

**CANTON JUNIOR  
HIGH SCHOOL  
2018-2019  
STUDENT HANDBOOK**



**Vision Statement**

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

## 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 Etiquette

1. Respond to an adult using “Yes Ma’am”, “No Ma’am”, “Yes Sir”, and “No Sir” .
2. Make eye contact, shake hands and use the person’s name when greeting.
3. Use “Please”, “Thank you”, and “You’re Welcome” when appropriate.
4. Listen to others; talk don’t text.
5. If asked a friendly question, respond with a question.
6. Always encourage others. Never put anyone down.

### Quotes of the Month

**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 and 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.

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## **Non Discrimination Notice**

The Canton Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. The superintendent of schools has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. He has also been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

## **ADA Notice**

The Canton Independent School District 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 (ADA), interested persons should contact the superintendent of schools, 225 W. Elm, Canton, Texas 75103.

Approved by BOT on 5-9-00

## **Other Health Related Matters**

### **Asbestos Management Plan**

Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our school district will be followed. 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 Thomas Stewart (Asbestos Coordinator) at (903) 567-5328.

### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. Furthermore, including any type of electronic cigarette or vapor devices, [See the Student Code of Conduct and policy GKA.]

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Director at 903-567-5328.

### **Public Notice-August 10, 2004**

Canton ISD has designated the following types of information to be "directory information": Name, address, telephone number (if listed), photograph, date of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors, and rewards received, and the most recent educational agency of institution attended. Parents have the right to refuse to permit the District to release any or all of the above student information. Parents that do not wish this information to be released shall notify their campus principal in writing no later than August 21, 2017.

## **DISTRICT VISION**

**VISION STATEMENT:** *Canton ISD...Reaching for Excellence, Leading to Great Accomplishment*

### **Message to Parents**

Your objective as a parent and the objectives of the school in respect to your son or daughter are the same—to give him/her the best possible guidance toward the realization of his or her highest capacities. To accomplish that goal, full cooperation between home and school is essential. The following suggestions are intended to help you make the fullest possible contribution to your child's success in school.

1. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
2. Develop and maintain a wholesome attitude towards school and the school staff. Students can learn little from a teacher they do not trust and believe in, regardless of how capable or trustworthy the teacher may be. The wise parent therefore, will bring his questions or problems to the principal and teachers personally, and will refrain from criticizing the school to the student or encouraging habits of destructive criticism by lending a friendly ear to it.
3. Make it your business to know your child's teachers. Call the principal to schedule conferences with them if you have questions or if your child's work is not up to par.
4. Require a report card from your child at the end of each 9 week period. Monitor your child's progress by utilizing the parent portal.
5. Don't lose touch with your child and his school work just because he or she is in junior high school. Junior High students are not old enough or mature enough to go "on their own". They still need your help, your guidance, and your support.
6. Above all, take an active part in the school and its programs. Let your child know that you are interested in him/her and his/her work.
7. Parents may attend School Board Meetings, which are scheduled on the third Monday of each month at 6:00 P.M. In the Board Room. Board Agendas are posted three days prior to each board meeting on the front window of the Administration building.
8. Check website for upcoming events. ([www.cantonisd.net](http://www.cantonisd.net))
9. Because of significant variations in student conduct, it is not always possible for the Student Code of Conduct or Student Handbook to address each and every act of student misbehavior. To that end, the District retains discretion to address student misconduct that is inconsistent with the above standards even though the conduct may not be specifically included in the Student Code of Conduct or the Student Handbook

## **Administration and Reference Guide**

Wes Rhoten  
Principal

Dawn Boyd  
Assistant Principal

Stephanie Wynne  
Counselor

Kay Howard  
Secretary

Tammy Dickerson  
Attendance

Canton Jr. High School  
1115 South Buffalo  
Canton, Texas 75103  
903-567-4329  
Fax 903-567-1298

All E-Mail addresses are posted on the Canton ISD Web page located at [www.cantonisd.net](http://www.cantonisd.net).

## **SCHOOL REGULATIONS AND POLICIES**

### **Accidents**

A “Student Emergency Care” form must be filled out by each student or parent and be on file in the school office. This form will show the student’s preference as to doctors, and give school authorities permission to take the student to the doctor if the parents cannot be reached. Accident insurance is available for a nominal fee if parents desire it. Anyone purchasing the insurance should become familiar with the provisions of the policy. The school makes no profit, nor does it assume any liability for payment of the insurance, other than reporting the nature of the accident to the insurance company. Any questions concerning the payments on claims made by the company shall be addressed to the company and not to the school officials. School officials will lend assistance in problem cases or claim settlements.

### **Applicability of School Rules**

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Attendance**

Students between the ages of 6 and 18 are required to attend school unless otherwise exempted by law. School employees must investigate and report violations of the state compulsory attendance law. The following are regulations governing absence and tardiness at Canton Jr. High:

### **Class Credit**

1. To receive credit in a class, a student must attend at least 90% of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary depending on whether the class is for a semester or a full year.
2. Three parent excuse notes per semester will be accepted; after three, the absences will become unexcused without a doctor’s note.
3. Period attendance will be taken and the 90% rule will apply to all classes.

4. A student who attends fewer than 90% of the days the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances.
  - a. For the purpose of granting class credit, the attendance committee may recognize the following as extenuating circumstances:
    - i. Excused absence
    - ii. Days of suspension
    - iii. Participation in court proceedings or child abuse/neglect investigations
    - iv. A migrant student's late enrollment or early withdrawal
    - v. Days missed as a runaway
    - vi. Completion of a competency-based program for at-risk students
    - vii. Late enrollment or early withdrawal of a student under Texas Youth Commission
    - viii. Teen parent absences to care for his or her child
    - ix. Participation in a substance abuse rehabilitation program
    - x. Homelessness, as defined in a federal law
  - b. If the attendance committee finds that there are not extenuating circumstances for the absence, the committee shall deny credit for the class. Students whose petitions for credit are denied may appeal the attendance committee's decision to the Board by filing a written request with the Superintendent. Students must be passing to be considered.

#### **Excused/Unexcused Absences**

1. When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Notes signed by the student, even with the parent's permission will be considered as forgery and the student will be disciplined. If the student has a doctor's note, that will need to be brought in as well.
2. All absences caused by the following will be excused:
  - a. Personal illness or illness in family necessitating the absence of the student
  - b. Death of relatives or intimate friends
  - c. Trips to doctor or dentist
  - d. Any emergency conditions approved by the administration
  - e. For the purpose of observing religious holy days, including traveling for that purpose, if **before** the absence the parent submits a written request for the excused absence.
3. Absences brought about by events which are chosen by the student and/or parents to replace the normal school day, such as working, visiting, vacation, etc. **cannot be excused.**
4. A student will receive a waiver rather than an absence if they are in attendance for part of the school day and leave to go to the doctor, dentist, orthodontist, or court date provided that a note from the doctor or proof from a court of law is submitted upon their return.

#### **Make-up Work**

1. All work may be made up for excused absences. The responsibility for make-up work rests upon the individual student and must be made up according to the following guidelines:
  - a. Make-up work will be due the day after the student's return if they are absent for one day.
  - b. If a student is absent for two or more days, the student will have 3 school days to complete the assignments.



2. Make-up work for unexcused absences will be decided at the principal's discretion depending upon the nature of the absence.
3. All suspended students will have three days to finish all make-up work.

### **Perfect Attendance**

Perfect attendance will be determined by second period.

### **Tardies**

Ample time is given for students to change classes between bells. Students entering the class after the bell has sounded will be considered tardy and the following procedures will be enforced:

1. Each student will receive 3 free tardies per nine weeks.
2. Tardies 4-7 will result in a one-hour detention.
3. After 7 tardies are documented, the student will be assigned In School Suspension.

### **Backpacks**

Students are not to leave their backpacks lying around unattended. Items that are in the backpack are very expensive and hard to replace. Teachers may choose to restrict backpacks in the classroom due to space limitations. Students are strongly encouraged to minimize backpack use and use their lockers whenever possible. **Keeping up with Backpacks is a major concern for Jr. High Students. Canton Jr. High, its administrators, and staff are not responsible for lost or misplaced items. Students are also subject to disciplinary actions if they leave their backpacks or bags in undesignated areas.**

### **Bullying or Taunting Behaviors**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

### **Change of Address**

Students who change their residence, mailing address, or telephone number after enrollment shall report the change promptly to the principal's office so that records may be corrected in case of emergency at school or at home.

### **Cheating/Plagiarism/Academic Dishonesty**

Copying another person's work, such as homework, class-work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Students found to have engaged in cheating will receive a zero on the work and an after school detention.

### **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).

## **Classroom Behavior**

Students shall remember the following rules for behavior while in the classroom:

- Upon entering the classroom, take a seat and do not leave it during the class unless the teacher has given permission.
- Enter and leave the classroom in an orderly fashion. The teacher will dismiss the class.
- Avoid loud talking, whistling, shouting, or other disruptive noises in the classroom.
- Raise your hand when you want to speak and wait for the teacher to recognize you.
- Do not mark on the school buildings or school property.
- Be sure to have all books and supplies necessary when going to each class.
- Students shall not do anything that would draw attention to themselves in the classroom or on the campus such as writing on themselves with markers or ink pens, wearing stickers or stick-on tattoos. These actions are distracting to the instructional atmosphere that is encouraged on campus.
- Classroom rules may vary slightly from class to class depending on the content area. All classrooms will be clearly explained and outlined by each individual teacher.
- An office referral due to unacceptable classroom behavior will result in punishment to be determined by the administrator in charge of disciplinary action.
- Students are expected to be on their best behavior when being monitored by a substitute teacher. Failure to do so will result in disciplinary action ranging from detention to expulsion.

## **Communicable Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent shall contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

## **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 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/>.

## **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. This law known as the “Ninety Percent Law” requires students to be present for at least ninety percent of all school days in a given school year. Presently, students may not miss more than 18 days of school and still pass for the year without a hearing from the campus attendance committee. The state of Texas does not distinguish between excused and unexcused absences in determining eligibility for promotion to the next grade. The campus attendance committee will weigh and discuss all circumstances when determining a student's eligibility for promotion to the next grade.

A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed "accelerated instruction") assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

### **Counseling (Personal)**

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 student who wishes to meet with the counselor shall make an appointment with Mrs. Hanks-Wynne.

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.

### **Credit by Examination**

Students may earn credit by examination in courses that they have failed or in any subject in which they feel that they are already proficient. Canton Junior High School will designate three days each six months for students to be allowed to take the Credit by Exam tests. Canton Junior High School will use the Credit by Exams developed by Texas Tech University or the University of Texas at Austin. The dates of the exam are available by contacting the school office.

#### **I. Credit by exam for purposes of acceleration (without prior instruction):**

- Students planning to take the exam(s) must register in the counseling office at least one month prior to published examination.
- Students in Grades K-6 may be accelerated if the student meets the following criteria:

90% mastery on each section of a nationally normed achievement test for the grade level that the student wishes to complete.

A School District representative recommends that the student be accelerated.

The student's parent/guardian gives written approval for the acceleration.

Students in Grades 7-12 will receive course credit for each examination that is completed with 90% mastery. A maximum of ½ credit will be awarded for each examination. Three testing days will be provided each half-year. The first three days will occur during the period from July 1-December 31. The second three days will occur during the period from January 1-June 30.

- Students who fail to master the test (<90%) must wait until the next half-year administration dates to retest.
- Mastery scores will be recorded on student transcripts as semester averages and **will not** be included in GPA/ranking calculations.
- The district will use tests produced by Texas Tech University for Grades 7-12. Students will not be charged a fee for testing.

## **II. Credit by Examination for purposes or remediation (with prior instruction):**

- Credit by Examination for purposes of remediation will be offered to students in Grades 9-12 who have had at least 12 weeks prior instruction in the course being tested.
- Students planning to take the exam(s) must register in the counseling office at least one month prior to the announced testing dates.
- Students will receive course credit for each exam that is completed with 70% mastery. A maximum ½ credit will be awarded for each exam.
- Mastery scores will be recorded on student transcripts and will not be used in GPA/ranking calculations.
- Students who fail to master (<70%) must wait until the next year testing period to retest.
- Testing dates will be the same as for Credit by Exam for acceleration.
- The district will use tests produced by Texas Tech University. A non-refundable \$28 fee will be assigned for each test taken payable at the time of registration.

## **Dances**

Throughout the year, various student organizations will sponsor student dances. Attendance at the dance is a privilege. Students who are in ISS the day of the dance may not attend. Persons who attend the dance must be inside at all times. Upon leaving the building, students must have a ride to leave the grounds or call a parent to come and get them. Only students currently enrolled in Canton Jr. High are allowed to attend. Students must be in dress code.

## **Delivery and Pick Up of Students**

When delivering students to school in the morning or picking students up after school, please use the method listed below.

1. The front circle drive shall be used in the morning to drop the students off. Only one lane of cars shall be formed in the morning. The outside bus lane shall stay clear at all times. **Do not drop students off in the front parking lot.**
2. Students who have athletics or band may be dropped off behind the school. Please follow traffic arrows and make a circle. Cars must exit out the gates not down the side road.
3. Students shall always use the crosswalk for safety. Cars shall never block crosswalk.
4. There will be no drop off or pick up in the Special Education/DAEP parking lot. A detention will be assigned to the student.
5. The side road is closed to public traffic between 7:00 a.m. and 4:00 p.m. No exceptions will be granted.
6. Parents are expected to make transportation arrangements. No child shall be left waiting for more than 15 minutes.

This procedure will produce a safer school day for our students and a less congested flow of traffic for parents. Citations may be issued for violations.

## **Detention Hall**

Detention hall will be held daily from 3:17 to 4:15 except on Fridays. Students will be assigned to detention hall and will have to serve the day of the assignment or the next day. Students that miss detention hall will be assigned. In School Suspension the following day.

The teacher will fill out detention hall slips and send them to the office. Detention slips are in duplicate form. The *gold* copy will be the student's, the *pink* copy will belong to the office, and the *canary* copy will belong to the teacher. Detention hall slips will be for tardies and for disciplinary actions deemed appropriate by the teacher. All detention hall slips will be collected in the office and held until served. Detentions will be assigned for *one hour* at a time. Students are responsible for their own transportation following the completion of the detention.

If a student has an excused absence from school, they will be excused from detention on that day and will have an extra day to make up the detention. If there is a reason the student **cannot** attend detention, an administrator must be notified **prior** to the absence from detention.

## **Distribution of Published Materials or Documents**

### **School Materials**

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

### **Student Non-school Materials**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. The principal has designated the bulletin board as the location for approved non-school materials to be placed for voluntary viewing by other students. The student may appeal the principal's decision in accordance with policy. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Non-student Non-school Materials**

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

Prior review will not be required for:

Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.

Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy.

Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

## **Electronic Devices**

### **Personal Technology Use and Electronic Communication**

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

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

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

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

### **Guidelines**

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

### **Cell Phone Rule**

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

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

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

- Violating policies, rules, or guidelines.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Using email or Web sites at school to encourage illegal behavior or threaten school safety.
- **Students should not send or read text messages during class. Texting other students while they are in class is strictly prohibited.**

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

**THE FOLLOWING POLICY IS IN EFFECT IF TEACHERS HAVE NOT GIVEN PERMISSION TO USE THEM AS AN INSTRUCTIONAL TOOL:**

### **Cell Phone Policy**

The district permits students to possess cell phones; however, cell phones must remain turned off and put away during the instructional day, including during testing. A cell phone that is in silent mode is not off. "Turned-off" means the phone is powered off. It cannot make or receive calls, text messages, or alerts. Students in violation will be subject to the following disciplinary action:

- 1st Offense – Confiscation of phone and after school detention
- 2nd and all Future Offenses – Confiscation of phone, after school detention, and \$15 retrieval fee

Parents/Guardians must pick the phone up from the office once it is confiscated.

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

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents shall keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Fire and Tornado Drill/Emergency Evacuation Plans**

Fire drills are conducted for two purposes: (1) to train students to leave the building orderly and quickly in case of emergency alarm, and (2) to teach self-control in times of emergency.

When the fire alarm is sounded, all students shall immediately walk out of the room and proceed to the designated area. There must be no stopping for personal items, books, or valuables. Students shall walk in an orderly manner, with no talking or pushing. When the students reach the safety zone designated by the teacher, they shall be facing the building but remain in line.

Disaster instruction will be given at the beginning of school and posted in each classroom.



## **Deliveries**

A table will be provided in the hallway of the office ~~next to the office~~ for the delivery of personal items or gifts. The item must clearly state the student's name and grade level. Students may pick up these deliveries at the end of the school day.

Unfortunately, due to the vast amount of time involved, school personnel cannot deliver these items to the students personally or inform them that the items have been delivered. Due to the distraction involved, homecoming mums may only be worn to the pep rally and football games during homecoming week. Canton ISD is not responsible for misplaced items.

## **Immunizations, State Requirements**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: tetanus, diphtheria, pertussis, rubeola (measles), rubella, mumps, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, meningococcal (MCV4) and varicella (chicken pox). All students entering the 7<sup>th</sup> grade will be required to have 2 doses of varicella vaccine. A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to the child's positive history of varicella disease (chicken pox) or of varicella immunity, is acceptable in lieu of either dose of varicella vaccine. Students entering the 7<sup>th</sup> grade will be required to have a booster dose of Tdap only if it has been five years since their 1st dose of tetanus-containing vaccine. Students in the 8<sup>th</sup> grade are required to have a booster dose of Tdap if it has been ten years since their previous dose of tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists. All students entering the 7<sup>th</sup> grade will be required to have one dose of meningococcal vaccine.

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

## **In School Suspension**

Students may be assigned to ISS for any of the reasons outlined in the Discipline Management Plan and the Student Code of Conduct. Students who are in ISS are not eligible to participate in extracurricular activities until the day after their assignment ends.

In-School Suspension Students may be assigned to in-school suspension (ISS) for discipline problems. During in-school suspension students are removed from their regular class setting and placed in isolation from all other students. The students' lessons from their classes are brought to the room for them to complete. The student will eat lunch alone in the suspension room with the ISS teacher.

IN-SCHOOL SUSPENSION RULES: 7:50 a.m.-3:17 p.m.

1. Student shall follow dress code regulations as stated in Canton ISD Student Code of Conduct.
2. Student shall work on classroom assignments.
3. Student shall speak only when permission is granted.
4. Student shall remain at assigned desk unless otherwise instructed.

5. Student shall bring supplies, materials, and textbooks necessary to work/complete assignments.
6. Student shall not distract and/or communicate with others in any manner.
7. Student shall not sleep or lay head on the desk.
8. Student shall stay busy the entire assigned time by continually working on classroom tasks.
9. Student shall bring a sack lunch from home or eat from the regular tray line. Lunch may not be brought from an outside source. The student will also be escorted to the cafeteria by the ISS teacher for his/her lunch needs. Lunch is eaten in the ISS room.
10. If student leaves ISS early (before 3:17 p.m.), he/she shall receive an additional day of ISS.
11. If student is sent to the office due to a discipline problem (including dress/hair code infractions, cell phone, etc.) or is tardy to ISS, then the student shall be assigned an additional day of ISS.
12. Students with multiple ISS assignments are subject to further disciplinary action which may include assignment to DAEP.
13. If a student is assigned to ISS and does not report, he/she shall be assigned to an additional day of ISS.
14. If a student is assigned to ISS and is absent from school on that day, he/she is to report to ISS upon the first day of his/her return.
15. Student shall adhere to all rules and regulations as stated in the student handbook and Code of Conduct.
16. Students who are suspended from school (ISS or out-of-school) are not allowed to attend, nor are they allowed to participate in any school related activity on that day or evening. Students who complete a suspension on Friday may participate in activities beginning on Saturday.

### **Junior High School Office**

The Junior High office is the clearinghouse for many school activities. It is the place to which students go to enroll, to withdraw, to secure absentee permits, to take care of school business, etc. All business with the office shall be conducted with the school attendance clerk/secretary with all students remaining quiet and waiting their turn at all times. If the nature of the business is not urgent and the attendance clerk/secretary is busy, the student shall return to class and come back at another time. Change or school supplies **cannot** be obtained in the office.

### **Law Enforcement Agencies**

#### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.

The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

#### **Students Taken Into Custody**

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

To comply with an order of the juvenile court.

To comply with the laws of arrest.

By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.

By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.

To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

### **Leaving Campus and Returning**

When a student must leave the campus during the day he must be signed out by a parent or guardian at the office. Upon returning to school, the student shall report to the office and sign in again. All parents need to be aware of the number of absences from classes when a student signs out. Period attendance will be used to calculate the percent of days absent.

### **Library Usage**

Good reading habits are the sign of a serious student. Regular use of the library for pleasure reading and research is encouraged. During class periods, consent and previous arrangements by the teacher and librarian are necessary. Otherwise, students are welcome to use the library during the breaks of the school day and before school starts in the morning. When using the library, remember to be quiet and not disturb others who are working. If lost or damaged, library books must be paid for, and a fine is charged when books are not returned by the due date. Lost library books are paid for at the cost of the book plus 3.00 to cover the cost of reordering the new book. Student IDs are required to check out or recheck a book and take an AR test in the library.

### **Lockers**

Students will be assigned a locker number at their request. Students are encouraged to bring their own lock. A student may request a school issued lock at registration. If this lock is misplaced or lost, there will be a \$5.00 replacement fee.

### **Lost and Found**

All articles including books found on the school campus and in the rooms of the school building shall be taken to the office. Lost articles are to be claimed as soon as possible. Periodically unclaimed articles will be disposed of after notification is given.

### **Lunch**

The Canton I.S.D. participates in the national school lunch program and offers free and reduced lunches and breakfasts based on a student's financial need. Information can be obtained from the principal's office.

## **Lunchroom**

Students eating lunch on campus have the option of bringing their lunches or purchasing lunch at the school lunchroom. All students, except those who go home for lunch, are required to eat in the lunchroom whether they buy their lunch or bring it. Parents may bring outside food for their child only.

Following are some regulations that all students are expected to remember while in the school lunchroom:

- Do not cut in line.
- Do not crowd in lines; wait in place until properly served.
- Courteous thoughtfulness of others must govern the way each pupil sits at the table and eats in the lunchroom.
- Talking must be in a conversational tone of voice.
- All eating must be done in the lunchroom.
- Return trays to the receiving window.
- Clean table when finished eating.
- Students need to know their Student ID number when going through the cafeteria line.
- Students will refrain from talking during announcements.
- Students will not leave the lunchroom without permission.

## **Medicine at School**

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

- Only authorized employees, in accordance with policy FFAC, may administer:

Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container. Parents cannot alter prescriptions.

Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.

Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

In accordance with the guidelines developed with the district's medical advisor and

When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents shall discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF]

## **Nurse**

The school nurse will assist in helping with minor injuries at school. If a parent suspects a serious injury, they shall consult a physician. The nurse can't diagnose a student's injuries to the parent.

## **Personal Valuables**

Students shall refrain from bringing large sums of money or other valuable articles to school. If it is necessary to bring such items, check them in the principal's office until needed. Canton Jr. High, its administrators and staff are not responsible for items that are lost or stolen as a result of them being left unattended. The school is not responsible for items loaned to the school by parents.

## **Pesticides**

Pesticides are applied periodically at this school or campus. Please contact Mr. Thomas Stewart at 903-567-4179 if you have questions relating to the Canton ISD pesticide program.

## **Pledges of Allegiance and Minute of Silence**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

## **Prayer**

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

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## **Questioning Students at School**

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her own conduct or about the conduct of other students, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding.

Sometimes law enforcement officials or investigation from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services 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 by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

## **Saturday School**

Saturday School is a disciplinary strategy utilized on specific Saturday mornings from 9:00 A.M.-12:00 P.M. Students may be assigned Saturday School for tardies or disciplinary reasons. Saturday School will be held under the supervision of a certified teacher or teacher's aide. The Saturday School will provide opportunity for intensive preparation for state mandated tests or other curricular needs. Students are subject to the same rules and regulations, including dress code, as they would experience during a regular school day. Transportation to and from Saturday School is the responsibility of the student and his/her parents.

If a student is unable to attend Saturday School, the reason must be presented to the administration before the assigned date. All absences from Saturday School must be approved by the administration. If a student has an unexcused absence from Saturday School, he/she will be assigned to two days of In School Suspension. Prior notification is absolutely necessary. Notes and other excuses will not be accepted after the Saturday School has taken place. Call the principal or assistant principal if you find out at the last minute that you cannot attend. Students may also be assigned to Saturday School to make up excessive absences.

## **School Closing**

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent or designee will make the official decision concerning closing of the district's facilities. When it becomes necessary to open late or release students early, or to cancel school, district officials will post a notice on the district's Web site and notify radio and television stations. The district will also utilize the school messenger system.

## **School Facilities**

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

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

The following areas are open to students before school beginning at **7:35 a.m.**

Library

Cafeteria

Athletic Facilities (only if participating in athletics)

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

## **School Health Advisory Council**

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 of another group. The district must consider the recommendations of the local school health advisory council before changing the District's health education curriculum or instruction. The council meets four times each school year.

## **School Sponsored Trips**

On school sponsored trips (athletics, band, field trips, etc.) all students shall go and return on the bus except under special conditions that may arise. When it is necessary for a student to return in a private car, the parent or guardian must personally contact the sponsor concerned. Class field trips are a privilege that can be denied because of a student's disciplinary record. Students placed in ISS or suspended from school for more than one day, or placed in DAEP for any reason may have all field trip privileges denied.

## **School Property, Care of**

The taxpayers of the Canton Independent School District have provided the educational facilities here for your use. It is the duty of each student to use the facilities properly. Students who willfully destroy or mar the appearance of any school property will be expected to pay the cost of replacing that equipment. Students who accidentally break or destroy property shall report this to the principal who will determine what action, if any, shall be taken.

## **Services**

### **Services for the Homeless and for Title I Participants**

Other designated staff you may need to contact include:

Liaison for Homeless Children and Youths, who coordinates services for homeless students:  
Stephanie Hanks-Wynne.

Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Brenda Sanford.

## **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific

aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### **Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

### **Contact Person for Special Education Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Wes Rhoten  
Phone Number: 903-567-4329



## **Section 504 Referrals:**

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

## **Contact Person for Section 504 Referrals:**

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Stephanie Hanks-Wynne

Phone Number: 903-567-4329

## **Additional Information:**

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## **Steroids**

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

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

## **Student Fitness Results**

Canton ISD administers the FitnessGram to all K-12 students. Fitness results are sent to each parent after the FitnessGram is administered and scored.

## **Student Records, Release of---Notice of Parent and Student Rights--- Family Educational Rights and Privacy Act**

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the

records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order.

A school to which a student transfers or in which he or she subsequently enrolls. Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the superintendent’s office is:

1045 South Buffalo  
Canton, TX 75103

The address of the principal’s office is:

1115 South Buffalo  
Canton, TX 75103

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

### **Directory Information:**

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child’s

first day of this school year. [See the “Notices Regarding Directory Information and Parent’s Response Regarding Release of Student Information” attached to this handbook.]

“Regarding student records, federal law requires that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. The objection must be filed within ten days of the time this handbook was issued to the student. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, grade level, enrollment, honors and awards received in school, status and most recent previous school attended, e-mail address. In exercise of this right to object I have marked through the items of directory information listed above that I wish the District to withhold about my child.”

**As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that has been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

### **Student or Parent Complaints or Concerns**

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

### **Telephone Usage**

The telephone in the main office is placed there for business use. **Students** shall never ask to use it except in cases of emergency. This restriction is necessary because of the tremendous amount of essential business that must be transacted over the telephone. Also, students can help the office personnel tremendously by asking their parents not to call them at school unless it is absolutely necessary. If permission is granted, the student shall always use proper telephone manners.

If you see a missed call from the school and no message has been left, please do not call and ask if someone from the school tried to call. There are many phones in use throughout the building; therefore, the office has no way of knowing who has placed the call.

### **Textbooks, Care of**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book shall report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

### **Truancy**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, 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. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

## **Tutorials**

Tutoring will be available in the mornings through our IEC. IEC will begin at 8:42-9:12. Students will receive a separate explanation and guidelines for IEC during registration.

## **Visitors**

All visitors are required to check in at the office. Visitors will be given a badge at the office and will be asked to return it to the office when they leave the building. Visitors will not be allowed to loiter in the building or on the campus. Students from other schools are not allowed to visit in the classrooms during the school day or have lunch with CJH students.

## **Withdrawing from School**

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

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

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

## **CURRICULUM AND RELATED MATTERS**

### **Gifted/Talented Program**

Canton ISD, in compliance with state laws, maintains a quality program for gifted/talented (G/T) students in grades K-12. The program is offered through the campus' Pre-AP curriculum in the areas of English, Math, Science, and Social Studies and incorporates enrichment skills that are designed to extend the higher order thinking and affective skills of students who qualify for the program. All policies and procedures are in compliance with state guidelines regarding assessment, placement, transfer, and exiting. Any interested person may contact the principal of each campus to obtain more information about the G/T program.

### **Grading (Academic Subjects)**

Following is a list of grades that a student may earn and an explanation of each:

90 – 100	Excellent
80 – 89	Good
70 – 79	Average
Below 70	Failure

Students who are failing a subject or who appear to be on the borderline of failure will be given a progress report at the specified dates during the nine-week reporting period. Each progress report must be presented to the parents for their signatures and returned to the respective teacher the following day, if possible. If the progress report is not returned, the teacher may assign disciplinary consequences.

**The grade reporting dates for the 2018-2019 school year are listed below:**

<u>Progress Report Dates:</u>	
September 11, 2018	January 29, 2019
October 2, 2018	February 19, 2019
November 6, 2018	April 9, 2019
December 4, 2018	April 30, 2019

<u>Report Card Dates:</u>
October 18, 2018
January 10, 2019
March 21, 2019
May 24, 2019

All students will receive report cards at the end of the nine weeks reporting period.

### **Grading (Citizenship)**

Citizenship is one of the most important facets of any good school program. Grades will be given in citizenship according to the following:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **Honor Roll**

A nine weeks honor roll will be selected after each nine weeks period. The “A” honor roll will consist of all students who made 90 or above in each of their subjects. Physical education classes, athletics, band, and choir programs will all be considered when determining the “A” honor roll. Students on “A” honor roll will be treated to lunch at Dairy Palace.

### **Honors Recognition**

All students who have a full year average of 90 or above in their course work will be recognized as honor students. Due to the addition of Pre-AP classes, the rank order of these honor students will be determined on a weighted point scale with Pre-AP courses carrying a possible 5.0 weight; grade level courses a 4.0 weight. This point scale will be fully explained to all students at the beginning of the year. All honor students will be determined at the end of the 3<sup>rd</sup> nine week grading period of the school year so that appropriate recognition can be given.

### **Physical Education Classes**

All students are required by state law to take two full units of physical education during junior high. Students are required to dress out for PE. All students will participate in calisthenics, exercises, and games as decided by the teacher. If for any reason alterations need to be made in a student’s P.E. program, a written explanation shall be sent to the P.E. teacher and principal by the parent.

If a student needs to abstain from physical exercise for a period of time exceeding three days due to illness, a note from a doctor shall be sent to school. Otherwise, the student will be expected to participate in all activities.

SB 530 requires that students six through eight participate in daily physical activity for at least 30 minutes for at least four semesters. Canton Jr. High students may participate in physical activity through the campus physical education program and/or through athletic participation. Participation in the band program or track cross country may count as one semester per year. Participation as a cheerleader may count as one year of P.E. credit.

### **Promotion and Retention**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade

of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels may be required to pass state mandated assessments.

### **State-Mandated Assessment Tests**

Students at certain grade levels will take state assessment tests (such as STAAR) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5, 8, and 10
- Any other subject and grade required by federal law.

### **Summer School**

In the event of retention, students are encouraged to attend an accredited Summer School to make up courses failed during the regular school year. Successful completion of academic work prior to the start of fall classes will be accepted and the student can then be promoted to the next grade. There may be a Summer School program at Canton Jr. High School. If a student fails two or more core subjects, they are in need of Summer School services. Students may take a maximum of two classes. Students may also be required to attend summer school due to excessive absences. Additionally, 8<sup>th</sup> grade students are required to pass both the STAAR Math and STAAR Reading Assessments to be promoted to 9<sup>th</sup> grade. The SSI program of STAAR will utilize summer school in accelerated instruction.

## **SCHOOL ACTIVITIES**

### **Extracurricular Activities**

Student participation in extracurricular activities is encouraged. Canton ISD makes extracurricular activities available as an extension of the regular school program, with this important difference; participation in the regular curriculum is a right afforded to each student while participation in the extracurricular program is a privilege that carries additional expectations for acceptable conduct. Student engaging in extracurricular activities represent not only themselves, but also other students and the school district when performing, competing, or participating in extracurricular activities and while wearing uniforms or other clothing that identifies the student to the community or public in any setting as Canton ISD students. For this reason, their behavior must be exemplary and reflect the finest attributes of the total Canton ISD student body at all times and places.

Important goals of the extracurricular program are to give students direction in developing self-discipline, responsibility, pride, loyalty, leadership, teamwork, respect for authority, and healthy living habits. Because participation in extracurricular activities is a privilege and not a right, Canton ISD is authorized to set higher standards for participants of extracurricular activities than it would for those students who choose not to participate in these activities. It is possible that a student who violates the Canton ISD Student Code of Conduct will incur consequences from both the appropriate school administrator and from his or her coach or sponsor for the same particular violation.

State laws as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition, govern eligibility for participation in many of these activities. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

### **Extracurricular Attendance**

A student must be at school at least 3 consecutive periods of the school day, with 2<sup>nd</sup> period being one of the 3 periods. A student that does not attend 3 consecutive periods must have a note from a medical doctor or dentist to attend or participate in practice or competition on that day. Extenuating circumstances will be decided upon by the administration.

### **Band and Choir**

Band and choir programs are offered to all junior high students who wish to participate. Schedules will not be changed until the end of each year unless an emergency arises. Therefore, once a student begins band or choir, he is obligated to stay in the program for the entire year.

### **Cheerleaders and Mascots**

Cheerleaders and mascots are chosen each year by judges. To be eligible for cheerleader, a student must satisfy a list of requirements that may be obtained from the Principal's office. Cheerleaders and mascots will only be allowed to wear uniforms at school on game day. They will be released from class in time to change into their uniforms and prepare for pep rally. Parents shall understand that cheerleaders and mascots are representatives of Canton Junior High School and are expected to maintain a higher standard of academic excellence and conduct both on and off campus.

### **Student Council**

A student council will be elected each year to provide the student body input into the policies and regulations by which the school operates. Student council bylaws are available in the principal's office for perusal.

### **Student Fees**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.



- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

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

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

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

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