

## **Acknowledgment of Electronic Distribution of Student Handbook**

My child and I have been offered the option to receive a paper copy of or to electronically access, at [www.cantonisd.net](http://www.cantonisd.net), the Canton High School Student Handbook and the Student Code of Conduct for the 2017-2018 school year.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Student Code of Conduct, I should direct those questions to the principal 903-567-6561.

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_



# **Canton High School Student Handbook 2017-2018**



The EAGLE HANDBOOK has been prepared to help you while at Canton High School. Please read it carefully. The purpose of this handbook is to give students and parents the rules, policies, and expectations of Canton High School. This handbook does not constitute a contract between Canton ISD and any student and/or any parent/guardian.

## **Principal's Message**

Welcome to the 2017-2018 school year at Canton High School! The faculty and staff at CHS have worked hard to provide you with the greatest possible opportunities to be successful as a high school student and beyond. CHS is known for being a community school that places great emphasis on the success of its students in all areas. We are committed to providing you with a learning experience that is second to none; one that will be beneficial as you pursue your college and career goals. The campus atmosphere is one that fosters school spirit, develops leadership, and encourages you to take an active role in your education. Canton High School is proud to be an exceptional place to get an education and to grow as young men and women. Excellence is our goal in all that we do, and we will do everything that we can to help you achieve your goals. Have a great year and GO EAGLES!

Sincerely,

*Dusty Spencer*



**CANTON HIGH SCHOOL MOTTO:**

**“Making Excellence a Tradition.”**

**CANTON HIGH SCHOOL SONG:**

**Our praises high we love to sing,  
My Canton High, My Canton High  
Our homage now to thee we bring,  
My Canton High, My Canton High  
With friendship, loyalty, and cheer  
We serve our high school far and near.**

**So fight as in those days of yore  
My Canton High, My Canton High.**

**CHS!!!!!!!!!!**

**CANTON INDEPENDENT SCHOOL DISTRICT**

**BOARD OF EDUCATION**

**Kenneth Pruitt----- President**  
**Josh Wilkerson----- Vice-President**  
**T.A. Hale----- Secretary**  
**Clay Nicklas**  
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**Reagan Sumner**

**ADMINISTRATION**

**Jay Tullos----- Superintendent of Schools, Canton ISD**  
**Dusty Spencer----- Principal of Canton High School**  
**Angie McLeod----- Assistant Principal**  
**Susie Dorman----- Counselor**  
**Prissy Sweat----- Counselor**  
**Kim Burch----- Secretary to Counselor**  
**Leslie Corey----- Secretary to the Principal**  
**Kamra Reid----- Office Manager/Attendance Clerk**  
**Susan Robbins----- Receptionist/Administrative Clerk**

**SCHOOL ADDRESS**

**CANTON HIGH SCHOOL**  
**1110 W. Highway 243**  
**Canton, Texas 75103**  
**Phone: 903-567-6561**  
**Fax: 903-567-6562**

**THE CANTON INDEPENDENT SCHOOL DISTRICT’S REGULAR SCHOOL BOARD MEETING IS HELD THE 3<sup>rd</sup> MONDAY OF EACH MONTH AT 6:00 P.M. AT THE ADMINISTRATION BUILDING LOCATED AT 1045 SOUTH BUFFALO ST.**

Canton High School is empowering students to develop leadership skills as a young adult. Our school and district has implemented a vision for leadership. Listed below is our vision for the year. Join us in teaching your children some simple concepts that can enhance their career as a student and a citizen.

## **Eagle Vision**

### **Empower Others**

Inspire others to dream more, learn more, do more and become more.

### **Accept Responsibility**

Set goals and take responsibility for your future.

### **Give Respect to Gain Respect**

Treat others as you would like to be treated.

### **Lead by Example**

Do great work, remain positive, and lend a hand along the way.

### **Exhibit Honesty**

Remain honest even when it means admitting to a mistake.

### **Strive for Excellence**

Go above and beyond in all that you do.

## **Eagle Vision Monthly Quotes**

**August** – You miss 100% of the shots you don't take.

**September** – Do unto others as you would have them do unto you. Matthew 7:12

**October** – Make the very best of everyday, regardless of your circumstances.

**November** – Today is the day you make your choices for tomorrow.

**December** – God has given us two hands, one to receive with the other to give with.

**January** – Do what's right even when nobody is looking.

**February** – Whatever you are be a good one.

**March** – Be the one that brightens the room when you enter it...not when you leave it.

**April** – Wrong is wrong, even if everyone is doing it. Right is right even if no one is doing it.

**May** – You haven't failed until you quit trying.

## **Eagle Etiquette**

Respond to an adult using "Yes Ma'am", "No Ma'am", "Yes Sir", and "No Sir".

Make eye contact, shake hands and use the person's name when greeting.

Use "Please, Thank You and You Are Welcome" when appropriate.

Listen to others: talk don't text.

If asked a friendly question, respond with a question.

Always encourage others. Never put anyone down.

# Table of Contents

PREFACE .....	1
SECTION I: PARENTAL RIGHTS .....	3
PARENTAL RIGHTS.....	3
Obtaining Information and Protecting Student Rights .....	3
“Opting Out” of Surveys and Activities.....	3
Inspecting Surveys .....	4
Requesting Professional Qualifications of Teachers and Staff .....	4
Reviewing Instructional Materials .....	4
Displaying a Student’s Artwork and Projects .....	4
Accessing Student Records .....	4
Consent to Video or Audio Record a Student .....	5
Removing a Student Temporarily from the Classroom.....	5
Removing a Student from Human Sexuality Instruction .....	5
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags .....	6
Excusing a Student from Reciting a Portion of the Declaration of Independence .....	6
Requesting Limited or No Contact with a Student through Electronic Media .....	6
Requesting Notices of Certain Student Misconduct.....	6
School Safety Transfers.....	6
Parents of Students with Disabilities.....	7
Request for the Use of a Service Animal .....	7
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services.....	7
Parents of Students who speak a Primary Language Other than English .....	7
Accommodations for Children of Military Families .....	8
Student Records.....	8
Directory Information.....	10
Directory Information for School-Sponsored Purposes .....	10
Release of Student Information to Military Recruiters and Institutions of Higher Education .....	11
Rights Under FERPA for Elementary and Secondary Schools.....	11
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS .....	13
ABSENCES/ATTENDANCE.....	13
Compulsory Attendance .....	13

Excused Absences .....	13
Exemptions to Compulsory Attendance.....	14
Failure to Comply with Compulsory Attendance.....	14
Attendance for Credit .....	15
Parent’s Note after an Absence .....	16
Doctor’s Note after an Absence for Illness .....	16
Waived Absences .....	16
Unexcused Absence .....	17
College Days .....	17
Driver License Attendance Verification.....	17
Absentee Permits .....	17
Perfect Attendance .....	17
ACADEMIC PROGRAMS.....	18
ADVANCED PLACEMENT COURSES.....	18
AUTOMOBILES AND PARKING REGULATIONS .....	18
BULLYING.....	19
CAFETERIA .....	21
CAREER AND TECHNOLOGY PROGRAMS .....	21
CHILD SEXUAL ABUSE.....	22
CLASS RANK / HIGHEST RANKING STUDENT .....	22
Grade Point System .....	22
Valedictorian, Salutatorian, and Honor Students .....	23
Grading System .....	24
Honor Roll.....	24
Class Schedule.....	24
Advisory Period.....	25
COLLEGE AND UNIVERSITY ADMISSIONS.....	25
COLLEGE / DUAL CREDIT COURSES .....	25
COMPLAINTS AND CONCERNS .....	27
CONDUCT.....	27
Applicability of School Rules .....	27
Corporal Punishment.....	27
Disruptions of School Operations .....	27
Detention Hall .....	28

Saturday School.....	28
In-School Suspension .....	29
Social Events .....	30
CORRESPONDENCE COURSES .....	30
COUNSELING .....	31
Academic Counseling.....	31
Personal Counseling .....	31
Psychological Exams, Tests, or Treatment .....	31
CREDIT BY EXAMINATION.....	31
CREDIT BY EXAM—If a Student Has Taken the Course .....	31
CREDIT BY EXAM—If a Student Has Not Taken the Course .....	32
CREDIT RECOVERY .....	32
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION .....	33
Dating Violence.....	33
Discrimination .....	33
Harassment .....	33
Sexual Harassment .....	33
Retaliation .....	34
Reporting Procedures .....	34
Investigation of Report.....	34
DISCRIMINATION.....	35
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS.....	35
School Materials.....	35
From Others.....	35
DRESS AND GROOMING.....	36
ELECTRONIC COMMUNICATION, DEVICES AND TECHNICAL RESOURCES .....	38
Personal Technology Use.....	38
Guidelines.....	38
Cell Phone Rule.....	38
Misuse of Computers, Electronic Devices and the Internet .....	38
Electronic Devices in Restrooms/Dressing Areas .....	39
Acceptable Use of District Technology Resources .....	39
Unacceptable and Inappropriate Use of Technology Resources.....	39
EXEMPTIONS.....	40



EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS.....	40
Standards of Behavior .....	41
Drug Screening.....	41
Offices and Elections.....	42
FEES.....	43
FIELD TRIPS.....	44
FLORAL DELIVERIES .....	44
FOOD ALLERGIES .....	44
FOREIGN EXCHANGE STUDENTS .....	44
FUND-RAISING.....	45
GANG-FREE ZONES .....	45
GRADE CLASSIFICATION.....	45
GRADING GUIDELINES.....	45
GRADUATION .....	45
Foundation Graduation Program.....	45
Personal Graduation Plans for Students Under The Foundation Graduation Program.....	47
Local Credit Classes.....	48
Early Graduation .....	48
Requirements for a Diploma Beginning with the 2014–15 School Year.....	48
Testing Requirements for Graduation .....	48
Students with Disabilities.....	49
Graduation Activities .....	49
Graduation Speakers.....	50
Graduation Expenses.....	50
State Scholarships and Grants .....	50
HARASSMENT.....	50
HAZING.....	50
HEALTH-RELATED MATTERS.....	51
Bacterial Meningitis .....	51
School Health Advisory Council (SHAC) .....	52
Other Health-Related Matters .....	52
Physical Fitness Assessment .....	52
Vending Machines.....	52
Tobacco Prohibited.....	52

Asbestos Management Plan.....	53
Pest Management Plan .....	53
HOMEBOUND PROGRAM.....	53
HOMELESS STUDENTS .....	53
HOMEWORK.....	53
IMMUNIZATION.....	53
LAW ENFORCEMENT AGENCIES.....	54
Questioning of Students .....	54
Students Taken Into Custody .....	54
Notification of Law Violations.....	55
LIMITED ENGLISH PROFICIENT STUDENTS .....	55
LOCKERS AND MAINTENANCE.....	55
MAKE-UP WORK.....	56
Routine and In-Depth Make-Up Work Assignments .....	56
Make-Up Work Due To School Sponsored Activities .....	56
DAEP or In-School Suspension Make-Up Work .....	56
MEDICINE AT SCHOOL .....	57
Psychotropic Drugs .....	58
NATIONAL HONOR SOCIETY .....	58
NONDISCRIMINATION STATEMENT .....	58
OPERATION GRADUATION.....	59
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE .....	59
PRAYER .....	59
PROMOTION AND RETENTION .....	59
QUESTIONING STUDENTS AT SCHOOL BY SCHOOL OFFICIALS .....	60
RELEASE OF STUDENTS FROM SCHOOL.....	60
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES .....	60
RETALIATION .....	61
SAFETY.....	61
Accident Insurance .....	61
Drills: Fire, Tornado, and Other Emergencies .....	61
Emergency Medical Treatment and Information .....	61
Emergency School Closing Information .....	62
SAT, ACT, AND OTHER STANDARDIZED TESTS.....	62

SCHOOL FACILITIES.....	62
Use by Students Before and After School.....	62
Building and Plant Use.....	62
Building Guidelines and Rules.....	62
Conduct Before and After School.....	63
Loitering.....	63
Use of Hallways During Class Time.....	63
Free Pass Card.....	63
Cafeteria Services.....	63
Library.....	64
Meetings of Non-Curriculum Related Groups.....	64
SEARCHES.....	64
Students’ Desks and Lockers.....	64
Vehicles on Campus.....	65
Trained Dogs.....	65
SPECIAL PROGRAMS.....	65
STANDARDIZED TESTING.....	65
SAT/ACT (Scholastic Aptitude Test and American College Test).....	65
End-of-Course (EOC) Assessments for Students in Grades 9–12.....	65
TSI (Texas Success Initiative) Assessment.....	66
STEROIDS.....	66
STUDENT SPEAKERS.....	66
SUMMER SCHOOL.....	67
TARDINESS.....	67
TECH PREP ARTICULATED CLASSES.....	67
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT.....	68
TRANSFERS.....	68
TRANSPORTATION.....	68
School-Sponsored Trips.....	68
Buses and Other School Vehicles.....	68
TUTORIAL CLASSES.....	69
VANDALISM.....	69
VIDEO CAMERAS.....	69
VISITORS TO THE SCHOOL.....	70

General Visitors.....	70
Visitors Participating in Special Programs for Students .....	70
WITHDRAWING FROM SCHOOL.....	70
GLOSSARY.....	71

## **PREFACE**

To Students and Parents:

Welcome to school year 2017-2018! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Canton High School Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

**Section I—PARENTAL RIGHT**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Canton ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document on the Canton ISD website at [www.cantonisd.net](http://www.cantonisd.net), or available in the principal’s office.

The Student Handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

In case of conflict between board policy, including the Student Code of Conduct, and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Also, please complete and return to your child’s campus the following required forms provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Education Form; and
4. Consent/Opt-Out Form.

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** in this handbook for additional information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.cantonisd.net](http://www.cantonisd.net).

## **SECTION I: PARENTAL RIGHTS**

This section of the Canton High School Student Handbook includes information on topics of particular interest to you as a parent.

### **ENTRANCE REQUIREMENTS**

A student attending Canton High School must live in the Canton school district. The student must have a clear record from the previous school before being enrolled. Students who live outside the school district must apply at the administration office for transfer. Students who have been expelled or dismissed during the present school term will not be permitted to enroll until he/she is reinstated with the school from which they were dismissed.

Students who live outside the school district must apply at the administration office for transfer. Transfer fee is \$250 per student for the school year. Transfers are granted for one school year at a time. Students wishing to remain in the district the following year must reapply.

Students who move outside the district during the course of a school year must withdraw from Canton High School no later than at the end of that semester. The student may apply for transfer.

### **PARENTAL RIGHTS**

#### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [See policy EF(LEGAL) for additional information.]

#### **“Opting Out” of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA for additional information.]

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. [See **Removing a Student from Human Sexuality Instruction** in this handbook for additional information.]

### **Displaying a Student’s Artwork and Projects**

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s website, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

You may review your child’s student records. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information



- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child.

[See **Student Records** in this handbook for additional information.]

### **Consent to Video or Audio Record a Student**

State law permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

### **Removing a Student from Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may

also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** in this handbook and policy EC(LEGAL) for additional information.]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL) for additional information.]

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **School Safety Transfers**

As a parent, you have a right:

- To request the transfer of your child to another classroom if your child has been determined by the principal to have been a victim of bullying as the term is defined by Education Code 25.0341. [See **Bullying** in this handbook and policy FFI(LOCAL) for additional information.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has

been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL) for additional information.]

- To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE for additional information.]

### **Parents of Students with Disabilities**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL) for additional information.]

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus. [See policy FBA(LEGAL) for additional information.]

### **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days and an ARD shall be held 30 calendar days from the date of the completed report. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Prissy Sweat at 903-567-6561.

### **Parents of Students who speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student

qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.

- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is 1045 South Buffalo. Canton, TX 75103.

The address of the principal's office is 1110 West Hwy 243 Canton, TX 75103.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FNG(LEGAL) or **Report Cards/Progress Reports and Conferences** in this handbook for additional information.]

The district's policy regarding student records found at FL(LEGAL) and FL(LOCAL) is available from the principal's or superintendent's office or on the district's web site at [www.cantonisd.net](http://www.cantonisd.net).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

**Please note:** Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

## **Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information,” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. This “directory information” will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year.

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes:

1. An employee, trustee, or agent of the District, including an attorney, a consultant, a contractor, a volunteer, and any outside service provider used by the District to perform institutional services.
2. An employee of a cooperative of which the District is a member or of a facility with which the District contracts for placement of students with disabilities.
3. A contractor retained by a cooperative of which the District is a member or by a facility with which the District contracts for placement of students with disabilities.
4. A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
5. Working with the student;
6. Considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities;
7. Compiling statistical data;
8. Reviewing an education record to fulfill the official’s professional responsibility; or
9. Investigating or evaluating programs.

For these specific school-sponsored purposes, the district would like to use your child’s **name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.**

This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes listed above.

### **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. During registration the enrollment packet will contain a form for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students shall submit to the School principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record shall write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it shall be changed. If the School decides not to amend the record as requested by the parent or eligible students, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make

a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920



## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the Principal at 903-567-6561.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

#### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year. If a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for additional information.]

#### **Excused Absences**

A student may be granted an excused absence upon written request stating the reasons for the absence. Doctor and dental appointments, of a non-emergency nature, are to be made as late in the day as possible. There may be isolated cases where this is not possible, and these cases are to be handled on an individual basis.

All absences are unexcused until a note or email from the parent/guardian is sent to school. The school will accept up to three parent notes for excused absences per semester. The following are accepted excuses for absences.

1. Illness of student
2. Medical or dental appointments
3. Sickness or death in family
4. School sponsored or approved extracurricular events
5. Observance of a religious holy day including travel (Clergy Documentation Required)

6. Any other absences will be excused at the discretion at the Campus Administration's discretion.

Absences that do not fall within these guidelines will be marked unexcused. Students checked out of school early to attend personal events will be marked unexcused. A note from the doctor's office must verify appointments when a student misses any school time. Parents of Canton ISD students are urged to reserve vacation trips for the designated holidays.

CHS will accept written excuses from parents not to exceed three per semester. After three accepted written excuses, students will begin accumulating "excessive absences" and a parent note will no longer be accepted for consideration of an excused absence. The Principal or Designee may require a parent conference. Any subsequent absences will result in the student being required to present a doctor's statement for the absence to be considered as excused.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.
- As listed in Section I at **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 8 for that section.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from a campus administrator, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences,
- A student serving as an election clerk, if the student makes up any work missed, and
- An absence of a student in grades 6–12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, from required special programs, such as additional special instruction, termed "accelerated instruction" by the state, or from

required tutorials, will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
- For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense. [See policy FEA(Legal) for additional information.]

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC for additional information.]

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee’s decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Parent’s Note after an Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted.

Students signed out from school mid-day will need to provide written documentation of the reason for absence.

### **Doctor’s Note after an Absence for Illness**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

### **Waived Absences**

Students may have absences waived and will be considered present for the following reasons:

1. Medical or dental appointment, if the student is present part of the day
2. The student misses school for the purpose of sounding “Taps” at a military honors funeral held in Texas for a deceased veteran.
3. The student misses school for the purpose of attending a required court appearance, including traveling for that purpose. Travel days for which the student is considered in attendance shall be limited to not more than one day for travel to and one day for travel from the site where the student is required to appear in court. Prior notification to the office is required.

Absences to meet with probation officers do not qualify for a waived absence.

**Please note:** For medical or dental appointments, a student must be in class at least a portion of the day to be considered present.

Adequate documentation must be presented to the office within seven days following the absence to have the absence waived and to retain exemptions. The seven days begin at the onset of the absence. Documentation should be presented to the attendance clerk at the beginning of the seventh day following the onset of the absence. For example, if the student is absent on Monday,

documentation needs to be presented no later than the start of school the following Monday. School holidays are not used to calculate the seven days.

Students who have been in attendance for a portion of the day and sign out through the office for a scheduled doctor or dentist appointment may have their absence waived provided that proper documentation is presented to the office from the doctor or dental office within a seven day period.

### **Unexcused Absence**

Students who have excessive unexcused absences may be required to make up the time missed in Saturday School, Detention Hall, or may serve time in ISS as determined by the principal or his designee. If the student is in ISS and has an unexcused absence, additional days of ISS may be assigned or other disciplinary actions may be taken. Students will be allowed and required to make up all class assignments missed on those days. There will be no grade reduction on all such assignments if the assignments are made up in the required time frame set by the teacher.

### **College Days**

Any junior or senior who does not have excessive absences from school may visit the college of his/her choice on any day that does not fall on the week of nine-weeks or semester tests or is in the last two weeks of school. The student is limited to two days during regularly scheduled school days. The student must receive permission from the principal or designee by presenting the request in letter form at least three days prior to the visit. This letter must contain the student's name as well as the name of the college and the date scheduled for the visitation. After permission is granted, it is the student's responsibility to acquire the signatures of the teachers whose classes will be missed the day of the college visitation. During the visit, the student must obtain from the college an acknowledgement of his/her visitation, which must be written on the appropriate college letterhead. Upon the student's return to school, this document must be presented to the attendance clerk for proper filing. These absences are waived by the school district and will not count toward exemptions.

### **Driver License Attendance Verification**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the Canton High School office.

### **Absentee Permits**

Whether a student is absent from one class or several classes, a day or longer, the parent or guardian should call on or before the day of the absence. When returning to school after an absence, a student must report before the beginning of the 1<sup>st</sup> period to the office and must bring a note signed by the parent that describes the reason for the absence. Proper parental/medical explanation must be presented to the attendance clerk. Failure to do so within one week may result in an unexcused absence. The note from the parent does not automatically make the absence excused; however, any time that a signed note is not brought by the student following an absence, the absence will not be excused and the student will be assigned appropriate consequences.

### **Perfect Attendance**

To be recognized for perfect attendance at Canton High School a student must have no absences in any class period (excused or unexcused). [See policy FEC(LOCAL) for additional information.]

## ACADEMIC PROGRAMS

The school counselor provides students and parent's information regarding academic programs to prepare for higher education and career choices. [See **Academic Counseling** in this handbook and policy EIF for additional information.]

## ADVANCED PLACEMENT COURSES

The Advanced Placement Program of the College Board is the college preparatory program of Canton High School. Through this program, CHS offers several Advanced Placement classes as well as Pre-AP classes. College credit may be earned through AP courses if certain requirements are met. All courses designated as Pre-AP and AP are considered advanced in calculating the GPA of students. In the AP Classes advanced weight will be applied to the GPA if the AP test is taken by the student. Students who do not take the AP test will receive regular weight for the class. Fees for the AP tests will be collected during the first nine weeks of the second semester. **Students and parents should understand that these classes are more rigorous in nature and require more time and effort.** Students interested in more AP information should contact the counselor or an AP teacher.

## AUTOMOBILES AND PARKING REGULATIONS

### (WITH DRIVER'S LICENSE ONLY)

There is no objection to students driving cars to school if they operate their cars safely on or near all campuses. Speeding, reckless driving, taking students off campus who do not have permits to leave, etc. may result in the parking permit being revoked for a specified period up to permanent removal of the permit. Students are not allowed to be in parked cars in the school parking lot before school or at lunch. Students are not allowed to return to their vehicles during the school day without permission.

Students are required to display the parking permit on the mirror in their vehicle. The first permit will be issued for a \$5.00 fee. Extra permits are \$10.00 each. Students parking on campus without displaying the proper permit will be subject to disciplinary action. Parking permits are issued in the office to students who have a valid driver's license and proof of liability insurance. Once a student has parked the car, the student will not be allowed to return to the car until school is dismissed, with the exception of students in the work program and seniors leaving campus for lunch. Any student not complying with the policy is subject to disciplinary procedures.

Students are to park in the student parking lot only. Parking in the teachers' parking lot or the visitors'/administration parking lot in the front of the high school will result in a detention, Saturday School, the student's parking permit being revoked for five days minimum up to permanent removal of the permit, and possible towing of the vehicle at the owner's expense. Students are not to leave vehicles parked on campus overnight during the school week without prior approval from campus administration. If a vehicle is damaged or will not run, the student should make every effort to have it removed. In the event that the vehicle cannot be removed, then the student should call the principal or the assistant principal.

## **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. [See policy FFI below for additional information.]

FFI(LOCAL) - The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- Interferes with a student's education or substantially disrupts the operation of a school.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

The principal or designee shall refer to FDB for transfer provisions.



The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

## **CAFETERIA**

Canton High School has a closed campus lunch policy for all students except seniors. The only students who will be allowed to leave campus at lunchtime **MUST** be classified as seniors. Following lunch, seniors who fail to report to their assigned class prior to the tardy bell will have their off campus lunch privileges revoked for a minimum of five school days.

The school cafeteria is operated for the convenience and health of the students and not with the view of making a profit. The menus are planned by the cafeteria manager to meet the state and federal guidelines for proper nutrition. Students will be allowed to eat in the cafeteria only. The rules for cafeteria behavior are as follows:

1. There will be no running to get to the lines, nor cutting in line.
2. Students are not to purchase a meal for anyone other than themselves.
3. Hats are not to be worn in the cafeteria.
4. Students are to clean up their table area when they are finished.
5. Students may bring their own lunches, and are allowed to bring their own drinks provided that the drinks are in a sealed container and are used only at lunch. Food brought by students (or parents) **MAY NOT** be shared with other students.
6. No one other than parents are allowed to visit or eat lunch with Canton High School students during the lunch period. Any exceptions must be approved by an administrator on campus.
7. Theft of any food items sold in the cafeteria will result in consequences outlined in the Student Code of Conduct.

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Agriculture, Health Sciences, Culinary Arts, Business, Computer Technology, and Career Preparation.

Canton High School will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **CHILD SEXUAL ABUSE**

As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see [http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

The following Web sites might help you become more aware of child sexual abuse:

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- [http://kidshealth.org/parent/positive/talk/child\\_abuse.html](http://kidshealth.org/parent/positive/talk/child_abuse.html)
- <http://taasa.org>
- <https://www.texasattorneygeneral.gov/agency/site-index>

Reports may be made to Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (DFPS) by calling 1-800-252-5400 or on their website at <http://www.txabusehotline.org>.

## **CLASS RANK / HIGHEST RANKING STUDENT**

### **Grade Point System**

Canton High School will use a weighted grading system. The courses considered to be advanced courses at CHS are to be college preparatory courses. A course that is a college preparatory course is academic in content. These courses will have a higher degree of difficulty by the nature of the course itself. A grade point adjustment will be made for students taking these academic courses. This grade point adjustment will not be reflected on report cards or academic records. This grade point system to determine a student's Grade Point Average (GPA) will be used in determining the class rank, including Valedictorian and Salutatorian for the graduating class. Class rank for seniors

shall be calculated by averaging semester grades earned in grades 9-12 (GPA). The numeric semester average shall earn grade points according to the District's weighted scale. Class rank will be calculated at the end of the third nine-week grading period to determine walking order for graduation. Students completing the Foundation Program with an Endorsement shall be ranked above students completing the Foundation Program and then by grade point average (GPA).

### **Valedictorian, Salutatorian, and Honor Students**

To receive these honors as the highest scholastic ranking at Canton High School, the following criteria are used. The Valedictorian and Salutatorian shall be the eligible students with the highest and second highest grade point averages as determined by the District's class ranking policy. The eligible students are:

1. Those students who have been continuously enrolled in the District for the two years prior to graduation and
2. Those students who have completed the Foundation Program with an Endorsement.

In case of a tie for Valedictorian and/or Salutatorian and/or any other Honor position, the tie will be broken according to the following criteria:

1. The student with credit for the most AP courses shall be considered first.
2. However, if a tie remains, the student with the highest numerical grade average in all AP courses taken shall be the higher ranked student.

All eligible students whose grade point averages comprise the top ten percent of the graduating class (as determined by the District's procedure to qualify for automatic admission under Education Code 51.803) shall be recognized as High Honor Graduates. All other students whose grade point averages are 90 and above will be classified as Honor Graduates. To be eligible for the top 10 percent students must complete the Foundation Program with an Endorsement. The two-year residency requirement shall not be applicable to these students.

1. Averages will be calculated on the four year record (or three year record for early graduates) following the first enrollment in the 9<sup>th</sup> grade with the requirement that three year's attendance in an accredited U.S. school, including the senior year (or last year) must be in Canton High School.
2. The following subjects will not be included in computing scholastic averages: athletics, math labs, EOC review classes, physical education, study skills, teacher aide, office aide, instrumental ensemble, work grades (Co-op and V.A.C.), on-line courses (including dual credit), driver education, yearbook, credit-by-examination grades, summer school, correspondence courses, and college courses taken away from the CHS campus.
3. Students who wish to qualify for Valedictorian and Salutatorian honors must complete the Foundation Program with an Endorsement.

Basic courses will consist of all resource and life skill classes as well as regular classes with a content IEP.

Advanced courses will consist of all classes designated Advanced Placement (if AP exam is taken), Pre-AP, Honors Pre-Calculus, and Dual Credit courses taken with embedded college instructors at CHS.

Only dual credit courses taught by embedded faculty at CHS will be used in the calculations for GPA/class rank.

### Grading System

All grades on report cards are given in numbers. Semester averages will be calculated by the following method: Each nine weeks' average will count 3/7 and the semester exam will count as 1/7 of the semester average. For students who have exemptions from a semester exam, then each nine weeks' average will count as 1/3 of the semester average. The following is an explanation of the grades given on report cards:

- EXCELLENT-----90 – 100
- VERY GOOD-----85 – 89
- GOOD-----78 – 84
- FAIR-----74 – 77
- PASSING-----70 – 73
- FAILURE-----69 and below

Students and parents should contact the counselor or principal for further information about automatic admissions, the application process, and deadlines. [See policy EIC for additional information.]

### Honor Roll

To qualify for honor roll, students must take at least 4 academic courses. Qualifications are:

- “A” Honor Roll = All A’s (90 or above)
- “A-B” Honor Roll = No grades below 80, as well as at least one “A” (90 or above) in a core class.

Citizenship grades will keep a student from being listed on the honor roll if any grade is less than satisfactory.

### Class Schedule

#### Regular Bell Schedule

	Adv.	7:50-8:15	
	1 <sup>st</sup>	8:20-9:09	
	2 <sup>nd</sup> /6 <sup>th</sup>	9:14-10:44	
<b>A</b>			<b>B</b>
Lunch (A)	10:44-11:26	Class 3 <sup>rd</sup> /7 <sup>th</sup>	10:49-12:19
Class 3 <sup>rd</sup> /7 <sup>th</sup>	11:26-12:56	Lunch (B)	12:19-1:01
	4 <sup>th</sup> /8 <sup>th</sup>	1:01-2:31	
	5 <sup>th</sup>	2:36-3:25	

## **Advisory Period**

There will be an advisory period each day from 7:50-8:15am. This period will be utilized as a study period on a daily basis, but may also be used to conduct class or club meetings, to pass out report cards or other school information, or to conduct individual tutorials as needed. Staff members may schedule required tutorials, meetings or detentions during this time. All school attendance and truancy rules and guidelines apply to these required meetings. On days when students do not have a required meeting, tutorial or detention, they are not required to be on campus until 8:20. Students who are on campus during the advisory period must be in a classroom or in the commons.

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Foundation Program with Endorsement\*; or
- Satisfies the ACT or SAT College Readiness Benchmarks.

\*Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or Fall 2018 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the school counselor for further information about automatic admissions, the application process, and deadlines. [See **Class Rank/Highest Ranking Student** in this handbook for additional information.]

## **COLLEGE / DUAL CREDIT COURSES**

A student may take a college course for high school credit after becoming a junior. A Canton High School Senior may choose to take college courses at a college campus as part of his/her regular schedule. All seniors who are taking college courses at a college campus as part of their senior

schedule are required to take six (6) classes at Canton High School. The TEA requirements and regulations for concurrent enrollment in college courses are as follows:

- **General Requirements:** Students shall be awarded one-half credit for each semester of successful completion of a college course in which the student is concurrently enrolled while in high school.
- **Content Requirements:** In order for students to receive state graduation credit for concurrent enrollment courses, content requirements must meet or exceed the Essential Knowledge and Skills in a given course.

The following conditions apply to all dual credit college courses:

1. The course must earn at least three hours of college credit.
2. Students must have passed the appropriate grade level EOC test.
3. Students must meet all college entrance requirements.
4. Students must pay the tuition and provide their own transportation.
5. Students must be enrolled in a minimum of six courses for high school credit (if enrolled in regular school term.)
6. A grade of **B** or higher must be earned in order for the course to count as a performance acknowledgement.
7. Dual credit courses taken off campus will not be used to determine a student's grade point average (GPA).

Canton High School will accept the following TVCC courses to replace these CHS courses:

TVCC	CHS
ENGL 1301 English Comp. & Rhetoric	English 3 or 4 – 1 <sup>st</sup> Semester
ENGL 1302 English Comp. & Literature	English 3 or 4 – 2 <sup>nd</sup> Semester
ENGL 2322 Survey of British Literature I	English 4 – 1 <sup>st</sup> Semester
ENGL 2323 Survey of British Literature II	English 4 – 2 <sup>nd</sup> Semester
MATH 1301 College Algebra	Independent Studies I – 1 <sup>st</sup> Semester
MATH 1342 Statistics	Independent Studies I – 2 <sup>nd</sup> Semester
MATH 2312 Precalculus	Independent Studies II – 1 <sup>st</sup> Semester
MATH 2413 Calculus I	Independent Studies II – 2 <sup>nd</sup> Semester
HIST 1301 US History to 1877	US History – 1 <sup>st</sup> Semester
HIST 1302 US History from 1877	US History – 2 <sup>nd</sup> Semester
GOVT 2305 American Government	US Government
ECON 2301 Prin. Of Microeconomics	Economics

A Counselor **MUST** approve any other college course that the student wishes to take in lieu of a required high school course **before** the student takes the course. Only state-accredited institutions of higher education will be approved for such credit. If the college provides a numerical grade, such will be recorded on the student's transcript. Otherwise, letter grades in college courses will be recorded on the student's transcript as follows:

A – 95

B – 85

C – 75

D – 65

F – 55

Only dual credit courses taught by embedded faculty at CHS will be used in the calculations for GPA/class rank.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at [www.cantonisd.net](http://www.cantonisd.net).

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **Corporal Punishment**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the district's policy manual.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.

- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### **Detention Hall**

- Faculty and staff members may issue detention time as a consequence of student behavior.
- Detention hall is held each day in a designated classroom from 7:15 – 7:45 a.m., during lunch time and from 3:30 – 4:30 p.m.
- Detentions may be assigned for 30 minutes or 1 hour at the discretion of the faculty or staff member.
- When a detention is given, the student has that day plus the next four school days to serve the time or the student will be assigned one day of ISS regardless of absences. Instances of extreme absences (3 or more consecutive days) will be evaluated on a case by case basis.
- Behavior problems in detention hall will result in additional consequences.
- Students will not be admitted to detention hall if they are late.
- Students ***may not*** choose corporal punishment in lieu of detention time.
- Student and parent questions related to the details of an individual detention should be first addressed with the faculty or staff member who issued the detention.
- Students with excessive detentions will be subject to further disciplinary action.

### **Saturday School**

Saturday School is a detainment for students who have conduct or attendance problems in school. Saturday School is held in a designated classroom each Saturday from 9:00 a.m. to noon. Students are to bring school materials to work on in the room. Skipping Saturday School will result in a **two day ISS assignment**. The only acceptable excuse for missing a Saturday School assignment will be a doctor's note.

Saturday School is also used to make up time for students who have excessive absences. Each student will be allowed to make up ½ day of school (two class periods) for each Saturday School attended.



## **SATURDAY SCHOOL RULES:**

**9:00 am – 12:00 p.m.**

1. Student shall follow dress code regulations as stated in Canton ISD Student Code of Conduct.
2. Student shall not be admitted after 9:00 a.m. (official school clock time).
3. Student shall speak only when permission is granted.
4. Student shall remain at assigned desk unless otherwise instructed.
5. Student shall bring classroom assignments, textbooks, and supplies to work on during Saturday School.
6. Student shall not distract and/or communicate with others in any manner.
7. Student shall not sleep or lay head on the desk.
8. Student shall stay busy the entire assigned time by continually working on classroom tasks.
9. Student shall adhere to all driving violations/regulations as stated in the student handbook.
10. Student shall adhere to all rules and regulations as stated in the student handbook and Code of Conduct.

### **In-School Suspension**

Students may be assigned to in-school suspension (ISS) for discipline problems. During in-school suspension students are removed from their regular class setting and placed in isolation from all other students. The students' lessons from their classes are brought to the room for them to complete. The student is allowed one restroom break at 10:00 a.m. and one at 2:00 p.m. The student will eat lunch alone in the suspension room with the ISS teacher.

## **IN-SCHOOL SUSPENSION RULES:**

**7:55 a.m. – 3:25 p.m.**

1. Student shall follow dress code regulations as stated in Canton ISD Student Code of Conduct.
2. Student shall work on classroom assignments.
3. Student shall speak only when permission is granted.
4. Student shall remain at assigned desk unless otherwise instructed.
5. Student shall bring supplies, materials, and textbooks necessary to work/complete assignments.
6. Student shall not distract and/or communicate with others in any manner.
7. Student shall not sleep or lay head on the desk.
8. Student shall stay busy the entire assigned time by continually working on classroom tasks.
9. Student shall bring a sack lunch from home or eat from the regular tray line. Lunch may not be brought from an outside source. If student purchases a tray from the cafeteria, then he/she

shall make a deposit in student account prior to the ISS assignment. Lunch is eaten in the ISS room.

10. If student leaves ISS early (before 3:25 p.m.), he/she shall receive an additional day of ISS.
11. If student is sent to the office due to a discipline problem (including dress/hair code infractions, cell phone, etc.) or is tardy to ISS, then the student shall be assigned an additional day of ISS.
12. If student is sent to the office a second time because of a discipline problem or is tardy to ISS, then the student shall be suspended for two days. The student's remaining days in ISS shall be served when student returns from the suspension.
13. Students with multiple ISS assignments are subject to further disciplinary action which may include assignment to DAEP.
14. If a student is assigned to ISS and does not report, he/she shall be assigned to an additional day of ISS.
15. If a student is assigned to ISS and is absent from school on that day, he/she is to report to ISS upon the first day of his/her return.
16. Student shall adhere to all rules and regulations as stated in the student handbook and Code of Conduct.
17. Students who are suspended from school (ISS or out-of-school) are not allowed to attend, nor are they allowed to participate in any school related activity on that day or evening. Students who complete a suspension on Friday may participate in activities beginning on Saturday.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event may be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

### **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses— by mail or via the Internet—for credit toward high school graduation. Two correspondence courses (credits) may be accepted as part of high school graduation requirements. In order to apply these courses toward a midterm graduation, final grades for all correspondence courses must be received by the last day of Canton High School's fall term. If the final grade is received after this date, the student will be considered a May graduate and is required to remain in school until the last day of the Spring term. Any day in which the student is not present until the end of the term will be considered an absence.

Likewise, in order to apply these courses toward an end-of-school-year graduation, final grades for all correspondence courses must be received before the last day of Canton High School's Spring semester. If the final grade is received after this date and the graduation requirements have been met, the student can get a diploma during the summer. [See policy EHDE for additional information.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and Career and Technical Education (CTE) opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

### **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [See policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT) for additional information.]

## **CREDIT BY EXAMINATION**

Students may earn credit by examination in courses, which they have failed or in any subject in which they feel that they are already proficient. Canton High School will designate three days each six months for students to be allowed to take the Credit-By-Exam tests. Canton High School will use the Credit-By-Exams developed by Texas Tech University or The University of Texas at Austin. These exams will be offered on three designated days in the Fall and Spring Semesters.

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

1. Credit-By-Examination for purposes of remediation will be offered to students who have had at least 12 weeks of prior instruction in the course being tested.
2. Students planning to take the exam(s) must register in the Counselor's office at least one month prior to published examination dates.
3. Students will receive course credit for each exam that is completed with 70% mastery. A maximum of ½ credit will be awarded for each exam.
4. Mastery scores will be recorded on student transcripts and will be used (according to course) in GPA/ranking calculations.
5. Students who fail to master (<70%) must wait until the next half-year testing period to retest.
6. Testing dates will be the same as dates for Credit-By-Examination for acceleration.
7. A non-refundable fee (or the current cost of the exam) will be assessed for each test taken and is payable at the time of registration.

[See the counselor and policy EHDB for additional information.]

### **CREDIT BY EXAM—If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction

1. Students planning to take the exam(s) must register in the Counselor's office at least one month prior to published examination dates.
2. Students will receive course credit for each examination that is completed with 90% mastery. A minimum of ½ credit will be awarded for each examination.
3. Three days of testing will be provided each half-year. The first three days will occur during the period from July 1 – December 31. The second three days will occur during the period from January 1 – June 30.
4. Students who fail to master the test (<90%) must wait until the next half-year testing dates to retest.
5. Mastery scores will be recorded on student transcripts as semester averages but will not be included in GPA/ranking calculations.
6. Students will not be charged a fee for testing.

[See policy EHDC for additional information.]

### **CREDIT RECOVERY**

Canton High School offers a credit recovery program for juniors and seniors during the regular school year. An internet instructional delivery program called Odysseyware is utilized to help students recover credits which were denied when students failed a course or lost credits due to excessive absences. Participation is granted through an application process and must be approved by the principal. Credits cannot be awarded for acceleration unless approved by the principal. The Odysseyware curriculum is not applicable for students working toward early graduation.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH for additional information.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or at [www.cantonisd.net](http://www.cantonisd.net).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexual Harassment**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

### **Retaliation**

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for other appropriate district officials to whom to make a report.

### **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** in this handbook for additional information.]

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

All school publications are under the supervision of a teacher, sponsor, and the principal.

Students must obtain prior approval from the Campus Administration before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

### **From Others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the administration for prior review. The campus administration will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies FNG or GF for additional information.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following listed below. The dress code shall be met by all participants in all school activities such as athletic events, musicals, field trips, and off-campus school events and commencement exercises.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. **The campus principal has total discretion in determining the appropriateness of dress and hair.**

### Hair

1. Students are to wear their hair clean and well-groomed. Boys' hair must not extend below the top of the collar of a dress shirt on the back. Hair must not extend below the eyebrow in front or below the earlobe on the sides. Unusual or distracting haircuts are not permitted, including but not limited to, disproportionate hair length, Mohawk, and letters/symbols cut in hair. Boys may not wear ponytails. Facial hair is not permitted. Sideburns may not extend below the ear.
2. If a student dyes or bleaches his or her hair, only natural colors will be permitted and should be predominantly one color.

### Clothing

1. Articles of clothing which advertise alcoholic beverages, tobacco, or drugs are prohibited. Articles of clothing that contain politically sensitive, vulgar or rude slogans or pictures are prohibited. Articles of clothing that promote violence, criminal activity, suicidal tendencies, or contain pictures or writing that fails to meet the standards of good taste outlined in this code are prohibited.
2. Sleeveless shirts are permitted with an appropriate fit around the armhole.
3. Blouses should be modest and should not expose bare shoulders, cleavage, or midriffs in the front or back when standing or seated. Halter tops or tube-tops may not be worn. Students may not wear clothing that is sheer, mesh, or "see-through". Tank-top shirts may not be worn unless worn over or under another regulation shirt.
4. Students must wear appropriate undergarments.
5. Students in Canton ISD may wear shorts throughout the school year. They must be one-piece and should not be worn in combination with another style of shorts. They must be loose fitting.
6. Intermediate, Junior High and High School students are to wear shorts, dresses, and skirts whose length can be no higher than three inches above the kneecap.
7. Elementary and Intermediate Students may wear leggings or tights but **MUST** be worn with a shirt, shorts, dress or skirt that is no shorter than mid-thigh.



8. Junior High and High School Students may wear shorts, dresses or skirts over leggings, tights or other apparel but **MUST** meet the length requirement of three inches above the kneecap.
9. Students may not wear clothing which is designed to attract attention including tight-fitting clothes such as spandex tights, compression gear, yoga pants, over-sized or baggy clothing, or clothing which exposes undergarments.
10. Students may not wear jeans or pants with holes, excessive fraying, or slits above the knees. Any other holes should not exceed one-inch in diameter. Cut-off jeans are not allowed.
11. Trench coats are not allowed.
12. Pajama tops, bottoms, or sleepwear of any kind are not allowed.
13. With the approval of the principal, the sponsors, coaches or other persons in charge of extracurricular activities may regulate the dress and grooming of students who participate in each activity.

### **Footwear**

1. Students must wear appropriate footwear. Inappropriate footwear may include house shoes, shower shoes, cleats, and skate shoes.
2. Students at Canton Elementary and Canton Intermediate may not wear flip-flops or any type of sandal or slip-ons that do not have a heel strap during gym.

### **Accessories**

1. Students may not wear hats, caps, hoods, distracting eyewear, headbands, or sunshades inside the school building. Chain wallets are not permitted. Students in violation will have the items taken up and returned at the principal's discretion.
2. Students are not allowed to wear make-up, accessories, or clothing which is not appropriate to their gender.
3. Boys may not wear earrings or ear studs to school.
4. Female students are permitted to wear pierced earrings; however, a maximum of two earrings per ear may be worn. Jewelry or spacers worn in conjunction with body piercing are not allowed.
5. Visible tattoos are prohibited.
6. Bandannas are not allowed.
7. Spiked jewelry is not allowed.
8. When buckled, any extra belt length must be threaded through the belt loops.
9. Elementary and Intermediate students may not wear make-up or face paint.
10. Students are not allowed to wear gauges in their ears.

## **ELECTRONIC COMMUNICATION, DEVICES AND TECHNICAL RESOURCES**

### **Personal Technology Use**

Canton ISD allows the use of personal technology devices by students at specified times. Personal technology devices include but are not limited to the following: cell phones, smart phones, mp3 players, iPod Touches, iPads and eReaders.

It is not mandatory for students to bring their own mobile learning devices. Students who choose to bring their personal devices must use the Canton ISD filtered wireless network during the school day.

**NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.**

Students may utilize personal technology devices in the classroom for educational purposes when the teacher deems appropriate. While the district encourages students to use personal technology devices for educational purposes in the classroom, these devices may also be used during lunch, and before/after school at the discretion of the Principal. Use is prohibited during passing periods. Use of personal technology devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an academic environment and the integrity of the classroom.

### **Guidelines**

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard. Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

### **Cell Phone Rule**

The purpose of the Personal Technology Use program is to provide for instructional opportunities. The program is not intended for cell phone conversations. Any cell phone conversations during the school day should only take place under the supervision of CISD personnel. **Any audio or video recording without teacher or administrator approval is prohibited.** Using any device to record the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device to record the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

### **Misuse of Computers, Electronic Devices and the Internet**

**The following are prohibited and may result in loss of privilege or disciplinary action.**

- Violating policies, rules, or guidelines.

- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Using email or Web sites at school to encourage illegal behavior or threaten school safety.
- Students should not send or read text messages during class without teacher permission. Texting other students while they are in class is strictly prohibited.

**Note: Students will not be allowed to bring personal technology devices until the CISD Personal Technology Use Agreement has been received.**

The use of personal electronic devices or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a device during an unauthorized time during the school day, the device will be confiscated. The parent may pick up the confiscated device from the assistant principal's office for a fee of \$15 after the first offense. Confiscated devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE for additional information.]

In limited circumstances and in accordance with law, a student's personal device may be searched by authorized personnel. [See **Searches** in this handbook and policy FNF for additional information.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen devices.

### **Electronic Devices in Restrooms/Dressing Areas**

Students are prohibited from using any type of electronic device to record video, take pictures or audio recordings in restrooms, or any area that students may be dressing. In most situations, this will be treated as a "serious" infraction.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred

to as “sexting,” will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **EXEMPTIONS**

Students have the opportunity to earn exemptions for semester exams in all classes.

1. Students must have been enrolled at CHS the entire 2<sup>nd</sup> or 4<sup>th</sup> nine weeks to be eligible for exemptions.
2. Students must have an 80 average in the class in which they are wanting to be exempt.
3. To determine the exemption grade, both nine weeks grades are averaged together. The cut-off date for determining grade exemption for the 2<sup>nd</sup> and 4<sup>th</sup> nine weeks is five days prior to the first day of semester exams. This does not mean the teacher will stop taking grades on this date. It simply means that if a student’s grade meets the requirement as of that date, the student can be exempt from taking exam(s).
4. A student cannot be exempt in a class if he/she has more than three absences in that class.
5. School-sponsored events and APPROVED College Day absences do not count against exemptions.
6. Three tardies are considered a class period absence for purposes of exemptions.
7. Students must be in attendance at least 45 minutes during the period to count for exemption purposes.
8. Any unexcused absence or ISS placement disqualifies a student at any time for all exemptions.
9. Cut-off date for determination of exemptions is the Friday before finals.
10. Students may not exempt 1<sup>st</sup> Semester Exams in any class with a required End-Of-Course Exam.
11. Students may take a semester exam even though they have qualified for an exemption. However, a student’s course grade will not be lowered by the grade on the exam for which he/she qualified for an exemption.
12. Student exemption forms are distributed by the office. Students are responsible for getting the exemption form signed by the exempting teacher(s) and keeping up with the form.
13. Students with exemptions are required to be in attendance during semester exams.
14. All classes are required to give semester exams except: PE, EOC Remediation Classes, Athletics, Choir, Applied Music, Vocational CO-OP Classes, VACE Classes, and Student Aides

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Student participation in extracurricular activities is encouraged. Canton ISD makes extracurricular activities available as an extension of the regular school program, with this important difference: participation in the regular curriculum is a right afforded to each student, while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Students engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular

activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Canton ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Canton ISD student body at all times and places.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

A student must be at school at least three consecutive periods of the school day, with 2nd period being one of the three periods. A student that does not attend three consecutive periods must have a note from a medical doctor or dentist to attend or participate in practice or competition on that day. Extenuating circumstances will be decided upon by the administration.

- Students who are absent from school for more than half of the school day for any reason other than a school related event may not be allowed to participate in school related activities on that day or evening.
- Students who are suspended from school (ISS or out-of-school) are not allowed to attend, nor are they allowed to participate in any school related activity on that day or evening. Students who complete a suspension on Friday may participate in activities beginning on Saturday.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. [See **Meetings of Non-curriculum-Related Groups** in this handbook and policies FM and FO for additional information.]

### **Drug Screening**

Canton ISD administers a drug screening program for students who want to participate in extracurricular activities or to receive a parking permit. The objectives of this screening are:

1. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs.
2. Help enforce a safe and drug-free educational environment
3. Deter student use of illegal and performance-enhancing drugs.
4. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs.
5. Offer students a credible means to resist peer pressure as it relates to the use of illegal drugs and performance-enhancing drugs.
6. Provide a resource for support and assistance to any student who may be using illegal drugs, or performance-enhancing.

Before a student is eligible to participate in extracurricular activities or to receive a parking permit, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug screening program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities or to receive a parking permit.

In addition to the random screening, a student may be required at any time to submit to a screening when the Campus Principal has a reasonable suspicion of a student engaged in using illegal substances.

Parents will be notified when their child has had a positive screening. There will be a mandatory meeting with the Parent, Student, Principal, Coach/Sponsor and Athletic Director to discuss the situation and consequences for the student. Any student who refuses to submit to a drug screening upon request shall be subjected to the same consequences as a Third Positive Screen. Failing to provide a specimen after two hours is also deemed a refusal. The student must submit to another drug screening at the next available screening within the district at the expense of the student. The Head Coach or Sponsor of an activity will be given discretion on consequences, playing time, or dismissal from an individual activity.

## **Offices and Elections**

Elections involving all the students of Canton High School will be conducted by the Student Council. Persons voting in these elections will vote by secret ballot elections. All elections will be determined by popular vote with NO run-offs.

### **A. STUDENT BODY PRESIDENT, SECRETARY, AND TREASURER**

A student seeking the office of president, secretary, or treasurer of the student body shall place their name in nomination by signing up in the office. Officers are elected by the student body (9<sup>th</sup> – 11<sup>th</sup> grades) and must meet the following qualifications:

1. Must be a senior during their term of office.
2. Must have an academic average of 80 or better.

### **B. CLASS OFFICERS AND STUDENT COUNCIL REPRESENTATIVES**

Class officers and Student Council representatives (two) from each grade shall also be selected. The president and representatives shall become members of the Student Council.

### **C. HOMECOMING QUEEN (SEPTEMBER OR OCTOBER)**

The election procedures should follow this method:

1. The Freshmen, Sophomore and Junior classes will each choose a duchess from their own class. The Seniors will vote for five senior girls to represent the class. The four girls with the highest vote totals will be the queen nominees. The girl with the fifth highest vote total will be the Senior duchess.
2. The Canton High School student body shall then vote by secret ballot for the queen nominee of their choice. The nominee with the most votes will be the Canton High School Homecoming Queen.

D. MR. AND MISS C.H.S.

Mr. And Miss C.H.S. will be elected by the CHS faculty. To be eligible for consideration, students must be seniors.

E. MOST POPULAR

Most Popular Boy and Girl shall be nominated by the senior class and voted on by the student body. Mr. and Miss CHS are ineligible for this award.

F. MOST BEAUTIFUL AND MOST HANDSOME

Most Beautiful and Most Handsome shall be nominated by the senior class and voted on by the student body. Mr. and Miss CHS and Most Popular Boy and Girl are ineligible for these awards.

G. PERSONALITIES

Nominees are selected by each respective class. A student may be nominated in one or more categories, but can only win the one in which they receive the largest number of votes. The categories are: Class Favorites, Most Likely to Succeed, Most Athletic, Friendliest, Best School Spirit, and Best Dressed.

## **FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.

- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal. [See policy FP for additional information.]

## **FIELD TRIPS**

Students must be academically eligible and in attendance 90% of the time in order to participate in field trips. Any exception to this rule requires principal approval.

## **FLORAL DELIVERIES**

Floral arrangements, balloons, or other gifts may be delivered by local florists or individuals. Students may pick these items up in the office at the end of the school day. On special occasions when a large number of deliveries are made, tables may be set up in the commons to accommodate the gifts.

Unfortunately, due to the vast amount of time involved, school personnel cannot deliver these items to the students personally or inform them that the items have been delivered. Due to the distraction involved, homecoming mums are **not** allowed in the classroom, but may be worn to the pep rally and football games during homecoming week.

**Canton High School, its administrators, and staff are not responsible for lost or misplaced items.**

## **FOOD ALLERGIES**

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at 903-567-5312. [See policy FFAF for additional information.]

## **FOREIGN EXCHANGE STUDENTS**

Canton ISD will limit the number of foreign exchange students who enroll in the high school to three per year. Students who attend a school system outside of the U.S. are responsible for bringing an official transcript or papers from that school listing courses and credits received from that school. An explanation of the grading system of the school and the courses and grades received are very important. Without them, no credit can be awarded to the student for time spent in that school. Exchange students are not eligible for honor graduate positions for graduation, but could be recognized as honorary honor graduates.



## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Principal at least 14 days before the event. [See policy FJ and GE for additional information.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GRADE CLASSIFICATION**

All students are classified at the beginning of the school year as Freshmen, Sophomores, Juniors, or Seniors. The requirements are as follows:

Freshman	passed eighth grade
Sophomore	6 credits earned
Junior	12 credits earned
Senior	18 credits earned

Students who did not advance to the next grade level due to course failure will be considered for reclassification at the beginning of the spring semester.

## **GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. [See **Grade Point System** and **Grading System (Class Rank)** in this handbook for additional information.]

## **GRADUATION**

### **Foundation Graduation Program**

Every student in a Texas public school who enters grade 9 in the 2014–15 school year and thereafter will graduate under a new program called the “Foundation Graduation Program.” Within the Foundation Graduation Program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student's transcript and diploma. The Foundation Graduation Program also involves the term “Distinguished Level of Achievement,” which reflects the completion of at

least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan will be completed for each high school student, as described on page 47. State law and rules prohibit a student from graduating solely under the Foundation Graduation Program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the Foundation Graduation Program must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the Foundation Graduation Program will also provide opportunities to earn “Performance Acknowledgments” that will be noted on a student’s transcript. Performance Acknowledgments are available for outstanding performance in bilingualism and biliteracy; for earning a “B” or higher in four dual credit classes; for scoring a 3 or above on an AP or IB exam; for outstanding performance on the PSAT, ACT-Plan, SAT, or ACT exam, which are national exams; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of credits Foundation Graduation Program</b>	<b>Number of credits Foundation Graduation Program with an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Locally required courses	.5 credit in Professional Communications	.5 credit in Professional Communications
Electives	5	7

<b>Course Area</b>	<b>Number of credits Foundation Graduation Program</b>	<b>Number of credits Foundation Graduation Program with an Endorsement</b>
Miscellaneous		Available Endorsements****: Science, Technology, Engineering, and Math Business and Industry Public Services Arts and Humanities Multidisciplinary
TOTAL	22 credits	26 credits

\* In order to obtain the Distinguished Level of Achievement under the Foundation Graduation Program, which will be denoted on a student’s transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the four mathematics credits.

\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits (if available). In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

\*\*\*\* A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

Please note: ALL CHS students must graduate with 26 credits regardless of which plan they choose.

**Personal Graduation Plans for Students Under The Foundation Graduation Program**

A personal graduation plan will be developed for each high school student who is subject to the requirements of the Foundation Graduation Program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the Distinguished Level of Achievement. Attainment of the Distinguished Level of Achievement entitles a student to be considered for automatic admission to a public four year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to

postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

### **Local Credit Classes**

The following classes are for local credit only: all PE and Athletic classes after four credits have been awarded, and tutorials classes. The first four credits in PE and Athletics are counted toward state graduation requirements. Any additional credits in Athletics and PE will be awarded local credit. Students on the Foundation plan may count up to four local credits toward graduation requirements.

### **Early Graduation**

A student is eligible to graduate early if he/she has completed the following requirements:

1. Completed all of the Canton High School subject and credit requirements and state testing requirements.
2. Written parental approval shall be submitted to the Counselor's office prior to the end of the student's sophomore year. The student will then receive counseling regarding requirements and schedules.

Students who qualify for Early Graduation under this policy at mid-term will be eligible for honor recognition, will be given appropriate class rank, and will be eligible to participate in the graduation ceremony for the year in which the student graduates. Second semester senior core courses will not be offered in the fall unless there are extreme extenuating circumstances as determined by the principal. For ranking purposes, a school year begins on the first day of classes and ends on the last day of summer school. Students who qualify for early graduation during the summer will be allowed to graduate from Canton High School, but will not be allowed to participate in the graduation ceremony the following May.

### **Requirements for a Diploma Beginning with the 2014–15 School Year**

Beginning with students who enter 9<sup>th</sup> grade in the 2014–15 school year, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education.

### **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the

requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony. [See policy FMH(LEGAL) for additional information.]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the appropriate Foundation Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Foundation Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Alternate is the alternative assessments currently allowed by the state. [See **Standardized Testing** in this handbook for additional information.]

### **Graduation Activities**

Canton High School students certified as having met all graduation requirements, including passage of the State Accountability tests (unless exempted by the ARD committee), are eligible to participate in the commencement exercises at Canton High School. Honor graduates will be given the opportunity to sign a confidentiality waiver that will allow them to graduate in rank order. Students participating in the graduation ceremony must comply with school policies regarding drugs and alcohol and the dress and grooming policy that may be required by the principal or director of this activity. Students who do not adhere to these policies, or those students who have not met all obligations, will not be permitted to participate in the commencement program. A student's ability to participate in the graduation ceremony is a privilege that can be revoked by the school for improper behavior by the graduating student. CHS students who qualify for early graduation will be allowed to participate in the graduation ceremonies at the discretion of the principal. For the Valedictorian or Salutatorian to be eligible to give the Valedictorian or Salutatorian speech at graduation, that student shall not have engaged in any serious misconduct violation of the Student Code of Conduct, including removal to an AEP, three-day suspension, or expulsion.

## **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to use the limited public forum: the third and fourth academically ranked students. A student who shall otherwise have a speaking role in the graduation ceremonies is ineligible to give the opening and closing remarks. Students who are eligible shall be notified and given an opportunity to volunteer. Students are not eligible to volunteer if they were in a disciplinary placement during any part of the spring semester.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, only students who are graduating and who hold one of the following positions of honor based on neutral criteria shall be eligible to use the limited public forum: the third and fourth academically ranked students may also have speaking roles at the graduation ceremony. [See **Student Speakers** in this handbook and policy FNA(LOCAL) for additional information.]

## **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior pictures—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year.

## **State Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the Foundation Graduation Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [See the principal or counselor and policy EJ(LEGAL) for additional information.]

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** in this handbook for additional information.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred

and fails to report this to the principal or superintendent. [See **Bullying** in this handbook and policies FFI and FNCC for additional information.]

## HEALTH-RELATED MATTERS

### Bacterial Meningitis

State law specifically requires the district to provide the following information:

- What is meningitis?
  - Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?
  - Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.
  - Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.
  - The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?
  - If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?
  - Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).
  - The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- How can bacterial meningitis be prevented?
  - Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.
  - While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also,

a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?
  - You should seek prompt medical attention.
- Where can you get more information?
  - Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

### **School Health Advisory Council (SHAC)**

Information regarding the district’s School Health Advisory Council is available from the Superintendent. [See policies BDF and EHAA for additional information.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. [See **Removing a Student from Human Sexuality Instruction** in this handbook and policies BDF and EHAA for additional information.]

### **Other Health-Related Matters**

#### **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the Assistant Principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

#### **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the food service director. [See policies CO and FFA for additional information.]

#### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes or any other electronic vaporizing device, by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies FNCD and GKA for additional information.]



## **Asbestos Management Plan**

Canton ISD is working hard to maintain compliance with federal and state regulations concerning asbestos. The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the principal's office as well as the superintendent's office. If you have any questions, please contact Thomas Stewart (Asbestos Coordinator) at (903) 567-4179.

## **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Thomas Stewart at (903) 567-4179.

## **HOMEBOUND PROGRAM**

Students with physical conditions that require at least four weeks of being out of school may request to be enrolled in the Homebound Program. The students will be required to furnish the school with a statement from the attending physician documenting the need for homebound services and listing a projected time of return for the student.

## **HOMELESS STUDENTS**

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: CISD Director of Curriculum and Assessment, Brenda Sanford.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: CISD Director of Curriculum and Assessment, Brenda Sanford.

## **HOMEWORK**

Students are required to do all homework assignments for all classes. Students not making a good effort to complete assigned homework are subject to disciplinary action as determined by the teacher. For example, students may be assigned detention hall for failure to complete assignments or they may be assessed a grade-point penalty for assignments not completed on time. Teachers are not required to accept late work.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. For additional information, please contact the Immunization Unit at 1-800-252-9152.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [See policy FFAB(LEGAL) or the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm> for additional information.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

State law requires the district to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is required to register as a sex offender or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.

[See policies FL(LEGAL) and GRA(LEGAL) for additional information.]

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

### **LOCKERS AND MAINTENANCE**

A locker will be assigned for each student at fall registration. Students should not ask to have lockers changed. They should use assigned locker for books and regular school supplies, not leaving money or other personal valuables in the locker. Lockers should be kept neat and orderly. Students are responsible for damage to their lockers. Students should not manipulate their lockers

so they can be opened without the use of the combination lock. Rigging of a locker in this manner may result in disciplinary action. Students may NOT share lockers or otherwise use lockers not assigned to them. Lockers remain under the jurisdiction of the school even when assigned to an individual student. The student is responsible for making certain that the locker is secure and that the combination is not available to others. The school reserves the right to inspect all lockers, whether or not the student is present.

## **MAKE-UP WORK**

### **Routine and In-Depth Make-Up Work Assignments**

School experiences, classroom discussions, programs, and group instruction once missed, can never be completely recovered or made up. However, a student is allowed to make up his work, as soon as possible. Teachers may assign additional work to assure that students who have been absent have sufficient opportunity to master the essential elements or to meet the subject or course requirements. The assignments shall be based on the instructional objectives for the subject or course and may provide greater depth of subject matter than routine makeup work. Upon a student's return to school, the student should ask all of his/her teachers for detailed assignments covering work missed and arrange to complete the make-up work promptly. Except in cases of prolonged illness, make-up work should be completed by the time the class meets again after the student returns to school. Failure to have make-up work done in the time required may result in the student being assigned to a detention. If assignments or projects have been given prior to the student's absence, the student will be expected to turn in the corresponding work when designated by the teacher. Unexcused absence class work is required to be made up. Each teacher can determine the time frame for the work to be due depending on the nature of the assignment. There will be no grade reduction on any work made up of this nature. Suspended students can make up work missed upon return to school provided this work is made up within three days. There will be no grade reduction on any work made up of this nature.

**STUDENTS WHO DO NOT MAKE-UP THEIR ASSIGNMENTS IN THE REQUIRED TIME WILL BE SUBJECT TO DISCIPLINARY ACTION. STUDENTS WHO ARE TRUANT DURING SEMESTER EXAMS WILL NOT BE ALLOWED TO MAKE UP THE MISSED EXAM AND WILL RECEIVE A ZERO FOR THAT GRADE.**

### **Make-Up Work Due To School Sponsored Activities**

Students who are absent from school while participating in a school sponsored or school approved activity are required to make up all assignments from all classes missed. A student should check with all teachers before the student misses any school. This must be done in the time frame required by the teacher. Failure to do this will result in:

1. The student will no longer be allowed to miss class in order to participate in any school sponsored or school approved activity, and/or
2. The student will receive a grade penalty when the assignment is made up, and/or
3. The student will be disciplined.

### **DAEP or In-School Suspension Make-Up Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year,

coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA for additional information.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA for additional information.]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **MEDICINE AT SCHOOL**

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment

while at school or at a school-related activity. [See the school nurse or principal and policy FFAF(LEGAL) for additional information.]

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood or behavior altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [See policy FFAC for additional information.]

## **NATIONAL HONOR SOCIETY**

Selection to NHS is a privilege, not a right. Students do not apply for membership. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. Each NHS member is expected to pay annual dues, attend meetings regularly, and complete service hours, both within the chapter and individually.

To be eligible for membership, the candidate must be a Junior or Senior. He/she must have been in attendance at CHS for at least one semester. No student who has been assigned to AEP or expelled from school will be considered for membership. Candidates must have a cumulative Grade Point Average of at least 90. In addition to scholastic and character eligibility, the candidates must exemplify leadership and service qualities. All candidates who qualify scholastically may then complete a student activity form. This form is used to obtain information regarding the student's leadership and service activities. All activities must be verified. Faculty evaluations are used to support the strength of a student's candidacy in the areas of service, leadership, and character. Candidates will then be evaluated on the basis of service, leadership, and character. Students must have at least eight points of Leadership/Service. Membership can be removed for failure to maintain required GPA and/or failure to meet other obligations required of members.

1. Service: Member of a school organization – (Maximum number of points – None)  
(Clubs, Teams, Musical Groups, etc.)  
(1 point for each membership)
2. Service: Community/Church Activities – (Maximum 2 Points)  
(Scouts, Church Groups, Clubs sponsored outside school, 4-H, Community Endeavors, etc.)  
(1 point for each membership)
3. Leadership Positions: (Maximum 3 Points)

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Canton ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and

programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Superintendent, Jay Tullos.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Counselor, Prissy Sweat.
- All other concerns regarding discrimination: See the Superintendent, Jay Tullos.

## **OPERATION GRADUATION**

Canton High School offers an Accelerated Learning Center Program for students who have not successfully earned credits in the traditional classroom setting, are at-risk for dropping out, or prefer to graduate early. Interested students must submit an application and be selected to participate in the Operation Graduation Program. Students in this program attend school in an alternative setting with a modified schedule. Students participating in Operation Graduation are not allowed to participate in extracurricular activities and must leave campus after class. Students will not be allowed to participate in graduation activities; instead, a separate graduation ceremony will be held at least once per school year. Contact the high school counselor for more information.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** in this handbook for additional information.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for additional information.]

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student.

For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee. [See the counselor and policy EIF(LEGAL) for additional information.]

## **QUESTIONING STUDENTS AT SCHOOL BY SCHOOL OFFICIALS**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

After the third and sixth week of a grading period parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.



Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See **Grading Guidelines** in this handbook and policy EIA(LOCAL) for additional information.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** in this handbook for additional information.]

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Drills: Fire, Tornado, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep

emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Emergency School Closing Information**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

Announcements related to the closing of Canton Schools resulting from inclement weather, utility curtailments, or other reasons will be made through various radio stations, TV, and other sources that are well known to our students, staff, and parents.

The sources that may be expected to broadcast school closing information include School Messenger, radio stations KRLD News Radio 1080 AM (Dallas), KWJB Radio 1510 AM 95.7 FM (Canton) and WBAP 820 AM News and Talk Radio (Dallas). Television stations include Dallas/Ft. Worth stations KDFW Channel 4, WFAA Channel 8, NBC Channel 5, Tyler TV Station KLTN Channel 7, and the Canton Police. Internet postings on the following sites, WFAA Channel 8, <http://wfaa.com/weather/closings>, KDFW Channel 4, <http://www.myfoxdfw/category/238837/closing>, and Canton ISD website, [www.cantonisd.net](http://www.cantonisd.net).

A decision will be made as early as possible when inclement weather or other conditions exist. However, the difficulty in getting through to the various sources makes it necessary to disseminate the information through several sources. Typically, the decision will be made in the early morning hours since substantial changes in weather and road conditions can occur overnight.

For additional information contact the administration office 903-567-4179.

### **SAT, ACT, AND OTHER STANDARDIZED TESTS**

[See **Standardized Testing** in this handbook for additional information.]

### **SCHOOL FACILITIES**

#### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

#### **Building and Plant Use**

School and school facilities may be used by school organizations with the approval of the principal of the building involved. A school representative must be on duty at these meetings. No one is allowed in school buildings without school personnel being present at all times.

#### **Building Guidelines and Rules**

It is necessary to establish some guidelines concerning care and use of the building.

1. Lunches may be stored in lockers only.
2. Cold drink boxes will be located in the area next to the cafeteria. All students are required to dispose properly of any waste material.

3. Stay off the stage area, except during class settings.
4. Before school, students will remain outside the instructional areas until the first bell rings.
5. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.
6. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before-or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Loitering**

Any person loitering on school property after being warned to leave by the person in charge shall be guilty of a misdemeanor and the district may prosecute said individual as prescribed by law.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### **Free Pass Card**

- Each student will be issued a free pass card each semester.
- This card may be used 10 times at the discretion of the teacher leaving the classroom for personal reasons. Note – The teacher option to sign the card for a tardy has been deleted.
- The teacher will sign the card at each use.
- If the student does not have the card in their possession or the card has been filled, the price for leaving the classroom for personal reasons will be detention time.
- Altering, copying, or stealing cards will be considered tampering with school documents and addressed according to the Discipline Management Plan and Student Code of Conduct.
- Cards do not accumulate or carry over to other semesters.
- Uses of a card may be modified for a student entering school during a semester.

### **Cafeteria Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. Contact a counselor in order to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [See policy CO(LEGAL) for additional information.]

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Advisory
- Lunch time
- During class with teacher permission

### **Meetings of Non-Curriculum Related Groups**

Student-organized, student-led non-curriculum related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

#### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for additional information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for additional information.]

#### **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See the Student Code of Conduct for additional information.]

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the counselor, Prissy Sweat.

## **STANDARDIZED TESTING**

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

The **SAT** test will be offered at Canton High School on the following dates: August 26, 2017, October 7, 2017; November 4, 2017; December 2, 2017; March 10, 2018; May 5, 2018; and June 2, 2018. Canton High School (#44295 test center code) is an official testing center for the SAT exam.

**ACT** Test Dates: September 9, 2017; October 28, 2017; December 9, 2017; February 10, 2018; April 14, 2018; June 9, 2018, and July 14, 2018.

### **End-of-Course (EOC) Assessments for Students in Grades 9–12**

End-of-course (EOC) assessments will be administered for the following courses:

- Algebra I (9<sup>th</sup> grade)
- English I (9<sup>th</sup> grade)
- Biology (9<sup>th</sup> grade)

- English II (10<sup>th</sup> grade)
- United States History (10<sup>th</sup> grade)

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

EOC Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation. [See the counselor, Prissy Sweat for additional information.]

### **TSI (Texas Success Initiative) Assessment**

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at <http://www.uiltexas.org/health/steroid-information>.

### **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events: high school varsity football games. The forum shall be limited in the manner provided by this section on non-graduation events. Students are eligible to introduce these events if they:

1. Are in the highest two grade levels of the school,
2. Volunteer to speak, and
3. Are not in a disciplinary placement or suspended from any extracurricular activity at the time of the speaking event. Disciplinary placement shall include In-School Suspension (ISS), Out-of-School Suspension (OSS), the District Disciplinary Alternative Education Placement (DAEP), Juvenile Justice Alternative Education Placement (JJAEP), and expulsion.

Eligible students who wish to volunteer shall submit their names to the campus principal during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week of instruction. If there are no student volunteers, the District shall seek volunteers again at the beginning of the next semester. The names of the students who volunteer to speak shall be randomly drawn until all names have been selected; the names shall be listed in the order drawn.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events. [See policy FNA(LOCAL) for additional information.]

## **SUMMER SCHOOL**

The purpose of a summer school is to enable students to make up courses failed in the regular school year. Summer school classes will not be accepted for acceleration. Students enrolled at Canton High School may take summer courses from another school district as long as it is accredited by the state of Texas. Canton High School will offer a credit recovery program in the summer using the Odysseyware Curriculum, which is an internet instructional delivery program. Seats in this program are limited and will be assigned through an applications process. Inquiries may be made to the principal or the counselors.

## **TARDINESS**

A student who is tardy to class will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action. Tardiness disrupts class instruction and does not enhance the desired habits of learning to be prompt. A strict policy will be used to encourage students to be on time to their classes. A student will be counted as tardy only during the first 15 minutes of class. After that time, a student who enters class late will be counted as absent. If arriving to school after the initial bell has rung to begin class, a student must sign in with the attendance clerk to document his/her time of arrival and receive an admission slip before entering the classroom. This procedure should be followed regardless of the time of day when the student arrives at school late. Also when a student is going to be tardy for the first period class of the day, they must sign in through the attendance office and receive an admission slip before entering the classroom. Those students with off campus lunch (seniors) must sign in through the attendance office if they are tardy for their next period class following their scheduled lunch time. Underclassmen (freshmen, sophomores, and juniors) may only be checked out for lunch if a parent signs the student out in the office. The student must sign back in at the office on time for their next period class. Failure to do so will result in an unexcused absence for that class.

**Note:** Three tardies will count as a class period absence for purposes of exemptions for semester exams.

**TECH PREP ARTICULATED CLASSES** – Tech Prep (School-to-Work) is a federally sponsored program designed to promote high academic standards for students who are not going to a four year college, but need a rigorous curriculum to be prepared to attend a Technical School, Trade School, or Certification Program. Certain vocational classes that are taught at Canton High School are taught to meet certain criteria that have been established by area community colleges.

These community colleges are all members of the EAST TEXAS TECH PREP CONSORTIUM. More information is available in the counselor's office.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **TRANSFERS**

A student who transfers into Canton High School with Advanced or higher-level course credits shall receive similar credits counted toward their GPA according to the list of Advanced Courses offered in the district and the grade point scale used for credit earned in the district. Students transferring into Canton High School shall receive the numerical grade that was earned in courses at another school. Letter grades will be recorded as follows: A – 95; B - 85; C – 75; D - 65; and F – 55. [See **Entrance Requirements** in this handbook and policy EIC(Local) for additional information.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the transportation department at 903-567-5328.

See the Student Code of Conduct for provisions regarding transportation to DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:



- Follow the driver’s directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.

When students ride in a district van or passenger car, seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## **TUTORIAL CLASSES**

Identification of students who qualify for these classes are those students who fail to master any section of the State Standardized Tests in grades 9, 10, & 11. These students may be required to enroll in one of these special classes that are designed to assist the student in passing these tests.

## **VANDALISM**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

## **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit Canton ISD schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the front office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Visitors Participating in Special Programs for Students**

On High School Career Day the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

## **WITHDRAWING FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

## GLOSSARY

**Accelerated Instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance Review Committee** is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC Assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2013 school year. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is required for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PTU** stands for Personal Technology Use. Beginning with the 2013-2014 school year, Canton ISD will allow the use of personal technology devices by students at specified times. Personal technology devices include but are not limited to the following: cell phones, smart phones, mp3 players, iPod Touches, iPads and eReaders.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**State-Mandated Assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.