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# FOREWORD

This student handbook was developed to provide specific information about certain Board policies, procedures and to answer many of the commonly asked questions parents may have during the school year. This handbook replaces all prior handbooks and other written material on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of May, 2011. Any changes to policies or administrative guidelines changed after May, 2011, the language in the most current policy or administrative guidelines prevails. Current Board policies and administrative guidelines are available on our District web site.

## General Information for Students and Families

### DIRECTORY

#### BOARD OF EDUCATION

Dave Brothers	208 45th St. S.W. Canton, OH 44706	484-1775
Scott Hamilton	4374 Sandy Ave. S.E. Canton, OH 44707	484-3330
John Mariol	1728 Bywood St. S.E. Canton, OH 44707	484-0102
John Martin	4340 Sandy Ave. S.E. Canton, OH 44707	484-7663
Craig Strasser	4519 Baker St. S.E. East Canton, OH 44730	488-2859

#### DISTRICT FACILITIES and OFFICIALS

<b>Superintendent</b>	<b>Kim Redmond</b> 4526 Ridge Ave. S.E. Canton, OH 44707	<b>484-8010</b>
Administrative Assistants	Wendy Busnick Candy Vandeborne	484-8019 ext 714 ext 713
Treasurer	A. Michael Bichsel	484-8019 ext 703
Administrative Assistants	Jan Lyon Diana Storch	ext 704 ext 705
Director of Secondary Education	Nicki Howard	484-8019 ext 724
Director of Teaching & Learning	Mallory Floyd	484-8019 ext 719
Director of Transportation, Buildings & Grounds Secretary	Tim Ewing Susie Hein	484-8019 ext 706 ext 723
Director of Food Services	Bobbie Leahy	484-8019 ext 708
Director of Data, Technology & Testing	Dale Rush	484-8019 ext 711
Director of 21st Century Learning	Jay Moody	484-8019 ext 707
Director of Special Services Secretary	Lisa Rogers *located at CSHS Kelly Walters	484-8022 484-8022

#### Canton South High School

600 Faircrest St. S.E.  
Canton, OH 44707

Principal	Todd Osborn	484-8000
Secretary	Sandy Highman	ext 500
Secretary	Leann Chastain	ext 509
Associate Principal	Jeff Moore	484-8000
Athletic Director	Rick Campbell	484-8005
Secretary - Athl/Atten	Terri Collinsworth	484-8005
Athletic Trainer	Kristen Smith	484-8005
Guidance Counselors	Nicky Boyd Krista Hussar Barbara Tscholl	484-8000
Secretary	Lori Suarez	ext 508

#### Faircrest Memorial Middle School

616 Faircrest St. S.W.  
Canton, OH 44706

Principal	Gay Welker	484-8015
Assistant Principal	Nick Stepanovich	
Secretary	Sherry Laughlin	
Guidance Counselor	Sarah Rhoades	

#### Prairie College School

Canton Local Preschool 484-8025  
3021 Prairie College St. S.W.  
Canton, OH 44706

#### H.R. Walker Elementary School

3525 Sandy Ave. S.E.  
Canton, OH 44707

Principal	Chris Noll	484-8020
Assistant Principal	Frank Kruger	
Secretary	Donna Brothers	
Home/School Liaison	Susan Wanner Cathy Whitehouse	



## PARENT/TEACHER ORGANIZATIONS and ADULT CLUBS

### Walker P.A.W.S.

Terrie Chastain 3060 Trump Ave. S.E. 488-0359  
President Canton, OH 44707

Arleen Hupp 327 - 37th St. S.W. 484-6468  
Vice President Canton, OH 44706

Monica Dickinson 416 - 39th St. S.W. 484-2631  
Secretary Canton, OH 44706

Chris Nadeau 701 Carnwise Ave. S.W. 232-1175  
Treasurer Canton, OH 44706

### Faircrest P.S.G.

Stefani Wolford 6841 Dueber Ave. S.W. 484-6816  
President East Sparta, OH 44626

### Canton South Academic Booster Club

Juanita Finley 5792 Briggie S.W. 806-4757  
President East Sparta, OH 44626

Lori Balsley 1885 Howenstine Dr. S.E. 484-0651  
Vice President East Sparta, OH 44626

Anna Mayle 2923 - 25th St. S.E. 484-0169  
Secretary Canton, OH 44707

### Canton South Band Boosters

Brenda Brand 3315 Forestdale Ave. S.W. 484-1996  
President Canton, OH 44706

Jeannette McKelley 2070 Howenstine Dr. S.E. 484-4290  
Vice President East Sparta, OH 44626

Christina Ricketts 1114 Carnwise St. S.W. 484-7816  
Secretary Canton, OH 44706

Bobbi Groves 5413 Haut St. S.W. 224-1617  
Treasurer Navarre, OH 44662

### Canton South Choir Boosters

Amy Stover-Thomas 4238 Shrine Place N.W. 806-2596  
President/Treasurer Canton, OH 44708

Christina Ricketts 1114 Carnwise St. S.W. 484-7816  
Secretary Canton, OH 44706

### Canton South Athletic Booster Club

Chris Scarpino 4525 Millport St. S.W. 484-1268  
President Canton, OH 44706

Sam Meers 1116 39th St. S.W. 484-6294  
Secretary Canton, OH 44706

Barb Cush 3515 Forestdale S.W. 484-1462  
Treasurer Canton, OH 44706

## SCHOOL STARTING/CLOSING TIMES

	Tardy Bell - Dismissal
H. R. Walker Elementary	8:30 AM - 3:00 PM
Faircrest Memorial Middle School	7:40 AM - 2:20 PM
Canton South High School	7:40 AM - 2:30 PM

## FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

## EMERGENCY SCHOOL CLOSING

Occasionally, emergency conditions (snow, power failures, etc.) make the closing of the schools imperative. During these situations, the district will attempt to contact households using **AlertNow**, a rapid phone calling system. Please note that school closing information will continue to be broadcast over WHBC (1480 AM or 94.1 FM) radio station and TV Channel 3 Instant School Alert System prior to 7:00 AM.

We encourage families to monitor the radio and television stations if they are uncertain of a school closing situation and they have not received **AlertNow** notification.

## CALAMITY DAYS FOR 2011-2012

It is important for parents and students to be aware of our procedure for the delay or cancellation of school.

Two-Hour Delay: Will be used on days in which we get bad weather, but the weather is moving through quickly. It will be a straight two-hour delay for all students across the district. Buses will arrive two hours later than normal, and school will begin exactly two hours later than normal. Students will be dismissed at the normal dismissal time.

School Closing: When Canton Local Schools are closed due to weather, we will use the following for athletics or other events.

- There will be no practices during the day
- Regularly scheduled evening practices and contests shall only happen at the jv/varsity level

In the interest of safety, any other decisions regarding athletics/events and calamity days will be decided by the Superintendent and/or Athletic Director. The district website will be updated throughout the day.

Whenever school is delayed or closed, our district website will have this notification on the homepage. Additionally, we notify student/staff homes by our AlertNow notification, **AlertNow**, a rapid phone calling system. Please be sure to notify your child's school office of any phone number changes that may occur. School closing information will continue to be broadcast over WHBC (1480 AM or 94.1 FM) radio station, cantonrep.com and Channel 3 Instant School Alert System television station prior to 7:00 AM. Please refer to any of these sources and refrain from calling the school phone numbers.

# SCHOOL/COMMUNITY COMMUNICATIONS

## BOARD OF EDUCATION

Regular meetings of the Board of Education are held the second Monday of each month at 7:30 PM, in the Board Room at 4526 Ridge Avenue S.E., or in one of the school buildings in the district. All meetings of the Board are open to the public.

## DISTRICT NEWSLETTER

Canton Local Schools publishes a district newsletter entitled Inside Canton Local Schools which is mailed to all area residents and businesses. Anyone not receiving this publication should contact Wendy Busnick at 484-8019, extension 714.

NOTE: If, for any reason, a parent or guardian objects to their child being photographed for inclusion in the printed or on-line district newsletter, or district sponsored website(s), they should send written notification to that effect to Director of Teaching and Learning, Canton Local Schools, 4526 Ridge Avenue S.E., Canton, Ohio 44707.

## VISITORS IN THE SCHOOLS

Parents, teachers from other schools, and salespersons are encouraged to make visitation requests in advance. Students from other schools who visit Canton Local Schools as a school-related activity must have their school principal call to approve the visitation. No student visitors will be permitted without prior administrative approval. All visitors are required to register at the Principal's Office before proceeding through a school building.

## USE OF SCHOOL FACILITIES

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible community organization and has been approved by the Building Principal. In some circumstances the Board reserves the right to override school use permission granted by the administration.

1. School buildings and school facilities may be used by parent-teacher groups and affiliates, booster clubs, school-sponsored organizations and other organizations recognized by the Board of Education as closely allied to the schools at no cost (except custodial or cafeteria fees and general usage fees).
2. Community service and other nonprofit groups within the township are permitted to use the school buildings and school facilities according to the adopted rate structure below. The first 3 hours are at these rates; additional hourly rates are half price:

	Community Service	Other Outside Groups
<b>P.C. School</b>		
Auditorium	\$12.00/hr	\$25.00/hr
Gym and Cafeteria	\$12.00/hr	\$25.00/hr
Kitchen	\$12.00/hr	\$25.00/hr
Individual Rooms	\$ 6.00/hr	\$12.00/hr
<b>Walker/Faircrest/C.S. Schools</b>		
Auditorium & Gym	\$20.00/hr	\$40.00/hr
Cafeteria	\$20.00/hr	\$40.00/hr
Kitchen	\$20.00/hr	\$40.00/hr
Individual Rooms	\$6.00/hr	\$12.00/hr

45th Street Property (Former YMCA)

Individual Rooms	\$12.00/hr
Pavilion (with use of building)	\$50.00 flat fee

Note: Varsity high school gymnasium and stadium - rented ONLY by Board approval.

3. Both school-affiliated and non-affiliated groups are subject to the following custodial and cafeteria service charges.
  - A. Any meeting that requires custodial service during or following the meeting beyond that which is available when the school building is normally open, or any meeting held on weekends will require a custodial service charge based on the current salary schedule (time-and-a-half rate) with a three hour minimum for each assigned employee.
  - B. Any meeting that requires the use of the kitchen facilities and a cafeteria employee, or any meeting held on weekends necessitating the use of the kitchen, will require a cafeteria service charge with a three-hour minimum for each assigned employee.
4. "Use of School Facilities" form must accompany any request for use of school facilities.
5. Users of facilities for large group events must secure liability insurance for the time they will be using the facility with limits of not less than Five Hundred Thousand Dollars (\$500,000) per person, One Million Dollars (\$1,000,000) per accident, and property damage limits of not less than One Hundred Thousand Dollars (\$100,000). Users must provide the Treasurer's Office with a Certificate of Insured prior to the reserved date.
6. Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
7. The user organization will indemnify the Board and will save the Board and the demised premises free and harmless from and against any and all claims, actions, damage, liability or expense occasioned by the act or neglect of the user organization or those claiming under the user organization or arising out of an accident causing death or personal injury or damage to any property.
8. Any request for the use of school building and facilities on Sundays must obtain prior approval of the Board of Education. Requests must be made in writing to the Superintendent who will present the request to the Board of Education for study and consideration at the next regular meeting. Allow ample time for processing of these requests. "Use of School Facilities" form should accompany the request.

# ADMITTANCE TO CANTON LOCAL SCHOOLS

## CANTON LOCAL PRESCHOOL AT PRAIRIE COLLEGE

This is a developmentally appropriate comprehensive preschool program for children 3 and 4 years old. Children must be 3 before August 1 or turning 5 after August 1. Half-day classes with morning and afternoon placements are offered five days a week. The fee is based on family income.

## ENTERING KINDERGARTEN OR FIRST GRADE

In accordance with the law, only those students who are legal residents of Canton Local School District are eligible to attend the schools within the district or be an approved open enrollment student.

## TO ENTER KINDERGARTEN

A student living in the Canton Local School District shall be five years old on or before August 1.

The successful completion of kindergarten, or its equivalent, is a mandatory requirement for admission to first grade.

All students who enter Canton Local Schools must present a birth certificate, proof of residency, custody papers if applicable, vaccination records, and a Social Security Card.

## IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or a waiver, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

Vaccines	Immunizations Requirements Fall 2011
<b>DTaP/DTP/DT</b>  Diphtheria, Tetanus, Pertussis	<b>Kindergarteners</b> - 5 doses of DTaP, DTP, DT, or any combination, if the 4th dose was administered prior to the 4th birthday. <b>Grades 1-12</b> - 3-4 doses of DTaP, DTP, DT or Td or any combination. <b>Grade 7-8</b> - 1 dose of Tdap or Td vaccine must be administered prior to entry.
<b>Polio</b>	<b>K-12</b> - 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the 3rd dose of either vaccine was administered prior to the 4th birthday.
<b>MMR</b>	<b>K-12</b> - 2 doses of MMR. Dose must be administered on or after the 1st birthday. The 2nd dose must be administered at least 28 days after dose 1.
<b>Hepatitis B</b>	<b>K-12</b> - 3 doses of hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before age 24 weeks.

<b>Varicella</b> (Chickenpox)	<b>K-1</b> 2 doses of varicella vaccine must be administered prior to entry <b>Grades 2-5</b> 1 dose of varicella vaccine must be administered on or after the 1st birthday.
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## COMPULSORY ATTENDANCE LAWS

The compulsory attendance laws of the State of Ohio (Revised Code, Section 3321.13) require that all children of the age six to eighteen attend school. Exceptions may be made to this law in case of extreme physical ailment.

## SCHEDULING AND ASSIGNMENT OF CLASSES

**Elementary level:** The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal.  
**Secondary level:** Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

## WORK PERMITS

To get a work permit a student must: (1) be between the ages of 14 and 18, (2) have a promise of a job, (3) complete the "Pledge of Employer" card obtained in the Attendance Office, (4) have the "Physician's Certificate" completed by the family doctor, and (5) have the "School Record" card completed by the High School Attendance Office.

## TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Canton Local Schools, the parent must notify the principal. School records shall be transferred within fourteen days to the new school district. (14 days is required by missing children laws.) Parents are encouraged to contact the building secretary for specific details.

## WITHDRAWAL FROM SCHOOL

No student under the age of 18 will be allowed to withdraw from school. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if she/he is under the age of 18.

## NONDISCRIMINATION POLICY

Canton Local School District hereby gives notice that it does not discriminate on the basis of race, color, national origin, sex, religion, handicap, or age in the educational programs or activities operated by the district. This district complies with state directives and with federal regulations for implementing Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. Nondiscrimination is practiced both in employment and in access of students to school programs. For further information contact the Director of Teaching and Learning, 484-8019, extension 719.

## SPECIAL EDUCATION

Special Education means specially designed instruction, at no cost to the parent, to meet the unique needs of a handicapped child.

Special Education Programs are provided for all children who have a handicapping disability. A disability in this instance means such conditions as: Hearing Impairments, Visual Impairments, Speech or Language Impairments, Learning Disabilities, Severe Emotional Disturbance, Multiple Disabilities, Mental Retardation, Other Health Impairments, Physical Impairments, Autism, Traumatic Brain Injury.

Every handicapped child in Ohio is entitled to services provided by the school district in which they reside. These services include: Evaluation services for all children birth through twenty one years of age. Diagnostic services for all children birth through twenty one years of age. Educational programs for children three through twenty one years of age. If you know of a child who has a disability or is at risk and NOT receiving service, please call the Canton Local Special Services Office at 330-484-8022.

## GIFTED EDUCATION POLICY

Canton Local Schools has a board policy and plan for the identification of gifted students in accordance with Ohio Revised Code and Ohio Administrative Code. Policies and procedures are in place that follow the State Department "Model Policies and Plan for the Identification of Children Who are Gifted." The district selects and administers testing instruments from the state-adopted list that allows appropriate screening and identification of children, including those who are culturally and linguistically diverse, children from low socioeconomic status, children with disabilities, and children for whom English is a second language.

Notification of gifted identification is sent to parents. The service which each identified student receives may vary. Information regarding the criteria for service is available by contacting Gifted Interventionist Melissa Kalb at 330-484-8020.

## RIGHTS OF HOMELESS PARENTS AND THEIR CHILDREN

You may be considered homeless if your family lives in any of the following situations:

- In a shelter, motel, vehicle, or campground
- On the street
- In an abandoned building, trailer, or other inadequate accommodations, or
- Doubled up with friends or relatives because you cannot find or afford housing

### Your child has the right to:

- Go to school, no matter where you live or how long you have lived there;
- Stay in the school that he or she was attending before becoming homeless or the school he or she last attended, if that is your choice and it is feasible;
- Enroll in school immediately, even if you do not have all the paperwork, such as your child's school or medical records;
- Access the same special programs and services that are provided to other children, including special education, migrant education and vocational education;

- Receive the same public education that is provided to other children, including preschool. *(Your child cannot be separated from the mainstream school environment because he or she is homeless. He or she cannot be segregated in a separate school, separate programs within a school or separate settings within a school.)*

If your child is assigned to a school not of your choosing, the school district must explain its decision in writing.

You have the right to appeal the district's decision regarding the school to which your child has been assigned. Your child has the right to go to the school of your choice while the dispute is being resolved.

The complete brochure from the Ohio Department of Education concerning A Parent's Guide to the Rights of Children and Youth Experiencing Homelessness is available at [www.cantonlocal.org](http://www.cantonlocal.org).

**Canton Local's Homeless Liaison Contact is Lisa Rogers, Director of Special Services at 330-484-8022.**

## HEALTH, SAFETY, AND EMERGENCY CARE

### EMERGENCY MEDICAL AUTHORIZATION

Annually the Board of Education shall, the first day of school or before, provide to the parent or legal guardian of every student an emergency medical authorization form. If a parent or guardian does not wish to give such written permission, it will be necessary to indicate in the proper place on the form the procedure that school authorities should follow in the event of a medical emergency involving the child.

Even if a parent or guardian gives written consent for emergency medical treatment, school authorities attempt to contact the parent or legal guardian before the treatment is given. Nothing in this section imposes liability on any school employee who, in good faith, attempts to comply with it.

### SICKNESS

If parents suspect their child is ill in the morning, the child should be kept home. If the child becomes ill at school, the parent will be called. The parent is expected to pick the child up at school and take him or her home for proper rest and care. No student will be released from school without proper parental permission. Students should be kept home for temperatures of 100 degrees or higher if throwing up or unexplained rash and should be fever free for 24 hours before returning to school. If under a physician's care and on medication for bacterial type infection, ie. strep throat, pink eye, the child must be given 24 hours of antibiotics before returning to school.

### EMERGENCY CARE AT SCHOOL

1. SLIGHT INJURIES - First aid will be administered and if necessary, parents will be notified.
2. SEVERE INJURIES - If injuries are severe, the child will be taken to the hospital indicated on the emergency form. An emergency vehicle shall be called to transport the injured to the hospital. Parents will be notified as soon as possible.

## CLINIC

Buildings are equipped with a Health Clinic to take care of minor first aid problems. A district school nurse (RN) spends some time in each building each week and is on-call in an emergency situation.

## ADMINISTERING PRESCRIPTION MEDICATIONS AT SCHOOL

Whenever possible, medication should be given by the parents at home. However, if the student must take medication during school hours, the Canton Local Board of Education has adopted the following policy that permits use of medications at school:

1. The "Authorization for Prescribed Medication or Treatment" form (see Appendix, page 21) must be completed by the child's physician and parent or guardian and approved by the school principal or his/her designee prior to medication being taken at school.
2. Medication must be brought to school by the parent in the dispensing pharmacy's original container bearing the name of the student, name of the drug, the dosage, and the time to be taken. Medication may not be delivered to school by the student.
3. The principal or his/her designee shall supervise the storage and dispensing of the students' medication which shall be kept in the school office.
4. A daily record will be kept by the person supervising the taking of the medication, which will include student's name, name of medication, dosage, and time and date given.
5. The Board or designee shall obtain and retain all parental requests and physician statements.
6. It is the responsibility of the parent/guardian to notify the school of any special instructions regarding emergency situations where immediate attention is required (e.g., acute reactions) or of any change in the use of the medication.
7. Medication must be conveyed to school directly by the parent or transported by transportation personnel at parental request. This should be arranged in advance. Medication MAY NOT be sent to school with a student.
8. Any unused medication unclaimed by the parent will be destroyed by school personnel within two weeks after the parent is notified or at the end of the school year.
9. Parents shall have sole responsibility to instruct their child to take their medication at the scheduled time.
10. Inhaler Law - those children with diagnosed asthma are permitted to carry the inhaler on their person at all times when instructed to do so by the physician. The doctor must include the instructions to carry the inhaler on the medication administration form.
11. Canton Local Diabetic Policy - We at Canton Local would like to ensure that all children have safe and healthy school years. Help the staff better care for your child with diabetes by doing the following:
  - A. Send times at which Blood Sugar is to be tested, testing supplies and snacks to school on the first day.
  - B. Send parameters to school of Blood Sugar (BS) ranges and actions to take if BS falls outside the safe range.
  - C. Provide a glucagon emergency kit and medication administration forms signed by parent and physician.
  - D. Provide insulin, syringes and supplies, in addition to all appropriate paperwork for medication administration, if ordered.
  - E. Provide at least three emergency phone numbers for parent contact.

F. If your child uses an insulin pump, please provide all of the above supplies and a physician's order for the maintenance dose and bolus dose on the medication authorization form.

\*\*After school activities/sporting events: Parents are to assume safe delivery of supplies to all after school activities. All of the above requests apply. If a parent/family member is not in attendance at the activity and in the event of an emergency situation, 911 will be called.

12. Canton Local Epi-Pen Procedure - Epi-pens for students will remain in the medication drawer in the office EXCEPT in the event of a field trip, at which time the epi-pen will travel with the student in the care of an adult. If the physician and parent/guardian feels that a student must carry an epi-pen with them at all times the following criteria must be met:
  - A. A physician signed Medication Administration form must be kept at school with specific orders to allow the student to carry the epi-pen on their person at all times.
  - B. Parent/Guardian must sign that they accept all responsibility for any events surrounding the use and/or misuse of this medication.

## NONPRESCRIPTION MEDICATION

1. The "Authorization for Nonprescribed Medication or Treatment" form (see Appendix, page 23) must be completed and signed by the parent.
2. Medication must be delivered to the school in the original container by the parent.

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pests, such as lice.

Specific diseases include: conjunctivitis (pinkeye), impetigo, chicken pox, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## CONTROL OF NONCASUAL CONTACT COMMUNICABLE DISEASES

In the case of noncasual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Any testing is subject to laws protecting confidentiality. Anyone with questions or concerns should contact the school nurse.

## **ATTENDANCE**

### **SCHOOL ATTENDANCE**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

### **EXCUSED ABSENCES**

All students are required to be in regular attendance except when excluded by law. The following reasons are recognized by Ohio Revised Code 3321.04 as being valid for absence from school:

- a. Personal illness
- b. Illness/Emergency in the family
- c. Quarantine of the home
- d. Death in the family
- e. Observance of religious holiday
- f. Emergencies which constitutes good/sufficient cause as deemed by principal/designee
- g. District approved family vacation/extra curricular activity
- h. Service as a Precinct Officer during Elections

All absences are subject to approval by the principal/designee.

### **FAMILY VACATION**

An excused absence for up to 5 days may be granted for those students who take a vacation with family/guardian. Parent/guardian must make prior arrangements with the principal and fill out the appropriate forms. Make-up work must be completed within number of corresponding days of the vacation. Vacation days will not be granted during EXAM week or during the week of State Mandated Assessment tests.

### **NOTIFICATION OF ABSENCE**

If a student is absent from school:

- a. Parent/guardian should notify the school BEFORE 8:30 AM of the reason.
- b. Required: A written note shall be submitted to the school upon the day of return or a direct phone call made to school personnel

documenting the reason for the excuse. No written excuses or direct phone calls will be accepted beyond the 3rd school day following the absence. The absence will then become unexcused.

c. Any doctor's excuse should be submitted within 3 days of the absence or it will not be accepted. Students with a chronic health condition, causing repeated absences, must submit to the school, a verification health statement from a registered physician each school year. If a health condition causes a student to be absent more than 10 days/year, the student must be seen by a physician to be considered "excused."

### **MEDICAL AND DENTAL APPOINTMENTS**

Parent/guardian notification must be given to the school to excuse a student for appointments. Medical note should accompany the student upon return. An appropriate amount of time will be granted when excusing a student to attend the appointment. If the absence exceeds 2 hours, the student will be marked as ½ day absent.

### **EXTRA-CURRICULAR ATTENDANCE**

Students must be in attendance for ½ day to participate in extracurricular activities, co-curricular activities, practices, and games on that school day.

### **MAKE-UP WORK POLICY**

Excused Absence: Students will be permitted the length of the absence plus one day

Unexcused Absence: Credit will not be assigned for missed work

Tests: Students will be required to take a missed test/exam the day the student returns to school. Special exemptions may be granted by the teacher.

### **ABSENCE/TARDY ARRIVAL AND DEPARTURE TIME**

- a. Students arriving after the tardy bell will be considered tardy and must receive a tardy pass from the office to enter class.
- b. Students arriving 2 hours after the starting time will be considered absent ½ day AM.
- c. Students leaving after 9:30 and remaining out will be considered absent all day.
- d. Students leaving after 11:30 and remaining out all day will be considered absent ½ day PM.

### **UNEXCUSED TARDY TO SCHOOL/CLASS PERIOD**

Beginning with the 4th tardy to school or class period, students will be issued a consequence by the building administrator. Repeated violations may be subject to more severe discipline.

### **UNEXCUSED ABSENCE**

Absence from school for one or more periods with knowledge or consent of parent but does not meet the school requirement for a school excused absence is considered unexcused. Students who are deemed unexcused will receive no credit for work that is missed.

### **SKIPPED CLASS/PERIOD**

A skipped class or part of the school day is considered truancy. The student will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

## TRUANCY

An unauthorized absence from school for one or more periods without the knowledge or consent of parents/guardians or school officials is considered truancy. Students who are truant will receive no credit for work that is missed. The student will also be subject to disciplinary action.

## CHRONIC TRUANCY

The state of Ohio requires all school districts to charge students and parents with truancy when a student accumulates the following absences without valid excuses:

- a. 15 or more days in a school year
- b. 10 or more days in one month
- c. 7 or more consecutive school days

## EXCESSIVE ABSENCE

Chronic absenteeism/tardiness is disruptive to your child's education and this loss of educational time could result in your child failing a class. A student is considered to be **excessively absent if missing more than 10 days/year**. This includes excused and unexcused absences.

The building principal may require a medical excuse from a physician, stating that the student is too sick to attend school. The school reserves the right to require additional documentation from the physician substantiating the medical excuse.

## INTERVENTION OPTIONS FOR EXCESSIVE ABSENCE/TRUANCY

- a) Mandatory parent conferences with school personnel when a student accumulates 10 absences /class periods. (School sponsored activities are not to be considered for this calculation.)
- b) Assignment to an alternative placement within the school
- c) The Bureau of Motor Vehicle notified to invalidate an Ohio Driver's License.
- d) Truancy Mediation with a building administrator, a court appointed mediator, a parent/guardian and the student.
- e) At all grade levels, excessive unexcused absences and/or truanancies may result in referral of the student/parent to Family Court.

## HOMEBOUND INSTRUCTION

The school may arrange for home instruction for students who are unable to attend school because of chronic illness or disability. Such arrangements should be made through the Office of Special Services.

# CURRICULUM AND FEES

Canton Local Schools, as a district within the Stark County School System, offers a full course of study meeting all standards required by the Ohio Department of Education, the Stark County Board of Education and the Canton Local Board of Education.

## CARE OF SCHOOL-OWNED MATERIALS

Ohio Revised Code Section 3109.09 R.C., authorizes enforcement of fines or charges upon students for loss, damage, or destruction

of textbooks, school supplies, library replacement materials, school apparatus, equipment, and tools. Unpaid fees are accumulated through grade 12; therefore, payment is required before a diploma is issued. The principal and/or treasurer shall assess the damage and invoice the parent or guardian after repair or replacement is made. Ohio law states that the parent/guardian is responsible for damages up to \$2,000 per incident.

1. All books, equipment, etc., issued to students are checked carefully before being issued to the student in order that damage or misuse can be pinpointed. It is required that books be kept covered at all times.
2. Where damage occurs and evidence shows that it was done accidentally and unintentionally, no attempt shall be made to collect for the damages.
3. Whenever practical, students should be expected to repair or otherwise correct any such damages as carving on furniture, writing on walls, etc.
4. Replacements of damaged properties shall not be for less than 50% of original value. Thus, total cost of replacement shall be borne equally by school and student.

## CONSUMABLE FEES

As per the Ohio Revised Code, Section 3313.642, the Canton Local Board of Education has approved the collection of fees for consumable supplies to be used during the 2011-2012 school year.

### Student fees for 2011-2012 are as follows:

Kindergarten	\$20
Grades 1-2	\$35
Grades 3-5	\$40
Grades 6-8	\$30

Please make all checks payable to **Canton Local Board of Education**. A receipt will be issued for all student payments. Target date for the completion of payment of fees will be September 30. High school course fees for second semester only courses will be due and payable from semester break through February. Parents may arrange a payment plan.

**\*\*Payment fee information for students approved for Free or Reduced Lunches please see page 12 - FREE OR REDUCED PRICE MEALS - DETERMINING ELIGIBILITY.**

## POLICY REGARDING THE ACCEPTANCE OF CHECKS FOR PAYMENT

Canton Local has an agreement with a company called checXchange to collect a fee for any "non-sufficient funds" checks written to the district. They utilize federal and state laws allowing the electronic recovery process of NSF checks. This results in a high rate of recovery at no cost to the district. The cost becomes the responsibility of those who wrote the NSF check with the electronic recovery of the face amount of the check and the state fee from the bad check writer's bank account.

Canton Local will gladly accept checks. However, the check writer does authorize us to collect a fee through an electronic fund transfer from the check writer's account IF the payment is returned unpaid.

## REPORTING STUDENT PROGRESS

### PHILOSOPHY OF ASSESSMENT

The Canton Local School District believes that the process of assessment should be continuous and assist the teacher in developing insight into the student's skills, achievements, attitudes, and interests. Recognizing that all students are individuals with different styles and rates of learning, assessments should be multiple and diverse to evaluate student achievement as related to learning goals.

The Canton Local School District supports standards based grading policies and practices. Grading and assessment practices are to reflect evidence of students' level of mastery of the learning goals.

#### Purposes of Grading

- A. to provide information to students and their families concerning the student's rate of progress and level of achievement in meeting learning goals
- B. to enable the elementary school to evaluate the readiness of students for appropriate program planning
- C. to encourage teachers to evaluate their instruction and guidance techniques
- D. to provide adequate and accurate records of student progress and achievement

#### Continuous Progress

The Board of Education recognizes that the personal, social, physical and educational growth of children will vary and that students should be learning in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board of Education that each student progress in a continuous pattern of achievement and growth in harmony with his/her readiness. District practices related to promotion, acceleration, placement, and retention will be based upon board policies and guidelines - 2110 and 5410.

### Symbols and Marking Key Options

#### GRADE STANDARD

- A** Student demonstrates depth of understanding of skills or concepts and independently and consistently applies them in different contexts.
- B** Student is proficient in meeting grade level skills or concepts.
- C** Student shows a developing understanding of the concepts or skills; assistance required from teacher/peers/parents.
- D** Student shows little understanding of the concepts or skills; cannot complete the task independently.
- I/F** Insufficient evidence to determine the learning.
- A Pass/Fail option is available for some high school courses.
  - Life skills non-academic areas, such as attendance, behavior and work habits will also be reported on progress reports.

### PARENT/TEACHER CONFERENCES/VISITATIONS

The schools welcome opportunities for conferences with parents. Day and/or evening conferences are regularly scheduled each year. Parents are also encouraged to visit during the school day. Please make appointments and stop in the Main Office when arriving for a visit.

## HOMEWORK

Properly directed homework helps develop study habits and provides extra time and practice to master important skills. Parents' most significant role is to emphasize self-discipline and the necessity of completing all homework carefully and on time. Contact your child's teacher if you have specific questions.

## TEACHER QUALIFICATIONS

As a parent of a student at Canton Local, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers, and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child, and if they do, their qualifications.

If you would like to receive any of this information, please call your building principal.

## PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found in the guidance office.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Building Principal. You will be given an appointment with the appropriate person to answer any questions and review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed if his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program.)

Consistent with PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Mallory Floyd, Director of Teaching and Learning at 330-484-8019 ext 719 to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U. S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov); and [PPRA@ED.Gov](mailto:PPRA@ED.Gov)

## STUDENT SUPPORT SERVICES

### FOOD SERVICE PROGRAM

Canton Local School District operates a school cafeteria in each of its four schools. As a participant in the National School Lunch Program, this is a nonprofit, self-supporting function within the schools and is not financed with local tax money.

The School Lunch Program is designed to provide a balanced noontime meal and is planned from the aspect of nutrition as well as taste appeal. The lunch program is seen as a part of the regular educational function of the school, and every opportunity to encourage students to learn about new foods, health, and etiquette is exercised.

The School Lunch Program is supported directly from three sources: the sale of lunches, commodity foods released by the United States Department of Agriculture to the State of Ohio for distribution to the schools, and state and federal reimbursements. The fact that lunches can be provided at a low cost is due to the low cost commodity foods and careful management within the school district. This district has been outstanding in its service to the students through the quality and quantity of lunches. Breakfast is available daily at all schools in the district. Students at all schools may purchase breakfast or lunch daily or prepay on their account by the week, month, or semester. Prepayment is strongly encouraged and saves time for parents, students, and staff.

Online access to lunch accounts is also available by using PayForIt.net (Web address: <https://www.payforit.net>). Parents may use this site to make online payments to their student's lunch account or to simply view the activity on the account. Registration to the site is necessary for payment or viewing account balances and requires a credit card. However, there is no charge to view account balances. PayForIt.net does charge a percentage of the transaction amount for credit card use. The web site also supports electronic check transactions for a flat fee of \$1.25 per transaction. These fees are charged by PayForIt.net for their services.

Elementary breakfast is \$1.25 and lunch, \$2.00. Middle school and high school breakfast is \$1.50. A regular lunch at the middle and high school is \$2.50. Extra milk is \$.50, and adult lunches are \$3.00 with out beverage. With beverage adult lunch cost is \$3.50.

### FREE OR REDUCED PRICE MEALS - DETERMINING ELIGIBILITY

Canton Local Schools will provide lunch and breakfast free of charge or at reduced price to students determined eligible by application from parent or by Direct Certification through the Department of Human Services. Reduced price for breakfast is \$.30 and lunch, \$.40.

Families who feel that their child(ren) may be eligible for free or reduced price lunches are invited to submit an application. Copies of the application form are given to kindergarten students when registering and are sent to each student grades 1-8 in elementary, middle and

high school. Additional copies may be obtained at any school office. The completed application, signed by an adult household member, should be sent to the Director of Food Services, 4526 Ridge Avenue S.E., Canton, Ohio 44707.

You will be notified of the status of your child(ren) within five (5) days of receipt of your application. All information provided on the application is held in confidence.

**Fee Payment Information** - Once a Free & Reduced Lunch Form has been submitted and approved for free or reduced lunch, a Fee Waiver Request Form will be sent home with the letter of approval. This form must be returned to the building secretary to have school fees waived. Students approved for free lunches will have 100% of their fees waived when the Fee Waiver Request Form is returned to the building secretary. If the student was approved for reduced lunches, students will receive a 20% reduction in fees when the Fee Waiver Request Form is returned to the building secretary.

Some costs do not qualify for a fee waiver, including cost for Dual Credit, Career Technical Association Dues, Uniforms, AP exams, PLAN, etc. Please check with your Guidance Counselor as needed.

## **POLICY REGARDING THE ACCEPTANCE OF CHECKS FOR PAYMENT - SEE PAGE 9 OF THIS HANDBOOK**

## **GUIDANCE AND COUNSELING SERVICES**

Counselors are available at all grade levels to help students with personal, educational, and career-technical issues. Students may make appointments to see a counselor by going to the Guidance Office before or after school and during their lunch periods.

## **LIBRARY SERVICES**

The library media center in each building is open throughout the school day. Fines for overdue materials accrue at the rate of five cents per day.

We are proud of our school libraries and try very hard to make good books available to our children. In the event that a student loses a borrowed library book, compensation will be requested for book replacement. If the book is found after payment has been made, families will keep the book and not receive a refund.

## **LOCKERS**

School lockers are supplied for student use and are the property of the Canton Local Board of Education. Therefore, lockers and the contents of lockers are subject to random search at any time with out regard to reasonable suspicion of violations of school rules or criminal statute. Student lockers may be inspected at any time to insure student health, safety, and welfare without the student's knowledge and/or presence. Random searches of lockers may include the assistance of dogs trained to detect the presence of drugs. Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education if there is a reasonable suspicion that the student is in violation of school rules. A search may also be conducted to protect the safety of others.

## **LOST AND FOUND**

A lost and found area is located in the Main Office of each Canton Local school building.

# **STUDENT CONDUCT CODE/DISCIPLINE**

## **STUDENT DRESS STANDARDS**

### **General Guidelines:**

- Clothing must be safe, neat, in good repair, in good taste and must be worn appropriately.
- Clothing intended for outside wear, including jackets and hats, may not be worn in the classroom.
- Clothing and jewelry bearing patches, drawings, or sayings (stated or implied) which refer to drugs, violence, weaponry, alcohol, tobacco, sex, obscenities, symbols of death, gangs, or cults or reflect discrimination, prejudice, bigotry, hatred are not permitted.
- Any student wearing clothing and/or accessories so extreme that it disrupts the orderly process of the school will be required to change his/her attire.
- Males may not wear earrings.
- No body or facial piercing(s) are permitted by males or females.
- Tattoos are not permitted to be visible and must be covered.
- Chain wallets are not permitted. Chain belts and large metallic chains worn as jewelry are not allowed.

### **Hair:**

- Hair for female students shall be neat and clean and shall not be worn covering the eyes.
- Hair for male students shall be neat and clean and shall not be worn covering the eyes, in a ponytail, or extending beyond the bottom of the regular shirt collar.
- Males shall be clean shaven at all times. Neatly trimmed mustaches, which do not extend below the lip line are acceptable. Side burns shall not extend more than one inch below the ear lobe. Beards are not permitted.
- Punk-look colored hair, wigs, and extreme hair styles are not permitted.
- Sweat bands, scarves and bandanas covering the hair are not permitted.

### **Clothing:**

- Bare midriffs and tube tops are not permitted.
- Sweat suits and sweat pants are not permitted at the middle school and high school.
- A blouse or other appropriate garment must be worn over a tank top, or tank top style sundress.
- Illustrated patches may not be worn unless they are for repair and are not in sharp contrast to the pants.
- Skirts, dresses and shorts must be no shorter than mid-thigh.
- Skirts, shorts and pants must be worn at the natural waistline. Undergarments must be covered by outerwear.
- Shorts shall meet the following criteria: no spandex, Speedo, or tight-fitting shorts are permitted.

If a student violates the Student Dress Standards, he or she will be required to change his or her attire. If this is not possible, in-school suspension will be assigned.

It is recommended that students attending all school-sponsored functions should be dressed in accordance with the policies as adopted by the Canton Local Board of Education.

Due to the fact that styles and fads change, it is impossible to anticipate and list all areas where a decision on "extreme" and "acceptable" will need to be made. The school administration and faculty, via Board of Education policy, has the responsibility of deciding in each individual case if a student's attire is in accordance with the policy.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-a likes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to seek appropriate testing through approved agency. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

### **2. Possession use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. Smoking clove cigarettes is also prohibited.

### **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity competition program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated. Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a

school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

### **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Pocket knives with a blade of less than two and one-half (2-1/2) inches are acceptable ONLY with the prior approval of the student's parents and teachers.

### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

### **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

### **8. Physically assaulting a staff member/student/person associated with the District.**

Acting to cause fear in another person or immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may be subject to expulsion.

### **9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the district.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

### **10. Misconduct against a school official or employee, or the**

**property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to harassment (of any type), vandalism, assault (verbal and or physical), and destruction of property.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

**14. Falsification of school work, identification, forgery**

Falsifying signature or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false ID's.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

**15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

**16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

**17. Possession and/or use of explosives and/or fireworks**

Possessing or use of any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to product a visible and/or audible effect by combustion, explosion, deflagration or detonation.

**18. Trespassing**

Although schools are public facilities, the law allows the Board to restrict

access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

**19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything valuable to school without prior authorization from the principal. The school is not responsible for personal property.

**20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school district, other students, employees or others and disregard for school property.

**22. Persistent absence or tardiness**

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

**23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

**24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

**25. Aiding or abetting violation of school rules**

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

**26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

**27. Possession of electronic equipment**

The School will supply any electronic equipment or device necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the principal. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

### **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

### **29. Violation of bus rules (see page 18)**

### **30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

### **31. Harassment and/or Aggressive Behavior (including Bullying and Cyberbullying)**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. "Bullying" is defined as a person causing mental or physical harm to a student AND sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student, involves the same student, more than once and is an intentional written, verbal, graphic or physical act. All complaints about bullying will be investigated promptly. Any student or staff member who is aware of aggressive behavior and/or bullying shall immediately report his/her concerns.

Conduct constituting sexual harassment may take different forms, including but not limited to, the following:

**A. Verbal:** The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats, or propositions toward a staff member, student, or other person associated with the District, or third parties.

**B. Nonverbal:** Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of offensive sexually suggestive or insulting gestures, sounds leering, whistling, and the like to or by a staff member, student or other person associated with the District, or third parties.

**C. Physical:** Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with or by a staff member, student, or other person associated with the District, or third parties. Such conduct constitutes sexual violence, and includes physical acts of aggression or force, or threat of aggression or force, which involves non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing, covering a person's intimate parts, intentional touching of a person's intimate parts, forcing a person to touch another person's intimate parts, or intentional attempted or actual removal of clothing covering a person's intimate parts or undergarments.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to the following:

**A. Verbal:** The making of offensive written or oral innuendoes, comments, jokes, insults, threats or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

**B. Nonverbal:** Placing offensive objects, pictures, or graphic

commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

**C. Physical:** Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student that believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator, Mallory Floyd at 330-484-8019 extension 719.

### **32. Hazing**

Performing any act or coercing another, including the victim, to perform any act of initiation into any class, team or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and /or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal, or other administrator; teacher; coach; student club advisor/supervisor and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

### **33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property.

### 36. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

### 37. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving, or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e. contributing to a fight verbally or through behavior.)

### 38. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

### 39. Possession of Pornography

Possessing sexually explicit material.

### 40. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

## “ZERO TOLERANCE” BEHAVIOR STATEMENT

No form of violence, disruptive or inappropriate behavior, nor excessive truancy, which is more than ten (10) days of unexcused absence, will be tolerated.

## OTHER PROHIBITED ACTIVITIES

### CHEMICAL ABUSE/DRUG-FREE SCHOOLS POLICIES

Canton Local School District rules reflect and support county, state, and federal laws related to this subject. All chemical abuse regulations are in effect:

1. On the school grounds during and immediately before or immediately after school hours.
2. On the school grounds at any other time when the school is being used by any school group.
3. Off the school grounds at a school-sponsored activity function or

event.

4. In school-owned vehicles.

The following procedures will be followed in dealing with chemical abuse or suspected chemical abuse:

#### 1. SALE or DISTRIBUTION

When the school finds that there is reasonable certainty to believe that a student has been selling or distributing drugs/alcohol during the school day and/or during school sponsored activities, on or off school property:

- A. The student will face an immediate ten school days out of school suspension; expulsion may be recommended following the review.
- B. The offense will be reported to proper law enforcement authorities.
- C. Any future offense of use or possession of drugs/alcohol will result in immediate suspension with recommendation for expulsion.

#### 2. USE or POSSESSION

When the school finds that there is a reasonable certainty to believe that a student has been using or has been in possession of drugs/alcohol:

- A. The student will face an immediate ten school days out of school suspension; expulsion may be recommended following the review.
- B. The offense will be reported to proper law enforcement authorities.
- C. While on suspension the principal or designee will meet with the student in question. The parent(s) and/or guardian(s) and selected school personnel may also be included. Prior to this meeting, information will be obtained from every possible source to formulate the best possible alternatives and develop a plan of action.
- D. Upon completion of an assessment and/or treatment as prescribed, early reentry may be considered.
- E. Any future offense of use or possession of drugs/alcohol will result in immediate suspension with recommendation for expulsion.

#### 3. SUSPECTED USE/ABUSE/DEPENDENCY

Teachers and staff members will be provided with specially prepared referral sheets with regard to a student suspected of use/abuse dependency. These referrals are to be directed to the school personnel responsible for chemical dependency concerns. When the quantity or nature of the referrals make action imperative, a meeting will be held with the student in question, parent(s) or guardian(s), selected staff members, and school personnel responsible for chemical dependency concerns. All of the gathered information will be shared with the student and family. A “no use” contract, professional assessment, or other appropriate treatment may be recommended. If the parent(s) and/or guardian(s) refuse assessment or treatment, school personnel will notify the student and parent(s) and/or guardian(s) that:

- A. Monitoring of the student's progress will be continued.
- B. If the school personnel should find that there is a reasonable certainty to believe that the student has been using, selling, or has been in possession of drugs/alcohol on school property, during the school day, or at school sponsored activities, then the “Use/Possession” provision will be followed.

#### COUNTERFEIT “LOOK-ALIKE” DRUGS

Ohio House Bill 535 on “look-alike” drugs prohibits making, selling and possessing counterfeit drugs and related tools. Statutes provide severe criminal penalties for the sale or possession of so-called “look-alike”

drugs, when sold as controlled substances falsely represented to be a different type of illegal drug.

Specifically, the laws deal with counterfeit controlled substances, which are defined in amended Section 2925.01 (P) of the Ohio Revised Code to mean any of the following:

1. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying mark.
2. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed, or distributed it.
3. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
4. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

Violation of counterfeit controlled substances laws can result in maximum fines ranging from \$1,000 to \$5,000 and a possible maximum prison term ranging from 6 months to 10 years. Students involved in any infractions dealing with counterfeit “look-alike” drugs will be subject to suspension/expulsion procedures and consequences and referral to law enforcement authorities as outlined elsewhere in Canton Local’s Chemical Abuse Policy.

## USE OF TOBACCO

Use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. The Board prohibits all possession or use of tobacco in any form by students in school buildings, on school grounds, on school buses and during the school day. Violation of the tobacco policy will result in a three days suspension on first offense; five days on second; ten days on third.

The Board also prohibits use of tobacco by staff members and visitors during any part of the regular educational program of the school and at any school-sponsored event.

## ACTIONS TO BE TAKEN IN RESPONSE TO VIOLATIONS OF THE SCHOOL CODE

Violations of the school code or of additional rules or decisions related to adopted policy may subject the student to disciplinary action which may include suspension or expulsion from school. Referrals will be made to the Superintendent when expulsion is to be considered. In that case a hearing involving the administration, parents and student will be held.

## DUE PROCESS FOR SUSPENSION

When a student is suspended, the following conditions exist: (1) Make-up work is the responsibility of the student; (2) The student may request permission from the building principal to make up unit tests or nine weeks tests; (3) The student is not permitted to attend after school functions in any of the schools in Canton Local School District.

Students have the right to appeal the suspension of the Superintendent

or his/her designee. Notification must be submitted in writing to the building principal and/or to the superintendent within three school days of the suspension for a hearing to be scheduled.

# TRANSPORTATION

## SCHOOL BUS TRANSPORTATION PHILOSOPHY

The Canton Local School District transports approximately 2,500 students over 1,200 miles of bus routes daily. It is the intention of the Canton Local Board of Education to make this service as safe, convenient and efficient as possible.

## RESPONSIBILITIES

### Drivers

The driver shall be responsible for the orderly conduct of the students. While on the bus the student is under the authority of and directly responsible to the bus driver. The bus driver has, by law, the right to assign seats to students on a temporary or permanent basis. Continued disorderly conduct or persistent refusals to submit to the authority of the driver shall be sufficient reason for refusing transportation service to any student. The driver shall keep a record of misconduct that occurs on the bus and follow the adopted guidelines. The driver shall submit the record of misconduct along with the bus conduct report to the Transportation Coordinator.

### Parents

Parents are responsible for the safety of students while going to and from pickup points, and shall assume the responsibility of students prior to pickup and after return to pickup points.

For safety, students should not wear clothing with drawstrings or bookbags with long straps that could become lodged in the bus handrail while exiting the bus.

Parents should have the student at the bus stop five (5) minutes prior to the scheduled bus arrival time. Buses will run within a 5 minute schedule except during emergency situations and inclement weather.

Parents should regard the matter of school bus discipline as extremely important. In accordance with state law, parents will be held fully responsible for any damage done to the bus by their children.

### Students

All students have duties and obligations which contribute to their safe and orderly bus riding. The student will:

1. Load and unload bus at the designated stop in an orderly manner.
2. Ride only the regularly assigned bus and unload at the regular stop—except under extenuating circumstances - when written permission by the parents is approved by the building principal prior to change.
3. Enter and leave the bus quickly. Delays may be holding up traffic and may disrupt the bus schedule.
4. Eating, drinking or littering—including gum chewing—are not permitted on the bus by state law.
5. Be quiet at railroad crossings and other places of danger as specified by the driver.
6. Not change seats while the bus is in motion.
7. Not throw objects while a passenger on the bus.
8. Not put any object or any part of their body outside the bus window.

9. Take the seat assigned them by the driver, or if not assigned a seat, go to the seats toward the rear of the bus. Students must take their seats at once and should always face the front of the bus.
10. The same behavior is expected on a school bus as in a classroom.
11. Cross the street at least ten (10) feet ahead of the bus and upon the signal of the driver. Never cross behind the bus out of view of the driver.
12. Students must share their seats with others and may be required to sit three in a seat when necessary.
13. Never sit in the driver's seat or tamper with the driver controls.
14. Students should hold their belongings or place them on the floor beneath their seat not in the aisle.
15. Animals, sharp objects, large school projects, explosives, laser pens, lighters, or other dangerous objects shall not be transported on a school bus.
16. Profane language or gestures will not be permitted on the bus.
17. Tobacco, alcohol and drugs will not be permitted on the bus.

## **BUS CONDUCT**

All regulations outlined in the STUDENT CODE OF CONDUCT (pages 12-18) also apply while the student is waiting for, riding or exiting from the bus.

## **BUS DISCIPLINE POLICY**

First Offense: A verbal warning is given by the school administrator and a conduct form is sent home to the parents. Parents are contacted if possible.

Second Offense, Third Offense and Fourth Offense: The second offense will be a three-day suspension from the bus. The third offense will be a five-day suspension from the bus. The fourth offense will be a ten-day suspension from the bus. Suspension applies to both morning and afternoon trips and does not include days when school is not in session. In addition, with each offense the parent or guardian is contacted and receives a conduct form.

Fifth Offense: The parent or guardian is contacted and receives a conduct form. The student is removed from the bus for the remainder of the semester.

Bus offenses are accumulative. Each offense can be for a different violation. NOTE: Other serious infractions not included in the Bus Discipline Policy could also result in disciplinary action, including suspension and expulsion.

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. However, the video camera does not supercede the authority of the bus driver to determine a student's behavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

Questions regarding a bus conduct violation should be directed to the district bus coordinator. Conferences can be arranged to discuss violations and discipline measures. Special transportation situations, as determined by School Board policy, are considered at these conferences.

## **STUDENTS WALKING TO SCHOOL**

Students normally transported to school by bus are NOT permitted to walk unless special permission is secured from the principal. Only in

emergency situations will permission be granted. Walking students are to leave school property at dismissal.

# **CO-CURRICULAR ACTIVITIES STUDENT CLUBS & ORGANIZATIONS**

## **ACADEMIC ELIGIBILITY**

In order to be eligible for any co-curricular, non-interscholastic extracurricular, or interscholastic extracurricular activity:

1. A student must have maintained at least a 1.0 grade point average on a 4.0 scale.
2. A student enrolling in grades 9-12 must pass a minimum of five one-credit courses or the equivalent, in the immediately preceding grading period.

## **Students enrolled in grades 7-8:**

1. A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must have received passing grades in 75% of those subjects carried the preceding grading period in which the student was enrolled, and
2. Those grades referenced in (1) must, when combined, be a total grade point average of at least 1.0 on a four-point (4.0) scale.

## **SCHOOL-SPONSORED SOCIAL ACTIVITIES**

These affairs are a part of the overall school program. All school regulations that apply during the regular school day likewise apply during all events, such as dances, plays, or athletic events.

Students below the ninth grade level are not permitted to attend any high school dance.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The School encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity.

## **STUDENT CONDUCT FOR CO-CURRICULAR ACTIVITIES**

A violation of any rules of the STUDENT CODE of CONDUCT during the individual's participation, on or off school grounds, may result in disciplinary action including removal from the co-curricular activity. Minor violations will result in: first offense - 5 days denial of participation; second offense - 10 days denial of participation; third offense - dismissal from that activity.

Major violations will result in: first offense - 10 days denial of participation; second offense - dismissal from activity. Any combination of two major violations or one major and one minor violation during one season will result in automatic dismissal from that activity.

### **PROMOTIONS AND SALES**

Any school group wishing to conduct a fund raising sale or promotion must have the approval of the building principal and district treasurer.

### **SCHOOL PARTIES**

All school-sponsored parties, held on or off school property, must have the permission of the building principal. School parties during the school day are limited to special occasions.

### **DISTRIBUTION OF PETITIONS AND PUBLICATIONS**

Students are asked to submit any form of communication to the building principal for approval. A two-week notice must be given prior to the publication date. Petitions, newspapers, and handbills are to be distributed only at designated times and places in order to prevent interference with the school program.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY AGREEMENT**

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and must sign and return the "Student Handbook/AUP Certification" form. Students eighteen (18) and over may sign their own forms.

Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, pornographic or harmful to minors. The Board also monitors on-line activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

There should be no expectation of privacy while using the district computers or network. The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

## **2011-2012 AT-A-GLANCE SCHOOL CALENDAR**

\*Go to [www.cantonlocal.org](http://www.cantonlocal.org) for complete school calendar that is continuously updated.

### AUGUST

23 Teacher Day-Convocation  
24 First Student Day Grades 1-9  
Kindergarten Orientation  
25 First Student Day Grades 10-12

### SEPTEMBER

5 Labor Day-No School

### OCTOBER

10 Selected Staff Inservice Day - No School

### NOVEMBER

24-28 Thanksgiving Break - No School

### DECEMBER

22 Christmas Break Begins - No School

### JANUARY

3 School Resumes  
13 Teacher Inservice - No School  
16 Martin Luther King Day - No School

### FEBRUARY

20 Presidents Day - No School

### MARCH

23 No School

### APRIL

2-6 Spring Recess - No School

### MAY

28 Memorial Day - No School  
31 Last Student Day

### JUNE

1 Teacher Day  
Calamity Day Make-Up Schedule:  
1st Day – Jan. 13, March 23, then June 1 –  
consecutive weekdays as needed

## **APPENDIX** (pages 21-24 )

*The prescribed/non prescribed medication authorization forms located on pages 21/24 are intended to be removed or photocopied and returned to the school at the appropriate time/s. These forms are also available on our website at [www.cantonlocal.org](http://www.cantonlocal.org).*

# AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT

## Physician to complete top portion:

Name of Student \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Name of medication \_\_\_\_\_ Dosage \_\_\_\_\_

Times at which the medication is to be administered \_\_\_\_\_

Administration of medication to begin (date) \_\_\_\_\_ and end (date) \_\_\_\_\_

Adverse reactions that should be reported to the physician \_\_\_\_\_

\_\_\_\_\_

Special instructions for administration of the drug, including sterile conditions and storage \_\_\_\_\_

\_\_\_\_\_

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

Physician's Phone Number \_\_\_\_\_

## Parent/Guardian to complete bottom portion:

I am requesting permission for my child to: (check all that apply)

\_\_\_\_\_ use or receive prescribed medication

\_\_\_\_\_ self-administer prescribed medication in my presence or that of an authorized staff member

\_\_\_\_\_ Inhaler may be carried with the student

Canton Local Health Counselors have permission to contact my child's physician regarding questions/concerns related to medication administration.

Medication **MUST** be in its original prescription bottle, labeled with the date of prescription, student's name and exact dosage to be administered. Any change in the information provided by the physician shall require a new consent form and a new original prescription bottle of medication properly labeled. **Parent/Guardian will assume safe delivery of medication to the school.**

I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability for damages or injury resulting directly or indirectly from this authorization.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_





