



CANTON SOUTH HIGH SCHOOL

600 Faircrest St. SE
Canton, OH 44707
Phone: (330) 484-8000



Wildcat Pride

We consistently demonstrate respect.

We are responsible for what we do.

We consider our actions and choose to excel.

This is our legacy!



Student Procedure Booklet 2011-2012

Principal	Todd Osborn	484-8000
Assistant Principal	Jeff Moore	484-8005
Athletic Director	Rick Campbell	484-8005
Career Tech Director	Nicki Howard	484-8010
Counselors	Nicole Boyd (A-G)	484-8000
	Krista Hussar (H-Q)	
	Barbara Tscholl (R-Z)	
Attendance Office	(Call in absences)	484-8005

This procedure booklet belongs to:

Name _____ Grade: _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

Bell Schedules

Regular Daily Schedule

7:36 Warning Bell

Bell

1	7:40 - 8:24	44
2	8:28 - 9:12	44
3	9:16 -10:00	44
4a	10:04 -10:32	28
4b	10:35 -11:03	28
5a	11:07 -11:35	28
5b	11:38 -12:06	28
6a	12:10 -12:38	28
6b	12:42 -12:54	12
7	12:58 - 1:42	44
8	1:46 - 2:30	44

Testing Schedule

7:36 Warning

7:40 – 10:00 Testing

1	10:00-10:23	23
2	10:27-10:50	23
3	10:54-11:17	23
4a	11:21-11:45	24
4b	11:48-12:12	24
5a	12:16-12:40	24
5b	12:43-1:07	24
6ab	1:11-1:35	24
7	1:39-2:02	23
8	2:06-2:30	24

ACTIVITY SCHEDULES

AM Activity Period

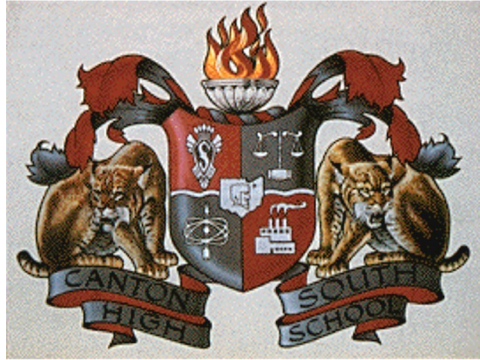
7:41 Warning Bell

1	7:40 -8:20	40 min
2	8:24 -9:04	40
Act	9:08 – 9:38	30
3	9:42 -10:22	40
4a	10:26 -10:52	26
4b	10:55 -11:21	26
5a	11:25 -11:51	26
5b	11:54 -12:20	26
6ab	12:24 -1:02	38
7	1:06 -1:46	40
8	1:50 - 2:30	40

PM Activity Period

7:41 Warning Bell

1	7:40 -8:20	40 min
2	8:24 -9:04	40
3	9:08 -9:48	40
4a	9:52 -10:18	26
4b	10:21 -10:47	26
5a	10:51 -11:17	26
5b	11:20 -11:46	26
6ab	11:50 -12:28	38
7	12:32 -1:12	40
8	1:16-1:56	40
Act	2:00 -2:30	30



ALMA MATER

To Canton South High School
We pledge unfailing loyalty,
We would make success our rule
And bring to you the victory
Though the way be hard and long.
Yet in our hearts we'll sing this song,
As we travel on our way,
We'll always love thee, Red and Gray.

ACADEMICS

GRADING SCALE: CLASSROOM COURSE GRADE CALCULATION

A = 4.0-3.5	C+ = 2.4-2.3	D+ = 1.6-1.5
A- = 3.4-3.3	C = 2.2-1.9	D = 1.4-1.1
B+ = 3.2-3.1	C - = 1.8-1.7	D - = 1.0-0.9
B = 3.0-2.7	F = 0.8 and below
B - = 2.6-2.5		

***Two (2) passing grades required in the 2nd semester to pass yr. course; two (2) passing grades required in the semester to pass a semester course**

(Grades include: 1st 9 wk, 2nd 9 wk, semester exam, 3rd 9 wk, 4th 9 wk, final exam)

HONOR & MERIT ROLL RECOGNITION

Students are accorded nine-week Honor Roll recognition if their grade-point average, in those subjects in which A, B, C, D, and F grades are given, is 3.5 or above, no D, F or U grades are received and he/she is a full time student. Merit Roll recognition is given to those students whose grade-point average is 3.0 to 3.49 with no F or U grades received and he/she is a full time student. Misconduct can disqualify a student from earning this status.

REQUIREMENTS FOR GRADUATION (UP TO THE CLASS OF 2013)

Students must complete a minimum of 21 credits in required and elective courses to be eligible for graduation. In addition to completing the necessary course requirements, **all students must pass all sections of the Ohio Graduation Tests (OGT): Reading, Math, Writing, Science, and**

Social Studies to receive their diploma. It is the responsibility of the student to see that graduation requirements are met. The high school will make every effort to keep students and parents informed of academic deficiencies. All inquiries should be directed to the Guidance Department at 330-484-8000.

The number of required credits are as follows:

English (4)

Math (3) > Starting with Class of 2014, 4 credits will be required for graduation.

Science (3)

Social Studies (3) > U.S. History(1), World History(1), Economics(1/2), Government (1/2)

Fine Arts (1/2)

Health (1/2)

*Physical Education (1/2) - consisting of two 1/4 credit courses

Electives (6) including 1 whole unit or 2 half units in business/technology, Fine Arts, and/or Foreign Language.

NEWStudents completing two (2) seasons of an interscholastic sport, cheerleading, or marching band “exempts” a student from the ½ credit of Phys. Ed. requirement. No Phys. Ed. credit is awarded unless a Phys. Ed. course is taken.***

*The graduating class of 2014 will be required to pass Biology & Algebra 2 as a graduation requirement.

Calculating GPA: Letter grades and equivalent point value for GPA-

Letter grades for each making period calculate to the following values:

A.....4.0	C+.....2.4	D+.....1.4
B+.....3.4	C.....2.0	D.....1.0
B.....3.0	C-.....1.6	D-.....0.6
B-.....2.6		F.....0.0

HONORS DIPLOMA

Students have the opportunity to receive a "Diploma with Honors" if they meet the requirements set forth by the Ohio Department of Education. **All but one criteria must be met for all Honors Diplomas.**

Academic Honors Diploma for Classes 2012 and beyond

- 1) Earn four (4) units of English
- 2) Earn four (4) units of mathematics (Algebra I, Algebra II, Geometry) and another higher level course or four year sequence that contain equivalent content.
- 3) Earn four (4) units of science that including physics and chemistry
- 4) Earn four (4) units of social studies
- 5) Earn three (3) units of Foreign Language, including at least 2 units in each language
- 6) Earn one (1) unit of fine arts
- 7) Maintain an overall grade point average (GPA) of at least 3.5 on a 4.0 scale
- 8) Obtain a composite score of 27 on the ACT or the equivalent (1210) on the SAT

Career Tech Honors Diploma for Classes 2012 and Beyond

- 1) Earn four (4) units of English
- 2) Earn four (4) units of mathematics (Algebra I, Geometry, Alg II, or a sequence of courses that contain equivalent content and another higher-level course or four year sequence that is of equivalent content)
- 3) Earn four (4) units of science, including physics and chemistry
- 4) Earn four (4) units of social studies

- 5) Earn four (4) units in the student's career-technical education program that leads to an industry recognized credential, apprenticeship, or is part of an articulated career pathway which can lead to post secondary credit
- 6) Maintain an overall grade point average of 3.5 on a 4.0 scale
- 7) Achieve a proficiency Benchmark established for the appropriate Ohio CTE Competency Assessment or equivalent
- 8) Obtain a composite score of 27 on the ACT or the equivalent (1210) on the SAT

CO-CURRICULAR/EXTRA-CURRICULARS

Academic Challenge	National Honor Society
Art Guild	National Technical Honor Society
Compact for Success	Spanish Club (Foreign Language)
Business Professionals of America	Bleacher Creatures – (School Spirit Club)
Moderian Yearbook	Environment/Science Club
Cultural Awareness	Student Leadership
Family, Career & Community	Tri-M Music Honor Society
Leaders Of America (FCCLA)	(VICA)
SADD	Wildcat Christian Athletes
Interact	Speech/Theater

CSHS STAFF CLASS ADVISORS

2012 (Gr.12) C. McGuyrt, R. Wood, G. Williams, H. Buzinski, T. Blike, G. Casper, H. Cobb

2013 (Gr.11) L. Bryan, P. Forshey, M. Howard, K. Fliger, M. Fricke, S. Haines,

2014 (Gr. 10) C. Breedlove, P. Summers, K. Thomson, J. Pye, S. Meers, J. Gotshall, M. Perretta

2015 (Gr. 9) C. Bergert, L. Brant, M. Gamertsfelder, A. Meister, K. Marshall, K. Miller, R. Toney

ATHLETICS

Boys

Baseball
Basketball
Bowling
Cross Country
Football
Golf
Soccer
Tennis
Track
Wrestling



Girls

Basketball
Bowling
Cheerleading
Cross Country
Golf
Soccer
Softball
Tennis
Track
Volleyball

ATHLETIC ELIGIBILITY

In order to be eligible, a student in grade 9, 10, 11, or 12 must be currently enrolled and must have been enrolled in school the immediately preceding nine-week grading period. *It is highly recommended that students enroll in a minimum of six (6) credits per year.* In compliance with OHSSA and Canton Local Board of Education, a student must have passing grades in subjects that earn a **minimum of 5 credits during that grading**

period. For fall sports, the last 9 weeks of the previous school year determines this calculation. Additionally, students must **maintain at least a 1.0 grade point average** on a 4.0 scale. A student who attains the age of 19 before August 1 of a given year is not eligible for high school athletics.

Students must be in attendance half the school day to be eligible to participate in extracurricular activities, including athletic contests, for that day. Please contact the athletic office if there are any questions. Exemptions may exist for special situations, but they must have athletic director and principal's approval prior to the absence.

PHYSICALS FOR ATHLETICS/CO-CURRICULARS

Each year students must have a physical examination in order to participate in interscholastic athletics. Each spring Canton South will attempt to contact a local doctor and provide an opportunity for students to obtain their physicals.

GENERAL SCHOOL PROCEDURES AND POLICIES

Bus and School Transportation:

The same regulations regarding care of property in the classroom or on the school grounds apply to those pupils who ride the school bus. Bus students are not permitted to ride any bus other than their assigned route unless special permission is obtained from a school administrator.

The bus driver is in full charge of the bus at all times and shall be responsible for order. The driver may assign each pupil a seat.

The following regulations are in effect for transported students:

1. Parents are to be informed that school bus transportation is a privilege and not a right and that the bus driver is the sole authority on the bus while students are being transported.
2. Parents are also to be informed that they are responsible for:
 - a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus in a location clear of traffic and away from the bus stop;
 - b. damage by their child to school buses, personal property, or public property.
3. Students are expected to conduct themselves in a proper manner at bus stops. The Board will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.
4. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason, other than an emergency, except as approved by the principal.
5. A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.
6. A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the

approval of the Director of Transportation.

7. Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.
8. For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.
9. While on the school bus, students are not allowed to use their own personal radios, CD players, tape recorders, cell phones, or cameras.
10. The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the principal should be consulted.

Students choosing to violate the school transportation safety rules may have their bus-riding privilege revoked for a period of time. Continued violation of transportation safety rules may result in a student's bus-riding privilege being revoked for the remainder of the school year. **If a student has been denied the privilege of riding a school bus, this includes all school buses in the Canton Local School District**

STUDENT DRIVING AND PARKING

High school students who wish to drive personal vehicles to and from school must obtain permission to do so through the Board of Education by registering their vehicle in the Canton South Main Office. Upon registering the vehicle, students will be provided a parking permit, at the cost of eight dollars (\$8.00) per permit. All other school fees must be paid in order to purchase a Parking Permit. **The parking permit must be displayed at all times. The student must park in the designated student parking lots/spaces ONLY.**

Student parking lots are located to the south and west of the Main Building. Sections close to the building are for the faculty. **There is to be no parking on Faircrest Street.** Vehicles leaving the parking lots during the school day are to exit on the west side of the building at the Faircrest Street gate.

Students are reminded that driving to and parking on school is a voluntary student activity. The Canton Local School District and Canton South Administration/Staff are not responsible for accidents/damage to vehicles while parked on school property.

The following rules apply to all students who operate any type of vehicle on the way to or from school, school activities, or on school grounds. Violation of these rules may result in removal of driving privileges and/or other discipline measures. Student driving and student parking on school property are privileges extended to those exhibiting good judgment and responsibility in the operation and supervision of a vehicle. Cars without a student-parking permit may be towed at the owner's expense. Although parking areas are provided as a convenience, they, as well as any vehicle on them, are subject to school supervision, control, and search when school authorities have reasonable suspicion that the search is required to discover evidence of a violation of law or of school administrative guidelines.

General Driving Rules: Purchase parking pass in main office.

1. **The basic rule is a simple one – VEHICLES MUST BE OPERATED IN A SAFE AND RESPONSIBLE MANNER AT ALL TIMES.**
2. Students may not ride or sit in any vehicle during the school day.
3. Students may not loiter around vehicles.
4. Students going to and from the Annex building are not to walk between the cars.
5. Students may NOT drive back and forth between the Main Building/Annex.
6. Park in student designated areas only.

RELEASE OF DIRECTORY INFORMATION

Congress has passed a law to give military recruiters the same access to secondary school students as post secondary institutions. Schools are required to provide student's names, addresses, and telephone listings to military recruiters when requested. Parents have the right to refuse distribution of this information. **Parents must give WRITTEN NOTIFICATION to the guidance office to deny the distribution of the information to military recruiters.**

School Closing Notification

AlertNow, a rapid phone calling system will be used for school closings. 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, Channel 3 Instant School Alert System television station and the district website prior to 7:00 AM.

SCHOOL CLASS DUES

Class dues are assessed to raise funds for the prom, flowers, and homecoming events. Class dues are \$5.00 annually. A student must have paid his/her class dues to be eligible to attend special events such as the prom, homecoming, and graduation exercises. An assessment will be made in the fall of the senior year to determine the necessity of additional dues. Officers and advisors will then collect additional dues.

When a death occurs in our student body or in the immediate family of a student in our school, that student's class officers will represent the student body at the funeral and arrange for flowers through the class treasury.

CLOSED SCHOOL CAMPUS

Students are not permitted to leave school grounds once they arrive at school without permission of the administration or designee. Students must follow school sign out procedures before leaving school grounds.

HOMECOMING COURT NOMINEES

The following standards must be met by Homecoming Court nominees: (1) must be a full time student (2) must be passing all classes, (3) must have had no Friday School or suspensions. Students interested in being a nominee for Homecoming Court must complete an [Intent for Nomination Form](#) and submit to their Guidance Counselor by September 14, for Fall Homecoming and December 15, for Winter Homecoming. Students shall not be selected to the Homecoming Court more than once, but every senior is eligible to be Senior Homecoming Queen or King.

JUNIOR/SENIOR PROM

The Canton South Junior/Senior Prom is open to any junior or senior attending Canton South High School providing they have paid their class dues and all fees.

Guests may be invited by a junior or senior from Canton South on the condition that the guest is a high school student from another high school, a student at Canton South, or a high school graduate. No junior high/middle school students may attend high school dances. Each guest must be registered when purchasing tickets. The appropriately signed permission form must be approved for all guests. The cost and planning of the prom is by the junior class; ticket prices are adjusted yearly depending on the location, meal, etc.

The following standards must be met by the Prom Court nominees: 1) member of the senior class, 2) must have no Friday School or suspensions, and 3) can have no more than one F per grading period.

DANCE BEHAVIOR AND DRESS POLICY

Students will conduct themselves at dances in a respectful and proper manner. All the school rules will apply. Unless accompanied by an adult or faculty member, students will not be permitted to reenter the dance after they have left the building. Any improper dancing including but not limited to: suggestive movements, aggressive bumping and shoving, improper touching, and any new fad dance that we (Chaperones, Administrators, Teachers) feel inappropriate will not be permitted. Failure to follow the rules will result in removal from the dance and disciplinary action.

The school dress code applies. Formal/semi-formal dress for girls will be dresses that cover the midriff, do not fall below the normal waistline in back, no extreme slits, aren't loose fitting under the arms, and are not extremely low in front. Two piece dresses must cover the skirt as so the midriff is not exposed. The boys at a semi-formal dance will wear dress pants (no jeans) a dress shirt or sweater. Students that plan on bringing a student from another high school will need to submit an "out of school visitor's application" that may be picked in the main office or attendance office. The form requires parent/guardian permission and an approval of an administrator from the other school.

CAFETERIA REGULATIONS

- Food or drink is not to be taken from the cafeteria into other parts of the building.
- When students finish lunch, the tray must be returned to the washer window. Chairs must be returned to their proper place, and no unnecessary mess should be left on the table or floor.
- Obey the staff monitors in the cafeteria.
- Students are not to be in any classroom area during lunch without staff permission.
- Students are not permitted to congregate or loaf in the lower hallways or restrooms.
- Gym bags and book bags are not to be taken into the cafeteria.
- Students shall not have food delivered from outside restaurants nor bring fast-food items with them, if returning from a Career Tech Program.

STUDENT FEES & DUES

Students may have instructional fees assessed based upon the courses they take. Students are expected to pay Instructional and/or program fees by the end of each school year. If a student has outstanding instructional and/or program fees, class dues, or fines, he/she will not receive their final report card, they will not be permitted to purchase a parking pass the following year, attend Homecoming Dances or Prom nor participate in Graduation Commencement or receive their diploma. Once a Free & Reduced Lunch Form has been submitted and approved for Free Lunch, **a Fee Waiver Request Form must be submitted to the Food Service Director to have school fees waived.** If the form has been approved for Reduced Lunch, **and the Fee Waiver Request Form has been submitted to the Food Service Director,** then students will receive a 20% reduction in all fees. 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.

FREE & REDUCED LUNCH FORMS

Free & Reduced Lunch Forms must be resubmitted and approved each school year. The forms may be picked up in the Guidance Office, the Main Office or at the School Board Office. These forms are to be turned into your Guidance Counselor or School Board Main Office. Once a Free & Reduced Lunch Form is approved the Fee Waiver Request Form will be mailed to the household.

SEARCH AND SEIZURE

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 without 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.

SCHOOL CLOSING

In the event of a school closing or delayed opening, students will be advised by the Alert Now Calling System, over radio station WHBC, Canton Local Schools Website and local TV stations- such as Channels 3, 5, 8, 9.

GYM BAGS/BOOK BAGS

Gym Bags or book bags are not permitted to be carried from class to class during the school day for the safety of all students. Gym bags and book bags must be stored in gym locker or assigned student lockers.

HALL PASSES

Students are expected to be in classes at all times that class is in session. Students are not to be in the halls, at their lockers, or in restrooms during class time. Any student who is in the hall during class time must have a hall pass properly issued by a faculty member. Students may not loiter at a classroom door prior to a dismissal bell and may not leave the classroom early.

MEDICAL FORMS

Each student is REQUIRED to have his parent/guardian complete an "Emergency Medical Form" for school use. These forms are extremely important as they give the school direction and authorization, if necessary, to provide for emergency treatment for the student in case of an accident or sudden illness. **Only persons listed on this form may be contacted or authorized to release the student from school.** Please notify the school, in writing, should any change take place during the course of the school year.

MEDICATION AT SCHOOL

In those unique circumstances where a student must take prescribed or over the counter medication during the school day, the following procedures will be observed:

- A. Parents should cooperatively determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. Appropriate request and release forms must be filed with the respective building principal **before** the student will be allowed to begin taking any medication during school hours. This includes both prescription and non-prescription medications.
- C. Parents must bring the medication to the school and all medication containers must be clearly marked.
- D. Parents must notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- E. All medication to be administered during school hours, must be registered with the respective principal's office.
- F. Medication that is brought to the office will be secured in the office and may be dispensed by school personnel only.
- G. For each prescribed medication, and over the counter medication (aspirin, cough syrup, etc.) the container shall have pharmacist's label showing:
 - **Student's Name**
 - **Physician's Name**

- **Date**
 - **Pharmacy Name and Telephone**
 - **Name of medication**
 - **Prescribed dosage**
 - **Frequency and special handling and storage directions**
- H. It is the parent's/guardian's responsibility to provide the school with the adequate supply of medication. Long-term daily medication may be brought by the parent on a monthly basis.
- I. Any unused medication unclaimed by the parent will be destroyed by school personnel, when a prescription is no longer to be administered, or at the end of a school year.
- J. The parent's/guardians have sole responsibility to instruct their child to present himself/herself for taking the medication at the scheduled time, and the child has the responsibility for presenting himself/herself to take the prescribed medication. Efforts will be made by school personnel to communicate a student's medication needs to all.
- K. All medications (prescription and over-the-counter) should be given to the advisors for dispensing during the duration of a field trip/activity.

Attendance

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 and call the attendance office 330-484-8005
- 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 receive credit for 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
- 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.

STUDENT CONDUCT

Effective discipline is an important and necessary prerequisite for effective learning. The intent of rules and regulations is to create a positive educational environment, which holds students accountable for their behavior and teaches them to live with the consequences of their decisions.

STUDENT RIGHTS AND RESPONSIBILITIES

- 1. The rights and limits of students respecting freedom of speech, press, and assembly shall be in accord with the First Amendment of the United States Constitution.
- 2. Students shall have the right of representation and due process procedures in matters of suspension, removal, and expulsion.
- 3. In light of these orderly procedures for dealing with student concerns, no student shall disrupt any school-related activity.
- 4. Every member of the school community, including students, parents, and the school staff, has the responsibility to promote regular attendance at school, orderly conduct and behavior, freedom from fear of insult or injury, and maximum opportunities for learning on the part of each student.
- 5. The privileges and rights for all students shall be guaranteed without regard to race, religion, sex, creed, or national origin.

**STUDENT GUIDELINES
FOR CONDUCT & RESPONSIBILITY**

The Board of Education and School Administration recognize the rights of students as individuals. It is also recognized that these rights must be balanced with the interests of an orderly and effective educational process in a school environment conducive to the healthy growth and development of all students. Teachers must be able to teach, supervise, and conduct their educational program. Students should not lose their right to a good education because of the disruptive actions of another student. In general, we all must consider the rights of others and assume the responsibilities that our rights place upon us. In order that this may be accomplished, the following student conduct code for Canton South High School is established.

DEFINITION OF TERMS

DETENTION: The holding of a student in a specified limited area before/after school. (30-45 Minutes)

FRIDAY SCHOOL A disciplinary action requiring the holding of a student in an assigned area for 2 hours. Failure to serve the entire detention will result in 3 days of ISS. Failure to serve a second Friday School will result in 3 days of OSS.

HEARING: When a student is sent to the office for disciplinary action, the student will be given an informal hearing by the administration. The hearing process and any forms which a student is requested to complete are designed to assure him/her of the due process to which they are entitled by law. If prior to or during the hearing, the hearing officer decides that the student may be subject to suspension or expulsion because of the nature of the infraction, he will so advise the student at that time.

EMERGENCY REMOVAL: Removal of a student whose presence poses a continuing danger to persons or property or an on-going threat of disruption to the academic process.

IN-SCHOOL STUDY: The placement of a student in an isolated, but supervised, area away from the rest of the students. Assignments will be required to be completed during this time. Following the ISS day(s), a student may return to regular classes, provided that all assignments have been completed.

OUT-OF-SCHOOL SUSPENSION: The removal of school attendance and all school activity privileges for a period of one (1) to ten (10) days.
A student suspended from school may not participate or practice in any school event for the duration of that OSS.
A student receiving OSS for the first time that is five (5) days or less will be able to complete their school-work for credit and make-up all assessments upon their return to school. If the OSS is longer than 5 days, the student will not be given credit for the work missed nor will they be able to make-up assessments missed.

EXPULSION: The removal of school attendance and all school activity privileges for a specified period of time in excess of ten (10) days. Failing grades for all subjects taken are given if a student is expelled. **A student expelled from school may not participate in any school event for the duration of that expulsion.**

PERMANENT EXCLUSION: The student is banned forever from attending a public school in the State of Ohio.

EXAMPLE RESPONSES TO VIOLATIONS OF STUDENT CONDUCT CODE

Listed below are various types of actions that can be taken in response to student violations to the code of conduct. Please be advised that these responses may be used in combination without constituting double jeopardy.

1. Issue a verbal reprimand
2. Restrict or remove privileges
3. Assign detention (30-45 min. AM or PM)
4. Assign to Friday School (2 hr.)
5. Contact parents by phone, writing, email
6. Hold conference with parents and/or student
7. Refer student to counselor, social worker, etc.
8. Specify student hallway routing
9. Modify student schedule
10. Emergency removal of student from class and/or school
11. Assign students to perform custodial duties
12. Withhold grades, transcripts, and/or other school records
13. Assign students to In-School-Study (ISS)

14. Out of school suspension (1-10 days) (OSS)
15. Recommend expulsion to the superintendent
16. Remove student from an activity or school organization
17. Require restitution (in cases of stolen or damaged property)
18. Notify police and/or court authorities
19. Refer student to Children's Services or other public service agency

STUDENT DRESS STANDARDS

General Guidelines:

- Clothing must be safe, neat, in good repair, and in good taste.
- Clothing intended for outside wear, including lined jackets, coats, and hats, may not be worn in the building.
- 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 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.
- Female students may wear earrings (in ears)
- **No Body or facial** piercings are permitted by males or females.
- Chains are not permitted: belts and large metallic chains worn as jewelry are not allowed; including chains worn as jewelry and chained wallets
- Tattoos - not permitted to be visible and must be covered.

Hair:

- Hair for female students shall be neat and clean and shall not be worn covering the eyes. Curlers, clips or bobby pins for the purpose of setting or curling the hair are not permitted.
- 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.
- Colored hair, wigs, and extreme hair styles are not permitted.
- Head coverings such as sweat bands, scarves and bandanas, etc. covering the hair are not permitted.

Clothing:

- Bare midriffs, tube tops, and workman's jumpsuits are not permitted.
- Sweat suits and sweat pants are not permitted at the middle school and high school. Athletic Pants are permitted. Athletic Pants are lined, have pockets, a drawstring and elastic band waist and the pant legs are hemmed and they are not form fitting.
- Tank tops and blouse straps should be 2 inches covering the shoulder. No underwear should be revealed. Low cut shirts of any kind are not allowed.
- Sun dresses may be worn if they are in good taste, fit well and are not revealing.
- 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.
- Shorts shall meet the following criteria: no spandex, Speedo, or tight fitting shorts; no athletic or sweat shorts.
- Skirts, shorts, and pants must be worn at the natural waistline.
- Pajamas are not to be worn, including pajama pants.

- **Jeans that have holes**, large areas of frayed material or excessively distressed will not be 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. Repeated violations of the dress code will result in disciplinary action. 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 CONDUCT STANDARDS

Disruption of School:

A student shall not by use of violence, force, coercion, threat, theft, or other serious act of misconduct cause disruption or interference with curricular or extracurricular activities.

Damage to School Property:

A student shall not cause or attempt damage or destruction to school property.

Damage to Private Property:

A student shall not cause or attempt damage or destruction to private property on school premises, during a school activity, function, or event off school grounds.

Disregard of Directives:

Students shall comply with directives, requests and orders of staff and administration.

Assault:

A student shall not assault or behave in such a way as could cause physical injury to a school employee, student or other person on the school premises, while in the custody and control of the school, or in the course of a school related activity.

Fighting:

Students shall not disrupt school by use of violence, force, noise, coercion, intimidation, or any other conduct. A fight involves two or more students exchanging physical actions towards one another.

Use of Tobacco:

A student shall not smoke, use, sell, or possess any form of tobacco on school property.

Provoking a Fight:

Students shall not disrupt school by use of any verbal threats or provocations which initiates a physical or verbal confrontation.

Cutting Class/Truancy:

Students shall not be absent from any portion of a regularly scheduled class period or other mandatory activity without proper authorization.

Inappropriate Language/Gestures/:

Students shall not use vulgar, profane, or abusive language gestures toward any school employee, authorized school visitor, or student. Students shall not cause or attempt to cause physical injury to any school employee, authorized school visitor, or another student.

Forgery/Falsification:

Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses or other data on school forms or school related correspondence.

Gambling:

Students shall not engage in nor promote activities involving placing bets, or risk anything of value.

Refusal to Accept Discipline:

Students shall not refuse to accept discipline. (Example-failure to attend assigned Friday School or Detention.)

False Alarm:

Students shall not activate an emergency alarm system in the absence of an emergency. This includes fire alarms and calling 911.

Repeated Violations:

A student shall not repeatedly violate school rules or regulations and/or fail to comply with directions of school personnel during any period of time when student is properly under the authority of school personnel.

Dangerous Weapons:

The Board of Education will not tolerate the possession of weapons or other devices designed to inflict bodily harm by anyone while on district property or at a school-related event. This prohibition shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely cause a dangerous condition.

Any student who brings a FIREARM ONTO SCHOOL PROPERTY shall be EXPELLED for at least ONE (1) YEAR (365 DAYS) unless the superintendent reduces the disciplinary measure for reasons justified by the circumstances of the incident.

After School Hours:

Students may be subject to disciplinary actions for acts occurring outside normal school hours.

Public Display of Affection:

Good manners and appropriate conduct in relationships are part of the education of every student. The social behavior of the young men and women who attend Canton South reflects on themselves and the school. School is not the proper place for public displays of affection such as kissing and embracing, therefore, students should refrain from such actions while on school grounds.

Threats of Violence:

A student shall not by words, acts, or deeds threaten to commit, or have committed, acts of violence against persons or property. Statements of threat are considered acts of violence with intent to affect the welfare and safety of others. Threats are taken seriously and will not be condoned.

Electronic Devices:

1. Cell Phones: Students' cell phones are to be turned off, kept out of sight, (not observable) and not used during the school day. Violation of this rule will result in disciplinary action and immediate confiscation of the cell phone. Phone will be placed in a bag and tagged with students

name. A second offense will require a parent to pick up the cell phone from the assistant principal's office and loss of all hall pass privileges. Any further violations may result in suspension and/or loss of other privileges. Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity that violated the code of conduct. Student will be notified if there is a reasonable suspicion to search the phone.

2. **Technological devices** with capabilities of voice or text communication, pictorial or graphic capabilities, or the capability of electronically storing information are prohibited unless being used in an authorized curricular or co-curricular capacity and permission is given. Students are responsible for the content on all electronic devices in their possession. Inappropriate pictures, songs, phrases, etc... may result in disciplinary action.

3. **Headsets:** Portable cassette, CD players, MP3 players, iPods, etc. are prohibited in the hallways and classes unless being used in an authorized curricular or co-curricular capacity and/or permission is given.

Controlled Substance and Substance Abuse:

No student shall use, exhibit the signs of being under the influence, sell, attempt to sell, possess, give, package, or deliver any prohibited substance while on the way to school, on school property or while involved in a school activity or function.

The odor of a controlled substance on a student is "evidence of the use of" a prohibited substance and subject to disciplinary action.

For purposes of this policy, a prohibited substance is defined as:

1. All alcoholic beverages.
2. All dangerous controlled substances as so designated and prohibited by Ohio statute.
3. All chemicals that release toxic vapors (i.e. glue, gasoline, cleaning fluids, white out, etc.)
4. Any prescription or patent drug except those for which permission to use in school has been granted pursuant to Board policy.
5. Any drug that bears, or whose container or label bears a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name or identifying mark.
6. Any unmarked or unlabeled substance that is represented to be a controlled substance.
7. 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, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
8. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
9. The use or possession of inhalants or of drug paraphernalia.
10. Counterfeit or "look-alike" drugs

Harassment Issues:

The Board of Education recognizes that a student has a right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment, disrupts the educational process and impedes the legitimate pedagogical concerns of the District will not be tolerated.

The harassment by a student of a staff member or fellow student of this District is forbidden. Any student who is found to have harassed a staff member or student will be subject to discipline in accordance with law and the Code of Conduct.

Definition of Harassment

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

Sexual Harassment

- A. Verbal: The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.
- B. Non-Verbal: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.
- D. Possession or distributing of inappropriate pictures of classmates on computer, cell phone, camera, etc...

Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District. It also includes conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.
- B. Non-Verbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the district.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should make contact with two or three persons selected by each building principal with whom the student would most likely be comfortable in discussing a matter of this kind.

Each report received by the principal or assistant principal shall be investigated and followed up according to board and state requirements.

NOTE: It is to be understood that other serious infractions not included in the above list could also result in disciplinary action including suspension and expulsion.

Field Trip Approval Standards

Student learning takes place in a variety of ways, settings, and opportunities. Also time spent with teachers has a positive impact on student learning. However, our high school and district are members of organizations (NBC, BPA, OHSAA, plus others) that schedule events during the school day that we do not control and must attend. These competitions are scheduled by an outside organization and cannot be regulated by this proposal. Therefore, these are the attendance guidelines for field trips and performances that are an extension of the classroom: Participating in performances and attending field trips is a privilege and belonging to a group or being in a particular class does not constitute the ability to miss other classes.

- Students must be eligible to attend field trips and performances based upon their attendance, grades, and behavior in the classroom and school. (see appendix 1)
- Field trips and performances must support the curriculum, be assessed, meet state standards and provide an opportunity that could not be achieved in the classroom.
- Students are responsible for having permission forms signed by teachers and parents.
- Teachers are responsible for having each field trip or performance approved by the principal and superintendent (and the CL School Board for an overnight trip or performance), prior to discussing the field trip or performance with parents, booster clubs or students.
- Teachers are responsible to check the eligibility of students prior to giving out permission slips to students.
- Field Trips and performances are not permitted to take place during the last week of any nine-week grading period, OGT week, or any other statewide testing time.

The principal reserves the right to approve or deny any field trip or performance for a particular student.

In order to maintain the integrity of the instructional day, teachers and students shall understand these guidelines prior to planning such events. A permission slip will be required, demonstrating the student has met the attendance, discipline and/or academic eligibility criteria. If a student is part of a program with an attendance policy, he/she must meet the attendance policy for that program. The field trip and performance attendance policy will become a secondary policy.

Appendix 1:

A. **Grades:** The student must be passing all current classes and be eligible, using the OHSAA Guidelines, from the previous grading period.

B. **Attendance:** The student must have a 94% current attendance rate for each class that would be missed due to the field trip or performance.

C. **Attendance:** The student is not permitted to miss more than 4 days in a year - long class or 2 days in a semester class for the purpose of field trips, performances, college visits, or meeting with college recruiters during the school day.

D. **Discipline:** The student may be denied permission to attend an event due to disciplinary concerns. A student consistently should meet the standards of "Wildcat Pride" to be considered for field trips and performances.

Schedule Change Guidelines

Each spring a series of scheduling activities takes place to assist each student in selecting appropriate courses for the school year. Extensive time is spent preparing the scheduling materials. The final step verifies a student's selections and offers the student an opportunity to correct or change selections. Because of this detailed process, a student has the best chance of developing a sound educational plan and an appropriate schedule in the spring.

SCHEDULE CHANGE POLICY

Registration for courses is a very important part of a student's educational experience. Constant care and consideration must be given to selecting the schedule that will best prepare the student for post high school plans – whether going to college, seeking employment or pursuing other opportunities.

Course selections should be made after consulting with parents, teachers and counselors. Students are encouraged to plan a realistic schedule so that changes will not be necessary.

Considerations should be:

- specific courses and number of credits for graduation
- prior successes and failures
- special interests and aptitudes
- future college and career plans

The courses you select determine:

- how many sections are needed of that particular class
- the total master schedule
- staffing (the number of teachers needed)
- the number of textbooks needed
-

Therefore, schedule changes will be made only when absolutely necessary.

Students will be mailed their schedules in June and will have the months of June and July to email or call their counselor and make requests for corrections of any technical or conflict errors in scheduling.

Dates for Adding or Dropping Classes

- Students are not permitted to change their schedule the first 5 days of school. (Exceptions; teacher initiated, wrong placement, missing a core subject or lunch period)
- You must have 5 academic classes each semester. This does not include Physical Education.
- Any class dropped after the first 9 weeks will be listed on Student Transcript as (WF) Withdrew Failing and will reflect as a failing grade in the student's grade point average.

Independent Study

A student may request to take a course through independent study, if the course is not available or unable to be scheduled in the traditional school day. The following requirements must be met for consideration:

1. Meet with their Guidance Counselor.
2. Student must have a 2.5 (B-) average in the subject area.
3. Receive approval from Principal, Guidance Counselor and Cooperating Teacher.

Semester & Final Exam Policy for Seniors

- Seniors may be exempt from all Comprehensive Final Exams (Semester Classes and Full Year Classes), if they have earned an "A" average throughout the class, maintained 90% attendance rate for the class and passed all OGT tests. This policy does not include AP, DE or any class that requires a test for certification/license.

Commencement

The graduation Ceremony is a Canton Local School Board sponsored activity and participation is considered a privilege. The expectation is that all graduation seniors will participate in this once in a lifetime exercise to recognize their accomplishments. In order to participate in Commencement the following requirements must be met:

1. Graduation requirements set forth by the State of Ohio and Canton Local Board of Education.
2. Passed all OGT Tests prior to Commencement.
3. All fees and fines have been paid.
4. Must attend Graduation Practice.
5. Meet dress code requirements for Graduation Practice and Commencement.

**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.