

# Canton High School Handbook



# Canton High School

1001 N. Main Street  
Canton, Illinois 61520  
(309) 647-1820  
[www.cantonusd.org](http://www.cantonusd.org)

## General School Information

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website [www.cantonusd.org](http://www.cantonusd.org) or at the Board office, located at:

20 W. Walnut Street  
Canton, Illinois 61520

The School Board governs the school district, and is elected by the community. Current School Board members are:

Leonard Barnard	President
Jane Lewis	Vice-President
Jake Snowman	Secretary
Lori Coleman	Member
Justin Jochums	Member
Matt Kees	Member
Tom Snowman	Member

The School Board has hired the following administrative staff to operate the school:

Mr. Rolf Sivertsen	Superintendent
Mrs. Jennifer Watts	Principal
Mr. Tony McCoy	Assistant Principal
Mr. Jon Grzanich	Athletic Director
Mrs. Anne Grzanich	Technology Dean

**Handbook Disclaimer** - This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school-sanctioned activity is a privilege and not a property right. The building administration may establish additional rules, procedures, and regulations not contained within this handbook. Such rules and regulations shall be consistent with those established by the Board of Education and the Superintendent of Schools. Since no handbook or disciplinary code can cover every action that interferes with fellow students or disrupts the educational process, the administration reserves the right to take disciplinary action when necessary, even though the offense is not specifically referred to in the student handbook. Students are expected to be respectful and cooperative when attending any school sponsored activity. When attending athletic contests, students shall exhibit good sportsmanship at all times. Students failing to exhibit appropriate behavior at school functions may be removed from the activity and given consequences for the specific behavior infraction.

### **District Notifications**

The following parental notifications will be sent in the Canton District #66 Fall Newsletter

- Transportation Notification
- Rights Under FERPA and Illinois School Records Act

The No Child Left Behind Act requires schools to provide, upon request, directory information for their students to military recruiters. If a parent does not want this information released, a signed request by the parent must be sent to the school.

Illinois State Police  
School Violence Tip-Line  
1-800-477-0024

### **Canton Union School District #66**

#### **Mission Statement**

It is the mission of the Canton Union School District #66 to motivate and to provide all students the opportunities to reach their maximum academic, social, and physical potential in order to become responsible, successful participants in a changing global society.

#### **School Song**

Fight for Old Canton High  
Fight for the Dear Old Gold.  
For we will do or die,  
As in the days of the old.

FIGHT! FIGHT! FIGHT!  
Our teams are always best.  
Loyal and ever true.  
Victory for CHS, Yes!  
We'll fight for you!

## Table of Contents

Acceptable Use Policy pg. 22	ID cards pg 13
Attendance pg 5	Internet Guidelines pg 13
Bell Schedule pg 4	Lockers pg 14
Book Bags pg 15	Lunch pg 8/10
Bullying pg 20	Make up Work pg 16
Class Removal pg 52	Parent Information pg 52
College Visit/ Prearranged pg 6	Physical Education pg 50
Dance Rules pg 10	Searches pg 16
Deliveries pg 11	Semester Exam pg 51
Discipline pg 25	Sexual Harassment pg 18
Discipline Offense Grid pg 29	Skyward pg 52
Dress Code pg 9	Special Education pg 39
Drivers Education pg 48	Standardized Testing pg 54
Drugs/Alcohol pg 11	Student Classification pg 57
Emergency Drills pg 12	Student Parking pg 18
Extra-Curricular Code pg 56	Student Records pg 41
Fees pg 12	Tardies pg 8
Graduation pg 47	Teen Dating Violence pg 19
Guidance pg 39	Tobacco pg 17
Health Records pg 44	Transportation/Bus pg 17
Homeless Rights pg 53	Truancy/Unexcused pg 7

## Bell Schedules

### REGULAR SCHEDULE

7:10	-	8:00	PERIOD 0- Early Bird
8:20	-	9:10	PERIOD 1
9:14	-	10:04	PERIOD 2
10:08	-	10:58	PERIOD 3
11:02	-	11:32	A LUNCH
11:36	-	12:26	A PERIOD 4
11:02	-	11:52	B PERIOD 4
11:56	-	12:26	B LUNCH
12:30	-	1:20	PERIOD 5
1:24	-	2:14	PERIOD 6
2:18	-	3:08	PERIOD 7

### 2:15 P.M. EARLY DISMISSAL SCHEDULE

7:18	-	8:00	PERIOD 0- Early Bird
8:20	-	9:02	PERIOD 1
9:06	-	9:48	PERIOD 2
9:52	-	10:34	PERIOD 3
10:38	-	11:20	PERIOD 5
11:24	-	11:54	A LUNCH
11:58	-	12:40	A PERIOD 4
11:24	-	12:06	B PERIOD 4
12:10	-	12:40	B LUNCH
12:44	-	1:26	PERIOD 6
1:30	-	2:15	PERIOD 7

### 11:30 A.M. EARLY DISMISSAL SCHEDULE

7:36	-	8:00	PERIOD 0- Early Bird
8:20	-	8:44	PERIOD 1
8:48	-	9:12	PERIOD 2
9:16	-	9:40	PERIOD 3
9:44	-	10:07	PERIOD 4
10:11	-	10:34	PERIOD 5
10:38	-	11:02	PERIOD 6
11:06	-	11:30	PERIOD 7

### HOMEROOM SCHEDULE

7:13	-	8:00	PERIOD 0- Early Bird
8:20	-	9:07	PERIOD 1
9:11	-	9:58	PERIOD 2

10:02	-	10:20	HOMEROOM
10:24	-	11:11	PERIOD 3
11:15	-	11:45	A LUNCH
11:49	-	12:35	A PERIOD 4
11:15	-	12:01	B PERIOD 4
12:05	-	12:35	B LUNCH
12:39	-	1:26	PERIOD 5
1:30	-	2:17	PERIOD 6
2:21	-	3:08	PERIOD 7

## **SECTION I: General Information**

### **1.00 Attendance (General)**

To attend school at Canton High School, a student shall reside within the boundaries of the District. In case of doubt, the Administration shall require proof of residence. In those cases where a student is residing with someone other than a parent, the District shall require proof of guardianship and that the student resides with that guardian within the District.

#### **1.01 Regular Attendance at School**

The basic responsibility for the consistent attendance of the student lies with the student and the parent. The State Compulsory Attendance Law states that the parent is obligated to see that the student is in school.

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

#### **1.02 Excused Absence from School**

A maximum of 7 absences may be excused per semester by parent permission. After 7 absences, students must provide documentation from a medical, funeral, or legal agency for the absence to be excused. Administration will use discretion on severe circumstances for excusing absences.

An excused absence occurs when class time is missed for an unavoidable reason. The following are considered “excused” absences:

- a. Death of an immediate family member
- b. Family illness or emergency
- c. Student illness
- d. Medical appointment
- e. Observance of a religious holiday (The School Code of Illinois, Section 26-1)
- F. Approved pre-arranged absence
- g. Court proceedings (documentation required)
- h. College visit days (Prior to May 1st)
- I. Other reasons as concluded by administration

**Procedure:**

When a student will be absent from school, a parent or guardian must notify the school within 24 hours. The Canton High School office hours are Monday – Friday 7:00am-4:30pm (647-1820). A voicemail may be left for the office personnel outside of normal office hours. If a parent/guardian fails to call the school on the day of the student’s absence, a grace period of two days will be allotted to change the student’s attendance record from unexcused to excused. An unexcused absence will result in zeroes for all school work missed on the day of the absence , possibility of disciplinary action, and information turned over to the truancy officer.

ABSENCES WILL NOT BE CLEARED AFTER TWO (2) SCHOOL DAYS.

**1.03 Absences Due to a School Sponsored Activity**

Students who miss one or more classes for a school sponsored activity/field trip (whether for academic or athletic reasons) are expected to notify their teachers and acquire their assignments before the absence and make arrangements to complete the assignments during their absence. Classroom assignments will be due on the very next class day after the school-sponsored activity. Students going on field trips must be passing the subjects of the classes they will be missing.

**1.04 Pre-arranged Absences**

Absences for vacations, trip, and other reasons may be approved when parents properly notify the school. Parents must provide notification to the school a minimum of 5 days in advance.

Please note the following additional items in regards to Pre-arranged Absence:

- a. Pre-arranged absences will be granted only for exceptional circumstances. With regard to final examinations, no exam will be given before its scheduled date unless approved by CHS administration. Excused students would be required to make-up an exam after the scheduled exam period.
- b. Work which had been scheduled for submission prior to the date of the requested absence must be submitted before the absence occurs.

- c. Work missed during the Pre-arranged Absence should be turned in within the number of missed days plus 1 day upon the student's return to school unless other arrangements are made with individual teachers.
- d. The school will not assume responsibility for the academic progress of students who are removed from school against the recommendation of the Administration or if the proper Pre-arranged Absence procedure has not been implemented.
- e. Failure to follow the Pre-arranged Absence procedures may result in unexcused absences.

**1.05 College Visitation**

Seniors may be granted permission to be absent from school for two college visitations during the school year. Second semester juniors will be granted one college visitation day. Arrangements must be made through the student's individual guidance counselor with a College Visitation Form signed and approved by a parent, counselor, and the Assistant Principal at least two days prior to the visit. The student is responsible for all make-up privileges as approved for an excused absence. Student will meet with their guidance counselor prior to and after the scheduled college visit. College visitations will not count against a student for the semester exam incentive. Not following the procedure will result in an 'excused absence' but will count against the semester exam incentive. No visits will be allowed after May 1<sup>st</sup> unless given approval by administration.

**1.06 Unexcused Absence from School**

Unexcused absences are those which could have been avoided. Any absences from classes 10 minutes or more is without a valid excuse are classified as unexcused. Canton High School will not allow student work to be made up when an absence is unexcused. Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue. If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act\*\*\*
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

\*\*\*Students who are truant from school may be referred to the City of Canton in violation of a City of Canton Ordinance #2033 (Truancy Ordinance). Ordinance #2033 6-20-5

Penalty

- a. Any person guilty of a violation of this Section, shall be fined a penalty of no less than fifty dollars (\$50.00) for the first violation in one school year.
- b. Any person guilty of a violation of this Section, shall be fined a penalty of no less than seventy-five dollars (\$75.00) for the second violation in one school year.
- c. Any person guilty of a violation of this Section, shall be fined a penalty of no less than one hundred dollars (\$100.00) for the third and any subsequent violations in one school year.

**1.07 Extended Absence for Medical Reasons**

Prior to returning to class, students who have been absent from school five or more consecutive days because of illness must present a physician's note indicating they are physically able to return to school. Any student requiring exemption from or modification of their physical education class must receive a restricted physical education report to be filled out and signed by their family doctor.

Students who have been hospitalized for mental health reasons need to arrange a meeting with their parents and school personnel (counselors, social workers, building administrator and case manager) prior to returning back to school. Students also returning from a hospitalization will check in with a counselor or social worker at least once a week for their first month after returning to school.

### **1.08 Extended Unexcused Absence**

Any student who is 17 years of age and older and who has been absent for ten consecutive days without any legitimate authorization may be dropped from enrollment at Canton High School and receive failing grades for all subjects in which he/she are enrolled. Such students will not be permitted to re-enroll until the following semester. Prior to dropping a student from enrollment, the district will first issue a letter informing the student and his/her parents that he/she has the right to return to school within five days from the date of receipt of the letter. The student's return will be contingent upon his parents' coming to school with him/her. If there is no response from the student and/or his/her parents within the specified time frame, the student will be dropped from enrollment and not permitted to re-enroll until the following semester.

### **1.09 School Day- OPEN/CLOSED CAMPUS FOR LUNCH**

The school day at CHS is 8:20am-3:08pm Monday – Friday. All students are required to have earned 3 credits the previous semester in order to enjoy the privilege of open campus lunch. Canton High School is a closed campus for all first semester FRESHMEN. Second semester freshmen may leave campus provided they have earned 3 credits their first semester at CHS.

Students are required to have a valid CHS ID to leave campus at lunch. All Canton High School rules apply to students who are off campus during lunch hours.

Off campus lunch is a privilege and can be revoked by the CHS administration or by parental request. Off campus lunch privilege may be revoked for students with poor attendance, excessive discipline, or inappropriate off campus lunch behavior.

### **1.10 Tardies**

Students are expected to be on time to every class, study hall, and returning from lunch.

The passing period between classes is four minutes. Teachers will record tardies to class and inform the student of each tardy. A tardy is defined as being less than five minutes late to a class or study hall. Students who are late five minutes or more to class will be sent immediately to the Main Office. Students who are late to school or late returning from lunch should report directly to the Main Office. If there is no valid reason for the tardiness, the administration will consider it to be an unexcused absence and issue an appropriate consequence.

## 2.0 Attire/Proper Dress

The administration and staff at Canton High School feel that the attitude and behavior of the members of the student body are influenced by dress and grooming. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion the staff and parents judge to reflect good taste and a style appropriate for a school day. If a style of dress or grooming constitutes a threat to the safety or health of students, it will not be permitted in school and teachers should report these students to a building administrator for appropriate action.

- a) Coats, hats, bandanas or other head coverings, gloves, sunglasses and other forms of outer-wear apparel are to be removed upon entering the building. They are to be placed in student lockers and not worn in the building during the school day.
- b) Reasonable cleanliness of an individual and wearing apparel is expected.
- c) Beach and/or sleepwear and other clothing items not appropriate for school and/or a place of employment are prohibited.
- d) Gym uniform is to be confined to physical education classes/activities.
- e) Holes in jeans, pants, shorts, are not allowed above the 'acceptable shorts line'. Holes in shirts are not allowed.
- f) No garments with pocket chains, dangling chains, spiked or dangerous jewelry are to be worn due to safety concerns of students and potential damage to safety concerns of students and potential damage to school property.
- g) Proper fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitting clothing is not allowed. Pants and shorts must be worn at the waist. Sagging pants that expose any portion of an undergarment, whether the student is standing or sitting, are prohibited.
- h) Clothes that expose the shoulder(s) or that expose the back, sides, or midriff of a student or are see-through are not appropriate for the school setting and are not acceptable. Straps on all shirts MUST be a minimum width of three (3) of the student's fingers (or 1½ inches). Some examples (and there may be others) of inappropriate-for-school attire are: bare midriffs, halter tops, tube tops, "wife beaters", open-back clothing, spaghetti-strap tops, and tops with a strap over just one shoulder. (All tops/shirts must touch pants, shorts or skirts when arms are raised above the student's head.)
- i) Male and female students must wear clothing that completely covers the body, whether the student is sitting or standing, from the shoulders to mid-thigh. Blouse/shirt necklines must be above the underarm level. Undergarments are not to be visible.
- j) Appropriate shoes must be worn at all times. House/bedroom slippers or similar items are not acceptable in school.
- k) The wearing of apparel depicting alcohol, drugs, tobacco, sexual connotations, obscenities, violence, ethnic or racial slurs, and/or superiority is prohibited.

Within these provisions the basic responsibility for dress and grooming shall be left to the parents of the students. Special groups of students dealing in co-curricular activities will be expected to conform to the requirements of the sponsor. Specific violations of the above guidelines and consequences for violations will be decided by the administration.

### **3.0 Cafeteria Usage/Lunch Periods**

The cafeteria is open for breakfast at 7:45 AM daily. Arbor Food Service prepares breakfast and lunch for Canton High School students. Vending machines are available before and after school for student use. Students are to regard lunch periods similar to any other class and are expected to be in the cafeteria by the time the tardy bell has rung.

Students should form orderly lines at the lunch counters. Students may not have food from local establishments delivered to school by a business, students or other people. Students are expected to clear their table and the area immediately surrounding the location area at which they were seated during lunch. No open food or beverages are to be taken out of the cafeteria.

Free or reduced price meals are available for qualifying students. For an application, contact the building principal.

### **Food Allergies:**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309) 647-1820.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **4.0 Closing of School**

When inclement weather or some other emergency makes it necessary to close school, Canton District #66 will issue a telephone call to all District #66 families through the Skylert message system. Parents are encouraged to keep their contact information current with their child's school. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. Parents should continue to use local radio and television to stay informed during times of inclement weather.

### **5.0 Dance Rules**

Dances are offered to Canton High School students as a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as

outlined in the school's discipline code. Any student wanting to bring a guest must complete a Guest form and return it to the Main Office 3 days prior to the dance. Guests may not be older than 19 years old. Middle School students are not allowed to attend Canton high School dances. Students with unexcused absences on the day of the dance or, for Saturday dances, on Friday, will not be permitted to attend the dance. Absences due to school- sponsored activities will not be considered absent for purpose of attending the dance. Students who are suspended from school may not attend school dances. The Good Night Rule applies to all students and their guests.

Good Night Rule – Students who leave the dance will not be permitted to re-enter the dance.

***Dance Etiquette-*** *The following protocol must be followed at all CHS dances: Dances are school sponsored events and appropriate behavior and dancing is expected. Students must dance face to face only. All grinding is prohibited. If you violate the no grind policy, you will be asked to leave the premises with no refund and not be allowed to return to the current dance and possibly future dances.*

#### **6.0 Deliveries**

The office will not accept deliveries for students (i.e. balloons, candy, flowers, stuffed animals, etc.) for any reason. Food deliveries from local restaurants are prohibited.

#### **7.0 Daily Announcements**

Daily announcements will be read beginning at 8:20am each day. Announcements for the next day should be in the office no later than 2:30pm. Only announcements submitted by a staff member will be included in the daily announcements.

#### **8.0 Drugs & Alcohol**

Students who abuse alcohol and other drugs pose an increased safety threat to themselves and other students, which undermines the educational mission of the school. In an effort to reduce instances of substance abuse and disruptions, Canton High School reserves the right to take actions which are designed to detect and/or have prevention value relating to students violating school policies as they pertain to student health and school safety. Measures taken by Canton High School may include, but are not limited to, video surveillance, breathalyzers, and canine searches of the school and parking lot.

The illicit use, possession or distribution of drugs or look-alike drugs is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school sponsored and related activities as well as field trips and athletic and music trips whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Use of drugs authorized by a medical prescription from a licensed physician and registered and stored in the Main Office shall not be considered a violation of this rule. Prescription inhalers are to be kept with the student to be used as directed by their physician.

A student, while at school, within 1000 feet of a school building/facility, on school conveyances, or at any school function, whether or not on school premises shall not:

- a. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs or abuse including alcoholic beverages or any counterfeit drugs of abuse;
- b. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
- c. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical or psychological effects associated with the use of a drug of abuse; or
- d. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example hypodermic needle, syringe, water pipe, roach clip). A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs or abuse including alcoholic beverages or counterfeit drugs of abuse. (See Code of Conduct)

### **9.00 Emergency Drills –**

Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

#### **Tornado**

Each classroom is furnished with an information sheet containing instructions pertaining to procedures in the event of a tornado. This information is posted in a prominent place in the classroom. Tornado drills will be conducted annually, with information provided over the public address system. Students are expected to take tornado drills seriously since knowing what to do in the event of a real alert may save lives.

#### **Fire**

A fire alert or drill will be signaled by a distinct sounding of the fire alarm. Upon hearing this signal, everyone is to evacuate the building promptly in accordance with the pre-arranged procedures posted in each classroom. Several rings from the passing bell will be the indication that it is safe to re-enter the building. Students who are uncooperative during an emergency drill will be referred to a building administrator for disciplinary action.

#### **Intruder**

An intruder drill will be signaled by the Principal through the public address system. Teachers will be instructed to shut and lock their doors. The intruder drill will conclude by a notification by the Principal via the public address system.

#### **Bus Evacuation**

Bus evacuation drills will be initiated by the Director of Transportation and will be conducted through the physical education classes at Canton High School.

### **11.0 Fees**

Fines, Fees, and Charges; Waiver of Student Fees 1

The school establishes fees and charges to fund certain school activities, including [list fee-based activities]. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees

may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present: 2

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 647-1820.

### **11.0 Hall Passes**

Students are not to be in the halls during class or lunch without a valid hall pass. This is necessary to insure that classes are not interrupted and that lockers and student property are safe.

Students must show their hall pass to any staff member who requests to see the pass. Any student in the hall without a pass is subject to disciplinary action (See Code of Student Conduct). Passes are to be issued to students on a minimal basis. Office call slips are used by the Main Office personnel desiring to see a student. Students are required to honor the directions on a pass and not use it for a purpose other than which it was intended.

### **12.0 Identification Cards**

The student ID may be required for attendance at selected activities, for off campus lunch, and functions after school. Students are expected to present their identification card upon the request of any member of the administration or faculty. Refusal to do so will be considered insubordination and will result in disciplinary action. Lost cards must be reported to the Main Office. A \$5 replacement cost will be charged. Students who have not earned the open-campus lunch privilege will not be issued a student ID.

### **13.0 Internet Access Guidelines**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal

action. Students must sign a copy of the Acceptable Use Policy before access to the internet is given.

The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology.

*The Canton School District may request or require a student's personal password to a social media site, if it is part of a legal or disciplinary investigation. By state law, the district is asked to perform many of these types investigations.*

Terms and Conditions:

- a. Acceptable Use – Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
- b. Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Rules of network etiquette will be determined by the building principal. The building principal will make all decisions regarding whether or not a user has violated this Authorization and may deny, revoke, or suspend access at any time.
- c. Unacceptable Use – Some examples of unacceptable uses are:
  - 1) Using the network for any illegal activity, including violation of copyright or other contracts or transmitting any material in violation of any U.S. or State regulation; Unauthorized downloading of software;
  - 2) Using the network for private financial or commercial gain or advertising;
  - 3) Wastefully using resources, such as file space, disk storage, or supplies;
  - 4) Gaining unauthorized access to resources or entities;
  - 5) Invading the privacy of others, revealing others' address or phone numbers, and using another user's account or password;
  - 6) Posting anonymous messages or material authored or created by another without his/her consent;
  - 7) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - 8) Using the network while access privileges are suspended or revoked.
  - 9) The use of anonymous proxies to circumvent content filtering
  - 10) Users may not intentionally or negligently damage computers, computer systems, electronic devices, software, computer networks or data of any user connected to school district technological resources. Users may not knowingly or negligently transmit computer viruses or self-replicating messages or deliberately try to degrade or disrupt system performance.
  - 11) Users may not create or introduce games, network communications programs or any foreign program or software onto any school district computer, electronic device or network without the express permission of the technology director or designee.
  - 12) Users are prohibited from engaging in unauthorized or unlawful activities, such as 'hacking' or using the computer network to gain or attempt to gain unauthorized or unlawful access to other computers, computer systems or accounts

13) If a user identifies a security problem on a technological resource, he or she must immediately notify a system administrator. Users must not demonstrate the problem to other users. Any user identified as a security risk will be denied access.

d. No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from any cause. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

e. Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

f. Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the Building Principal. Keep your account and password confidential. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.

g. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action.

h. Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

As a student, I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

As a parent/guardian, I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

## **14.0 Lockers**

A locker has been assigned to each student enrolled at Canton High School. Lockers remain the property of Canton High School and should the occasion arise, inspection of these lockers may be made by school personnel to ensure that the lockers are being used for the purpose intended by the school. Students must only use their assigned locker and are responsible for its condition. Students should keep their lockers locked at all times and should not share their combinations with other students. Students excessively requesting locker combinations may be subject to disciplinary action.

### **14.01 Backpacks/Book bags**

Book bags, backpacks, large gym bags, etc., are not permitted in school during school hours. Such bags may be brought to school, put in the student's locker before school, and taken home after school. Purses are not allowed in the classroom and should be left in the student's locker. Exceptions to this rule may be made for students who require special accommodations or permission from the building Principal.

### **15.0 Lost and Found**

Lost books that are found in and around the school should be turned in under the main staircase. Wallets, purses, rings, watches, iPods, cell phones, etc., should be turned in to the Main Office or School Resource Officer.

### **Make Up Work**

If a student's absence is excused, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students will have the number of days absent plus 1 day to get all work turned in from the excused absence. Students who are unexcused from school will not be allowed to make up missed work.

### **16.0 Messages**

Messages will be delivered to students by the end of the day. In the event of a family emergency, messages will be delivered immediately and/or the student will be brought to the office.

### **17.0 School Telephones**

Students may use the office phone, with permission, to make phone calls. Students are required to use the office telephone to notify their parent in the event of an emergency or illness. Students may not use their cell phones to contact their parent during the school day without approval from an administrator.

### **Searches and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

## **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Video Monitoring**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **18.0 Tobacco**

The use and possession of tobacco products (including E-cigarettes and Vape-pens), matches and/or lighters by students is not permitted at any time within the buildings or on the Canton High School campus. These areas include the parking lots, all school property, and in areas adjacent to the campus. Violators are subject to discipline (See Code of Student Conduct).

## **19.0 Transportation-Bus Transportation**

District #66 provides bus transportation to those students who qualify. Those students that are unable to follow district rules may lose their bus privileges. The bus guidelines are as follows:

- 1) Students should arrive at the bus stop five minutes early. School buses are on tight schedules and cannot wait.
- 2) Stay out of the street and roads when waiting for your bus.
- 3) The bus will pick up or drop off students only at designated bus stops.
- 4) Always cross the road in front of the bus where the bus driver can see you. Walk 10 steps ahead of the bus and wait until the bus driver signals for you to cross.
- 5) Loud talking, shouting or fighting will not be tolerated on the bus.
- 6) Be absolutely quiet when the bus is approaching a railroad crossing.
- 7) If there is a bus emergency stay calm, listen to the driver and follow instructions.

- 8) Remain seated while the bus is in motion. Do not move around or change seats on the bus.
- 9) Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
- 10) No eating or drinking is allowed on the bus.
- 11) Never tamper with the bus or any of its equipment. Riders who destroy property will pay for the damages.
- 12) Keep bags, coats and all other objects out of the aisles.
- 13) Do not litter. Help keep the bus clean, sanitary and orderly.
- 14) When you get off the bus move away quickly and stay clear of the rear wheels.
- 15) The driver is in full charge of the bus and students while in transit.
- 16) The bus driver is authorized to assign seats.

### **19.01 Transportation – Student Parking**

Students driving to school are required to park in the parking lot designated for students (lot next to the stadium). Students are required to purchase a parking permit to park on the Canton High School campus. Parking permits will be sold during registration and in the main office for \$3. Students who park on the CHS campus must:

- a. Park between the yellow lines using one space only
- b. Obey all traffic laws
- c. Keep his/her car locked at all times
- d. Avoid reckless or improper driving
- e. Display his/her parking permit in the vehicle window at all times
- f. Report any accidents or issues to the office or School Resource Officer immediately when they happen

(See Code of Conduct)

### **20.0 Visitors to Canton High School**

The school invites parents of students to visit Canton High School at any time. Conferences with staff members may be arranged by telephone (647-1820) prior to the visit. In order to assure student safety, Illinois State Law requires all visitors to the building register in the main office upon entry to the building. Visitors must wear a visitor badge. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school. Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior. This policy applies to former students visiting the school. Students from other schools or friends of Canton High School students are not allowed to visit when classes are in session.

### **Sexual Equity and Equal Opportunity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building Principal.

## **21.0 SEXUAL HARASSMENT**

It is the policy of Canton Union School District #66 to provide for its employees and students an environment free from any behavior, which would be legally construed to be sexual harassment. Complaints relative to this policy may be reported verbally or in writing to any supervisor, principal, counselor or the superintendent. Questions as to what constitutes sexual harassment shall be directed to the high school office and/or guidance office. Refer to Board Policy. A copy of this policy may be secured in the high school or guidance office.

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence Prohibited**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

## **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the building principal, assistant building principal, dean of students, or a guidance counselor. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline

## **22.0 BULLYING/CYBERBULLYING**

AGGRESSIVE BEHAVIOR/BULLYING/CYBERBULLYING Bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bully reports can be filed on the school web site or in the office. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-rated identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity,
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
  - Placing the student in reasonable fear of harm to the student's person or property
  - Causing a substantially detrimental effect on the student's physical or mental health.
  - Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is

identified in the policy. Each of those characteristics is also identified in this policy's second paragraph.

b. Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

c. Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (i) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

d. Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

Full implementation of the above policies includes: (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, or harassing behavior, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.

3. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating District's expectation – and the State law requirement – that teachers and other certificated employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.

4. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence. Reports can be made on the school web site, through the guidance office, or contacting the CHS office- 647-1820.

5. Actively involves students parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.

6. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious

disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.

7. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.

8. Complies with State and federal law and is in alignment with Board policies.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the ILL. Constitution.

## **23.0 AUP - ACCEPTABLE USE POLICY**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Technology Director, Building Principal, Vice Principal, and/or Technology Dean will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

1. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
3. Downloading of copyrighted material for other than personal use;
4. Using the network for private financial or commercial gain;
5. Wastefully using resources, such as file space;
6. Hacking or gaining unauthorized access to files, resources, or entities;
7. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

8. Using another user's account or password;
9. Posting material authored or created by another without his/her consent;
10. Posting anonymous messages;
11. Using the network for commercial or private advertising;
12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
13. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the school and district for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or building principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

1. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
2. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

**Use of Email** – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the School District's email system constitutes consent to these regulations.

## **SECTION II: Student Code of Conduct**

### **1.0 Philosophy of Student Discipline**

Our handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary action shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

Canton High School abides by state of Illinois and Federal law and as such does not discriminate on the basis of race, color, disability, national origin, sex or on the basis of age.

### **2.0 Students Re-enrolled After Dropping Out**

Students at least 17 years of age who have dropped out of school voluntarily or who have been dropped for nonattendance may elect to re-enroll in school. A student who has dropped out of school has exhibited a lack of sincere desire to remain in school, to be diligent in his studies, and to profit by the educational opportunities provided at CHS. Such behavior tends to materially and substantially disrupt schoolmates as well. For this reason, re-enrolled students will be subject to an accelerated schedule of disciplinary action for any violation of the Student Code of Conduct or District Policy. Any such violation will constitute gross misconduct and/or disobedience, for which the offending student may be subject to external suspension, final warning, and/or expulsion.

#### **2.01 Classroom Rules**

Each classroom teacher will establish rules governing student behavior for that class. Although these rules will vary somewhat from class to class, they will not be inconsistent with

the rules of conduct as described in this handbook; nor will they be inconsistent with established Board of Education policy. Teachers are also encouraged to arrange contacts and/or conferences with parents as necessary when a student's behavior or academic progress is not satisfactory. When a student's behavior is uncooperative to the extent that he/she has exhausted the provisions of a teacher's classroom rules, that student will be referred to a building administrator office for additional and more severe disciplinary action.

The following are school-wide discipline rules:

- a. Respect the rights, property, and opinions of others
- b. Keep hands, feet and objects to yourself
- c. Come to class prepared with all of your materials
- d. Do not use vulgar or profane language
- e. Eat at lunch, not in class
- f. Follow directions the first time they are given

Study Hall Rules:

- a. Bring materials to work on
- b. Do not disrupt others
- c. No talking
- d. Remain in your seat
- e. No throwing or passing objects
- F. No eating, drinking or sleeping

## **2.02 Detentions**

There are four types of detentions utilized at CHS

- a. Teacher detentions – Teachers may, at their discretion, issue their own detentions to students who are guilty of classroom misconduct. These teacher detentions are supervised by the teacher who issued them and are no more than 30 minutes in length. Students who are issued teacher detentions must be given 3 days' notice in order that appropriate arrangements for transportation can be made. Students who do not attend teacher-issued detentions will be referred to a building administrator office for formal disciplinary action.
- b. Lunch detentions- Lunch detentions are served during the student's lunch period. Students may bring their own lunch or get a school lunch.
- c. Office detentions – Office detentions are issued by a building administrator only. For purposes of the Code of Conduct, all mentions of "detentions" refer specifically to Office detentions unless otherwise noted.

Detentions will be held:

Monday – Friday Lunch Detention (11:07-11:32 am and 12:01-12:26 pm)

Tuesday and Thursday After-School Detention (3:15 – 4:00 pm)

Wednesday and Friday Before-School Detention (7:30 – 8:15 am)

- d. Saturday Detention

Students who are assigned to Saturday Detention are required to report to the bus ramp entrance of Canton High School by 8:00 am on the Saturday of their detention.

Students serving a Saturday Detention should note the following:

- Students must arrive by 8:00am to their Saturday detention. Students who are tardy to Saturday Detention will be given an additional Saturday Detention for tardiness.
- Students who fail to serve a Saturday Detention will be given a day of In-School Suspension.
- Students are expected to bring homework or appropriate reading material.
- Food and drink are not allowed in Saturday Detention.
- A 15 minute break will be given to those students serving a Saturday Detention longer than 90 minutes.
- Students are expected to make transportation arrangements home from Saturday Detention prior to arriving to serve their detention.

### **2.03 In-School Suspension**

Students who are assigned to In-School Suspension (ISS) are required to report to the ISS room where they will remain for the duration of their ISS assignment.

In School Suspension assignments range from one to five days in length depending upon the seriousness of the offense. In-School Suspension will begin at 8:20am and will dismiss at 3:08pm.

- a. Students will be provided written rules of behavior prior to beginning their ISS assignment. Students who are removed from ISS for non-compliance with the rules will be externally suspended from school.
- b. Students assigned to ISS will have full make-up privileges for classroom assignments, tests, etc. Students are responsible for securing assignments prior to beginning their ISS assignment on the approved form.
- c. There will be NO passes allowed out of ISS. No one will be allowed to leave ISS once they have entered the classroom, with the exception of scheduled breaks and/or administrative approval.
- d. Students who are present at school and who fail to report to the ISS room will be assigned an additional day in ISS.
- e. Parents will be notified via letter that their student has been assigned to ISS and the reason for the assignment.

### **2.04 External Suspension (Out of School Suspension OSS)**

Students who are determined to be guilty of "gross misconduct and/or disobedience" will be assigned an external suspension by a building administrator. This Code of Student Conduct contains a list of offenses, which would result in external suspension assignments as well as the appropriate length of that suspension. The administration is empowered to suspend a student externally for a period of time not to exceed ten (10) days. Please note the following information pertaining to external suspension assignments:

- a. Students who are externally suspended will not be allowed to appear on or near school grounds during the period of their suspension. Violations of this provision will result in additional disciplinary action. Students are allowed to make up any work for the time of their suspension

as long as it is completed by the end of the day they return to CHS All work not made up will result in a "0".

b. Students who are externally suspended will not be allowed to attend or participate in any school related function or activity home or away.

**c. Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

**Due Process in Suspension:**

a. Prior to a suspension, the student will have a conference with a building administrator where the student will be told of the specific charges. The student will be given an opportunity to respond. The building administrator will then make a decision as to the discipline.

b. When a student is issued an external suspension from school, the parents of the student shall be sent by mail an official notification of the suspension and the reason for such. The building administrator shall also make every effort to notify the student's parents by phone prior to the beginning of the suspension assignment.

c. Students and parents who have concerns with the disciplinary rulings may request a hearing with the building administrators within five (5) days after the discipline assignment.

d. If a parent/student still have concerns, they may request a formal hearing in writing within seven (7) days to the Superintendent of schools. The appeal will be acted upon in a timely manner.

**2.05 Expulsion**

Occasionally it is necessary for the Board of Education to remove a student guilty of "gross misconduct and/or disobedience" from attendance at school for up to two school calendar years. Such action is an expulsion and only the Board of Education can expel a student. Please note the following information pertaining to expulsion:

a. Prior to an expulsion hearing, students will be externally suspended from school for a maximum of ten (10) school days pending the expulsion hearing.

b. Students and parents will be afforded proper formal due process rights as provided by law. These rights will be explained to both parents and students in advance of the expulsion hearing as prescribed by statute.

**3.00 General Disciplinary**

Certain misconduct such as the following list of offenses is unacceptable at any time during the school day, while a student is on school property or attending a school related function (home or away) in which CHS is a participant. These guidelines also apply to students who are passengers on school transportation vehicles. Obviously, no student handbook can contain every conceivable offense which may be committed. The administration reserves the

right to determine appropriate disciplinary action for offenses which are not contained in the following list. Similarly, the administration reserves the right on a case by case basis to deviate from the specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of the school.

Discipline Offense Grid

<b>Offense</b>	<b>Discipline(see 2.05 for maximum penalty)</b>
3.01 <b>Academic Integrity</b>	
A. Cheating	Academic referral by teacher; parent contact; possible grade reduction; detentions to suspension depending on seriousness of the offense.
B. Plagiarism	Academic referral by teacher; parent contact; grade reduction; Range = Office detention – Saturday detention
3.02 Affection-Inappropriate Display	Range = Verbal warning – suspension
3.03 Alcohol and/or substance related problems while at school, on school grounds, on school conveyances, or within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	Range = In School Suspension (ISS), Out of School Suspension (OSS), and police involvement,
Possession or being under the influence of alcohol controlled substances; possession of drug paraphernalia or “look-a-like substance. Possession or using an inhalant.	Range = Out of School Suspension (OSS), and police involvement,
A. Students who encourage,	Range = Out of School Suspension

sell, or provide drugs to other students.	(OSS) and police involvement
B. Possession of cough, cold, or flu medication, diet pills, caffeine pills, and other Over-the-counter non-analgesics is STRICTLY FORBIDDEN.	Range = In School Suspension to Out of school suspension
The following may be kept with the student: Acetaminophen (Tylenol), Ibuprofen, or other medication for discomfort, cramps or headaches, cough drops and prescription inhalants.	
C. It is not permissible for a student to sell or provide over-the-counter medications listed in Item c to other students. Any student who provides others with these items will receive the appropriate discipline.	Range = In School Suspension to Out of School Suspensions
3.04 Attire	
A. Wearing of inappropriate clothing or apparel to school (See general information item attire 2.0)	Range = Warning to External suspension
3.05 Bomb Threats	External suspension (OSS) and police involvement
3.06 Book bags, backpacks, and purses must be kept in locker during the school day.	Range = Warning to Internal suspension
3.07 Bus Disturbances	Range = Warning to Suspension from riding the bus for the remainder of the school year.

3.08 Cafeteria Procedures	
Inappropriate behavior in the cafeteria and/or failure to follow lunchroom rules	The penalty may range from verbal warning to suspension based on the seriousness of the situation.
3.10 Computer/Internet Policy	
<p>A. Academic Integrity /Violation of the Copyright laws.</p> <ol style="list-style-type: none"> <li>1. Downloading of copyrighted material for other than personal use</li> <li>2. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law</li> </ol>	Academic referral by teacher, parent contact, grade reduction. Range = ISS to External suspension; loss of internet privileges
B. Forgery /Misrepresenting	Range = Detentions to ISS
C. Intimidation / Harassing other users	ISS suspension to external suspensions (OSS) based on the seriousness of the offense.
<p>D. Misuse</p> <ol style="list-style-type: none"> <li>1) Using the account of another student</li> <li>2) Violation of the rights of others or their privacy.</li> <li>3) Using the network for personal business or financial.</li> <li>4) Degrading or disrupting systems and/or equipment.</li> <li>5) Gaining unauthorized access to resources or entities.</li> <li>6) Using unauthorized data bases.</li> <li>7) Accessing, downloading and/or creating pornography. Using or conspiring to</li> </ol>	Range= Detention to External suspension; loss of internet privileges

use the network for illegal activities such as “crashing data bases.”	
E. Vandalism or conspiring to vandalize	Detentions, ISS or external suspension (OSS) depending on seriousness of the incident; referral to the liaison officer; restitution and loss of Internet privileges for the remainder of year.
1) Vandalizing data, programs, and/or networks. 2) Damaging technology Hardware and/or software. 3) Spreading computer viruses. 4) Possessing programs, files or other tools used to gain, or attempt to gain, unauthorized access to other computers, files, or programs.	The penalty may range from verbal warning to suspension based on the seriousness of the situation.
3.11 Defiance/Disrespect-refusing to comply with a reasonable request by a staff member.	Range = Detention to external suspension; possible removal from class and/or building
3.12 Disruptive Behavior	Range = Lunch detention to external suspension; possible removal from class, study hall and assemblies
3.13 Excessive Absences	Range = Detentions – ISS and Referral to the truant officer. (See truancy)
3.14 Extortion – obtaining money, property or services	1st offense-ISS; external suspension (OSS); Subsequent offenses –Suspension and/or Police involvement

3.15 Failure to Serve	
A. Teacher detention B. Lunch detention	Range= Lunch detention to ISS Range= Office detention to ISS
C. Office detention	Range= Saturday detention to external suspension (OSS)
D. In School Suspension (ISS)	1st offense-1 day OSS 2nd offense-3 days OSS 3rd offense-5 days OSS
3.16 False Fire Alarms or 911 calls or theft or vandalism of AED/ Life Safety Equipment	Suspensions and police involvement
3.17 Fighting-Physical Contact	Range = Saturday detention to external suspension
3.18 POSSESSION OF OR USE OF Fireworks, Smoke Bombs, Stink Bombs, Similar Devices	ISS to External suspension (OSS)
3.19 Forgery of passes and/or documents	
A. Faked attendance phone calls.	Range = Detentions to suspension based upon the seriousness of situation.
B. Faked or altered doctor, dentist, or other professional notes (including teacher's signature).	1st offense-ISS; referral to police liaison officer. 2nd offense-two days ISS and referral to police liaison officer. Subsequent offenses-external suspension
3.21 Gang-related Activity – Use of apparel, symbols, drawings, graffiti, jewelry, etc. which are gang related while at school, on school grounds, on school conveyances, within	1st offense-ISS; parent notification; police referral. Subsequent offenses-external suspension (OSS).

1000 feet of a school building/facility, or while attending/ participating in any school sponsored activity.	
3.23 Graffiti	
A. Non-academic writing/ drawings in notebooks, texts, or on school property.	Range = Detention to In School Suspension
B. Any drawing/sketch involving physical violence or damage to property.	Saturday detention to external suspension (OSS) based upon the seriousness of the situation.
3.24 Hall Passes- Students in an unauthorized area, misuse of pass and / or without hall pass.	Range = Detention to external suspension; placement on "NO Pass List"
3.25 Inappropriate Behavior	Range = Detention to external suspension
3.26 ID Cards (Replacement cards \$5)	
A. Not in possession during the school day or returning from lunch	Range = Verbal Warning to external suspension
B. Mutilation of card	Replacement - \$5 cost to student.
3.27 Intimidation, Harassment, Bullying	Range = Student Conference to external suspension; possible police involvement
A. General Verbal or written harassment to another student.	
B. Racial, ethnic, sexual, or religious gestures, writings, slurs, or satanic writings.	
C. Physical sexual harassment	

3.28 Leaving	Range = detention to suspension
A. Classroom or other assigned area without permission.	Detention to suspension
B. The school building or field trip without permission.	Saturday Detention-OSS
3.29 Loitering in the halls, on school grounds, or adjacent property	Range = Detention to Suspension
3.30 Misuse of school equipment or property.	Range = Detention to external suspension;
3.31 Mob Action while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while attending/participating in any school sponsored activity.	1st offense-10 days of external suspensions
3.32 Parking/DRIVING	
(see 19.01- Student Transportation and Parking Procedures	Range = Detention to external suspension; Police Referral (possible arrest).
3.33 Pranks – any action disrupting and/or damaging school activities or the learning process.	Range = Detention to external suspension; based upon the seriousness of the situation.
3.34 Electronic DEVICES	
Electronic/Disruptive Devices An electronic/disruptive device is defined as any device that disrupts the educational environment or the daily routine and operation of the school. Included in this list are cell	Ranges = Warning to ISS/OSS Subsequent offenses- Range = Detention to OSS, loss of device privileges, parent conference with administration

<p>phones and other distracting devices. These items should be left at home to avoid loss or theft. If you have a cell phone or music device at school, IT MUST BE TURNED COMPLETELY OFF, AND NOT USED BETWEEN THE HOURS OF 8:20 A.M. AND 3:08 P.M., EXCEPT DURING YOUR LUNCH PERIOD (in the lunch areas).</p> <p>Earbuds/headphones are not to be worn during passing periods. Volume settings must be set low enough to not impact the hearing of others.</p> <p><i>The Canton School District may request or require a student's personal password to a social media site, if it is part of a legal or discipline → disciplinary investigation. By state law, the district is asked to perform many of these type investigations.</i></p> <p>Kindles, Nooks and electronic tablets may be used in a classroom with the teacher's approval. TEACHERS MAY USE THEIR DISCRETION ON THE <u>EDUCATIONAL</u> PURPOSES OF DEVICES WITHIN THEIR CLASSROOM.</p>	
<p>3.35 Safety Rules – violation of shop, laboratory or gymnasium safety rules</p>	<p>Range = Detention to In School Suspension; possible removal from class.</p>
<p>3.36 Sharing of lockers - Students are issued separate lockers; they are not permitted to share lockers.</p>	<p>Range = Detention to In School Suspension;</p>
<p>3.37 Stealing and/or possession of stolen property.</p>	<p>Suspension based upon seriousness of situation; restitution;</p>

	police referral.
3.38 Tardies	
A. To class/study hall	1st tardy-teacher warning. 2nd tardy-teacher detention. 3rd tardy-referral to administrator for office detention (contact parents) 4th tardy-Saturday detention; (contact parents). 5th tardy-Two days ISS; <b>WARNING ON CLASS REMOVAL.</b> Subsequent offenses- ISS & activation of the 6 step Removal from class
B. To school or from Off-campus Lunch (Report to the Main Office upon arrival)	1st - 2nd tardy- warnings 3rd - 4th tardy- Office detentions 5th - 6th tardy- Saturday detentions Subsequent tardies- ISS
3.40 Tobacco	
A. Possession of tobacco products, matches, & lighters on school grounds or school.	Range = Detention to external suspension; Resource Officer Referral
B. Use of tobacco-smoking in the school or on school grounds	ISS/OSS; resource officer referral
3.41 Truancy/UNEXCUSED ABSENCES	Range = ISS to external suspension. Referral to truant officer. Referral to City Attorney in violation of City of Canton Truancy Ordinance (Possible fines).
3.42 Unauthorized use of school equipment or property, unauthorized entry into building or a classroom.	Detention to ISS to OSS based on the seriousness of offense.

<p>3.43 Vandalism of school property and/or private property on school premises; Including the removal of barcodes from books.</p>	<p>ISS or OSS Based upon the seriousness of the incident; Referral to police liaison officer; restitution.</p>
<p>3.44 Verbal or written threats directed toward a student.</p>	<p>Penalties will vary from student conference, Saturday detentions to external suspension (OSS) depending upon the seriousness of the situation; police referral.</p>
<p>3.45 Verbal or written threats directed toward a staff or School Board member.</p>	<p>Penalties will range from ISS to OSS depending upon the seriousness of situation; police referral.</p>
<p>3.46 Vulgar or obscene language or behavior</p>	
<p>A. Vulgar or obscene language.</p>	<p>Penalties will range from Detention to external suspension (OSS) depending upon the seriousness of the situation.</p>
<p>B. Vulgar language used in the presence of teacher/staff members as a result of a directive issued by the teacher/ staff member.</p>	<p>The penalty may range from verbal warning to suspension based on the seriousness of the situation.</p>
<p>C. Indecent Exposure.</p>	<p>1st offense-3 – 10 days OSS; police referral (depending upon the seriousness of the situation).</p>
<p>3.47 Weapons– possession of firearms or explosives or intent to use explosives or the use of any object with the intention to inflict bodily harm while at school, on school grounds, on school conveyances, within 1000 feet of a school building/facility, or while</p>	<p>Range = Out of School Suspension (OSS), police involvement</p>

attending/participating in any school sponsored activity.	
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## **SECTION III: Guidance Services/ Student Services Information**

### **Guidance/ Counseling Services**

Services are available to all students at Canton High School. A counselor will discuss and listen, in a confidential manner, when the student is having difficulty in a subject, experiencing personal problems, or desiring vocational, college or employment information. Help may be received in resolving conflicts and scheduling problems, planning next year's program, testing or requesting other referral services. \*Students entering and leaving the counselor's office must sign in and out.

### **Special Education Services**

Canton Union School District provides for its special education services by membership in the West Central Illinois Special Education Co-operative. Canton Schools offer a free and appropriate education to all children. Any child, ages 3-21, whose parents or legal guardians reside in the school district is eligible for special education services if the child's impairment is determined to interfere with his or her educational progress as determined by a multi-disciplinary staffing. The kinds of impairments for which services can be provided are visual, hearing, physical, speech/language, learning disability, behavioral, or mental.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

### **Discipline of Students with Disabilities Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### **Discipline of Special Education Students**

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Exemption from PE Requirements**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Certificate of High School Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

### **Access to Classroom for Special Education Observation or Evaluation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

### **Response to Intervention (Rtl)**

Response to Intervention (Rtl) is the practice of providing a high quality, scientifically based instruction and interventions to struggling learners. The Rtl process focuses on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the Rtl process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

### **Student Records**

Canton High School has adopted a Records Policy consistent with the Illinois School Student Records Act. The Student Record is composed of a Permanent Record and a Temporary Record.

The Permanent Record contains basic identifying information, grades, attendance, class rank, results of college entrance exams, accident reports, health records, and record of release of Permanent Record information. The Permanent Record is maintained for sixty years.

The Temporary Record contains such items as family information, achievement and aptitude scores, anecdotal records, progress reports, schedule changes, written recommendations for college, honors and awards received, and information related to special education needs. The Temporary Record will be available in the CHS Office for 1 year after a student's graduation and then be sent to the District Office for 4 years at which time it will be destroyed. The record may be picked up from the District Office by the student prior to being destroyed. All items of the Temporary Record are destroyed four years after the date of graduation.

The Records Policy provides:

1. That with the exception of a court order or emergency, the parents or student have control of access and release of the Student Record;
2. The right for parents or student to review the Permanent and Temporary Record. Such review shall be in the presence of a counselor;
3. That District personnel such as school administrators, teachers, counselors, school nurses, speech therapists, school psychologists and school social workers who normally have a current and legitimate educational interest in the student shall have access as needed for professional purposes;
4. The "Directory Information" shall not be released to the general public;
5. The building administrator, serving as the official record custodian, implements the Student Record Policy. Complete copies of the Records Policy are available in the office of the building administrator.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the

time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.<sup>1</sup>**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers,

graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first

**The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of Attendance in school

***Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.***

**The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

**The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

<sup>1</sup> This section is only applicable to high schools.

## **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Health Records/Information**

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student

presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

#### **Self-Administration of Medication<sup>1</sup>**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an

epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school office if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office and guidance department.

## **Graduation Requirements**

All students are required to earn 24 credits to graduate. All students are required to register for and attend a minimum of 3.0 credits each semester.

Minimum Subject Requirements	
English/Writing Intensive	four credits
Science	two credits
Math	three credits
Social Studies	two credits (American History, Civics, and .5 additional credit course)
Health	.5 credit
Consumer Ed	.5 credit in Business Tech I, Economics, Resource Management, or Consumer Math
Art, Music, Foreign Language, Vocational Ed	one credit
Driver's Ed	classroom
PE	all four years**

\*\*Juniors and seniors may request to be excused from P.E. under the following conditions:

1. If the student's normal class load does not enable him/her to enroll in a course necessary to meet specific college entrance requirements.
2. If the student has fewer than the number of credits normally accumulated at his/her grade-level.
3. If the student participates on an interscholastic athletic team.
4. If the student participates in marching band, they will be eligible one semester each year their Soph. through Sr. years.

#### 1.5 Class Drop Procedure

A student may request to drop a course under the following conditions:

1. Prior to or during the first three (3) days of the semester; approved by parent, teacher, and the guidance office.
2. A student may be refused permission to drop a class depending upon the circumstance involved.

3. Students requesting a drop after the add/drop period, must receive permission from the instructor and from a parent/guardian. Any drops after the add/drop period will result in a “withdraw” failing for the class.
4. A student permanently removed from a class for disciplinary reasons will receive a grade of Withdrawn/Failing. Prior to withdrawal, a conference with the student, parent and counselor will be held and reach an agreement as to the best interest of the student with regard to the class in question.

A grade of “WF” is treated as an “F” when calculating a student’s GPA, Class Rank and placement on the Honor Roll.

### **Driver Education**

Driver’s Education (classroom and behind the wheel portions) will be provided to students who demonstrate responsible behavior and school attendance. Students may be restricted from or removed from Driver’s Education if they do not demonstrate academic progress and exceptional attendance (minimum of 30 classroom hours required by state law-typically 4 absences and student is removed from classroom). Both classroom and behind the wheel portions of Driver’s Education will be scheduled based off birth date, schedule availability, academic progress, student behavior, and attendance.

### **Early Graduation**

Students desiring to graduate at the end of the first semester of their senior year must have a minimum of 21 academic credits at the conclusion, of their junior year and have a “Meets or Exceeds designation on all parts of the PSAE Applications for early graduation may be obtained from the guidance office and must be submitted for final approval by May 1 of their junior year.

### **Grade Point Average**

A student’s semester grade point average (GPA) is calculated at the end of each semester of attendance at Canton High School. The cumulative GPA/Class Rank is calculated at the end of each semester and is based on the semester grades earned by the student during his/her four years of attendance. In calculating a student’s GPA, all course grades are used with the exception of Instrumental and Vocal Music, Color Guard, PE/Strength Training, Driver Education and ICE/CVE work experience.

### **Grading Scale**

Canton District # 66 has adopted the following grading scale:

100-93	A	4.00
92-90	A-	3.67
89-87	B+	3.33
86-83	B	3.00
82-80	B-	2.67
79-77	C+	2.33

76-73	C	2.00
72-70	C-	1.67
69-67	D+	1.33
66-63	D	1.00
62-60	D-	0.67
59-0	F	0

## Honor Roll

An honor roll will be published at the completion of each quarter and at the completion of each semester. A student's name will appear on the honor roll if the following criteria are met:

1. Be enrolled and actively participating in at least six (6) periods of class.
2. Have a grade average for all classes of 3.0 or higher for the quarter/semester.
3. Have no failing grades for the quarter/semester.

In figuring the Honor Roll, all courses are included except PE/Strength Training.

## National Honor Society

The Canton Chapter of the National Honor Society was formed in 1937 for the purpose of recognizing outstanding Canton High School students. Each year, the local selection committee, known as the Faculty Council, reviews juniors and seniors for possible induction into the Society. NHS is more than just an honor roll. The Canton Chapter has established rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built. In order to be inducted into the Canton Chapter of the National Honor Society, a student must fulfill the following:

- a. **Scholarship:** Juniors and seniors who have a cumulative grade point average of at least a 3.4 on a 4.0 scale meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.

Each student must complete and turn in to the advisor an activity information form which demonstrates the remaining three areas.

- b. **Service:** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. The candidate must have been involved in at least four co-curricular activities, community activities, or service activities with pronounced (clear) quality of involvement in each.
- c. **Leadership:** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others. The candidate must have been involved in at least two positions in which he/she was directly responsible for directing or motivating others.
- d. **Character:** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle. The candidate must

exhibit the following: Takes criticism willingly and accepts recommendations graciously. Exemplifies desirable qualities of behavior including courtesy, concern and respect for others. Complies with school regulations. Demonstrates the highest standards of honesty and reliability. Avoids cheating and profiting by the mistakes of others. Suggest that NHS information be placed somewhere other than the guidance section.

### **Online/Dual Credit Courses**

Canton High School shall grant academic credit for successfully completed online, university, college extension, or correspondence courses as well as other correspondence courses approved by the Principal.

Eligibility for such courses may be limited as follows.

- Courses are open to Juniors and Seniors only (must have a minimum of 12 credits).
- Students whose education in certain content areas has been so accelerated that a special course and/or courses are desirable but not available at Canton High School. Students who, because of scheduling difficulties or mid-term transfers into the District, lack a required course to graduate.
- Students who need to make up a course that they previously failed.
- Students whose physical condition prohibits them from attending Canton High School on a regular basis.
- Students who wish to take additional courses for their own self-improvement.
- Students must assume the costs of such programs including tuition fees, transportation, and materials. Students who wish to receive college credit must assume any increased tuition and related costs.
- Appropriate credit shall be approved by the Canton High School Principal prior to the student's enrollment. Credit for extended programs shall be granted for courses from agencies approved by the Board.
- Canton Union School District #66 policy states that students must attend a minimum of seven semesters to satisfy graduation requirements. For more information, see Board of Education Policy 6:300.

### **Physical Education**

Students are required to wear a standardized uniform for PE class. The uniform can be purchased through the CHS PE Department at anytime during the school year.

P.E. waivers for medical reasons: Those students who need to be excused from P.E. for medical reasons must bring a doctor's excuse requesting non-participation. This excuse must state the length of time the student is to be excused. The student must report to his/her P.E. instructor each day he/she is to be excused from P.E. At that time the P.E. instructor will provide assignments to compensate for the missed classes. All assignments will be completed in study hall. The study hall supervisor will return completed assignments to the P.E. instructor.

Students missing the P.E. bus must report immediately to the Main Office. They will be assigned to ISS for that period. Failure to report immediately to the office will be treated as an unexcused absence.

## **Semester Exam Exemption**

Students who have not been absent more than two regularly scheduled days or are earning a “A-” or better in their class, have not had ISS/OSS discipline, and have no unexcused absences during the semester will not be required to take semester final exams or to attend school on semester exam days.

Students are expected to keep track of their attendance record regarding the semester exam exemption using Skyward. Students who qualify for the exemption may choose to take exams; if this is the case, exam grades can only raise semester averages. Any student who is considered “Homebound” for any portion of the semester will be required to take exams, as well as any student entering the Canton school district after the first day of the semester. Students receiving an in-school suspension or out-of-school suspension will lose their semester exam exemption bonus.

## **Semester Exams**

Students not qualifying for the Semester Exam exemption must take semester exams as scheduled. Failure to take semester exams will result in a “zero” on the exam, which will be calculated in the final semester grade using numerical values, not letter grades.

NOTE: Students may also be required to take semester exams in those classes in which the exam may make the difference between passing or failing the class.

Entering freshmen may enroll in seven classes provided they have attained a 3.0 cumulative grade point average or better or a 3.0 grade point average during their 8th grade year at Ingersoll Middle School.

## **Student Classification and Progress**

Determined on the following credit status:

Sophomore – 6 credits  
Junior – 12 credits  
Senior – 18 credits

Progress is determined following the completion of each school year and is reconsidered each semester. Students not successfully earning credits who carry a full load may be advised to reduce their course load.

## **Student Transfers (Grade Conversion, GPA and Class Rank)**

The following information is secured from the sending school 1) Grade Point Average when the student left and 2) the percentile rank at the time of transfer. Once transferred, insert the student’s transferring percentile rank in the CHS student ranking and give the student the same GPA as a current CHS student with the same percentile rank.

For example, a student transfers in with a 3.5 GPA. At the sending school, this placed the individual at the 92%ile in class rank.

At CHS, insert the student in the CHS class rank at the 92%ile, then assign the student that corresponding GPA.

## **Valedictorian/ Salutatorian Criteria**

Valedictorian – The student(s) with the highest GPA at the time of graduation will be declared the Valedictorian. Students graduating after seven semesters of work will be considered for this honor.

Salutatorian – The student(s) with the second highest GPA at the time of graduation will be declared the Salutatorian. Students graduating after seven semesters of work will be considered for this honor.

### **CALCULATION of GPA-**

Calculation of GPA – Based on a 4.0 scale and will include courses approved by the Board of Education for inclusion in the GPA calculation. Currently, P.E., Band, Chorus, Dr. Ed. and Practicum are not included.

GPA Calculation Procedure – Total number of grade points/Number of Graded Semester Classes. Calculations will be carried out to the 4th decimal point.

### **Skyward Family Access**

Family Access is a secure Internet based website that will allow parents and guardians to easily keep track of nearly everything your student(s) does while at school. Among other things, this new service will allow you to view your student's attendance, grades, schedule, food service balance, progress, assignments, and emergency information. Family Access is a free service and will be available to all parents with children enrolled in the district.

### **Six Step Disciplinary Procedures for Removal From Class**

Purpose – specific steps for the removal of a student from a class for continual disruption of class, interfering with the education of other students or refusal to fulfill classroom requirements. Documentation is required.

Step 1 – Warning to student and parent contacted by classroom teacher.

Step 2 - Conference between student and teacher. Guidance counselor and parent contacted by classroom teacher.

Step 3 - Parental contact. Student issued a classroom detention, advised he/she is on step 3 with explanation of next 3 steps.

Step 4 - Conference with a building administrator who will issue an office detention and contact parent. (Contract written with teacher, student, administration)

Step 5 - Student removal from class for 2 to 3 days with make-up privileges. Parental contact by a building administrator. Parent/ teacher/student/guidance conference.

Step 6-Student dropped from class with grade of "WF" (withdrawn/failing). Parental contact by a building administrator and a suspension notice mailed to the parents.

## **Section IV: General Notices and Parental Information**

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **English Learners**

The school offers opportunities for English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.

For questions related to this program or to express input in the school's English Learners program, contact Jason Parsons Director of Curriculum and Instruction at 647-1600.

## **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families contact the building principal or the guidance department at the school.

## **Mandated Reporter**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **Pesticide Application Notice**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **School Volunteers**

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual’s child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child’s special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal’s office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

### **Standardized Testing**

Students and parents/guardians should be aware that students in grades 10-12 will take standardized tests on PARCC ELA (grade 11) and Alg II (grade 10-12). Parents are encouraged to

cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **Student Privacy**

### **Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Sexual behaviors or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine program eligibility.

The student's parent/guardian may inspect the survey or evaluation upon, and refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **SECTION V: Extra-Curricular Participation Guidelines**

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign a "Random Drug and Alcohol Testing Consent" form will render the student ineligible to participate in any extracurricular activity.

The district policy can be found at <http://www.cantonusd.org/chs/> or copies are available in the High School Office.

### **1.0 Competitive Athletics**

A student who has transferred from another school and has been suspended from athletics at that school due to a violation of the Athletic Code, shall not be allowed to participate in any athletic activity at CHS until the suspension has been completed.

If a participant quits any activity after the start of the season, the individual may not participate in another activity until the first activity has completed its season, unless written permission is obtained from the coach/sponsor of the original activity and Athletic Director/Administration. A season is defined as the first official practice day/date through the last contest for that activity.

### **1.1 IHSA Activities**

Students participating in Canton High School activities have the opportunity to represent the high school in related IHSA events. Students not participating in activities offered by the high school may not represent the high school in related IHSA events. However, if Canton High School does not offer an activity in which there is a related IHSA event, students may represent the high school in that event, provided the student has a sponsor that will be recognized by the IHSA and administrative approval.

### **1.2 Extra-Curricular Guidelines**

Participation in extra-curricular activities at Canton High School is a privilege, which must be earned by adhering to the following guidelines. Extra-curricular activities are school related activities conducted outside the classroom, such as clubs, organizations, field trips, athletics etc. The right to participate is earned by adhering to the following guidelines 24 hours a day, seven (7) days a week, twelve (12) months a year whether or not school is in session.

1. Participants shall have passed 2.5 credits the previous semester of which 1/2 credit may be Band, Chorus or Physical Education. (must pass five classes, one of which may be Band, Chorus or PE)
2. Participants shall be doing passing work in at least 5 classes (1 class may be Band, Chorus or Physical Education) of High School work during each grading period. A weekly grade check will be conducted; those individuals not passing 5 classes will be ineligible for the following week.
3. Participants who are excused from a class/classes to participate in an extra-curricular activity are expected to make up any missed assignments in advance.
4. Participants missing one or more class periods during the school day, which are unexcused, shall be suspended from participating in any extra-curricular activity scheduled for that day. If no activity is scheduled for that day, athletes may not participate in the next regularly scheduled contest in the sport in which they are involved.
5. A participant must be in attendance for five (5) periods on the day of the contest to be eligible to participate in that contest/activity. Emergency or unique medical situations can be appealed to the athletic director and/ or administration.
6. Participants receiving an in-school and/or out-of-school suspension may not practice and/or participate on the days of the suspension. In addition, participants will not participate in the next regularly scheduled contest in that activity in which he/she is involved. The number of contests in which participants may not participate may vary depending on the length and/or severity of suspension, but will be no less than one contest. The building administrators and activity sponsor will make the final decision as to the number of contests the participants will miss.

7. Participants shall be responsible for all school equipment issued during an extra-curricular activity season.

- Participants who damage or fail to return equipment shall make a monetary restitution for such items.
- Participants shall be suspended from further extra-curricular involvement until such obligations are met.
- School authorities may withhold official records until obligations are met.
- During the student's four (4) calendar years of high school, regardless if during the school year or during the summer, regardless of whether in or out of active participation, the Athletic Director, Activity Sponsor or Dean is authorized to suspend a student from extracurricular activities if the student is convicted of, found guilty of, admits to, or there is reasonable grounds to believe the student has committed any of the following infractions:
  - Possession or use of tobacco product.
  - Possession, use, and/or distribution of anabolic steroids, alcohol, illegal drugs, cannabis, controlled substances or look-alike drugs, drug paraphernalia, and/or misuse or abuse of prescription drugs.
  - Possession or use of systemic stimulants (ephedra, Yellow Jackets, ma hauang, etc.)
  - Attendance at an unsupervised or supervised gathering where the student participant knows or should know that underage individuals are consuming alcoholic beverages, cannabis, a controlled substance or where drug paraphernalia is present.
  - Hosting or arranging a gathering at which the extracurricular participant knows or should know that any of the aforementioned substances are used or are present, or hosting or arranging a gathering in which criminal acts or serious acts which are detrimental to the individual, coach, team, or the school occur or result there from.
  - Tampering or cheating during random drug testing.
  - Significant acts of: vandalism; theft; premeditated or other act of violence; and/or exhibits extreme behavior that violates school and/or district policies.
  - Any conduct that violates local, state or federal civil and/or criminal laws. Such conduct includes involvement in, arrests for, or convictions of violations, such as major theft, malicious destruction of school or personal property, gross sexual misconduct, attacks on school personnel, carrying weapons, substance abuse, etc.
  - Criminal acts or serious acts which are determined by the Athletic Director and/or Dean to be detrimental to the individual, the coach, the team or the school. The subsequent discipline for these acts may result in an accelerated level of discipline at the discretion of the Athletic Director and/or Dean

Any violation of the infractions listed above will result in the following consequences:

Transfer students

A student who has transferred from another school and has been suspended from athletics at that school due to a violation of the Athletic Code, shall not be allowed to participate in any athletic activity at CANTON USD #66 until the suspension has been completed.

### **Band and Chorus participation**

Students participating in band and/or chorus are participating in school-sponsored subjects with outside the classroom extra-curricular activities. Participation in these extracurricular activities is earned by adhering to the CUSD #66 drug testing policy. Any band and/or chorus participant failing the drug test or refusing to participate in the drug test will be classified as a first offense and are subject to the consequences outlined in the CUSD #66 drug testing policy. If the out of school activity is graded, the instructor will assign alternate class work to make up for the missed graded out of school activity.

First offense will result in the suspension from all out of classroom activities including but not limited to parades, concerts, contests, competitions, etc. for a period of 45 school days. If the suspension is not completed during a given year, the suspension will be carried over to activities the following year.

Second offense will result in the suspension from all out of classroom activities including but not limited to parades, concerts, contests, competitions, etc. for a period of 180 school days. If the suspension is not completed during a given year, the suspension will be carried over to activities the following year.

Third offense will result in the suspension from all out of classroom activities including but not limited to parades, concerts, contests, competitions, etc. for his/her school career.

**Athletics**

First Offense shall result in the suspension from athletic contests for one quarter of the current season or the next sport season in which the athlete has previously played at the high school level. If a suspension is not completed during a given year, the suspension will be carried over to the next season in which the athlete participates. The athlete will be expected to practice with the team during the suspension. He/she will be allowed to travel with the team, but not dress, provided that the team is traveling after school hours.

If the first offense infraction is for substance abuse (including tobacco), the student must submit to a substance abuse evaluation\*, at the student’s expense. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense infraction. The student must provide evidence of the substance abuse evaluation as validated by a signed certificate of evaluation. The certificate of evaluation shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of evaluation to the Administration will invalidate the Option for 1st Offense. The purpose of this requirement is for the student to be evaluated and obtain help if needed.

For calculation of Canton High School athletic policy violations, the following guidelines will be used for the 1st offense.		
Football	9 games	Penalty – 2 games
Golf	18 dates	Penalty – 4 dates
Cross Country	18 dates	Penalty – 4 dates

Volleyball	18 matches & 2 Tournaments (Tournaments = 3 matches each)	Penalty – 6 matches
Basketball	18 games & 2 Tournaments (Tournaments = 3 games)	Penalty – 6 games
Soccer	16 games	Penalty – 4 games
Wrestling	14 matches & 4 Tournaments (Tournaments = 3 matches)	Penalty – 6 matches
Track	12 dates (avg. dates last 6 years)	Penalty – 3 dates
Baseball/Softball	28 games (avg. last 6 years)	Penalty – 7 games

NOTE: All calculations will be based on the number of contests actually scheduled the year of the infraction, with the exception of spring sports, then the average contests will be used. The information provided above is for basic information only.

2nd Offense by an athlete shall result in the suspension from athletic competition for 50% the existing season or the next full season they participate in. If the suspension is not completed in a season or prior to the end of the school year, the suspension will continue into the following school year. In addition to the 50% reduction, the athlete will be required to participate in an administratively approved substance abuse program (if the suspension is due to substance violation) and perform 10 hours community service to the school district. The community service will be under the supervision of a coach, sponsor, or administrator or his or her designee.

\*Other than Substance Abuse: The student must perform 10 hours of community service to the school district under the supervision of a coach/sponsor, Administration and/or his/her designee; the second offense infraction will be reduced to 90 school days. The community service must be served within the 90 school day suspension.

3rd Offense by an athlete shall make the student ineligible to participate in any extra-curricular activities at Canton High School for his/her high school career. An athlete that has committed a 3rd offense may appeal the suspension if they do not have any violations for an entire calendar year.

\*Substance Abuse Evaluation – The student will obtain an evaluation and at minimum will be required to complete a brief educational session with behavioral and peer contracts.

These contracts, with the required signature of the student and parent/guardian (unless emancipated), will be returned to both the substance abuse counselor and Administration. Additional sessions may be needed at the discretion of the substance abuse counselor.

**\*\*Substance Abuse Program** – The student will repeat the process of first offense requirements. At minimum the student will be required to participate in at least 12 hours of educational/behavioral sessions addressing substance abuse as it relates to personal history indicated by the evaluation.

### **Clubs/Organizations**

1st Offense by a participant shall result in the suspension from all extra-curricular activities for 45 school days. If a suspension is not completed during a given year, the suspension will be carried over to extra-curricular activities next year.

If the first offense infraction is for substance abuse (including tobacco), the student must submit to a substance abuse evaluation\*, at the student's expense. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense infraction. The student must provide evidence of the substance abuse evaluation as validated by a signed certificate of evaluation. The certificate of evaluation shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of evaluation to the Administration will invalidate the Option for 1st Offense. The purpose of this requirement is for the student to be evaluated and obtain help if needed.

2nd Offense by a participant shall result in the suspension from all extra-curricular activities for 180 school days. The suspension shall begin from the date of the second rule infraction. If the suspension is not completed during a school year, the suspension may carry over into the following school year.

### **OPTION FOR 2ND OFFENSE:**

- a) Substance Abuse (including tobacco): If the student is willing to participate in a substance abuse program\*\*, at his/her own expense, the second offense infraction will be reduced to 90 school days. The substance abuse program must be approved by the Administration. The student must obtain a referral sheet from the Administration indicating the offense infraction. In order to participate in contests during the organization's events in which he/she will be eligible, the student must provide evidence of successful completion of the substance abuse program as validated by a signed certificate of completion. The certificate of completion shall include a brief synopsis of participation, continuum plan, and prognosis. Failure to provide a certificate of completion will invalidate the Option for 2nd Offense. This may be a carryover suspension.
- b) Other than Substance Abuse: The student must perform 10 hours of community service to the school district under the supervision of a coach/sponsor, Administration and/or his/her designee; the second offense infraction will be reduced to 90 school days. The community service must be served within the 90 school day suspension.

3rd Offense by a participant shall make the student ineligible to participate in any extra-curricular activities at Canton High School for his/her high school career.

\*Substance Abuse Evaluation – The student will obtain an evaluation and at minimum will be required to complete a brief educational session with behavioral and peer contracts. These contracts, with the required signature of the student and parent/guardian (unless emancipated), will be returned to both the substance abuse counselor and Administration. Additional sessions may be needed at the discretion of the substance abuse counselor.

\*\*Substance Abuse Program – The student will repeat the process of first offense requirements. At minimum the student will be required to participate in at least 12 hours of educational/behavioral sessions addressing substance abuse as it relates to personal history indicated by the evaluation.

### **1.3 Due Process**

- a) A student will be advised of the charges against him/her by the sponsor and/or Administration and be given the opportunity to respond to the charges before a decision is made or a penalty imposed.
  - b) The student and his/her parents/guardians will be advised in writing by the sponsor and/or Administration of any disciplinary action taken as a result of the charge and made aware of their right to appeal.
  - c) The student or parent/guardian may appeal the disciplinary action by responding in writing to the Principal within one calendar week of the date on the notice of disciplinary action. The Principal will hear the appeal unless the student and/or parents/guardians request the Extra-Curricular Board to hear the appeal. The Extra-Curricular Board shall consist of the building administrator, and two coaches/sponsors.
  - d) Upon appeal, the Principal or Extra-Curricular Board may recommend one or more of the following:
    - Overrule the penalty: reinstatement of the participant.
    - Sustain the penalty as initially imposed.
    - Modify the initial penalty.
    - Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of his/her high school career.)
1. Sources used to identify violations are:
    - a) Participant and/or parent admission of infraction
    - b) Information provided by law enforcement officials;
    - c) Public notices of offenses;
    - d) Court dispositions; and
    - e) School District personnel.
  2. If a participant is indicted by a Grand Jury or charged by the State's Attorney for a criminal offense, the participant will be suspended from participation in any contest in the activity in which he/she is participating pending a resolution by the judicial system. However, the length of the suspension may not exceed the penalty for the offense infraction. The participant may practice while on suspension. Athlete may sit on the bench with the team during contests.

3. Students who are ineligible for academic or code violations may not travel with a school organization if the individual is required to leave school while school is still in session, unless approval to attend is granted by the Administration.
  4. Extra-curricular activity sponsors are responsible for maintaining all other approved training guidelines for his/her group/organization.
  5. If a violation occurs at the time a participant is injured or ineligible, the suspension will start when the individual returns to practice or is academically eligible.
  6. The principal or activity sponsor will notify any student suspended for violation of the extra-curricular participation guidelines in writing, and will also notify his/her parents/guardian. If an individual completes his/her suspension during a sport season, but does not successfully complete that sport season, then he/she has not satisfied the suspension and it will be carried over to the next sport season in which the individual participates. A sport season is defined as the first official practice day through the last contests for that activity.
  7. The sponsor or head coach may establish training/participation rules for his/her sport or activity, which may include:
    - a) Curfew
    - b) Appropriate or required dress standards for scheduled contests.
    - c) Practice regulations, including attendance, tardies, etc.
    - d) Other rules appropriate for that particular activity.
0. Training/participation rules for each sport or activity are to be written and distributed to all participants at the beginning of each sport or activity season. However, sponsors or head coaches may increase the suspension percentage with Administration approval.

### **Student Athlete Concussion Protocol**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association<sup>1</sup> before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

## Canton High School Parent Permission/Acknowledgement Form

Student Name \_\_\_\_\_

Please Print

Student Handbook - I acknowledge receipt of the 2016-17 Canton High School Student Handbook. This handbook provides a full description of school policies, rules, regulations and services. Included in this book are the athletic and extra-curricular participation guidelines as well as the District Internet Use policy.

Photographing/Video Taping - I understand that my child may be photographed or videotaped at school. The pictures may be used in the yearbook, newspaper, school web page, and/or displayed in the building.

Do **not** post my student's picture on the Internet with an identifying name.

Do **not** share my student's information with the military.

Field Trip Consent – I grant permission for my child to participate in field trips sponsored by the Canton Union School District. I further authorize supervising CUSD #66 school personnel to act as an agent for my child and to use his/her judgment and discretion in obtaining medical care for my child while on a field trip. I understand that I will receive an agenda of the events prior to my child's participation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent email address (if available)