Canton High School

1001 N. Main Street ~ Canton, Illinois 61520 ~ (309) 647-1820 ~ www.cantonusd.org

Student Handbook

General School Information

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.

The Board's comprehensive policy manual is available for public inspection through the District's website 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
Lori Coleman	Secretary
Ben Bishop	Member
Matt Kees	Member
Tom Snowman	Member
Mark Tarter	Member

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

Mr. Rolf Sivertsen	Superintendent
Mr. Michael Lindy	Principal
Mr. Jay Valencia	Assistant Principal
Mr. Brad Hulet	Activities Director

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 replaced by (Every Student Succeed 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

Every Canton student is achieving at his or her maximum potential in an engaging, inspiring, and fluid learning environment.

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 18	Lockers pg 13
Attendance pg 5	Lunch pg 9
Bell Schedule pg 4	Make up Work pg 13
Book Bags pg 13	Parent Information pg 49
Bullying/Cyberbullying pg 17	Physical Education pg 33/47
College Visit/ Prearranged pg 6	Searches pg 14
Dance Rules pg 10	Semester Exams pg 47
Deliveries pg 10	Sexual Harassment pg 16
Discipline pg 21	Skyward pg 49
Dress Code pg 8	Special Education pg 32
Driver Education pg 43	Standardized Testing pg 51
Emergency Drills pg 11	Student Classification pg 48
Extracurricular Code of Conduct pg 54	Student Conduct pg 21
Fees pg 12	Student Parking pg 16
Grading Scale pg 44/45	Student Records pg 34
Graduation pg 41	Tardies pg 8
Guidance pg 32	Teen Dating Violence pg 17
Health Records pg 37	Tobacco pg 11
Homeless Rights pg 50	Transportation/Bus pg 15
ID cards pg 13	Truancy/Unexcused pg 7

Bell Schedules

REGULAR SCHEDULE

7:10	-	8:00	Early Bird	PERIOD 0
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

HOMEROOM SCHEDULE

7:13	-	8:00	Early Bird	PERIOD 0
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

2:15 P.M. EARLY DISMISSAL SCHEDULE

7:18	-	8:00	Early Bird	PERIOD 0
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	Early Bird	PERIOD 0
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

9:05 A.M. LATE START SCHEDULE

7:10	-	8:00	Early Bird	PERIOD 0
8:00	-	9:00		PLC TIME
9:05	-	9:45		PERIOD 1
9:49	-	10:29		PERIOD 2
10:33	-	11:13		PERIOD 3
11:17	-	11:47		A LUNCH
11:51	-	12:31	A PERIOD 4	
11:17	-	11:57	B PERIOD 4	
12:01	-	12:31		B LUNCH
12:35	-	1:20		PERIOD 5
1:24	-	2:14		PERIOD 6
2:18	-	3:08		PERIOD 7

SECTION I: General Information

Attendance (General)

The school day at CHS is 8:20 am - 3:08 pm Monday – Friday. Students are not allowed to go to their lockers until 8:00 am. They will need to go to the office for a pass to go to their locker before the 8:00 am bell.

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.

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. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

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. Documentation may be required:

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
h. College visit days (Prior to December 1st for semester 1 and May 1st for semester 2)
I. Other reasons as concluded by administration

Absence Procedure:

When a student will be absent from school, a parent or guardian must notify the school on the day of the absence. The Canton High School office hours are Monday – Friday 7:00 am-4:30 pm (647-1820). A voicemail may be left for the office personnel outside of normal office hours. An unexcused absence may 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 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. Administration will approve field trip request based upon attendance, discipline, and academic progress of the students on the field trip request list.

Pre-arranged Absences

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

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 makeup privileges as approved for an excused absence. Student will meet with their guidance counselor prior to and after the scheduled college visit. Students need to provide proof of attendance of 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 December 1st for semester 1 or May 1st for semester 2 unless given approval by administration.

Unexcused Truant Absence from School

Unexcused truant absences are those which could have been avoided and/or skipped school. Canton High School students will receive zero's for all work missed during the absence. 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.

Unexcused Absence from School

Unexcused absences are those which could have been avoided. Any absences from classes 10 minutes or more without a valid excuse are classified as unexcused. 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. Canton High School will 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.

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 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.

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 no credit for that semester. Such students will not be permitted to re-enroll until the following semester.

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 will 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.

Attire/Proper Dress

The administration and staff at Canton High School believe 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. Student dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

a) Coats, hats, bandanas or other head coverings, hoods, gloves, sunglasses and other forms of outerwear 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) Proper fitting clothing is to be worn. 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.
c) Male and female students must wear proper fitting 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.
d) Appropriate shoes must be worn at all times.
e) 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.

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 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.

Open / Closed Campus Lunch

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

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 freshmen. 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.

Any outside food brought into the building must be consumed in the cafeteria.

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.

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 the preceding 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.

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.

Daily Announcements

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

Drugs & Alcohol

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, look-alike drugs, vape or e-sensation smoke 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.
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 Student Code of Conduct pg. 20)

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).

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

Bus Evacuation - Bus evacuation drills will be initiated by building administration and will be conducted through the physical education classes at Canton High School.

Fees

Fines, Fees, and Charges; Waiver of Student Fees. The school establishes fees and charges to fund certain school activities including: registration fees, athletic fees, and technology fees. 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:

- 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.

Hall Passes

Students are not to be in the halls before the 8:00 am bell, 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.

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.

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.

Backpacks / Book bags

Book bags, backpacks, large gym bags, etc., are not permitted in classrooms during school hours. Such bags may be brought to school, put in the student's locker before school, and taken home after school. All sports bags should be stored in the designated storage location in the south gym. 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.

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 is absent, he/she will be permitted to makeup 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 absence. Students who are unexcused from

school may be allowed to makeup missed work for credit. Students that are truant from school will not be able to make up work for credit.

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.

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 resource 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 administration 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, backpacks, 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 event may be provided to law enforcement personnel.

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.

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 $5. Students who park on the CHS campus must:

a. Obey all traffic laws, avoid reckless or improper driving
b. Park between the yellow lines using one space only
c. Display his/her parking permit in the vehicle window at all time
d. Keep his/her car locked at all times
e. Exit vehicle and parking lot immediately upon arrival; no loitering
f. Report any accidents or issues to the office or School Resource Officer immediately when they happen (See Student Code of Conduct pg. 20)

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 also 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 unless approved by administration.

Sexual Equality 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 administration.

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. 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.
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment
    b. Creating an intimidating, hostile, or offensive educational environment
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. 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 incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to one of the Complaint Managers: Mr. Lindy, Mr. Valencia, or Mrs. Zasada 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.

Bullying / Cyberbullying

Aggressive Behavior/Bullying/Cyberbullying, 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 website 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:
   a. Placing the student in reasonable fear of harm to the student's person or property.
   b. Causing a substantially detrimental effect on the student's physical or mental health.
   c. 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.

5. Reports of bullying or harassment can be made through the following district link:

   https://www.cantonusd.org/report-bullying.html

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 building administration 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 the District's 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 Website 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 email 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

Philosophy of Student Discipline

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.

Promoting Responsible Student Behavior:

It is our belief that there is a significant distinction between a 14-year-old entering a high school for the first time and an 18 year-old preparing to leave for college or the world of work. The responsibilities and privileges should reflect that difference. Thusly, each group of students, in their varying degree of development and preparation should be afforded an increasing level of privileges and independence, provided they meet and uphold school standards. Primarily, the standards are: regular attendance, hard work, good grades, and excellent behavior. Although students earn the privileges in a progression, they can also lose them. It is important to remember that these are privileges and not rights. Loss of a privilege is not punishment; it simply means that the student has not met the required standards.

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.

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 non-attendance 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.

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. Follow directions the first time they are given

Study Hall expectations:

1. Follow all handbook rules.
2. Be respectful and polite to other students, the teacher or substitute.
3. This is study hall. Students will sit quietly and study/read.
4. There will be no cards or games of any kind.
5. There will be no food or drink.
6. Students will not be allowed to sleep.
7. Students with library fines will NOT be allowed to use the library during study hall (even with a pass from a classroom teacher) until the fine has been paid in full (unless specific circumstances have been cleared through the library).
8. Use of the library will be limited to eight (8) students per study hall per period at one time. Those students with a written pass from a classroom teacher will be given priority. Failure to use the library appropriately can result in suspension of library privileges.
9. Passes to other faculty members' rooms must be presented on a daily basis to the study hall teacher. NO permanent passes will be honored or accepted.
10. Students should take all materials and be prepared to stay where they have gone until the end of the period.
11. Students with a D or F in any class may not be allowed to leave the study hall without a pass from a teacher which states name, date, hour, destination, purpose and signature of teacher.
12. Electronic devices may be used in study hall for reading or classroom assignments. Use of

cell phones is strictly prohibited and could result in discipline per the student handbook.

13. Upon entering the library, students should check in at the desk.
14. Study hall is a good time to recharge devices.
15. Students going to the library must stay in the library until the end of the period unless the teacher notes that the student may return to class on the pass.

Detentions

There are three 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 24 hours' notice in order to make appropriate arrangements for transportation. Students who do not attend teacher-issued detentions will be referred to a building administrator office for formal disciplinary action.

b. 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:

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

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

c. Tuesday Extended Evening Detentions

Tuesday Extended Evening detentions will be every Tuesday from 3:15-5:30 PM.

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 makeup 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.
f. Headphones/devices are only allowed in ISS if the ISS supervisor or an administrator has

given permission for their use. Students should be on task. If a student is off task due to the headphones they are to turn them over to the teacher to get back at the end of the day.

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". Information will be shared during the suspension conference about an opportunity to make up work missed during the suspension for equivalent academic credit.
b. Students who are externally suspended will not be allowed to attend or participate in any school related function or activity home or away.

Re-Engagement of Returning Students

The building administration shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up 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 days after the discipline assignment.
d. If a parent/student still have concerns, they may request a formal hearing in writing within seven days to the Superintendent of schools. The appeal will be acted upon timely.

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.

General Disciplinary

The goals and objectives of CHS discipline policy are to provide effective practices that: **(1)** ensure the safety and dignity of students and staff; **(2)** maintain a positive, weapons-free, and drug-free learning environment; **(3)** keep school property and the property of others secure; **(4)** address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and **(5)** teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;

2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;

3. Traveling to or from school or a school activity, function, or event; or

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: **(a)** be a threat or an attempted intimidation of a staff member; or **(b)** endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling, or offering for sale:

a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.

c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the building administration, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:**(a)** before school; **(b)** it is used during the student's lunch period, **(c)** after school.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: **(a)** expression of gender or sexual orientation or preference, or **(b)** display of affection during non-instructional time.

11. Teen dating violence

12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering school property or a school facility without proper authorization.

14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on

school grounds, school bus, or at any school activity.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: **(a)** being a member; **(b)** promising to join; **(c)** pledging to become a member; or **(d)** soliciting any other person to join, promise to join, or be pledged to become a member.

17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

20. Inappropriate racial, ethnic, sexual, or religious gestures, writings, slurs, or satanic writings.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building administration.

22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: **(a)** be a threat or an attempted intimidation of a staff member; or **(b)** endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: **(a)** on the student’s person; **(b)** contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; **(c)** in a school’s student locker, desk, or other school property; or **(d)** at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The building administration shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does

not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non- exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).

2. Disciplinary conference.

3. Withholding of privileges. Including, but not limited to: loss of open campus privilege, driving/parking privileges, extracurricular participation, removal or exclusion from attendance at after school functions; i.e. games, dances, banquets, plays, shows, events, etc.

4. Temporary removal from the classroom.

5. Return of property or restitution for lost, stolen, or damaged property.

6. Tuesday Extended Evening Detention. The student must be supervised by the detaining teacher or building administration.

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7. In-school suspension. The building administration shall ensure that the student is properly supervised

8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.

9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.

10. Suspension of bus riding privileges.

11. Out-of-school suspension from school and all school activities. A student who has been suspended shall also be restricted from being on school grounds and at school activities.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by- case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: **(1)** a student is licensed to carry a concealed firearm, or **(2)** the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Required Notices

A school staff member shall immediately notify the building administration in the event that he or she: **(1)** observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, **(2)** observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or **(3)** observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in- school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

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 Cooperative. 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 multidisciplinary 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. (a) He or she 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 (RtI)

Response to Intervention (RtI) is the practice of providing high-quality, scientifically-based instruction and interventions to struggling learners. The RtI process focuses on high-quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI 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.

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 ceded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon

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.1

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
1 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 healthcare 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 midterm 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

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.

Bed Bug

1. Students found with an infestation will not be allowed to take books or devices home.
2. If a student is infested with bed bugs, call parent/guardian immediately and ask parent/guardian to attend a meeting. Inform parent/guardian that any chronic cases will result in a report to DCFS. Conduct meeting in an isolated place to reduce risk of contamination and to provide privacy.
3. A letter will be provided to parent/guardian with a bed bug inspection report. Parent/guardian must return the report before student is allowed into school.
4. Have parent/guardian provide a change of clothing in a plastic bag. School personnel will dry, wash, and dry clothing, and place clothing in a bag.
5. In the event of re-infestation, call parent/guardian, repeat process, and have parent/guardian change student's clothes.
6. If a student is re-infested 3 times or more, the student may be excluded from school.
7. Extreme or chronic cases will result in exclusion and may result in a report to DCFS.

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 Resource Management or Consumer Math
Art, Music, Foreign Language, Vocational Ed	one credit
Driver's Ed	one quarter credit
PE	four credits**

**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.

Schedule Changes

Students and families are encouraged to work with the guidance department and teaching staff to create a student schedule that best reflects the future goals and aspirations of students as

well as the graduation requirements of CHS. To the best of our ability CHS will try to create student schedules that reflect the student requests.

Schedule requests and changes (for all students including incoming Freshmen) for the upcoming fall semester must be completed by the last day of school in May and may be done without limitation.

Students will be able to change their schedules for the Spring semester until the last day of the classes in December.

General Guidelines for Course Change requests (for Spring Semester):

1. Errors, omissions, course conflicts or other scheduling mistakes that occur after the student's schedule is finalized. (The "mistakes" referred to are office errors and not a failure to match each and every course request.)
2. Changes requested by a teacher that are due to a student being placed in a course that is too difficult for a students' ability level.
3. Changes requested by a student that are supported by a legitimate academic reason.
4. Verifiable changes to a course of study that is related to a students' post high school plans and aspirations.

To initiate a Course Change, students must complete a Course Change Request form (these can be obtained from the Guidance office) and return it to the Guidance Office. A request does not guarantee approval.

Class Drop

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.

Alternative Schools

1. Canton School District reserves the right to determine placement at McCall Alternative School, Spoon River Academy, or McCall Regional Safe School.
2. Parent/guardian and student understand that student must meet all state requirements to graduate high school.
3. The parent/guardian and student must understand and give permission to release all grades and attendance records to Canton School District.
4. Canton School District reserves the right to unenroll the student from the alternative placement and re-enroll the student within Canton Schools.
5. Student and parent/guardian understand that placement in an alternative educational setting waives the privilege of attending and participating in any school activities

sponsored by the Canton School District. This includes events such as: dances (Prom), extra-curricular clubs, athletics, and graduation.

6. Student and parent/guardian understand that placement in an alternative educational setting waives the right to participate in graduation ceremonies sponsored by the Canton School District.

Driver Education

Driver Education (classroom and behind the wheel) will be provided to students in accordance with Illinois law and as spaces are available. Students may be restricted from or removed from Driver Education if they do not demonstrate sufficient academic progress and attendance (minimum of 30 classroom hours required by state law- typically 4 absences and student is removed from classroom). Students are required by law to have received passing grades in at least eight (8) courses during the previous two semesters prior to enrolling in Driver Education (including eighth-grade courses when applicable); this requirement can be waived by the District 66 Superintendent if requested in writing and if the Superintendent deems a waiver to be in the best interest of the student. When student demand exceeds available spaces, the classroom and behind the wheel portions of Driver Education will be scheduled at the discretion of the school administration based on: (i) a student's need for completion of the classroom portion prior to impending graduation; (ii) birth date; (iii) schedule availability; and (iv) when necessary, other factors such as academic progress, student behavior, and attendance.

Freshmen Students Entering Driver Education

- Must have at least a 2.0 at IMS
- Must pass at least your 8 core classes -- Math, Language Arts, Social Studies, Science
- If at any point a student is failing their classes, you may be pulled out of Driver Education.

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. 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, and Driver Education.

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.

For the Class of 2022 and Beyond:

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 Driver Education.

Grading Scale

Canton District # 66 has adopted the following grading scale:

		Non-Weighted	Weighted
100-93	A	4.00	5.00
92-90	A-	3.67	4.67
89-87	B+	3.33	4.33
86-83	B	3.00	4.00
82-80	B-	2.67	3.67
79-77	C+	2.33	3.33
76-73	C	2.00	3.00
72-70	C-	1.67	2.67
69-67	D+	1.33	2.33
66-63	D	1.00	2.00
62-60	D-	0.67	1.67
59-0	F	0	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 calculating the Honor Roll, all courses are included except Driver's Education.

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.

Cum Laude

At Canton High School, we encourage all learners to develop to their fullest potential, engage in lifelong learning, and be responsible members of society. The Cum Laude program is a rigorous educational, service, and social experience that provides students with an opportunity to excel and show exceptional growth for the post-secondary world. The Cum Laude categories include:

- Scholarship
- Character
- Community Service
- Responsibility
- School Spirit
- Excellence

Participation in the Cum Laude Program will foster a positive, well-rounded high school experience and promote citizenship in the school and local community. It will also enable students to create stronger college, workforce, and scholarship applications.

Students may declare at the beginning of any school year; however, there are incentives the earlier students sign up. All students are welcome to declare. If interested, please see Mrs. Neptun or Mrs. Krulac.

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 any time 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 and are earning a "B-" or better in their class, have no 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 are responsible for discussing their final grade with the teacher and understand if the teacher will or will not round up the grade. Students who qualify for the exemption may choose to take exams; if this is the case, exam grades can only raise semester averages.

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 percentile in class rank.

Valedictorian/ Salutatorian Criteria

Valedictorian – The student(s) with the highest GPA at the time of graduation will be declared the Valedictorian. Students graduating after eight 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 eight 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. In calculating a student's GPA, all course grades are used with the exception of Driver Education.

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.

Section IV: General Notices and Parental Information

NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS

Through the 1970's asbestos was used in many building materials until its use was discontinued for many applications. Governmental guidelines were established in the 1980's that require public building owners to periodically inspect, and if necessary remove asbestos that could pose a potential risk.

Properly maintained, asbestos containing building materials does not possess a health threat. District 66 maintenance and custodial staffs receive training mandated by OSHA and the Illinois Department of Public Health on the procedures to be used to identify potential hazardous situations. They also maintain flooring in accordance with recommended work practices by the EPA. When asbestos must be removed in any of the buildings, it will be done by licensed professionals from the Illinois Department of Public Health and disposed of in accordance with federal regulations.

District 66 complies with the government guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the district records is maintained at the Buildings and Grounds Department. Should you have any questions, or wish to review these records, please contact the Director of Buildings and Grounds at 309.647.9411. The last six month on 10/20/16 and the last 3 year re-inspection was completed on 6/27/2015.

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 children):

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 will take standardized tests as required by the Illinois State Board of Education. 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 in achieving 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.

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: Extracurricular Code of Conduct

Introduction to the Canton Activities Handbook

The intent of this handbook is to provide information regarding activities at Canton to all participants in our programs. It is the expectation that you and your parents review and discuss the handbook.

While participating in extracurricular activities you are representing Canton High School. You are expected to demonstrate appropriate behavior on and off the field, court, or other competitive arena. In order to field a quality extra-curricular team, we must maintain quality participants. Exemplary sportsmanship must be displayed at all times.

The staff and administration welcome you to the Canton High School Activities Program. We will strive to assist you in any way necessary. We wish you the best of luck and hope your participation in extracurricular activities at Canton High School far exceeds your expectations.

Principal-Michael Lindy
Asst. Principal-Jay Valencia
Activities Director-Brad Hulet
Athletic Office Secretary-Teresa Schoon

Canton High School Athletic Philosophy

An individual's total education extends beyond the classroom. The purpose of the Canton High School extra-curricular program is to provide each student with opportunities for emotional, cultural, mental, physical, and social growth by participating in student-selected activities. This growth can be accomplished through activities that support and advance the curriculum, promote responsibility and teamwork, develop a sense of ownership in the school, and reflect and enhance the goals of District 66. Such participation is a privilege that carries with it a responsibility to teammates, the school, and community.

Objectives and Principles of Participation

In order to be considered a worthwhile educational experience, athletics must possess and maintain specific objectives and expectations. All objectives and principles must maintain a focus on the welfare and educational development of the student-athlete. These objectives include, but are not limited to:

- Positive moral qualities
- Constructive social abilities
- Emotional maturity
- Physical fitness and skills
- Mental toughness

Participation in extra-curricular activities will provide student-athletes with the opportunity to:

- Develop physical skills and talents to their maximum potential
- Engage in competition, while promoting safety, health, and physical fitness
- Exemplify positive sportsmanship as a means for learning positive citizenship

- Learn to appropriately experience both accomplishment and failure in competition
- Understand that consequences follow the violation of a rule or policy
- Exercise self-discipline and self-sacrifice in order to achieve team goals
- Gain experience in problem-solving and decision-making
- Learn to develop trust and accept responsibility that comes with earning the respect of others

Eligibility

1. Student must be a legal resident (living full-time with parent(s) or legal guardians) of the Canton Union School District.
2. Students must earn 2.5 credits the previous semester of attendance of which .5 credits may be Band, Chorus, or Physical Education.
3. Students shall continue to earn a passing grade in at least 5 classes of which only 1 may be Band, Chorus, or Physical Education.
4. A weekly grade check will be conducted; those individuals not passing 5 classes will be ineligible for the following week.
5. Eligibility runs Monday through Sunday of each week.
6. Student-athletes must have a current physical on file in the Activity Director's office. Each physical exam is valid for one calendar year and therefore must be renewed annually. **(Note: Incoming Freshmen do not need a separate athletic physical exam and can use the regular required school physical exam form. However, the physical must have been taken before the student may participate in team tryouts/practices.)**
7. Each student-athlete and parent must read, comprehend and agree to abide by the **"Code of Conduct"** set forth in this handbook.
8. Each student-athlete and parent must complete the necessary forms, in their entirety, in order to participate in Canton High School activities. All forms are available on the Canton High School Activities Website.

Code of Conduct
For All Participants

All students who participate in extracurricular programs are expected to follow the Code of Conduct:

1. Adhere to the school rules and regulations as established in the student handbook by the Board of Education
2. Respect the rights of others
3. Refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expression
4. Refrain from gross disobedience or misconduct as defined in the student handbook
5. Obey city, state, and federal laws
6. Demonstrate the qualities of scholarship, leadership, service, and character

Extracurricular Conduct Policy

STUDENT ORGANIZATION LEADERS, PERFORMANCE GROUPS, AND COMPETITION GROUPS

The Board of Education believes all student leaders are representatives of the school. Leaders of student organizations and members of performance and competition groups include, but are not limited to, the following:

Archery
Art Club
Bass Fishing
Cantonian
Cheer
Chorus
Class Officers
Club Unify
Color Guard
FFA
German Club
Key Club
Madrigals
NHS
Scholastic Bowl
Marching Band
Musical
Pom-Pon
Science Olympiad
Spanish Club
Special Olympics
Speech
Student Council
Thespian
Winter Guard

*Any future performing or competitive groups

Participation in these leadership roles or in the athletic programs is considered a privilege and not a right. Therefore, in addition to the above rules, participations must follow all other conduct rules as set forth below. It is understood that these rules and regulations are to supplement any existing Board of Education policies. These rules and regulations shall apply **all year-round for the duration of the participant's high school career.**

1. Possession or use of tobacco products, e-cigarettes, or look-alike product in ANY FORM

2. Possession or being under the influence of alcohol or other mood-altering substance(s).

3. Possession, use, or distribution of , or Under the Influence of Drugs, look-alike drugs, or other controlled substance(s) or paraphernalia.

4. Positive drug/alcohol test result from the random drug/alcohol testing.

5. Misconduct not specifically set forth in the code can constitute a 1st offense or a subsequent offense or serve as the basis for complete removal from the activity.

Offenses

The following apply to 1, 2, 3, 4, and 5 above cumulatively.

1st Offense: Suspension from participation in 25% of the scheduled contests, meetings, or scheduled competitions or 25% of the next activity in which he/she participates. An incomplete suspension will be carried over to the next season he/she participates in. During the period of suspension, student will not be allowed to travel with the team. Participants are expected to continue practicing with the team/club at the coach's discretion. The suspension will be considered fulfilled only if the participant finishes each season in good standing.

2nd Offense: Dropped from all activities, clubs, events, meetings, or competitions for one calendar year from the date of the last violation. Upon administrative approval, the offender may complete a counseling program, approved by the administration, appropriate for the nature of the offense (defined below). The infraction may be reduced, at administrative discretion, to 180 days from the date of the infraction.

3rd Offense: Dropped from all activities, clubs, events, meetings, or competitions for the remainder of scholastic career. After one calendar year, with no further infractions, and completion of an approved counseling program the student and his/her parent/guardian may appeal for reinstatement. The student and his/her parent/guardian must both meet with the high school administration to evaluate the student's performance in academics and attendance. Unexcused absences and/or out-of-school suspensions may eliminate the student from further extra-curricular participation. The appeal in no way guarantees the re-establishment of eligibility. Each appeal will be evaluated on an individual basis.

*Infraction will occur for those students attending a supervised or unsupervised gathering where alcohol or drugs are present. These students who are on record (police report) with a blood alcohol level of 0.00 will be given 20 hours of community service for their attendance at the gathering. The completion of community service hours, and the reflection assignment, must be approved by administration.

*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.

If the infraction is for substance abuse (including tobacco), the student may participate in a counseling program, at the student's expense. The counseling 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 completion 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 to the administration will invalidate the program completion. The purpose of this requirement is for the student to be evaluated and obtain assistance if needed.

Drug, Tobacco, and Alcohol Testing

The extracurricular Drug and Alcohol Prevention Program at Canton High School is maintained in order to foster the health, safety, and welfare of all its students. Canton High School counselors also serve as a resource to students and families through the suggestion of agencies that address substance abuse.

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 or copies are available in the High School Office.

Monthly, throughout the school year, the administration or designee will randomly test 15-20 extracurricular participants including clubs, activities, and athletics. The random selection will be conducted by the testing agent.

A. A student will be ineligible for all extracurricular activities for one calendar year if he or she tampers or cheats during the collection of specimen. This will be reported to parent(s) or guardian(s).

B. The student or parent/guardian may request that the same urine specimen be tested again by our testing agent at the parent/guardian's expense. The student will be suspended from all activities pending the re-test of the specimen.

C. If a student refuses to take a test when randomly selected, the student shall be considered to have received a positive result and the consequences of such will be invoked.

Other Rules

Apart from this drug-testing program, the Illinois High School Association as well as each activity's coaching staff or sponsor may have their own rules and requirements. Coaches and sponsors have the necessary authority to enforce those rules. Any student participant who violates a team or activity rule or requirement is subject to the consequences as defined in those rules and regulations. Violation of team rules, regulations, and/or requirements will result in disciplinary action including, but not limited to, removal from the activity/team.

Felony Convictions

Student participants who plead or who are proven guilty of committing a felony will be dropped from all activities and athletic participation for the remainder of their scholastic career. After one calendar year, with no further infractions, and completion of an approved counseling program the student and his/her parent/guardian may appeal for reinstatement. The student and his/her parent/guardian must both meet with the high school administration to evaluate the student's performance in academics and attendance. Unexcused absences and/or out-of-school suspensions may eliminate the student from further extra-curricular participation. The appeal in no way guarantees the re-establishment of eligibility. Each appeal will be evaluated on an individual basis.

Dress

Proper dress and grooming for participation and travel during the season for athletics and activities shall be determined by the coach/sponsor of each activity, and he/she shall, after consultation with Activity Director, convey his/her regulation to the team members. The expectations for dress in the student handbook will be a general guideline.

Language

Profanity and/or abusive language, obscene gestures, and/or other forms of inappropriate behavior by participants involved in any activity will not be tolerated. Coaches/Sponsors shall discipline violators.

Theft of School, Team, or Other Individual's Possessions

Proven theft by a participant of possessions of this school, other schools, and/or possessions of other individuals shall be grounds for dismissal from participation in all athletics/activities at CHS. The administration shall discipline violators with input from the coach/sponsor.

Honesty and Integrity

Honesty and Integrity among teammates and/or fellow students is a requirement. Cheating, lying, and deceitful practices shall not be tolerated. Coaches/Sponsors shall discipline violators.

Evidence

A) If a member of the administration receives information or reports from any credible source that a student has violated any of the rules and regulations of the extra-curricular code of conduct, he/she shall promptly investigate the charge. Examples of the sources of information could include a report from a faculty member, police reports, court dispositions, or any other information regarding misconduct.

B) If there is sufficient evidence to believe a violation may have occurred, the administration shall:
   1. Interview the student notifying him/her of the charge and request a response.
   2. If the student denies the charge, give an explanation to the student of the evidence
   3. and facts leading to the charge; and
   4. Give the student an opportunity to respond or present an explanation of the event.

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 Extracurricular Board to hear the appeal. The Extracurricular Board shall consist of the building administrator, and two coaches/sponsors.

D) Upon appeal, the Principal or Extracurricular Board may recommend one or more of the following:
   1. Overrule the penalty: reinstatement of the participant.
   2. Sustain the penalty as initially imposed.
   3. Modify the initial penalty.
   4. Suspend the participant from participation in all activities (ranging from 180 school days to the remainder of his/her high school career.)

E) Sources used to identify violations are:
   1. Participant and/or parent admission of infraction
   2. Information provided by law enforcement officials;
   3. Public notices of offenses;
   4. Court dispositions; and
   5. School District personnel.

F) 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 not sit on the bench with the team during contests.

G) Students who are ineligible for academic or code violations may not travel with a school organization to events away from CHS.

H) Extracurricular activity sponsors are responsible for maintaining all other approved training guidelines for his/her group/organization.

I) 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.

J) The principal or activity sponsor will notify any student suspended for violation of the extracurricular 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.

K) The sponsor or head coach may establish training/participation rules for his/her sport or activity, which may include:
   1. Curfew
   2. Appropriate or required dress standards for scheduled contests.
   3. Practice regulations, including attendance, tardies, etc.
   4. Other rules appropriate for that particular activity. 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.

School Day Attendance and Participation

If a student is too ill to come to school, then it's not appropriate for him/her to be present for practice or competition unless they are in school for **5 periods of the school day**. Emergency or unique medical situations can be appealed to the athletic director and/or administration. Participants missing one or more class periods during the school day, which are unexcused, shall be suspended from participating in any extracurricular 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.

School Property/Equipment

Participants shall be responsible for all school equipment issued during an extracurricular activity season. Participants who damage or fail to return equipment shall make a **monetary restitution for such items at replacement cost.**

A. Participants shall not be allowed to receive awards and shall be suspended from further extracurricular involvement until such obligations are met.
B. School authorities may withhold official records until obligations are met.
C. Please do not abuse your equipment. Considerable money is expended to supply the best equipment for your use and safety, please treat it with respect.

Transportation Policy

Please be aware of the policies concerning transportation of student-athletes to and from CHS competitions.

A. CHS provides transportation to and from all athletic contests. All athletes are required to use school transportation. Athletes may not participate in any away contest if they drive him/herself to the event or if they use alternate transportation without prior permission from the coach/activity director.
B. In extenuating circumstances, parents may need to drive their own children to or from a contest, but coaches need written notification and approval from the activities director must be granted in advance.

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 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.

Asbestos Management Plan

Date: May 21, 2018
To: Parents and Staff
Re: ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE
From: Rolf Sivertsen, Superintendent

This letter is to inform you of the status of Canton Union School District asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted on October 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for the public review in the Administration Office. Should you wish to review the plans please call to make an appointment between business hours 8:00AM–5:00PM.

Any concerns relative to asbestos containing materials should be directed to Tim Morland, LEA Designated Person at 527 Colleen Street, PO Box 147, Woodhull, Illinois 61490. His contact number is (309) 334-8466.

Sincerely,

Rolf Sivertsen, Superintendent