

2017 – 2018

Student - Parent Handbook



Established 1965

One Nancy Drive • Post Office Box 116  
Canton, Mississippi 39046  
[www.cantonacademy.org](http://www.cantonacademy.org)  
[capanthers.com](http://capanthers.com)  
601-859-5231 • 601-859-5233  
Fax 601-391-3274

## Table of Contents

### CANTON ACADEMY

Mission Statement .....	2
Philosophy.....	2
Objectives .....	2
Board of Directors .....	3
Administration .....	3
Staff.....	3
Faculty.....	4
School Year Calendar .....	6

### ADMISSION/ENROLLMENT

Admissions - Secondary .....	7
Felony Conviction .....	7
Married and/or Pregnant Students.....	7
Nondiscriminatory Policy.....	7

### ACADEMIC

ACT Preparation .....	8
Advanced Placement Courses and Mandatory Exam .....	9
Assignments Online .....	9
College Days.....	9
Christian Community Service Policy .....	9
Correspondence/Online Courses .....	10
Directed Study Program.....	10
Dropping or Adding Classes .....	10
Dual Credit/Dual Enrollment .....	10
Final Exam Exemptions .....	11
Grade Classification .....	11
Grading Scale .....	11
Graduating with Honors .....	11
Graduation Requirements.....	11
Hall of Fame.....	12
High School Units .....	12
Homework/Make-up Work .....	13
Honor Roll .....	13
Program of Studies .....	14
Programs of Wise Course Selection .....	15
Progress Reports .....	15
Promotion.....	15

Report Cards.....	15
Star Student .....	15
Summer School .....	15
Term Papers .....	16
Tests .....	16
<b>ATHLETIC/EXTRACURRICULAR ACTIVITIES</b>	
Academic Eligibility Rule.....	17
Athletic Events .....	17
Extracurricular Activities.....	17
Field Trips and School-Sponsored Trips .....	18
School Dances .....	18
<b>ATTENDANCE</b>	
Absences .....	19
Dismissals .....	19
School Hours /After School Hours .....	19
Tardiness .....	20
<b>DISCIPLINE</b>	
Drug/Alcohol Prevention Policy.....	21
Alcohol Testing .....	21
Drug Testing.....	21
Cheating.....	22
Corporal Punishment .....	23
Detention.....	23
Electronic Devices .....	23
Fighting .....	23
Grievance Procedure .....	24
Harassment, Intimidation and Bullying Policy.....	24
Public Displays of Affection (PDA).....	26
Suspensions.....	27
Sexual Harassment Policy .....	27
Tobacco, Drugs, and Alcohol.....	28
Weapons .....	29
<b>GENERAL</b>	
Bell Schedule .....	30
Copies .....	31
Driver's License Form .....	31
Fire and Tornado Drills .....	31
First Aid .....	31
Flower Deliveries .....	31
Food, Drinks, and Behavior in the Cafeteria.....	31

Health and Safety .....	32
Lost and Found .....	32
Medication.....	33
Off-Limit Areas on Campus.....	33
Textbooks.....	33
Uniform Requirements/Dress Code.....	33
Vehicles.....	34

**TECHNOLOGY**

Computer and Internet Policies.....	36
-------------------------------------	----

**ELEMENTARY SCHOOL**

Admissions.....	37
Absences .....	37
Accelerated Reader Program .....	38
Activity Passes .....	38
After School Hours.....	38
Assemblies and Pep Rallies .....	38
Attendance .....	38
Birthday Book Club .....	38
Book Fair.....	39
Cheating.....	39
Conduct and Discipline .....	39
Conferences.....	39
Corporal Punishment .....	40
Detention Policy .....	40
Dismissals.....	40
Electronic Devices .....	41
Elementary Office .....	41
Fighting .....	41
First Aid.....	41
Gifts.....	41
Grading System .....	41
Grievance Procedure .....	42
Gum, Food, and Drinks.....	42
Health and Safety .....	42
Hallways.....	43
Homework.....	43
Immunization Law .....	43
Library .....	43
Lunch .....	43
Make-up Work.....	44

Medication.....	44
Parties and Invitations.....	44
Physical Education.....	44
Promotion.....	44
Report Cards.....	44
School Hours.....	45
Signed Papers .....	45
Tardiness .....	45
Telephone Usage.....	45
Textbooks.....	45
Traffic .....	45
Treats and Refreshments .....	46
Uniform Requirements/Dress Code .....	46
Visitors .....	46

\*Handbook last updated August 18, 2017

## Canton Academy Student/Parent Handbook Agreement

The purpose of the Canton Academy handbook is to provide you with information you may need to access throughout the school year. The handbook is accessible on the Canton Academy website at [www.cantonacademy.org](http://www.cantonacademy.org). Please read and be familiar with our CA handbook. If Internet access is not available to you, please request a copy from the business office.

Information common to all students is detailed in the front of the handbook, while information specific to the elementary school is included in a separate section in the handbook. Please refer to the Table of Contents for the specific location of information.

I hereby acknowledge that I have received, read, and agree with the rules and policies outlined in the Canton Academy Handbook which include, but are not limited to, normal school activities and functions such as permission to participate in all outings and field trips, understanding Canton Academy's contract on acceptable online behavior, and use of photographs of my child by Canton Academy.

Date \_\_\_\_\_

Parent Printed Name \_\_\_\_\_

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

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

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

Student Grade \_\_\_\_\_

# CANTON ACADEMY

## **Mission Statement**

With a bold vision for the future, Canton Academy exists to nurture hearts and challenge minds in a Christian environment.

## **Philosophy**

The philosophy of Canton Academy is based on Christian principles and academic excellence. We believe that each student should have an opportunity to reach his/her maximum potential. It is our responsibility to provide each student with varied learning experiences so that they may grow intellectually, socially, morally, and physically. The school shares with the home, church, and community the responsibility of providing each individual with the opportunity to make his/her best contribution to the democratic society in which he/she lives.

## **Objectives**

The curriculum of Canton Academy is based on a foundation of basic skills and academic disciplines necessary for the student to continue his/her education in college as well as in everyday life. We strive to create a positive atmosphere for the desirable process of learning through the following objectives:

- to create an atmosphere that is conducive to the development of the individuality of each student and to provide experiences that will help the student satisfy his/her own needs;
- to encourage each student to develop a positive self-concept and a realistic self-appraisal of his/her strengths and limitations;
- to develop an understanding of American democracy; to instill in each student moral, ethical, and spiritual values necessary for membership in our democratic society;
- to teach responsibilities of group association by respecting the rights, property, and feelings of others, accepting differences in others, and communicating effectively with peers, school staff, parents, and community;
- to provide adequate activities to stimulate physical, mental, emotional, and social growth of the student in a rapidly changing culture;
- to promote studious inquiry which involves synthesis, analysis, and evaluative thinking and to promote opportunities for application of these skills;
- to develop curriculum that is based on sound research and learning practices and to provide a sequential course of study based on fundamentals in the elementary grades, leading to a college preparatory curriculum in high school;
- to stimulate and encourage an appreciation for art, music, and literature; and
- to plan experiences and activities for the development of social and occupational awareness.

## **Canton Academy, Inc.**

Canton Academy, Inc. is the original founding corporation that started Canton Academy in 1970 and still owns the real estate and property where the school is located (approximately 50 acres). This corporation holds all the stock that is purchased by each family that attends the school and owns all the physical assets of the school (buildings and property). Each year, the annual stockholder's meeting conducts the business of the corporation.

**Canton Academic Foundation, Inc.**

Canton Academic Foundation, Inc. is a 501(c)(3) non-profit corporation that conducts the business of the school. This entity is the operating company that manages the affairs of the day-to-day activities of Canton Academy. The foundation is governed by a Board of 12 members whose task is to set and enforce the policies of the school. The Board is responsible for hiring the Head of School who manages the daily operations of the school.

**Board of Directors**

**Officers**

Leigh Pace ..... President  
Clay Taylor ..... Vice President  
Michael Gosa ..... Secretary  
Sonny Green ..... Treasurer

**Members**

Bruce Brumfield ..... Michelle Goza  
Michael Gosa ..... David Francis  
Stacey Sanders ..... Jean Elaine Ellis

**Administration**

Ron Jurney ..... Head of Schools  
Sarah Willis ..... Administrative Office Manager  
Elaine Pounds ..... Student Services / Alumni Relations  
Shea Hale ..... Elementary Administrative Assistant  
Craig Bowman ..... Elementary Principal & Assistance Athletic Director  
Tray Earnhart ..... Associate Head of School  
Ben Williams ..... Athletic Director  
Michele Carter ..... Guidance Counselor  
Michelle Foreman ..... Business Manager  
Annette Harreld ..... Director of Development  
Jeffrey Broome ..... Director of Technology

**Staff**

John Harris ..... Director of Physical Plant  
Tameka Amos ..... Cafeteria/Concession  
Judy Martin ..... Custodian/Cafeteria  
Arlecia Gowdy ..... Custodian/Cafeteria



## Faculty

Parent/faculty conferences are welcomed and encouraged. To schedule a parent/faculty conference, contact, the Guidance Counselor, Michele Carter, by email at [mcarter@cantonacademy.org](mailto:mcarter@cantonacademy.org) or by calling the school at 601-859-5231. Faculty may be contacted via their Canton Academy email address. Telephone conferences with faculty are discouraged.

### Elementary

Nan James	..... Librarian/AR	.....	<a href="mailto:njames@cantonacademy.org">njames@cantonacademy.org</a>
Lucile Stallings	..... Teacher Assistant	.....	<a href="mailto:lstallings@cantonacademy.org">lstallings@cantonacademy.org</a>
Dawn Lampkin	..... 3 Year Old Kindergarten	.....	<a href="mailto:dlampkin@cantonacademy.org">dlampkin@cantonacademy.org</a>
Robin Hunt	..... 3 Year Old Teacher	.....	<a href="mailto:rhunt@cantonacademy.org">rhunt@cantonacademy.org</a>
Robin Williams	..... 4 Year Old Kindergarten	.....	<a href="mailto:rwilliams@cantonacademy.org">rwilliams@cantonacademy.org</a>
Tori Earnhart	..... 5 Year Old Kindergarten	.....	<a href="mailto:tearnhart@cantonacademy.org">tearnhart@cantonacademy.org</a>
Anna Weems	..... 5 Year Old Assistant	.....	<a href="mailto:aweems@cantonacademy.org">aweems@cantonacademy.org</a>
Suzanne Avent	..... 1 <sup>st</sup> Grade	.....	<a href="mailto:savent@cantonacademy.org">savent@cantonacademy.org</a>
Gena Martens	..... 2 <sup>nd</sup> Grade	.....	<a href="mailto:gmartens@cantonacademy.org">gmartens@cantonacademy.org</a>
Cindy Martin	..... 3 <sup>rd</sup> Grade	.....	<a href="mailto:cmartin@cantonacademy.org">cmartin@cantonacademy.org</a>
Carleen Singletary	..... 4 <sup>th</sup> Grade	.....	<a href="mailto:jhowell@cantonacademy.org">jhowell@cantonacademy.org</a>
Jennifer Howell	..... 5 <sup>th</sup> Grade	.....	<a href="mailto:csingletary@cantonacademy.org">csingletary@cantonacademy.org</a>
Susanne Barlow	..... 6 <sup>th</sup> Grade	.....	<a href="mailto:sbarlow@cantonacademy.org">sbarlow@cantonacademy.org</a>
Mala Harris	..... After School Care Director/Music	.....	<a href="mailto:mharris@cantonacademy.org">mharris@cantonacademy.org</a>
Linda Martin	..... After School Care	.....	<a href="mailto:lmartin@cantonacademy.org">lmartin@cantonacademy.org</a>
Lori Lambert	..... Art	.....	<a href="mailto:llambert@cantonacademy.org">llambert@cantonacademy.org</a>
Margaret Dowdle	..... Computer	.....	<a href="mailto:mdowdle@cantonacademy.org">mdowdle@cantonacademy.org</a>
Kelly Cook	..... Physical Education	.....	<a href="mailto:kcook@cantonacademy.org">kcook@cantonacademy.org</a>

### Secondary

Ben Williams	..... Science	.....	<a href="mailto:bwilliams@cantonacademy.org">bwilliams@cantonacademy.org</a>
Ron Oakes	..... Science	.....	<a href="mailto:roakes@cantonacademy.org">roakes@cantonacademy.org</a>
Tray Earnhart	..... Social Studies	.....	<a href="mailto:tearnhart@cantonacademy.org">tearnhart@cantonacademy.org</a>
Kenner Purvis	..... Social Studies	.....	<a href="mailto:kpurvis@cantonacademy.org">kpurvis@cantonacademy.org</a>
Lucy Johnson	..... Social Studies	.....	<a href="mailto:ljohnson@cantonacademy.org">ljohnson@cantonacademy.org</a>
Dan Bradshaw	..... English	.....	<a href="mailto:dbradshaw@cantonacademy.org">dbradshaw@cantonacademy.org</a>
Sarah Morris	..... English & Bible	.....	<a href="mailto:smorris@cantonacademy.org">smorris@cantonacademy.org</a>
Jonathan Broome	..... Mathematics	.....	<a href="mailto:jbroom@cantonacademy.org">jbroom@cantonacademy.org</a>
Kathleen Penn	..... Mathematics	.....	<a href="mailto:kpenn@cantonacademy.org">kpenn@cantonacademy.org</a>
Craig Bowman	..... Mathematics	.....	<a href="mailto:cbowman@cantonacademy.org">cbowman@cantonacademy.org</a>
Carolyn Blakemore	..... Foreign Language & Bible	.....	<a href="mailto:cblakemore@cantonacademy.org">cblakemore@cantonacademy.org</a>
Jeffrey Broome	..... Computer Technology	.....	<a href="mailto:jabroome@cantonacademy.org">jabroome@cantonacademy.org</a>
Lou Ann Durfey	..... Directed Studies	.....	<a href="mailto:ladurfey@cantonacademy.org">ladurfey@cantonacademy.org</a>
Valerie Hutchinson	..... Directed Studies	.....	<a href="mailto:vhutchinson@cantonacademy.org">vhutchinson@cantonacademy.org</a>
Alison Martin	..... Multimedia Publications/Mathematics	.....	<a href="mailto:amartin@cantonacademy.org">amartin@cantonacademy.org</a>
Mark Millet	..... Art	.....	<a href="mailto:mmillet@cantonacademy.org">mmillet@cantonacademy.org</a>
Pam Moore	..... Chemistry/Anatomy & Physiology	.....	<a href="mailto:pmoore@cantonacademy.org">pmoore@cantonacademy.org</a>
Jenny Wadford	..... English/Creative Writing	.....	<a href="mailto:jwadford@cantonacademy.org">jwadford@cantonacademy.org</a>

### Coaching Staff

Athletic Director .....	Ben Williams .....	bwilliams@cantonacademy.org
Baseball.....	Jonathan Broome.....	jbroome@cantonacademy.org
Boys Basketball .....	Joseph Nickels .....	jnickels@cantonacademy.org
Girls Basketball.....	Ben Williams .....	bwilliams@cantonacademy.org
Cheer, High School .....	Michelle Carter .....	mcarter@cantonacademy.org
Cheer, Jr. High .....	Lucy Johnson .....	ljohnson@cantonacademy.org
Cross Country.....	Ben Williams .....	bwilliams@cantonacademy.org
Football, High School Head Coach .....	Craig Bowman .....	cbowman@cantonacademy.org
Football, Jr. High Head Coach .....	Kenner Purvis .....	kpurvis@cantonacademy.org
Football, Assistant & Golf .....	Dennis Allen .....	coachallen50@yahoo.com
Clay Shoot .....	Jim Coleman .....	
Softball.....	Tray Earnhart .....	tearnhart@cantonacademy.org
Softball Assistant Coach .....	Tori Earnhart .....	vearnhart@cantonacademy.org
Tennis.....	Lucy West .....	lwest@cantonacademy.org
Track.....	Ben Williams .....	bwilliams@cantonacademy.org

**School Year Calendar  
2017- 2018**

<b>2017</b>		
August	5	CA work day
	9	Meet the Teacher & Meet the Panthers
	7-9	Teachers Report (8:30-3:00)
	10	First Day of School - ½ day
	11	First Full Day
September	4	Labor Day Holiday
	12	Annual Stockholders Meeting (6:30 p.m.)
October	6	Homecoming (7:00)
	12	Canton Flea Market Holiday
November	20-24	Thanksgiving Holidays
December	14	Holiday Hustle 5K
		Semester Exams (½ days)
	22-Jan. 5	Christmas Holidays
<b>2018</b>		
January	8	First Day 2 <sup>nd</sup> Semester (½ day)
	15	Student Holiday – Martin Luther King, Jr. Day
	20	Who's Who 2017
February	19	President's Day Holiday
March		MAIS Spring Teachers Meeting (1/2 day)
	9-16	Spring Break Holidays
April	6	CA Drawdown Fundraiser
	March 30-2	Easter Holidays
		Elementary Grandparent's / Awards Day (9:00)
May		Senior Awards Day
	10	Flea Market Holiday
	8	Kindergarten Graduation
	11	Awards Day 7 <sup>th</sup> – 11 <sup>th</sup> grade (10:00 a.m.) Senior Graduation (7:00 p.m.)
	15	6 <sup>th</sup> Grade Graduation
		Semester Exams (½ days)
	21-25	Athletic "Dead Week"

## **ADMISSION/ENROLLMENT**

### **Admissions - Secondary**

Canton Academy provides a Christian environment in which each student's skills, talents, interests and abilities are developed. The Mississippi Association of Independent Schools (MAIS) and the Southern Association of Colleges and Schools (SACS) accredit the school. A Directed Study Program is available as a resource for students who have been identified with specific learning differences. It is not a special education program.

Grades 7th – 12th Requirements:

- Submit the Entrance Exam Fee (\$35.00)
- Take the Entrance Exam
- Submit a completed Application for Admission
- Submit the required registration fee
- Submit the Mississippi State Health Compliance Form (Form 121)
- Submit the student's birth certificate
- Submit a copy of the student's most recent report card
- Submit a copy of the student's most recent standardized test scores
- Submit a copy of the student's transcript
- Recommendation from former principal/head of schools
- Interview with head of schools

The Admissions Committee will meet to review all applicants. The Admissions Director will notify prospective student(s) of the status of their application. Once accepted, new students and families will receive registration fee and tuition schedule information. All tuition contracts and fees must be signed and fees paid before students will be considered fully enrolled in Canton Academy.

### **Felony Conviction**

No student who has been convicted of a felony will be allowed to enroll at Canton Academy. If knowledge of a felony conviction becomes available after enrollment, the student will be subject to immediate expulsion. Any current Canton Academy student who is convicted of a felony will be subject to immediate expulsion.

### **Married and/or Pregnant Students**

A married student, or a student who has been married, an unmarried parent, or an unmarried pregnant female and the male student who is the father of the child, will not be considered for enrollment at Canton Academy. If any student presently enrolled becomes married or pregnant, the married student or the married pregnant female and the male student who is the father of the child will be required to withdraw from school and will not be considered for readmission.

### **Nondiscriminatory Policy**

Canton Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its education policies, admission policies, scholarship, and loan programs and athletic or other school administered programs.

## ACADEMIC

The ACT is required of all students planning to attend a state supported institution of higher learning in the state of Mississippi. Several private institutions and many out-of-state schools require the SAT.

The ACT test consists mainly of exercises in reading comprehension and the solution of functional and practical problems involving quantitative reasoning. Special testing conditions may be arranged for students with learning differences. These conditions include but are not limited to extended time, large print, a reader of instructions and test items to the student. The following is an example of the breakdown of the ACT test.

### ACT Preparation

(High School Code: 250-443)

Content	Number of Items
<b>English:</b>	
Punctuation	10
Grammar	12
Sentence	18
<b>Rhetorical Skills:</b>	
Strategy	12
Organization	11
Style	12
<b>Total</b>	<b>35</b>
<b>Mathematics:</b>	
Pre-Algebra and Elementary Algebra	24
Algebra and Core Geometry	18
Plane Geometry	14
Trigonometry	4
<b>Total</b>	<b>60</b>
<b>Reading:</b>	
Prose/Fiction	10
Humanities	10
Social Studies	10
Natural Science	10
<b>Total</b>	<b>40</b>
<b>Science Reasoning:</b>	
Biology	15
Physical Science	18
Chemistry/Physics	7
<b>Total</b>	<b>40</b>

### **Advanced Placement Courses and Mandatory Exam**

If a student enrolls in an AP course and does not drop the course during the time allowed to drop/add courses, he/she must pay for and take the AP Exam administered by the College Board in May. The test may be given after our school is out. (The College Board sets the dates.) A student who does not take the exam will not receive credit (1 Carnegie unit) for taking the course regardless of his/her yearly grade.

### **Assignments Online**

Lesson plans, general classwork, and homework assignments can be easily obtained by checking the student's online InformationNOW account (INow). **Insert Canvas and Instructions**

- Go to CA's website **cantonacademy.org**
- Click on the **Resources** button
- Click on the **INow** icon
- Click each class for assignments

\*Click on the 'A' for activities and lesson plans for the weekly assignments.

The InformationNOW username and password is given to each student at the beginning of the year. New students and parents will receive their username and password the first week of enrollment. Forgotten or lost usernames and passwords can be retrieved by the guidance counselor upon request via email. The password can be changed once entering the account. Parents will receive their own username and password that will allow them to check all of their children's assignments, homework, attendance, discipline and grades in one location. CA recommends parents utilize the INow system for progress in each class, for overall conduct in school, and to obtain assignments if their student is out of school.

If assignments have not been posted to the web, parents may request assignments from the teacher(s) via email before 10:00 a.m. and pick up assignments and books from student services anytime between 3:00 p.m. and 3:30 p.m.

### **College Days**

Each senior and junior will be given an additional 2 excused college days. Any student wishing to use a college day must meet with the guidance counselor a minimum of 3 days prior to the requested absence. The student will be issued a form that must be signed by the proper college officials in order for the absence to be excused. In special circumstances a junior may use one of his/her senior college days during the year.

### **Christian Community Service Policy**

The Canton Academy Christian Community Service Program fosters discipleship and stewardship and is an integral part of the overall curriculum of our school. Participation encourages students to learn new skills, develop a sense of giving, assume responsibilities and enrich their overall learning experiences.

Students in grades 9-12 are encouraged to obtain ten (10) hours of community service each year in order to have forty (40) hours of documented community service by April 1st of their senior year. Students who transfer to Canton Academy will be held responsible for the hours that apply to the years he/she is a student. Community service hours are required for graduates to receive their diploma from Canton Academy.

Definition of Community Service:

- The student performs service without compensation.
- The student performs service that is not mandated by a court.
- The student performs service for a non-profit institution or organization that has been approved through Canton Academy.

- The service results in at least one person other than the student or the student's relative benefiting from the act of service.
- The service is **not** provided during regular school hours, unless it is a community service event that is planned through a grade coordinator or the Christian Service Program.

Procedures for earning Community Service:

- The student will follow the above definition of community service when choosing an opportunity to serve. Should there be a question of whether or not it is an approved community service, prior approval should be obtained from the Christian Community Service Coordinator.
- The student will complete the Community Service form and have both the organization and his or her parent sign the form.
- The student will turn the Community Service form into Christian Community Service Coordinator within two (2) weeks of the service being provided.
- The Christian Community Service Coordinator will post service hours quarterly so that students will know how many hours they have obtained.

### **Correspondence/Online Courses**

Two units of correspondence/online work not in the same subject area may be accepted in grades 9-12 toward graduation. All correspondence work that is being applied toward graduation requirements must have prior written approval of the Head of Schools.

A student must stay current with his/her English credits. A student may not take English as a new subject by correspondence or by attending summer school. If a student fails an English course, he/she must repeat the course, go to summer school to get the credit, or take a correspondence/online course in the failed course, completing said course within the time limits set forth by the Head of Schools.

### **Directed Study Program**

The Directed Study Program provides homework assistance, class test administration with accommodations and supplemental classroom instruction and reinforcement to students who have medical/psychoeducational evaluation results and Canton Academy determines Directed Study support is necessary.

Accommodation: Support or service that is provided to help a student fully access the general education curriculum and does not change the content of what is being taught.

Service Plan: A service plan is a formal plan designed for any student with a disability based on medical/psychoeducational evaluation report with current data (not over three years) who is admitted into the Directed Study Program. The service plan is kept in student's confidential file in the Directed Study room.

Standards and grading/assessments remain the same for all students.

### **Dropping or Adding Classes**

Students may drop or add courses by the end of the first full week of the semester in which the course begins. Students have until the end of the second full week to drop an AP course.

### **Dual Credit/Dual Enrollment**

High school seniors may participate in Dual Credit/Dual Enrollment through Holmes Community College. They must have at least a 21 on their ACT and a B average and attain permission from the Guidance

Counselor. Dual credit classes must also attend the minimum required hours at Canton Academy as outlined by the MAIS.

**Final Exam Exemptions**

A senior having a 90 or above average in a given class will be exempt from his/her final semester exam in that class. (These students may choose to take the exam) Students in grades 9-11 with a 95 or above will be exempt from his/her final semester subject specific course. Students exempt from final exams will receive an excused absence. Final exams and school work for credit must be completed in order to be promoted.

**Grade Classification**

For Classification of	The Student has achieved
9 <sup>th</sup> Grade .....	Promotion from 8 <sup>th</sup> Grade
10 <sup>th</sup> Grade .....	6 Carnegie Units
11 <sup>th</sup> Grade .....	12 Carnegie Units
12 <sup>th</sup> Grade .....	18 Carnegie Units

**Grading Scale**

Numerical grade averages will be used for acceptance to honor roll, honor societies, and any program requiring a minimum grade point average at Canton Academy. Canton Academy will use the following grading scale for GPA calculation for college admission, scholarships, and other programs outside of our school requiring the use of a 4.0 GPA.

Grade	Grade Range	Quality Points
A.....	90-100.....	4
B.....	80-89.....	3
C.....	70-79.....	2
F.....	below 70.....	0

**Graduating with Honors**

The two top honors, valedictorian and salutatorian, will be awarded only to students who have been full-time students at Canton Academy during their sophomore, junior, and senior years. To be an honor graduate, a student must have a 4-year average of 90 or above. To be a high honor graduate, a student must have a 4-year average of 95 or above. In the calculation of honor and high honor graduates, scores are exact; they are not rounded up.

**Graduation Requirements**

A diploma shall be awarded to a student upon completion of 4 units of English, 4 units of mathematics (one of which must be Algebra I), 4 units of science (one of which must be a biological lab-based science), 4 units of social studies (must include American history, American government, and Mississippi history), 1 unit of computer, and enough electives to complete 22 academic units, provided that the last semester of senior high school work is satisfactorily completed at Canton Academy. Students are required to pass all courses on their schedule.

Any senior (student who has completed 4 years of high school) who has at least 19 acceptable units toward graduation and who has been enrolled at least 1 school year at Canton Academy just prior to graduation will be allowed to secure the 1 unit from any approved school prior to the next opening date of Canton Academy and will be presented a diploma upon proof of completion of his/her work. A student who does not complete requirements by graduation date may not participate in commencement exercises.



**Hall of Fame**

Students will complete an activity sheet the spring semester of their senior year. The activities on the sheet each have a point value. Students who accumulate 170 or more points during their 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years at CA will be inducted into the Canton Academy Hall of Fame.

**Valedictorian or Salutatorian**

To be eligible for selection as the Valedictorian or Salutatorian of the graduating senior class, a student must have been enrolled in Canton Academy since the first semester of his or her tenth (10<sup>th</sup>) grade year. Selection is determined by cumulative standard Grade Point Average for all credit bearing classes from ninth through twelfth grades. Standard GPA to the fifth decimal point for all classes. Preference will be given to the weighted classes. Honor's classes are weighted. Determination will be made after the third nine weeks of the student's senior year. The student with the highest standard GPA will be determined the valedictorian and the student with the second highest GPA will be determined the salutatorian. In the event of a tie, co-valedictorians or co-salutatorians will be determined.

**High School Units**

The following are the requirements for admission for any student entering any of the eight public Mississippi universities.

<b>Subject</b>	<b>Carnegie Units</b>	<b>Content and Remarks</b>
English	4	Compensatory Reading & Compensatory Writing may not be included.
Mathematics	4	Includes Algebra I, Geometry, Algebra II, and any 1 Carnegie unit of comparable rigor & content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics.)
Science	4	Includes Biology I, Chemistry I, and any 2 Carnegie units of comparable rigor and content. (e.g., Physics, Physical Science, Advanced Biology, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics CElectricity & Magnetism, AP Physics C-Mechanics, Botany, Microbiology, or Human Anatomy & Physiology.)
Social Studies	4	Includes World History, Introduction to World Geography, US Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)

Subject	Carnegie Units	Content and Remarks
Arts	1	Includes any 1 Carnegie unit of visual and performing arts course(s) meeting the requirements for high school graduation.
Advanced Electives	2	Includes any 2 Carnegie units of Foreign Language (I and II), Advanced World Geography, and a Foreign Language (I) or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.
Computer Applications	½	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
Pre-High School Units		Algebra I or 1 <sup>st</sup> year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.
Additional Electives	½	In addition to the above, Canton Academy also requires another ½ unit of computer for graduation.

### Homework/Make-up Work

Students absent from school for extracurricular activities are responsible for getting any homework assignments missed and for being prepared for class upon returning to school.

A student who is dismissed for part of a day must get all of his/her assignments for the following day before leaving school. Homework will be due the next day. Do not interrupt a class in session to get an assignment.

A student absent from school due to illness has the number of days absent in which to make up any class work missed during his absence. A student that misses only one day due to illness will be expected to have all assignments and take scheduled tests. The class' teacher may only make an exception to this policy.

Homework is vital to the education of each student. Students are required to complete assignments punctually. Collection, grading, and consequences of not having homework will be left to the discretion of the teacher.

Parents should not call teachers for assignments or bring work to school that students left at home. This takes the responsibility away from the child and defeats one of the main purposes of homework.

### Honor Roll

Head of School's List – 95 or above in every class

Principal's List – 90-94 in every class

AB Honors List – 80 or above in every class

**Program of Studies**

<b>Subject</b>	<b>Grade</b>	<b>Unit Value</b>
<b>English</b>		
English I	9	1
English II	10	1
English III	10-11	1
English IV	11-12	1
Dual Enrollment	12	
Advanced Placement English	12	1
<b>Mathematics</b>		
Pre-Algebra	9	1
Algebra I	9	1
Algebra II	10-11	1
Geometry	10-11	1
Trigonometry/Pre-Calculus	12	1
Calculus	12	
Advanced Algebra	12	1
<b>Science</b>		
Physical Science	9	1
Biology I	9-10	1
Chemistry	10-11	1
Advanced Biology	10-12	1
General Science	12	1
Advanced Placement Biology	12	1
<b>Social Studies</b>		
World Geography	9	1
World History	10	1
American History	11	1
American Government/Economics	12	1
Advanced World Geography	10-12	1
<b>Computer Education</b>		
Keyboarding	9-12	½
Computer Introduction	9-12	½
Computer Applications I	10-12	½
Computer Applications II	10-12	½
<b>Other</b>		
Multimedia Publications	9-12	½

<b>Subject</b>	<b>Grade</b>	<b>Unit Value</b>
Bible	9-12	½
Health	9-12	1
Spanish I	9-12	1
Spanish II	10-12	1
Psychology	9-12	½

### **Programs of Wise Course Selection**

Selection of the proper course of study is one of the most important decisions made during a student's high school career. Careful selection of courses contributes to a successful high school experience and even influences decisions made beyond high school. In choosing a course of study, the student should consider plans after high school, abilities, special interests, and needs. Parents, teachers, and counselors are excellent sources for advice and should be consulted. Each student in grades 7-12 must be enrolled in English, math, science, and social studies unless given special permission due to special circumstances.

Each spring, through the school's counseling services, each student will receive a subject choice sheet. The parents and student should select subjects for the following year. The Head of Schools, guidance counselor, and teachers will work with parents and students in selecting these subjects. Each student in grades 7-11 will take a minimum of five courses.

### **Progress Reports**

No printed progress reports will be sent home. Only 9 weeks report cards will be printed and sent home for the parent's signature. Teachers will post a student's progress online via InformationNOW. Parents and students are encouraged to check this online source. **Insert Canvas and Instructions**

- Go to CA's website **cantonacademy.org**
- Click on the **Resources** button
- Click on the **INow** icon
- Click each class for assignments

### **Promotion**

In order for a student to be promoted to the next grade level, major subjects (core subject areas) must be passed. A student can be promoted if one major subject was failed. The student will be recommended for tutoring or summer school in that subject area for remedial purposes. Major subject areas include – English, math, science and history.

### **Report Cards**

An official report card will be issued to each student by the school at the end of each nine weeks.

### **Star Student**

The senior with the highest ACT plus a numerical grade point average of 92 or above will be awarded the Star Student Award and will nominate a teacher who made the greatest contribution to their academic success to receive the Star Teacher Award.

### **Summer School**

- A student may earn a maximum of 4 new units of credit in summer terms toward meeting graduation requirements during his/her high school career.

- A maximum of 2 units may be earned during one summer. Seventh and 8<sup>th</sup> grade work shall be offered only for review and remedial purposes.
- Core classes shall not be taken as a new subject. A student must stay current with his/her core credits. Therefore, if a student fails a core course, he/she must repeat the course, go to summer school to get credit, or take a correspondence course in the failed course.
- The approval of the Head of Schools shall be obtained before final enrollment of pupils in summer school.
- A summer school program may be held in schools having sufficient demand to make the program self-sustaining. Standards of excellence for summer school work shall be in all respects equal to those set for regular schoolwork.
- A 75 is the highest grade that will be recorded for any type of remedial work in summer school.
- Summer school a student may take up to 2 credits max per subject area and only 4 total.

### **Term Papers**

In order to receive credit in English in grades 9-12, a completed term paper, done according to the teacher's guidelines, may be required. This paper must be done regardless of the student's average.

### **Tests**

Tests are to be made up on designated days assigned by the teacher. If a student is present in class the day a test is assigned, the student should under normal circumstances take the test the day he/she returns to school. For an extended absence between the day the test was assigned and the student's return to school, the teacher will use discretion in administering the test.

Scheduling missed tests is the responsibility of the student. If a student has a pre-planned dismissal the day of a test, he/she should make every effort with the teacher to take the test **prior** to leaving school that day (before school, during study hall, etc.) If the test is not taken on the day of the dismissal, it will be administered at the first available time the day the student returns. If a student checks in during the day after a period in which he/she had a test, the student is expected to take the test prior to leaving school that day (during study hall or after school).

Tests may not exceed more than 3 for students in grades 9-12. Tests may not exceed more than 2 for students in grades 7 and 8.

## ATHLETIC/EXTRACURRICULAR ACTIVITIES

### Academic Eligibility Rule

Participation in athletics or extracurricular activities at Canton Academy is a privilege. Going out for a team gives one the right to practice and learn the basics of the game. Being on a team does not guarantee playing time. Playing time is strictly at the coach's discretion. The administration and coaches reserve the right to suspend a player from a team for academic or disciplinary reasons.

Students participating in extracurricular activities at Canton Academy are expected to maintain good grades. Grades will be checked at 3-week intervals and at the end of each 9-week grading period. Students who have two failing grades in academic classes will be placed on academic probation. Students will be eligible to practice and participate in extracurricular events during any probationary period. If a student still has two failing grades in academic classes for a grading period immediately following a grading period for which the student has been placed on academic probation, the student will be allowed to practice but will not be allowed to dress out. If the student has less than two failing grades at the end of the grading period, then the student will immediately become eligible to compete or perform in athletic contests or extracurricular events.

### Athletic Events

Athletic events at Canton Academy are considered a part of the school day and give the students, parents, alumni, and community at large the opportunity to celebrate school pride and develop "School Spirit". Students are admitted free to all home games except tournament and playoff games. Adult activity passes may be purchased in the high school office. The season activity passes include home athletic events except tournament and playoff games.

Any student under 12 years of age is required to be under the supervision of their parent(s) or a designated adult. School staff is not expected to oversee children who are unsupervised.

During basketball events held in the gym students are to enter the front of the building only and are not permitted to enter through the back doors or congregate in the hallways/locker rooms at the back of the gym. Only players, coaches, managers, and staff personnel are allowed to enter and exit through the back doors or be in the hallways/locker rooms. All students are subject to all school rules and policies at school functions.

### Extracurricular Activities

Canton Academy offers many extracurricular opportunities. The following policies pertain to extracurricular activities.

- No school-sponsored groups shall be used for any commercially sponsored activity.
- All school-sponsored activities must be approved by the Head of Schools and listed on the school calendar.
- Every effort should be made to avoid late evening sessions on school nights. Evening activities on school days shall be discouraged, and in cases where such a meeting is necessary, the Head of Schools must approve it in advance.
- Pupils shall not be taken from class periods during the school day for practice sessions, performances, or other extra-class activities without prior approval of the Head of Schools.
- Prior approval of the Head of Schools must be obtained before any Sunday practice sessions or performances are held and must be supervised by a Canton Academy employee.
- Any extracurricular activity **MUST** be supervised by a Canton Academy employee or have adult supervision approved by the Head of Schools.

### **Field Trips and School-Sponsored Trips**

Field trips are a vital part of the educational process. The Head of Schools should clear all field trips.

For all school sponsored trips:

- Attendance in school will be required before all school-sponsored events. A ruling of attendance will be allowed at the discretion of the Head of Schools.
- Any student who is dismissed early for a school-sponsored event must get all of his/her assignments for the next day before leaving school. This is the student's responsibility. Homework will be due the next day. Any tests missed must be taken the day he/she returns or at the discretion of the teacher. It will be the student's responsibility to make arrangements with the teacher.
- The student will be responsible to the authority of the school.
- He/she shall travel in transportation provided through the school.
- A student may be released to his/her parent following the event if approved by the authority in charge of the trip.
- In certain instances a student may be allowed to ride home with another adult with parental approval.
- A student will not be allowed to drive a car without parental approval and the approval of the Head of Schools or Athletic Director.
- School uniforms are to be worn on all field trip unless approved non-compliance in advance.
- No class fieldtrips after spring break for grades 7-12.

### **School Dances**

There shall be separate school dances for 7<sup>th</sup> and 8<sup>th</sup> graders (junior high) and 9<sup>th</sup> through 12<sup>th</sup> graders (high school). Ninth graders may attend either junior high or high school dances.

## ATTENDANCE

### Absences

Not attending a class constitutes an absence. If, however, a student is absent because he/she is attending a school-related event, funeral, court summons, or is being detained by a teacher, the absence is excused.

If a student has pre-planned an absence on the day a test is to be given, he/she should notify the teacher of the upcoming absence and make every effort to take the test the day before the absence will occur. If the test has not been taken before the absence occurs, it will be administered at the first available time on the day the student returns.

**In order for a student to receive credit for a class, he/she may not miss more than 20 days** (10 days in a semester course). Having missed more than 20 days because of a lengthy illness, the student's parents should appeal in writing to the Head of Schools for consideration of reinstatement. Upon approval, the Head of Schools will recommend reinstatement to the Board of Trustees.

**Attendance in school for 4 hours is required for a student to participate in all school-sponsored events.** Attendance in school for 4 hours on the last school day of the week is required for a student to participate in school-sponsored events occurring over the weekend, unless a school sponsored event requires the student to be absent on the last school day of the week. A student who habitually is unable to attend school or who is tardy to school the day following an extracurricular event, maybe dropped from participating in such activities.

Being absent from campus without the knowledge of a parent or guardian or leaving campus without permission constitutes skipping school. All students must sign out in the office before leaving campus. The consequences of skipping school may result in suspension.

### Dismissals

Any student who needs to be dismissed during the day must have parent or guardian submit request for dismissal in writing (note or email), to the office before classes begin. Failure to do so may cause the dismissal to become invalid. The note should include the time to check out, the reason for leaving, a phone number to verify, and parental/guardian signature. A student may be dismissed during the day for illness or in case of an emergency at the discretion of the Head of Schools or designee. Students must sign out in the office when leaving campus on a dismissal. Failure to sign out will result in disciplinary action.

### School Hours /After School Hours

Canton Academy school hours are from 8:00 a.m. to 3:00 p.m. The Canton Academy campus will be off limits after 3:30 p.m. unless individuals are attending or participating in a supervised school function. Law enforcement and/or school personnel will patrol the grounds during after-school functions. Violations of this rule by Canton Academy students will result in disciplinary action by administration and notification of parents. A repeat violation will result in a parent conference. Canton Academy is not liable for students on campus outside of school hours. Parents must make arrangements for students to be off campus after 3:30 p.m.

**All elementary students must be picked up at the elementary building.** Arrangements with After Care can be made in advance by calling the office.



## **Tardiness**

Tardiness includes tardiness to school and tardiness between classes. A student will be recorded absent for a class if the student misses more than 25 minutes of a class and may not be allowed to enter a class already in progress.

- When the second bell rings, students are to be in the classroom seated.
- Students arriving late must come to the office and sign in. The student will then receive a time-stamped admittance slip to enter class and the office will record the time checked in. **It is important that the student sign in, otherwise he/she will be counted absent for the day.** If the student comes to school during second period or any other period thereafter, he/she must still sign in at the office and receive a time-stamped admittance slip. It will be the responsibility of the student to check with the teacher(s) whose classes they have missed for their assignments.
- Teachers who detain a student must send a note designating the time with the student to the next period's class. The teacher will then post the student as present to class.
- All unexcused tardies will receive a detention.
- After your 6<sup>th</sup> tardy you will receive a suspension.

## DISCIPLINE

### Drug/Alcohol Prevention Policy

#### Alcohol Testing

- All CA students in grades 7-12 are subject to a breathalyzer test at any time during the school year.
- All students (including guests) may be asked to submit to a breathalyzer test to gain admission into any school sponsored dance under the supervision of the CA administration.
- A positive test result will deny the student into the dance and a parent/guardian will be required to pick him/her up.
- Any student having a positive result will be subject to disciplinary action as determined by the administration and suspended from the next dance.

#### Drug Testing

##### General Information

- All students in grades 7-12 are subject to drug testing (using urine) at any time during the school year.
- All positive tests will automatically be confirmed by a second test for the purpose of confirming that no error has occurred.
- If a student tests positive for a prescription drug, a Medical Review Officer (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription, the test will be considered positive.
- Periodic random testing will be conducted during each school year at the discretion of the administration. All students' names will remain in the selection pool regardless if he/she has been tested previously. The administration has the discretion to test any student that is suspected of illegal drug use at any time.
- A student's refusal to consent to drug testing will result in immediate expulsion for Canton Academy.

##### First Positive Test

- The Head of Schools will notify parents/guardians of the results of the test.
- A student who tests positive will be required to attend a meeting with his/her parents and the administration. At this time it will be suggested that the student meet with a drug assessment counselor. The cost of this evaluation will be the sole responsibility of the student's family or guardian.
- Once a student has tested positive, he/she is subject to periodic retesting anytime during the school year as determined by the administration.

##### Second Positive Test

- The Head of Schools will notify parents/guardians of the results of the test.
- A second positive test (regardless of the year in which it occurs) will result in a student being required to undergo a drug evaluation and assessment program. The length and manner of counseling will be determined on a case-by-case basis upon recommendation by the evaluation and assessment program and approved by administration. A student's refusal to

complete treatment determined by the counselor will result in immediate expulsion from Canton Academy.

#### Third Positive Test

- The Head of Schools will notify parents/guardians of the results of the test.
- A third positive test (regardless of the year in which it occurs) will result in a student being immediately and permanently expelled.

#### Chain of Custody Procedures

- All testing procedures and the handling of the results are to be administered with the utmost confidentiality. Only the Head of Schools will be allowed access to the test results.
- Samples will be collected and sent to a laboratory designated by Canton Academy for actual testing confirmation.
- A chain of custody form will accompany each specimen from the point of origin through the entire testing process in an effort to ensure complete integrity of the specimen.
- A third party administrator will set up the collection site, customize result reporting, provide approved testing services, and other services as needed.

#### Handling of Results

- All results will be delivered to the Head of Schools.
- The Head of Schools will store all positive test results in a location determined by the administration. Only the Head of Schools will have access to this location.
- All positive results will be kept for 7 years after said student's class is eligible for graduation, at which time the positive test results will be destroyed.

### **Cheating**

Cheating is giving or receiving any form of help on a test or assignment (this excludes tutorial help in studying or attempting to understand a concept). Any of the following behaviors will be construed as cheating:

- communicating with anyone other than the teacher during a test
- sharing information about a test with anyone who has not yet taken the test or receiving information from someone who has already taken the test
- having in possession during a test materials which have not been approved by the teacher
- looking on another student's paper or at other materials so as to indicate a desire to gather information concerning the test
- use of electronic devices to obtain information about a test
- bringing to the testing area, or possessing in the testing area, any materials which indicate intent to cheat
- plagiarizing, that is, using another person's words, style, or ideas without giving proper credit, which includes the use of quotation marks and proper documentation
- homework should be done by each individual student so the teacher may determine the progress of each student; copying and/or allowing someone to copy homework are considered cheating
- taking credit for assignments completed by others

#### Consequences of Cheating

- The first time a student is discovered cheating, he/she will be given a zero for the work, and his/her parents will be notified.
- The second time a student is caught cheating, he/she will be given a zero for the work, his/her parents will be notified, and he/she will receive out-of-school suspension for 1 day resulting in 2 points deducted from each subject's 9-weeks average.
- For the third offense, the student will receive out-of-school suspension for 3 days resulting in 6 points deducted from each subject's 9-weeks average.

### **Corporal Punishment**

Corporal punishment is a viable disciplinary option used at Canton Academy. The Head of Schools or designee will administer corporal punishment with a witness present. An alternative to corporal punishment may be suspension.

### **Detention**

Detention is the result of inappropriate behavior or not following Canton Academy's rules and policies. Detention will be held at the discretion of the administration. Tardiness or failure to attend detention will result in an additional detention. After the 3<sup>rd</sup> detention and every detention thereafter, parents will be called. The 6<sup>th</sup> detention will result in out-of-school suspension with an absence being recorded in each class and 2 points deducted from each subject's 9-weeks average. Assignments will be given to anyone receiving a detention.

### **Electronic Devices**

No visible cell phones, iPods, tablets, etc. on campus during school hours 8:00-3:00 except during morning break and lunch break. In case of an emergency, cell phones will be teacher's discretion. Cell phones are not be used in any school areas other than the cafeteria.

A student who is discovered using a cell phone or other device for purposes of cheating will be dealt with the same as if the cheating occurred in a conventional manner. Transmitting inappropriate messages or pictures via an electronic device will result in suspension and or expulsion.

Canton Academy will not be responsible for any lost or stolen electronic devices.

If a student has his/ her cell phone taken up by a teacher the following disciplinary actions will take place:

- 1<sup>st</sup> Offense – Taken up by teacher and given to the student services director. The student may receive their phone at the end of the school day and sign the disciplinary warning.
- 2<sup>nd</sup> Offense - \$25.00 fine. Parent must come to school to pay the fine, sign disciplinary notice and pick up the child's phone.
- 3<sup>rd</sup> Offense -\$50.00 fine. Parent must come to school to pay the fine, sign disciplinary notice and pick up the child's phone.

### **Fighting**

Any student at Canton Academy discovered fighting on the school grounds or at any time during a school-related function might be subject to an out-of-school suspension. Students are encouraged to inform a faculty member or the administration when someone is hitting, picking on, or trying to start a fight with them.

Suspension may also be in order for any student who instigates a fight by picking on another student, calling names, cheering on an incident, or any other behavior that may be interpreted as encouraging a fight. Following suspension, the second offense of fighting on campus may result in permanent expulsion from Canton Academy.

## **Grievance Procedure**

If a parent feels that a member of the Canton Academy Staff has wronged their child:

- The parent should contact the person involved and discuss the situation. The parent should call the school and have the counselor set up an appointment for them to meet with the teacher and/or coach.
- If the problem is not resolved to the parent's satisfaction, the parent may contact the Head of Schools for a conference. Written correspondence from the Head of Schools to the parent should follow up this conference.
- If the parent is still not satisfied, they may contact the Head of Schools to be put their grievance on the agenda for the next board meeting. At this time the parent may present their discontent to the entire Board of Directors.

## **Harassment, Intimidation and Bullying Policy**

### **Policy Statement**

Canton Academy prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

### **Definition**

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act that takes place on school property, at any school-sponsored function, over the phone or other electronic devices, over the internet, or on any school sponsored transportation, and that:

1. Is motivated by any actual or perceived characteristic, such as but not limited to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school, or by the victim's participation in school.

Acts of harassment, intimidation or bullying may also be a student exercising power and control over another student, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior(e.g., bullying).

Such acts may include, but are not limited to:

- Hitting, punching, jostling, pushing, spitting, or sexual abuse
- Frightening others by threatening these actions against them
- Hiding, damaging, or destroying the property of others
- Name-calling or putting others down
- Using offensive names, making suggestive comments or other forms of sexual harassment

- Using abusive language to others
- Making degrading comments about another's race, culture, gender, religious or social background
- Ridiculing a person or making derogatory comments about his or her body, face, or clothing
- Writing derogatory graffiti about others
- Writing crude notes or crude drawings about others □ Spreading rumors about students or their families □ Belittling another student's abilities and achievements
- Posting, texting, or sending derogatory statements via digital media, i.e. email, social media, internet blogs, cell phones, etc.

### **Expected Behavior**

Canton Academy expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Canton Academy believes in an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Canton Academy believes the best discipline is self-imposed, and it is the responsibility of the Canton Academy staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Canton Academy prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Head of Schools or his/her designee.

Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school teachers, support and administrative staff.

### **Consequences and Appropriate Remedial Actions**

The following factors will be considered in determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying:

1. The developmental and maturity levels of the parties involved
2. The levels of harm
3. The surrounding circumstances
4. The nature of the behavior(s)
5. Past incidences or continuing patterns of behavior
6. The relationships between the parties involved
7. The context in which the alleged incidents occurred
8. Any other factors deemed appropriate under the circumstances.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration of these factors. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from counseling interventions up to and including detention, suspension or expulsion.

### **Reporting Procedures**

Complaints alleging violations of this Policy shall be reported to the Head of Schools or his/her designee. All school employees are required to report alleged violations of this Policy to the Head of Schools or his/her designee. All other members of the school community, including students, parent(s) or legal guardian(s), volunteers and visitors are encouraged to report any act that may be a violation of this Policy. Reports should be submitted on an Incident Report Form to the Head of Schools or his/her designee. The Incident Report Form is available from the Head of Schools or available at the school office. However, incidents may be addressed even if a written report is not prepared. Oral reports will also be considered official reports, but should be followed in writing using the appropriate form filled out by the individual receiving the oral report. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

### **Investigation**

The Head of Schools or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Head of Schools or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Head of Schools or his/her designee will maintain a record of each investigation regarding allegations of harassment, intimidation and bullying.

### **Response to an Incident of Harassment, Intimidation or Bullying**

Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from counseling interventions up to and including detention, suspension or expulsion.

### **Reprisal or Retaliation Prohibited**

Canton Academy prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Head of Schools or his/her designee after consideration of the nature and circumstances of the act.

### **Consequences for False Accusation**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from counseling interventions up to and including detention, suspension or expulsion.

### **Public Displays of Affection (PDA)**

Displays of affection should be reserved for areas other than the school or school grounds. Public displays of affection (PDA) will result in disciplinary action and parents notified.

## Suspensions

For each day of in-school suspension, 1 point will be deducted from each subject's 9-weeks average. For each day of out-of-school suspension, 2 points will be deducted from each subject's 9-weeks average. All work missed during suspension must be made up. All days in suspension will result in an absence for each class. **The suspended student will not be allowed to participate in or attend any extracurricular activities, including all practice sessions on the days of the suspension.**

## Sexual Harassment Policy

Canton Academy resolves that sexual harassment will not be tolerated at Canton Academy and the following policy concerning sexual harassment is adopted.

### Definitions

- a. Sexual Harassment—any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- b. Quid Pro Quo—sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else. Examples: teacher over student; Head of Schools or board member over teacher or other employee.
- c. Peer-to-Peer—sexual harassment of an equal person towards an equal person. Examples: teacher to teacher or student to student.
- d. Hostile Environment—sexual harassment by persistent and calculated behavior that makes the school an unpleasant place to work or learn.

### Prohibition

Sexual harassment by employees, teachers, board members, or students is prohibited at school, school functions, to and from school functions, or at or during any school-related activity occurring off campus. Sexual harassment by students directed towards teachers, employees, board members, or other student is prohibited.

### Complaints

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the Head of Schools. If the Head of Schools is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

### Investigations and Discipline

The Head of Schools will investigate the complaint of sexual harassment and make an initial determination whether or not the complaint is valid.

- a. If the complaint is valid, the Head of Schools will discipline a student according to the severity of the infraction, under the Discipline System set forth in the Student Handbook.
- b. If the complaint is valid, the Head of Schools will discipline a teacher, employee, or staff person according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.
- c. If a complaint is valid, the Head of Schools may prohibit a parent, patron, or other nonemployee staff person from entering school properly and/or attending any school functions. In the event of a severe infraction, the Executive Board may revoke membership in Canton Academy.
- d. If the Head of Schools is the person accused of sexual harassment, the guidance counselor shall immediately report the complaint to the President of the Executive Committee who will notify the Executive Committee, which will conduct the investigation and determine whether an infraction has occurred and disciplinary action, if any, is to be taken. The Executive Committee may delegate the investigation process to an impartial third party, if appropriate.



## **Social Media Applications Policy/Procedure**

This statement of policy and procedure applies to Canton Academy employees.

By taking advantage of free online social media applications such as Facebook, Twitter, YouTube, etc. Canton Academy employees will have additional channels of communication with students. Instagram, Facebook and Twitter provide additional means for a teacher and/or student to connect with other students and/or teachers. It will also allow students and teachers to share photos and information with them. YouTube is a platform that will allow users to utilize video in sending a message to the masses.

As a rule, Canton Academy's use of social media platforms will not be used to sell products; it may, however, be used primarily for:

- Announcements and alerts for special events
- Recognizing major sponsors
- Sharing photos of school events
- Recognizing student academic achievements
- Recognizing athletic achievements
- Posting athletic schedules and photos
- Disseminating relevant school information
- Promoting Canton Academy
- Other uses deemed appropriate by the Head of School.

All social media applications should feature direct links to the Canton Academy website.

Canton Academy may take advantage of the following free social media applications:

- Facebook
- Twitter
- YouTube
- LinkedIn (on an individual basis only)
- Instagram
- Blog (long term)

## **Tobacco, Drugs, and Alcohol**

Any student under the influence of or in possession of any illegal substance or unauthorized prescription drugs on school grounds or at a school activity will be suspended from school for a minimum of 3 school days and the proper authorities will be contacted. The Head of Schools will act on the student's case during the 3-day suspension period and may impose additional disciplinary action including, but not limited to, expulsion. All days during which a student is suspended will be considered absences. Second drug violations shall result in expulsion.

Any student caught smoking, dipping, or chewing tobacco maybe suspended for two days. Any student caught with cigarettes, chewing tobacco, or snuff in their possession on campus may be suspended for two days.

Any student under the influence of alcoholic beverages, any students possessing or selling alcoholic beverages on the school grounds or at a school activity, or any student using alcoholic beverages on school premises or at a school activity will be suspended for 3 days for the first offense. Second or subsequent violations will result in additional disciplinary action by the Head of Schools including, but not limited to, expulsion from school. All days during which a student is suspended will be considered absences and each day absent will result in 2 points deducted from each subject's 9-weeks average.

The application of any prospective transfer student who has been subject to disciplinary action for drug or alcohol violations during the current or previous school year shall be considered on a case-by-case basis by the Head of Schools, taking into account the facts and circumstances of each case. Any student whose application is accepted shall be admitted, at a minimum, under the same status as if the transferring student was a student at Canton Academy at the time the violation occurred. No prospective transfer student's application shall be accepted if the drug and/or alcohol violation(s) would have resulted in expulsion from Canton Academy.

### **Weapons**

Weapons of any kind are not allowed on campus and will be confiscated. Law enforcement will be notified immediately and parents will be called. The offending student will then face disciplinary action. According to Mississippi Law, weapons of any type are banned on school property. The statute authorizes the automatic expulsion of any student who is in possession of a knife, including pocket knives, handgun, or other firearm, or who commits a violent act on educational property. There is also a law that makes it a felony for anyone to possess, either concealed or openly, a gun, rifle, pistol, or other type of firearm on educational property, or for a person to encourage, aid, or cause a minor less than eighteen years of age to possess such a weapon.

## GENERAL

### Bell Schedule

Students should report to the auditorium before the first bell. No loitering will be permitted in the parking lot or in the halls after arriving at school. Students are given time to go to their lockers before school, during break, and between classes. Students are to place backpacks in lockers or above lockers.

All students must go directly to the cafeteria during break and lunch, with the exception of going to the bathroom. (High School students are not permitted to use the elementary bathrooms.) No one is to be inside any rooms in any building without the presence of a teacher during break, lunch, before school, or after school.

### Master Schedule

7:55 .....	1st Bell
8:00-8:50 .....	1st Period
8:53-9:43 .....	2nd Period
9:43-10:03 .....	Break
10:08-10:58 .....	3rd Period
11:01-11:51 .....	4th Period
11:54-1:12 .....	5th Period/ Lunch
11:54-12:19/12:22-1:12 .....	1st Lunch/Class
11:54-12:44/12:47-1:12 .....	Class/2nd Lunch
1:17-2:07 .....	6th Period
2:10-3:15 .....	7th Period

### Chapel Schedule (Wednesday)

7:55 .....	1st Bell
8:00-8:45 .....	1st Period
8:48-9:33 .....	2nd Period
9:33-9:45 .....	Break
9:48-10:15 .....	Chapel
10:18-11:03 .....	3rd Period
11:06-11:51 .....	4th Period
11:54-1:12 .....	5th Period/ Lunch
11:54-12:19/12:22-1:12 .....	1st Lunch/Class
11:54-12:44/12:47-1:12 .....	Class/2nd Lunch
1:17-2:07 .....	6th Period
2:10-3:15 .....	7th Period

### Pep Rally Schedule (Thursday – Junior Varsity/ Friday – Varsity)

7:55 .....	1st Bell
8:00-8:50 .....	1st Period
8:53-9:43 .....	2nd Period
9:43-10:03 .....	Break
10:08-10:58 .....	3rd Period
11:01-11:51 .....	4th Period
11:54-1:12 .....	5th Period/ Lunch
11:54-12:19/12:22-1:12 .....	1st Lunch/Class
11:54-12:44/12:47-1:12 .....	Class/2nd Lunch

1:17-1:52 .....	6th Period
1:55-2:30 .....	7th Period
2:35-End of Pep Rally .....	Pep Rally

**Half-Day Schedule**

7:55 .....	1st Bell
8:00-8:30 .....	1st Period
8:33-9:03 .....	2nd Period
9:06-9:36 .....	3rd Period
9:36-9:48 .....	Break
9:51-10:21 .....	4th Period
10:24-10:54 .....	5th Period
10:57-11:27 .....	6th Period

**Copies**

Students are encouraged to hand copy any notes missed in class due to an absence. In case of a lengthy absence, the teacher may authorize the student to photocopy notes from another student. The student must have written permission by the teacher. The office staff does not make copies for students without permission.

**Driver’s License Form**

To obtain a driver’s permit, license, or to renew a license, the student must have a certificate of attendance from the office. He/she may request the form in advance. This form expires after 30 days.

**Fire and Tornado Drills**

The Board of Trustees requires emergency drills at least once each semester. Emergency procedures for leaving the classroom or building are posted in each room. Pupils should move quickly, quietly, and in an orderly manner to provide for the safety of the entire group.

**First Aid**

First aid supplies will be available in the front office for minor injuries. In cases of serious injury, parents will be called immediately. Occasionally accidents may occur in which immediate hospitalization is necessary. In this case, the student will be sent to the hospital, but the school does not assume any responsibility for expenses incurred for hospitalization. Hospital authorities are immediately informed that the school is in no way responsible and that they must look to parents of the patient for their fee.

**Flower Deliveries**

Sending flowers, balloons, etc. to school is discouraged. Those that are delivered will be made available to the student at the end of the school day.

**Food, Drinks, and Behavior in the Cafeteria**

As good stewards, students should assist in keeping the cafeteria clean and taking care of school property. Students are to sit on the table stools provided and not on the tabletops. All trash should be thrown in the trash bins.

- Lunch and Break: Lunch and break will be offered in the cafeteria on a daily basis. Students may bring a sack lunch or snack from home provided it is eaten only in the cafeteria.

- Food and Drinks: Food and drinks are to be consumed in the cafeteria only. Any food items or opened drinks outside of the cafeteria during school hours will be confiscated.
- Gum and Candy: Gum chewing is not allowed at school. Candy may be consumed in the cafeteria only.

### **Health and Safety**

Communicable Diseases: Immediate supervisors should report to the Health Department any cases of communicable diseases, which might pose a threat to the health of the students, school personnel, or the community. When concerned with unique, individual cases, the welfare of all students, employees, and the community should be the prime consideration and individual cases should be resolved through consultation with the Mississippi Department of Health.

Concerning Employees: In considering deadly, life-threatening, communicable diseases, the immediate supervisors, upon probable cause for suspicion, should have a conference with the employee. Steps will subsequently be taken to assure the safety of all, and recommendations of medical personnel will be sought.

Concerning Students: When a student exhibits symptoms, or the Head of Schools or nurse has probable cause for suspicion that the student has a deadly, life-threatening, communicable disease, a conference will be held with the parents of the student. If there are further questions, the parents will be asked to have the student tested and to present the test results to school officials. Whether the child remains in school while tests are being given is to be determined by the severity of the symptoms and any other evidence. If the student's test results are positive, medical and legal professionals will aid the final decision of the school.

The policy of the school relating to the education of students known to have chronic infectious diseases (persistent illness in the carrier state as compared to an acute short-term, self-limiting illness) such as but not limited to, hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus is as follows:

- A student with a chronic, infectious disease shall be removed from the classroom temporarily and until the school's medical advisor, in consultation with the student's physician, determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
- Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor recommends. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once a month to determine if continued school attendance poses any risk of transmission of said disease to others.

Should it be determined by the school's medical advisor that attendance at school does pose a risk of transmission of said disease to others, an appropriate alternative educational program shall be established for that student and shall continue until the school's medical advisor determines that the risk of transmission to others has been abated and normal school attendance can resume.

### **Lost and Found**

Students should report lost articles to the office in order that they may have all possible assistance in locating them. All articles found should be taken to the office where they will be kept until claimed by the owner. Articles not claimed will be discarded at the beginning of the next school year.

## **Medication**

Students should not bring medication of any kind to school (including but not limited to Tylenol, Advil, etc.). A medication release form should be completed on each child, and, if medication of this kind is needed, administration in the office will provide it upon first contacting the parent. Other types of medication, such as cold medicine, antibiotics, etc., should be brought to the front office before school in the morning for dispensing throughout the day. The medication should be labeled with the student's name, name of the medication and time that the medication should be given. No medication will be dispensed without a signed medication release form—see form at the back of the handbook. If the student has severe allergies, the parent should send a note that includes instructions and/or medications needed in case of an allergic reaction.

## **Off-Limit Areas on Campus**

- **Parking Lots:** Upon arrival at school, students are not to sit in or on cars. Students are not to go to the student parking lot at any time during the school day, including lunch and break, without appropriate permission from the administration. At the end of school, students are not to loiter in the parking lot but are to get in their cars and leave campus immediately.
- **Hall Areas during Lunch/Break/Assemblies/Pep Rallies:** Students are not to wander in the halls of the building. Disregard of off-limit areas will result in appropriate disciplinary action from the administration.
- **Elementary Building:** The elementary building and classrooms are off-limits for secondary students (7-12), unless they are attending an assigned class. Students may enter the elementary building from the back door going to the cafeteria for break and lunch. Only on rainy days may secondary students (7-12) enter the elementary building from the front door going to the cafeteria for break and lunch. Secondary students are to enter the elementary building quietly so as not to disrupt elementary classes in session.

## **Textbooks**

Students will be furnished books for all classes. If a book is lost or severely damaged during the school year, the student must pay full purchase price for a replacement. Students should keep covers on their books, use them with care, and store them in assigned lockers. Students may be required to purchase individual workbooks or novels during the school year.

## **K3-G12 Uniform Requirements/Dress Code**

CA approved uniforms must be purchased online through Land's End at [www.landsend.com](http://www.landsend.com) or through the school store located in the high school building. The uniform policy enhances the learning atmosphere, increases a sense of pride and community, and reduces competition among students. All students are expected to be in full school uniform each day. If the student is not able to correct the uniform violation, they will not be allowed to attend class until they are in uniform.

Students who do not have on the correct colors, clothing types, and/or are wearing inappropriate clothing will be asked to call a parent to bring them proper clothing as required by the school administration.

All Friday's at CA will be "Spirit Dress Days." Students in grades K3-12 may wear jeans and a CA t-shirt and or uniform bottoms.

### **Girls Uniform Guidelines**

- Camisoles—suggested to be worn under white uniform shirts
- Hair accessories—neutral colors (no bright colors)

- Legging—neutral solid colors (black, white, brown or gray) and covered with a skirt
- Modesty shorts—suggested to be worn under skirts
- Outerwear—Only CA logo outerwear allowed. A collared uniform shirt must be worn under a sweatshirt, sweater, or jacket. On extra cold days, a coat may be worn over the school uniform sweatshirt when outside, but it may not be worn inside the school building.
- Shirts—do not have to be tucked in but must fall below the belt line when sitting or standing, must be a CA logo shirt
- Close-toed shoes—tennis shoes may have little color, nothing extra bright, shoelaces are to be tied at all times. No sandals are permitted.
- Skirt/skort—Khaki or black (skirt length must be at the end of the index finger when hands are at their sides) Skorts are not to be rolled.
- Pants- black or khaki uniform, must fit appropriately, straight leg, no skinny jeans (no white)
- No visible tattoos or body piercings
- Socks – neutral in color (black, white, brown or gray)
- No hats indoors / no hood on head inside

#### Boys Uniform Guidelines

- No hats indoors / no hood on heads inside
- Belt – black or brown
- Facial hair—not permitted – No shave November and Denim December are no longer permitted.
- Hair—above eyebrows, midway at ears, and off the collar
- Outerwear—Only CA logo outerwear allowed. A collared uniform shirt must be worn under a sweatshirt, sweater, or jacket. On extra cold days, a coat may be worn over the school uniform sweatshirt when outside, but it may not be worn inside the school building.
  - Pants—black or khaki (no white) must fit properly, no cargo pants or excessively loose or “sagging” clothing allowed
  - Collared Shirts—must be tucked in and with a CA logo, folding shirts under is not acceptable.
- Close-toed shoes—tennis shoes may have little color, nothing extra bright, shoelaces are to be tied at all times. No sandals are permitted.
- No visible tattoos or body piercings
  - Undershirts—only solid white or black no printing on them
  - Socks – neutral in color (black, white, brown, or gray)

All members of faculty, staff and administration of CA should enforce the adopted CA dress code. All violations reported to the front office. Violations will result in detention (assigned by the teacher or staff member) Multiple violations will result in a 1 day suspension (assigned by the Headmaster)

#### **Vehicles**

Because of the number of vehicles entering and leaving the campus each day, it is necessary that all students observe traffic rules. Any student observed violating any of these rules on campus or entering or leaving the main streets to the school will lose the privilege of bringing a vehicle of any kind on the campus.

For the student’s own safety and the protection of their personal property, students are not to remain in vehicles on the parking lot nor are they to return to the parking area after the 8:00 a.m. bell without obtaining permission from the office.

Those picking up high school students only should enter the campus from the **east end** and park in the high school parking lot, not in front of the building. **The drive in front of the elementary, gym, and high school is ONE WAY (west to east).**



## TECHNOLOGY

### **Computer and Internet Policies**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Only school related projects might be done on CA's computers.
2. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
3. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
4. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Using another's password
  - Trespassing in another's folders, work, or files
  - Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number of yourself or any other person without permission from administration
  - Using school property for personal e-mail
  - Participating in chat rooms, Facebook, etc. unless school related and approved by administration
  - Playing non-school related computer games without the permission of the instructor or administrator
5. Violations may result in a loss of access as well as other disciplinary or legal action.
6. No earbuds are to be worn in the student's ears in the hallways.

## ELEMENTARY SCHOOL

### Admissions

#### Elementary School Admissions Policy

Canton Academy Elementary School offers a broad, demonstrative based curriculum to develop skills and potential in each and every student. Learning strategies and critical thinking skills are emphasized in order to enhance the overall education of the individual. A Directed Study Program is available as a resource for students who have been identified with specific learning differences. It is not a special education program.

#### Kindergarten Requirements:

- Submit a completed Application for Admission
- Submit the required the registration fee
- Submit the Mississippi State Health Compliance Form (Form 121)
- Submit the student's birth certificate

#### Grades 1st – 6th Requirements:

- Submit the Entrance Exam Fee (\$35.00)
- Take the Entrance Exam
- Submit a completed Application for Admission
- Submit the required registration fee
- Submit the Mississippi State Health Compliance Form (Form 121)
- Submit the student's birth certificate
- Submit a copy of the student's most recent report card
- Submit a copy of the student's most recent standardized test scores
- Submit a copy of the student's transcript

The Admissions Committee will meet to review all applicants. The Admissions Director will notify prospective student(s) of the status of their application. Once accepted, new students and families will receive registration fee and tuition schedule information. All tuition contracts and fees must be signed and fees paid before students will be considered fully enrolled in Canton Academy.

### Absences

In order for a student to receive credit for a grade, he/she may not miss more than 20 days during the year. If more than 20 days are missed because of a lengthy illness, the student and parents may go before the Board of Directors for consideration of reinstatement.

Attendance in school all day is required for a student to participate in any school-sponsored event. Attendance on the last school day of the week is required for a student to participate in school-sponsored events occurring over the weekend. A ruling of attendance may be allowed at the discretion of the Elementary Principal.

Any absences other than illness or death in the family should be arranged and approved in advance by the Elementary Principal. Any work missed because of a pre-planned absence will be made up before the student returns. It is the student's responsibility to find out what work will be missed and to complete it in the allotted time in order to get proper credit for it.

Make-up work for absences due to illness or death in the family will be addressed under the heading MAKE-UP WORK.

### **Accelerated Reader Program**

The Accelerated Reader (AR) program at Canton Academy Elementary is designed to help all students in grades 1-6 strengthen their reading speed and comprehension. All of the students will initially take a STAR reading test that is used to determine the reading level of each student. Students choose their own books that fall within their determined level and read them at their own pace. After reading an AR book, the student takes a computerized quiz at school, either in the classroom or the computer lab. Quizzes consist of multiple choice comprehension questions from the book. The computer immediately scores the test, shows the number of correctly answered questions, and updates the child's record. Points are then awarded based on how well the student did. As the student earns points, he/she moves closer to reaching the AR goal that was set by each classroom teacher.

### **Activity Passes**

Students are admitted free to all home games except tournament games. Adult activity passes may be purchased in the high school office. The season activity passes are \$150.00 and include home varsity and junior high football games, basketball games, baseball games, soccer and softball games. These passes allow admission to all home pee wee, junior high and varsity football games with limited exceptions.

### **After School Hours**

The Canton Academy campus will be off limits after 3:00 p.m. unless students are participating in a supervised school activity. Canton police and/or school personnel will patrol the grounds during school functions. If a school activity doesn't start until later in the afternoon, students may not wait on campus unattended. After school care is available for all elementary students who need this service.

### **Assemblies and Pep Rallies**

Canton Academy Elementary Students will be allowed to attend pep rallies and assemblies under the supervision of their classroom teachers.

#### **Rules of Common Courtesy Should Be Exhibited**

- Enter the assembly program in an appropriate manner.
- Do not take food or drink into any assembly or pep rally.
- Give the speaker or program your undivided attention.
- Leave the area in an appropriate and expedient manner at the conclusion of the program or rally.
- Teachers will be in various areas to supervise. Report any problem to a teacher immediately.

### **Attendance**

Regular and punctual attendance is a necessary element in the student's success in school. Frequent absences affect scholarship, interest in school activities, and eventually the entire attitude toward school. It is, therefore, important that pupils be in school on time every day. Only in unavoidable cases should a pupil be taken out of school before the close of the day.

### **Birthday Book Club**

The Canton Academy Birthday Book Club is open to all students in K3 through 6th grade. To become a member, a book for the library can be purchased for the school. There are always books on hand in the library, but if a specific title is not available, it can be ordered.

A gift card printed with the child's name, birthday, and the year given will be placed in the front of the book. The child's name will also be printed on a candle on a large birthday cake to be displayed in the library. At the end of the year, a birthday party for all the members of the birthday club will be given and a group picture will be taken.

### **Book Fair**

Each semester the elementary library hosts a book fair. Scholastic/Great American Book Fairs sends cases of books, posters, and supplies for students, teachers, and parents to buy. The library receives a percentage of the sales from the fair. The children come to the book fair during their library times. Parents are encouraged to come to the library either with their child or come any time during the book fair week.

### **Cheating**

Instruction in self-discipline in the elementary school includes the teaching of responsibility for one's own work. In the primary grades, when a teacher observes a student cheating, corrective measures will be taken.

Cheating in the lower elementary (first through third grades) will be handled at the teacher's discretion under the supervision of the Elementary Principal.

In fourth through sixth grades, the first time a student is caught cheating, he/she will be given a zero for the work and his/her parents will be notified. The second time a student is caught cheating, he/she will be given a zero for the work, his/her parents will be notified, and he/she will be suspended for one day. For the third offense, the student will be suspended for three days.

### **Conduct and Discipline**

The administration of Canton Academy operates on the theory that the students have had sufficient training in the home, church, and school to conduct themselves in accordance with accepted standards of behavior. Teachers are encouraged to handle disciplinary problems when at all possible. The teacher will contact parents if their child is developing a habit of misbehavior. Working together usually brings about desired results.

However, if a child continues to misbehave and the teacher has tried all he/she knows to do, the teacher will refer the child to the Elementary Principal. When a problem becomes serious enough to warrant the Principal's attention, various routes of correcting the problem will be explored.

- The student may be talked to by the teacher and/or principal to try to solve the problem. Parents will be notified.
- Corporal punishment may be administered and the parents may be called in for a conference to discuss the problem.
- The student may be suspended from school.
- The student may be expelled from Canton Academy.

The above list represents examples of disciplinary actions and not the only disciplinary actions. The administration has the final authority to render a disciplinary decision on each individual matter. Some actions may cause immediate expulsion without going through levels 1, 2, 3, or 4, while other disciplinary actions may not qualify for severe actions.

### **Conferences**

We encourage a close relationship between parents and teacher. By working together, we hope that the child will have a successful year. Most teachers prefer to have conferences with parents at school rather

than talking over the phone at home. Parents should feel free to call the office (601-859-5233) to make appointments with their child's teacher anytime they feel the need to do so.

### **Corporal Punishment**

Corporal punishment is a viable disciplinary option used at Canton Academy. Corporate punishment will be used upon consent by the parent and will be administered only by the Head of Schools or Elementary Principal or designee with a witness present. An alternative to corporal punishment may be suspension.

### **Detention Policy**

Detention will be held in the library on Wednesdays and Thursdays at 7:15 am until 7:55 am and again those same afternoons at 3:15 pm until 3:55 pm in the high school library.

- Students must be on time. They will not be permitted to enter detention if they are late.
- Students will not be permitted to do homework or talk with other students. They should use the restroom before they get to detention.
- If a teacher assigns detention to a student they should write up the violation on the attached form and make sure the form is delivered to student services at the end of the day.
- Teachers are also responsible for sending an email (email addresses are in the STI program) to the parent making them aware their son or daughter has been given detention. Also, indicate the week in which the student is to be responsible for making detention. They have 4 different options on times to show up.
- Failure to show up for detention for the week assigned will result in a parent/administrator conference. Failure to show up for detention after that will result in a 1 day suspension.

Violations that should result in assigning a detention:

- Disrespect to a teacher or staff member (if severe enough the Headmaster could choose to suspend the student)
- Excessive warnings to same student related to minor uniform violations is shirt tails out, wearing hats inside, etc.
- Major uniform violations such as no collared shirts for boys, unapproved sweat tops, etc.
- Failure to sign out for dismissal
- Failure to comply with warning on hair length and facial hair
- Repeated warnings on leaving backpacks/bags on the floor in the hallway
- Bullying another student (if severe enough the Headmaster could choose to suspend the student)

Minor offenses teachers will handle themselves in the classroom.

- Gum and candy offences
- Talking
- Not paying attention

### **Dismissals**

Any student who needs to be dismissed during the day must bring a note from home to the teacher. The student must get all assignments for the rest of the day before leaving. Whoever picks the student up must come to the office to sign the student out. The student also must sign out with his/her teacher before leaving.

**Electronic Devices**

Electronic Devices, cell phones, electronic games, iPods, tablets, etc. are not to be used at Canton Academy during school hours unless approved by the faculty or administration for classroom purposes. Cell phones are to be placed in a box in the teachers’ room upon entering class.

A student who is discovered using a cell phone or other device for purposes of cheating will be dealt with the same as if the cheating occurred in a conventional manner. Transmitting inappropriate messages or pictures via an electronic device will result in suspension and or expulsion.

Canton Academy will not be responsible for any lost or stolen electronic devices.

**Elementary Office**

The office in the elementary building is a very busy place. Much goes on in the office during the school day to ensure each child’s academic success and to take care of his or her personal needs. To contact the Elementary school office call 601-859-5233.

**Fighting**

Any student at Canton Academy discovered fighting on the school grounds or at any time during a school-related function might be subject to an out-of-school 3-day suspension. This will apply to student regardless of who starts the fight. Students are encouraged to inform a faculty member or the administration when someone is hitting, picking on, or trying to start a fight with them. Suspension may also be in order for any student who instigates a fight by picking on another student, calling names, cheering on an incident, or any other behavior that may be interpreted as encouraging a fight. Following suspension, the second offense of fighting on campus will result in permanent expulsion from Canton Academy.

**First Aid**

First aid supplies, such as bandages, alcohol, peroxide, and Caladryl are available in the office. In case of serious injury, parents are called immediately. Occasionally accidents may occur in which immediate hospitalization is necessary. In this case, pupils are sent to the hospital, but the school does not assume any responsibility for expenses incurred for hospitalization. Hospital authorities are immediately informed that the school is in no way responsible and that they must look to the parents of the patient for their fee.

**Gifts**

The elementary library also receives books through gifts, honorariums and memorials. These books can be bought personally or chosen from those already on hand for \$10.00. If a desired title is not available, it can be ordered. Gift cards are placed in the front of these books.

**Grading System**

The grading system is as follows:

- A .....90-100
- B .....80-89
- C.....70-79
- F ..... below 70

Classes such as Music, PE, and Library are graded with S (Satisfactory), U (Unsatisfactory), and N (Needs Improvement). The pupils receive grades in these areas based on cooperation, enthusiasm, conduct, participation, and effort.

To stimulate a desire for scholarship and citizenship, the following recognition will be given:

- Head of Schools' List—students with 95 and above and Ss in every class on the report card.
- Principal's List—students with 85-94 and Ss in every class on the report card.
- Citizenship Awards—students receiving all As in conduct and Ss in classes such as Music, PE, and Library for the entire year.

### **Grievance Procedure**

If a parent feels that a member of the Canton Academy Staff has wronged his/her child:

- The parent should meet with the person involved and discuss the situation. The parent should call the school and request that the secretary schedule a parent/teacher conference. If the problem is not resolved to the parent's satisfaction, the parent may contact the Elementary Principal for a conference. Written correspondence from the Elementary Principal to the parent should follow up this conference
- If the problem is not resolved to the parent's satisfaction, the parent may contact the Head of Schools for a conference. Written correspondence from the Head of Schools to the parent should follow up this conference.
- If the parent is still not satisfied, they may contact the Head of Schools to request that their grievance be put on the agenda for the next board meeting. At this time the parent may present their discontent to the entire Board of Directors.

### **Gum, Food, and Drinks**

Gum chewing is not allowed at Canton Academy. Food and drinks are allowed in the cafeteria or in the rooms under the supervision of the classroom teacher.

### **Health and Safety**

Canton Academy Statement on Communicable Diseases

Immediate supervisors should report to the Health Department any cases of communicable diseases that might pose a threat to the health of the students, school personnel, or the community. When concerned with unique, individual cases, the welfare of all students, employees, and the community should be the prime consideration and individual cases should be resolved through consultation with the Mississippi Department of Health.

Concerning Employees: In considering deadly, life-threatening, communicable diseases, the immediate supervisors, upon probable cause for suspicion, should have a conference with the employee. Steps will subsequently be taken to assure the safety of all, and recommendations of medical personnel will be sought.

Concerning Students: When a student exhibits symptoms, or the Head of Schools or nurse has probable cause for suspicion that the student has a deadly, life-threatening, communicable disease, a conference will be held with the parents of the student. If there are further questions, the parents will be asked to have the student tested and to present the test results to school officials. Whether the child remains in school while tests are being given is to be determined by the severity of the symptoms and any other evidence. If the student's test results are positive, medical and legal professionals will aid the final decision of the school.

The policy of the school relating to the education of students known to have chronic infectious diseases (persistent illness in the carrier state as compared to an acute short-term, self-limiting illness) such as but not limited to, hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus is as follows:

- A student with a chronic, infectious disease shall be removed from the classroom temporarily and until the school's medical advisor, in consultation with the student's physician, determines whether

the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.

- Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor recommends. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once a month to determine if continued school attendance poses any risk of transmission of said disease to others.
- Should it be determined by the school's medical advisor that attendance at school does pose a risk of transmission of said disease to others, an appropriate alternative educational program shall be established for that student and shall continue until the school's medical advisor determines that the risk of transmission to others has been abated and normal school attendance can resume.

### **Hallways**

Hallways are to be kept clean. Backpacks and other personal items are to be kept in the lockers or on above lockers at all times.

### **Homework**

Homework plays an important part in teaching a child self-discipline. For this reason, we begin giving homework in the first grade and increase the amount each year. By the time the student is in fifth or sixth grade, homework will be assigned in three or more subjects each night.

Parents should not call teachers for assignments or bring work to school that students left at home. This takes the responsibility away from the child and defeats one of the main purposes of homework.

Each child should have an assignment book and keep homework assignments organized daily. This should help the student keep up with what is to be done.

Collecting and grading homework, and consequences for not having homework, will be left to the teacher's discretion.

### **Immunization Law**

Recent revisions in Mississippi law now provide that "it shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they first have been vaccinated against those diseases specified by the State Health Officer."

The State Board of Health has developed procedures to carry out this immunization law. Therefore, schools are being directed to achieve 100 percent compliance. The law affects children in kindergarten through the twelfth grade. Enforcement of this Law will require removal of children from classes if they are not adequately immunized.

### **Library**

The elementary school library is an integral part of the educational program of our school.

Students are encouraged to make effective use of the books and materials for both course requirements and recreational reading. As a part of the regular curriculum, each class has the opportunity to visit the library at least once each week.

### **Lunch**

Lunch will be offered on a daily basis. Students may also bring lunch from home.



**Make-up Work**

Except in cases of extended illness, any schoolwork should be made up within 3 days after the absence. The Elementary Principal should deal with extenuating circumstances. It is the student's responsibility to find out what work is missed and to complete it in the allotted time in order to get proper credit for it.

Homework assignments may be picked up in the office after school, but they must be requested before 9:00 a.m. Tests that were assigned before the student's absence should be made up the day he/she returns. Other tests missed should be made up within 3 days. Extenuating circumstances will be dealt with at the teacher's discretion.

Make-up work for absences due to causes other than illness or death in the family will be due the day the student returns to school. The Elementary Principal should approve these absences in advance and all assignments made up before or while the student is absent.

**Medication**

No medicine, including Tylenol or Advil, will be dispensed from the office without parental consent—see form on page 48 of the handbook. If a child needs to take medication during the day, the medication should be properly labeled with the child's name, name of the medication and times that the medication should be administered. Medication issued by a doctor's prescription must be in the original bottle with the original dispensation label attached. The medication should be given to the teacher at the beginning of the day and he/she will send it to the office where it will be kept. If a child has any severe allergies, the parent should send a note that includes instructions and/or medications needed in case of an allergic reaction.

**Parties and Invitations**

There will be at least two parties in the classrooms during the year. One will be at Christmas and the other on Valentine's Day. Room mothers will be in charge of these parties but will contact the teachers in advance about details.

At Christmas, names will be drawn in class to assure every child a gift. The price of the gift should not exceed \$10.00. No other gifts should be exchanged between students at school.

Please do not send party invitations to school to be passed out unless all children in your child's class (or all boys for a BOY party/all girls for a GIRL party) receive an invitation.

**Physical Education**

A note must be given to the PE teacher when a student cannot participate in physical activities. A doctor's excuse or a parent's request is acceptable. As a safety precaution, all students are required to wear tennis shoes to PE.

**Promotion**

In order for a student to be promoted to the next grade level major subjects (core subject areas) must be passed. A student can be promoted if one major subject was failed. The student will be recommended for tutoring or summer school in that subject area for remedial purposes. Major subject areas include – English, math, science and history.

**Report Cards**

At the end of each 9-weeks period, a report card will be sent home to the parents. The report card should be signed and sent back to school the following day.

### **School Hours**

The school building will be opened at 7:30 every morning and locked at 3:00 every afternoon. Any child not picked up by 3:15 will automatically be sent to after school care and charged a drop-in rate. There is a teacher on duty between these hours. Before and after that time, the school cannot be responsible for the children, so parents are urged to drop off and pick up between those hours. After school care is available until 6:00 p.m. for students who need this service.

School begins at 8:00 each morning and dismissed at 2:53. Elementary students who ride with high school students will be dismissed at 3:00.

### **Signed Papers**

One of the best ways for parents to know what is going on at school is through the child's schoolwork. This also lets parents know where the child needs extra help.

Important papers will be sent home each Tuesday. We ask that parents look at these papers with their child and review any areas in which the child had difficulty. This will help reinforce what the teacher is doing at school.

After going over the papers, parents should sign them to indicate that they have seen them. This signature in no way indicates approval of the papers. If the parent wishes to keep the papers an extra night to spend more time on them, he/she should send a note to that effect to the child's teacher. Consequences for not returning signed papers will be left to the discretion of the teacher.

### **Tardiness**

Promptness to school is very important. The final bell rings at 8:00 a.m. and all students should be seated in their classrooms at this time. Students who arrive after this bell should report to the office with their parent in order to receive a tardy slip. Teachers will record the tardies on a daily basis. A student will be allowed three tardies to school each semester. The 4<sup>th</sup> tardy and every tardy thereafter will be considered an absence. In order for a student to receive credit for a grade, he/she may not miss more than 20 days during the year.

### **Telephone Usage**

Students are not permitted to use the phone unless it is an emergency. In the event that a student must phone a parent, the office telephone must be used. NO cell phones will be used between the hours of 8:00 a.m. and 3:00 p.m. Any social activity must be arranged before coming to school.

### **Textbooks**

Textbooks are provided on a loan basis with a fee charged. They will be returned at the end of the year. A fine will be assessed for any abuse and charged to the student at the end of the year. All lost books must be replaced.

### **Traffic**

Traffic in front of the elementary building is ONE WAY moving from west to east. Cars are to use only the two lanes next to the building. Please be mindful that students may be exiting from both sides of the car. PARKING IS PERMITTED IN DESIGNATED PARKING SPACES ONLY, NOT IN THE TRAFFIC LANES NEXT TO THE SCHOOL BUILDINGS.

### **Unloading**

For safety reasons, unloading must be done in an orderly manner. Cars should slowly move forward, one behind the other, in the lane next to the elementary walkway for unloading.

PLEASE DO NOT LEAVE A LOT OF SPACE BETWEEN THE CARS. This prevents other cars from moving up near the building. Students should have all bags ready to unload quickly. If extra time needs to be taken, the parent should park and walk the child over to the building. Consideration must be given for the other parents in the carpool line.

### **Loading**

When the 2:53 bell rings, all students will go directly to the lobby. Two teachers will be on duty and will load students into their cars. The two lanes next to the elementary walkway may be used. When the cars are loaded, the duty teacher will signal when the cars may move. CARS ARE NOT TO MOVE UNTIL THAT TIME. This has proven to be the safest and quickest method of loading after school, but it will work ONLY if everyone cooperates and follows these rules.

Elementary students who ride with high school students will be dismissed at 3:00 and should go directly to the front of the high school to meet their rides. Elementary students should not go to the back of the high school building and should not play in front of the school or go inside the high school building. Rather, they should walk to the high school using the walkway from the elementary to the high school building and sit on the steps at the front of the high school building. Children of high school teachers may go to their parent's classroom only after the dismissal bell rings in the high school building.

### **Treats and Refreshments**

Treats and/or refreshments should not be sent to school unless the student's teacher has given approval. Sending flowers, balloons, etc. to school is discouraged. Those that are sent will be delivered during the last few minutes of the day to keep from disturbing a class.

### **Uniform Requirements/Dress Code**

Academic performance, attitude, and personal appearance often go hand-in-hand. Canton Academy would like to set a tradition of students being known for their neat and appropriate appearance.

For information concerning CA approved uniforms see Schoolwide Uniform Requirements/Dress Code in the General section above.

### **Visitors**

Visitors to Canton Academy are always welcome but should check in at the office upon arrival.