

Canton Elementary School 2017-2018 Student Handbook



“TEACHING EAGLES TO SOAR”

Vision Statement

Canton ISD ... Reaching for Excellence, Leading to Great Accomplishment

Canton Elementary School
1163 South Buffalo Street
Canton, Texas 75103
903-567-6521



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Canton ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex or disability in providing education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendment of 1972; Section 504 of the Rehabilitation Act of 1973, as amended and Title 11 of the Americans with Disabilities Act.

**CANTON ELEMENTARY SCHOOL
A PLACE TO SOAR LIKE AN EAGLE AND
SHINE LIKE A STAR**



CES MISSION

**Our mission at CES is to provide a safe and
compassionate learning environment that encourages
all students to reach their full potential!**

CISD ADMINISTRATION

Jay Tullos	Superintendent	903-567-4179
Stacie Wilkerson	Admin. Secretary	903-567-4179
Brenda Sanford	Grants & Federal Programs	903-567-4179
Denise Stone	Business Manager	903-567-4179
Thomas Stewart	Maintenance Director	903-567-5328
Robert Ivey	Athletic Director	903-567-4179
Dawn Loftin	Transportation Director	903-567-5328
Christy McClellan	Food Service Director	903-567-5608

Canton Campuses/Administration

Canton High School (Grades 9-12)
1110 West Hwy. 243
Canton, Texas 75103
Dusty Spencer, Principal
Angela McLeod, Asst. Principal
Phone Number 903-567-6561

Canton Junior High School (Grades 6-8)
1115 Buffalo Street
Canton, Texas 75103
Henry Tracy, Principal
Scott Humphrey, Asst. Principal
Phone Number 903-567-4329

Canton Intermediate School (Grades 3-5)
1190 West Hwy. 243
Canton, Texas 75103
Marsha Robison, Principal
Allison French, Asst. Principal
Phone Number 903-567-6418

Canton Elementary School (Grades PK-2)
1163 South Buffalo Street
Canton, Texas 75103
Kelly Lamar, Principal
Wes Rhoten, Asst. Principal
Phone Number 903-567-6521

August 21, 2017

Dear Parents,

Welcome to Canton Elementary School where we SOAR LIKE EAGLES all year long. CES consists of grades PK through 2nd grade. Education is a team effort and we know that our students, parents, teachers, and other staff members all working together will make a successful 2017-2018 school year for our students.

The CES student handbook is designed to provide a resource for some basic information that you and your child will need during the school year.

Students and parents must be familiar with the CISD students Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. The Student Code of Conduct may be found in your beginning of the year packet or in the CES school office and online at www.cantonisd.net.

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 that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the student Code of Conduct and any provisions of student handbooks, the provisions of board policy or the student code of conduct that were most recently adopted by the board are to be followed.

We encourage parents to review the entire handbook with their child and keep it as a reference during the school year. If you have any questions about the handbook, please do not hesitate to call the principal, counselor or teacher. Please return the indicated pages in the handbook that require information from you.

Our mission at Canton Elementary School is to provide a safe and compassionate learning environment that encourages all students to reach their full potential.

Once again, we welcome you and your child through a wonderful new journey this new school year. If you have any questions, please feel free to contact us between the hours of 7:55-3:30.

We look forward to an exciting school year with your child.

Sincerely,

Kelly Lamar

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Canton Elementary School is empowering students to develop leadership skills as a student. 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.

Section 1: General Information Academics/Support/Parental Involvement

Instructional Support Programs

To meet the needs of students with special needs and learning styles, a variety of programs are available.

E.S.L. PROGRAM

English as a second language is offered in PK, K, 1st and 2nd grades at CES for students who speak a language other than English and are identified as being limited in their English proficiency. This program, with instruction only in English, is designed to develop the students' proficiency in listening, speaking, reading and writing in the English language to ensure academic excellence in all content areas. Student who meet qualifications are placed in a room with a certified ESL teacher.

DYSLEXIA PROGRAM

If a student is experiencing difficulty in phonological awareness, decoding, word recognition, fluency and spelling a dyslexia assessment may be requested. The campus intervention team works with students as based on the student's educational needs. Students will be assessed after the campus intervention team determines whether there is an educational need, tiered interventions have been implemented and students' responses documented. If the student is educationally identified, he/she will be placed in a small group dyslexia program that meets daily with our dyslexia teacher. For dyslexia questions, call the CES dyslexia teacher, Jasie Perry at 903-567-6521.

STUDENTS with EXCEPTIONALITIES or SPECIAL CIRCUMSTANCES: CANTON ISD GIFTED/TALENTED PROGRAM

Canton ISD, in compliance with state laws, maintains a quality program for gifted/talented (g/t) students in grades K-12. Identified students receive extended learning opportunities in language arts, math, science, and social studies. These opportunities incorporate enrichment skills that are designed to extend the higher order thinking and effective skills of students. All policies and procedures are in compliance with state guidelines regarding assessment, placement, transfer, and exiting. Any interested person may contact the CES School Counselor at 903-567-6521 to obtain more information about the G/T program and to pick up G/T nomination forms. G/T testing is administered in the spring semester. **Kindergarten G/T testing is administered in the fall and the spring.** All forms must be completed and returned by the deadline date stated on the application.

QUALIFICATIONS for PK (PRE KINDERGARTEN)

CISD offers a half-day Pre-Kindergarten program for eligible students. The focus of the PK program

is to develop oral language, prerequisite skills for emergent readers, early math concepts and readiness skills for successful entry into a Kindergarten program.

The PK program at CES meets state mandated requirements. The students are eligible if they are 4 years of age on or before September 1 and qualify through one of the following criteria:

- 1) The child is identified as limited in English proficiency (A student is administered a language proficiency test before entering PK).
- 2) The child qualifies based on being economically disadvantaged (eligible to participate in the National Free/Reduced Lunch Program) and supported by proof of income.
- 3) Homeless, as identified 42 U.S.C.S. Section 11302
- 4) Come from a family whose parent or official guardian is “active duty” military personnel or whose parent/guardian was killed, injured missing in action while on active duty.
- 5) Have been in the conservatorship (Foster Care) of the Department of Family Protective Services (CPS) following adversary hearing. (A letter from the Department of Family and Protective Services is required).

STUDENTS WHO HAVE LEARNING DIFFICULTIES or who need SPECIAL EDUCATION SERVICES

FOR PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED OR MAY NEED SPECIAL EDUCATION

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 support services that are available to all 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. 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 their rights if they disagree 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 is:

Contact person: Kelly Lamar Phone number: (903) 567-6521

For students, ages 3 to 21, who meet eligibility for special education services, specially designed instruction is designed in a variety of ways, depending on each child’s unique needs. Students may attend a special education class as part of their instruction. They may receive all instruction in a general education class or

a combination of both. Determination of where instruction will be provided is made by a collaborative team of educators and the students' parents (ARD Committee). Disabilities included in federal law for the purpose of special education are as follows:

- Autism
- Speech Impairment
- Learning Disability
- Other Health Impairments (including ADHD)
- Intellectual Disability
- Orthopedic Impairment
- Emotional Disturbance
- Traumatic Brain Injury
- Hearing Impairment (including deafness)
- Visual Impairment
- Multiple Disabilities

NONDISCRIMINATORY ELEMENTARY POLICY

The Canton Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. Superintendent, Jay Tullos has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer.

- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending school board meetings to learn more about district operations.

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.

“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.

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.

Displaying a Student’s Artwork and Projects

The elementary school displays artwork and projects on an ongoing basis. If you do not desire your child’s work to be displayed or photos to be on the bulletin board or district website, please contact your child’s teacher in writing.

Consent to video or audio record a student when not otherwise permitted by law.

State law, permits the school to make a video or voice recording without parent permission for the following circumstances.

When it relates to school safety.

When it relates to classroom instruction or a co-curricular or extracurricular activity.

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.

Limiting Electronic Communication with Students by District Employees

Teachers and other approved employees are permitted by the district to communicate with students through social media within the scope of the individual's professional responsibilities. Teachers can set up social networking pages for his/her classroom that has information related to the classroom. As a parent, you are welcome to join or become members of such pages.

RELEASE OF STUDENT RECORDS

NOTICE OF PARENT AND STUDENT RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Canton ISD maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "school officials with legitimate educational interests" include any employees, agents, or trustees of the district, of cooperatives of which the district is a member, or of facilities with which the district contracts for placement of handicapped students who are: working with the student; considering disciplinary or academic actions, the student's case, or a handicapped student's IEP; compiling statistical data; or investigating or evaluating program.

Certain other officials from various governmental agencies may have limited access to student records. The district forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else.

When the student reaches 18 years of age, the right to consent to release of records transfers to the student.

Copies of student records are available at a cost of 10 cents per page, payable in advance. Parents may be denied copies of a student's records in the following cases: 1) after the student reaches 18 years of age and is no longer a dependent for tax purposes 2) when the student is attending a post-secondary institution or

3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the records will be provided at no charge. Copies of records will be released to persons other than the parent or student only with the prior written approval of the parent or student.

Certain information about district students is considered directory information. This information will be released to any individual or organization which files a written request with the superintendent's office unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes; a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Absolutely no student information will be given over the telephone. The district's complete policy regarding student records is available from the principal's or superintendent's office.

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. You 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 the right to review teaching materials, textbooks, and other instructional materials used in the curriculum, and to examine local tests that have been administered to your child.

AR PROGRAM

Accelerated Reader is a program that is available for our students in 1st and 2nd grade. It is a program where students read and take comprehension assessments online at school. Students get points and accuracy rates every time they test on a book. CES rewards students who met his/her personal goal at the end of each nine week period. In addition, every first and second grader has the opportunity to go on an ABOVE and BEYOND field trip at the end of the year for meeting the ABOVE and BEYOND requirements for points and accuracy. A detailed letter is sent home at the beginning of the year about the program.

STAR READING AND STAR MATH PROGRAMS

Students in 1st and 2nd will take STAR Reading and Math online assessments to help measure performance levels of strengths and weaknesses. The Star assessments will be administered at the Beginning, Middle and the End of the year.

Please note: That this assessment is not the STAAR required STATE TESTING that begins in third grade. Copies of results are sent home to you through your child's take-home folder.

ISTATION

ISTATION is a fun and interactive addition to our reading curriculum that enhances reading support in PK-2nd grade. Students are assessed each month and reports are sent home with every report card.

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

As a parent, if your children are multiple birth siblings (e.g. twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same or separate classrooms. Your written request must be submitted not later than the 14th day of enrollment of your children. (See FDB-LEGAL).

HOMELESS

The district liaison for Homeless Children is Stephanie Hanks-Wynne at 903-567-4179. You may contact the campus counselor for more information regarding homeless children. The CES counselor is Carrie Gonzalez@ 903-567-6521.

STUDENT OR PARENT CONCERNS OR COMPLAINTS

Usually student or parent complaints can be addressed by a phone call or a conference with the student's teacher. For those complaints and concerns that cannot be handled so easily, please follow the chain of command (Teacher-Principal-Asst. Superintendent). CISD strives to maintain a harmonious relationship between parents, teachers, staff and administration.

SECTION 2:

Enrollment, attendance, immunizations, grading policies, discipline, other

SCHOOL CALENDARS

Calendars will be distributed at the start of school. This calendar will list the nine-week periods, in-service days for teachers, and holidays. The calendar is also available on the district website.

ENROLLMENT

ONLINE ENROLLMENT IS AVAILABLE TO NEW AND RETURNING CES STUDENTS

To register your child in school you will need

- 1) An original or certified copy of the child's birth certificate. (Child must be 5 on or before Sept. 1 for kindergarten and 6 before Sept. 1 for first grade and 7 before Sept. 1 for second grade).
- 2) Up-to-date shot records/immunization records
- 3) Proof of Residence-Acceptable documents for verifying an address include current utility bills, sales or lease agreements, or other legal documents other than a driver's license which does not require a verified address.
- 4) Child's Social Security Card

5) PK – Proof of Income

WITHDRAWAL

If a student must move, parents should notify the school at least two days prior to the students' withdrawal date. The PEIMS secretary will need to compile the records to be taken to the new school.

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 shall make every effort to avoid unnecessary absences. **Students must remain at school until 9:30 a.m. in order to be counted present.** If a student leaves school before 9:30 a.m. and returns to school on the same day with a doctor's note, they will be counted present. 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.

On enrollment in Pre-Kindergarten or Kindergarten, a child shall attend school. TEC 25.085© Pre-kindergarten and Kindergarten students are subject to compulsory school attendance rules. School employees investigate and report violations of this law.

State law requires attendance in an accelerated reading instruction program when, kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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) assigned by a grade placement committee and basic skills for ninth graders; 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:

1. Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
2. Is absent on three or more days or parts of days within a four-week period.

In order to receive credit in a class, students must be in attendance for at least 90 percent of the days the class is offered in a semester. Students who are in attendance for less than 90 percent of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances. Students must be here at **9:30** to be counted present for the day.

When returning to school after an absence, a student shall provide a note that describes the reason for the absence. The note shall be signed by the student's parent or guardian. A medical report is required after 3 consecutive days of absence.

If the attendance committee finds that there are not extenuating circumstances for the absence, the committee shall deny credit for the class. Students whose petition for credit is denied may appeal the attendance committee's decision to the board.

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 3 parent notes for excused absences per semester. The following are accepted excuses for absences. (Extenuating Circumstances are listed)

- 1) Illness of student.
- 2) Medical or dental appointments.
- 3) Sickness or death in family.
- 4) Education reasons approved by CISD School Board (such as UIL/Extracurricular).
- 5) Observance of a religious holy day including travel (Clergy Documentation Required).
- 6) All other absences will be excused at the discretion of the Campus Administration.

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.

CES will accept written excuses from parents not to exceed three or more each 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.

The campus will document in its attendance records whether the absence is excused or unexcused. Upon returning to school, a student should bring a statement verifying absent. Otherwise, the absence may be considered unexcused. Should a 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 in order to determine if the absence is unexcused or excused.

ATTENDANCE FOR CREDIT

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

1. All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. {See policies at FEB.}
2. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
3. 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.
4. The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
6. 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.
7. 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 of trustees by filing a written request with the superintendent in accordance with 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 a full year.

TARDINESS and PICKING UP STUDENTS EARLY

The instructional day begins at 7:55 a.m. Students arriving after 8:05 are considered tardy. Students that are tardy should go directly to their classroom after receiving a tardy slip from the office. The classroom teacher and office maintain records on tardiness. Habitual problems with tardiness are dealt with on an individual basis between the teacher, parents, student, and principal. We synchronize our clocks (tardy bells) with official government time. (www.time.gov/).

Students with more than 3 tardies in a nine-week period will not be eligible for a nine weeks attendance awards. Students with more than 6 tardies for the entire year will not be eligible for a year end perfect attendance award. (During the first week of school, exceptions are made due to traffic and supply drop off). If tardiness or early pick-ups become habitual, student will have a time out during our second recess/tutorial period.

Exempt days are early releases, designated parties, field trips, award assemblies and severe weather days. If the tardies or early pick-ups become habitual and the problem cannot be corrected, then further disciplinary action such as ISS and or summer school can take place.

We want to help our students reach their full potential and their attendance is vital to their success.

AWARDS

An awards assembly will be held for each grade at the end of each nine weeks. Students will be recognized for accomplishments in a variety of areas including citizenship, attendance, and academics.

DISPLAYING ARTWORK AND PROJECTS

Occasionally, teachers display work that the students have completed outside the classroom. This includes photographs of student's work for our website. If you prefer that your students' works not be displayed or used on the website, please contact the teacher in writing.

MAKE-UP WORK

In grades K-2 teachers will make the student aware of any work missed and follow through on seeing that it is completed. Please give a minimum of two-hour notice when requesting to pick-up work for a student that is absent. It is up to the teacher's discretion to send home make-up work or wait until the child returns to complete the missed assignments. Some assignments require specific instructions from the teacher or must be completed during school hours for grading purposes. For every day a student is absent, he/she will have that many days to make up missed assignments.

Students who have been absent for an illness or any other reason have the responsibility to contact their teacher about make-up work that is needed to be completed.

Please communicate with your child's teacher through phone calls, email, and conferences to help your child be successful when he/she is absent from school.

DAILY TIME SCHEDULES

The school day for elementary students begins at 7:55 a.m. (PK a.m. students start school at 7:45). It is recommended that students not arrive before 7:30 a.m. Students arriving before this time will report to the hallway between the office and library where they will remain seated and quiet until released by the principal or her designee. At approximately 7:30 students will be released to the cafeteria for breakfast. Students who do not eat breakfast will sit quietly along the wall by their classroom until 7:55 or in the gym. PPCD, PK and K line up by their classroom. First and Second graders go directly to the gym.

Car riders are dismissed at...

3:12 for Kindergarten at the back of the school on Eagle Lane.

3:12 for 1st Grade at the front of the school.

3:12 for 2nd Grade at the back of the school on Eagle Lane KEITH/MCDANIEL/SANDERSON/TULLOS.

3:12 for 2nd Grade at the front of the school ABBOTT/KIRSCHNER/WILKERSON/RHOTEN.

3:15 PK p.m. at the front of the school.

11:45 PK a.m. at the side door by staff parking lot.

The buses leave Canton Elementary at 3:12. All students are requested to leave the campus and not remain and play.

******ALL VISITORS MUST PARK AND COME THROUGH THE FRONT OF THE SCHOOL AT ALL TIMES. WE WILL NO ALLOW VISITORS TO ENTER THE BACK OF THE SCHOOL.**

STUDENT DROP-OFF AND PICK-UP

Students may be dropped-off for school in the morning at the front entrance to the building or the back of the building. K and 2nd Grade students should be dropped off in the back on Eagle Lane. PK and First Grade should be dropped off in the front of the building. If you need to enter the building for a meeting or office visit, you MUST park in the front of the school and sign in. In the interest of student safety students should be dropped-off at the curb.

If there are siblings on the campus they will be picked-up at the location for the oldest sibling's location.

If your child has to go home in a different manner than usual, notify the elementary office by 2:15 that day.

All persons who wish to drop-off and pick-up a student at the classroom must register in the office and wear an identification badge while in the building. It is vital to the safety of our students that we account for all persons in the building. Parents can be of great assistance in this matter by reporting visitors without a badge to the office immediately.

Students must be picked up at dismissal times. If a child is continually picked up late, then the school's corrective officer or CPS will be notified. Late is considered 25 minutes after dismissal time. First infraction will be a verbal warning. Second time a phone call will be made to officer. Both will be documented.

Every student will be given two card tags at the beginning of the year. Tags should be placed in the front passenger windshield during pick-up times. Additional or replacement tags are available for \$1.00 through the office. If you do not have your tag during pickup, you will be directed to pick up your child through the office after the car line has been dismissed. Please remember to have it every day all year long. This helps us keep our precious children safe.

Please be patient during the first weeks of school. Traffic and parking is usually heavier during these times.

TOYS ETC...

Students should not bring toys, electronic games, fidget spinners etc. to school. Toys are prone to be lost, broken, and can become a considerable distraction during the school day. There are special reward days as

noted by your child's teacher to bring special items. Please remember that the school is not responsible for items brought to school.

Students may bring balls to school, but be aware these are easily lost and/or stuck on rooftops etc.... Please make sure the child's name is on the ball.

TEC 28.004: Health Related Matters: SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

The Board of Trustees established a local school health advisory council (SHAC) to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction. A majority of the council must be parents of students enrolled in the district and who are not employed by the district. The Board may also appoint one or more public school teachers, school administrators, students, health care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives from another group. The district must consider the recommendations of the local school health advisory council before changing the District's health educational curriculum or instruction. The council meets four times each school year. Contact the school nurse at 903-567-6521.

DIABETES MANAGEMENT and TREATMENT PLAN

A parent seeking care for a child with diabetes while the child is at school or participating in a school activity must provide to the school nurse a management and treatment plan developed by a doctor. Contact our school nurse for further information at 903-567-6521.

FOOD ALLERGIES

Any student who suffers from food allergies should contact the school nurse, school cafeteria and the student's teacher concerning the allergies. The school nurse will work with the school to determine the best procedure for that student to follow. Please call the nurse and teacher each year with updated information. The school cafeteria contact is Christy McClellan at 903-567-4179.

IMMUNIZATIONS

Texas school law requires a personal immunization record showing the dates and kinds of immunization received to be kept on each student. All immunizations must be validated by a doctor or health clinic. Contact the C.I.S.D. nurse regarding immunization questions.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical 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://webds.dshs.state.tx.us/immco/affidavit.shtm>.

This 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.

Questions regarding immunizations can be answered by our school nurse at 903-567-6521.

REQUIRED IMMUNIZATIONS for PRE-KINDERGARTEN:

Polio - 3 doses (must have a booster when he/she reaches 5 years of age, if did not receive at 4)

DTP/DTaP - 4 doses (must have a booster when he/she reaches 5 years of age, if did not receive at 4)

MMR -1 dose received on or after first birthday (2nd measles vaccine required by 5 years of age)

HIB - 1 dose on or after 15 month of age, unless a primary series and booster have been completed

Hepatitis B - 3 doses of hepatitis b vaccine by age 5

Varicella (Chickenpox) – (effective 8/1/00) 1 dose received on or after 1st birthday, or documentation of the disease.

Hepatitis A - 2 doses

PREVNAR (PCV7) - 1 dose

REQUIRED IMMUNIZATIONS for GRADES K-2

Oral polio - 4 doses of vaccine, unless 3rd dose was received after the fourth birthday.

Diphtheria/tetanus – 5 doses DTP/DTaP/Td vaccine unless 4th dose was received on or after the 4th birthday and one dose within the last 10 years

MMR (Measles, Mumps, Rubella) – (2 doses) 1 dose MMR vaccine received on or after the 1st birthday and one additional dose of Measles vaccine (this dose may be received as part of a second MMR)

Hepatitis B - 3 doses Hepatitis B vaccine

Varicella (Chickenpox) – 1 dose received on or after 1st birthday, or documentation of the disease.

Minimum State Vaccine Requirements for Texas School Attendance

	DTP	POLIO	MMR	HEB B (HBV)	VARICELLA	PREVNAR (PCV 7)	HEP A (HAV)
PK	4	3	1	3	1	1	2
K	5 (Both 4 th and 5 th doses must be after 4 th birthday).	4 (Both 4 th and 5 th doses must be after 4 th birthday).	2 (First dose must be given on or after 1 st birthday).	3	1 (Must be given on or after first birthday).	N/A	N/A

GRADING SYSTEM

Our year is divided into nine weeks grading periods. At the end of each nine weeks grading period, the average of class work grades will be posted for each individual subject. At the end of the first and second semester, the averages will be posted on report card.

The following grading system is used at Canton Elementary School for First and Second Grade Students to indicate the students' progress:

A	90 TO 100
B	80 TO 89
C	70 TO 79
F	69 and below
	BELOW 70 - FAILING

Numerical grades will be posted on the report cards rather than letter grades when appropriate.

During the fourth week of a nine-week period, parents will be given a written progress report if their child's performance 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.

Students who earn a 90% or higher including conduct and behavior are considered to be on the CES "A" Honor Roll.

Please email your teacher or call 903-567-6521 to request a conference.

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 or counselor.

ISSUING REPORT CARDS

The report card will be issued to the students the next week following the conclusion of each nine-week reporting period. Report cards are issued the Thursday following the end of a nine week period. A schedule will be set up each school year to indicate exact dates for students to receive cards. Please assist by signing and having the student return the card as soon as you have completed your review.

Lost report cards and duplicate copies of report cards will require a fee of \$1.00.

PARENT CONNECT (Online viewing of grades/attendance)

Parents of 1st and 2nd grade students can view daily grades and attendance on the Parent Connection, a web portal for parents. Every child when entering CISD is issued a number. The parent/guardian **MUST** see the PEIMS secretary and sign for the number so that you can receive access to the portal. The access number will remain the same for your child each year. The grades are usually posted and updated every 2-3 weeks.

TEACHER CONFERENCES

Each teacher has a conference period scheduled daily to allow parents to visit and discuss the student's conduct, progress, performance, and any other area that will benefit the student, teacher and parent. Parents may contact the school for the scheduling of conferences. Please reserve all conferences to conference times and after school. If you have a situation or problem that arises regarding your child's education, please follow proper chain of authority – teacher, campus principal, and superintendent.

SPECIAL SERVICES REPORTS

With parental permission we screen, test, and assign students to resource teachers for specialized instruction. No grades are to be recorded by the regular classroom teacher in the subject areas assigned to the student by the special services (ARD) committee. The report cards will indicate when the student is attending resource classes and the grade for this particular subject will be recorded by the resource teacher.

Canton ISD does not discriminate on the basis of disability by denying access to the benefits of district services, programs or activities. To request information about the applicability of Title II of the Americans with Disabilities Act, interested persons should contact CISD Superintendent, Jay Tullos at 225 Elm Street, Canton, Texas 75103.

PROMOTION/RETENTION

Effective September 1, 1985, for students to be promoted from one grade level to the next, students shall attain for the year an overall average of 70 or above which is derived by averaging the final numerical grade for Language Arts, Mathematics, Social Studies, Science, and Health. In addition, students shall attain an average of 70 or above in Language Arts. Note: Language Arts includes English, Spelling and Handwriting.

To be promoted from one grade to the next, all of the following must occur:

- 1) 70 or above in language arts.
- 2) 70 or above in math.
- 3) 70 or above in reading for grades 1-2.
- 4) An overall average of 70 or above in language arts, math, social studies, and science.

***Kindergarten students can be retained with a letter from the parent/guardian.

Attendance laws apply to all students. If a student has missed more than 18 days of elementary school or has chronic tardies/pick-ups, then input from the attendance committee is taken into consideration about the student's grade placement for the next year. (SEE ATTENDANCE)

TUTORIAL PROGRAM

Each grade level at Canton Elementary School offers two 30 minute tutorial times for students during the school day. Students requiring remediation or acceleration may be required to participate in this time at the discretion of the classroom teacher. First tutoring period is during special class rotations, second tutoring period is during afternoon recess).

FAILURE NOTICES

At the end of the fourth week of each nine-week grading period, parents or guardians will be notified when a student's grade average in any subject is lower than 70.

RETENTION NOTICES

During the 2nd semester, as early as can be determined, parents/guardians will be notified by the teacher when the student is in jeopardy of being retained. Hopefully, with parental assistance, sufficient effort will result in successful attainment of required standards.

VOLUNTEERS

Parents and others are welcome to visit our school. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office to sign in. Visits to the individual classrooms during instructional time are permitted only with the approval of the principal and teacher 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.

Parents and members of the community are encouraged to help in the classrooms and throughout the school system at various times. School volunteers provide assistance to students, help staff better meet the needs of students and are integral partners in providing academic excellence. If volunteers disrupt the ebb and flow of the classroom, then the school has the authority to ask them to discontinue their assistance.

Volunteering benefits our community...

- Better educated students
- Increased pride and confidence in CISD
- Increased involvement in our schools
- Unified effort to support excellence

Volunteering benefits our students...

- Additional individualized and small group assistance and attention
- Reinforced learning
- Positive adult role models

Volunteering benefits our school...

- Parental and community support and cooperation
- Improved services without additional costs
- Improved preparation of students for challenging academic programs

All volunteers must present legal, photo identification at the campus office.

PTO

Our Parent-Teacher Organization is a way for you to get involved in our district volunteer activities. The CISD PTO officers are Amy Mullinex, Kim Hocutt, and Sandy Harkins. You can join PTO at the beginning of the year. Information is included in your child's enrollment packet. PTO does amazing things for our district. They need your help! A PTO registration sheet will be sent home at the beginning of the year. You can request to join anytime during the school year.

CANTON EDUCATIONAL FOUNDATION

Get involved in our schools and community through the CEF. This organization raises money for our districts for scholarships and classroom grants. The CEF is a great way to support our schools. Information is available through their website at www.cantoneducaitonalfoundation.com.

VISITATION AND CLOSED CAMPUS POLICY

The school campus shall be closed from the opening bell each morning until the dismissal bell in the afternoon. The campus shall be interpreted as the school building and the adjacent school grounds.

- A. All visitors must register and present identification in the school office. While we get very familiar in our small community if even those parents and visitors who are most familiar to us will present identification it will increase the safety for all of our students. The identification should be a valid driver's license or another accepted state id. The i.d. will be processed through our Raptor system for security purposes.
- B. All visitors going beyond the office area must wear an identification badge while in the building.
- C. Students are not allowed to bring visitors to school.
- D. Students are not to leave the campus unless they have been released by the principal or her designee. The principal or designee may dismiss any pupil for school related causes, medical reasons, doctor and dentist appointments, and for other justifiable requests by parents/guardian.

Students leaving the school grounds must be signed out in the elementary office by the person taking the student from the campus. Students leaving the campus without permission of the principal will be subject to disciplinary action.

VISITORS TO THE SCHOOL

General Visitors

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

Visits to the individual classrooms during instructional time are permitted only with the 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.

The school day should not be interrupted needlessly. Parents are asked to observe the following guidelines:

- 1) If a student must leave during school hours, the student will be called out of class when the parent arrives at the front office. Anyone who picks up the child during the day will be asked for identification.
Even if absences are deemed excused, a student must attend school for at least 90 percent of the days class is offered. Absences beyond this amount will trigger a review by the school-based attendance committee.
- 2) If parents change after school arrangements, a signed note or email to the teacher and front office is preferred. We do understand that last minute emergencies take place. If that is the case, please call by 2:15 p.m. and we will need to verify the change is coming from legal guardian.
- 3) Floral arrangements, balloons, other special occasion deliveries are not appropriate, and will not be received for students during school hours.
- 4) If parents wish to speak to their child's teacher during the day, they should call the office or email the teacher. The teacher will return the call as soon as possible. Parents are encouraged to make appointments to meet with teachers so the instructional day is not interrupted.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Dress code for those visiting our school may be enforced.

Students are a vital link between home and school. We encourage students to share

communications with their parents verbally and through their take-home folders. Additionally, we will utilize newsletters, notes, websites, conferences, emails, phone calls, surveys and social media for sharing appropriate information.

CURRICULUM

The elementary school curriculum includes language arts, mathematics, social studies, science, health, fine arts, technology, physical education and library skills. The State Board of Education periodically updates the state's curriculum standards called the Texas Essential Knowledge and Skills (TEKS). For more information of the TEKS, please visit: www.tea.state.tx.us.

TEXTBOOKS

Students will be issued textbooks. Lost textbooks must be paid for by the student in accordance with the price list set forth by the Texas Education Agency. Damaged textbooks will be paid for in accordance with the extent of damage as long as the particular book may be used. Full price will be paid when the damage is to the extent the book cannot be used by a student.

CHECK ACCEPTANCE POLICY

Canton ISD has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (Cash, credit card, online payment).

LUNCHES

Students are required to eat in the cafeteria either by bringing their lunch or buying a lunch provided by the school. Meals may be pre-paid daily, by the week, month, or year. Free/reduced lunches forms will be supplied for applications for free or reduced lunches. The application forms will list the economic requirements for participation in this program. Additional snacks are available in the cafeteria. Parents may want to restrict snacks being charged to student accounts.

We ask when students are taken off campus by parents for lunch that they are to be picked-up as their class is going to lunch and returned before the end of their lunch recess time. This will help to reduce classroom disruptions.

Breakfast – Breakfast is for students only. Students may eat breakfast in the cafeteria daily between 7:30 – 7:55 a.m. No food is to be taken from the cafeteria at any time.

TELEPHONE

Students are not to use the office phone except for emergencies or when instructed to do so by their teacher. A student will not be called to the phone during any class period unless it is for the purpose of receiving an emergency message.

OTHER HEALTH RELATED MATTERS: TOBACCO PROHIBITED

The CISD strictly enforces prohibitions against the use of tobacco products by students and persons on school property. This prohibition is enforced at school-sponsored and school-related activities. (See the Student Code of Conduct and Policy Handbook online or in the CISD office)

DAMAGE TO SCHOOL PROPERTY

We attempt to instill pride among our students for the equipment and facilities of our school. It is the responsibility of each student to help maintain school facilities and to insure this source of pride for years to come.

Any willful damage or abuse of equipment or property will require the individual responsible to pay for the repair or the replacement. No skateboarding or rollerblading is allowed on CISD property.

OTHER HEALTH RELATED MATTERS: VENDING MACHINES

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. At the elementary school, vending machines are not available to our students during school hours.

EMERGENCY NOTIFICATION INFORMATION

Please notify the school as soon as possible when your emergency contact information changes.

STUDENT ILLNESS

Students that become ill and cannot continue to attend class must report to the office. The nurse will make every effort to see that the student is taken home when illness affects performance and attendance in the classroom. Parents will be notified when illness occurs. Therefore, it is important to have on file at the school the current residence and business telephone numbers, as well as the name of the child's physician, and any other numbers the parent feels might be helpful.

STUDENT WITHDRAWALS

A student under 18 may be withdrawn from school only by a parent/legal guardian. The school requests notice from the parent at least 3 days in advance so that records and documents may be prepared. A withdrawal form may be obtained from the elementary office.

OTHER HEALTH RELATED-MATTERS PHYSICAL EDUCATION ASSESSMENT/RECESS

All elementary students are required by state law to take P.E. on a daily basis. Please send your child to school in closed toe shoes (preferably sneakers/tennis shoes) for participation in class. If your child cannot participate in P.E./RECESS, please send a note to your child's teacher. Please do not send shoes for your child to change into before P.E.

In accordance with EHAB, EHAC, and FFA the district will ensure that students in the elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week. Canton Elementary students attend physical education classes on a daily basis for a minimum of 30 minutes per day.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. For information regarding dress code see the district student code of conduct.

Canton Elementary Students make not wear spaghetti straps, shoes without straps, or muscle shirts (Please have your students in tennis shoes-PE DAILY). **(No flip-flops)**

Shorts must be worn under dresses/skirts.

Leggings and Tights...Student should wear a shirt that come at least mid-thigh over their leggings.

Shoes must be worn at all times.

We prefer a student not to wear boots but if they choose to do so, then he/she must change in PE class.

Student must be able to change into different shoes independently w/o assistance from a teacher in a promptly manner.

Tanks tops should be at least three inches across in width.

Hair should be kept neat, clean and well groomed, and not disrupt the learning environment. Unnatural hair dyes, colors or styles will not be permitted. Mohawks of any time will not be permitted. Visible tattoos (includes temporary tattoos are not permitted).

If a principal or principal designee determines that a student's grooming or clothing violates the school's dress code, the student will be given the opportunity to correct the problem at school. If not corrected, the student will 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.

RESTROOM BEHAVIOR

Quiet, orderly conduct is required in the restrooms at all times. Students are expected to follow all the rules and procedures regarding restrooms as set forth by the school. Rules are sent home in the beginning of the year packets.

TOILET TRAINING

Students must be toilet trained before entering CES. If there is a medical concern, please bring a doctor's note to the nurse explaining the situation and the management plan. If you have questions concerning the toilet training of your child, contact Jennifer Moore, CES nurse at 903-567-6521.

PLAYGROUND RULES

Students are expected to conduct themselves in a safe and proper manner while utilizing playground equipment and facilities. Please check the school entry packet from your teacher regarding conduct on school playgrounds. The rules are sent home in the beginning of the year packets.

CONDUCT BEFORE AND AFTER SCHOOL

Teachers and administrators have full authority over student conduct at before and after school activities

on district premises and at school-sponsored events off district premises, such as play rehearsals, spelling bees, club meetings and/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.

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. CES administration attempts to contact the guardian before administering.

DISRUPTION OF SCHOOL OPERATIONS

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by the 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 to cause disruption during an assembly.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Interference with the movement 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 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.

USE OF HALLWAYS DURING CLASS TIME

Loitering or standing in the halls unsupervised 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.

PARTIES AND BIRTHDAY CELEBRATIONS

Each classroom is allowed 3 parties per year. All birthday celebrations are to be held after 1:00 p.m. Our three designated party days are in October- Fall Parties, December- Christmas Parties, and February-Valentine's Day Parties. CISD parties are to take place after 9:30 a.m. Students must remain at school on party days until 9:30 to be counted present.

HERBAL SUBSTANCES and DIETARY SUPPLEMENTS

Herbal and dietary supplements will not be given to students while at school unless all of the requirements below are met:

- 1) The child's personal physician has ordered that such product(s) be administered.

- 2) The order specifies that the product must be administered during school hours.
- 3) The child's IEP or 504 plan reflects that the product(s) are necessary for the provision of a free and appropriate public education for a student with disabilities.

NUTRITION

The Texas Department of Agriculture issued the Texas Public School Nutrition Policy, effective beginning August 1, 2004. CISD follows all state regulations and will operate in compliance of the state policy. You can view your child's balance online. If you wish to pay online there is a fee but to view the balance online there is not a cost. Contact Christy McClellan at 903-567-5312 for information regarding lunch, free and reduced lunch, and our online program-MYNUTRIKIDS.COM.

CONCERNING MEDICATION

Designated employees of the district may administer medication to a student provided:

The district has received a written request to administer the medication from the parent, legal guardian, or other person having legal control of the student.

When administering prescription or over the counter medication, the medication appears to be in the original container and to be properly labeled.

BAD WEATHER NOTIFICATION

When the school schedule must be altered due to inclement weather, the school will notify radio and TV stations that serve our area. Please sign up for Remind (Formerly known as REMIND 101) or Twitter to get information quickly.

FEVER, DIARRHEA, VOMITING, PINK EYE

A student with a temperature of 100 degrees or above will be excluded from school. The student's temperature must be below 100 degrees for a full 24 hours (without fever reducing medicine) before returning to school.

Students with any diarrheal illness must be excluded from school until they are diarrhea free for 24 hours without the use of diarrhea suppressing medications.

A child must be excluded from school if vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated. A child should have one or two meals without vomiting before returning to school. Your child may be sent home from school for vomiting one time.

A student with red, painful, itchy eyes, especially with discharge/crusting/swelling should have a medical evaluation by a physician. Children with pink eye are considered contagious and will be excluded until the 24 hour treatment has begun.

HEAD LICE

If your child has a known or suspected case of head lice, please notify the school nurse. If your child has active head lice, he/she may be excluded from school until receiving treatment with a medicated shampoo or lotion, and active lice are no longer present. You may or may not be notified when a classmate in your child's class has lice, but the nurse will do a check of all students in that homeroom.

HEALTH SCREENINGS

Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public, private, parochial or denominational school or in a Department of Family and Protective Services licensed child-care center and licensed child care home in Texas, or who meet certain grade criteria (Listed below), must be screened or have a professional examination for possible hearing and vision problems.

Who must be screened? All 4 year olds by Sept. 1/Kindergartners/Any first time entrants 4-12th grade Screening must be done within 120 days of admission to school.

In addition, 1st, 3rd, 5th, 7th graders must be screened.

CES screens 4 year olds/Kindergartners and 1st graders within the first semester of school.

1st graders are also screened for scoliosis during their hearing and vision testing. Referrals are issued to parents, alerting the parent of the risk factors and encourage the parents to seek a further evaluation from a health professional. Becoming aware of and understanding what the risk factors suggest can help stimulate the changes necessary to prevent or delay future health problems for children at risk of developing Type 2 Diabetes and other conditions.

MESSAGES FROM PARENTS

Any changes in plans to be delivered to students for the day must be called in to the office prior to 2:15 pm. Please inform the office secretary.

PLEDGE OF ALLEGIANCE and MINUTE OF SILENCE

With the passing of Senate Bill 83, public school districts require students to recite the Pledge of Allegiance to the United States and Texas flags and to also observe a minute of silence following the recitation of the pledges. A student may be excused from reciting the pledge if the student has provided a written request from his/her parent or guardian to the teacher. During the one minute of silence, each student may reflect, pray, engage in any other silent activity that is not likely to interfere with or distract another student. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

DELIVERIES TO STUDENTS

Students are not to receive floral or special occasion deliveries at Canton Elementary School. We encourage parents to celebrate special occasions in creative ways such as; picking your child up from school and having a special floral arrangement or gift for them or having something special waiting for them when they get home from school.

While special deliveries to students at this campus are meaningful they are sometimes lost or damaged on the way home, and they often set up unmet expectations in other students that can cause hurt feelings.

PETS

Animals may not be brought on the school grounds unless a teacher makes a specific request. The teacher must receive permission from the campus administrator to allow the pet on campus.

LOST AND FOUND

A “Lost and Found” area is located in the front hallway of our school. If your child has lost an item, please encourage him/her to check the lost and found location. The district is not responsible for lost or stolen items and discourages students from bringing items of high monetary values and importance to school. The campus will dispose of lost and found items at the end of each semester.

CELL PHONES

When dropping off or picking up your child, please remember to turn off your cell phone. It is against the law to drive in a school zone while talking on a cell phone. Please turn off all phones in our drop off and pick up areas/zones. This is for the safety of your child and our staff. Police offices will monitor this practice on campus at various times throughout the school year. **Please turn off all phones when walking across our crosswalk.**

ELECTRONIC DEVICES and TECHNOLOGY RESOURCES:

Unacceptable and Inappropriate use of TECHNOLOGY RESOURCES.

INTERNET/PHOTOGRAPHY/ELECTRONIC DEVICES in RESTROOMS/DRESSING AREAS

Measures are taken on a daily basis to keep all obscene and inappropriate matter on the internet from students. Cell phone usage is not permitted by students on the elementary campus. Visitors can take pictures of students **only** during appropriate times such as school assemblies, programs, special events and other approved times. Students and visitors are prohibited from using any type of electronic video, taking 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. CISD staff members monitor students and websites to secure safety. For further information regarding technology usage, please refer to the district student code of conduct which is available on the district website.

NOTICE to Parent, Guardian, or Managing Conservator

The Canton Independent School District periodically applies pesticides indoors. Information on the application of pesticides is available on request. (POLICY FDA, P. 5 of 6). Contact is Thomas Stewart @903-567-4179.

FIRE, TORNADO, BOMB THREAT DRILLS

Fire drills are conducted for two purposes: (1) to train students to leave the building orderly and quickly in

case of emergency and (2) to teach self-control in times of emergency.

When the alarm is sounded all students line up and walk orderly out of the room to the classes designated area. There must be not stopping for belongings. When students reach the safety zone designated by the teacher, they should face the building while in line.

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. A parent or teacher can refer a student for counseling by picking up a counselor's referral form in the office.

Contact: Carrie Gonzalez @903-567-6521.

Please note: 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.

Available websites for counseling are as follows:

[Http://www.dshs.state.tx.us/mhsa-child-adolescent-services/](http://www.dshs.state.tx.us/mhsa-child-adolescent-services/).

[Http://www.texassuicideprevention.org](http://www.texassuicideprevention.org).

CHILD FIND under IDEA

CISD is responsible for identifying, locating, and evaluating children with known or suspected disabilities who reside within the school district's boundaries to determine whether a need for special education and related services exists. For more information regarding children who may need assistance with learning challenges and a referral contact Daphne Thompson at 903-567-4179.

QUESTIONING STUDENTS AT SCHOOL

As school officials, we have the right to question your child about his/her own conduct at school and, in the investigation of alleged misconduct by other students, to question him/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 you child about his/her conduct or about the conduct of the 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 him or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from CPS (Child Protective Services) ask to interview students at school. In the case of an investigation from CPS conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview of an outside person takes place, however, if

the CPS/DFPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

BULLYING

Parents have the right to request a transfer of their child to another classroom or campus if their child has been verified by the Board or Superintendent to have been a victim of bullying as defined by TEX25.0341. Bullying is not tolerated by the school in any form. Please see student code of conduct for further information regarding bullying.

CHILD SEXUAL ABUSE and OTHER MALTREATMENT OF CHILDREN

Effective with HB 1041, each public school district is required to include a plan for addressing sexual abuse in children in campus and district handbooks. HB 1041 also required that public school districts provide parents of the following information regarding abuse:

“It is important for parents to be aware of the 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 CPS (Child Protective Services).

Possible warning signs of sexual abuse: 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 can provide information regarding counseling options that are available for you and your child.”

The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, contact:

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

Other websites

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

REPORTS OF SUSPECTED ABUSE MAY BE MADE TO

<http://www.txabusehotline.org>

CPS phone number 1-200-252-5400

STUDENT RECORDS

Student information will not be administered over the telephone.

CONSENT TO OPT-OUT, and REFUSAL RIGHTS: OBJECTING to the RELEASE OF DIRECTORY INFORMATION

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information will be released to anyone who follows district information request procedures unless the parent or guardian objects to the release of that information. If you do not want Canton ISD to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing within ten school days of your child’s first day of instruction for this school year. Canton ISD has designated the following information as directory: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, enrollment status, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards achieved, most recent educational agency of institution attended.

As a parent, you have the right to receive notice of and deny permission for your child’s participation in: Any survey concerning the private information of your child. You child will not be required to participate without parental consent in any surveys, analysis, or evaluation-funded in part or in whole by the U.S. Dept. of Education-that concerns:

Political affiliations or beliefs of the student or student’s parents.

Mental or psychological problem of the student or student’s family.

Sexual behaviors or attitudes.

Illegal, antisocial, self-incrimination, 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 students or parents.

Income except when the information is required by law and will be used to determine student’s eligibility to participate in special programs or to receive financial assistance.

You will be able to inspect the survey or other instrument and any instructional instrument materials used in survey, analysis, or evaluation.

Participation in Third-Party Surveys: “Opting Out” Participation in other types of surveys or screenings and the disclosure of personal 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.

ASBESTOS

The asbestos management plan for Canton ISD is located in each principal’s office and is available for inspection by the public.

The plan includes federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our school district I am pleased to let you know that CANTON I.S.D. is working hard to maintain compliance with federal and state regulation concerning

asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions, about the plan or this federally mandated program, please contact the Superintendent, Mr. Jay Tullos (Asbestos Coordinator) at (903) 567-4179.

PESTICIDES

Pesticides are applied periodically at this school or campus. Please contact the district's Director of Maintenance Thomas Stewart at 903-567-5328 if you have questions of the Canton ISD pesticide program.

BUS RIDERS

Approved school district bus rules and regulations are given to all students. Parents are advised to review appropriate bus conduct with their child. As soon as school is dismissed, bus riders go to the designated area and wait to be sent on the bus. The bus students are supervised by staff members before entering the bus. To inquire about bus issues after 3:12, contact Dawn Loftin at 903-567-5328.

Students who participate in school-sponsored events 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 or signs the student out at the event.

All bus riders to and from school and events should follow our bus rules and our CISD student code of conduct.

BUS CONDUCT

1. Enter the bus and immediately go to the assigned seat.
2. Talk in a normal tone of voice and keep activity at a level that does not distract the driver.
3. Remain in assigned seat until bus has completely stopped and it is time to exit the bus. Passengers will wait their turn to exit the bus.
4. Keep head, hands, feet inside the bus.
5. Use acceptable language. Obscene, profane, unacceptable language and/or gestures are prohibited.
6. Eating and/or drinking are not allowed on the bus.
7. Keep the bus clean.
8. Tobacco products and the following items (alcohol, drugs, weapons, pagers, and radios) are prohibited.
9. Follow all rules outlined in the district's Student Code of Conduct, as well as safety rules established by their driver.
Misconduct will be punished as outlined in the student code of conduct. Bus-riding privileges may be suspended.

CONCLUSION

Thank you for reading our student handbook to become familiar with our administrative procedures. If you have any questions or input concerning the handbook please do not hesitate to let me know. For further information and details, please refer to the CISD Student Code of Conduct, Policy Manual or TEA State Board of Education Guidelines.

During the year we will send you copies of any major revision or additional data that will keep you informed on legislative, Texas Education Agency, State Board of Education, or Canton ISD policies and regulations as they relate to our school and students.

Thank you for your support,

Kelly Lamar

Canton Elementary School – Principal
TEACHING KIDS TO SOAR LIKE EAGLES

Model Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 year 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 educational records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the school’s principal, a written request that identifies the record(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 should write the School principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, 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 educational 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 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.

(OPTIONAL) 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 its 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 CISD to comply with the requirements of FERPA. The name and address at the Office that administers FERPA are:

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

SIGN AND RETURN:

**The TWO following DOCUMENTS to
Your child's teacher.**

**CANTON INDEPENDENT SCHOOL DISTRICT
PARENT ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS
2017-2018**

STUDENT NAME _____

STUDENT'S TEACHER _____

STUDENT'S GRADE _____

By my signature below I acknowledge that I am the parent or guardian of the student named above. I further acknowledge receipt of and familiarity with the following documents and information for the 2015-2016 school year.

1. The student handbook for the campus to which the above named student is assigned in the CISD
2. The Canton ISD student code of conduct and discipline management program
3. All informational and legal notices of the Canton ISD that are contained in the above documents

Notice: a CISD student 18 years of age or older may sign this receipt form and is not required to have a parent or guardian's signature.

SIGNATURE OF PARENT/GUARDIAN _____ DATE _____

**SIGN AND RETURN - NOTICE REGARDING DIRECTORY INFORMATION
AND RELEASE OF STUDENT INFORMATION
2017-2018**

The Family Educational Rights and Privacy Act (FERPA) protect the privacy of student educational records. (20 U.S.C. 1232g; 34 CFR parts 99).

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Canton ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.

The following form is provided to you so that you can communicate your wishes about these issues.

Canton ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school attended
- Participation in officially recognized activities and sports
- Weight and height, if member of an athletic team

Parent: Please circle ONE of the choices below:

I, parent of _____(Student's Name),
___(do give) or ___ (do not give) the district permission to release information in this list in response to a request.

Parent signature: _____ Date: _____

School Publishing

___I do not give permission for the school to publish pictures, awards and photos to the local newspaper/website.

___I give permission for the school to publish pictures, awards and photos to the local newspaper/website.

(Examples...Award Pictures/Special Event Pictures/Social Media)

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/>.