activity season.
3. Eligibility for any sport/activity is not dependent on participation in any other sport/activity.
4. Participation in interscholastic athletics has no effect on participation in any other co-curricular activities.

5. A player can "quit" a team/activity only after a meeting with the coach, parent/legal guardian, player, athletic director and principal. The disposition (player eligibility) of each case is the responsibility of the High School Principal.
6. Players must appropriately address the coach as either "Coach, Mr., Mrs., Miss or Ms".
7. Equipment issued to the student is the student's responsibility. It is checked out and must be checked in with the coach, advisor, or sponsor. Bringing your equipment to school and leaving it in a locker room or high school office does not qualify as returning the equipment.
8. All students must be in school by 9:00am and may not leave before 2:39 of any given day in order to participate in any extra or co-curricular activity for that day. (Or weekend if the day is a Friday). ONLY if a student produces a legal excuse for a doctor/dentist/court/lawyer (non-parental) appointment prior to the extra or co-curricular activity is scheduled, they will be able to participate.

**These activities include the following, but are not limited to;**

- **Any sport practice or game**
- **Band and chorus related practice, concert, or activity**
- **School sponsored dances**
- **Drama practice or performance**

9. All students are expected to attend school on a regular basis in order to have the privilege to attend school sponsored field trips. A student's attendance could be used to withhold participation on a field trip based on attendance. This will be determined on a case by case basis.

#### **INSURANCE**

Student Activity Insurance will be made available to students. Parents should be aware that the school district **does not** provide medical insurance **or pay** for medical expenses.

1. COVERAGE—see brochure for full explanation.

School-Time Accident—Insurance coverage for the hours and days when school is in session and while attending school-sponsored/supervised activities.

Full-Time Accident—Round-the-clock accident coverage anywhere in the world. Protection during vacations, weekends, and school days.

2. In order to participate in the following activities, students need to be covered by medical insurance. This may be personal or school insurance. Many of these activities extend throughout the summer with camps, weight/fitness room schedules etc. To participate in these programs, students will need proper insurance coverage.

Band	Band Front	Baseball	Cheerleading	Cross Country	Football
Softball	Track	Volleyball	Basketball	Wrestling	

3. Please note: —Parents need to provide information on insurance status before their daughter or son is allowed to practice and/or play in games/matches or participate in the activities listed above.

**-School insurance (school-time or full-time) will not cover Jr. High, J.V., or Varsity Football.**

**Personal insurance—not school insurance—will be required.**

**-Please check the Canton Athletic/Co-Curricular Code of Conduct Card for required documentation.**

#### **STEROIDS (ANABOLIC) AND ATHLETICS**

Students using steroids will not be permitted to participate in interscholastic athletics at the Canton Area Junior-Senior High School. Students are subject to the provisions of the Canton Athletic/Co-Curricular Code of Conduct.

The following minimum penalties are prescribed for any student found in violation. Violations of rules include:

1. First time violation is suspension from the sport for the remainder of the season.
2. Second violation is suspension from the sport for the remainder of the season and for the following season.
3. Third violation is permanent suspension from all interscholastic athletics for the remainder of the student's high school career.

Students should be aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, selling or distribution could subject them to suspension, expulsion and/or criminal prosecution.

Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.

#### **ATHLETIC AWARDS**

##### Qualifications

To qualify for a varsity letter or junior varsity letter in any sport or cheerleading:

1. Keep training rules
2. Participate all season
3. Be well groomed, clean, tidy, and represent Canton High School in a complimentary way in every respect at home and away in all activities and events.
4. Take the best care of all equipment, uniforms, locker room, gymnasium, and school building at home and away events.



5. Participate in one-half of the quarters, innings, or matches in football, basketball, baseball, wrestling, or volleyball. Score in one-half of the meets in cross-country and track. Faithful membership in one sport for two years will be rewarded with a varsity letter.

6. In cheerleading, participate in three-fourths of the football and basketball games.

The awards:

1. The varsity award will be an 8-inch block white chenille "C" on a crimson background after 2 years participating.

2. The junior varsity award will be a certificate of participation.

3. The junior high award will be a certificate of participation.

4. The felt award will be given the first year participating.

5. Bars, stars, and insignia, "hardware", that indicate the sports in which letters were earned will be given when the athlete is a senior.

#### **CO-CURRICULAR ACTIVITIES**

The operation of co-curricular activities is determined by their own constitutions or under directions from the offices of the High School Principal or Superintendent and respective heads of departments under which they would naturally fall. Should any of the organizations or classes find it necessary to travel by bus, or auto, all students who are going on the trip must present a release slip signed by a parent or legal guardian and the principal before they will be allowed to travel.

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of the Canton Area School District.

Practices: all athletic and play practices must be under the supervision of the coach, advisor or sponsor.

For afternoon contests and matinees, student participation in regularly scheduled athletic contests should not be excused from school before the time announced on the bulletin. Students attending these contests or productions will attend in a body under the supervision of the homeroom teacher as for regular assembly programs. The group and coach, advisor, or sponsor directing practices must see that all lights are turned off, doors closed and latched, and equipment stored before leaving.

Transportation guidelines for interscholastic athletics and co-curricular activities are found in section VII.

#### **ACADEMIC LETTERMEN'S CLUB**

Academic excellence is having earned a first honor roll achievement three out of four nine week marking periods. The function of this club is to recognize students at CHS who have excelled in academic performance. At the end of ninth grade, eligible students will receive an academic letterman certificate. At the end of tenth grade, students who continue to be eligible will receive another academic letterman certificate. Following their eleventh grade year, eligible students will receive a felt letter, academic letterman certificate and are eligible for a letterman's jacket. After completion of their twelfth grade year eligible students will receive a chenille letter, academic letterman certificate and a learning pin.

#### **BATTLE OF THE BOOKS**

Junior and senior high students are encouraged to participate in this extracurricular club. Students who choose to participate will be asked to read books from a selected list. They contain a variety of genres and reading levels. These titles are of interest to the particular age group. In the spring, the students will then travel to compete against other students who have read the same titles. This competition is held on a Saturday in late March/early April.

#### **DANCES**

All dances will be closed dances unless otherwise publicized, and will have the following rules. These rules are instituted to support the goal of trouble-free dances.

##### **A. SIGN UP SHEET**

1. Any student who would like to invite someone, who is not a member of Canton High School and is of high school age (up to and including 18 years of age), can use the sign-up sheet in the principal's office. The sign-up sheet is not to be used to turn a closed dance into an open dance.

2. Students who sign up other guests are responsible for their guest's behavior and these guests are to conform to CHS school rules and regulations.

##### **B. STUDENT BEHAVIOR**

1. Students will follow all school rules that are listed in the Student Handbook.

2. Students leaving the dance ARE NOT permitted to re-enter. Once a student leaves the dance, they are to promptly leave school property- no loitering around the school, parking lot, or others areas of school property.

3. No alcoholic beverages, drugs or tobacco are to be brought, possessed, or consumed on school property. Violators will be turned over to the police for prosecution.

##### **C. STATEMENT OF INTENT**

All students are welcome, and urged to enjoy the sponsored dances at Canton High School. The enjoyment is based on good behavior and concern for the majority, not over the narrow, selfish behavior of a few. Violating school and dance rules will result in student (s) loss of privileges to attend future CHS activities and, depending on the violation, further prosecution by law. CHS reserves

the right to restrict anyone from attending school functions (i.e. dances) based on the above policy or future policies that may be written.

#### D. WHO CAN ATTEND

Prom/Homecoming and Snow Ball/Winter Dance - Any Canton student in Grades 9-12 (one of the couple **MUST** be in grade 11 or 12)/Any approved guest signed up in office in grades 9-12/Any guest under the age of 21. Proper paperwork must be completed and approved before they will be permitted into the dance.

Freshman Formal Only Canton freshmen can attend this dance

#### ELECTION OF KINGS AND QUEENS

Kings and queens of various courts are selected by members of the senior class. The voting process is completed near the start of the school year by seniors. The order of selection is based on potential scholarship money and community preference. The selection process is explained during a senior meeting. Kings and Queens with their courts are:

Laurel Festival (no court)	(June)
Flaming Foliage (no court)	(October)
May Day and court	(April)
Senior Ball/ Junior Prom and courts	(May)
Homecoming and court	(September/October)

#### NATIONAL HONOR SOCIETY

The Irene W. Hurley Chapter #6909 of the National Honor Society was founded locally in 1959. The local chapter abides by the Constitution and By-Laws of the National Chapter. The National Honor Society is an affiliate of the National Association of Secondary School Principals. Membership requirements include the following: a student must maintain a **94% minimum scholastic average (BEGINNING WITH THE GRADUATING CLASS OF 2005)** and a **satisfactory rating in character, leadership, and service**. An induction ceremony for current junior and senior candidates will be conducted during the school year.

**Parent/Student note: At the time of student induction, a brochure will be given to the student indicating selection guidelines, maintenance of membership, and dismissal procedures.**

Students eligible for membership in NHS will complete a form listing academic courses and extracurricular activities prior to Faculty Council vote on membership.

#### SADD (STUDENTS AGAINST DESTRUCTIVE DECISIONS)

The purpose of the SADD program is to organize students from across the country to combat one of the major killers of their age group, death due to drinking and driving. SADD educates students concerning the problem of drinking and driving and helps students become aware of the alcohol problem, as it exists on the local, state, and national levels.

SADD has four goals:

1. To eliminate the drunk driver and save lives
2. To alert high school students to the dangers of drinking and driving and using illicit drugs.
3. To conduct community alcohol awareness programs.
4. To organize peer counseling programs to help students who may have concerns about alcohol and drugs.

To implement the SADD goals, a three-step approach including school, community, and home has been developed:

1. Implementation of the SADD curriculum within the high school and establishment of a SADD chapter.
2. Signing of a student/parent contract and following a safe party guide.
3. Conducting a community awareness program.

#### YEARBOOK

The Minnequan, the Canton High school year book is published by a staff of responsible students chosen by the faculty advisors. The staff members are responsible for writing copy, laying out pages, securing photographs, creating a cover design, and keeping records of both subscriptions and advertisement sales.

#### STUDENT LIAISON

Student Liaison is an organization of students in grades nine through twelve with the purpose to communicate with administration needs and concerns of the student body. This group will consist of the president and vice-president of every class plus presidents of key groups such as SADD, FFA, etc. This group will meet monthly to discuss items of concern with the principal.

#### STUDENT ELECTIONS AND CLASS OFFICERS

Class leadership has been provided through a system of student elections. From each grade level (12th, 11th, 10th, 9th, 8th, and 7<sup>th</sup>), student officers will be elected to perform class duties and provide leadership for their class throughout the school year.

Seniors will elect officers to the position of President, Vice President, Secretary, and Treasurer during the first week of school. The second week of school will proceed with the junior initiating class elections, followed by the sophomores the third week, freshman the fourth week, and so on.

The election process follows the model developed by the election of sophomore class officers for the school year.

#### **GYMNASIUM RULES**

Many hours have been devoted to the gym floor, fitness areas, etc. As stewards of our school facilities, all will treat these with care. The following list of required behavior will assist us in keeping these facilities in good shape.

1. No beverages in the gymnasium at any time.
2. No students will be permitted in the locker room areas during athletic events unless they have a valid reason such as going to the fitness area.
3. Students are encouraged to carry a pair of sneakers for physical education class that they do not wear outside. This is optional, but will only help keep our floor in good condition.
4. A security system for the locker room areas has been installed. All students will need to lock their valuables in a locker or give them to the PE staff, coaches, etc for security (lock box). Do not leave valuables unattended/ unsecured. Canton High School will not be responsible for personal items.
5. Only students who are under recognized supervision are to be in the gym/locker room/ weight room area.  
Those who are not under recognized supervision will be warned/ultimately denied access to the facilities.
6. If you do not have an after school activity – you are not to be in the building.  
The Elementary Gymnasium will follow the same rules as listed previously.

#### **LIBRARY**

In order to visit the library, a student must secure a pass from the teacher making the assignments. There shall be ONE name on a pass. Students must report to the study hall or class before coming to the library. Students are also expected to report back to the study hall before the end of the period. All materials circulate for two weeks.

Sometimes a student may want a book another student has signed out. In this case, ask the librarian to place the book on reserve. When the book is returned, the librarian will notify the student that the book was returned to the library. The book will be saved for one week. Students reserving books are expected to come to the library for the book during this time.

The library is also able to generate a list of what a student currently has out.

Many requests for items can be handled within the library. However, if this is not the case, items may be requested from other libraries. No items will be borrowed from other libraries until all overdue materials are returned and the debts are paid. Students are expected to comply with all rules in the statewide Interlibrary Loan Code when borrowing items from other libraries.

In addition, the Computerized Catalog System (OPAC) and related software are for student use. We urge all students to utilize this service.

Each student will be issued an ID card at the beginning of the school year. This card must be presented each time a book or magazine is signed out. If a student forgets his/her card, the items will be saved for a period of one week. Therefore, it is important to keep the ID card in a safe place. Students are responsible for any and all items charged out in their name.

Additional Library policies can be found on the library section of the high school website. [www.canton.k12.pa.us](http://www.canton.k12.pa.us)

#### **MEDICAL APPOINTMENTS/MEDICATION-----NURSING PROCEDURES**

The procedure for nursing procedures and medications during school hours is as follows:

1. The parent/legal guardian will present a written physician order for administration of medications and nursing procedures.
2. All medication, over the counter and prescription, will be brought to the school nurse by parent/legal guardian. Students may carry an asthma inhaler with written order from physician as well as a completion of the consent for self administration form.
3. Complete information for nursing procedures/medication administration must be sent to school including medication in prescribed, original container and procedure.

Prescribed medication/treatment will be administered by school nurse.

#### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program was created to identify and help students who are experiencing social, emotional, or physical problems that are detrimental to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or cure. It provides a means for teachers and school staff to help students through difficult times.

The focal point of the program is a group of specially trained professionals. The members of the team include the Principal, Guidance Counselor, High School teachers, School Nurse, Drug and Alcohol Counselor and Mental Health Counselor. Their training has prepared them to help students in

behavior areas such as alcohol and drug abuse, child abuse, eating disorders, suicide, pregnancy, peer pressure, personal loss, and dysfunctional families.

Students may refer themselves or may be referred by anyone else in the district who has a concern for their well-being.

#### **DRUG AND ALCOHOL POLICY**

The Canton Area School District will make all its resources available to a student who will voluntarily accept assistance. The district does not, however, waive its right or obligation to impose disciplinary measures or to recommend exclusion from school if the student is involved or implicated in a drug, mood-altering substance, or alcohol incident while under school jurisdiction.

Any student seeking assistance may do so in confidence from the Student Assistance Program (SAP Team), school guidance counselor, or nurse.

##### **1. PURPOSE**

The Canton Area School District recognizes that the use and trafficking of drugs, mood-altering substances, and alcohol is a real and present danger to young people. The district accepts the fact that neither the cause nor the solution is entirely within the control or jurisdiction of the school district. It therefore encourages and expects cooperative efforts from all segments of the community which includes, but is not limited to the churches, the medical and social welfare professions, parents, and the citizenry at large.

##### **2. STATEMENT**

The Canton Area School District feels that student drug, alcohol, and mood-altering substance use is **TOTALLY UNACCEPTABLE**. The district will work to **EDUCATE, PREVENT, and INTERVENE** in the use and abuse of these substances by its students. The staff will provide this comprehensive program through a multifaceted approach:

1. The school district will provide an integrated drug and alcohol education program in grades K-12. This program will be multi-disciplinary and structured to the grade level of the students, using appropriate instructional materials and community resources.
2. The school district will provide a Student Assistance Program (SAP Team). This team includes teachers, counselors, administrators, and the nurse. The SAP Team has been trained to understand and intervene with adolescent drug/alcohol/tobacco/mood-altering substance abuse.
3. The district will provide a consistent administrative and faculty effort which will include rehabilitative and disciplinary procedures.
4. The school district will use available community support systems and resources.
5. The school district will support a chapter of SADD (Students Against Destructive

Decisions).

6. To parents and students: compliance with the standards of the drug and alcohol policy/program is mandatory.

##### **3. DEFINITIONS**

**ALCOHOL AND OTHER DRUGS:** Includes but is not limited to: alcoholic beverages, anabolic steroids, any volatile solvents or inhalants, prescription or over-the-counter drugs (except those for which permission for use in school has been granted pursuant to board policy), look-alike drugs, e-cigarettes, or any dangerous controlled substance controlled by law.

**LOOK-ALIKE DRUGS:** Substances manufactured or designed to resemble any form of alcohol or other drugs, narcotics or other health-endangering compounds.

**DRUG PARAPHERNALIA:** Includes all equipment, products and materials of any kind which are used, intended or designed for use of alcohol or other drugs. These are in addition to all items as defined as drug paraphernalia in Section 102 of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-102 as amended.

**POSSESSION:** The act of holding alcohol and/or other drugs on one's person or among one's possessions or under one's control.

**DISTRIBUTION:** To deliver, sell, pass, share or give to another person, or to assist in the distribution of any alcohol or other drug; actual, constructive, or attempted transfer from one person to another of any form of alcohol or other drugs.

##### **4. GUIDELINES**

###### **SEARCHES**

1. School district administrators and building principals or designees have the right to search a student's person and/or personal effects (backpacks, pockets, books, etc.), lockers and vehicles. This can occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband materials. School authorities may seize any prohibited materials.
2. With authorization of administration or a designee, a dog, trained for the purpose of detecting the presence of illegal substances, under the supervision of a qualified and authorized trainer, may be used for an inspection on or within school property to detect the presence of illegal, unauthorized or contraband materials.
3. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

The school district desires to deter students from the use of drugs or trafficking in drugs. Therefore, possession, consumption, and/or distribution of alcohol and/or other drugs or drug paraphernalia during school hours or at any school activity is strictly prohibited.

In addition to school buildings, this restriction extends to school busses, school grounds, field trips sponsored by the school, or any activity related to the school or for which the school is responsible.

#### **INTERVENTION PROCEDURES (Policy 226 – Searches)**

1. A student while under the school's jurisdiction, who is found to possess or be involved in the distribution of an object or substance suspected of being alcohol or another drug, shall be subject to the following course of action:

a. Where reasonable suspicion exists, a search shall be made of the student's person, personal property, locker(s) and/or motor vehicles (if on school property).

b. If the student is thought to be under the influence of alcohol or another drug, the school nurse will conduct a "check for vitals" on the student. (pulse, blood pressure, dilation of the eyes,

c. The student's parents or legal guardians shall be contacted by the building administration or designee and requested to come to the school.

d. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.

e. Disciplinary procedures will be implemented as set forth in the following section (See "DISCIPLINARY PROCEDURES").

2. A student, while under the school's jurisdiction, who is suspected to be under the influence of alcohol or another drug, shall be subject to the following course of action:

a.. student will be isolated from other students.

b. When it is deemed that a medical emergency situation exists, the student shall be taken immediately via ambulance to the nearest medical facility. Parents or legal guardians will be notified of the emergency.

c. If it is deemed that a medical emergency does not exist, then the parents or legal guardians shall be contacted immediately by the building administration or designee and the student shall be removed from the school.

#### **DISCIPLINARY PROCEDURES**

The following disciplinary actions will be followed for admitted use or possession, proven use or possession, sale or distribution of alcohol or other drugs:

##### **First Offense**

If a student is found to be in possession of drugs, alcohol, or "look alike" substance, 5 days out of school suspension, 4 days in school suspension.

Recommended attendance and completion of an alcohol and other drug evaluation defined by the SAP team and offered by the school district in a timely fashion of the initial suspension. Police will be notified and applicable charges filed.

A conference with parents or legal guardians and building administration will be held before the student will be admitted to regular classes.

##### **Second/Subsequent Offenses**

10 days out-of-school suspension pending the result of an informal expulsion hearing with the school board and will result in immediate suspension and referral to the superintendent for expulsion. Police will be notified and applicable charges filed. If a child is a student with a disability, the IEP team will convene to determine the role the disability played in the decision making process based on the manifestation determination process.

A student must have an evaluation by a drug and alcohol agency. Proof of this evaluation must be presented in order to return to school. The recommendations of the evaluation must be followed. Failure to follow and complete the recommendations will result in a recommendation for expulsion to the superintendent.

Selling or distributing alcohol or other drugs on school property or school transportation will result in immediate suspension and referral to the superintendent for expulsion.

#### **GANG RELATED ACTIVITIES**

The Board recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities such as violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities.

It is therefore the policy of the Board of school directors that gangs and gang related activities are prohibited in school, according to the following:

(a) Definition: For purposes of this policy a "gang" is any group of two or more persons whose purposes include the commission of illegal acts or acts in violation of disciplinary rules of the school district.

(b) Prohibitions: No student on or about school property or at any school-sponsored activity shall:

(1) Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other items that evidences or reflects membership in, or affiliation, with any gang;

(2) Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in a gang;

(3) Engage in any act in furtherance of the interests of any gang or gang activity, including, but not limited to:

a. soliciting membership in, or affiliation with any gang;

b. soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;

c. painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property;

d. engaging in violence, extortion, or any other illegal act or other violation of school policy;

e. soliciting any person to engage in physical violence against any other person.

(c) Application and Enforcement: In determining, as part of the application and enforcement of this policy, whether acts, conduct, or activities are gang related, school officials are encouraged to exercise discretion and judgment based upon current circumstances in their schools, neighborhoods, and areas.

(d) Violations of Policy: Students who violate this policy shall be subject to the full range of school disciplinary measures, in addition to applicable criminal and civil penalties.

#### **STUDENT CODE OF CONDUCT AND DISCIPLINE**

##### **STUDENT RIGHTS AND RESPONSIBILITIES**

Pursuant to 22 Pa. Code §12.2:

a. Student responsibilities include regular school attendance\*, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

b. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

c. Students should express their ideas and opinions in a respectful manner.

d. It is the responsibility of the students to conform to the following:

1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect.
2. Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.
3. Dress and groom so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process.
4. Assist the school staff in operating a safe school for all students enrolled therein.
5. Comply with Commonwealth and local laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time at all classes and other school functions.
8. Make up work when absent from school.
9. Pursue and attempt to complete satisfactorily the courses of study prescribed by the Commonwealth and local school authorities.
10. Report accurately and not use indecent or obscene language in student newspapers or publications.

\*Regular attendance at Canton JSHS is no more than (7) seven parent notes, (3) unexcused/illegal absences and all other absences fully and completely documented with legal excuses.

##### **EXCLUSION FROM SCHOOL**

Pursuant to 22 Pa. Code of § 12.6:

a). The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § 14.35 (relating to discipline), of Title 22 of the Pennsylvania Code.

b). Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.

i) Suspensions may be given by the principal or person in charge of the public school.

ii) No student shall be suspended until the student has been informed of the reasons of the suspension and given an opportunity to respond. Prior notice

of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.

iii) The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.

iv) When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth below in the section entitled "Hearings", pursuant to 22 Pa. Code § 12.8(c).

v) Suspensions may not be made to run consecutively beyond the ten (10) school day period.

2. Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 22 Pa Code § 12.8.

c). During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).

d). If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

e). Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.

1). The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.

2). If the parents or guardian are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.

3). If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

#### HEARINGS

Pursuant to 22 Pa. Code § 12.8:

a). Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

b). Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.

1). The following due process requirements are to be observed with regard to the formal hearing:

i) Notification of the charges shall be sent to the student's parents or guardian by certified mail.

ii) Sufficient notice of the time and place of the hearing must be given.

iii) The hearing shall be held in private unless the student or parents request a public hearing.

iv) The student has the right to be represented by counsel.

v) The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.

vi) The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.

vii) The student has the right to testify and present witnesses on his own behalf.

viii) A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.

ix) The proceeding must be held with all reasonable speed.

2). Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

c). Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1). The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2). The following due process requirements are to be observed in regard to the informal hearing:

- i) Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- ii) Sufficient notice of the time and place of the informal hearing shall be given.
- iii) A student has the right to question any witnesses present at the hearing.
- iv) A student has the right to speak and produce witnesses on his own behalf.
- v) The district shall offer to hold the informal hearing prior to the suspension taking effect, unless it is that the health, safety, morals or welfare of the school community was threatened at the time the suspension is imposed, in which case the district shall offer to hold the informal hearing within the first five (5) days of the suspension.

#### **DISCIPLINARY POLICY**

The Canton Jr.-Sr. High School faculty and administration believe that there can be no excellence in education without an orderly instructional environment. An orderly instructional environment is usually not possible without the existence of a fair, firm, and consistent system of administering discipline. Therefore, disciplinary policy will be administered in order to create the atmosphere necessary for academic excellence in Canton Jr.- Sr. High School.

Pursuant to 22 Pa. Code § 12.3:

a). The school board has the authority to make reasonable and necessary rules governing the conduct of students in school. The rulemaking power, however, is not unlimited; it must operate within statutory and constitutional restraints. A school board has only those powers which are enumerated in the statutes of this Commonwealth, or which may reasonably be implied or necessary for the orderly operation of the school.

b). School boards may not make rules which are arbitrary, capricious or outside their grant of authority from the General Assembly. Their rules must stand the test of fairness and reasonableness. A rule is generally considered reasonable if it uses a rational means of accomplishing some legitimate school purpose.

c). Each board of school directors shall adopt a code of student conduct which shall include policies governing student discipline and a listing of students' rights and responsibilities as outlined in this chapter. This conduct code shall be published and distributed to students and parents.

Student misconduct will be classified into four various levels. Please consult the chart for a brief description of policy, procedure and consequences.

LEVEL I: Minor misconduct on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school will be considered Level I misconduct.

Examples of these offenses can be, but are not limited to: classroom disturbance (minor or 1st offense), classroom tardiness, cheating and lying, abusive language, public display of affection, and non defiant failure to complete course assignments or carry out directions.

LEVEL II: Frequent or serious misbehavior which disrupts the learning climate of the school will be considered Level II misconduct. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Also included in this level are behaviors which do not represent a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples of these offenses can be, but are not limited to: continuation of unmodified Level I misconduct, school tardiness, truancy, tobacco possession or use, using forged passes/excuses or other documents, disruptive classroom behavior, cutting class, leaving school without permission, and repeated offenses of public display of affection.

LEVEL III: Acts directed against persons or property whose consequences endanger the health, safety and welfare of others in the school will be considered Level III misconduct.

Examples of these offenses can be, but are not limited to: unmodified Level II misconduct, physical altercations (simple), instigating a physical altercation (acts or verbally), vandalism (minor), possession/use of unauthorized substances, stealing, threats made to others, misconduct in cafeteria/auditorium or on any school property, sexual harassment, immorality, insubordination, or interference with the rights of others.

LEVEL IV: Acts which result in violence to another's person or property or which pose a direct threat to the safety of others in the school will be considered Level IV misconduct. These acts are clearly



criminal and are so serious that they always require administrative actions which result in the immediate removal of the student from class or school, the possible intervention of law enforcement authorities and possible review by the Board of Directors.

Examples of these offenses can be, but are not limited to: unmodified Level III misconduct, extortion, bomb threats, possession /use /transfer of dangerous weapons, assault/battery, Physical altercations(major), institutional vandalism, theft/possession /sale of stolen property, arson, furnishing /selling/possession of unauthorized substances, and being unwilling to volunteer information in matters such as listed above.

Physical altercations and/or use of inappropriate language (foul, obscene, vulgar) are behaviors unacceptable at school. Legal action may result from such exhibited behaviors, resulting in charges of Simple Assault and/or Disorderly Conduct according to Crimes Code (Title 18) Section 2701 and Section 5503, respectively.

Any physical altercation in the school building or on school grounds that intends to or causes physical harm to another person, will result in"

- Up to a 10 days out-of-school suspension
- Police notification of disorderly conduct
- Fine as determined by the police

Administering suspensions will be accomplished two (2) different ways depending on the type of suspension. In the case of In-School Suspension, students will be assigned to a predesignated area in the school and provided with instructional activities. Students are not permitted in school after regular school hours except for detention. Furthermore, students are not permitted on school grounds when school has been dismissed for the day, nor are students permitted to attend or participate in interscholastic athletics or co-curricular activities during the term of suspension. **Out-of-School Suspension will exclude students from interscholastic athletics or co-curricular activities as is with In-School Suspension. Specifically, students are not allowed to be in the school, on school grounds, or participate in or attend any school activities during the term of In-School Suspension or Out-of-School Suspension.**

The rule of thumb for missed school work during a suspension term will be: two (2) days suspended=two (2) days to make up all work; six (6) days suspended=six (6) days to make up all work. Incomplete school work may earn a partial grade (at discretion of teacher). School work that is not started earns a zero as a grade. Student with IEP's where a specially designed instruction exists for "extended time" are required to receive the extended time to all assignments per the IEP.

Disciplinary situations occurring at the close of the school year will carry over into the next school year. In the case of graduating seniors, prevention from participating in graduation ceremonies will be employed. One last concern that merits review for parents, teachers, school board members, and students -- Does a teacher have a right to expect students to follow Student Handbook rules on their way to and from school? Under Section 1317 of the Public School Code, every teacher in the public schools shall have the right to exercise the same authority as to conduct and behavior over the pupils attending the school during the time they are in attendance, including the time required in going to and from their homes, as parents, legal guardians, or people in parental relation to such pupils may exercise over them.

Confiscation Statement: Item(s) inappropriate in the school setting (at school) will be confiscated to prevent potential inappropriate behavior (behavior ranging from distraction to classmates to a health, safety and welfare issue for others). The item(s) confiscated will not be returned to the student or the parent/legal guardian.

Clarification: "At school" or "during school" as intended and written in this Handbook constitutes students in attendance at school during the school day, or coming to or going from school, and while attending school-sponsored activities.

After School Detention/Saturday Detention

Office Detention will be held as needed on Mondays and Thursdays in a designated classroom. There will be detention whether it is for one student, or more than one student.

Attendance at detention is of first priority over ALL other activities whether it is school or personal. Students must serve on the date(s) scheduled. A student working (having a job) will not be excused from missing detention. Rules are in place to provide students a structured environment during detention. A student who misses an assigned detention will receive two detentions: one detention as punishment for missing the initial detention and the original detention that should have been completed in the first place. Students who fail to report for either of the two detentions assigned will receive in-school suspension plus three (3) after school detentions. After assigned, failure to report for the three detentions will result in In-School Suspension.

Saturday detention may be employed when a student has accumulated three (3) or more after school detentions, or when regular after school detention appears ineffective in changing undesired student behavior.

Transportation to and from school for Saturday detention is the responsibility of the parent(s)/legal guardian(s). A bag lunch must be provided for the student by the parent(s)/legal guardian(s) as a 30 minute lunch period will be available during the Saturday detention.

Saturday detention will be used sparingly. Parent(s)/legal guardian(s) are reminded that it is not the school's choice to take free time from students when they make poor behavioral choices, but that it is the student's choice to exercise self-discipline and to follow the Student Handbook rules that benefits all.

### CONSEQUENCES

All student misconduct is subject to one or more of the following consequences:

Warning, parent notification, parent conference, 1-hour detention, multiple days of detention, 1-10 days of in-school suspension, 1-10 days of out of school suspension, Saturday detention, police notification, fines, restitution, expulsion, and alternative education.

The Canton Administration will make every attempt to be fair and consistent when assigning consequences for student misconduct.

#### **Special Note:**

**Physical altercations that results in the intentional harm of another student will result in a 5 days out of school suspension and 4 days in school suspension. The administration will also notify police of the incident and explain to parents their legal rights in regards to pressing criminal charges.**

Below is a guideline for what consequences will follow certain infractions. Obviously, this is not an exclusive list, nor can every action result in the exact same consequence. Every attempt will be made to be as consistent as possible.

#### Inappropriate Language

- 2 Detentions
- 1 Day ISS per additional
- \* If directed at a teacher a 5-day suspension will result and potential disorderly conduct charges filed

#### Leaving School Without Permission

- 2 Days ISS

#### Public Displays of Affection

- warning
- 1 Detention
- 2 Detentions for each additional

#### Skippping Detention

- 2 Detentions
- 1 Day ISS for each additional

#### Skippping Class

- 1 Day ISS

#### Cell Phone Violation

- Phone turned over to office/parents pick-up
- 2 Detentions
- 3 Days ISS

#### Horseplay

- 2 Detentions
- 1 Day ISS

#### Cheating

- Warning
- 2 Detentions
- 1 Day ISS

#### Refusal To Do Work

- 1 Detention
- 2 Detentions

#### Sleeping In Class

- 1 Detention
- 2 Detentions

#### Tardiness

- 1 Detention

#### Bullying

- Warning Issues
- Student Intervention
- Parent Meeting
- 2 Days ISS
- OSS / Alternative Education

#### Inappropriate Touching

- 2 Days ISS
- 3 Days OSS
- 5 Days OSS

#### Physical Altercation

- 1-10 Days of ISS/OSS
- \*Potential Charges Filed

#### Video Recording/Posting of Physical Altercations

- 1-10 Days of ISS/OSS

#### **ASSEMBLY CONDUCT**

Students are required to maintain the high level of behavioral excellence which has existed over the years at Canton High School. All rules and regulations that apply to a normal school day are in effect for any assembly periods. Students will leave from homeroom with their teacher when notified over the intercom. They are to proceed to the assembly in the auditorium or gymnasium (or other site of assembly) in an orderly procession, and sit in the designated area for their grade level. Students are to fill every seat as they enter their designated seating area. Mannerly behavior is to be exhibited at all times. The proper sign of appreciation is applause, when appropriate.

#### **BACKPACKS/BOOK BAGS**

Backpacks/book bags and purses must remain in locker throughout the day.

#### **COMPUTER EQUIPMENT USE**

Students who tamper with and/or vandalize any computer equipment and/or associated peripherals such as disks, mouse pads, wiring, or electrical components will be subject to disciplinary action. A second offense will necessitate student removal from the class. Students accessing the hard drives by bypassing coded passwords will be removed from the class on the first offense. Any damages to the computer equipment and/or peripherals will be the financial responsibility of the student/parent(s)/legal guardian; monetary compensation to the school district will include equipment, labor, parts, materials, and any necessary transportation of the equipment for servicing, transportation fee(s) for servicemen, or staff labor costs to reprogram computer software into a machine(s).

Headphones will be available for the students to use. Also provided will be the supplies needed to clean the headphones. These headphones are shared by students. Students are encouraged to use the cleaning supplies available before each use.

The "Rules and Code of Ethics Agreement For Student Network and Internet Users" requires completion and must be on file at school prior to a student's use of any computer equipment at CASD. The "AGREEMENT" possesses a student and parental signature page which must be completed and returned, and follows: Infraction

#### **CANTON AREA SCHOOL DISTRICT**

##### **ACCEPTABLE USE OF INTERNET**

For complete details, see School Board Policy No. 815

##### **PURPOSE**

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

##### **DELEGATION OF RESPONSIBILITY**

The district shall make every effort to ensure that this resource is used responsibly by students and staff.

Administrators, teachers and staff have professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet.

The building administrator shall have the authority to determine what inappropriate use is.

Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks, or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of students.

##### **GUIDELINES**

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.

3. Non-work or non-school related work during the school day
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.
10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using of unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting of personal communications in a public forum without the original author's prior consent.

#### **SECURITY**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to other students
2. Users are not to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damages to files of data belonging to others; copyright violations; and thefts of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses

#### **COPYRIGHT**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

#### **SAFETY**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access by students to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.
6. Students are to be advised that logs of their online actions may be released to State, Local and Federal Authorities as required by law.
7. All Internet activity is being monitored.

### **DRIVING**

Each student is required to complete a form requesting motor vehicle permit privileges on school property. This form must be completed and submitted, signed by the parent or legal guardian, to the High School Office. Additionally, the student must present proof of insurance and a valid registration before receiving permission to operate a vehicle on school property. All students who receive permission to operate a motor vehicle on school property will be given a parking permit. These permits are to be hung from the front windshield mirror. Use of the permit is required only when parking in the school parking lot. This will help to identify those vehicles authorized to park in the school parking lot and identify vehicles that may need to be moved. Students will be given the first two weeks of school to submit all paperwork and receive their permits. No student(s) is permitted in or to sit on his/her vehicle during lunch and may reenter his/her vehicle at the close of classes. Any student who does not display a parking permit will lose his/her motor vehicle permit privileges. Excessive tardiness to school will result in loss of motor vehicle permit privileges for a student. Cost for parking permit will be \$10.00 per permit. Lost permits must be replaced and will cost \$2.00 per permit. Permits are not transferable.

### **STUDENT DRIVER REGULATIONS**

The following are requirements of students that wish to exercise the privilege of operating a motor vehicle for parking on school property:

1. Fill out and return a required motor vehicle permit form, available through the High School Principal's office, with \$10.00.
2. Hang the parking permit(s) on the vehicle(s) windshield mirror.
3. Student drivers are to access the school parking lot via Union Street when arriving to and leaving from school. No student traffic is to occur in the front of the school using Main Street.
4. Park only in designated areas of the parking lot in appropriate positions (not blocking other vehicles).
5. Drive in a safe and courteous manner, and obey all state and local vehicle laws including fastening seat belts, no passengers in the back of pick-up trucks, etc.
6. Report any and all incidents occurring on school property including physical contact with other motor vehicles and/or pedestrians to school; authorities regardless of severity within 24 hours.
7. Obey directions of person(s) on duty.
8. Citations will be issued for violations of rules. The procedure is:
  - 1st violation: Warning may be given (depending on severity) with letter to the parent/legal guardian and local law enforcement authorities;
  - 2nd violation: Suspension of motor vehicle permit for one week;
  - 3rd violation: Revocation of motor vehicle permit privileges for the remainder of the school year.
9. **SEARCH POLICY:** Any vehicle parked on CASD property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without warrant and for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the vehicle will not be permitted to be moved from the premises during the reasonable duration of the search. Student willful lack of adherence to these may lead to the towing of the vehicle at the owner/driver's expense.

### **HALL PASSES**

Students are not permitted in the halls during class periods, unless they are accompanied by a teacher or have a hall pass from an authorized staff member. Teachers will write passes on the appropriate day for permission to be in the hall. This includes restroom, library, drinking fountain, lockers etc. Students leaving class claiming to be ill are required to report to the nurse. This includes restroom use. Other destinations are unacceptable and will reflect as infractions of attendance (skipping/truant). All teachers will maintain a daily log of pass use, and students are required to complete the log prior to pass use. Students will not be permitted to leave a regular scheduled class to attend another scheduled class without permission from the office.

### **SOLICITATIONS**

Outside organizations are not permitted to solicit funds or donations in the Canton Junior-Senior High School.

### **LOCKERS**

NOTICE TO ALL STUDENTS: STUDENT LOCKERS ARE SCHOOL PROPERTY AND REMAIN, AT ALL TIMES, THE PROPERTY OF THE SCHOOL; HOWEVER, STUDENTS ARE EXPECTED TO ASSUME FULL RESPONSIBILITY FOR THE SECURITY OF THEIR LOCKERS. PERIODIC GENERAL INSPECTIONS OF LOCKERS MAY BE CONDUCTED BY SCHOOL AUTHORITIES AND/OR LAW ENFORCEMENT OFFICERS (INCLUDING THE USE OF TRAINED DOGS). THESE INSPECTIONS/SEARCHES WILL BE CONDUCTED REGARDLESS OF ANY INDIVIDUALIZED SUSPICION AND MAY OCCUR WITHOUT NOTICE, WITHOUT STUDENT CONSENT OR WITHOUT A SEARCH WARRANT. THE EXPECTATION OF PRIVACY IN A SCHOOL LOCKER IS UNREASONABLE AND SHOULD NOT BE EXPECTED BY ANY STUDENT.

Each student will be given a hall locker for his/her books and personal belongings. Students are expected to carry materials needed for several classes to eliminate the need to visit their locker in between every period. If students experience problems that involve stolen items or other valuables taken from a locker, it will be pursued as theft. Parents will be directed to contact the local police. Students are not permitted to share lockers nor store their books in locker(s) of other student(s). Do not leave valuables in your locker!!!! The school district and employees will not be responsible for missing items.

No food or drink is to be stored in the student's locker. Open containers of drink will be prohibited in lockers and hallways. All food and drink will be consumed in the cafeteria, unless prior approval is given by the office to support a class with a curricular matter.

#### **VALUABLES**

Students are cautioned not to bring large amounts of money or any other valuables to school. STUDENTS, not the school, are responsible for their personal property. If it is necessary to bring more money to school than needed to pay for lunch, leave it with your homeroom teacher or in the Principal's Office for safe keeping. DO NOT LEAVE IT IN YOUR LOCKER.

#### **SEXUAL HARASSMENT**

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal.

Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching.

Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises.

Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks --winking, lip licking, or suggestive body movements.

Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible.

While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive.

The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

#### **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not permitted. Students will be subject to disciplinary action. Hand holding is the only display of affection permitted.

#### **SUBSTITUTE/GUEST TEACHERS**

Substitute/guest teachers are recognized as having the same authority over students as regular members of the faculty since they must be certified by the Commonwealth and approved by the Board to work in the district. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the faculty. It is readily understood that substitute teachers face out-of-the-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Therefore, a student's total cooperation is required. Student teachers are similar to substitute teachers, but are supervised by the regular classroom teacher. The authority of a student teacher is substantiated by the regular teacher of that classroom.

#### **TELEPHONE**

You will use the pay phone in the main lobby for all personal telephone calls before school, after school and during lunch. The telephones in the Main Office, Principal's Office, Guidance Office or Nurse's Office are to be used only in case of emergency or if you are making the call for school business. Forgetting your books or homework is not an emergency.

#### **CELL PHONE POLICY**

**Students are discouraged from bringing cell phones to school. However, if cell phones need to be brought to school here are the expectations:**

**Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM – 3:25 PM. Phones are to be turned off and placed in lockers during this time.**

The following consequences will happen should students not adhere to the above policy.

1<sup>st</sup> Offense – The phone will be taken by a staff member and handed into the office. (The phone will be returned to the parent/guardian of the student when the parent/guardian comes to the school to retrieve it.)

2<sup>nd</sup> Offense – The phone will be taken by a staff member and handed into the office. (The phone will be returned to the parent/guardian of the student when the parent/guardian comes to the school to retrieve it.) The student will be assigned 2 days of detention.

3<sup>rd</sup> Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned. The student will be assigned 3 days of ISS.

It is expected that when a student is found with a cell phone, full cooperation will be displayed to the staff member requesting the phone from the student. Failure to cooperate will result in additional consequences.

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests and Keystone exams.

These rules and policies apply to the administration of both the Keystone Exams and the PSSA.

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Thus, school districts and schools should do the following:

- \* Inform parents and students before testing that cell phones are not allowed during the test administration;

- \* Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score;

- \* Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;

- \* Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised; and

- \* Inform parents and students that any items on an assessment that have been compromised, and can no longer be used will have to be replaced, and **the parents and students** may be responsible for the cost of replacement.

#### WEAPONS

"Weapon" shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, laser pointer, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury.

Anyone possessing a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school will be subject to the School Board Policy in force at that time.

#### USE OF TOBACCO

"USE OF TOBACCO" is an established health hazard. The Canton Jr. Sr. High School is a tobacco free campus. Smoking or smokeless tobacco is not permitted anytime. Lighters are also not permitted. Student use of tobacco presents a health risk for those students with respiratory problems, is a clear and present fire/safety danger to all who must live and work in the building, and is a sanitary/custodial problem. Therefore the following three levels have been installed.

##### 1. 1st Offense:

- a. In-School Suspension (ISS). A student will be assigned for a minimum of 3 days; and
- b. A \$50.00 fine, plus court costs, and
- c. Referral to the SAP team who will require the successful completion of a tobacco education program. Failure to complete the tobacco education program as defined and required by the SAP Team will result in the student receiving an additional 3 days of In-School Suspension.

##### 2. 2nd Offense:

- a. In-School Suspension (ISS). A student will be assigned for a minimum of 6 days, and
- b. A \$200.00 fine, plus court costs.
- c. Option of the SAP team to require another tobacco education program.

##### 3. 3rd Offense or Subsequent Offenses:

- a. A 5 day Out-Of-School Suspension (OSS) followed by a 5 day In-School Suspension (ISS), and
- b. A \$200.00 fine plus court costs, and
- c. A possible expulsion from school.

### **GRIEVANCE POLICY**

The Canton Area School Board and its employees will recognize the complaints and appeal procedures of individuals and groups so long as they are made in accordance to the procedures established by the Canton Area School Board.

The individual student should first make the complaint known to the staff member most closely involved, or if none is identifiable, should attempt to contact the guidance counselor and resolve the issue informally and directly.

The complaint may then be submitted in turn to the building Principal, the Superintendent, and finally the Board of Education.

At each step beyond the first, the school authorities hearing the complaint may call in the student's parent/guardian. The student may seek the help of a parent/guardian at any step in the complaint process.

### **TRANSPORTATION BUS CONDUCT**

Safety on the school bus is not solely the responsibility of the school administration and the bus driver. It requires the constant support and attention by pupils, parents, and school personnel. The following information is to clarify parental and pupil responsibility in contributing to the safety of the school transportation program. Parents should study with the pupil this list of transportation regulations. Obeying these requirements should be stressed to the pupil for his/her own safety as well as all other students riding the bus. Habits of punctuality and proper behavior in waiting for and riding the bus can never be over-emphasized.

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver; his first concern is for your safety. He is authorized to enforce safety standards and determine the degree of talking and activity permissible. If directed to report to the principal, do so promptly.
3. Be at the stop five minutes ahead of time. Wait for up to 15 minutes.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line. Stay clear of the bus until it comes to a complete stop.
6. Smaller children may be required to board first.
7. Your bus driver has a schedule to keep. If you are not at the bus stop, he can't wait for you.
8. Go up or down the steps one at a time. Always use the hand rails.
9. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand or move around in a moving school bus.
10. Place books or parcels on your lap. Keep aisle clear. Your legs and feet are to be placed in front of you with your feet flat on the floor. Your legs or feet are not to be in the aisle or propped up on the adjacent seat. Fines levied to the driver will be passed on to the party/parties causing the fine.
11. Loud talking and confusion distracts the driver and creates a safety risk. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains.
12. No pushing or crowding since this may cause an accident. Students may not light matches or lighters on the bus, and they may not bring laser pointers, water pistols or any spraying devices onto the bus.
13. Windows and ceiling vents will not be opened unless the driver directs them to be opened.
14. Keep arms, hands, feet, legs and head inside the bus.
15. Throwing objects inside or out of the bus is prohibited.
16. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
17. The bus is not a playground. Wrestling and horseplay are prohibited. Skateboards are prohibited.
18. No Alcohol or tobacco products are permitted. Only beverage cans (unopened) allowed on the bus. No re-sealable plastic, glass, etc. containers permitted.
19. Remain seated until the bus has come to a complete stop.
20. Help your driver to keep the bus clean and in good shape. Prohibited activities include: eating on the bus, writing on the seat backs, or throwing things on the floor. Compensation for damages or clean-up will be charged to the students.
21. After you leave the bus, go directly to your assigned place or home.
22. You must bring a note from your parent/legal guardian for the school administration every time you are to get off the bus at a stop other than your own or to ride a bus to which you are not regularly assigned. The note must be approved and signed by the Principal/stamped in the office.
23. Upon arriving at school, all bus students are required to report directly into the high school building. No students are permitted to walk around the outside of the building. Also, school regulations prohibit any transported student from leaving the school grounds after he/she has arrived at the school. Remain in school until the close of school. Violators will be referred to the administration and subject to disciplinary action.
24. Dangling key chains, ropes, strings, stuffed animals, etc. attached to the outside of the permitted backpacks/ book bags are prohibited. In short, nothing that has the potential of hitting someone when the backpack/book bag is in motion creating a safety hazard will be permitted on district transportation vehicles.



The driver shall be in full charge of the school bus at all times and shall be held responsible for the orderly conduct and safety of the pupils transported. A pupil will be excluded from the bus for disciplinary reasons by the principal or his designee, and his parents shall provide transportation to and from school during the period of exclusion. Refusal to respect the authority of the school bus driver or displaying disorderly conduct shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district. Likewise, legal action may be taken against the student. Typically, a student violating bus rules would experience either a warning or up to a 2-week bus suspension on a first offense depending upon infraction severity. A second incident of bus rule infraction will earn up to a 2 or 4-week suspension of bus transportation privileges while a 3rd or 4th offense will earn student removal from bus transportation or be assigned an alternative form of transportation as assigned by the school district for the remainder of the school year. Incidents occurring from May 1st through the remainder of the school year will be carried over to the next school year.

Information or questions concerning transportation should be directed to the Business Manager at 673-3191. Questions concerning the day-to-day operation of the bus should follow the following chain: 1. bus driver, 2. contractor, 3. dean of students, 4. business manager, 5. superintendent.

Any offenses received the last 30 days of the school year may count as the 1st offense of the following school year. Additional information applying to school bus transportation may be found in School Board Policy 810 (Bus Contractors/Drivers).

#### **STUDENT TRANSPORTATION TO AND FROM EVENTS**

Student participants in interscholastic athletics or co-curricular activities are expected to travel to and from events as teams. The following is school procedure students are required to follow.

There are two options:

1. Students travel to the event and from the event on transportation provided by the district.
2. Students travel to the event, and, with a note from the parent/legal guardian and signed by the principal, can be released to the parent/legal guardian in the presence of the school's coach, advisor, sponsor or administrator, to travel home.

#### **NTCC BUS RULES**

The NTCC (Vocational Education Option) description is contained in Section II of the Student Handbook. Provided are rules and excerpts from the NTCC introduction letter sent to students scheduled to attend NTCC.

A. All rules, as stated in the CHS Student Handbook, apply to our CHS students attending NTCC. This is in addition to NTCC operative procedures.

B. When attending NTCC, all students will ride district transportation. Seats may be assigned on the NTCC bus.

C. A student may drive if, he or she, has prior approval. Students are allowed to drive to NTCC only under the guidelines of Canton High School and NTCC. Parents: there is a signature form requiring the signatures of the NTCC Director, Administrator (CHS) and the parent/legal guardian. Tardiness resulting in missing the bus or willfully driving or riding to/from NTCC without proper authorization is a violation of the rules. Students who miss the bus for tardiness may have their parents/legal guardian telephoned to provide school-approved and supervised transportation to NTCC or they may be assigned in-school suspension. Students who willfully and persistently drive or ride to/from NTCC without appropriate permission will lose the privilege to attend NTCC.

D. The NTCC bus will leave Canton High School promptly at 11:15 am. We are scheduling one stop at the Leroy Store. Leroy area students must be visible and waiting so the bus driver will stop. No other stops will be added to the route. The NTCC bus will leave NTCC for the return trip at 2:30 p.m. with estimated arrival time of 3:10 p.m. Students will report directly to class or to lunch.

E. All students are required to exercise good conduct, manners and follow all Student Handbook guidelines while attending NTCC. NTCC attendance includes bus transportation rules.

F. Due to the increased security the only doors that are open to students and the public are the front and back main lobby doors. All NTCC students upon their return to CHS will report directly to class or lunch.

G. Poor behavior, poor attendance, etc. will jeopardize the privilege of attending NTCC. **PLEASE NOTE:** Past poor behavior (by a few) is in need of correction. While only a few disrupt, the notice goes out to all. Students who cannot exercise self-discipline, use appropriate language, follow directions of the bus driver, and abide by the rules will be removed from the NTCC program and returned to a CHS schedule. Legal action may be taken when appropriate (i.e. disorderly conduct). Education is a team effort, with student motivation and desire central to gaining the most out of this opportunity. It is our hope that each and every student puts forth the effort and displays the desire to achieve his career goals. Remember, you represent your school, your family and yourself while attending NTCC. Carry and conduct yourself with pride and employ self-discipline at all times.

#### CANTON AREA SCHOOL DISTRICT CHAIN OF COMMAND

The Canton Area School District is committed to listening to suggestions, answering questions and addressing concerns, complaints or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child's work, please do not hesitate to call. District contacts, phone numbers and email addresses are listed on the following page.

<b>Concern</b>	<b>Step #1</b>	<b>Step #2</b>	<b>Step #3</b>	<b>Step #4</b>
<b>Athletics</b>	Head Coach	Athletic Director	High School Principal	Superintendent
<b>Budget</b>	Business Manager	Superintendent		
<b>Community Use of Buildings/Athletic Fields</b>	Principal	Business Manager	Superintendent	
<b>Curriculum</b>	Teacher	Principal	Superintendent	
<b>Medical</b>	School Nurse	Principal	Superintendent	
<b>Difficulty in School</b>	Teacher	Principal/Special Education Supervisor	Superintendent	
<b>Special Education</b>	Special Education Teacher	Principal	Superintendent	
<b>Transportation</b>	Bus Driver	Building Principal	Business Office	Superintendent

**Note:** In any of the above instances, should you not agree with a decision or have further concerns about a district decision, feel free to contact your school board representative for further discussion.