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**2023-2024**  
**CANTON**  
**ELEMENTARY**  
**HANDBOOK**

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## WELCOME!

Mr. Baker, the faculty and I would like to take this opportunity to extend a personal welcome to each of you as you enter Canton Elementary School for a new year. This is a very exciting time in your life. You have the opportunity to earn an education that will benefit you your entire life. You need to make every effort to obtain the best education possible.

Please read this student handbook very carefully as it contains most of the rules, policies, and regulations that you will be required to live by at school and school-sponsored activities. This handbook has been approved by the board of education and is updated on a yearly basis. Also, please be advised that this handbook will not cover every situation that might arise and that other situations will need to be dealt with as they occur.

If at any time during the school year you have a question or I might be of some service to you, please feel free to contact me. My goal is to provide a climate that gives you the opportunity to receive the best possible education. I wish you good luck with your educational endeavors during the school year.

Dora Fuqua  
Canton Elementary School Principal

**School days begin at 8:15 and end at 3:33.**  
**. Please call before 2:00PM to leave messages to students as all**  
**students are not in the building for the last hour.**  
**Please write a note to your child's teacher and call the elementary office**  
**if your child's dismissal plan has changed.**

## **STATEMENT OF EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY**

Canton School District, District I-105, does not discriminate on the basis of race, color, national origin, gender, age, qualified handicap, religion, socio-economic 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 hiring or 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

### **HANDBOOK ACKNOWLEDGEMENT**

\*\* Parent signature on the enrollment form will acknowledge the receipt of the Canton Elementary School handbook.

### **THE MISSION STATEMENT OF CANTON SCHOOLS**

The mission of Canton 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 ELEMENTARY SCHOOL**

Canton Elementary School strives to teach students to:

1. Live, work and play harmoniously with other people.
2. Develop and maintain sound mental and physical health.
3. Develop self-discipline and seek guidance when necessary.
4. Think critically and logically.
5. Express themselves clearly.
6. Gain skills needed for work and /or further education.
7. 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.

### **STUDENT SCHOOL 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 in order 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  (Current & Former)	Principal’s Office	Elem. Principal
Health Records	Principal’s Office	Elem. Principal
Speech Therapy & Psychological Records	Elem. Principal’s Office	Elem. Principal
School Transportation Records	Central Office	Superintendent
Special Test Records	Principal’s Office	Elem. Principal

### **THE PROTECTION OF PUPIL RIGHTS**

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.<sup>13</sup>

### **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)

### **CHILD FIND**

Child Find is a continuous process of public awareness activities, screening and evaluation designed to locate, identify, and refer as early as possible all young children with disabilities and their families who are in need of Early Intervention Program (Part C) or Preschool

Special Education (Part B) services of the Individuals with Disabilities Education Act (IDEA). IDEA States: All children with disabilities residing in the State, including children with disabilities who are homeless children or are wards of the State, and children with disabilities attending private schools, regardless of the severity of their disability, and who are in need of special education and related services, are identified, located, and evaluated. IDEA requires all states to have a “comprehensive Child Find system” to assure that all children who are in need of early intervention or special education services are located, identified, and referred. All children deserve a chance to reach their full potential. Project Child Find, a service to assist families of children who may have special needs, is here in Oklahoma to see that every child has that chance. The Oklahoma Parents Center has a Project Child Find Hotline, 1-888-9-OKFIND or 1-888-965-3463. If there appears to be a delay in any area of your child’s development, you may seek assistance from Project Child Find. The OPC staff is happy to guide you to the appropriate people/services for extra assistance. Where to call for a free evaluation from the state depends on your child’s age: Under Three (3) Years Old: Contact SoonerStart Early Intervention Services at 405-521-3351. Three (3) Years Old and Older: Contact your local public school system at 580-886-2256. Even if your child is not yet old enough for kindergarten or enrolled in a public school, call your local elementary school and ask to speak with someone who can help you have your child evaluated.

### **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 re-evaluated 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.

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.

### **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**

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.

\*A site administrator shall file the following report on any student disciplined under this policy and send the report to the superintendent.

## SCHOOL SAFETY AND HEALTH ISSUES

### Safe School/Healthy and Fit Kids Advisory Committees

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

### 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 within the guidelines of the CDC exposure dates

\*Please see CDC Guidelines as more information becomes available. May not include all symptoms.

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 test positive for a communicable virus, the school will follow the current CDC and State Department of Health guidelines for quarantine and school related measures.

### 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 in order 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 as a result 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 in an effort 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, 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 record-keeping, plant inspection, driver and vehicle safety programs, fire prevention, and emergency procedures in traffic problems.

### **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.

### **Discrimination of Policy**

A copy of this policy will be delivered to each school employee at the beginning of each year.

### **NON-DISCRIMINATION**

All programs, positions, and services (curricular or extracurricular) 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.

### **CALCULATION OF GRADE POINT AVERAGES**

A student's Grade Point Average (GPA) is calculated on semester grades for all 4-6 grade classes. The sum of all grades is divided by the number of semester credits to obtain the GPA. Students in PreK-3rd grade will have their grades based on proficiency of the Oklahoma Academic Standards and a scale of 0-3

	<b>Grading Key</b>
3	<b>Meets Standard</b> -mastery at an independent level; able to complete all work independently
2	<b>Approaching Standard</b> -able to complete some work independently; may need help from teacher or peers
1	<b>Needs support</b> -requires consistent support; performing below grade level
0	<b>Not taught/Will not attempt</b>

### **4th-6th grade GRADING SCALE**

A = 90-100 = 4.0

B = 80-89 = 3.0

C = 70-79 = 2.0

D = 60-69 = 1.0

F = 59 and below = 0.0

Teachers will report all grades numerically or as percentages.

### **HONOR ROLL**



The honor roll will be announced for the first semester and the second semester for 4th-6th grades. Qualifications: Superintendent's Honor Roll will include grades in all seven subjects with no grade lower than "A"; Principal's Honor Roll will include grades in all seven subjects with no grade lower than "B".

### 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, any changes will be at the discretion of the principal and counselor. Any mid-year change in the student's schedule is strongly discouraged and must be approved by the counselor and/or principal.

Students with IEP's 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.

### TEXTBOOKS

Textbooks are the responsibility of the student. Any damage, obscenity, or loss of book is the student's responsibility. Any marks put in 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 will be charged to the student. We will issue each student one (1) textbook per course. If the student loses their textbook, they will be required to pay for it. By state law, a student's diploma may be denied for non-payment of school expenses.

### CHANGE OF ADDRESS AND PHONE NUMBERS

At times during the school year, students move from address to another in the school district and phone numbers change. This information must be reported to the office.

### ARRIVAL AND DISMISSAL PROCEDURES

1. Drop off begins at 7:45. Drop off and pick up for all students is on the east side of the building, and students must wait outside the building in the designated spot or go directly to the elementary when let inside the building. The road between the High School and Elementary School will be closed between 7:30am. and 4:30pm.
2. Parents will not be permitted to walk their children to their classroom. Teachers will walk them to their classroom. No student drop off permitted on the west side of the building.
3. At the end of the school day, all students riding a bus will be released when the bus bell rings. Parent pick -ups will exit through the east door. Teachers will send students to the parent's vehicle. All other students will remain in class until walkers are released.
4. Parent Pick Up Rules
  - a. If your child is not at the parent pick up door, you must drive back around to the end of the line. You will be directed by the line teacher.
  - b. Students will not be sent to vehicles parked in the parking lot. You may pick up your child from the parent pick up car line or wait until the parent pick up line is completed and walk them back to your vehicle.
  - c. All students walking to the football field, home, cafeteria, etc. must wait in their classroom until walkers are released. Walkers should never come to the parent pick up line.
  - d. If you arrive after pick up line is complete, you must come to the office to pick up your child.
  - e. Please pull ahead and park to buckle your child in their carseat. This will help to keep the line moving smoothly.
6. 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.

### VISITATION/PARENTAL COMMUNICATION

1. All parents and visitors to Canton School must enter through the main entrance on the north side of the elementary building.
2. **All parents and visitors must check in with the elementary office and obtain a visitors pass.** Permission must be granted to parents, visitors and school employees before they can go to any classroom or lunchroom. Due to crowded conditions, safety issues, and pandemic regulations visiting students is prohibited.
3. Classroom interruptions are disruptive to the educational process. Therefore, students will not be called out of the classroom for personal messages, visitors, or telephone calls. Exceptions will be made in emergency situations.

### **Visitors/Parties**

In order to keep exposure at a minimum level for our students, visitors will not be allowed for class and holiday parties. Pre-packaged food items may be provided by parents or staff members. Students may not bring home-made foods to share with their classmates at this time. Pre-packaged drinks and snacks are acceptable.

### **BUILDING PROCEDURES/LOCKERS**

1. 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 school principal or in his/her absence, the assigned principal. At their discretion, the administration may grant off campus privileges. The students must meet grade and discipline requirements to be granted off campus privileges. If a student leaves without permission it will be an automatic suspension
2. Any student out of the classroom going to the office during class time must have an office pass with date, time, and purpose.
3. Only walking is permitted in the building and between buildings.
4. Toys, sports equipment, electronic equipment, etc. will not be permitted at school and will be taken away from the student until the end of the day.
5. Fifth and sixth grade students will be assigned lockers and all of the students' 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. A personal lock on school lockers will be allowed if the office has a key or combination. Locks may be cut off without consent. Lockers are the property of the school district and may be inspected for good housekeeping, drugs/alcohol, or weapons violation.
6. Students are responsible for bringing all the necessary equipment and supplies to class.
7. Purses will remain in desks or lockers throughout the day. Purses will not be allowed on the playground. The school will not be responsible for lost or stolen items.
8. No food, drinks, or gum in the classrooms. (Exception: activity trips or with special permission) Birthday celebrations must be pre approved by the teacher.

### **CAFETERIA RULES**

1. 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 into the line while waiting to be served.
2. Students are not allowed in the kitchen area during school hours. Breakfast will not be served after 8:15 a.m.
3. Students must be in line by 8:00 to be served breakfast.
4. All visitors to the lunchroom must have prior approval from the principal to eat lunch with a student. All visitors in the cafeteria must have on a visitor pass. Visitors must go to the office to pick up a visitor pass.

### **WATER BOTTLES**

To prevent the spread of communicable diseases, students will not have access to the drinking fountains, so parents are asked to provide a water bottle for use in the classroom. Water bottles must contain WATER ONLY. Due to spills and stains, no other liquids/drinks are allowed without special permission from the administration. Water bottles must have a lid that closes. Students will be allowed to refill water bottles at the teacher's discretion and appropriate times. Students will be asked to take water bottles home daily. Students who do not have a water bottle will be given a cone drinking cup to get a drink from the sink in their classroom.

### **FUNDRAISERS**

Any fundraiser associated with Canton Elementary must be pre-approved with the principal. If the fund raising activity is approved, it will be based on necessity; therefore, all students of the organization will be required to assist with the fund raising.

### **TELEPHONE USE**

1. Student phone calls are for emergency use only. Students will be allowed phone use upon the discretion of the principal and classroom teacher. Forgetting one's books, backpack, supplies; or wanting to go home with a friend is not an emergency.
2. Students are responsible for knowing where they are to go after school. Parents and children should discuss after school plans before school. A note must be written to your child's teacher, before your child will be allowed to go somewhere other than the plan you and the teacher have agreed upon at the beginning of school. Should an **emergency** arrive, parents may call the office to leave a message for after school plans. Please call before 2:00 p.m. to make sure your child receives the message as some students are out of the building at that time.

### **Electronic Communication Devices (Cell Phones)**

It is the policy of Canton Public Schools that a student may possess an electronic communication device 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 upon written consent of both the student's parent or guardian, and the Administration.

Students who wish to possess a wireless communication device need to adhere to the following guidelines:

1. Device will remain in the "off" position during school hours.
2. Upon reasonable suspicion, school administration shall have the authority to detain and search or authorize the search of any student or property of the student for unauthorized wireless communication devices.
3. Using any kind of communication device used to take pictures of incidents while at school or at a school function and posting them to the internet is forbidden.
4. A current cell phone number for the device will be on file in the administration office.
5. Any student thought to be violating any of these guidelines will have their device taken and be subject to disciplinary measures.
6. First offense, the student may pick up the phone at the office at the end of the day.
7. Repeat offenders will be dealt with at the discretion of administration.

The Canton Principal recommends that all electronic communication devices stay at home; therefore any lost or stolen phone is not the responsibility of Canton Public Schools. Exceptions to this rule can be granted only by the Principal.

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 will result in the cell phone being taken. Repeated offenses can cause students to give up the privilege of having a cell phone in their possession at school. Cell phone usage will be allowed during school if permission is granted by the administrator (permission will only be granted when phone use is absolutely necessary).

### **PLAYGROUND RULES:**

1. The playground teacher is in charge of the playground; go to them for any problems. If you need to come into the building you must get permission from the playground teacher.
2. Treat others as you wish to be treated.
3. No jumping on backs; tripping, kicking, fighting, etc.
4. Unsafe practices will not be allowed. Example: throwing rocks, sticks, or dirt; digging holes in the playground; throwing playground balls near equipment; etc.
5. All playground equipment is to be returned at the end of each recess period.
6. Only touch football is allowed - no tackling of any kind.
7. Swing rules:
  - a. Do not swing side to side
  - b. Do not run between swings.
  - c. Do not jump out of swings.
  - d. Only one person in the swing at a time - this includes arms, legs, etc.
8. Slide rules:
  - a. No walking up or clogging the slide.
  - b. No standing on the slide.
  - c. One person goes down the slide at a time.
9. No sitting or walking on top of the monkey bars.
10. No jumping, pushing or playing tag on the big toy.
11. No one is allowed by the heating and a/c units.
12. Proper dress is required for the playground. (Coats, jackets, etc.)

### **BUS RIDER RULES**

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. Students must be informed that:

1. The privilege of pupils to ride the bus is conditioned on their good behavior and observances of all bus rules and regulations. Bus drivers are authorized to enforce these rules and have the right to assign student seating. It will be the duty of the driver to refer such disobedience to the principal for the proper disciplinary action.

2. If it is the decision that these pupils should be suspended from riding the bus for a period of time, proper notification will be made to their parents.
3. A driver will not remove a student from the bus for violation of bus rules and regulations at any point other than the school or the student's regular bus stop.
4. The consequences of disobeying the bus rules or the bus driver will be as follows:
  - a. Written warning
  - b. A second written discipline report may result in a two (2) day suspension from the bus.
  - c. A third written discipline report may result in a one (1) week suspension from the bus.
  - d. Any other written discipline report may result in two weeks or the remainder of the year suspension from the bus.
  - e. Suspension time will be determined by the bus driver and the principal.

#### **BUS RIDER GUIDELINES:**

1. Previous to loading (on the road and at school):
  - a. 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.
  - b. Stay off the road at all times while waiting for the bus.
  - c. Wait until the bus comes to a complete stop before attempting to enter.
  - d. Be careful in approaching bus stops.
  - e. 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.
2. While on the Bus:
  - a. Keep hands and head inside the bus at all times after entering and until leaving the bus.
  - b. No use of any form of tobacco.
  - 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. Remember that loud talking and laughing or unnecessary distractions 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. Damage to seats, etc., must be paid for by the offender.
  - f. Bus riders should never tamper with the bus or any of its equipment.
  - g. Leave no books, lunches, or other articles on the bus.
  - h. Keep books, packages, coats, and all other objects out of the aisles.
  - i. Help look after the safety and comfort of small children.
  - j. Do not throw anything out of the bus window.
  - k. Bus riders are not permitted to leave their seats while the bus is in motion.
  - l. Horseplay is not permitted around or on the school bus.
  - m. Bus riders are expected to be courteous to fellow pupils, the bus riders, and the patrol officers or driver's assistants.

**FAILURE TO OBEY BUS RULES WILL RESULT IN THE LOSS OF THE PRIVILEGE TO RIDE THE BUS.**

Note: If a student misses the bus it is the student or parent's responsibility to make sure the student gets to school.

#### **ATHLETIC EVENT CONDUCT**

Home football/basketball games - students who enter the facility and then leave will have to 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.

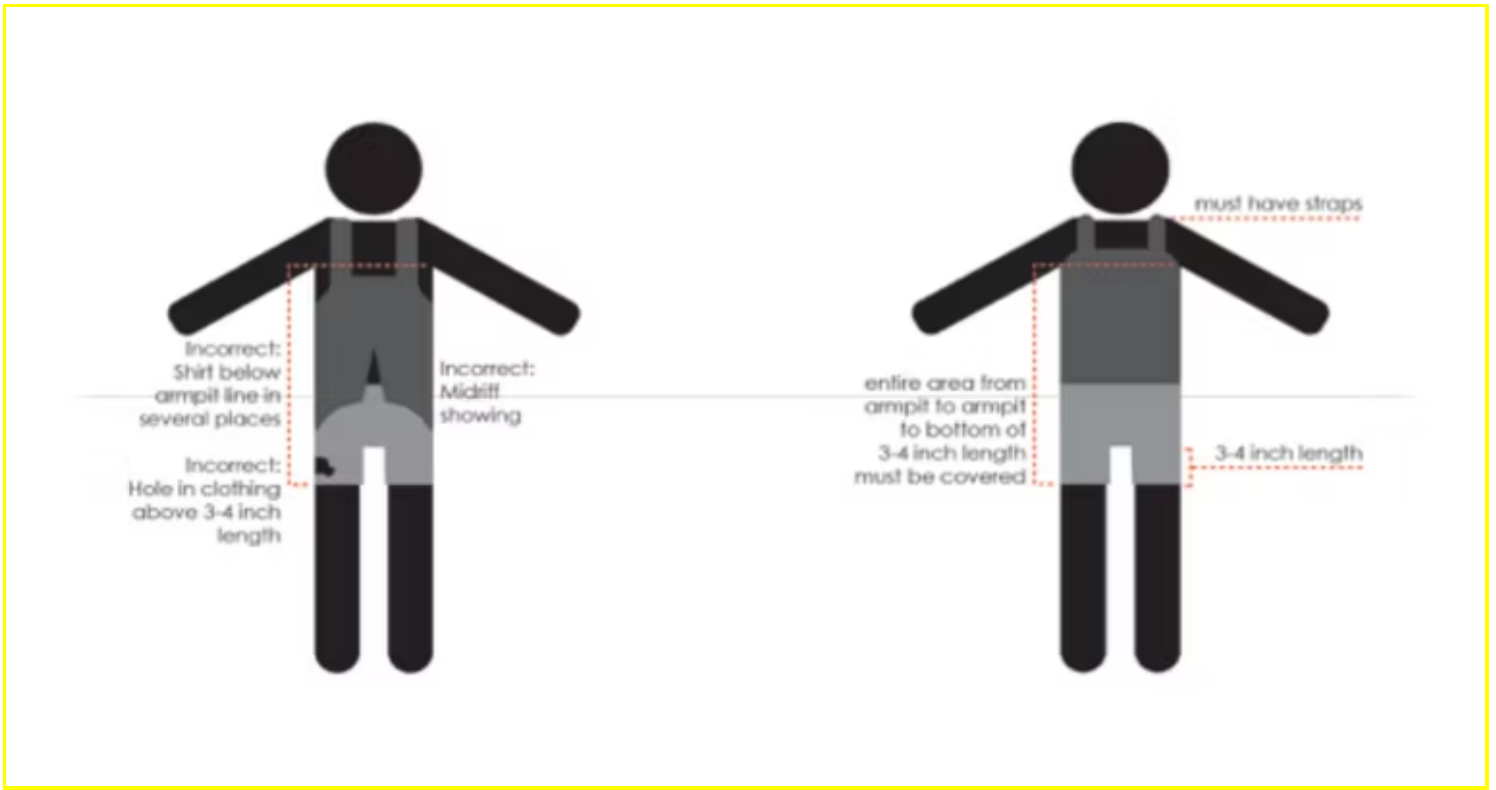
#### **DRESS CODE GUIDELINES FOR STUDENTS**

##### **Grades PreK-6**

**Good standards of dress and appearance reflect good judgment, poise, increased maturity, helps develop a positive self-concept, and helps to create a purposeful atmosphere at a good school.** Each morning each teacher will perform a dress code check. Any student needing to change clothes will phone home from the office for different clothing. At any time during the day, a dress code check may be made at the teachers and/or administration's discretion.

1. Hair must be clean, neat and out of the student's eyes.
2. Students must be clean, neat, and well groomed.
3. Pajamas are not to be worn except on special days approved by administration.
4. Footwear must be worn at all times. House shoes and heelys are not permitted.
5. No see-through clothing.

6. No bare midribs - 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.
7. No extremely short or extremely tight fitting skirts, shorts or other clothing.
8. No tank tops, sundresses, spaghetti straps, shoulder straps which have widths less than the width of a dollar bill, or similar bare-top garments. **(Grades 3-6 only)**
9. No Clothing with obscene lettering, symbols, beer-alcoholic drinks, tobacco, drugs, gang related, or anything that implies obscenity.
10. No caps, hats, bandanas, handkerchiefs, or other head coverings may be worn in the school building. Only caps/hats may be worn at athletic events. (No caps worn backwards will be allowed at any time.)
11. No heavy metal accessories (wallet chains, spikes and etc.)
12. Coats and jackets must be worn if the temperature falls below 40 degrees.
13. Clothing must fit close to underarms for boys and girls even when worn over other clothing. (Sleeveless sweaters and vests are allowed if worn over other clothing that fits close under the arms.)
14. The waistband of jeans, shorts and skirts shall be worn above the top of the hipbone. Distressed jeans are allowed, but no holes with skin showing above mid-thigh.
15. Dressing in a manner which causes an interference with school work or which creates a classroom or school disruption is not acceptable.



For dress code violations parents will be called to bring a change of clothing. The school dress code will apply for all school related events. Parents/ sponsors going on field trips will adhere to the school dress code.

#### **DISTRICT ATTORNEY**

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:

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.

3. 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.
4. Any student attempting to flee the school grounds will be immediately reported to local law enforcement.

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.

### **REPORTING CHILD ABUSE/NEGLECT**

The law is very clear, and it applies equally to all citizens and institutions. It is a misdemeanor to have knowledge of a suspected case of child abuse or neglect and fail to report it. Teachers are mandated to make a report immediately. In addition, after reporting to DHS, teachers are required to report to local law enforcement. (SB1150) If they do not, they could actually face legal penalties.

The law includes full civil and criminal immunity from any liability if the report is made in good faith. A good faith report is usually based on a reasonable cause to believe that something is happening with the child that may constitute abuse or neglect. You don't have to have a statement from the child or even clear physical evidence. Remember that a report is not an accusation; it is a request for an investigation.

### **CANTON SCHOOL DISCIPLINE POLICY**

Disciplinary action should be based on a careful assessment of the circumstances surrounding each infraction, and of the student's attitude, age and previous behavior history.

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 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:

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 (deadly weapons).
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. No public display of affection will be allowed (holding hands, hugging, kissing, sitting on laps, etc.).
8. Drugs, tobacco and weapons are not allowed.
  - a. Possession or use of drugs or intoxicating beverage will result in immediate out of school suspension, and be turned over to law enforcement authorities.
  - b. Possession or use of tobacco will result in being ticketed by law enforcement officials and, either points assigned or suspension (the category of suspension will be determined by the school administration). Reasonable effort will be made to contact parents or legal guardian. Subsequent offenses will result in out of school suspension and notification of law enforcement authorities.
  - c. Possession of a dangerous weapon or a controlled dangerous substance.
9. Theft / 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.
10. Assault - physical or verbal. A premeditated or malicious assault may be a minimum 10 days or up to 1 year out of school suspension.
11. Fighting is not permitted.
12. Destruction of school property or personal property of students, school employees or visitors.
13. Possession of obscene material or making obscene gestures or remarks.
14. Skipping classes or school assemblies, leaving school without permission and truancy (skipping school).
15. Any vandalism or destruction of property in addition to disciplinary action damage will be paid for by the student.
16. 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 such time as 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 school regulations or of immorality will result in disciplinary action in a manner consistent with the seriousness of the offense per the discretion of administration.

A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free School Act.

### **Notice System for Classroom Discipline**

Each teacher in the elementary school will follow the Notice system in their classroom to ensure all students are being treated in an equitable manner and that learning may occur for all students.

Notice 1 - This is a warning and reminder to the student that they need to change their behavior and do what is expected of them as agreed upon with the classroom teacher's expectations.

Notice 2 - This is a "time-out" in a designated spot in the classroom where the teacher asks the student to go when Notice 1 has not been heeded and the student needs to think about their behavior and make a positive change. The teacher will ask four questions and if answered appropriately, the student will go back to their seat and work with no further consequences.

Notice 3 - This is written documentation of a violation of poor choices on the student's part, and requires the student to write out what is occurring and how the student will correct the behavior. This notice will be documented in PowerSchool, but no further action will be taken if the student makes a positive change.

Notice 4 - This notice is given to the principal when the student chooses not to make a change after multiple Notice 3 attempts have been made or automatically for the list of serious offenses (see Automatic Notice 4 list). The student will have a consequence for the behavior/behaviors that are occurring and this will be determined by the administrator.

### **DETENTIONS**

Detentions may be given by each teacher. The detention will be served with that teacher and will be served at the teacher's option as to where and when it will be served. If a detention is not served on time, it will then be turned over to the principal. At the discretion of the principal, in-school suspension, corporal punishment or out of school suspension may be assigned to those students who do not serve their detentions or accumulate excessive detentions.

### **CORPORAL PUNISHMENT**

Canton Administration has the option of using corporal punishment during school for disciplinary action. Classroom teacher will not use corporal punishment. Corporal Punishment will only be used by the administration.

### **ELEMENTARY IN SCHOOL ALTERNATIVE PLACEMENT (ISP)**

The In School Alternative Placement (ISP) is an alternative to suspension. It should not be considered suspension. However, it is 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 at 8:15 and end at 3:33.
- Students will report immediately to the office and wait for the ISP teacher.
- Students in ISP will eat 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.

### **TYPES OF SUSPENSION**

1. Daily Suspension - In order for the student to attend school that day he or she must have satisfied the conditions that have been established for them prior to the start of the school day. The student will be warned of possible daily suspension ahead of time and the condition that must be satisfied in order to return to school.
2. Out of School Suspension - HB2130 states:
  - \* For any student suspended out of school for five (5) days or more, the following is required:
    - a. The school administrator will provide the student with an education plan, which provides only for the core units in which the child is enrolled.
    - b. The education plan will set out the procedure for education and address academic credit for work satisfactorily completed while suspended.
    - c. 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.
    - d. The parent is responsible for a supervised, structured learning environment and must monitor the student's educational progress until the suspension is completed.
    - e. 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.
  - \* Any student suspended for a violent crime directed towards the classroom teacher cannot be readmitted to that teacher's class without the teacher's permission.
  - \* 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.

A student suspended for ten days or less will be allowed to make up their coursework for sixty-five percent (65%) credit for assignments correctly completed and turned in upon return to school. Students who need help with assigned school work shall be accompanied by a parent or guardian to meet with the necessary teacher(s) at 3:35 P.M. each day, or by appointment. Suspended students must be under the direct supervision of the parent or guardian at all times during school hours. Suspended students will be permitted on campus to pick up class assignments from the principal's office the second morning of a suspension of more than one day. Students suspended for a threat violation will not be allowed on campus until the suspension is over. The Students parents must make arrangements to receive their child's assignments. Students suspended for only one day will 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 have been suspended for more than ten days will receive 65% credit for assignments correctly completed in a structured learning environment monitored by the parent until the suspension is completed.

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

5. School Activity Suspension - The student who has been suspended (all types of suspension) shall not be allowed to attend or participate in any school sponsored activities. This may be modified by pre-arrangement with the administration to allow the student to attend activities with the supervision of a parent or guardian.
6. Any out of school suspension will be counted as an absence. This will count against the 85% or 13.5 days per semester rule.

### **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**



1. Any student suspended from the school for 10 days or less shall have the right to appeal the decision of the principal to a committee of one administrator and four teachers.
2. If suspended for more than 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 10 days or longer cannot extend beyond two semesters unless the student is found in possession of a firearm. 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.
3. 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.
4. 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.

### **DANCE RULES OF CONDUCT**

1. No drugs, alcohol, or tobacco are allowed on school grounds.
2. No outside snacks or drinks will be allowed into the dance.
3. If we suspect that you have been using drugs, alcohol or tobacco, you will be asked to leave with no refund.
4. The school dress code will be strictly enforced.
5. No physical or verbal fighting will be allowed.
6. No body surfing or dancing in a manner that could harm you or other dancers, will be allowed. No “Dirty Dancing”.
7. No PDA (Public Display of Affection) including lap sitting. Hand holding is the only exception.
8. If you leave the building you may not re-enter and must leave the school grounds.
9. Guests that do not attend Canton School must be pre-registered with the sponsor in order to attend the dance.
10. 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.
11. Students must be dropped off and picked up by a parent, guardian or trusted adult.

### **FIRE, TORNADO AND LOCK DOWN DRILLS**

The building principal and faculty members of each school building in Canton School District will develop and implement fire and emergency procedures for the orderly evacuation of all buildings upon the sounding of a distinct 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 (two per semester), tornado (two per year), lock down drills (two per year) and bus evacuation will be conducted at various times during the year.

FIRE DRILL = ONE CONTINUOUS BELL or FIRE ALARM

TORNADO DRILL = SERIES OF SHORT BELLS

LOCK DOWN DRILL – THIS IS A LOCKDOWN DRILL

### **GUIDELINES FOR PARTICIPATION IN ACTIVITIES AND ATHLETICS**

1. All students who participate in organized activities will be required to maintain academic eligibility. Students who repeatedly fail to do this may be released from the team.
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 down by the OSSAA.
4. Any shoes, regardless of the type of sole, will not be permitted on the gym floor at any time if the shoes have been worn outside as everyday footwear.
5. Students must attend school at least 3 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.
6. (Paraphrased from OSSAA Rules and Regulations Book :)

- a. 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 12:00 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.
- b. 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 will be placed in another P.E. class, if possible. If a student cannot be placed in another P.E. class, the student will receive no credit or grade for the semester.
9. On all school sponsored events students will be required to ride the bus to the event and home unless parents or grandparents are present physically 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 and enrolled in Canton Public Schools will be eligible for the local stock show.

#### **ACTIVITY ABSENCE- 10 DAY RULE**

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 for any one class period of each school year. Excluded from the 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.

#### **EARNING THE RIGHT TO COMPETE or QUALIFYING EVENT**

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 Oklahoma Youth Expo the students must participate in the local show, county show, and Northwest District Livestock Show. Students may qualify for the NWDLSE show by competing at the local show and the county show.
2. **Sporting Contest:**
  - a. Football, soccer, and basketball 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.
3. **History Day:**
  - a. A student that qualifies at the regional History Day competition has earned the right to compete at the state level.
4. **Academic Competition:**
  - a. Students must compete at the district and regional competition to qualify for the state competition.

#### **FIELD TRIPS**

1. Students must ride the bus to the field trip.
2. Parents are not allowed to ride the bus on field trips.
3. Permission slips and any admission fee must be returned to the teacher by the due date.
4. Students may ride home with a parent, but must be checked out with the child's teacher first.
5. If a discipline problem arises, you may be contacted to pick up your child.
6. Field trips are a reward. It is the teacher's discretion if a student has earned the privilege to attend a field trip.
7. Siblings are not excused to attend a field trip for a sibling's class. If this cannot be helped, prior arrangements must be made with the teacher to ensure absent work is completed on time.

#### **ATTENDANCE POLICY**

**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. 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.** Documented verification will be required to make any exception to the attendance rule. If the parent or guardian is dissatisfied with the decision of the principal they may request a committee meeting. The principal will act as the designated attendance officer. At the principal's discretion, any student leaving class without permission, failing to attend school without parent's knowledge, or not attending class will receive 1 day of ISS for each hour missed.

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.

### **NOTIFYING THE SCHOOL REGARDING ABSENCES**

The parent or guardian should telephone the principal's office the day a student is absent from school. The office opens at 8:00 A.M. Calls should be made before 9:00 A.M. if possible. 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:**

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: student missed Tuesday and Wednesday; work will be in the teacher's hands by Monday of the following week.) All make-up work must be turned in before the first bell (8:15 a.m.) on the day that it is due. **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.** A teacher may assign written work that the rest of the class was not required to do while the student was absent. This could include written reports, written outlines, extra problems, diagrams, etc. This is a valid way to make up information missed in instructions, demonstrations, and discussions.

### **MAKE UP WORK FOR SCHOOL ACTIVITIES:**

Students who are absent for a school-sponsored activity have 2 days to make up school work for the first day gone and 1 day for each additional day missed for that school activity. Any student, who attends a school sponsored activity without advance permission from the sponsor and the principal will be given a grade of zero in each class missed.

### **TRUANT:**

1. Any absence without parental/guardian consent or knowledge is truancy.
2. Leaving the school premises without checking out through the principal's office is truancy. Truant students may not be admitted into school until a parent/guardian brings them back.

### **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 fourteen 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.

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.

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.

### **TARDY**

Students are encouraged to be in class on time. Three (3) tardies (in one class) will count as an absence in that class. When the 8:00 o'clock bell rings, students may go directly to their classroom get ready for their first class.

Students are to be in their classroom when the tardy bell rings. Anytime thereafter, the student must get a tardy slip. If a student is tardy three times in one 9 weeks period, a letter will be sent to parents.

### **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, Canton Schools will provide assignments, and teachers will be available for consultation by phone on their planning periods for assistance to the student who is ill.

### **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. All books in the school library media center may be checked out for a period of two weeks with the exception of Reference Books.
2. Students may renew books for an additional two-week period. Permission may be obtained from the media specialist to borrow books for longer periods.
3. Students may check out 1 book at a time unless permission is given by the media specialist to check out more.
4. Borrowers of library books will be charged replacement costs for any books lost or destroyed.
5. No fine will be charged on overdue books, but no further books may be borrowed until overdue books have been checked in or replacement fee paid.
6. Any student who has not checked in library books or paid for lost books at the end of the school year will not be allowed to check out books the following year until the library has received the book(s) or payment for book(s).
7. 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

### **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.

#### **General Policy**

Use of computer and internet access at Canton Public Schools is a **privilege**, not a right. Inappropriate use by any individual will result in a cancellation of internet and computer privileges. The School District will determine what inappropriate use is, and their decision will be final. Students 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**

In an effort 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 may print off the computer and the internet so long as the use is not excessive.
3. 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, un-authorized computer programs, etc.
4. Violation of any part of this policy will result in a warning and/or community service up to 10 hours at the discretion of the staff. If the problem continues, cancellation of all Canton Public School computer use and internet access for the individual will be implemented.
  5. All students will have access to the internet except for those students whose parents sign and date a form, "Release of Liability" for computer and internet access in the Canton Public School System.

### **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.
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 such as tobacco or vapor products 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 vapo 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 cigarello, 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 - 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.
9. 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.

### **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 their 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 in light of 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 search without a warrant.

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. Firearms are defined in Title 18 of the United States Code, Section 921, as (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; or (D) any destructive device or replica including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace 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:

"...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 will 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.

### **USE OF METAL DETECTORS (PROCEDURES)**

1. A metal detector may be used if there is individual suspension, all, or at random.
2. Before a metal detector is used in a particular 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.
3. 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.
4. If a search is required, it will be conducted by school personnel of the same sex.
5. If the object removed could have activated the metal detector, the student or other person will again be scanned with the metal detector.
6. School personnel may inspect the contents of any briefcase, knapsack, purse, or parcel which activated the metal detector for the purpose of determining whether a weapon or dangerous object is concealed therein.
7. All property removed from the student or other person as a result of the above procedures which may be legitimately brought onto school premises will be returned.
8. 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.
9. Individuals who fail to cooperate with school personnel performing their duties under these procedures will be asked to leave the premises.
10. Nothing in these procedures shall limit the authority of school officials to search a student in accordance with district policy on search and seizure.

### **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 DTaP OR A COMBINATION OF DTP AND Dtap
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella or documentation of disease

\*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.

\*If you choose not to immunize your child, form 216-A must be on file and approved by the Oklahoma State Department of Health.

### **MEASLES & OTHER COMMUNICABLE DISEASES**

Schools play an important part in the prevention and control of communicable diseases. School personnel are in a strategic position to detect early symptoms of illness in the classroom, and there are general measures which school personnel can use to prevent the spread of disease.

It cannot be emphasized too strongly the fallacy of the idea that children are always in condition to attend school and that perfect attendance records are to be sought at any cost. *Good health is more important than a perfect attendance record.* Parents should be encouraged to keep sick children at home, and school personnel should make efforts to isolate children who appear to be ill while making preparations to send them home, when appropriate.

**The State Health Department regulations specifically list measles as a disease for which a student should be excluded from school until free of the disease and may be require a written statement from the health department or health care provider before the student is permitted to return.** Absent a diagnosis of a contagious disease, the superintendent, teacher, or other official in charge of any school may exclude any child suffering from or exhibit the following symptoms:

- fever alone, 100 degrees Fahrenheit;
- sore throat or tonsillitis;
- any eruption of the skin, or rash;
- any nasal discharge accompanied by fever;
- a severe cough, producing phlegm;
- any inflammation of the eyes or eyelids.

The district's attendance policies should contain plans to create "homebound" instruction programs for children who are infected and unable to attend school. State law allows schools to exclude children who have not been immunized during a disease outbreak, but that decisions must be made by the state Commissioner of Health.

#### **Pandemic and Symptoms Policy**

The decision to close schools in times of epidemics should be made by school authorities in consultation with public health officials. Suspicion of an infectious disease such as measles, gathered either through observation or report from a parent or guardian, should be reported to your county health department. Local health officials will likely investigate any report of a highly contagious disease and can provide information regarding early signs and symptoms of disease. Local and state health departments can serve as an excellent resource of information.

Information that is released by the school district should be carefully worded to prevent disclosure of the identity of a child or employee who may be infected. Though local health officials may release pertinent information, the school district does not have the legal authority to disclose the medical condition of a student or staff member without written permission. It is important that the district maintain confidentiality.

The district has procedures for disinfecting school sites that were attended by someone who was diagnosed with a pandemic virus utilizing the local or state health department's recommended guidelines for disinfecting.

**Oklahoma law requires parents to provide proper and necessary immunizations for their children, including measles, during the preschool age as prerequisite to admittance. All schools are required to maintain immunization records and record exemptions on each student.** Pursuant to the Interstate Compact on Educational Opportunity for Military Children, arriving military children shall be given thirty (30) days after enrollment to obtain any required immunizations. Parents have the right in Oklahoma to object to the immunization of their child. Parents wishing to object to the immunization of the child(ren) must utilize the form prepared by the Oklahoma State Department of Health. The exemption form warns parents that schools can exclude children who have not been immunized during a disease outbreak; however, that decision must be made by the state Commissioner of Health.

#### **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 from school until the problem is corrected (excessive coughing, body odor, etc.).

Children should be potty-trained before entering Canton Public Schools. If your child has an accident, parents will be required to come to the school and change their child's clothes.

**Head lice:** Periodic head checks will be completed. If a student is found to have nits, a letter will be sent home to the parents. If a child is found to have live lice, the student will be sent home to be treated. The student may return once he/she has been treated and no longer has any live lice. If it continues to be a problem, a release from a doctor may be necessary to return to school.

#### **MEDICATIONS**

Students must check in all medications and inhalers at the office, unless otherwise approved.

#### **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.
3. 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. 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 thereto with regard to students with diabetes; **and approval for emergency use of glucagon.**
- Containing an emergency contact telephone number for said student.

### **MEDICATION LOG**

All medications prescription and non-prescription must be logged in the office.

### **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 provided that 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 in an effort 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](http://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.

#### **CLUBS AND ORGANIZATIONS**

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:

1. 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.
2. 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.

#### **SEASON PASSES**

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

## **Canton Public Schools Bullying Policy**

*Statement of Purpose: Canton Public Schools supports a positive school climate, conducive to teaching and learning that is free from threat, harassment, and all types of bullying. It is the policy of the Canton Public Schools to prohibit all bullying of any person at school. Prohibited conduct includes incidents of bullying instigated by the use of electronic communication specifically directed at students and/or school personnel. This policy shall extend to all schools in Canton.*

### **I. Definition and Scope**

As defined by the School Safety and Bullying Prevention Act, "bullying" means any pattern\* of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group, and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;" Okla. Stat. tit. 70, § 24-100.

**On School Premises** means on school grounds, in school vehicles, at school-sponsored activities, or at school-sanctioned

events.

**Electronic communication** means the communication of any written, verbal, or pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless telecommunication device, or a computer.

**Threatening Behaviors** means any pattern of behavior or isolated action\*, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Note: Pattern of behavior or isolated action\* - Upon assessing the severity of the incident, isolated action can be bullying. In other words, severity supersedes pattern. Please refer to the “Investigating and Responding” section for more information.

## II. Prevention and Intervention

All school administrators and school employees at each school site shall be required to complete annual professional development training in school bullying prevention, identification, response, and reporting that meets the requirements of 70 O.S. § 24-100.4(A) and 210:10-1-20. Selection of the required training at each school site shall be based upon the recommendation of the Safe School Committee established at the site.

*Canton Public Schools* is committed to providing annual training to students regarding identifying, preventing, addressing, and reporting incidents of bullying. Such educational programs may include, but are not limited to, classroom discussion, assemblies, multimedia and presentations. The purpose of the educational programs is to assist students in the identification of bullying behaviors, reporting procedures, and the consequences for violation of school policy.

*Canton Public Schools* will implement a research-based educational program as designed and developed by the State Department of Education for students and parents in preventing, identifying, responding to, and reporting incidents of bullying. Or that best addresses the needs of the school community.

*Canton Public Schools* will establish a Safe School Committee that meets the requirements of 70 O.S. § 24-100.5(A). The duties of the Committee shall be the duties set forth in 70 O.S. § 24-100.4(B).

Operational functions of the Safe School Committee includes but not limited to;

- Promoting positive social behaviors
- Raising awareness in schools about the dangers of bullying
- Planning and implementing prevention efforts
  - Notify the school of unsafe conditions, possible strategies for avoiding harm, student victimization, and other issues that compromise the maintenance of a safe school.

In administering discipline, consideration will be given to alternatives to traditional punishment, to ensure that the most effective discipline and support is administered in each case. In all disciplinary action, teachers, staff, and administrators will be mindful of the fact that they are dealing with individual personalities.

Alternatives to punitive measures include but are not limited to those below:

- Referral to counselor
- Conference with student
- Conference with parents
- Behavior contract
- School Restoration Program
- Community service
- Referring student to appropriate social agency or to a delinquency prevention and diversion program administered by the office of Juvenile Affairs
- Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, restrictions of privileges such as removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of

attending or  
participating in certain school

activities, and/or class.

To prevent further incidents of bullying and intimidation, targets of bullying should not be impacted directly or indirectly by the consequences assigned to the perpetrator. I.e moving the target/victim out of a particular class or activity.

\*\*This list does not reflect a sequence of events to follow in disciplinary actions.

The district's bullying coordinator and individuals designated as school site investigators will receive additional training regarding appropriate consequences and remedial action for perpetrators, helping targets of bullying, and the district's strategy for counseling and referral for all those affected by bullying.

Students will receive annual education regarding behavioral expectations, understanding bullying and its negative effects, disciplinary consequences for infractions, reporting methods, and consequences for those who knowingly make false reports. Any person who knowingly makes false accusations against another person will be appropriately disciplined pursuant to district policy. Any accusations confirmed to be false will be removed from the falsely accused student's file. Parents and guardians may participate in a parent-education component.

This policy shall be made available to every member of the school community.

### **III. Reporting and Documenting**

**Bullying Preventing Officers-** The principal of each school site in this district shall designate at least one Bullying Prevention Officer ("BPO") who shall be the primary point of contact to receive reports of incidents of bullying. The BPO and Incident Coordinators are listed on page 8 of this document.

The duties of the BPO shall be as follows:

1. To receive, promptly review, and track reports of incidents of bullying;
2. To establish and maintain the confidentiality of reports of incidents of bullying as appropriate;
3. To establish a method for receiving anonymous reports of incidents of bullying;
4. To publicize the procedures for reporting set forth in this policy to all students, parents/legal guardians of students, and school employees;
5. To educate the school and community about bullying prevention measures; and
6. To review, monitor, and suggest strategies for improvement of the school climate in order to facilitate prevention and intervention of bullying incidents in the school site and promote a school culture of intolerance of bullying behaviors;
6. To report the number of documented and verified incidents of bullying to the district and/or the State Department of Education in accordance with the requirements of 70 O.S. §24-100.4(F) and accompanying regulations at 210:10-1-20;
7. To serve on the Safe School Committee and make recommendations for bullying prevention education, professional development, and/or policies and procedures pertaining to bullying prevention; and
8. Any other duties deemed necessary by school administrators and/or the Safe School Committee to facilitate bullying prevention at the school site.

Students, parents, and staff shall be informed of the process for reporting incidents of bullying and encouraged to report all incidents of bullying. Incidents of bullying shall be reported on the "District Bullying Report Form" which shall be made available to students at all times during regular school hours, including in the main/front office of the school site, the office of the school counselor, the website of the school site, and any other locations recommended by the Safe School Committee at each school site

If any person is aware of or sees a victim of bullying as defined in this Policy, such person must immediately

report to the Bullying Prevention Officer or principal of the building. Reports may be made anonymously; however, no formal disciplinary action will be taken solely on the basis of an anonymous report. Reports shall be made **immediately** to a building administrator by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target or perpetrator of bullying. Any written documentation of the alleged incident(s) shall be provided to the principal. If the bullying involves electronic communication as defined in the Policy, a printed copy of the communication as well as any identifying information, such as an email or web address, shall be provided to the principal.

**Individuals who may report incidents of bullying** - Incidents of bullying at each school site in this district may be reported by any student, parent, school employee, or member of the public. Any school employee who has reliable information that would lead a reasonable person to suspect that an individual at the school is currently or has been the target of one or more incidents of bullying shall be required to report the information to the school's BPO. Failure by school employees to report incidents of bullying in accordance with the requirements of this policy may result in disciplinary action.

**Privacy and confidentiality**- Reports of bullying shall be kept confidential to the extent necessary to ensure compliance with the provisions of the Family Education and Privacy Rights Act (FERPA) and to protect students who report incidents of bullying from retaliation.

**Anonymous reporting**- In order to ensure individuals may report incidents without fear of retribution or retaliation, every school site in this district shall provide at least one method of anonymous reporting of incidents of school bullying that protects the identity of the individual reporting the incident. However, an anonymous report shall not be the sole basis for formal disciplinary action in response to an incident of bullying.

**Tracking reports** of incidents of bullying - All reports of bullying shall be tracked using methods that will enable the BPO and administrators of each school site to identify emerging patterns of bullying over extended periods of time.

**Notification to the parents or legal guardians**- Parents and legal guardians of the reported victim of bullying and the parents or legal guardians of the reported perpetrator of the bullying will be notified within twenty-four (24) hours of receipt of the report of bullying and providing timely notification to the parents or legal guardians of a victim of documented and verified bullying and to the parents or legal guardians of the perpetrator of the documented and verified bullying; provided, if a student expresses suicidal thoughts or intentions or encourages another student to commit suicide, the parents or legal guardians of the student(s) shall be notified **immediately**.

**Family Responsibilities** - Parents/guardians are strongly encouraged to:

1. Report bullying when it occurs and complete a harassment/bullying incident report form;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

## IV. Investigating and Responding

*The School Safety and Bullying Prevention Act at 70 O.S. § 24-100.4(A) requires each public school district board of education to adopt policies to address the investigation of reported incidents of bullying.*

The following procedures will be used by any person for the processing and resolution of a reported incident of bullying or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

The procedure for investigating reported incidents of bullying or threatening behavior is as follows:

**Initiation of investigation** - Within three (3) school days of receipt of a report of an incident of bullying, the

school principal or designee shall initiate an investigation of the reported incident. All interviews with individuals involved in the incidents, their parent(s)/legal guardian(s), and/or witnesses shall be documented. A student's parent/legal guardian or attorney shall be permitted to be present at the interview of a student upon request of the student or the student's parent/legal guardian.

- I. Upon receipt of an incident report and supporting evidence, the Bullying Prevention Coordinator or a designated administrator shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

Please note that it is best practice to avoid interviewing alleged victim/perpetrator together and having them wait together or near each other before/during/after the interview process. Having them together in any capacity could further add to the misuse or abuse of power by the alleged perpetrator and add to the incident.

- A. All investigations shall be documented on a form that includes, at a minimum, all of the following information:

1. The date that the report of the incident was received by the BPO; 2. The date investigation of the report was initiated;
3. The name and title of the individual(s) assigned to conduct the investigation;
4. Identification of all individuals involved in the incident;
5. Identification of all individuals who witnessed the incident;
6. A summary of the details of the alleged incident;
7. A list of documentation available to investigate the incident; (e.g., a written statement of a student victim, a written statement of student witnesses, medical information, incident forms, police reports);
8. A summary of action taken to investigate the incident (e.g., interviews with alleged victim, offender, perpetrator, and/or witnesses; review of incident reports; review of the history of prior student behaviors; review of evidence);
9. A determination of whether sufficient evidence exists to verify the occurrence of the alleged conduct;
10. Identification of follow up actions taken with the victim(s) and offender(s);
11. Identification of consequences implemented for the offender(s);
12. Identification of remediation implemented to address harm to the victim(s);
13. Date and method of notification of parents/legal guardians of a victim(s) and offender(s) of completion and findings of the investigation.

- II. If it is determined that the school district's discipline code has been violated, an administrator shall follow district policies regarding the discipline of the student.

- III. All verified acts of bullying which may constitute criminal activity or reasonably have the potential to endanger school safety may be reported to local law enforcement.

IV. Upon completion of the investigation, an administrator or superintendent may recommend that available community mental health care or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974, the Health Insurance Portability and Accountability Act (HIPAA) of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

V. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 2 days of the conclusion of the investigation.

VI. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within # days of the conclusion of the investigation.

**Note: No formal disciplinary action shall be taken solely on the basis of a report.**

The Superintendent shall be responsible for enforcing this policy. A building administrator should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, a building administrator should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

## V. Safeguards and Supports

In conjunction with its disciplinary and investigatory measures, Canton Public Schools shall work to provide appropriate safeguards and multi-tiered support for students and staff involved in bullying situations. Such resources shall include, but are not limited to;

- Safeguards
  - Consequences and remedial action for a person who commits an act of bullying
  - Consequences and remedial action for a student found to have falsely accused another as a means of retaliation, reprisal or as a means of bullying
  - A strategy for providing counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, targets, perpetrators, and witnesses and family members affected by bullying
    - Referral to community mental health
    - Community out-of-school programs
      - Educational programs - to assist with identification of bullying behaviors, reporting procedures, and the consequences for violation of school rules and policies

## Reporting Bullying to the Oklahoma State Department of Education

In order to assist the State Department of Education with compliance efforts pursuant to the School Safety and Bullying Prevention Act, 70 OKLA. STAT. § 24-100.2 et seq., the District would implement a strategy for

publicizing and distribution of this policy and all accompanying forms, and procedures for reporting and investigation of incidents of school bullying. Publication and distribution shall comply with the provisions of 70 O.S. § 24-100.4 and 210:10-1-20, and shall at a minimum meet all of the following requirements:

- A. Annual written notice of this bullying policy shall be provided to parents, guardians, staff, volunteers, and students at each school. Notice of the policy shall be posted at various locations within each school site, including, but not limited to school cafeterias, bulletin boards, and administration offices. The written notice provided to students shall be written in age-appropriate language to ensure comprehension by younger students and provided with accommodations as necessary to ensure accessibility to students with disabilities.
- B. A copy of this policy shall be posted on the Canton Public School's website. In addition, each school site that has its own separate website shall post a copy of this policy and all accompanying forms and procedures on its website.
- C. Each school site shall include a copy of this policy in its student and employee handbooks with the following information as it becomes available each year.

Katie Smith - District Bullying Prevention Officer  
[smithcs@canton.k12.ok.us](mailto:smithcs@canton.k12.ok.us)  
580-886-2256

Marisa Evans - Bullying Incident Coordinator for high school  
[evansm@canton.k12.ok.us](mailto:evansm@canton.k12.ok.us)  
580-886-2256

Dora Fuqua - Bullying Incident Coordinator for elementary school  
[fuquad@canton.k12.ok.us](mailto:fuquad@canton.k12.ok.us)  
580-886-2256

Any school community member is encouraged to report bullying incidents to the State Department of Education upon following the **district's chain of command**; generally Principal > Superintendent > School Board. For more information or questions please contact:

*Bullying Prevention Specialist, Office: (405) 522 6262*

## USDE Office for Civil Rights

Educational institutions have a responsibility to protect every student's right to learn in a safe environment free from unlawful discrimination and to prevent unjust deprivations of that right. The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education.

- Discrimination on the basis of **race, color, and national origin** is prohibited by Title VI of the Civil Rights Act of 1964.
- Discrimination on the basis of **sex** is prohibited by Title IX of the Education Amendments of 1972.
- Discrimination against **persons with disabilities** is prohibited by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. ● Discrimination on the basis of **age** is prohibited by Age Discrimination Act of 1975.

Visit <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html> to learn more about filing a discrimination complaint with USDE's Office of Civil Rights.

<https://sde.ok.gov/sites/ok.gov.sde/files/HarassmentIncidentRep11.pdf>



## Bullying/Harassment Incident Report Form

Oklahoma School Security Act (70 O.S. § 24-100.3) requires each district to "...adopt a policy for the control and discipline of all children attending public school in that district, and for the investigation of reported incidents of harassment, intimidation, bullying, or threatening behavior." This report form will assist districts in collecting reported incidents of such behavior.

### Reporting Person Information (optional)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Incident Details

School Site: \_\_\_\_\_ Date: \_\_\_\_\_

Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student Affected: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment: \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

\_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_

### Type of Alleged Harassment

Racial  Sexual  Religious  Other \_\_\_\_\_ If you checked any item above and you are not getting help from the district, contact the US Department of Education's Office of Civil Rights to file a complaint.

Yes, this is a repeated offense.  No, this is a one-time incident. Check all spaces below that apply. Inappropriate behaviors include:

<input checked="" type="checkbox"/> Gesture, written, or verbal expression	<input checked="" type="checkbox"/> Verbal fight <input checked="" type="checkbox"/> Written or verbal threat <input checked="" type="checkbox"/> Written note <input checked="" type="checkbox"/> Written or verbal rumors <input checked="" type="checkbox"/> Seclusion <input checked="" type="checkbox"/> Embarrassing the student <input checked="" type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Physical Act	<input checked="" type="checkbox"/> Physical fight <input checked="" type="checkbox"/> Physical injuries <input checked="" type="checkbox"/> Other: _____

<input checked="" type="checkbox"/> Electronic communication	Identify the component used: <input checked="" type="checkbox"/> Cell phone <input checked="" type="checkbox"/> Audio or visual image <input checked="" type="checkbox"/> Instant message/email <input checked="" type="checkbox"/> Gaming <input checked="" type="checkbox"/> Social Networking <input checked="" type="checkbox"/> Blog <input checked="" type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Damage of student's property	<input checked="" type="checkbox"/> Property damage <input checked="" type="checkbox"/> Stolen or missing property <input checked="" type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Reasonable fear of harm to person or property	<input checked="" type="checkbox"/> Fear of harm to person <input checked="" type="checkbox"/> Fear of harm to property <input checked="" type="checkbox"/> Other: _____
<input checked="" type="checkbox"/> Disrupt or interfere with school's educational mission or the education of student.	<input checked="" type="checkbox"/> Changes in attendance: absences, tardies <input checked="" type="checkbox"/> Missing classes/parts of school day <input checked="" type="checkbox"/> Changes in grades <input checked="" type="checkbox"/> Changes in participation of school activities <input checked="" type="checkbox"/> Avoidance of elements: lunch, bus, recess <input checked="" type="checkbox"/> Other: _____

Additional details of the incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Physical evidence:  Graffiti  Notes  E-mail  Web sites \_\_\_\_\_  Video/audiotape  Other \_\_\_\_\_

Was the affected student absent from school as a result of this incident?  Yes  No What was the reason?

\_\_\_\_\_ How many days?

\_\_\_\_\_ Has a complaint relevant to this incident been filed before?

Where: \_\_\_\_\_ With Whom: \_\_\_\_\_ When: \_\_\_\_\_

**I agree that all of the information is accurate and true to the best of my knowledge.**

Signature (optional): \_\_\_\_\_ Date: \_\_\_\_\_

## 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 5-12.

### Definitions

1. **Student athlete or athlete** means a member of the elementary, 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**

**Positive drug tests are cumulative during a student's 7th and 8th grade years. At the beginning of the 9th grade, the policy will reset and will be cumulative from 9th through 12th grade years.**

1. **First positive test.** The student will be suspended from participation in all extracurricular activities, competitions, or any other organized activities, until completion of four one-hour long drug counseling sessions with a qualified counseling entity. Students will continue to practice. Each session must be on different days. Following the fourth (4) session, a reinstatement meeting with the student, parent(s)/guardian, the activity sponsor/coach and the principal/athletic director or designee shall take place. The student will be subject to follow-up testing until the student has produced 3 negative tests in a row. The time and date of the test will be unknown and determined by the principal, athletic director, or designee.
2. **Second and subsequent positive retests.** The student will be suspended from participation in any extracurricular activity, performances, competitions, or any other organized activities, for 30 consecutive days. In addition, the student shall complete a total of six one-hour drug counseling sessions with a qualified counseling entity during the suspension. The student must complete a minimum of one session per week. Students will continue to practice. Following completion of the sixth counseling session and the 30 day suspension, a reinstatement meeting with the student, parent(s)/guardian, the activity sponsor/coach and the principal/athletic director or designee shall take place. This suspension may extend past the end of the school year but will end at the conclusion of OSSAA's current school year's sporting events.
3. **Any student that refuses to participate in practices while under the drug policy suspension will be removed from that extracurricular activity at the end of the semester. They will also not be allowed to enroll in any extracurricular activities in the following school year without consent from the coach or sponsor of the activity.**
4. **Self-Referral.** The self-referral option only applies to those students who have never tested positive or have never previously self-referred themselves. 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 so long as they complete at least one counseling session per week for four consecutive (4) weeks. 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.

**Canton Elementary School Creed:**

I am a Canton Tiger.

I respect myself and others.

I am responsible for my choices, my attitude, my behavior, and my achievements, as well as their consequences.

I conquer all challenges with courage and perseverance.

I seize every opportunity to learn and grow from all of life's experiences.

I am loved and I am safe. I am empowered to learn.

I am a Canton Tiger, and I choose to succeed.

**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!