

Canton Local Schools  
District Handbook  
2018-19



# Table of Contents

Canton Local Mission/Vision Statements .....	3	Continuous Progress .....	17
Directory .....	4	Grades .....	17
Parent Teacher Organizations .....	5	Grade Point Average .....	18
School Starting/Closing Times.....	5	Parent/Teacher Conferences and Visitations .....	18
Tardy Bell - Dismissal .....	5	Homework .....	18
Equal Education Opportunity.....	5	Field Trips .....	18
Emergency School Closing .....	5	Teacher Qualifications .....	18
Professional Development Days .....	5	Grading Periods.....	19
Calamity Days for 2018-19.....	6	Graduation Requirements .....	19
Fire & Tornado & Security Drills.....	6	Honors Diploma Classes 2018-2020.....	19
School/Community Communications.....	6	Classes of 2021 and Beyond.....	20
Board of Education.....	6	Early Graduation.....	20
District Newsletter.....	6	Educational Options .....	20
Media Release.....	6	Recognition of Student Achievement.....	20
Visitors in the School.....	6	Protection and Privacy of Student Records.....	20
Preparedness for Toxic & Asbestos Hazards .....	6	Ohio High School Honors Diploma .....	22/23
Student Use of School Equipment & Facilities .....	6/7	Student Support Services.....	24
Admittance to Canton Local Schools.....	8	Food Service Program.....	24
Stark County Integrated Preschool.....	8	Free or Reduced Price Meals.....	24
Registration .....	8	Guidance and Counseling Services .....	24
Entering Kindergarten or First Grade .....	8	Library Services.....	24
Immunizations .....	8	Lockers.....	24
Compulsory Attendance Laws .....	8	Student Valuables.....	25
Student Responsibilities .....	8	Lost and Found.....	25
Student Well Being.....	9	Use of Office Telephones .....	25
Injury and Illness.....	9	Student Dress Code .....	25
Scheduling and Assignment of Classes .....	9	Student Dress Standards .....	25
Work Permits .....	9	Student Discipline Code .....	26
Transfer Out of District.....	9	Expected Behaviors.....	26
Withdrawal from School.....	9	Classroom Environment.....	26
Nondiscrimination Policy .....	9	Due Process Rights.....	30
Special Education .....	9	Athlete Rules and Regulations .....	30
Gifted Education Policy .....	10	Tobacco Use/Possession .....	31
Rights of Homeless Parents and their Children.....	10	Sale & Distribution of Drugs/Alcohol/Chemical Substance.....	31
School Policies .....	10	Social Media Guidelines.....	31
Title IX .....	10	Scholarship and Eligibility.....	32
American with Disabilities Act.....	10	Ineligibility.....	32
AHERA Management.....	10	Other Prohibited Activities .....	33
Safety & Security .....	10	Chemical Abuse/Drug-Free School Policies.....	33
Health, Safety, Emergency Care .....	11	Counterfeit "Look-a-Like" Drugs .....	33
Emergency Medical Authorization .....	11	Use of Tobacco.....	33
Sickness .....	11	Actions in Response to School Code Violation .....	34
Emergency Care at School.....	11	Behavioral Expectations.....	34
Clinic .....	11	Emergency Removal .....	33
Administering Prescription Medication at School .....	11	Expulsion from School.....	35
Nonprescription Medication.....	12	Permanent Exclusion.....	35
Control of Casual Contact Communicable Diseases.....	12	Discipline of Students with Disabilities .....	35
and Pests.....	12	Suspension of Bus Riding/Transportation Privileges.....	35
Control of Noncasual Communicable.....	12	Interrogation of Students.....	36
Diseases and Pests.....	12	Students rights of Expression.....	36
Control of Blood-Borne Pathogens.....	12	Transportation .....	37
Immunization Summary for Pre-School and School		School Bus Transportation Philosophy.....	37
Attendance.....	13	Responsibilities (Drivers, Parents, Students) .....	37
Attendance .....	14	Bus Conduct.....	37
School Attendance .....	14	Bus Discipline Policy .....	37
Excused Absences.....	14	Students Walking to School.....	38
Family Vacation .....	14	Self-Transportation to School.....	38
Early Dismissal.....	15	Co-Curricular Activities .....	38
Notification of Absence.....	15	Academic Eligibility .....	38
Habitual Truancy.....	15	School Sponsored Social Activities .....	38
Homebound Instruction .....	15	Student Attendance at School Events .....	38
Extra-Curricular Attendance .....	15	Student Conduct for Co-Curricular Activities .....	38
Make-Up Work Policy .....	15	Student Fund Raising.....	39
Absence/Tardy Arrival and Departure Time .....	15	Promotions and Sales .....	39
Unexcused Tardy to School/Class.....	15	School Parties .....	39
Tardiness - Secondary Level.....	15	District Student Petitions and Publications.....	39
Unexcused Absences.....	16	Student Network and Internet Acceptable Use Policy	
Skipped Class/Period .....	16	Guidelines (AUP) .....	40
Habitual Absences.....	16	Appendix .....	43
Consequences for Habitual Absences/Habitual Truancy.....	16	Prescribed Medication Authorization Form.....	45
Curriculum and Fees .....	16	Nonprescribed Medication Authorization Form .....	47
Care of School-Owned Materials.....	16		
Consumable Fees .....	16		
Policy Regarding the Acceptance of Checks for Payment .....	17		
Payschoolscentral.com.....	17		
Reporting Student Progress .....	17		
Philosophy of Assessment.....	17		
Purposes of Grading.....	17		

## Canton Local Schools

# MISSION

The mission of the Canton Local School District is to develop graduates who excel at innovation, communication, performance, leadership and service.

# VISION

Our students will impact and inspire the global society by creating positive change and solutions with integrity and a spirit of community service.

# 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, 2018. Any changes to policies or administrative guidelines changed after May, 2018, the language in the most current policy or administrative guidelines prevails. Current Board policies and administrative guidelines are available on our District web site.

# Directory

## Board of Education

Dave Brothers	david.brothers@cantonlocal.org 484-8019 ext 4101
Chris Cole	chris.cole@cantonlocal.org 484-8019 ext 4102
Scott Hamilton	scott.hamilton@cantonlocal.org 484-8019 ext 4103
Rick Knight	rick.knight@cantonlocal.org 484-8019 ext 4104
Scott Shaffer	scott.shaffer@cantonlocal.org 484-8019 ext 4105

## District Facilities and Officials

Superintendent	Steve Milano 600 Faircrest St., S. E. Canton, OH 44707	330-484-8010
Director of Curriculum and Instruction (Prek-12)	Tricia Everett	330-484-8019
Director of Operations	Chris Noll	330-484-8019
Treasurer	Jason Schatzel	330-484-8019
Food Services Director	Ashley Ritz	330-484-8019
Director of Technology	Nick Stepanovich	330-484-8019
Director of Career Tech	Krista Hussar	330-484-8019
Director of Special Services	Lisa Rogers	330-484-8019
EMIS Coordinator	Nicole Mercer	330-484-8019
Transportation Supervisor	Joyce Kirkpatrick	330-484-8006
Instructional Coach	Aimee Salapack	330-484-8020
Tech Resource Teacher	John Hopple	330-484-8015
Design Center Coordinator/Literacy Specialist	Dr. Lynn Rudd	330-484-8000

Server/Network Manager	David Norman	330-484-8019
Administrative Assistant to the Superintendent	Candy Vandeborne	330-484-8019
Assistants to Treasurer Payroll and Benefits Budgetary	Ann Bleau Jan Lyon	330-484-8019 330-484-8019
Receptionist	Sarah Hochadel	330-484-8019
Special Services Secretary	Kelly Walters	330-484-8022
Receptionist/ Central Registration/ Event Manager	Wendy Busnick	330-484-8019

## Schools & Administration

### Canton South High School Grades 9-12

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

Principal	Jeff Moore	330-484-8000
Assistant Principal	Gregg Clark	
Secretary	Jen Ward	
Secretary Attendance	Jessica Pipher	
Athletic Director	Andy Harms	330-484-8005
Secretary Athletic	Christine Smith	
Athletic Trainer	Cassie Maley	
Guidance Counselors	Nicky Boyd Josh Kern	330-484-8000
Secretary Guidance	Terri Collinsworth	

### Faircrest Memorial Middle School Grades 5-8

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

Principal	Gay Welker	330-484-8015
Assistant Principal	Brian Mohn	
Secretary	Melody Clark	
School Counselor	Sarah Rauckhorst	
Home/School Liaison	Cathy Whitehouse	

### H.R. Walker Elementary School Grades Pre-K - 4

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

Principal	Ann Bartley	330-484-8020
Assistant Principal	Jaimie Brown	
Secretary	Donna Brothers	
Home/School Liaison	Susan Wanner	
Attendance	Dannette Fornash	

## Parent/Teacher Organizations

### Canton South Academic Booster Club

Theresa Cerett  
President  
tcerett@usacs.com

Renaë Snyder  
Vice President  
renaë.snyder@cantonlocal.org

Nicky Boyd  
Treasurer/Co-VP  
nicole.boyd@cantonlocal.org

Angela Keating  
Secretary  
akeating@starklibrary.org

### Canton South Band Boosters

President  
Allan Reynolds  
darknight73@sbcglobal.net  
330-704-4275

VP  
Carrie McCoy  
lasmom@aol.com  
330-316-7847

Secretary  
Rita Mayle  
330-437-9622

Treasurer  
Michelle Edwards  
Percey1@aol.com  
330-806-4148

Member At Large  
Carrie Carter  
330-615-9892

### Canton South Choir Boosters

Danielle Bryan  
President  
dbryan828@neo.rr.com  
330-309-8165

Theresa Zantene  
Vice President  
gslmmom@yahoo.com  
330-605-2915

Amy Smith  
Secretary  
amyjosmith1028@gmail.com  
330-705-4078

Jody Graham  
Treasurer  
jody.graham@cantonlocal.org  
330-224-8683

Maria Vaughn  
Public Relations  
maria.vaughn@aaltman.com  
330-575-4195

### Canton South Athletic Booster Club

Chris Scarpino  
President  
4525 Millport St. S.W.  
Canton, OH 44706  
330-484-1268

Lisa Blackmer  
Secretary  
2506 Baum St S. E.  
Canton, OH 44706  
330-353-1185  
blackmerlisa@yahoo.com

Joseph Franks  
Treasurer  
2200 Prairie College St. S.W.  
Canton, OH 44706  
330-484-2129

## School Starting/ Closing Times

### Tardy Bell - Dismissal

H. R. Walker Elementary	8:35 AM - 3:00 PM
Faircrest Memorial Middle School	7:40 AM - 2:25 PM
Canton South High School	7:35 AM - 2:35 PM

### Equal Education Opportunity

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer, at 330-484-8010.

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

### 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 Blackboard Connect, 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 stations prior to 7 AM.

We encourage families to monitor the radio the stations if they are uncertain of a school closing situation and they have not received notification. Please keep contact information current with the school secretary.

### Professional Development Days - No School

October 8, January 18

- No school for students
- Teachers report for professional development sessions that will enhance their skill set.

## Calamity Days for 2018-19

It is important for parents and students to be aware of our procedure for the delay or cancellation of school. Parents and students are responsible for knowing about emergency closings and delays.

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 alert notification, Blackboard Connect, a rapid phone calling system. Please be sure to notify your child's school office of any phone number changes that may occur. Direct changes can be made on the Blackboard Connect link on the district website.

## Fire, Tornado & Security 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. Safety drills will be conducted frequently though the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## School Community/Communications

### Board of Education

Regular meetings of the Board of Education are held the second Monday of each month at 7:00 PM, in the Board Room at 4200 Cleveland Avenue S., 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 Karen Vrabec at 484-8010. 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 the Superintendent's Secretary, Canton Local Schools, 600 Faircrest St SE., Canton, Ohio 44707.

### Media Release

A Media Release form is given to each student at the beginning of the school year. This is your choice to give/decline permission for the Canton Local School District to use your child's photo in district or building publications, Social Media posts, websites, audio-visual presentations, and/or outside media news stories. This includes photographs, slides, audio/video and computer e-mail or web pages.

### Visitors in the School

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 Security Desk before proceeding through a school building and leave a photo ID. Visitors are required to wear special ID badge. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.

### Preparedness For Toxic and Asbestos Hazards

The School is concerned for the safety of students and will comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan is available for inspection at the Board offices upon request.

### 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.

## Student Use of School Equipment and Facilities

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

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:

### Canton Local Schools

	High School	Middle School	Elementary School
Auditorium	\$500.00		
Auxiliary Gymnasium	\$125.00		
Main Gymnasium	\$125.00	\$125.00	
Cafeteria/Commons	\$125.00	\$125.00	\$125.00
Multipurpose Room		\$100.00	

In addition to the Facility Usage Fees - Custodial/Food Service & Lighting Fees:

Custodial Fees (Monday - Saturday)	\$50 per hr.
Custodial Fees (Sunday & Holidays)	\$75 per hr.
Cafeteria Workers (Monday - Saturday)	\$25 per hr. 1 worker \$20 per hr. each additional workers
Cafeteria Workers (Sunday & Holidays)	\$50 per hr. 1 worker \$40 per hr. each additional worker
Lighting/Sound Technician (PAC)	\$50 per hr.

\*The hourly rate for these services will be established annually by Canton Local Schools.

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 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.

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 Director of Operations 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

## Stark County Integrated Preschool

Canton Local Schools offers preschool education for those students who meet the eligibility. Walker Elementary has three preschool classrooms.

The first preschool program is a partnership between Canton Local Schools and the Stark County Educational Service Center. This program is called Stark County Integrated Preschool (SCIP). The preschool is offered 5 half days per week to children 3-5 years of age who have been identified as developmentally delayed in one or more of the following areas: communication, vision, hearing, motor skills, social emotional/behavioral functioning, self-help skills, and/or cognitive skills. This program also accepts children who are typically developing to serve as role models in the class.

The other two preschool programs are funded by a grant through the Ohio Department of Education. The children enrolled in this program need to meet income eligibility requirements and be typically developing. This classroom is also offered 5 half days per week for children who are 4/5 years of age.

Both of Canton Local's Preschool Programs have been rated by the Ohio Department of Education as 5 star programs through Step Up to Quality (SUTQ). This is a system administered by the Ohio Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards and exceed licensing health and safety regulations. Programs are required to receive a 3, 4, or 5 star rating in order to maintain state funding.

Persons interested in information regarding programming and placement in the program should contact the Director of Special Services, at 330-484-8022.

## Registration

Items needed for registration are: birth certificate, proof of residency, custody papers if applicable, vaccination records, and a Social Security Card. Students do not need to attend registration. Appointments can be made by calling the District Office.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly court executed copy of a power of attorney or caretaker authorization affidavit.

## 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 September 30. The successful completion of kindergarten, or its equivalent, is a mandatory requirement for admission to first grade.

## Immunizations

see Ohio Department of Health chart on pages 13.

Each student may 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 not answered in this handbook should be directed to the school nurse.

## 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.

## Student Responsibilities

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the principal.

- Adult students (age 18 or older) must follow all school rules.
- If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail by filling out the Canton Local Email Contact Information Form each student receives at the beginning of the school year. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.



## Student Well Being

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office or school nurse.

## Injury and Illness

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

## 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, schedule conflicts 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 district office at 484-8019.

## 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 Specialist, Melissa Kalb at 330-484-8010.

## Right 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
- Living 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/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.)

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 the Director of Special Services (330-484-8022).

# School Policies

## Title IX

In accordance with Title IX of the Education Amendments of 1972, no person shall on the basis of sex be excluded from participation in, denied benefits of, or be subject to discrimination under any educational program approved by the Canton Local Board of Education. Any questions or requests for information regarding grievance procedures should be directed to Title IX Coordinator.

## Americans with Disabilities Act

The Canton Local School District has developed a transition plan to comply with the requirements of 28 CFR part 35, the "Americans with Disabilities Act" (ADA). A copy of this plan is on file at the Board of Education Office, 600 Faircrest St SE, Canton, OH 44707. The public is encouraged to review this report and offer comments.

## AHERA Management Plan

In compliance with the Asbestos Hazard Emergency Response Act passed by Congress in 1986, Canton Local Schools has an AHERA Management Plan on file in at the Board of Education Office, 600 Faircrest St SE, Canton, OH 44707. Anyone interested in viewing the plan can stop and ask to see a copy. Asbestos inspections are completed in the school building every six months, and major re-evaluation is done every three years. Please be aware that when viewing policies on the district web site, the most up-to-date version may not yet be posted.

## Safety and Security

- A. All visitors must report to the security desk when they arrive at school and provide a photo id.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All district employees are to wear photo-identification badges while in District schools and offices or on District property.

# 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. Please notify the school that the student will be absent. 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, throwing up, or an unexplained rash. Students 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 45) 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 the school by the parent. The medication needs to be in the original bottle. Paperwork and medication bottle should include name of student, name of medication, the dosage and time to be given. Medication may not be brought 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 47) must be completed and signed by the parent.

2. Medication must be delivered to the school in the original container by the parent.

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## 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.

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 and Pests

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.

## Control of Blood-Borne Pathogens

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

## Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2018</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<b>K</b> Four (4) or more doses of DTaP or DT, or any combination. If all four doses were given before the 4 <sup>th</sup> birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 <sup>th</sup> birthday, a fifth (5) dose is not required. * <b>1-12</b> Four (4) or more doses of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <b>Grades 7-12</b> One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	<b>K-3</b> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 <sup>th</sup> birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** <b>Grades 9-12</b> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; if a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<b>K-12</b> Two (2) doses of MMR. Dose one (1) must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose one (1).
HEP B Hepatitis B	<b>K-12</b> Three (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.
Varicella (Chickenpox)	<b>K-3</b> Two (2) doses of varicella vaccine must be administered prior to entry. Dose one (1) must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after the first dose, it is considered valid. <b>Grades 9-12</b> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<b>Grade 7-9</b> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. <b>Grade 12</b> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

### NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedule for Children and Adolescents Aged 18 Years or Younger* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <https://www.cdc.gov/vaccines/schedules/index.html>.
- Vaccine doses administered  $\leq 4$  days before the minimum interval or age are valid (grace period). Doses administered  $\geq 5$  days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at <http://www.ohio.gov>, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

\* Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4<sup>th</sup> birthday, a sixth dose is recommended but not required.

\*\* Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

\*\*\* The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

\*\*\*\* Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1<sup>st</sup>) dose of MCV4 was administered on or after the 16<sup>th</sup> birthday, a second (2<sup>nd</sup>) dose is not required. If a pupil is in 12<sup>th</sup> grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.

# 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.

In specifying the maximum number of absences and still receive academic credit in a given period, it is the intention of the Canton Local Board of Education to convey at least two things:

1. The maximum potential benefit of schooling is available to the students with no absences.
2. Once a student has accrued excessive absences, he/she will not realize the educational benefits available, and therefore, may not earn academic credit.

Students 18 years or older, are not subject to compulsory school attendance, however, they are held to the same attendance standards as other students. Privileges that may be taken away include, but are not limited to, parking privileges, dances, and/or early release.

## Attendance Law - Ohio Revised Code

3321.01

A child between 6 and 18 years of age is of compulsory school age for the purpose of Sections 3321.01 of the Ohio Revised Code.

3321.04

Every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under the age and schooling certificate, and who has not been determined to be incapable of profiting substantially from further instruction, must send each child to school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

## 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 in the family necessitating the presence of the child
- c. Quarantine of the home
- d. Death in the family
- e. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- f. Observance or celebration of a bona fide religious holiday
- g. Out-of-state travel (up to a maximum of twenty (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity.
- h. Such good cause as may be acceptable to the Superintendent
- i. Medically necessary leave for a pregnant student in accordance with Policy 5751
- j. Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

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

## Family Vacation

An excused absence for up to 30 hours 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 family vacation form. Assignments are due the day the student returns from vacation unless prior arrangements have been made with the teacher(s). Vacation hours will not be granted during EXAM week or during the week of State Mandated Assessment tests.

## Early Dismissal

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, contacting the school, or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian. If a student leaves without permission, consequences will be issued on the first violation.

## Notification of Absence

The primary responsibility for school attendance rests with the student's parent(s) or guardian. Parent/guardians are required by law to notify the school everyday when their child is absent from school.

Parents are asked to call the school before 8:00 AM if a student is absent that day. Students will have 24 hours after their absence to verify it as being excused. Students are requested to bring all absence notes to the attendance office upon their return to school.

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.

Any school missed due to a medical/dental appointment can be medically excused absence providing a medical excuse signed by a physician is provided the day the student returns to school. For your convenience, medical/dental notes can be faxed to the attention of the attendance office.

## Habitual Truancy

A student will be considered habitually truant if the student is absent without a legitimate excuse for (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Please refer to the excused absences portion of the policy to determine legitimate excuses.

Intervention options for Habitual Truancy/Habitual Absences include:

- Providing a truancy intervention plan for any student who is absent from school in an amount that surpasses the threshold for habitual truant;
- Providing counseling for an habitual truant;
- Requesting or requiring a parent, guardian or custodian to attend a parental involvement meeting
- Requesting or requiring a parent guardian or custodian to attend a truancy prevention medication program
- Notification of the Registrar of Motor Vehicles; and
- Taking legal action.

## Homebound Instruction

The school may arrange for home instruction for students who are unable to attend school because of chronic illness or disability. A physician's note is required prior to a school/ parent meeting to determine eligibility and service options. Such arrangements should be made through the Office of Special Services.

## Extra-Curricular Attendance

Students must be in attendance for 3.5 hours to participate in extracurricular activities, co-curricular activities, practices, and games on that school day. The building Principal or designee may approve exceptions based on extenuating circumstances (family emergency, funeral, etc.).

## 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.

Testing: 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 or principal for assignment or test recovery.

## Absence/Tardy Arrival and Departure Time

Students arriving after the tardy bell will be considered tardy and must receive a tardy pass from the office to enter class. Parents of students arriving tardy must notify the office of the reason of the tardy as the time missed will automatically be marked as unexcused. House Bill 410 states that within the hour has to be notified.

## 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 or loss of privilege (detentions, ISS, follow-up with attendance officer, parent meetings, loss of driving privilege, etc.) Excuses will not be accepted for tardiness due to transportation problems in route to school.

## Tardiness - Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the school office before going to his/her first assigned location. Any student who is late to class shall be disciplined by the teacher. Students who are more than 15 minutes late will be considered absent for that instructional period.

Students who are tardy to class more than four times during a nine-week period shall be disciplined according to the Student Code of Conduct.

## Unexcused Absences

Absence from school for one or more periods with knowledge or consent of parent that 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 unexcused. The student will not be permitted to make up missed class work. The student will also be subject to disciplinary action.

## Habitual Absences

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

## Consequences for Habitual Absence/ Habitual Truancy

### Habitual Truancy

Students who are absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year may receive a written letter alerting the family to student attendance concerns.

A meeting will be scheduled with parent/guardian to develop a truancy intervention plan.

Students who are absent (unexcused) for 30 or more consecutive hours, 42 or more hours in one school month, or 72 hours in one school year could be subject to a formal truancy hearing with the Stark County Family Court.

District or school may assign the student to an absence intervention team within seven days of the original absence.

If a student refuses to participate or fails to make satisfactory progress with the absence intervention plan, the school may file a complaint in the Stark County Family Court.

Principals, or their designee, reserve the right to make decisions regarding attendance that is in the best interest of student and family.

## 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.

1. All books, equipment, etc., issued to students are checked carefully before being issued to the student so that damages or misuse can be pinpointed.
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 damages such as carving on furniture, writing on walls, etc.
4. Replacements of damaged properties shall not be for less than 50% of original value.
5. Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

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.

## 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 2018-19 school year. Student fees for 2018-19 for high school students depend on their course selection.

Please make all checks payable to Canton Local Board of Education. Fee notices will be sent with the first interim reports of the year. A receipt will be issued for all student payments. 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 Lunches please see page 25 - FREE OR REDUCED PRICE MEALS - DETERMINING ELIGIBILITY.



## Policy Regarding The Acceptance of Checks for Payment

Canton Local has an agreement with a company called Ecollect 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.

## Payschoolscentral.com

Payschoolscentral.com is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts.

### Benefits

- The meal process is automated for both the parents and the school so errors are minimized and the process is standardized.
- Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience.
- Payments can also be made by ACH (Electronic Check).
- Parents can review what their students are actually purchasing along with account balance information.
- High School families are able to pay school fees through Payschoolscentral.com.

### Features

- Account balance information is readily available to the parents, the school and the lunch staff.
- Parents can opt to receive an email when a student balance dips to certain threshold (set by parent.)
- Parents can opt to use an auto-replenishment feature which replenishes their student account(s) when a balance dips to a specific level (which is determined by the parent).
- School messages are automatically emailed to parents.
- Student information is automatically transferred from year-to-year.
- Parents can manage more than one student account.
- Payschoolscentral.com is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

### \*Canton Local Meal Charge Policy

When a student forgets lunch money or their account is in the negative, the following procedures were established to treat all students with dignity and respect, encourage parents to assume the responsibility of meal payments and to promote self responsibility of the students.

If a child's account reaches into the negative, the Food Services Department will allow a maximum of \$18.00 worth of negative meal charges for all students, so they can continue to receive the nourishment they need. Adults are not permitted to charge.

## 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 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.

### Grades

Canton Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The following grading system applies to Grades 3-12:

- 100 to 93 = A
- 92 to 90 = A-
- 89 to 87 = B+

86 to 83 = B  
82 to 80 = B-  
79 to 77 = C+  
76 to 73 = C  
72 to 70 = C-  
69 to 67 = D+  
66 to 63 = D  
62 to 60 = D-  
59 = F

The following grading scale applies to grades K-2:

100 to 90 = MS	Mastered Standards
89 to 80 = AP	Adequate Progress
79 to 70 = DS	Developing Standards
69 to 0 = AC	Area of Concern

## Grade Point Average

To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years. Some courses such

as College Credit Plus, Advanced Placement or Pre-AP, are weighted above a 4-point scale. See your school counselor for details.

## Parent/Teacher Conferences/Visitations

The schools welcome opportunities for conferences with parents. Day and/or evening conferences are regularly scheduled each year. Please make appointments and stop at the Security Desk when arriving for a visit.

## Homework

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation. Contact your child's teacher if you have specific questions.

## Field Trips

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

-Attendance rules apply to all field trips.

-While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

-Students who violate school rules may lose the privilege to go on field trips.

-Permission may not be granted if student is not passing all classes.

## 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.

## Grading Periods

Students will receive a report card at the end of each nine week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

## Graduation Requirements

### Regular Diploma

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessments required by the Ohio Department of Education (ODE) for graduation, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

#### There are currently three pathways to graduation:

1. Cumulative score of 18 points on seven end-of-course exams. Each of the end-of-course exams is scored on a scale of 1 to 5. Students must earn at least 1 point on each of the exams, with a total of 18 points overall to earn their diploma for graduation.
2. Earn a 12-point industry-recognized credential or group of credentials in a single career field and achieve a combined score of 13 points on three sections on the ACT WorkKeys Test.
3. Earn a remediation-free score on the ACT: English (18), Reading (21), and Mathematics (22) or SAT: Critical Reading (450), or Mathematics (520).

## Requirements for Graduation

### Regular Diploma

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 the required Ohio end-of-course exams, earning a total of 18 points on required exams.

It is the responsibility of the student to see that graduation requirements are met. The high school will make every effort to keep up-to-date records and keep students and parents informed of academic deficiencies. All inquiries should be directed to the Student Services (Guidance) Department at 330-484-8000.

### Curriculum Requirements

English Language Arts	4.0
Mathematics	4.0 <sup>1</sup>
Science	3.0 <sup>2</sup>
Social Studies	3.0 <sup>3</sup>
Health	0.5
Financial Literacy	0.5 <sup>**</sup>
Physical Education (2 semesters)	0.5 <sup>4</sup>
Fine Arts	1.0 <sup>5</sup>
Electives	4.5 <sup>6</sup>

Total = 21

### Credits

**\*\*NOTE:** All students must receive education in financial literacy during grades 9-12. For the classes of 2019-2021 this will be incorporated into the required Government course. Beginning with the class of 2022, the Money Management course will be required for graduation, pending board approval.

<sup>1</sup> Math credits must include Algebra II or equivalent of Algebra II.

<sup>2</sup> Science credits must include 1 unit physical science, 1 unit life science, and 1 unit of advanced science: Chemistry, Physics, or other physical science, Advanced Biology, or other life science.

<sup>3</sup> Social Studies credits must include 1.0 unit of American History, 1.0 unit of American Government, and 1.0 unit of Global Studies.

<sup>4</sup> Participation in interscholastic sports, band, or cheerleading for two full seasons is required in order to receive a physical education waiver. Students must complete two physical education waiver forms and return to the Student Services Office before the waiver will be added to the student's transcript.

<sup>5</sup> Students who complete/pass one full year of a career tech program will receive a fine art waiver. This waiver will not award a fine art credit but will waive the requirement of a fine art credit. Students wishing to pursue an Academic Honors Diploma will still need to earn a full fine art credit even if the waiver is earned.

<sup>6</sup> Electives must include one or a combination of foreign language, fine arts, business, career tech, technology, or English language arts, mathematics, science, or social study courses not otherwise required.

## Honors Diploma Classes 2018-2020

The Canton Local School District shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;
3. completed the academic curriculum and met at least 7 of the following 8 criteria:
  - a. earn 4 units of English;
  - b. earn 4 units of Mathematics, which shall include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4 year sequence of courses which contains equivalent content;
  - c. earn at least 4 units of Science, including physics and chemistry;
  - d. earn 4 units of Social Studies;
  - e. earn either 3 units of 1 foreign Language or 2 units each of 2 Foreign Languages (must include no less than 2 units for which credit is sought);
  - f. earn 1 unit of Fine Arts;
  - g. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year; or
  - h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT); OR
- 3.B completed an intensive career-technical education curriculum and met at least 7 of the following 8 criteria:
  - a. earn 4 units of English;
  - b. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3,4 year sequence of courses which contains equivalent content;

- f. maintain an overall high school grade point average of at least 3.5 on a 4 point scale up to the last grading period of the senior year;
- g. achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment of equivalent assessment aligned with State-approved and industry validated technical standards; or
- h. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests, or an equivalent composite score of 1210 on the Scholastic Assessment Tests (SAT).

## Classes of 2021 and Beyond

For the students in the class of 2021 and beyond, The Ohio Department of Education has approved six paths to earn an Honors Diploma. Students must meet criteria in the attached chart, which outlines the criteria for each of the six honors diploma pathways. **\*NOTE: Students in the classes of 2018-2020 are eligible to qualify for an Honors diploma using the new pathways OR through the current pathways listed earlier in this section. Information about each of the new pathways is available on page 22/23.**

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

## Early Graduation

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## Educational Options

Canton Local Schools provide alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

## Recognition of Student Achievement

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the 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 Educations 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. sexual 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;

- c. earn 4 units of Science, including chemistry and another advanced science course;
- d. earn 4 units of Social Studies;
- e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit.
- 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 Tricia Coutts Everett, at 330-484-8010 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)



# Ohio High School Honors Diploma

Content	Ohio Diploma	Academic Honors Diploma	Honors Diploma	Career-Tech Honors Diploma	STEM Honors Diploma (includes dance, drama/theater, music, and visual art)	Social Science & Core Engagement Honors Diploma
Math	4 units, including Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent	4 units, Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent that meets or exceeds all higher content standards	4 units, Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent that meets or exceeds all higher content standards	4 units, Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent that meets or exceeds all higher content standards	4 units, Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent that meets or exceeds all higher content standards	4 units, Algebra I, Algebra II, Geometry, and one other higher-level course or course equivalent that meets or exceeds all higher content standards
Science	5 units	4 units, including one unit or advanced science	4 units, including one unit or advanced science	4 units, including one unit or advanced science	4 units, including one unit or advanced science	4 units, including one unit or advanced science
Social Studies	5 units	4 units	4 units	4 units	4 units	4 units
World Languages	None	2 units minimum, with one in the first language studied	2 units minimum, with one in the first language studied	2 units of one world language or one in each of two world languages studied	2 units of one world language or one in each of two world languages studied	2 units of one world language or one in each of two world languages studied
Fine Arts	2 Semesters 5 units	1 unit None	1 unit None	None	2 units with a focus in Fine Arts course work	3 units with a focus in one of dance, drama/theater, music, or visual art
CPA ACT/SAT WorkKeys <sup>1</sup>	None None	3 units of course or ACT/1750 SAT	3 units of course or ACT/1750 SAT	3 units of course or ACT/1750 SAT	3 units of course or ACT/1750 SAT	3 units of course or ACT/1750 SAT
Field Experiences	None	None	None	None	None	None
Portfolio	None	None	None	None	None	None
Additional Assessments	None	None	None	None	None	None

NOTE: Items shaded in blue are changes that were made to the honors diploma system, including the entire STEM, Arts, and Social Science and Civic Engagement Honors Diplomas

**NOTES:**

For the Academic, International Baccalaureate, and Career Tech Honors Diplomas, students who entered the ninth grade between July 1, 2013 and June 30, 2017 may choose to pursue the diploma by meeting the requirements of these criteria or the previous criteria. Students entering the ninth grade on or after July 1, 2017 must meet these criteria.

Completion of any advanced standing program, which includes Advanced Placement, International Baccalaureate, College Credit Plus, and may include Credit Flexibility, can be counted toward the unit requirements of an Honors Diploma.

Students must meet all but one of the criteria to qualify for an Honors Diploma, and any one of the criteria may be the one that is not met.

Diploma with Honors requirements pre-suppose the completion of all [high school diploma requirements in the Ohio Revised Code](#) including:

½ unit physical education (unless exempted), ½ unit health, ½ unit in American history, ½ unit in government, and 4 units in English. The class of 2021 and beyond will need to have ½ unit in world history and civilizations as well.

<sup>1</sup> Writing sections of either standardized test should not be included in the calculation of this score. The Locating Information test is not included in the calculation of the WorkKeys score.

<sup>2</sup> Advanced science refers to courses that are inquiry-based with laboratory experiences and align with the 11/12th grade standards (or above) or with an AP science course, or with an entry-level college course (clearly preparing students for a college freshman-level science class, such as anatomy, botany, or astronomy).

<sup>3</sup> Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.

<sup>4</sup> The fifth mathematics and science credit for the STEM honors diploma may be fulfilled with a single course.

<sup>5</sup> Field Experience refers to experiential learning in either an internship or apprenticeship. Students will document their experiences by describing their understanding in a portfolio.

<sup>6</sup> The student portfolio is a collection of experiential learning and competencies based on the student's field experiences. Students will engage with professionals or scholars in the field while developing their own portfolio or ePortfolio of original work that documents their technical, critical and creative skills representative of their honors focus; students' work must be reviewed and evaluated by scholars or professionals within the field/area of study in which the students' work is focused, and the scholars or professionals must be external to the district staff; students will give a presentation to showcase the work and provide an analysis of it to the school and local community. If the student does not complete a field experience, the portfolio can be based on a collection of work related to the student's honors diploma area of focus.

<sup>7</sup> Students must score a minimum of a 6 on the Applied Mathematics WorkKeys Assessment and a minimum of 6 on the Reading for Information WorkKeys Assessment in order to meet the WorkKeys score requirement. The WorkKeys option applies only to the Career Tech Honors Diploma.

<sup>8</sup> These scores are based on the 2016 ACT and SAT assessments. Concordance tables outlining equivalent scores for past and future tests that differ from the 2016 versions will be published on the ODE website. Tables to concord SAT assessments taken prior to March 2016 can be found [here](#). Further information on test concordance can be found [here](#).

# Student Support Services

## Food Service Program

Canton Local School District operates a school cafeteria in each of its three 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 Pyschoolscentral.com. 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. Pyschoolscentral.com does charge a 3.9% of the transaction amount for credit card use. The web site also supports electronic check transactions for a flat fee of \$1.75 per transaction. These fees are charged by Pyschoolscentral.com for their services.

As a participant in the National School Lunch Program, Canton Local Schools does not permit students to bring fast food into the cafeteria. Canton Local Schools has a wellness policy and initiative that encourages healthy eating and exercise on a daily basis. No student may leave school premises during the lunch period without specific written permission from the Principal.

## Free or Reduced Price Meals - Determining Eligibility

Canton Local Schools will provide lunch and breakfast free of charge to elementary/middle school students. High school students may receive free or reduced price meals based on eligibility. Eligibility is determined 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 need to submit an application. The completed application, signed by an adult household member, should be sent to the Director of Food Services, 600 Faircrest St SE., Canton, Ohio 44707 or building secretary.

You will be notified of the status of your child(ren) within ten (10) days of receipt of your application. All information provided on the application is held in confidence.

Fee Payment Information - A fee waiver request is on the Free & Reduced Lunch Form. For Canton South High School, 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 18 of this handbook.

## Guidance and Counseling Services

Counselors are available at middle and high school grade levels to help students with personal, educational, and career-technical issues. At Canton South students may make appointments to see a counselor by going to the CSHS Guidance Office before or after school and during their lunch periods or by filling out an appointment slip. At Faircrest, students can fill out an appointment slip found on the school office counter.

## Library Services

The Design Center at Canton South High School is open throughout the school day. The center offers the opportunity to check out books, as well as additional student support services and activities. Fines for overdue materials accrue at the rate of five cents per day.

The FMMS library media center is open select periods each day and available for book check out only. There are no fines for overdue materials at Faircrest.

We are proud of our school library services 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 to ensure student health, safety, and welfare without the student's knowledge and/or presence.

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.

## Student Valuables

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## Lost and Found

A lost and found area is located in or near the Main Office of each Canton Local school building. Students who have lost items should check with office for Lost and Found. They may retrieve their items if they give proper description. Unclaimed items will be given to charity at the close of the school year.

## Use of Office Telephones

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

# Student Dress Code

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

## Student Dress Standards

### General Guidelines

- Clothing must be safe, neat, in good repair, in good taste and worn appropriately.
- Clothing intended for outside wear, including jackets and hats, should be removed upon entering the building.
- Clothing and jewelry (or skin) 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.
- No body or facial piercing(s) are permitted by males or females.
- Chain wallets are not permitted. Chain belts and large metallic chains worn as jewelry are not allowed.
- 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.
- Headphones and earbuds are not permitted unless authorized by staff.

### Hair:

- Hair for students shall be neat and clean and shall not be worn covering the eyes. Any class policy with regard to hair safety will take precedent over any other policy.
- Male facial hair should be neatly trimmed at all times.
- Unnatural colored hair is not permissible.
- Sweatbands, scarves, hoods, bandanas, and other materials covering the hair are not permitted.

### Clothing:

- Bare midriffs and tube tops are not permitted.
- Skirts, dresses, and shorts must be no shorter than mid thigh.
- Skirts, dresses and shorts must be worn at the natural waistline. Undergarments must be covered by outerwear.
- All clothing tops must have a shoulder strap of 2 inches, except in special circumstances that will be given administrative approval (dresses for special occasions).
- No holes above the knee may show skin, holes below the knee are acceptable provided they are safe, neat and in good repair.
- Pajama bottoms are not permissible unless authorized by building administration.
- All yoga pants and similar style clothing are permissible when the students top is no shorter than mid thigh.

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.

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.

All dress code decisions are left to the discretion of administration.

# Student Discipline Code

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

## Expected Behaviors

Students are expected to:

- √ act courteously to adults and fellow students;
- √ be prompt to school and attentive in class;
- √ work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- √ complete assigned tasks on time and as directed;
- √ help maintain a school environment that is safe, friendly, and productive;
- √ act at all times in a manner that reflects pride in self, family, and in the School.

## Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- √ a teacher to communicate effectively with all student in the class; and
- √ all students in the class the opportunity to learn.

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/disciplined at 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 has evidence of consumption 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 designee 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. The school reserves the right to administer a breathalyzer before admittance to school sponsored functions.

### 2. Possession/Use of cigarettes, smokeless tobacco, or look-a-likes

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 and e-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, 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.

### 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. Unauthorized Fire**

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 may 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 school 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 games 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 or inducing panic 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 produce 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 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, may 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 may result in disciplinary action.

## **27. Headphone Use**

All headphones or listening devices must be removed upon entering the school building. Headphones may only be used in designated areas of the building. Unauthorized headphone use may result in the item being confiscated from the student by school personnel and disciplinary action may be taken. The district is not liable for lost or stolen headphones or listening devices.

## **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 36)**

## **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 persuasive 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 innuendos, 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 innuendos, 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, at 330-484-8010.

### **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. Driving privileges may be revoked at any time.

### **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. Unauthorized Bodily Contact**

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. Possession/Lighting of Incendiary Devices**

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

### **39. Possession and Transmitting Pornography**

Possessing and transmitting sexually explicit material.

### **40. Unauthorized use of vehicles**

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

### **41. Use of Wireless Communicaton Devices**

Students may use personal communication devices (PCDs) before and after school or during their lunch break (building level discretion), as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs may only be used in designated areas of the building and will be at the discretion of building level administrators. All other PCD use is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smart-phones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

### **42. False Reporting**

Falsely reporting incidents, making false accusations, or giving false testimony to school personnel to keep one's self out of trouble or to affect the welfare of others or to cover up for others is forbidden.

# ATHLETIC RULES, REGULATIONS, AND POLICIES

## SUBSTANCE & CHEMICAL ABUSE POLICY

Any confirmed violation of the following policies will result in disciplinary action. The policy will be in effect for students in grades 7-12 involved in any extracurricular/co-curricular activity. A student will be under the jurisdiction of this policy from the time they initially receive the policy through graduation. This policy will be in effect from the first practice until the last contest of all sports for the duration of the season. Penalties for violation of this policy will be cumulative throughout a high school student-athlete's career. Infractions occurring in the middle school will not be carried over to the high school.

Student-athletes choosing to participate in any sport will be required to submit to a random drug screen to be eligible for competition. The goal of this policy is not to "catch" students using illegal chemicals but to help students have additional compelling reasons not to use chemicals.

The drug screening will be administered one time during each athletic season: Fall, Winter and Spring. Should a student test positive to the presence of an illegal substance, the athletic code of conduct will be followed. Should legal guardians request an appeal, a second test can be administered at the guardian's expense. The school district reserves the right to reject the results if the administration of the second test is not conducted by a school-approved provider. The suspension of activities will still be upheld while waiting for the results of the second test. The consequences may be removed when the clean results of the second test are approved. Failure to provide a random sample will be considered as a positive result.

Canton Local Schools student-athletes shall not possess, sell, consume, purchase, or be under the influence of any drugs, alcohol, steroids/performance enhancing drugs, look-a-like drugs, or prescription drugs not prescribed to the student-athlete.

### **A. First Offense**

1. First violation will result in a 20% loss of participation of the remaining scheduled contests, including tournaments, to be based on the number of regular season contests for the sport. If there are not enough contests remaining in the season to complete the 20% loss of participation, the denial of participation will carry over to the next season that the student-athlete participates. The student must complete the season in good standing, or the penalty will be assessed in the next sport season that the student-athlete participates in.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. Add something from 5136 and "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

The district is not liable for lost or stolen electronic devices. Parents are urged to utilize the school phone to relay any urgent messages to their child. Students are reminded that they should have no expectation of privacy when using electronic personal devices at school or during school functions. As allowed by law, school administrators can look at and access all information in an electronic personal device if the school administrator has reasonable suspicion of wrongdoing.

## **Due Process Rights**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

2. The student-athlete must obtain professional drug/alcohol assessment, at his/her own expense, in order to return to participation. Student-athletes may practice during his/her loss of participation; they may not participate in contests.

3. An intervention meeting will be held with the athletic director, student-athlete, and parent/guardian to review the assessment.

#### **B. Second Offense**

1. The second violation will result in a loss of participation for 1 calendar year from the time the school is notified of the violation. The student-athlete may have this penalty reduced to 50% loss of participation, provided the student-athlete and his/her parent/guardian agrees to accept and successfully complete the following requirements;

a. The student-athlete must obtain a professional drug/alcohol assessment, at his/her own expense, and agree to participate and complete all recommendations made by the assessment agency.

b. The student-athlete will give a baseline drug test at the school district's expense. The student-athlete must then submit to 3 random drug/alcohol tests over a 1 calendar year period. These tests are at the expense of the student-athlete and his/her parent/guardian. The student-athlete and his/her parent/guardian shall be notified by the athletic director as to the time and location/agency that has been selected by the school for each test year.

c. Failure of the student-athlete to complete any of the above requirements or any positive drug tests will result in a loss of participation for 1 calendar year.

d. If there is not enough contests remaining in the season to complete 50% loss of participation, the denial of participation will be carried over to the next sports season that the student-athlete participates. The student-athlete must complete the season in good standing or the penalty will be assessed in the next sport season that the student-athlete participates in.

2. An intervention meeting will be held with the athletic director, student-athlete, and parent/guardian to review the assessment.

#### **C. Third Offense**

1. A third violation will result in the denial of participation in athletics for the duration of the student-athlete's high school career. An athletic termination hearing will be held with the principal, athletic director, student-athlete, and parent/guardian.

D. These offenses will accumulate during their high school sports participation.

## **TOBACCO USE/POSSESSION**

Canton Local Schools student-athletes shall not use or possess any form of tobacco, tobacco related products, or tobacco paraphernalia, including electronic cigarettes. Any confirmed violation of this policy will result in immediate disciplinary action. Possession or use of a tobacco product during the season will result in the following:

#### **A. First Offense**

1. First violation will result in a 20% loss of participation of the remaining scheduled contests, including tournaments, to be based on the number of regular season contests for the sport. If there are not enough contests remaining in the season to complete the 20% loss of participation, the denial of participation will carry over to the next season that the student-athlete participates. The student must complete the season in good standing, or the penalty will be assessed in the next sport season that the student-athlete participates in.

#### **B. Second Offense**

Second violation will result in a 50% loss of participation of the remaining scheduled contests, including tournaments, to be based on the number of regular season contests for the sport. If there are not enough contests remaining in the season to complete the 50% loss of participation, the denial of participation will carry over to the next season that the student-athlete participates. The student must complete the season in good standing, or the penalty will be assessed in the next sport season that the student-athlete participates in.

#### **C. Third Offense**

1. Third violation will result in the denial of participation in athletics for the duration of the student-athletes career. An athletic termination hearing will be held with the principal, athletic director, student-athlete, and parent/guardian.

**D. These offenses will accumulate during their high school sports participation.**

## **SALE & DISTRIBUTION OF DRUGS/ALCOHOL/CHEMICAL SUBSTANCE**

A student-athlete involved in the sale and/or distribution of any drugs, alcohol, or chemical substance will result in the denial of participation for one calendar year from violation.

## **SOCIAL MEDIA GUIDELINES**

In the past, inappropriate use of social media by Canton South High School Students participating in athletics and co-curricular activities has resulted in suspension from practice, contests, and other events. In an effort to foster good sportsmanship and to deter the need to enforce discipline, Canton Local Schools recommends the following guidelines as best practices for the use of social media by Canton South High School student-athletes. For the purposes of these guidelines, social media means any form of electronic communication through which users create online communities to share information, ideas, personal messages, and other content.

Student-athletes are not restricted from using any online social network sites or digital platforms. However, users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also comply with federal government, state of Ohio, Canton Local School District, and Ohio High School Athletic Association rules and regulations. As a Canton South High School student-athlete you are held accountable to the Student Handbook regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

These guidelines are intended to provide a framework for student-athletes to conduct themselves safely and responsibly in an on-line environment. As a student-athlete at Canton South High School you should avoid posting:

A. Derogatory language or remarks about teammates or a coach or coaches; other Canton South High School students, athletes, teachers, or coaches; students, athletes, administrators or representatives of other schools.

B. Demeaning statements about or threats to any third party.

C. Incriminating photos or statements depicting violence, bullying, hazing, sexual harassment, vandalism, stalking, underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.

D. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.

E. Indicating knowledge of an unreported crime.

F. Indicating knowledge of an unreported school or team violation, regardless if the violation was unintentional or intentional.

Incidents and infractions will be handled on a case by case basis. Discipline will be as follows, depending on the severity of the infraction:

- Single or multiple game suspensions
- Dismissal from team
- Possible consequences from the Canton Local Administration

Maximum of three accumulated offenses of the social media policy during the season will result in removal from the team for the remainder of the season.

## SCHOLARSHIP AND ELIGIBILITY

In accordance with the Canton Local Board of Education policy, in order to be eligible to participate in any interscholastic extracurricular activities, students must meet the following requirements:

### A. Students Enrolled in Grades 9-12

1. In the immediately preceding grading period, a student must receive a passing grade in a minimum of five (5) one credit courses or the equivalent, which count toward graduation.

2. Those grades referenced in (A,1) must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale. (See Item C3)

3. A student enrolled in the first grading period after advancement from the eighth grade must have passed 5 classes of those subjects carried the preceding grading period in which the student is enrolled.

4. Those grades must, when combined, be a total grade point average of at least 1.5 on a four-point (4.0) scale. (See Item C3)

### B. 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 five classes carried the preceding grading period in which the student was enrolled.

2. Those grades referenced in (B,1) must, when combined, be a total grade point average of at least 1.5 on a 4.0 scale. (See Item C3)

### C. Intervention for Grades 7-12

1. A student who has a grade point average below 1.5 but maintains state eligibility standards may continue to compete if he/she participates in a provided study table or intense tutoring, as determined by the Athletic Department, until they acquire an official 1.5 grade point average. (This grade point average will be in compliance to (A,1) above.)

This will be mandatory. Any unexcused absence from the study table will result in suspension from the athlete's next scheduled contest. The study table will also be available to any student upon the request of the parents and approval of the principal.

### D. Pass/Fail Policy

1. Any student who received a failing grade for any class or course of study for the previous grading period may be eligible to participate in interscholastic extracurricular activities provided he/she meets all of the requirements of (A) or (B) above.

E. All other eligibility requirements of the Board and, in the case of interscholastic athletics, the Ohio High School Athletic Association, must be met in addition to those declared above.

## INELIGIBILITY

A. If a student is declared academically ineligible for participation, the following will occur:

1. Adhere to all rules established by the OHSAA.
2. The coach can permit a student-athlete to practice during the ineligibility period; student-athletes are not permitted to dress for or compete in a contest.
3. The coach can permit a student-athlete to travel with team during the ineligibility period.



# 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-a-Like" 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. This includes e-cigarettes.

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.

## Behavioral Expectations

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

## Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension or expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s)

of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place with three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

## Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 10 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

## Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

## Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

## Suspension of Bus Riding/ Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. General housekeeping inspection of school property may be conducted. Student lockers are the property of the District

and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

[Note: Signs accurately reflecting this policy MUST be placed in a conspicuous area by lockers.]

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

## Interrogation of Students

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

## Student Rights of Expression

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

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

Students who wish to display material should follow school guidelines and present to building administrator 24 hours prior to display.

# Transportation

The School provides transportation for all students who live farther than one mile from the school. The transportation schedule and routes are available by contacting the Transportation Supervisor at 330-484-8006.

## School Bus Transportation Philosophy

The Canton Local School District transports approximately 1,800 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 Supervisor.

### 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 book bags 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 maybe 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 26-30) also apply while the student is waiting for, riding or exiting from the bus.

## Bus Discipline Policy

First Offense: At the discretion of administration 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. Consequences may be determined at the discretion of the building administration.

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 supersede the authority of the bus driver to determine 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.

## Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

# 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 a minimum of five of all 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 may 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 may result in automatic dismissal from that activity.

## **Student Fund Raising**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

## **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.

# Acceptable Use of Technology Agreement Including Internet Use & Safety

## Education Purpose Statement

The District provides access to technology, including Internet access to enhance the instruction of its students and achieve the goals established by the District Board of Education and the Ohio Department of Education. This Agreement is established to promote the use of technology, including Internet access in a manner that leads to a safe and worthwhile educational experience for all. Therefore, the District is committed to providing teaching on Internet safety.

## Scope/Definitions

Technology, including the Internet, is a source of instructional material to which students and employees have access both inside and outside the boundaries of the school physical and temporal environment. This Agreement and the associated rules and regulations refer to all devices including but not limited to computers, smart phones, digital tablets, electronic computing communication, recording or imaging devices including but not limited to MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones and digital cameras as well as technology infrastructure, associated peripheral devices and software:

- Owned by, leased by or on loan to the District or any third party engaged in providing services for the District.
- Any computing or telecommunication device owned by, in the possession of or being used by district students that are operated on the grounds of any district facility, off grounds at a school sponsored function or connected to any equipment at any district facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, Virtual Private Network (VPN), infrared and/or wireless.

This Agreement applies to any online service provided directly or indirectly by the District for student use. Examples of online services include but are not limited to electronic mail, web sites, cloud based computing applications and social media sites. Students agree to abide by any license agreement established with a third party.

This Agreement is in effect for any school sponsored activity at any time or any place.

The Internet can be accessed by a variety of electronic devices including those not provided by the District. Because the material available on the Internet varies in quality and appropriateness and instructional material obtained from the Internet may have not been selected ahead of time in a manner similar to the way other instructional material is selected such as textbooks, software, or library books, the District cannot guarantee accuracy, appropriateness and opinions expressed in the materials.

Any implementation of the use of student-owned device for instructional use must follow all district rules and policies and may require a separate signed approval by parent or guardian.

## Statement of Procedures

In order to maintain and encourage appropriate and effective use of Internet access, computer technology and connectivity, a set of rules for computer and network use have been established. Students must read and abide by these rules established by the District and their respective buildings and classrooms.

The District provides technology and Internet access in a good faith attempt to promote the safe, ethical, responsible, and legal use of this instructional resource. This access is intended to promote the effective use of technology and the Internet for educational purposes, protect students against potential dangers and ensure accountability. This access is not intended to function as a public access service or a public forum. The District reserves the right to restrict this access to ensure that its use is in accord with its educational purpose.

The District prohibits student-teacher interaction on social networking sites unless such interaction is specifically educational in nature. Any digital communication between district employees and students is expected to follow all district policies and the Ohio State Board of Education's Licensure Code of Professional Conduct for Ohio Educators.

Internet safety issues may arise around the access to and use of the Internet, internet-ready, and other electronic devices in a manner that promotes safe, civil and legal online activity for children, digital citizenship and literacy and recognizing and responding to cyber bullying. The District will offer training in the use of the Internet and students are required to participate in training. The training will address appropriate online behavior, cyber bullying awareness and response as well as proper etiquette when interacting with other individuals in social networking sites and chat rooms. Training relating to online safety issues may be made available for parents and guardians.

Student activities will be structured in a manner that is appropriate to the age and skill level of students. This approach is adopted in recognition of the importance of providing more secure environments for younger students and supporting safe, responsible and independent use by older students.

## Disclaimers/Hold Harmless Clause

The District makes no warranties of any kind, expressed or implied, in connection with its provision of access to the Internet or online services, technology or technology infrastructure provided to its students, staff or visitors. The District is not responsible for any personal documents or information stored on district technology or associated services nor is it responsible for any harm from the release of confidential information. The District will not be responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. The District is not responsible for the accuracy or quality of the information obtained through Internet access. The District will not be responsible for financial obligations arising through unauthorized or inappropriate use. It is impossible for the District to restrict access to all offensive and controversial materials. It is the responsibility of the students to abide by the policy to avoid such content.



### **Copyright/Ownership**

Copyrighted materials may not be placed on any service accessed via the Internet or any system connected to the District's system(s) and used in conjunction with District initiatives without permission from the holder of the copyright and materials must be licensed directly to the District. Only the owners or authorized individuals may upload or download copyrighted material to and from the district's systems. Unauthorized copyrighted materials will be removed upon notification.

### **Privacy/Monitoring/Confidentiality**

Users shall have no expectation of privacy when utilizing district technology or related services. At anytime and without prior notice, the District reserves the right to monitor, inspect, copy, review and/or store any and all results of computers, network and/or Internet access and any and all information transmitted or received in connection with such usage. This includes, but is not limited to, information contained in online services provided by the District. All such information shall be and remain the property of the District. The creator of original works may retain specific rights to use as applicable under U.S. copyright law.

Students shall maintain and protect the confidentiality of any confidential information housed, processed or maintained by the District. This includes but is not limited to account information, passwords and personal information.

### **Prohibited Practices**

The use of technology for any purpose that violates the student code of conduct, board policies, rules or regulations regarding the use of technology in the district, building or classroom or any use which is outside the educational purpose is prohibited. This includes, but is not limited to:

- Theft, destruction of property
- Purchasing goods or services
- Bullying
- Interfering with the normal functioning of computers, systems or networks
- Accessing, modifying or deleting files/data that do not belong to you
- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system
- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials
- Sending or publishing offensive or harassing messages/content
- Accessing dangerous information that, if acted upon, could cause damage or danger to others
- Violating copyright laws and/or district policy on plagiarism
- Recreational/non-educational use of electronic communication
- "Hacking" and other illegal activities in an attempt to gain unauthorized access to restricted files, other computers/systems. Uploading any harmful form of programming, bypassing filters; installing any type of server, aliasing/spoofing, peer-to-peer networking or remotecontrol software. Possession of and/or destruction of any of software tools designed to facilitate any of the above actions will also be considered an offense
- Saving inappropriate files to any part of the system, including but not limited to music files, movies, video games offensive images/

files, programs which can be used for malicious purposes, any files for which you do not have a legal license, hobby or personal interest files, even if not offensive or inappropriate

- Any file which is not needed for school purposes or a class assignment

Students are required to report any occurrence of a prohibited practice to the school building administrators immediately. It is recognized that the use of technology, including but not limited to Internet access is a privilege and not a right. The District reserves the right to withdraw access to technology, including but not limited to, the Internet through its network and to determine what constitutes improper use.

### **Consequences**

Those who violate this Agreement and those failing to report violations shall be dealt with following established student discipline guidelines. The District also reserves the right to administer the appropriate disciplinary action in accordance with the "Student Code of Conduct" which includes but is not limited to detention, in school suspension, out of school suspension or expulsion. Any infractions that fall under the provisions of the Ohio and Federal Criminal Codes will be referred to the appropriate law enforcement agencies.

### **Ban of Criminal and Illegal Acts**

In addition to the rules and guidelines stated in this Agreement, the District prohibits the use of any technology or service in the commission of any criminal or illegal act or the preparation for, communication about or the cover up of such actions and will refer offenders to proper law enforcement agencies. The District also reserves the right to seek monetary and/or other damages resulting from any criminal or illegal act or violation of this Agreement.

### **Signatures/Acknowledgement**

Students and residential parent(s) or guardian(s) shall agree to and acknowledge the information disclosed in this agreement by signing below. This agreement is in effect until the student leaves the District or a new agreement is required. For students 18 years and older, the student agrees that they understand and agree to abide this agreement. For all other students, the parent agrees that they have explained this agreement to their child and that the child agrees to abide by the agreement.



# Appendix

The Prescribed/Nonprescribed Medication authorization forms are located on pages 46 & 48 are intended to be printed 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).



**Medication Administration Record (MAR)  
General Medication Form**  
(Including Asthma Inhaler and Epinephrine Autoinjector Use)

**Student Information**

Student name		Date of birth	
Student address			
School	Grade/Class	Teacher	School year
List any known drug allergies/reactions		Height	Weight

**Prescriber Authorization**

Name of medication		Circumstance for use	
Dosage		Route	Time/Interval
Date to begin medication		Date to end medication	
Circumstances for use			
Special instructions			
Treatment in the event of an adverse reaction			
Epinephrine Autoinjector <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.			
Asthma Inhaler <input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant.			
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief			
Possible Severe Adverse Reaction(s) per ORC 3317.716 and 3313.718 a) To the student for whom it is prescribed (that should be reported to the prescriber) _____ b) To a student for whom it is not prescribed who receives a dose _____			
Other medication instructions Does medication require refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No    Is the medication a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prescriber signature		Date	Phone      Fax
Prescriber name (print)			
Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler.			

**Parent/Guardian Authorization**

<input checked="" type="checkbox"/> I authorize an employee of the school board to administer the above medication. <input checked="" type="checkbox"/> I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. <input checked="" type="checkbox"/> I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.			
<input checked="" type="checkbox"/> Medication form must be received by the principal, his/her designee, and/or the school nurse. <input checked="" type="checkbox"/> I understand that the medication must be in the <b>original</b> container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone

**Parent/Guardian Self-Carry Authorization**

<input type="checkbox"/> For Epinephrine Autoinjector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law.			
<input type="checkbox"/> For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.			
Parent/Guardian signature	Date	#1 contact phone	#2 contact phone



# AUTHORIZATION FOR NONPRESCRIBED MEDICATION OR TREATMENT

To the Parent:

The following information is necessary for any student to use nonprescribed medications in school. All spaces must be completed.

Name of Student \_\_\_\_\_ Address \_\_\_\_\_

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

A I am requesting permission for my child named above to: (Check one or both)

\_\_\_\_\_ use or receive the following over-the-counter medication(s)

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

\_\_\_\_\_ self-administer such medication(s) in my presence or that of an authorized staff member

B. I will assume responsibility for safe delivery of the medication to school.  
\*\*Parents are responsible for delivery of medication in original container.

C. I will notify the school immediately if there is any change in the use of the nonprescribed medication or treatment.

D. 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.

Signature of Parent \_\_\_\_\_

Date \_\_\_\_\_

Home Telephone \_\_\_\_\_

Work Telephone \_\_\_\_\_

