

Canton High School

PARENT AND STUDENT HANDBOOK ***2022-2023***



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It's a GREAT day to be a Canton Tiger!

WELCOME MESSAGE!

The Canton administration, faculty, and staff welcome you to a new school year! It is our hope that this will be an outstanding year for all of us. Our primary concern is the welfare, development, and academic success of the students placed in our care. Your cooperation with the policies outlined in this information handbook will contribute to a successful year.

This document is meant to provide students and parents a working guide to the procedures at Canton JR/SR High School (CHS). Please note that situations not specifically covered by the handbook or Canton School Board Policy will be left up to the discretion of the administration and in accordance with all applicable federal, state, and school, (etc.) laws. Furthermore, the CHS Student Handbook may be changed at any time and is at the discretion of the school board.

Educating your child is our primary responsibility. The faculty and staff of Canton High School are determined to fulfill that responsibility. We do this by being knowledgeable of the content and pedagogy, knowing each student's individual needs, and creating a structured, disciplined, and safe learning environment. It is the student's responsibility to arrive on time every day motivated and prepared to work and accept the challenges provided by our teachers. It is the parent's responsibility to assist both parties in reaching our goals. This is cultivated by staying informed and involved in the process.

Thank you for your support and have a great year,

Marisa Evans
Principal
Canton Jr/Sr High School

It's a GREAT day to be a Canton Tiger!

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FIRE, TORNADO, AND LOCK DOWN DRILLS

The building principal and faculty members of each school building in Canton Public Schools will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinctive audible signal designated as the fire alarm.

Directions indicating where students are to go and the route to be taken are posted in each classroom.

Teachers are to instruct students in emergency and fire drill procedures and practice those procedures with their students in each class. These procedures will be developed to ensure the complete safety of children and other school personnel.

Each drill will be documented in writing at each school site. The records for each drill shall be preserved for at least three years and made available to the State Fire Marshall or his designee upon request.

FIRE DRILL - ONE CONTINUOUS BELL or FIRE ALARM

TORNADO DRILL - SERIES OF SHORT BELLS

LOCK DOWN DRILL - ANNOUNCE WE ARE HAVING A LOCK DOWN DRILL

INTRUDER DRILL - ANNOUNCE WE ARE HAVING AN INTRUDER DRILL

MISSION STATEMENT

The mission of Canton Public Schools is to provide an educational environment and to enhance the development of learners who demonstrate social responsibility and self-worth.

FUNDAMENTALS AND OBJECTIVES OF CANTON HIGH SCHOOL

Canton High School strives to teach students to:

- Live, work and play harmoniously with other people.
- Develop and maintain sound mental and physical health.
- Develop self-discipline and seek guidance when necessary.
- Think critically and logically.
- Express themselves clearly.
- Gain skills needed for work and /or further education.
- Develop sensitivity to art and beauty.

The information in this handbook is intended to describe, in general terms, the rights and responsibilities of our students and the basic regulations governing student's school behavior. The standards in this handbook apply to conduct while on school premises, school vehicles, school property, and at any school activity or functions of any kind. These regulations cannot define all types and aspects of student behavior; however, the Canton Board of Education and the administration have the responsibility to set forth policies, rules, and regulations to help each student conduct themselves as a good citizen of the school community. Students retain their constitutional rights in the public school. Students will enjoy these freedoms as long as their conduct does not deprive others of their rights. Fair and reasonable procedures will be followed to insure all students of their rights.

STATEMENT OF EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

Canton Public School, District 1-105, does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socioeconomic status, or veteran status in its admission to educational programs, services or activities, in access to them, in treatment of individuals or in any aspect of their operations. Canton School District does not discriminate in its high employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the superintendent of schools and/or coordinator of Title IX and Section 504 responsibilities, Canton Public Schools, P.O. Box 639, Canton, OK 73724 (580) 886-3516. The superintendent has been designated by the board to coordinate the school district's efforts to comply with the assurance.

Notification of this policy shall be made to students, parents, employees, and the general public prior to the beginning of each school year.

References: Title VI of the Civil Rights Act of 1964 Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990

Title IX, Education Amendments, 1972 Age Discrimination Act, 1975

ASBESTOS AWARENESS

In Accordance with Federal Regulations concerning asbestos, the Canton Public Schools are asbestos free and in compliance with the Asbestos Hazard Emergency Response Act

NON-DISCRIMINATION

All programs, positions, and services (curricular or extra-curricular) are open to students regardless of sex, race, religion, national origin, or marital status; however, student participation rights may be withdrawn for disciplinary reasons (unbecoming conduct, violation of rules or laws, etc.) No person in the Canton School District shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. No employee, student, or parents, as well as applicants for employment, shall be discriminated against on the basis of sex. The Canton School District is aware of Title IX and its provisions and intends to comply with them.

STUDENT PRIVACY POLICY

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such a search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this Policy.

1. The right to inspect and review the student's education record.
2. The right to exercise a limited control over other people's access to the student's education record.
3. The right to seek to correct the student's educational record; in a hearing if necessary.
4. The right to report violations of the FERPA to the Department of Health, Education and welfare.
5. The right to be informed about FERPA rights.

All rights and protection given parents under the FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school, the student then becomes an "eligible student".

LOCATION OF EDUCATION RECORDS

<u>TYPES</u>	<u>LOCATION</u>	<u>CUSTODIAN</u>
Cumulative School Records	Superintendent's Office	Superintendent
Health Records	Principal' s Office	Counselor
	Counselor's Office	Counselor
Speech Therapy & Psychological Records	Elem. Principal's Office	Elementary Principal
School Transportation Records	Superintendent's Office	Superintendent
Test Records	Counselor's Office	Counselor
(Special Ed, IEP, 504, etc.)	Special Ed Director	Special Ed Director

PROTECTION OF PUPIL RIGHTS AMENDMENT

Canton Public Schools is committed to enforcing the Protection of Pupil Rights Amendment (PPRA), 20 U.S.C 1232h, included in the Goals 2000 Educate America Act of 1994. PPRA applies to programs that get their funding from the United States Department of Education and seeks to protect the rights of parents to inspect survey or instructional materials if these materials are funded by the United States Department of Education. With respect to survey activities, survey materials, evaluation materials, and instructional materials used by students and funded by the United States Department of Education, the school district will:

1. Make such material available for inspection by parents.
2. Obtain written parental consent if students are required to participate in ED funded surveys, analyses or evaluations which may reveal personal information about the following:
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Illegal, anti-social, self-incriminating, or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 - Religious practices, affiliations, or beliefs of the student or parents; or
 - Income, other than as required by law to determine program eligibility.

Parents are given the right to grant permission for their child to participate in the surveys, analyses or evaluations requiring the above content or they also have the choice to opt their child out of sharing such information with the school.

PARENTS' BILL OF RIGHTS

Canton Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may obtain submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the the building principal or the superintendent. (25.O.S. Section 2001)

IMMUNIZATION REQUIREMENTS FOR SCHOOL ADMISSION

COMPULSORY IMMUNIZATIONS: Children entering school for the first time, kindergarten, pre-kindergarten, or first grade are required by state law to present certification that they have been adequately immunized against certain preventable diseases before the child can enter school.

The minimum immunizations required are:

2 MMR (measles, Mumps, and Rubella) 4 IPV (Polio Vaccine)

5 Tdap OR A COMBINATION OF DTP AND Tdap

3 Hepatitis B

2 Hepatitis A

1 Varicella or documentation of disease

All students entering the seventh grade will be required to have one dose of Tdap vaccine.

*Children following a medically approved schedule for completion of immunization series may be allowed to attend school; however, the school is responsible for ensuring that the series is completed. Parents or guardians are required to present a schedule for completion of the required immunizations that has been signed by a licensed physician or public health authority. This means that students who have not completed the hepatitis B vaccine series or any other vaccine series when the semester starts, may attend school while completing the series.

NEW ENROLLMENT PROCEDURE

New students need to bring a copy of your birth certificate, shot record, and proof of residency (electric bill showing parent/guardian name and physical address, rental contract/lease agreement showing parent/guardian name and physical address, or Canton utility bills such as cable or water/garbage bill showing parent/guardian name and physical address). First time "enrollment" must have shots confirmed or religious papers filled out or there will be no enrollment.

A student enrolling in the Canton School District must be enrolled by one of the following:

- ✓ *Student's parents*

- ✓ *Student's guardian*
- ✓ *Person having legal custody of the student*

Verification/documentation and photo ID will be required.

1. The student's relationship to the people he/she is living with will be checked. Legal guardianship papers will need to be shown if people are not the natural parents.
2. Students must reside in our transportation area; check map to make sure. If not, transfer procedure should be followed.
3. Students must have, or the school must have (the secretary, counselor, or principal can call the previous school for records and/or other information):
 - a. A withdrawal from the previous school student attended.
 - b. A transcript from the previous school attended.

GENERAL PROCEDURES, REGULATIONS, AND DISCIPLINE

1. Drop off and pick up for all students will be on the east side of the cafeteria building. Students must remain in the cafeteria area until the 8:12 bell rings. Students may enter the classroom area before the 8:10 bell with teacher permission for assistance in the classroom.
2. When the 8:12 bell rings, students may go directly to their locker and get ready for their first class.
3. Students are to be in their classroom when the tardy bell rings. Any student out of the classroom during class time must have a hall pass. If students do not have a hall pass, students may be sent back to class.
4. The campus is closed for all students. Once the students have arrived on campus, they are not to leave the school grounds for any purpose without permission from the administration. All outside areas of school property are off limits during the school day, except the courtyard, without special permission. If a student leaves without permission, it will result in an automatic three (3) day suspension.
5. Driving regulations: The following procedures shall be followed when driving:
 - a. When arriving on campus students are to park and leave their cars and enter the school immediately. Students are not to move their cars during school hours unless permission from administration is granted.
 - b. Students are not to drive between the High School and Elementary School between 7:30a.m. and 4:30p.m.
 - c. Students may park their cars **ONLY** on the east side of the gym. This includes school related events.
6. At the end of the school day, all students riding a bus will be released when the first bell rings. All other students will remain in class until the second bell rings.
7. Students will be assigned a locker and all the student's books, papers, etc., are to be stored there when not in use. If a student's locker is not locked, the student assumes full responsibility; students may not be allowed to use school time to search for items stolen from lockers without a lock. Lockers are the property of the school district and may be inspected for good housekeeping, drugs/alcohol, or weapons violation.
8. Students are responsible for bringing all the necessary equipment and supplies to class.
9. Each teacher is responsible for what food or drinks they allow in their classroom. If the teacher is not regulating this properly, the principal will designate the rules for that classroom. No outside drinks are allowed at school. (Exception: capped, plastic water bottles approved by the building administrator.)
10. Home basketball & football games - students who enter and then leave the building must pay to re-enter. This includes students with passes. The main entrance is the only exit to be used unless otherwise indicated. Students who are not participating are prohibited from being in the locker room or the immediate locker area.
11. All parents and visitors to Canton High School must check in at the office. Permission must be granted to parents and visitors before they can go to any classroom. Visiting students are prohibited.
12. Any student returning from the gym or the field house will wait in the library hallway until the bell rings.

Students returning from Technology Center are to sit on the benches in the library hallway outside the library office. During inclement weather, students will enter the building and wait in the library hallway until the bell rings. A student must obtain permission from the principal or faculty on duty to enter any other part of the building.

13. Students leaving the building for their last hour class of the day will take their books with them at that time. There will be no need to return to their lockers after school is out.
14. Students are expected to conduct themselves in an orderly manner while in the cafeteria. It is not permissible to save a place in line or "cut" while waiting to be served. Breakfast may not be served after class starts. At no time, will students be allowed in the food preparation area during normal operating hours. All visitors must sign in at the office and have prior approval before they can enter the cafeteria.
15. No running in the hall or classroom.
16. Any fundraiser that requires the participation of students must be approved by the principal. If the fundraising activity is approved, it will be based on necessity; therefore, all students of the organization may be required to assist with the fundraising. Those students who do not participate may be excluded from the benefits purchased with the proceeds of the fundraiser. Non-School fundraisers must be approved by the principal, if trying to be sold during school hours and on school grounds.
17. **Telephone:** Students may request the use of the telephone in the office before school hours, during lunch, and after school.
18. Classroom interruptions are disruptive to the educational process. Therefore, students may not be called out of the classroom for personal messages, visitors, or telephone calls. Exceptions may be made in emergency situations.
19. No public display of affection will be allowed (holding hands, hugging, kissing, sitting on laps, etc.).
20. Students will not be allowed in the halls of the high school during lunch.
21. Any student leaving class without permission, failing to attend school without parent's knowledge, or not attending class may be in compliance with truancy policy.
22. Students who "self-checkout" must be 18 years old and will not be allowed to "check-in" without proper documentation or permission from an administrator.
23. Inclement Weather/Closures: Should Canton Public Schools find the need to close for any reason, parents will be notified through the following methods: Social Media posting, School Reach Robo-Call System, or telephone calls to parents as needed. Inclement weather will also be posted on the television stations.

Discipline Policy

The following itemized statements are general and should be used as a guide for student behavior. This listing does not cover every possible infraction and does not limit discipline to only those items listed. School discipline can be enforced from the time a student leaves his/her home in the morning until the student returns to the home after school. Administrators, faculty, student teachers, substitute teachers, support personnel, and adult sponsors of school activities have the obligation to enforce school regulations and protect the health and safety of any Canton student. This includes all school activities regardless of time, place, or date. Activities that may lead to disciplinary action or suspension include but are not limited to:

1. Any act which disrupts the academic atmosphere of the school; endangers or threatens fellow students, teachers, or officials; or damages property.
2. Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law.
3. Involvement in conduct and/or possession of articles which present a danger to the life, health, and safety of others.
4. Refusal or failure to comply with state and local attendance laws, including truancy or tardiness in a specific class or school in general.
5. Participation in any activity which disrupts or interferes with or is likely to disrupt or interfere with any school function, activity, or purpose, including class work.

6. Gambling on school premises or at school events.
7. Dressing or grooming in a manner which presents a clear and present danger to a student's health and safety.
8. Dressing in a manner which causes an interference with school work or which creates a classroom or school disruption.
9. Use of a wireless telecommunication device is a violation of school rules. Cell phones may be used only on activity trips with permission. Use of a cell phone during school hours may result in the cell phone being confiscated per our wireless telecommunications devices policy.
10. Possession or use of drugs or intoxicating beverage will result in immediate out of school suspension and be turned over to law enforcement authorities.
11. Possession or use of tobacco/nicotine/vaping will result in immediate out of school suspension and may be turned over to law enforcement authorities.
12. Possession of a dangerous weapon or a controlled dangerous substance will result in immediate out of school suspension and be turned over to law enforcement authorities.
13. Theft and/or possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or a visitor to the school during school hours or activities.
14. Assault - physical or verbal. A premeditated or malicious assault will be suspended per our behavior and discipline policy.
15. Destruction of school property or personal property of students, school employees or visitors.
16. Possession of obscene material or making obscene gestures or remarks.
17. Skipping classes or school assemblies, leaving school without permission and truancy (skipping school).
18. Any vandalism or destruction of property in addition to disciplinary action damage will be paid for by the student.
19. Any student who has been adjudicated as a delinquent for a violent offense or non-violent offense and has been removed from a public or private school in this state or any other state for such act will not be enrolled in the district until that student no longer poses a threat to self, other students, or faculty.

* The Superintendent, principals, or teachers in the Canton School System shall have the right to exercise the same authority over the students attending this school system as the parents or guardian may exercise over them at home and as/or provided for by state law. Misconduct and violations of immorality may result in disciplinary action in a manner consistent with the seriousness of the offense. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free School Act.

Disciplinary Actions for Behavior/Procedure Violations:

Students are expected to conduct themselves in a manner that reflects positively on themselves, their parents/guardians and Canton High School. It is expected that respect and cooperation will be the basis of interactions with faculty and fellow students. Unfortunately, some students don't agree with this and their behavior becomes disruptive to the educational welfare of the class. When these scenarios occur, students may be sent to the office by the teacher. Canton High School may use the following disciplinary actions:

- Before school, lunch, or after school detention
- In School Alternative Placement (ISP)
- Extracurricular Activities Suspension
- Corporal Punishment
- Out of School Suspension

The Principal or designee has the authority to treat each student individually in determining the appropriate disciplinary action in the most effective manner. The Principal or designee has a responsibility to protect the health and welfare of all students, employees, or visitors while being firm, fair, and consistent. The Principal or designee must take into consideration all factors present at a particular situation, including, but not limited to, the intent, degree of actual or potential endangerment or damage, degree of intimidation or fear, and the age of the student.

Whenever possible, the Principal or designee may:

- Involve the parent/guardian.
- Choose a discipline option which is aimed at improving behavior and enhancing academic achievement while maintaining a safe and secure learning environment.

If a student is assigned ISP on the day of an activity, the student will not be eligible to participate in that activity

Cell Phones/Wireless Telecommunication Devices Policy

The Canton Board of Education recognizes the proliferation of wireless communication devices and their utility in enhancing safety, security, and the educational experience. Canton Public Schools' policy on wireless telecommunication devices is designed to ensure that the use of wireless communication devices **does not interfere with teaching and learning during the school day.**

For the purpose of this policy, wireless communication devices are deemed to include cell phones, internet phones (or similar devices), pagers, two-way radios, and other devices used for communications (the term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches etc.).

Students may possess wireless telecommunication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated.

Students will abide by classroom syllabus rules and keep wireless telecommunication devices put away during all other school sessions or school related activities (pep assembly, awards assembly, etc.). During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, videoing anything or anyone at any time, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on wireless communication devices.

Students may only use wireless telecommunication devices before school, during the lunch period, and after school. Likewise, students may use wireless telecommunication devices while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods. Wireless telecommunication devices are never to be used in restrooms, locker rooms, or training rooms.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework or a class assignment/project, is prohibited. The use of earbuds or headphones during extracurricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions for Telecommunication Violation:

Each time a wireless telecommunication device or earbuds/headphones is confiscated from a student, the student will receive disciplinary action as follows:

1st offense: The device will be taken to the office.

2nd offense: The device will be taken, and the student will receive lunch detention.

3rd offense: The device will be taken, and the student will receive ISP. Subsequent offenses will result in additional days of ISP.

*Wireless telecommunication devices or earbuds/headphones will be returned at the end of the day to the student or parent/guardian.

*FAILURE to surrender wireless telecommunication devices or earbuds/headphones upon request may result in a three (3) day out of school suspension.

*Repeat offenders could lose the privilege of bringing wireless communication devices to school.

*Any content found to be criminal in nature will be delivered to proper authorities.

Note: Students and employees who choose to **bring wireless communication** devices to school do so at their **own risk. Canton Public Schools is not responsible for the theft, loss, or damage of a student's wireless telecommunication device.**

If a student is assigned ISP on the day of an activity, the student will not be eligible to participate in that activity

Dress Code: Grades 7-12

To establish conditions that are favorable to the growth and progress of each individual student, it is felt by the school administrator, faculty members, representatives of the student body, and community members that the dress code be revised. Although it is agreed that revised code should be general and flexible, it also should have some specific limitations. These are to give security to those required to follow the regulations and stability to those who enforce them. All rules apply to male and female students.

1. Blankets will not be allowed at school. If students need help with appropriate cold-weather clothing, please see the counselor.
2. Students must be clean, neat, and well groomed.
3. Footwear must be worn but house shoes are not permitted.
4. Students shall not wear any clothing or dress in any manner that is revealing or not in conformance with community standards of decency or inappropriate for school and school activities. This includes but is not limited to:
 - a. See-through clothing.
 - b. Bare midriffs - Blouses and shirts must be long enough to not show skin when seated and cannot be worn in that manner under a coat or jacket.
 - c. Extremely short or tight-fitting skirts or other clothing.
 - d. Unbuttoned shirts or blouses.
 - e. Pajamas are not to be worn except on special days approved by administration.
 - f. Tank tops, sundresses, shoulder straps which have widths less than the width of three fingers, or similar bare-top garments. No "muscle" shirts or basketball uniform tops are to be worn.
 - g. No garments that have been altered from the original design are to be worn. Example: sleeveless shirts, cut-off jeans, or cut-off sweats
 - h. Clothing with obscene lettering, symbols, beer-alcoholic drinks, tobacco, drugs, or anything that implies obscenity or immorality is prohibited.
 - i. No caps, hats, or other head coverings (ex. bandannas) may be worn in the school building. Clothing must be an appropriate size for each individual student. Clothing must not show any part of the undergarment.
5. Tattoos must not be offensive or distracting.
6. Shoes: Heelies will not be allowed at school or any school activities.
7. Leggings/jeggings/tights/skinny spandex jeans, yoga pants are allowed if they are worn with clothing that reaches below the buttocks.
8. The waistband of jeans, shorts and skirts shall be worn above the top of the hipbone
9. Distressed jeans are allowed, but no holes with skin showing above mid-thigh.
10. Athletic shorts are allowed as long as they are appropriate length, not see-through, and not track shorts.
11. Any gang related symbolism will not be allowed.
12. Any other article of clothing or attire that tends to disrupt the learning process will not be allowed either.

If clothing is not appropriate, students may be required to change into clothing provided by the office or counselor and may be assigned one (1) day of in school placement (ISP) for the violation of the dress code. The clothing provided by the office will be clean but perhaps not fashionable to all individuals. Examples: T-shirts, longer shorts, sweats.

IF A STUDENT CHOOSES NOT TO CHANGE, THE PARENT/GUARDIAN WILL BE CALLED TO PICK UP THE STUDENT. THE ABSENCE WILL BE CONSIDERED UNEXCUSED.

ALL FINAL DECISIONS REGARDING SCHOOL DRESS WILL BE MADE BY ADMINISTRATION.

If a student is assigned ISP on the day of any activity, the student will not be eligible to participate in those activities

Prom - Banquet - Dances

PROM - BANQUET - DANCES. The Junior Class is responsible for the banquet and prom honoring the graduating seniors. The banquet will be for members of the Junior and Senior classes and their sponsors. The prom will include Canton Juniors and Seniors and their dates, plus Canton Sophomores and their dates if they are a server or a date of one of the Juniors or Seniors. No one (any person) 21 years of age or older, unless a current Canton student, will be allowed to attend the prom. No one under 9th grade will be allowed as a date at banquet/prom. Students must have a guest form filled out one week before the prom date. If they are a graduate of another school, they must have a reference from their previous school. These forms may be obtained from the class sponsors. Guests that have graduated must furnish a photo ID for proof of age. Ineligible sophomores will not be allowed to serve at the banquet.

The following rules and regulations have been approved by the School Board.

1. The prom will be chaperoned by the High School Principal and the class sponsors.
2. Administration and Sponsors have the right to refuse entry to anyone.
3. Formal dress code for girls-occasions for formal dress include, queen contestants, banquets, prom, graduation, Miss CHS homecoming activities.
4. The prom will end no later than 12 midnight.
5. No drugs, alcohol, or tobacco (smoking, dipping, chewing, or vaping) will be allowed during the prom/banquet. If we suspect drug or alcohol use, your parents will be contacted, and you will not be allowed to leave until your parent/guardian arrives.
6. Adults attending banquet/prom must remain in formal attire the entire evening.
7. Only invited guests will be allowed at the banquet/prom.
8. Parents or other guests will only be allowed at the banquet/prom up to 15 minutes before the banquet starts.
9. Ineligible students may not attend decorating for prom and the prom itself. Entry fees will not be returned if a student cannot attend prom due to being ineligible. Excessive absences will prevent a student from decorating for and attending prom.
10. Junior and Senior students who have not paid their prom fees will not be allowed to help decorate or attend the prom.
11. STUCO dance guidelines will be followed.
12. All student handbook rules apply.

Girls Dress Code

1. No low-cut backs past the waistline.
2. Dresses must be fingertip length or longer
3. No low-cut tops, no cleavage showing.
4. All attire must be cleared by the sponsors.

Boys Dress Code

1. Formal attire: Must include jacket, tie, shirt, dress pants, and dress shoes or dress cowboy boots.
2. All attire must be cleared by the sponsors.

STUDENT'S CLASSIFICATION AND GRADUATION

All students will be classified at the start of each school year based upon the credits awarded on their transcripts or academic records. House Bill 1056 allows a teacher to recommend a student be retained at the present grade level or

retained in a specific academic course. If a parent or guardian is dissatisfied with the recommendation, they may appeal the decision by complying with the district's appeal process. The decision of the local board of education shall be final. House Bill 1056 became effective July 1, 1995. Arrangements concerning grade advancements of a retained student must be initiated prior to July 1 for the following school year.

1. Grades seventh through twelve shall enroll in eight (8) subjects each semester. Seniors may be required to be enrolled in a minimum of **three (3) core classes** - English, Science, Math, Social Studies, Computer, Foreign Language, Career Tech, or concurrent enrollment.
2. All students in grades nine (9) through twelve (12) are to enroll in a minimum of six hours, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include art, vocal and instrumental music, speech classes and physical education classes. All students must attend classes for the entire school day throughout their high school years.
3. Student Classification:
 - a. **Seventh Grade** - Must have completed the requirements for 6th grade completion.
 - b. **Eighth Grade** - Must have successfully completed 4 of the following required courses at the 7th grade level.
 - i. Language Arts
 - ii. Math
 - iii. Science
 - iv. Social Studies
 - v. Reading
 - c. **Freshman** - Must have successfully completed 4 of the following required courses at the 8th grade level.
 - i. Language Arts
 - ii. Math
 - iii. Science
 - iv. Social Studies
 - v. Reading
 - d. **Sophomore** - Any student who has earned six (6) credits or more at the Freshman level.
 - e. **Junior** - Any student who has earned twelve (12) or more credits at the Freshman and Sophomore levels.
 - i. College bound students should take the ACT in the Sophomore and/or Junior year.
 - ii. Juniors have the option of enrollment in the area Career School.
 - f. **Senior** - Any student who has earned seventeen (17) or more credits at the Freshman, Sophomore, and Junior levels.

Calculation of Grade Point Averages

A student's Grade Point Average (GPA) is calculated on semester grades for all classes. The sum of all grade-scale points is divided by the number of semester credits to obtain the GPA.

Grading Scale

A=90-100	Grade Points Awarded - 4
B=80-89	Grade Points Awarded - 3
C=70-79	Grade Points Awarded - 2
D=60-69	Grade Points Awarded- 1
F=59 and Below	Grade Points Awarded - 0

Enrollment

All students will be enrolled by the school counselor, administrator, or members of the faculty. At the time of enrollment, a schedule will be determined to meet the student's needs for the entire year as well as preparing for future requirements of testing and graduation. At the beginning of the school year and subsequent 2nd semester, the student will have five (5) days to make a class schedule change. Classes that are designated as "Honors" courses will have ten (10) days to make a class schedule change. Assignments missed due to a schedule change will be made up per the general attendance policy. Notations that will be used for dropped classes, after the five (5) or ten (10) day "schedule change opportunity", will be the following: WP (Withdrawal Passing-60%), WF (Withdrawal Failing-59%). The notations will be recorded in historical grades and appear on transcripts. WP or WF will not be figured into the student's GPA.

Transfer Students

Transfer students must have immunization records, birth certificates, transcripts, and any IEP records before a transfer student may enroll.

Office/Teacher Aides

Any student applying for a student aide position must have the following criteria:

1. Senior class ranking per transcript or academic records.
2. Provide evidence of passing all courses from the previous year (be in good academic standing).
3. Provide two core teacher recommendations.
4. Must be approved by the principal.

Students applying for student office aide positions should possess qualities that exhibit accountability, integrity, ethics, respect, trustworthiness, positive attitude, supportiveness, and respect for authority.

School/Graduation Requirements

Work Ready/Core Curriculum

A student may enroll in the work ready/core curriculum upon written approval of a parent or legal guardian.

4 Language Arts: 1-unit grammar and composition, and 3 units selected from American Literature, English Literature, World Literature, Advanced English Courses, or other English courses with content and/or rigor equal to or above grammar and composition.

3 Mathematics: 1-unit Algebra I or Algebra I taught in a contextual methodology, and 2 units which may include, but are not limited to the following courses: Algebra II, Geometry, or Geometry taught in a contextual methodology, Trigonometry, Math Analysis or Pre-calculus, Calculus, Statistics and/or Probability, Computer Science, or other mathematics courses with content and/or rigor equal to or above Algebra I.

3 Science: 1 unit Biology I, or Biology I taught in a contextual methodology, and 2 in the areas of life, physical, or earth science or technology which may include, but are not limited to the following courses: Chemistry I, Physics, Biology II, Chemistry II, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy, or Applied Physics, Principles of Technology, qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3 Social Studies: 1-unit United States History, ½ to 1-unit United States Government, ½ unit Oklahoma History, and ½ to 1 unit which may include, but are not limited to the following courses: World History, Geography, Economics, Anthropology, or other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma History.

1 Art & 1 Computer Class: Art units may include, but are not limited to, courses in Visual Arts, Speech, Ag Communications, and General Music.

25 Credits are required by the Canton School for graduation.

College Preparatory/Work Ready Curriculum

Students shall complete the following college preparatory/work ready curriculum units or sets of competencies at the secondary level. A student may enroll in the work ready/core curriculum upon written approval of the parent or legal guardian of the student:

1. Four units of English to include grammar, composition, Literature, or an English course approved for college admission requirements;
2. Three units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advance Placement Statistics, or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;
3. Three units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
4. Three units of history and citizenship skills, including one unit of American History, 1/2 unit of Oklahoma History, 1/2 unit of United States Government, and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture approved for college admission requirements;
5. Two units of the same foreign or non-English language or two units of computer technology approved for college admission requirements whether taught at a high school or a technology center school including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
6. One additional unit selected from paragraphs 1 through 5 or career and technology education courses approved for college admission requirements; and
7. One unit or set of competencies of fine arts, such as music, art, drama, or one unit or set of competencies of speech.
8. Students may receive high school credits in math or science from courses taught by a teacher certified in the secondary subject area at the Northwest Technology Center.

Financial Literacy

Beginning with students entering the 7th grade in the 2008-09 school year, in order to graduate from a public high school, students must complete and demonstrate satisfactory knowledge in 14 areas of instruction related to financial literacy, including such topics as credit card debt, saving money, interest, balancing a checkbook, understanding loans, identity theft, and earning an income.

CPR

Students enrolled in public school shall receive instruction in cardiopulmonary resuscitation (CPR) and awareness of the purpose of an automated defibrillator at least once between the 9th grade and graduation.

Honors Classes

Honors classes will be defined as those core classes that are designated as honors by the High School Principal, Counselor, and State Department of Oklahoma.

College Concurrent Enrollment

The concurrent enrollment program provides an opportunity for interested students to expand their course studies. A cooperative program set forth by the State Board of Education and the Regents for Higher Education, concurrent enrollment allows students who are enrolled in an accredited Oklahoma high school to take college classes. Canton Public Schools offers concurrent classes starting with a student's junior year. Students may take college classes at Redlands Community College, Southwestern Oklahoma State University, or Northwestern via IETV, online, any approved Oklahoma institution, or campus offerings.

College courses taken through concurrent enrollment may be used for high school and/or college credit.

Grades earned for a 3 hour semester course will be used for semester high school grades and GPA. A course taken via concurrent enrollment will be averaged in the grade point average **IF** it is a course required for graduation. However, if a course is taken via concurrent enrollment, but **NOT** required for graduation, students will have the option to have it included or not included in their GPA.

Each concurrent course will be used to satisfy one high school unit, with the exception of English Composition I and English Composition II. English Composition I and II must be used together to satisfy the Senior English (Eng IV) requirement and taken as a senior. However, if a student meets or exceeds the ACT Composite scores and/or GPA

requirements, he/she would be permitted to take English Composition I & II as a junior with approval from administration and parents/guardians.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails the class, does not attend the course, or does not complete the class, the student will receive an "F" on their transcript and will need to take a credit recovery course at CHS to obtain credit for graduation.

Notations that will be used for concurrent dropped classes, after the ten (10) day schedule change window, will be the designated grade based on the college transcript. WP (Withdrawal Passing-60%), WF (Withdrawal Failing-59%). The notations will be recorded in historical grades and appear on transcripts. WP or WF and NC will not be figured into the student's GPA.

If a student withdraws from a college course by the "Withdraw Without Grade" (or equivalent) deadline (after the ten day schedule change window), the student will receive a NC on their transcript and will be enrolled immediately in a class at CHS.

- Seniors: Oklahoma State Regents for Higher Education will pay tuition for six (6) hours per semester (two courses per semester). Canton High School will pay all fees, excluding tuition, associated with college class(es) during the academic year.
- Juniors: Students and/or parents are responsible for tuition. Canton High School will pay all fees, excluding tuition, associated with college class(es) during the academic year.
- Textbooks are provided by Canton High School. Students/parents will sign a letter when assigned a textbook stating they will return the textbook in good condition or they will be responsible for paying for the textbook.
- If a student intends to take advantage of concurrent enrollment for dual credit, but fails the class, withdraws from a college course by the "Withdraw Without Grade" (or equivalent) deadline, or does not attend the course, the student will be financially responsible for reimbursing Canton Public Schools all fees, including textbooks, associated with the class(es).

See counselor for specific concurrent enrollment requirements and information.

Internet-Based Instruction

Internet-based instructional programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Board of Education. The proposed course(s) may be evaluated by the State Department of Education. The principal or designee shall evaluate and approve/disapprove all students' requests to participate in courses delivered by means of Internet-based instruction. Only those approved enrollments shall be eligible for credit granted by the district.

Career Tech: Northwest Technology Center, Fairview, OK

Juniors and seniors have the option to attend morning classes at the Northwest Technology Center in Fairview. Students may tour the campus in the spring of the sophomore year and enroll for fall classes as a junior. CHS will provide transportation to and from the Center. Students will follow all Northwest Technology Center Policies. Students/guardians who wish the student to drive to Career Tech must meet with the Canton Board of Education to get approval and sign a waiver.

Credit by Examination

Students may be offered the opportunity to receive credit by examination. Students interested in obtaining more information need to contact the school counselor.

Textbooks

Textbooks are the responsibility of the student. Any damage, obscenity, or loss of book is the student's responsibility. Any marks put in the textbook need to be made in pencil. Textbooks, when handed in at the end of the year, will need to have all marks erased and cleaned for the students to use the following year. Textbooks are furnished by the

state and outside of normal use, any damages (this includes obscenity) done to the books or books not returned may be charged to the student. If these charges are not paid, the student may be charged a \$10.00 deposit on each book for the following year. This deposit will be returned if the books are returned in satisfactory condition. We may issue each student one (1) textbook per course. If the student loses his/her textbook, he/she may be required to pay for it. By state law, a student's diploma may be denied for non-payment of school expenses.

Graduation Policy

The Canton School District recognizes that graduation ceremonies are important for our students, patrons, guests, and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the Board enacts the following policies:

1. A Student shall be a graduate of the Canton Public Schools and entitled to a high school diploma whenever that student has successfully completed the minimum number of credits established by the District for graduation. Any correspondence grades used for graduation must be on file in the office two weeks before graduation exercises. Canton High School will not permit participation in graduation exercises unless students have the minimum number of credits required by Canton High School. Students who do not meet the requirements for graduation will not participate. A check-out sheet must be completed, signed, and all bills paid in full before a student can receive their diploma. No diplomas will be given on the night of graduation and are to be picked up at a designated time.
2. Any student who participates in graduation ceremonies will still be considered a student of this District until such ceremonies and required class work have been completed.
3. All students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the student handbook. In addition, students shall not engage in the following conduct during graduation exercises:
 - a. Throwing caps or other objects into the audience.
 - b. Engaging in any disruptive activity which interferes with the graduation process or the rights of other individuals.
4. **Appropriate Dress Code for Baccalaureate and Graduation** will be required. Final determination will be made by sponsors and administration.
 - a. Boys must wear a dress shirt with a tie, dress slacks or well pressed new black jeans, dark socks, and dress shoes or black dress boots. No white socks, tennis shoes, or blue jeans.
 - b. Girls must wear a dress and dress shoes comfortable to walk in. Girls must wear the white collar provided with the gown.
 - c. No rubber beachwear (flip-flops) or tennis shoes.
 - d. Graduation caps should be worn level. Girls, please fix your hair with your cap on before you come to the ceremony. Writing on top of caps will be allowed but must be approved by sponsors and administration. Tassels will be worn on the left then moved to the right after walking across the stage.
 - e. Gowns should be neatly pressed. Make sure a low setting is used on the iron. No GUM or **WIGS** unless there is an extenuating circumstance.
5. The administration shall have the power to impose discipline on any student who commits any inappropriate acts referred to the handbook. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises. Extreme cases could result in permanent denial of a diploma.
6. During Baccalaureate and Graduation, Valedictorians and Salutatorians will wear stoles. Honors graduates will wear gold cords. Those Honor Society graduates not wearing gold cords will wear silver cords. All students must wear a cap and gown. Gown colors will be in unison and in consideration of school colors and approved by the principal.

Eligibility Requirements for Valedictorian/Salutatorian/Honors

Attained a 3.50 GPA (minimum) on a 4.0 scale accumulated over grades 9, 10, 11, and the first semester of grade 12.

1. Enrollment for both semesters of senior year and all other requirements must be met to qualify. To be considered for valedictorian or salutatorian status, students must be enrolled at Canton High School at the beginning of their senior year.
2. Classes required to qualify: Four credits of core classes over all four years of:
 - 4 English
 - 4 Math
 - 4 Science
 - 4 History
 - Must include two credits of AP, concurrent, or honors classes.
3. A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. The highest-grade point average will be selected as valedictorian. The next highest-grade point average will be selected as salutatorian. Students will be ranked on grades calculated to the thousandth and rounded to the hundredth place. In case of a tie in the selection of valedictorian and salutatorian, duplicate awards will be issued. The valedictorian and salutatorian will be invited to speak at commencement. However, if there is more than one valedictorian, only valedictorians will be invited to speak at commencement.
4. The graduating class, excluding the Valedictorian and Salutatorian, who meet the requirements itemized above will be considered an "Honors" graduate. Students will be ranked on grades calculated to the thousandth and rounded to the hundredth place.
5. Attendance: Students must not be over the twelve (12) day rule on attendance unless approved by the Administrative Committee (HS Counselor and HS Principal) or Attendance Committee.
6. Any student suspended for more than ten (10) days consecutively in any grade 9, 10, 11, and 12 will not be eligible.
7. If no student meets the requirements for valedictorian or salutatorian, the Canton Board of Education will determine who receives these awards.
Any other changes will be at the discretion of the counselor and/or principal. Any mid-year change in the student's schedule is strongly discouraged and must be approved by the counselor and principal.

Honor Roll

The honor roll will be announced at the end of each semester. Qualifications: Superintendent's Honor Roll will include grades in all eight subjects with no grade lower than "A"; Principal's Honor Roll will include grades in all eight subjects with no grade lower than "B".

Assessment Requirements

In order to graduate with a standard diploma from Canton High School, students entering the 9th grade prior to or during the 2016-2017 school year must complete **25** credits and meet one of the following requirements:

- Satisfactorily complete the Achieving Classroom Excellence (ACE) graduation requirements prior to June 30, 2016; or
- Complete the requirements of HB 3218 that requires each student be assessed in Math, English Language Arts, Science, and U.S. History during high school.
- Students with the most significant cognitive disabilities may be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP) as provided for by a student's IEP.

Students entering the 9th grade during or after the 2017-2018 school year will be subject to the assessment system adopted by the State Board of Education in order to graduate with a standard diploma.

Students moving into the district from another state may graduate from Canton High School by completing that

state's assessments, a nationally recognized assessment such as ACT or SAT, or by meeting the above requirements.

Students with the most significant cognitive disabilities may be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program (OAAP) as provided for by a student's IEP.

Testing Program - Local - State - National

End of Semester tests are required each first and second semester.

The students are exempt from semester tests if they meet the following criteria for exemption:

1. Have a letter grade of "A" in the class and have 3 or fewer absences.
2. Have a letter grade of "B" in the class and have 2 or fewer absences.
3. Have a letter grade of "C" in the class and have 1 or fewer absences.

Exemptions will be done on a class by class basis. If a student is exempt from a test, that student may have the option of taking the test to raise his/her grade. If the student chooses to take the test, his/her grade will not decrease. Students will not be exempt from semester tests if they are suspended from school (ISP or out of school suspension).

State assessments are required by the state at the end of the school year.

- Required state assessments for 7th grade are Math and ELA.
- Required state assessments for 8th grade are Math, ELA, and Science.
- Required state assessments for 11th grade are ACT or SAT, Science, US History.

Students with an IEP will have the type of test determined for them at their placement meetings.

School Ability Testing will be a part of the achievement testing program as needed.

Driver's License requirement: For a person under the age of eighteen (18) to be eligible for a driver's license, he or she must have performed satisfactorily on the 8th grade criterion referenced reading test, or an alternative reading proficient test approved by the State Department of Education. Re-testing will be offered to students three times per academic year. Each student will be offered the first re-test free of charge. There may be a \$25.00 fee for each additional retest.

ACT Test: Sophomores, juniors, and seniors have the opportunity to take the ACT in the fall and spring each year at our CHS district site on national test dates at selected locations. This test is used for college preparation and planning. There is a fee for which the student is responsible. IT IS STRONGLY RECOMMENDED that college bound juniors take the ACT test during their junior year. This is a time when skills for the test should be at their peak. *This will be used as our locally selected nationally recognized assessment.

PSAT Test: 10th and 11th grades have the opportunity to take the "PSAT" test in the fall. Juniors have the opportunity to take the PSAT as a preliminary test to qualify for the National Merit Scholarship Program. The test is voluntary and administered by the counselor. There may be a fee for which the student is responsible.

ASVAB: Juniors and seniors have the opportunity to take the Armed Services Vocational Aptitude Battery (ASVAB) test. This test is required by the Armed Services for entrance into any branch of the military and is administered by a representative of the Armed Services at the school each fall and is voluntary and free.

NCAA Eligibility

Students planning on participating in athletics at an NCAA school after graduation need to register with the NCAA clearinghouse by the end of their sophomore year. See Appendix for NCAA Initial Eligibility Reference Sheet. See High School Counselor regarding more detailed information on NCAA Clearinghouse Registration and eligibility. The following courses at Canton High School are not approved to meet NCAA eligibility: Art, Athletics, and Computer Classes. Approved and non-approved NCAA courses can change from year to year. Please maintain

communication with Counselors regarding coursework if you are in the NCAA Clearinghouse.

Oklahoma's Promise

The State of Oklahoma provides a scholarship to qualifying students who are attending in state schools. See Appendix for scholarship requirements. Once a student is enrolled in the 8th, 9th, or 10th grade they must maintain a 2.5 overall GPA and a 2.5 GPA in the following 17 core courses.

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language)
	or
	Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do NOT qualify) (1 foreign language and 1 computer course will NOT meet this requirement.)
1	Additional unit of subjects listed above
1	Fine arts (music, art, drama) OR Speech
17	Total Units

Please maintain communication with counselors regarding coursework and GPA.

ATTENDANCE

Regular attendance is extremely important to all students. No other single factor does more to aid student progress than regular attendance.

State Law requires attendance in school until graduation from high school or age 18. Students are not to leave the school grounds for any purpose without permission from the school principal or in his/her absence, the acting principal of the day. Students may not leave the room of any class unless they have permission from the teacher. While class is in the session, no student, teacher, school employee, parent shall enter another teacher's classroom without permission from the principal or that classroom teacher.

Students must be in attendance a minimum of 85% by class and per semester to pass or receive credit for a course taken at Canton Schools. Each class absence will be recorded in the registrar's attendance record and will be the determinant for the 85% attendance rule for each class. **After a student has over 15% absences in a class, the teacher has the option of not letting the student make up any work.** Absences marked excused still count toward the 15% absent rule. **Absences will be marked excused only when a doctor's/ dentist note is presented to the office.**

Extenuating circumstances will be evaluated and determined by the principal and counselor. If the parent or guardian is dissatisfied with the decision of the principal and counselor, they may request a committee meeting. The committee will consist of two teachers chosen by the student, two teachers chosen by the administration, and a building principal/vice-principal. Documented verification will be required to make any exception to the attendance rule. Excessive absences due to a vacation are not considered in an appeal.

All absences will be counted against the 85% attendance rule except in extenuating circumstances, such as automobile accident, operation, or any hospitalization. **Dental, doctor, eye exams and court dates are not extenuating circumstances.**

Students who are absent from school 10 days or more in a semester will be required to meet with the building principal and counselor to create an attendance improvement plan. Parents will be notified of this meeting and encouraged to attend and participate in creation of the plan.

Attendance will be taken hourly. Students that miss three class periods or less will be considered to have perfect attendance.

The Canton Board of Education believes that in order for students to realize their full potential from educational efforts, they should attend all classes if possible. Realizing that some absences are beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 85% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.

For students enrolling late, and who have not been in any school, the total days allowable will be converted into a percentage for the number of days in that semester. These students will be allowed only that percentage of the time that they are on roll. (Therefore, the total days allowed will be less than the set semester days.) Students enrolling from other schools will be charged with absences accrued at their previous school.

A student must be in attendance for at least ½ day to participate in evening activities including, but not limited to athletics, dances, banquets, labor auction, etc.

Notifying the School Regarding Absences

The parent or guardian should contact the school the day a student is absent from school. The office opens at 8:00AM and calls should be made before 9:00 A.M. If no call is received, the school will attempt to make contact by telephone at your residence or the parent's/guardian's place of employment.

Make Up Work for Absences and School Activities

Being absent the previous day does not eliminate the obligation for the current day's work. Within a specific time-limit, students will have the opportunity to make up assignments and class work missed during an absence. Students are allowed the number of days missed to complete this work, (Ex: A student who missed two days of school will have two school days to complete work.) If an assignment or test is planned while the student is present, it is the responsibility of the student to have that work ready or be ready to take that test on the first day the student returns to class. Teachers will provide students instruction and missed work for excused absences. It will be the **responsibility of the student** to contact the teacher to make arrangements for make-up work. Grades not made up will be recorded as failing grades, which will undoubtedly result in lowering of the final grade.

Making Up Absences for Appeals

After-school tutoring could be available as needed for students to make up absences. Two hours of seat time in

after-school tutoring may replace one hour of regular class time. Students arriving late may not be admitted. Making up time during this time will not remove the absences from the permanent record. This time applies to the appeals process only. Absences made up during after-school tutoring must be completed by the conclusion of the first available option immediately and before the end of the term or following the end of the term in which the absences will be applied if remediation is offered.

Absence - School Activities

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from that number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. Such absences are regulated by the State Department of Education and the Oklahoma Secondary Schools Activities Association.

1. Stock Shows:
 - a. Students will have earned the right to compete at the Tulsa State Fair by participating in the county fair. To qualify for the Oklahoma Youth Expo, the students must participate in the local show, county show, and Northwest District Livestock Show. Students may qualify for the NWDLS show by competing at the local show and the county show.
 2. State and National Conventions:
 - a. Any student that is receiving an award, running for state or national office, or a local officer will be considered to have qualified for the state or national convention respectively.
 3. Sporting contest:
 - a. Football, basketball, soccer playoffs are considered qualifying events. In basketball, any game after the first game in districts is a qualifying event.
 - b. A student must qualify at regionals for the state cross country and track competition.
 4. History Day:
 - a. A student that qualifies at the regional History Day competition has earned the right to compete at the state level.
 5. Speech Contest:
 - a. Students that place at the PI Speech contest have earned the right to compete at the District Speech Contest.
 - b. Students placing at the District Speech Contest will be considered a qualifying event for the State Speech Contest.
 6. Academic Competition:
 - a. Students must compete at the district, regional, and state competition to qualify for the state competition.
 7. Livestock Judging:
 - a. Students must participate in and place in the top ten at the Northwest District Contest to qualify for the State Livestock Judging contest.
 8. FCCLA:
 - a. Any event in which the student must qualify or place prior to the competition will be considered a qualifying event.
 9. ESports
 - a. Students must compete at the district, regional, and state competition to qualify for the state competition.
- An Internal Activities Review Committee consisting of the high school principal, "core" teachers (classes required for graduation), affected sponsor, and counselor (responsible for graduation checks) will determine if any deviation is made to the existing policy. Any appeal must occur before the activity takes place.

Perfect Attendance

A student qualifies for a perfect attendance award when he/she has not been absent, been checked out early, and has less than three (3) tardies or less per class period, for the entire school year (three (3) tardies equals one absence). Students who arrive more than 20 minutes late or leave more than 20 minutes early will be counted as absent rather than tardy.

Tardy

Students must realize that the intent of the tardy policy is to maximize educational time. Students who are not ready for work when the bell for their class rings may be considered tardy. Students who arrive more than 20 minutes late or leave more than 20 minutes early may be counted as absent rather than tardy. Three (3) tardies (in one class) will count as an absence in that class. Students that receive five (5) or more tardies per class per semester may be assigned one day of ISP per infraction. Students who are tardy first hour must check in at the office before they go to class.

Truant Student

Oklahoma State Law provides that if a child is absent without excuse for four days or parts of days within a four week period, the parent will be notified, or if a student is absent without excuse for ten days or parts of days within a semester, the attendance officer must notify the parent and immediately report such absences to the district attorney. (July 1, 1995)

By state law, they do have the right to prosecute parents or guardians. In determining the number of days absent, a student must be in attendance at least 2 of the first three classes or 2 of the last three classes to be counted present for one-half day each, for the morning and the afternoon.

Any student who was enrolled at Canton High School during the spring semester of the previous school year who is not enrolled in another school district or attending Canton High School after the fourth day of class will be considered truant. The student's name will be reported to the Blaine County District Attorney after school has been in session for two weeks.

Truancy

1. Any absence without parental/guardian consent, or knowledge is truancy.
2. Students leaving the school or premises without checking out through the principal's office is truancy. This includes students who are 18 years of age. Students who are deemed truant will be suspended for a minimum of three days. Truant students may not be admitted into school until a parent/guardian brings them back.

Child Attendance

Neglect of Refusal to Compel Child to Attend School (70 O.S. Section 10-105) It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of 5 and under the age of 18 to neglect or refuse to cause or compel such child to attend or comply with the rules of some public, private, or other school.

Homebound Instruction

When a student has a prolonged illness or a medical condition, which requires absence from school for an extended period of time, (longer than two weeks) a homebound teacher will be provided. The parents must provide the school with a doctor's statement concerning the nature of the illness and expected length of time out of school. For absences due to illness of one to ten school days, CHS will provide assignments, and teachers will be available for consultation by phone on their planning periods for assistance to the student who is ill.

ALTERNATIVE EDUCATION

The alternative education program is a competency-based curriculum designed to meet the needs of all entering at risk students, grades 6-12. The program will follow all State Department of Education guidelines/regulations and serve as the LEA for the cooperative program with Okeene Public Schools.

Students requesting to participate in the program will apply through the high school counselor's office. An Eligibility Committee consisting of administration, counselor, classroom teacher, alternative education instructor, parent, and student will review applicants for placement.

A plan of graduation will be developed for each student accepted in the program. Attendance of students will be four hours and twelve minutes daily per week. Alternative education students who meet the eligibility requirement of the district can participate in vocational programs and extracurricular activities including but not limited to athletics, band and clubs. Students must meet eligibility requirements for OSSAA. **Students placed in the alternative education program due to failing grades will be ineligible for a period of six (6) weeks.**

Attendance and progress of each student will be reviewed at six (6) four (4) week intervals. Students who are making limited progress will have their grades held in suspense and will be deemed ineligible. Alternative education students who are not making satisfactory progress will be given the option of a home-based program, enroll in an online program, or return to the high school. A comprehensive review after each semester will determine if continued placement in the alternative program is appropriate for each student.

All students who meet the graduation requirements of the district will be allowed to participate in graduation activities. All entering seniors are eligible for all time sensitive graduation requirements, activities and information. Seniors will adhere to all time sensitive deadlines as determined by the Senior and Yearbook Sponsors.

Students will follow the guidelines of the alternative education program and the handbook of the Canton Public Schools where applicable.

SUSPENSIONS/ISP

Out-of-School Suspension- A student violating any of the statements in our discipline policy may be suspended from school. The question of the seriousness of the violation shall be determined by the principal. For students suspended out of school for five (5) days or more, the following is required: Out of School Suspension - HB2130 states:

1. The school administrator will provide the student with an education plan, which provides only for the core units in which the child is enrolled
2. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.
3. Except under circumstances, which require the immediate removal of a student or students, the parent or legal guardian shall be informed before a student is released from school. A copy of the education plan must be provided to the suspended student and the student's parent or guardian.
4. The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed
5. Student's suspended out-of-school who are on an IEP pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
 - A student who has been suspended out of school from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students will not be entitled to enroll in a public school of this state. No public school will be required to enroll the student, until the terms of the suspension have been met or the time of suspension has expired.
 - No public school of this state will be required to provide education services in the regular school setting to any

student who has been adjudicated as a delinquent **until** the school in which the student is subsequently enrolled determines that the student no longer poses a threat to self, other students, or faculty. The school may provide education services through an alternative school setting, home-based instruction, or other appropriate setting.

- For any student that enrolls in a school district other than the school district for which the student was enrolled for that year or the prior year, upon the request of the receiving school district for the education records for that student, the sending school district will include in the records a copy of any disciplinary records for that student.
- Suspension will also be included for OSSAA, Perfect Attendance, Semester Test Exemptions, School Sponsored Clubs and Organizations, and OHLAP.

Out-of-School Suspension

All assigned work is due on the first day the student returns to school. If the student completes the work, the maximum grade to be awarded will be 100%. If the student does not complete the work, the grade may be entered as a zero.

Students who need help with assigned school work shall be accompanied by a parent or guardian to meet with the necessary teacher(s) by appointment. Teachers may extend the due dates by 24 hours to give the student time to complete the work. Suspended students must be under the direct supervision of the parent or guardian at all times during school hours. The student's parents must make arrangements to receive their child's assignments. Students suspended for only one day may be required to pick up their assignments the day after the suspension and will have one day only to complete those assignments. It is the sole responsibility of the student to get assignments completed and returned to the office at the appropriate time. Students who are suspended may not qualify for semester test exemption.

****Teachers will assign work based on content covered in class. The quantity of an assignment may vary.**

Suspended students will NOT be permitted on campus or attend any school activities during his/her suspension.

Due Process Procedure of Suspension

The principal of the school shall suspend the student in the following manner:

1. Attempt to orally notify the student and his/her parents or guardians, stating the reason for his/her suspension, the term of his/her suspension, and his/her right of hearing before the Principal.
2. In writing, notify the student, and his/her parents or guardians if he/she is a minor, stating the reason for his/her suspension, the term of suspension and his/her right of hearing before the principal.
3. In the event the student or his/her parents or guardians are dissatisfied with the outcome of the hearing before the principal, the principal shall notify the student and his/her parent or guardian, in writing, of the decision, and the student has the right of appeal to a committee of administrators and or teachers.

Procedure of Appeal of Suspension

Any student suspended from the school for ten (10) days or less shall have the right to appeal the decision of the principal to a committee of one administrator and four teachers.

1. If suspended for more than ten (10) days, the student shall have the right to appeal the decision of the principal to the District Administration. In the event a student desires to appeal the decision, the student shall give notice in writing to the Clerk of the Board of Education within ten (10) days from the date of the decision. If such notice of appeal is not received by the Clerk of the board of Education on or before the designated time, the said suspension shall be considered final. If notice of appeal is received on or before the designated time, a public hearing will be scheduled and conducted by the Board of Education within ten (10) days. The Board of Education retains the right, at its discretion, to extend the time for hearing if the circumstances for such request for time are justifiable. A suspension of ten (10) days or longer cannot extend beyond two semesters unless the student is found in possession of a firearm (defined in Title 18 of the United States Code-Section 921). A student

in possession of a firearm will be suspended for not less than one year. The term of the suspension may be modified by the district superintendent on a case-by-case basis.

2. The Board of Education shall render its final decision in public either at the time of the hearing, or no later than ten (10) days following such hearing; The Board of Education has the right by roll call vote to go into executive session to study evidence presented in public. They also reserve the right to call into executive session individuals who have offered testimony for clarification of a point or points. However, they must render their final decision by roll call vote.
3. Only the student, parent of the student, or legal guardian of the student can request an executive session during hearing by the Board of Education.

In-School Alternative Placement (ISP)

The In School Alternative Placement (ISP) is an alternative to suspension. It should not be considered suspension. However, it may be a form of punishment. The program is an opportunity for students who have committed a discipline infraction to remain in school and continue his/her education. The student will be in supervised isolation from other students during the school day. Students will be required to complete assignments assigned by teachers. Students will receive 100% credit, but will not be allowed to participate in any school activities the day of ISP. All assigned work is due on the first day the student returns to class. If work is not completed, grades could be entered as a zero.

ISP Guidelines:

- Riding the bus to/from school will be determined by administration.
- ISP will begin and end with normal school hours.
- Students will report immediately to the office and wait for the ISP teacher.
- Students in ISP will eat breakfast and lunch separated from the other students.
- Students are required to attend the entire scheduled ISP. If the students leave early, for any reason, the time must be made up.
- Students should bring a book or other work and class materials including paper and pencil/pen. Teachers will provide class work; however, this is not always enough to last the entire day. It is the student's responsibility to remain productive. Students should bring a library book or other work. Students must be constantly engaged in some educational activity while in ISP. Students arriving with nothing to work with or work on may be assigned an additional day.
- Students not working, sleeping, out of dress code, arguing, or being disruptive in any way will be sent home.
- If a student is sent home, that day will not count toward the assigned days and will be listed as an unexcused absence.
- Students assigned to ISP are not allowed to attend day/evening school sponsored activities.
- Students not complying with the rules in ISP will be given additional days and/or more severe consequences.

HARASSMENT AND BULLYING POLICY AND ADDITIONAL LAWS

It is the policy of this school district that harassment of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to

disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, electronic communications, or physical act. Such behavior is specifically prohibited.

"At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sponsored events.

"Electronic communication" means the communication of any written, verbal or pictorial information by means of an electronic device, including but not limited to a telephone, cellular telephone, social media sites, or other wireless telecommunication device, or a computer.

"Threatening behavior" means any pattern of behavior or isolated action, whether it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

1. Harassment as set forth above may include, but is not limited to the following:
 - a) Verbal, physical, or written harassment or abuse.
 - b) Repeated remarks of a demeaning nature.
 - c) Implied or explicit threats concerning one's grades, achievements, etc.
 - d) Demeaning jokes, stories, or activities directed at the student.
 - e) Unwelcome physical contact.
2. The superintendent shall develop procedures providing for:
 - a) Prompt investigation of allegations of harassment.
 - b) The expeditious correction of the conditions causing such harassment.
 - c) Establishment of adequate measures to provide confidentiality in the complaint process.
 - d) Initiation of appropriate corrective actions.
 - e) Identification and enactment of methods to prevent reoccurrence of the harassment.

Provisions of this policy are disseminated in writing annually to all staff and students.

The above prohibitions apply to such conduct at school and/or by electronic communication and whether such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, bullying or intimidation at school.

Any student who believes he/she has been subjected to acts of harassment, intimidation or bullying as specified above shall immediately report such incident to one of the student's teachers or to the student's school principal. If reported to a teacher, the teacher shall immediately notify the school principal. Students are advised of the importance of reporting these incidents to school officials so that school officials may know about them, investigate them, and take any actions deemed appropriate. **See appendices for harassment/bullying incident report form.**

Student Discipline Threatening Behavior (Regulation)

Threatening behavior is defined as an activity which portrays that another person, persons, or property may or will be harmed or killed. As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act. Such behavior is specifically prohibited by board policy.

Any student exhibiting threatening behavior either verbally, or in written form, or by gesture toward another student or school personnel or others while under school supervision shall be subject to the following:

1. The student will be referred immediately to a site administrator or his/her designee for intervention.
2. The administrator will gather and evaluate incident information and either (a) document the incident and place the student on a five-day probationary period or (b) implement the following intervention procedure:
3. The student will be subject to an immediate suspension from school for a minimum of three days.
4. The student's parent(s)/guardian(s) will be notified.
5. The Canton Police Department shall be notified.
6. A mandatory conference will be held with the parent(s)/guardian, student, school officials, and others as deemed necessary. ("Others" may include, but not be limited to, the following: Police, Multi-County Youth Services, Office of Juvenile Affairs, Department of Human Services, and Child Welfare.) The conference shall take place as soon as possible.
7. The School will recommend to the parents and the student a counseling agency
8. A conference shall be held with the site school counselor, an administrator, and the student prior to the student's re-entry to school. If it is determined that the student may not return to school, further counseling and/or alternative placement will be implemented. The student will be reevaluated at a later date as determined by the school.
9. A student suspended for a threat violation will not be allowed on campus until the suspension is over. Parents must make arrangements to get their child's homework.
10. Any student who has been previously disciplined for threatening behavior is subject to alternative placement or suspension if the offense is repeated. The alternative placement or suspension shall not exceed the remainder of the current semester and the succeeding semester. A site administrator shall file a report on any student disciplined under this policy and send the report to the superintendent.

Threat Policy

Students making threats may be expelled. The school board may require (prior to readmission) competent and credible evidence that the student does not pose a risk of harm to others. Expelled students may be subject to random searches upon returning to school. Any student upon receiving information that a person is threatening to commit an act of violence shall:

1. Assume the threat is serious.
2. Immediately report the threat to parent, school staff, or law enforcement officials.
3. Be available in providing a statement.
4. Student will remain anonymous to the greatest extent possible.

Hazing Policy

It is the policy of Canton School District that no student or district employee shall participate in or be members of any secret organization on school property or at any school-related event. For the purposes of this policy, hazing is defined as an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanctions of the school district.

Graduated Sanctions

Canton Schools will be participating in the Graduated Sanctions program. This program is a countywide effort to ensure students' school attendance and to address the problems of inappropriate behavior during the school day or at any school functions. A meeting with the child's parent's (guardian) will take place prior to a referral to Graduated Sanctions. If this does not accomplish the desired result the child will then be referred to sanctions.

Canton Public Schools will cooperate with local law enforcement agencies and the Blaine County District Attorney's Office in the enforcement of the laws of the State of Oklahoma. In addition to appropriate school disciplinary procedures explained elsewhere in this handbook, the following types of violations will result in referrals to the District Attorney's Office and/or the appropriate law enforcement agency:

1. Excessive truancy: If a child is absent from school without valid excuse for four (4) or more days or parts of days within a four-week period, or for ten (10) or more days or parts of days within a semester, school officials are required by state law to notify the parent or guardian and immediately report the absences to the District Attorney's Office.
2. Any criminal act allegedly committed by a student occurring either on or off school property which is either observed by or reported to a school official.

A police officer may be called to the school to immediately remove a student from school property, or from a school related event or school-sponsored function, under the following circumstances:

1. When a student is engaging in criminal behavior anywhere on school property or during school-related events or school-sponsored functions, that is endangering the safety of him/her or others.
2. When a student's conduct is so disruptive that order is lost in the classroom or elsewhere on school property or during any school-related event or school-sponsored function either on or off campus, and order cannot be restored through any other means.

When a police officer is called to remove a student, a school official will attempt to notify a parent or guardian by telephone. If a parent or guardian cannot be reached or is unavailable, a form authorizing the student's release to the custody of police officers will be signed and placed in the student's file before the student is released to law enforcement.

Zero Tolerance for Dangerous Weapons/Dangerous Substances

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, non-intoxicating beverages, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, electronic paging devices or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable.

Regardless of ownership, the student is responsible for any property in the possession including, but not limited to: book bag, locker, vehicle, purse, etc.

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive considering the age and sex of the student and the nature of the infraction. In no event, shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear and footwear, shall be removed prior to or during the conduct of any warrant less search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices, missing or stolen property that might be in their possession including the authority to authorize any other people they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, non-intoxicating beverages, electronic paging devices, or missing or stolen property. Any dangerous weapon, controlled dangerous substance and intoxicating beverages, including low-point beer, shall be given to the police department for appropriate destruction.

Any pupil found to be in possession of dangerous weapons, controlled dangerous substances, intoxicating beverages,

non-intoxicating beverages, electronic paging devices, or missing or stolen property may be suspended by the superintendent or principal for a period not to exceed the current school semester and the succeeding semester. Any such suspension may be appealed to the board of education of the school district by any pupil suspended under that section.

Weapons-Free Schools

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm or explosive device at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year
2. Firearms are defined in Title **18** of the United States Code-Section 921
 - a. any weapon or replica (including a starter gun, BB gun or anything that's shoots a projectile) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - b. the frame or receiver of any such weapon
 - c. any firearm muffler or firearm silencer
 - d. any destructive device or replica including any explosive, incendiary or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile, having explosive or incendiary charge of more than one quarter ounce, mine or any device similar to the above.
 - e. Such firearm or weapon will be confiscated and released only to proper legal authorities.
3. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a police officer or other person authorized by the board of education of the district to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below.
4. "...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, bows/arrows, blackjack, loaded cane, "billy", hand chain, metal knuckles, or any other offensive weapon."

Regardless of ownership, the student is responsible for any property in their possession including, but not limited to: book bag, locker, vehicle, purse, etc.

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

REFERENCE: 18 U.S.C. 921; 21 O.S. 1280.1

Use of Metal Detectors

The use of metal detectors may be used as a preventive and deterrence of the possession of weapons or other dangerous objects as defined in this policy is necessary to promote health and safety within the school setting and to provide a school environment conducive to education. School personnel operating the metal detectors must comply with the rules and regulations for the use of such devices as adopted by the board of education.

Procedures:

1. Before a metal detector is used in a school, the students and community will be notified of its use. The screening will be conducted by district staff that may be assisted by law enforcement officials.
2. When a metal detector is being used, everyone will be allowed to use only the entrances designated. If a metal detector activates on anyone, that person will be asked to remove metal objects from his or her person and walk through or be scanned again.
3. If a search is required, it will be conducted by school personnel of the same sex.
4. If the object removed could have activated the metal detector, the student or other person will again be scanned with the metal detector.
5. School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel which activated the metal detector for determining whether a weapon or dangerous object is concealed therein.
6. All property removed from the student or other person because of the above procedures which may be legitimately brought onto school premises will be returned.
7. Property removed from the student or other person, possession of which is a violation of district policy or other legal authority, shall be confiscated and appropriate discipline applied in accordance with school/district policies.
8. Individuals who fail to cooperate with school personnel performing their duties under these procedures will be asked to leave the premises.
9. Nothing **in** these procedures shall limit the authority of school officials to search a student in accordance with district policy on search and seizure.

CANTON SCHOOL DRUG-FREE PREVENTION PROGRAM

The Canton Public Schools have adopted and implemented the following drug prevention program for students and employees with the intention to maintain a drug-free environment.

1. Canton Schools has implemented drug, alcohol, and illegal substance education and prevention programs for students in K-12 grades. It is the intent of the school district to address the legal, social, and health problems caused by the involvement of drugs, alcohol, and illegal substances use with emphasis on effective measures for resisting peer pressure use of illegal drugs, alcohol, and substances.
2. Students are to be made aware of state and federal laws that impose severe penalties for the use, possession, or sale of illicit drugs, alcohol, and substances and their harmful effects.
3. There will be no possession, use, or distribution of illicit drugs, alcohol, and substances by students on school grounds or any school sponsored activities.
4. Smoking means the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device. Tobacco means any product that contains tobacco and is intended for human consumption. Vapor Products means any noncombustible product that may or may not contain nicotine, that employs a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor products shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetic Act. (37 O.S 600.2)
5. Students who possess, use, or distribute illicit drugs including anabolic steroids, alcohol, and substances shall be subject to disciplinary action. Such action will include suspension. In addition to suspension, students are subject to referral for prosecution under applicable laws.
6. Students may receive information concerning drug, alcohol, and substance counseling, rehabilitation, and re-entry programs from the principal's office or the school counselor.

7. Students - If you are concerned about your safety or that of your friends, or know of a threat to your school
 - a. please call toll free 1-877-SAFE-CAL(L) 1-877-723-3225
8. Drug dogs may be used as deemed necessary by the administration. Vehicles, lockers, or other objects such as backpacks, purses, coats, etc. will be searched and a report will be sent to parents of any possible violations. If necessary, student/parent will be notified, and appropriate discipline will be taken as to the type and extent of the reported find.

To participate in extracurricular activities, students and their parents must sign a release form for random drug testing. Students and parents will be given a copy of the drug testing policy with the release form or at their request.

BUS RIDER POLICY

The student bus rider has an important role in bus behavior. Students will inform themselves of all rules and regulations pertaining to riding a bus and will seek to obey them. They will encourage fellow students to do likewise. Students understand most injuries on buses are caused by carelessness or student horseplay. They should be safety-conscious while they are bus riders. Students who obey the rules are good citizens and are commended for their behavior. It is sincerely hoped that parents will recognize that these rules and regulations are for the safety and well-being of all students riding the buses and that they actively assist in support of the school as they endeavor to administer the bus program. The driver of the bus has a very important role in connection with student behavior on the bus. The driver is in complete charge of the bus and the students on the bus. Pupils must obey the driver promptly. The following policy will be used to handle cases of a student being referred by a bus driver.

1. First offense
Student and parent will be notified, and appropriate action will be taken (warning).
2. Second offense
Student and parent will be notified. The student may be subject to suspension of riding privileges for up to five (5) school days.
3. Third offense
Student and parent will be notified. The student may be subject to suspension of riding privileges for up to thirty (30) school days.
4. Fourth offense
Student and parent will be notified. The student may be subject to suspension of bus riding privileges for up to the equivalent of two semesters.

A student whose behavior is such that it directly jeopardizes the safe operation of the school bus, or directly challenges the authority of the bus driver, may lose his/her riding privilege **without receiving previous warnings**. Immediate loss of riding privilege will result from vandalism, fighting, abusive language or gestures directed toward school personnel, failure to cooperate with driver, possession or use of drugs, weapons, etc., throwing/spitting objects or any other actions that jeopardizes the safety of student passengers or school personnel. The discipline steps listed above may be altered if the student's behavior merits a more severe disciplinary action to correct the behavior. When bus riding privileges are removed for the given number of days, there may be no flexibility regarding the consecutive days involved. It is important to have a time separation between the driver and student. Your cooperation and understanding are greatly appreciated.

Bus Rider Guidelines:

⚠ Before loading (on the road and at school):

1. Be on time at the designated school bus stops--keep the bus on schedule. The driver is only required to wait a total of two (2) minutes at each stop.

2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. While on the Bus:
 - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
 - b. Tobacco use (smoking, dipping, chewing, or vaping) is prohibited.
 - c. Assist in keeping the bus safe and sanitary at all times. No food or drinks are allowed on the bus without permission from the bus driver. (exception: school sack lunch)
 - d. Loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - e. Treat bus equipment as you would valuable furniture in your own home.
 - f. Damage to seats, etc., must be paid for by the offender.
 - g. Bus riders should never tamper with the bus or any of its equipment.
 - h. Leave no books, lunches, or other articles on the bus.
 - i. Keep books, packages, coats, and all other objects out of the aisles.
 - j. Help look after the safety and comfort of small children.
 - k. Do not throw anything out of the bus window.
 - l. Bus riders are not permitted to leave their seats while the bus is in motion.
 - m. Horseplay is not permitted around or on the school bus.
 - n. Bus riders are expected to be courteous to fellow pupils, the bus riders, and the patrol officers or driver's assistants.
 - o. Television, radios, or other music-playing device, with or without ear/headphones, may not be allowed on the bus routes.
 - p. If a student needs to transport an item, permission of the principal may be required.

Note: If a student misses the bus it is the student or parent's responsibility to make sure the student gets to school. If needed, bus driver and administration may require seating assignments as needed.

FAILURE TO OBEY BUS RULES MAY RESULT IN THE LOSS OF THE PRIVILEGE TO RIDE THE BUS PER OUR BUS RIDER POLICY.

MEAL CHARGE POLICY

I. Purpose:

The goal of Canton Public Schools is to provide students with Healthy meals each day. However, unpaid charges place a large financial burden on our Food Service Department. The purpose of this policy is to insure compliance with Federal reporting requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish uniform meal account procedures throughout Canton Public Schools. The provisions of this policy pertain to regular and reduced priced school breakfast and lunch meals only. While the USDA Child Nutrition Program does not require that a student who pays for regular or reduced-price meals be served a meal without payment, Canton Public Schools provides this policy as a courtesy to those students if they forget or lose their meal money.

II. Policy:

All Full Pay students will pay for their meals at the district's published standard rate each day. A student will be allowed to charge a maximum of \$25.00 to their account after the balance reaches zero. Once a student has charged the maximum of \$25.00 and no payment has been received their parent/guardian will be contacted via phone, mail or

email for immediate payment.

Free Status Students will be allowed to receive a free breakfast and lunch each day.

Reduced Priced Students will be allowed to receive a breakfast for \$0.30 and lunch for \$0.40 each day. A student will be allowed to charge a maximum of \$25.00 to their account after the balance reaches zero. Once a student has charged \$25.00 and no payment has been received, their parent/guardian will be contacted via phone, mail or email for immediate payment.

Adults/School Employees will pay for their meals at the district's published standard rate each day. An adult/employee will be allowed to charge a maximum of \$25.00 to their account after the balance reaches zero. Once an adult/employee has charged the maximum of \$25.00 and no payment has been received, he/she may have to bring their own meal.

Parents/Guardians pay for meals in advance via a check payable to Canton Public Schools, cash or a money order. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day.

Any remaining funds for a student will be carried over to the next school year.

Parents/Guardians are responsible for meal payment to the Food Service Program. Notices of low or deficit balances will be sent to parents/guardians by mail or the parent/guardian will receive a phone call.

School Cafeteria and Superintendent's Office possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and said records can be requested for your child or are available by logging into your child's Power School account. You may also call the Superintendent's Office at (580)886-3516.

Refunds for withdrawn and graduating students:

A written request for a refund of any money remaining in their account must be submitted. An email request is also acceptable. Students who are graduating at the end of the year will be given the option to transfer to a sibling's account with a written request.

Unclaimed Funds must be requested within one school year before June 30th of that year. After the deadline, unclaimed funds will become the property of Canton Public Schools Food Service Program.

If a student is without money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced-price meals for their child. If you need a meal application or need assistance with the meal application, you are encouraged to call Amie Hood at the Canton Superintendent's Office.

Free/Reduced Meal Application

Every family at Canton High School will receive an *Application for Free and Reduced-Price Meals* at the beginning of the school year. Parents are encouraged to complete the application for the benefit of Canton Public Schools and the children who attend. Being approved for free/reduced meals is more than just help for the families that qualify, it also enables Canton Schools to reap the benefits of other federal programs.

- The number of students who qualify for free/reduced meals determines funds received from the state.
- The number of students who qualify for free/reduced meals determines federal grant money for educational programs.
- The number of free/reduced students determine the child nutrition program reimbursement rates.

NOTE: The amount of funds received is determined by the percentage of students that qualify; this does not mean that the student has to eat in the cafeteria daily, but simply qualify for the program. This district also utilizes a program called *Direct Certification* which is a list that is received from the Department of Human Services. Students listed are not required to turn in a free and reduced-price meal application to get approved for free meals. Students that meet this requirement will be notified by Child Nutrition Services.

CANTON PUBLIC SCHOOL COMPUTER AND INTERNET ACCESS POLICY

The mission and use of computers in the Canton Public School System are to provide computer equipment and related activities for students to be successful. In support of this mission, computers and internet access are now available for students and staff. The above-mentioned items are intended to make timely information, which will promote informal self-education activities will assist formal educational research and will provide staff professional development.

Introduction

The internet and computers allow the individual information far beyond the walls of our own collection. The internet access allows people in our community to be connected to computers and people all over the globe. The result is a world of online information that is personally, culturally, and professionally enriching.

It should be noted, however, that the internet and computers are an unregulated medium. Individuals are warned that they may come across materials that they find personally offensive. In addition, the internet and computers are very dynamic and links to information can change from day to day, or at times, completely disappear. **The CANTON PUBLIC SCHOOL SYSTEM is not responsible for the content, accuracy, or availability of information obtained on the internet.** Adults using the Canton Public School System are accountable for the materials they choose to display. The school also affirms the rights and responsibilities of parents and requires that parents (or guardians) supervise the choices of their children.

While it is acknowledged that the internet is an unregulated medium, the school also recognizes that the internet is an invaluable tool for rapidly obtaining information on unlimited topics. Thus, Canton Public School System believes that the interaction made possible by this resource far outweighs the possibility that users may find material that is inconsistent with community standards.

General Policy

Use of computer and internet access at Canton Public Schools is a **privilege**, not a right. Inappropriate use by any individual may result in a cancellation of internet and computer privileges. The School District will determine what inappropriate use is, and their decision may be final. Students and teachers are not allowed to use the computers and internet access for personal business or pleasure. This includes but is not limited to "Chat Rooms", "Hackers", etc.

Responsibilities of the User

To ensure that computers and the internet are used properly, the following regulations will apply:

1. The computers and internet access will be monitored, as much as possible, by the faculty and staff.
2. A user is defined as either an individual or as a group of people working together.
3. Use of the internet access and computers will be first come first serve.
4. A user may print off the computer and the internet so long as the use is not excessive.
5. Computers and the internet may be used only for ethical and legal purposes by the public, students, and staff. Examples of unacceptable uses include, but are not limited to, the following.
 - Harassment of other users. This includes, but is not limited to, willfully using visuals and sounds, which might be disruptive or offensive to others in the work area.
 - Harassment of people online. This includes, but is not limited to, libel, slander, and threatening communications.

- Destruction of or damage to equipment, software, or data belonging to the Canton Public Schools. This includes but is not limited to, the uploading or creation of computer viruses, unauthorized computer programs, etc.
6. Violation of any part of this policy may result in full replacement value of the damaged equipment. If the problem continues, cancellation of all Canton Public School computer use and internet access for the individual may be implemented.
 7. All students should have access to the internet except those students whose parents sign and date a form, "Release of Liability" for computer and internet access in the Canton Public School System.

Social Media Policy

Students are not allowed to use any kind of communication device to take photos, videos, or recordings of school faculty and/or students that result in those items being posted on the internet or social media. This may result in a three (3) day suspension. Anyone exhibiting inappropriate behavior in the communication may also face possible suspension.

LIBRARY CIRCULATION POLICY

In accordance with the policy of the Canton Board of Education, the following regulations shall govern the use of the school library media center and materials.

1. Books:
 - a. All books in the school library media center may be checked out for a period of two weeks except for Reference Books.
 - b. Students may renew books for an additional two-week period. Permission may be obtained from the media specialist to borrow books for longer periods.
 - c. Students may check out 2 books at a time unless permission is given by the media specialist to check out more.
 - d. No fine will be charged on overdue books, but no further books may be borrowed until overdue books have been checked in.
 - e. Notice of overdue books will be posted next to the English rooms and overdue slips handed to students weekly.
 - f. Borrowers of library books may be charged replacement costs for any books lost or destroyed.
 - g. Any student who has not checked in library books or paid for lost books at the end of the school year may not be allowed to check out books the following year until the library has received the book(s) or payment for book(s).
 - h. A refund will be given for lost books returned in good condition. Refunds will only be given one month after payment is received for the book or reference material
2. Reference Books:
 - a. All reference books (including encyclopedias and dictionaries) may be checked out for one hour during the school day for use in the classroom.
 - b. All reference books may also be checked out for overnight use after school each day. They are to be returned before the first-class period the following day.
3. Periodical Material-Periodicals will not be checked out. Copies of the articles may be made at the cost of \$0.25 per page.
4. Vertical File Material-All vertical file material may be checked out for one hour during the school day.
5. Video Tape & Media Equipment-These will not be checked out to students unless permission is given by the media specialist.

6. Other Procedures and Rules:
 - a. Checkout procedure -- Students must have a barcode on the book scanned.
 - b. Copy Machine -
 - c. Students will be charged \$0.25 per page for any copies made.
 - d. A copy card must be purchased from the media specialist.

GENERAL INFORMATION ABOUT VEHICLES/PARKING

Students who are qualified may drive to school with no responsibility assumed by the school. Any student wishing to park on the Canton High School campus, or any of the designated parking areas, must be approved with the front office within the first week of school (or as soon as they turn 16). To obtain permission, students must provide the office with the following information:

1. The student must have a current driver's license (not a permit) and provide a copy to the office.
2. The student must have insurance and provide a copy to the office (insurance must be maintained throughout the year).

Students that do not possess a valid driver's license, insurance, or parking permit will NOT be allowed to park on school property during the school day.

Vehicle Regulations:

- All vehicles will be parked in the parking lot east of the gym/cafeteria.
- Students will not move vehicles during the day without permission from administration.
- Students will not sit in any vehicles during the day and must enter the school immediately upon arrival.
- No driving is allowed between buildings from the hours of 7:30 a.m. and 4:30 p.m.
- If students drive vehicles or motorcycles to school, they cannot leave until the last bell. They must then leave in a manner reasonable and proper and refrain from "dragging" by the school.
- Violation of these rules may cause you to lose your driving privilege.
- Students will not be allowed to drive their vehicles or motorcycles during lunch unless they are 18 and have checked themselves out with the office.
- The Board of Education or the school officials are not to be held responsible for any accident involving student drivers.
- The school discourages students from securing or allowing rides in cars. Those that do ride in cars are the responsibility of the parents.
- Cars driven to school or to school activities are subject to search by school administration designated personnel.

The speed limit shall not exceed 10 mph on all school grounds

SCHOOL SAFETY AND HEALTH ISSUES

Safe School/Healthy and Fit Kids Advisory Committees

Safety of its students is a primary concern of the Canton Board of Education. The board is aware of the growing concerns about safety that exist throughout the education system and the school community. A Safe School Committee has been established to address this concern.

Safety Coordinator

In compliance with state law, the board will also designate a safety coordinator for the district. The safety coordinator is given the responsibility to meet with a committee made up of the principal of each of the school sites and the safety committee chairman for each school site to review the suggestions made. The safety coordinator will

then be responsible for reporting the findings and making recommendations to the superintendent and the board.

Safety Signs

In further compliance with state law, the administrator of each school site shall post a sign in the school building which reads as follows: "Felony charges may be filed against any person committing an aggravated assault or battery upon any school employee."

Reporting Assaults

Employees who are victims of assault and/or battery while performing school duties shall notify the superintendent, the building administrator or a member of the Safe School Committee of the incident within 30 days of the incident. The building administrator or committee member shall report such incidents to the Superintendent. The superintendent shall determine the action to be taken because of the incident. The said victim of the assault and/or battery shall be informed of the action taken. If the employee is not satisfied with the action, he or she may ask to be heard by the board of education. The superintendent shall notify the State Department of Education of all such incidents of the previous year on July 1 of each year. The report shall include a description of the battery or assault and the final disposition of each incident.

Nothing in this policy shall be meant to prevent the school employee himself or herself from filing criminal charges.

Safety Assurance

Canton Public Schools shall comply with the applicable state and federal regulations governing the safety of district employees and the protection of the environment. The administration will develop such specific regulations and procedures. Each site will work with the district coordinator to ensure compliance as may be necessary for the safety and environmental hazards present in those facilities. The superintendent will establish procedures to offer reasonable protection for the safety of students, employees, visitors, and others present on school property or at school-sponsored events.

Educational programs shall address the practice of safety in pedestrian safety, driver education, fire prevention, emergency procedures, disaster preparedness, etc., appropriately geared to students in different grade levels. Emphasis on school safety shall include, but is not limited to, in-service training, accident recordkeeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic problems.

Lice (Pediculosis)

The following policy and procedure has been set forth to safeguard the students and personnel from an epidemic of lice (Pediculosis). Any student or personnel with signs of pediculi or nits (eggs) will be immediately excluded from and counted absent from school until all nits and pediculi are gone. The individual will be readmitted to school only after the proper authorities have checked and released him/her. The individual may be periodically checked for the possibility of re-infestation. If re-infestation occurs, the individual will again be immediately excluded from school and the above policy will be in effect. HB 2726 allows schools to enter agreements with county or city health departments to ensure that children are no longer afflicted with head lice.

Health Screening

While children are participating in PE, their height, weight, and other noninvasive health screenings may be performed. The results will be placed on their health record and may be obtained at any time.

Health and Cleanliness

If it is apparent that a student's health or cleanliness is a distraction to the educational process, the student will be excluded and counted absent from school until the problem is corrected (excessive coughing, body odor, etc.).

Medications

Students must check in all medications and inhalers at the office, unless otherwise approved. Students that wish to self-administer inhaled asthma medication and anaphylaxis medication must fill out and follow the application below.

Student Self-Administration of Inhaled Asthma Medication and Anaphylaxis Medication

Pursuant to 70 O.S. § 1-116.3, the Board of Education of the Canton School District permits students to self-administer inhaled asthma medication and anaphylaxis medication in accordance with the following conditions and guidelines:

Definitions:

1. "Medication" means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label; or an anaphylaxis medication used to treat anaphylaxis, including but not limited to epinephrine injectors, prescribed by a physician and having an individual label.
2. " Self-administration" means a student' s use of medication pursuant to prescription or written direction from a physician.

Requirements for Parents and Students:

1. Permission granted by this policy for self-administration of inhaled asthma medication or anaphylaxis medication is effective only for the school year in which it is granted. Permission shall be renewed each subsequent school year only upon fulfillment of the requirements of this policy.
2. The parent or legal guardian of the student must authorize in writing permission for the student's self-administration of inhaled asthma medication or anaphylaxis medication. Such written permission shall include the following:
 - a. Permission statement authorizing the student to self-administer inhaled asthma medication or anaphylaxis medication.
 - b. A written statement from the student's physician stating that the student has asthma or anaphylaxis and is capable of, and has been instructed in, the proper method of self-administration of the medication.
 - c. Acknowledgement from the student's parent or legal guardian that the District and its employees and agents shall incur no liability as a result of any injury arising from the student's self-administration of asthma medication or anaphylaxis medication and acknowledgement that the District has provided this information in writing to the parent or legal guardian.

Prior to the District granting permission for the student to self-administer inhaled asthma medication or anaphylaxis medication, the parent or legal guardian of the student is required to provide the school an emergency supply of the student's medication to be administered in accordance with the provisions of District Policy 720, *Dispensing Medications*. The parent or legal guardian shall agree in writing to the conditions and regulations set forth in that Policy.

A student who has been granted permission by the District to self-administer inhaled asthma medication or anaphylaxis medication pursuant to this Policy shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication, including but not limited to an epinephrine injector, at all times.

Diabetes Self-Management and Care

In accordance with each student's Plan the District shall allow the diabetic student to self-manage and care for the student's diabetes, which may include the following:

- Performing blood glucose checks; Administering insulin;

- Treating hypo- and hyperglycemia;
- Possession by the student of necessary supplies/equipment for diabetes monitoring and care; and
- Attending to the student's diabetes management and care in the school building, on school grounds, or at school-related activities in areas the District shall deem appropriate and safe.

Diabetes Information Sheets - With the permission of the parent of a student with diabetes, the District shall provide to each school employee providing transportation to the student with diabetes or supervising a student with diabetes an information sheet:

- Identifying the student with diabetes
- Identifying potential emergencies and appropriate responses there to with regard to students with diabetes; and
- Containing an emergency contact telephone number for said student.

Medication Log

All medications prescription and non-prescription must be logged using the following form:

CANTON SCHOOLS LOG FOR DISPENSING MEDICINE PRESCRIPTION AND NON-PRESCRIPTION

Date & Time	Student Name	Person Administering	Medicine	Dosage

Acquired Immune Deficiency Syndrome (AIDS)

It is the policy of this school district that students who have contracted Acquired Immune Deficiency Syndrome (AIDS), or students who are infected with the Human Immunodeficiency Virus (HIV) will not be denied educational opportunities. The placement of students with AIDS or with HIV within the school system will depend upon the student's needs and the school's capabilities. Students who have been verified by the Oklahoma Department of Public Health, the school physician, or a private physician as having contracted AIDS may be placed in the school's handicapped program if the students otherwise meet eligibility requirements or will be enrolled according to procedures established by the superintendent.

Head Injury and Concussion Prevention and Management

Pursuant to 70 O.S. Section 24-155, and to maximize student safety with respect to head injuries and concussions which can occur as a result of athletic participation, schools will work in conjunction with the OSSAA to educate coaches, students and parents/guardians about head injuries and concussions, the risks therefore, and about continuing to play after a head injury or concussion, as follows:

1. Each year prior to participation in any athletic practice or competition, students and parents/guardians shall be required to complete and sign a concussion and head injury information sheet and acknowledgment form which will be kept on file in the district. The school district will utilize and distribute the sheets and forms developed by the OSSAA, copies of which may be obtained through the school administration office or on the OSSAA website: www.ossaa.com.

2. Each year, head injury and concussion fact sheets shall be provided to all coaches and trainers within the district. In addition, all coaches and trainers shall annually review relevant information and materials relating to the prevention, identification and management of head injuries and concussions.
3. Any athlete suspected of receiving a head injury or concussion during a practice or game shall be promptly removed from participation at that time.
4. An athlete who has been removed from participation in a practice or game upon suspicion of head injury or concussion shall not be allowed to return for participation in any athletic practice or game until the following three conditions have been met:
 - a. The athlete has been evaluated by a licensed health care provider who has been trained to evaluate and manage head injuries and concussions; and
 - b. Said health care provider issues a written clearance for the student to return to participation; and
 - c. The written clearance is on file with the District.
5. In order to facilitate communication between administrators and coaches of all school sports with respect to students with head injuries or concussions who might participate in multiple sports within the district, the district athletic director shall compile and distribute to all administrators and coaches a master list containing the following information about any individuals who have been removed from athletic participation due to a suspected head injury or concussion:
 - a. The athlete's name;
 - b. The date the suspected head injury or concussion occurred;
 - c. The sport in which the athlete was participating at the time of injury; and
 - d. Any other sports in which the student participates or may be participating within the District in the given school year; and
 - e. Date of return to athletic participation, along with confirmation that all three conditions listed in 4, *above*, were met.

GUIDELINES FOR ACTIVITY PARTICIPATION

All students who participate in organized activities will be required to maintain academic eligibility as established by Oklahoma Secondary Schools Activities Association (OSSAA). Students who repeatedly fail to do this may be released from the team.

1. Random drug testing will be done for all extra-curricular activities grades 7-12 and will be governed by the policy set by the Board of Education.
2. All athletes will be expected to ride the activity bus to and from all athletic events unless permission to do otherwise is obtained from the coaching staff.
3. All athletes will also be expected to meet all other requirements as set by the OSSAA.
4. Any shoes regardless of the type of sole will not be permitted on the gym floor if the shoes have been worn outside as everyday footwear.
5. Cheerleaders are subject to the same rules as the athletes.
6. Students must attend school at least 4 hours of the school day in order to participate in an activity that evening. This does not apply for students who attend funerals if the administration is notified in advance or other extenuating circumstances with prior approval from the administration.

(Paraphrased from OSSAA Rules and Regulations Book:)

 - a. A student must pass five (5) subjects counted for graduation in the previous semester. Failing to do this the student will not be eligible for the first six (6) weeks of the next semester.
 - b. Weekly eligibility checks begin at the end of the third week of the semester. One-week probation will be allowed for the first failing grade. A failing grade in the following week in any subject will

cause the student to be ineligible. Eligibility will be run at 12:30 p.m. on Thursday to determine the list for the next week. The grade used in determining eligibility is the student's current cumulative average for the current semester. An average of 60 and above is passing.

- c. Students must be passing all subjects to regain eligibility. Eligibility runs from Monday through Sunday.
7. Students who participate in OSSAA competitions must be in attendance 90% of the time. If a student is ineligible they cannot actively or passively participate in school activities.
8. A student who participates in athletics makes a commitment that should be taken seriously. With this in mind, it is the school's policy that any student athlete who voluntarily or involuntarily is removed from a team may be placed in another P.E. class, if possible. If a student cannot be placed in another P.E. class, the student may receive no credit or grade for the semester.
9. On all school sponsored events students will be required to ride the bus home unless a legal guardian is physically present to bring them home, or arrangements have been made with the sponsor in advance. No notes will be accepted.
10. Students are responsible for getting their assignments.
11. Only eligible students who are members of Canton 4-H or Canton FFA and enrolled in Canton Public Schools will be eligible for the local stock show.
12. Gym is off limits unless a coach or administrative permission has been granted.

Regulations for Earning Activity Letters

FOOTBALL: Play in twenty (20) quarters and must participate in high school football for the full season and/or at the discretion of the coaches.

BASKETBALL: Must participate in practice and games for the full season and/or at the discretion of the coaches.

TRACK: Score 20 points in high school track meets and participate in 75% of the meets that the team is involved in or participate for 2 years in high school track.

POWERLIFTING: Lift 6 times your body weight in the three lifts at a high school powerlifting meet and participate in 75% of the meets that the power lifting team is involved in.

CHEERLEADING: You may letter in cheerleading by completing the year and cheer for every game in at least one sport and/or at the discretion of the sponsors. **MANAGERS:** Two consecutive year's participation as the manager for a high school team with the recommendation of the coach of that team.

All the above requirements to letter pertain to high school sports and each athlete must receive a recommendation from their coach to letter in a sport.

ACADEMIC TEAM: Students must have actively participated in practice and in games on the 9th grade academic team for one entire year and on the high school team one entire year before lettering or must have actively participated in practice and in games on the high school team for two entire years. Because of traveling limitations, the coach will determine eligibility for lettering, which will be determined not only by competing in games but also by practice attendance and participation, attitude, grades, and willingness to study academic team material.

Football King and Queen

The varsity football team will nominate three senior girls for the Homecoming Queen candidates. All senior boys from the football team will be King Candidates. The HS football team will vote for King and Queen by secret ballot. The ballots will be given to the principal. The principal will then select two staff members to assist with the tabulating of the ballots. The candidates with the most votes will be the King and Queen. Along with King and Queen Candidates, the 9th, 10th, 11th grades will vote for one girl from their class to represent them as a Class Princess to be an escort in the homecoming court. The ballots will also be given to the principal and he will then select two staff members to assist with the tabulating of the ballots. The girl with the most votes in each class will be the Class Princess. Each class only votes for their own class for Class Princess. *Homecoming court for Football

will consist of every senior football player, 3 senior Queen Candidates, and a Class Princess from the 9th, 10th, and 11th grades. Changes may be made at the discretion of the principal and/or designee.

***Students must be eligible to be nominated as a candidate and elected King, Queen, or Class Princess.**

Basketball King and Queen

The king and queen candidates will consist of all senior boys and girls from each basketball team. There will be 4 girl candidates and 4 boy candidates. If there are not enough seniors to make 4 candidates, juniors may be selected to be a candidate. The principal will then make a ballot with the selected candidates listed. The **HS** boys' basketball team will then select a queen, and the HS girls' basketball team will do likewise selecting a king. The principal will select two staff members to assist with the tabulating of the ballots. The candidates with the most votes will be the King and Queen.

***Students must be eligible to be nominated as a candidate and elected as either the King or the Queen.**

Homecoming Attire

All football players participating in football homecoming ceremonies will wear their official football uniforms. Girls participating in the football homecoming ceremonies will wear formal dresses (follow prom dress code). All boys basketball players participating in basketball homecoming ceremonies will wear slacks, a long sleeved collared dress shirt, dress shoes, and a tie. Girls participating in the basketball homecoming ceremonies will wear formal dresses (follow prom dress code).

GENERAL INFORMATION ON CLUBS, ORGANIZATIONS, AND TRIPS

Any club or school activity using the Canton School facility as a meeting place must agree to protect the civil rights of all members and non-members alike. Hazing is strictly forbidden by any group associated with the school or using the school for their meeting place. The following clubs and organizations are sanctioned by the school. Sponsors and organization information will be located in the high school office.

STUDENT COUNCIL: The General purpose of the Student Council is to provide a structure for effective communication among the faculty, administration, and the students, provide services as necessary to maintain an attractive school environment, shall encourage cooperation and loyalty to Canton High School as well as to maintain spirit and unity among the students.

STUCO Dance Rules of Conduct

- a. No drugs, alcohol, or tobacco (smoking, dipping, chewing, or vaping) will be allowed either at or before the dance. If we suspect drug or alcohol use, local law enforcement may be called, your guardian will be contacted, you will not be allowed to leave until your parent/guardian arrives, and you will not get a refund.
- b. No outside snacks or drinks will be allowed into the dance.
- c. The school dress code will be enforced.
- d. No physical or verbal fighting will be allowed.
- e. No body surfing or dancing in a manner that could harm you or other dancers will be allowed. No obscene dancing.
- f. No PDA (Public Display of Affection) including lap sitting. Hand holding is the only exception.
- g. If you leave the building you may not re-enter and must leave the school grounds.
- h. Guests that do not attend Canton High School must be pre-registered with STUCO sponsor in order to attend the dance and can not be over 21 years of age.
- i. The snack room and the restrooms are not meeting places. Do your business, and move on.
- j. Students absent from school the day of a dance or the day before a Saturday dance will not be allowed to attend except through special arrangement with administration.
- k. Ineligible students or students with excessive absences may not attend dances. Entry fees will not be returned if

a student cannot attend the dance due to being ineligible.

Clubs

ART CLUB: To maintain a quality, comprehensive art program that enriches students' lives and allows for discovery and creative problem solving, and provide students with a broader perception of their environment and a greater understanding of historical and cultural perspectives. To cultivate learners who can make positive contributions to society.

FFA: FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

FCCLA Mission Statement: The mission of Family, Career and Community Leaders of America is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through character development; creative and critical thinking; interpersonal communications; practical knowledge; and career preparation.

INDIAN YOUTH: The Indian Youth Club purpose is to have an organization for the Indian Youth in our community, to be able to bring speakers to our meetings, to let the students know about Indian culture and give them encouragement to stay in school to further their education to be able to survive in the world.

SADD: To provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions.

TSA: The Canton TSA Organization fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering, and mathematics concepts through co-curricular activities, competitive events, and related programs.

4-H Mission Statement - To provide Oklahoma youth, families, and communities with educational programs which will create environments for diverse audiences of youth and adults to help reach their full potential.

FCA: To present to athletes and coaches and all whom they influence the challenge and adventure of building character and traditional values within the community.

OKLAHOMA HONOR SOCIETY: The Oklahoma Honor Society will be announced each year. Membership requires that a student place academically in the top 10% of the high school population (grades 9-12) with a minimum 3.50 GPA. GPA is calculated based on the second semester of the previous year and the first semester of the current year.

NATIONAL HONOR SOCIETY: To be eligible for membership, the candidate must be a sophomore, junior, or senior. Candidates must have attended Canton School for one semester. Candidates must have a minimum cumulative grade point average of 3.5 In addition, candidates shall then be evaluated on the basis of service, leadership, and character. The selection of members shall be by majority vote of the faculty council. The constitution of the CHS Chapter is kept on file and may be viewed during normal school hours. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.

Rules for School-Sponsored Trips

1. All school rules apply. No drugs, alcohol, or tobacco (smoking, dipping, chewing, or vaping) will be allowed.
2. At the convention, you must be on time to the meetings and be attentive. Restroom breaks are between the meetings, not during the meetings.

3. At the hotel, remember you are representing our school. Hotels keep track of what schools they allow to stay with them and share the list with other hotels.
4. No boys allowed in girls' rooms unless we have one of our sponsors in there and vice-versa. You will not be allowed in other school's rooms or leave premises without a sponsor.
5. No long distance phone calls from the hotel-phone in the room. If calling room to room becomes a problem, the phone(s) may be removed.
6. Other guests are at the hotel, be respectful of their privacy. BE QUIET.
7. Be courteous at and on the elevators.
8. Sponsors will announce curfew times. Any changes in these times will need to be approved by sponsor.

STUDENT DRUG TESTING PROGRAM EXTRACURRICULAR ACTIVITIES

The Canton Board of Education, in an effort to protect the health and safety of its students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Canton Public School District, has adopted the following policy for drug testing of students participating in extracurricular activities.

Purpose and Intent

It is the desire of the board of education, administration, and staff that every student in the Canton Public School District refrain from using or possessing illegal drugs. The administration and board of education realize that their power to restrict the possession or use of illegal drugs is limited. The sanctions of this policy relate solely to limiting the opportunity of any student determined to be in violation of this policy to participate in extracurricular activities. This policy is intended to complement all other policies, rules, and regulations of the Canton Public School District regarding possession or use of illegal drugs.

Participation in school-sponsored extracurricular activities such as interscholastic athletics in the Canton Public School District is a privilege. Students who participate in extracurricular activities are respected by the student body and are expected to hold themselves as good examples of conduct, sportsmanship, and training. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs. Additionally, this school district is contracted to follow the rules and regulations of the OSSAA whose rules specifically state: A student under a discipline plan or whose conduct or character outside the school is such as to reflect discredit upon the school shall be ineligible until reinstated.

The purposes of this policy are to prevent illegal drug use, to educate students as to the serious physical, mental, and emotional harm caused by illegal drug use; to alert students with possible substance abuse problems to the potential harms of illegal drug use; to help students avoid drugs; to help students get off drugs; to prevent injury, illness, and harm as a result of illegal drug use; and to strive within this school district for an environment free of illegal drug use and abuse. This policy is not intended to be disciplinary or punitive in nature. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of the policy to participate in any extracurricular activities. There will be no academic sanction for violation of this policy.

Illegal drug use of any kind is incompatible with participation in extracurricular activities on behalf of the school district. For the safety, health, and well-being of the students of the district, this policy has been adopted for use by all participant students in grades 7-12.

Definitions

1. **Student athlete or athlete** means a member of the middle school or high school district-sponsored interscholastic sports team. This includes athletes and cheerleaders.
2. **Extracurricular** means those activities that take place outside the regular course of study in school and **participants** are those students involved in those activities.

3. **Drug use test** means a scientifically substantiated method to test for the presence of illegal or performance enhancing drugs or the metabolites thereof in a person's urine.
4. **Random tests** are given monthly to participants from the pool.
5. **Random selection basis** means a mechanism for selecting students for drug testing that:
 - A. Results in an equal probability that any student from a group of students subject to the selection mechanism will be selected, and
 - B. Does not give the school district discretion to waive the selection of any student athlete or extracurricular activities participant selected under the mechanism.
6. **Follow up tests** can be weekly, at random, any time a student who has tested positive or may be under suspicion of being under the influence.
7. **Illegal drugs** mean any substance that an individual may not sell, possess, use, distribute, or purchase under either federal or state law. Illegal drugs include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter transactions.
8. **Performance-enhancing drugs** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term "performance enhancing drugs" does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
9. **Positive**, when referring to a drug use test administered under this policy, means a toxicological test result which is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
10. **Reasonable suspicion** means a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a student athlete or extracurricular participant, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion. In the context of performance-enhancing drugs, reasonable suspicion specifically includes unusual increases in size, strength, weight, or other athletic abilities.
11. **Self-referral** is when a participant believes he/she will test positive for illegal or performance enhancing drugs, prior to submission for a drug test under the policy, so notifies the principal, athletic director, coach, or sponsor of such belief.

Procedures

Student participants in extracurricular activities shall be provided with a copy of this policy and an extracurricular activities student drug testing program consent form that must be read, signed, and dated by the student, parent or custodial guardian, and coach/sponsor before a participant student shall be eligible to practice in any extracurricular activity. The consent shall provide a urine sample (a) as chosen by the random selection basis; and (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in any extracurricular activity unless the student has returned the properly signed consent form.

Drug use testing for extracurricular participants will also be chosen on a monthly selection basis from a list of all extracurricular participants in off-season or in-season activities. The school district will determine a monthly number of students' names to be drawn at random to provide a urine sample for drug use testing for illegal or performance-enhancing drugs.

In addition to the drug test required above, any extracurricular participant may be required to submit to a drug use test for illegal drugs or performance-enhancing drugs or the metabolites thereof at any time upon reasonable suspicion by the athletic director, principal, sponsor, or coach of the student.

The school district will determine any necessary fees to be collected from students who are drug tested and when those fees will be collected. The cost of subsequent tests will be borne by the school district or appropriate activity fund.

Any drug use test required by the school district under the terms of this policy will be administered by or at the direction of a professional laboratory chosen by the school district that uses scientifically validated toxicological methods. The professional laboratory shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control, and scientific testing.

All aspects of the drug use testing program, including the taking of specimens, will be conducted to safeguard the personal and privacy rights of students to a maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility with an enclosed stall or stalls. The athletic director/sponsor shall designate a coach and/or other school employee of the same sex as the student to accompany the student to a restroom or other private facility. The monitor shall not observe the student while the specimen is being produced, but the monitor shall be present outside the stall to listen for the normal sounds of urination in order to guard against tampered specimens and to ensure an accurate chain of custody. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the athletic director/sponsor who will then determine if a new sample should be obtained. The monitor shall give each student a form on which the student may list any medications he/she has taken or is taking or any other legitimate reasons for having been in contact with illegal drugs or performance-enhancing drugs in the preceding 30 days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the 24 hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope.

If the initial drug use test is positive, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six months or to the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

Confidentiality

If the drug use test for any student has a positive result, the laboratory will contact the athletic director or designee with the results. Procedures for maintaining confidentiality will be practiced. The athletic director or designee will contact the principal, the student, the head coach/sponsor, and the parent or custodial guardian of the student and schedule a conference. At the conference, the student will be given the opportunity to submit additional information to the athletic director or to the lab. The school district will rely on the opinion of the laboratory that performed the test in determining whether the positive test result was produced by other than consumption of an illegal drug or performance-enhancing drug. Under no circumstance will results from a drug test under this policy be turned over to any law enforcement officer or agency.

Appeal

A student who has been determined by the athletic director or designee to be in violation of this policy shall have the right to appeal the decision to the superintendent or the superintendent's designee(s). Such appeal must be lodged within five business days of notice of the initial report of the offense as stated in this policy, during which time the student will remain eligible to participate in any extracurricular activities. The superintendent or designee(s) shall then determine whether the original finding was justified. There is no further appeal right from the superintendent's decision and the decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent, which shall be final and non-appealable.

Consequences

1. **First positive test.** The student will be suspended from participation in all extracurricular activities, including

all meetings, practices, performances, competitions or any other organized activities, until completion of two hours of drug counseling with a qualified counseling entity a reinstatement meeting with the student, parent(s)/guardian, the activity sponsor/coach and the principal/athletic director or designee. The student will be subject to follow-up testing for the remainder of the school year. The time and date will be unknown and determined by the principal, athletic director, or designee.

2. **Second positive retest.** The student will be suspended from participation in any extracurricular activity, including all meetings, practices, performances, competitions or any other organized activities, for 90 consecutive school days. This suspension may extend into the following school year if it is not completed during the current school year.
3. **Third positive retest.** The student will be suspended from participation in any extracurricular activity, including all meetings, practices, performances, competitions or any other organized activities, for 180 consecutive school days. This suspension may extend into the following school year if it is not completed during the current school year.
4. **Self-Referral.** A student who self-refers to the athletic director, principal, coach, or sponsor before being notified to submit to a drug test will be allowed to remain active in all extracurricular activities. However, the student will be considered to have committed his/her first offense under this policy, and will be required to retest as would a student who has tested positive.
5. **Refusal to submit to a drug test.** If a participant student refuses to submit to a drug test under this policy, such student shall not be eligible to participate in any extracurricular activity, including all meetings, practices, performances, competition or any other organized activities, for 180 school days. This suspension may extend into the following school year if it is not completed during the current school, upon completion of which, the participating student shall again be subject to this policy. Failure to provide a sample or tampering with the sample shall be considered refusal to submit.

The cost per test is subject to change and will be determined by the board of education on an annual basis.

CHROMEBOOKS

Taking Care of Your Chromebook:

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Technology Director Office located in the library. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- Extreme heat or cold may cause damage to the Chromebook.
- **DO NOT LEAVE YOUR CHROMEBOOK IN A VEHICLE.**
- Always bring your Chromebook to room temperature prior to turning it on.

Using Your Chromebook

At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, Google Classroom, school messages, announcements, calendars, academic handbooks, student

handbooks and schedules will be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

At Home:

All students are required to take their Chromebook home each night throughout the school year for charging. *Chromebooks must be brought to school each day in a fully charged condition.* Students need to charge their Chromebooks each evening.

It is recommended that students not carry the AC Adapter power cord (charger) to school. If fully charged at home, the battery should last throughout the day.

Sound:

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

Printing:

At School: Printing functionality should be available on a limited basis at school and subject to classroom requirements. Teachers are encouraged to accept assignments electronically through Google Drive and Google Classroom.

At Home: The Chromebook will not support a physical printer connection

Managing Your Files and Saving Your Work:

Students will create and save documents in **Google Drive**. **Google Drive** is a cloud storage service that allows students to store their documents, photos, videos, and more online in one place. From **Drive**, students can also access **Google Docs**, where they can create, share, and collaborate on documents, spreadsheets, presentations, and more from anywhere while online. To learn more about **Google Drive** ask your teacher or front office.

Documents created in Google Drive are automatically stored online and on the Chromebook itself, making the document available when Internet access is not available.

Personalizing the Chromebook:

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Canton Public Schools. Spot checks for compliance may be done by administration or CPS Technicians at any time.

Students may add appropriate music, photos, and videos to their Chromebook. Personalized media are subject to inspection and must follow the Canton Public Schools acceptable use policy.

Software on Chromebooks:

Originally Installed Software:

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

From time to time the school may add software applications for use in a particular course. This process should be automatic with virtually no impact on students. Applications that are no longer needed may automatically be removed by the school as well.

Additional Software:

Students are unable to install additional software on their Chromebook other than what has been approved by Canton Public Schools.

Inspection:

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Please refer to Chromebook policy for more details

PANDEMIC AND SYMPTOMS POLICY

In order to prevent the spread of COVID-19, parent/guardians are asked to screen their students, each morning ***before*** sending them to school, for the following symptoms

- Fever or a measured temperature greater than or equal to 100 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills or repeated shaking with chills
- Loss of taste or smell
- Known close contact with a person who is lab confirmed to have COVID-19 if exposure to the active confirmed case occurred within the last 14 days.

If the student has any of the above conditions, the student should not be sent to school until it is clear that the student is not ill with COVID-19 or any other communicable disease. (example: doctor's verification of negative symptoms and/or no fever for at least 24 hours without medication)

Students and staff members who begin exhibiting these symptoms without other explanation at school may be sent home. It is critical for parents/guardians to have a plan for retrieving their student from school in a quick and timely manner should the student exhibit these symptoms while at school. The parent/guardian/staff member should follow CDC and State Department of Health guidelines for return to school.

If a student or staff member tests positive for a communicable virus, the school will follow the current CDC and State Department of Health guidelines for quarantine and school related measures.

Return to Learn

This plan is found at the school website and was created to ensure a safe return and continuity of services for this school year. The guidelines contained in this document are based on guidance from local, state, and federal agencies as well as consultation with neighboring school districts. We are constantly evaluating safety protocols and revising these as mandates and guidelines come about from the Oklahoma State Department of Education and the CDC. Should events change, we will provide further information.

Textbook and Supplies

All textbooks, workbooks, items, and devices provided by CPS are the sole property of CPS. When a unit, course, nine-week period, or semester is finished, if the textbook and any items are obsolete, or if a student leaves CPS, all materials must be returned to the school. If any of the textbooks/items cannot be reused due to abuse, the student's account may be charged to replace the item(s)

*Fees for Stolen/Lost Technology:

*Chromebook: \$300

SEASON PASSES

Season passes are now available for Canton School athletic events. Passes may be purchased at the High School office. Prices are as follows:

Family Pass* \$120.00

Senior Citizens (local-65 years) Free pass by coming by the office

*Family Pass: Mother, father, and children enrolled in the Canton School System.

Any Student who leaves the football field or basketball gym may pay to re-enter even if they have a season pass.

Canton Tiger Fight Song

*Here's to Canton High School!
Great is our fame!
Our team is fighting
To uphold our name (We'll all be true and loyal).
See the banners flying High above the rest.
Black and orange
We'll prove that Canton High is best!*



It's a GREAT day to be a Canton Tiger!