

2019 – 2020

Student - Parent Handbook



Established 1965

One Nancy Drive • Post Office Box 116
Canton, Mississippi 39046
www.cantonacademy.org
601-859-5231 • 601-859-5233(Elem.)
Fax 601-391-3274

TABLE OF CONTENTS

Student/Parent Handbook Agreement.....	1
Mission Statement.....	2
Philosophy of Education.....	2
Canton Academy Objectives.....	2
Board of Directors.....	3
Administration/Staff.....	3
Faculty.....	4
Coaching Staff.....	5
School Year Calendar High School.....	6
Admission/Enrollment.....	8
Academics	
Academic Grading Periods.....	10
Grading Scale.....	10
Honor Roll.....	10
Grade Classification.....	10
Promotion.....	10
Curriculum Guide/Units.....	11
Graduation Requirements.....	11
Credit Unit Requirements.....	11
Graduating with Honors.....	12
Valedictorian or Salutatorian.....	12
Star Student/Hall of Fame.....	12
Dropping or Adding Classes.....	12
Dual Credit/Dual Enrollment.....	12
Final Exam Exemptions.....	13
English Department Book Selection Policy.....	13
Christian Community Service Policy.....	14
Directed Studies Policy.....	14
ACT.....	15
Online Courses.....	15
Progress Report and Report Cards.....	18
Tests.....	18
Assignments Online.....	18
Homework/Make-up Work.....	19
Protocol for Parent and Teacher/Coach Conference.....	19
Textbooks/Copies.....	19
Summer School.....	20
Athletic/Extracurricular Activities	
Academic Eligibility Rule.....	20
Physical Education.....	21
Concussion Policy.....	21
Athletic Insurance.....	21
Athletic Events.....	21
Extracurricular Activities/Field Trips/School Sponsored Trips.....	22
School Dances.....	22
Attendance	
Absences.....	23
Excessive Absences.....	24
School Hours/After School Hour Policy.....	24
Dismissals.....	25
Tardiness.....	25
College Days.....	25

Discipline

Expected Behavior.....26
Corporal Punishment.....26
Detention/Work Crew Assignment.....27
Suspensions.....27
Respect of the American Flag.....27
Hallways.....27
RESTRICTED SUBSTANCE POLICY.....27
Vaping Policy.....27
Tobacco, Drugs, and Alcohol.....28
Alcohol Testing.....28
Drug Testing.....28
Cheating.....30
Electronic Devices.....30
Fighting.....31
Weapons.....31
Harassment, Intimidation and Bullying Policy.....31
Public Displays of Affection(PDA).....32
Sexual Harassment Policy.....32
Social Media Applications Policy/Procedure.....33
Response to an Incident of Harassment, Intimidation or Bullying.....34
GENERAL
Bell Schedule for High School.....36
Visitors.....37
Lost and Found.....37
Flower/Balloon Deliveries.....37
Driver's License Form.....37
Emergency Drills.....37
Food, Drink, and Behavior in the Cafeteria.....37
Health and Safety.....38
Restricted Areas.....39
Uniform Requirements/Dress Code.....39
Vehicles.....41
Technology Policies.....42

ELEMENTARY SCHOOL

Calendar for Elementary.....43
Office/Bell Schedule.....44
Attendance.....44
Pick-up Policy.....44
Absences(K-6).....44
Dismissals.....45
Tardiness.....45
Lunch.....45
Gum, Food, and Drink.....45
ACADEMICS
Report Cards.....45
Grading System.....45
Promotion.....46
Elementary Honor Roll.....46
Homework.....46
Signed Papers.....46
Make-Up Work.....46

Textbooks.....	46
Accelerated Reader Program.....	47
Library.....	47
Assemblies and Pep Rallies.....	47
EXPECTED BEHAVIOR	
Conduct and Discipline.....	48
Corporal Punishment.....	48
6 th Grade Discipline Policy.....	48
Cheating.....	49
Electronic Devices.....	49
Fighting.....	49
Protocol for Parent and Teacher/Coach Conference.....	50
GENERAL	
Medications/First Aid.....	50
Uniform Requirements/Dress Code.....	51
Book Bag Policy.....	51
Parties and Invitations.....	51
Telephone Usage.....	51
Visitors.....	51
TRAFFIC	
Unloading/Loading.....	51
APPENDIX.....	52
Asbestos Inspection and Management.....	55

*Handbook last updated July 2019

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 MYCA at the Canton Academy website 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.

Below you will find some specific policies that will need your initials, followed by an overall acknowledgment by both parent and student of the reading of the Canton Academy Handbook.

To read the complete policy, please turn to the Appendix in the back and look for the corresponding number.

_____(parent initials)#1 **Drawdown Ticket Policy**

_____(parent initials)#2 **Lunch and Cafeteria Policy**

_____(parent initials)#3 **English Department Book Selection Policy**

_____(parent initials)#4 **Concussion Policy**

_____(parent initials)#5 **Protocol for Teacher/Coach Parent Conference**

_____(parent initials)#6 **Attendance Policy to Receive Class Credit/Grade**

_____(parent initials)#7 **Pick-Up Policy (K3-6) After School Hours(7-12)**

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 _____ Grade _____

August 3

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 of Education

“The fear of the Lord is the beginning of all wisdom” Proverbs 9:10(a.) Our philosophy of Education at Canton Academy is based on the Christian Worldview and Academic rigor. We believe that each student is created in the image of God and every student has the ability to learn. We work to provide each student with varied learning experiences, that they may grow spiritually, intellectually, socially, morally, and physically. The school supports the home, church and community by providing each individual student with the opportunity to make his or her best contribution to society.

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 developing to a mature and responsible member of society. We strive to educate the whole student.

Our objective are:

- * to encourage students to become lifelong learners
- to develop an understanding of American history and government; to instill in each student moral, ethical, and spiritual values based on the Christian World View.
- to provide adequate activities to stimulate spiritual, physical, mental, emotional, and social growth of the student in a rapidly changing culture;
- to promote studious inquiry which involves critical thinking, problems solving, and communication skills along with teamwork.
- to develop curriculum that is based on sound research and learning practices and to provide a sequential course of study through the 12th grade.
- to stimulate and encourage an appreciation for art, music, and literature
- to provide experiences and activities for the development of social and occupational awareness.

Board of Directors

Officers

Clay Taylor President
Stacey Sanders Vice President
Jeff Turnipseed Secretary
Sonny Green Treasurer

Members

Bruce Brumfield	Tom Laravie
Jacob Baldwin	Leigh Pace
Jean Elaine Ellis	Dr. Richard Price
Michele Goza	Danny Spivey

Administration

Ron Jurney Head of School
Tray Earnhart Associate Head of School
Sarah Willis Sr. Administrative Office Manager
Jenny Wadford Director of Admissions/Alumni Relations
Carleen Singletary Elementary Lead Teacher
Sarah Watson Elementary Administrative Assistant
Elaine Pounds Director of Student Services/Administrative Assistant
Ben Williams Athletic Director
Michele Carter Guidance Counselor
Lori Craft Business Manager
Wendy Peoples Director of ASC
Jeffrey Broome Director of Technology
Cathy South Director of Directed Studies

Staff

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

Faculty

Elementary

Robin Hunt.....	3 Year Old Kindergarten.....	rhunt@cantonacademy.org
Robin Williams.....	4 Year Old Kindergarten	rwilliams@cantonacademy.org
Dawn Lampkin.....	5 Year Old Kindergarten	dlampkin@cantonacademy.org
Lycresia McKay	Teacher Assistant.....	lmckay@cantonacademy.org
Mashell Bailey.....	Teacher Assistant.....	mbailey@cantonacademy.org
Jordan Warriner.....	1 st Grade	jwarriner@cantonacademy.org
Gena Martens.....	2 nd Grade.....	gmartens@cantonacademy.org
Cindy Martin	3 rd Grade	cmartin@cantonacademy.org
Carol Furr	4 th Grade	cfurr@cantonacademy.org
Anna Simmons.....	5 th Grade.....	asimmons@cantonacademy.org
Carleen Singletary	6 th Grade	csingletary@cantonacademy.org
Nan James	Librarian/AR	njames@cantonacademy.org
Mala Harris.....	Elementary Music & Show Choir	mharris@cantonacademy.org
Lori Lambert	Art and Bible.....	llambert@cantonacademy.org
Melanie Aldridge.....	Physical Education.....	maldridge@cantonacademy.org
Cathy South.....	Directed Studies.....	ksouth@cantonacademy.org

Secondary

Carolyn Blakemore.....	Foreign Language/History.....	cblakemore@cantonacademy.org
Dan Bradshaw	English	dbradshaw@cantonacademy.org
Jeffrey Broome	Computer Technology.....	jabroome@cantonacademy.org
Jonathan Broome	Mathematics.....	jbroome@cantonacademy.org
Lou Ann Durfey.....	Directed Studies.....	ladurfey@cantonacademy.org
Tray Earnhart	Social Studies	tearnhart@cantonacademy.org
Val Hutchinson.....	Directed Studies.....	vhutchinson@cantonacademy.org
Alison Martin.....	Mathematics/Multimedia Publications.....	amartin@cantonacademy.org
Mark Millet	Art.....	mmillet@cantonacademy.org
Sarah Morris	English	smorris@cantonacademy.org
Ron Oakes.....	Science	roakes@cantonacademy.org
Kathleen Penn.....	Mathematics.....	kpenn@cantonacademy.org
Kenner Purvis	Social Studies	kpurvis@cantonacademy.org
Chad Smith.....	History.....	csmith@cantonacademy.org
Garrett Smith	Chemistry/Anatomy & Physiology.....	gsmith@cantonacademy.org
Courtney Warren.....	English/Creative Writing.....	cwarren@cantonacademy.org
Ben Williams	Science	bwilliams@cantonacademy.org

Coaching Staff

Athletic Director	Ben Williams	bwilliams@cantonacademy.org
Archery.....	Ben Williams.....	bwilliams@cantonacademy.org
Baseball.....	Josh Parks.....	jparks@cantonacademy.org
Basketball, Varsity Boys.....	Joseph Nickels.....	jnickels@cantonacademy.org
Basketball, Varsity Girls	Melanie Aldridge	maldridge@cantonacademy.org
Basketball, Jr. High Boys.....	Dustin Jeffords.....	djeffords@canontacademy.org
Basketball, Jr. High Girls.....	Melanie Aldridge.....	maldridge@cantonacademy.org
Cheer, High School	Mary Morgan Reams	mreams@cantonacademy.org
Cheer, Jr. High	Mary Morgan Reams	mreams@cantonacademy.org
Competitive Shooting.....	Greg Smith.....	8fishermen@gmail.com
Cross Country	Ben Williams	bwilliams@cantonacademy.org
Football, High School Head Coach	David Blount.....	dblount@cantonacademy.org
Football, Jr. High Head Coach	David Blount.....	dblount@cantonacademy.org
Golf	Dennis Allen	coachallen50@yahoo.com
Softball.....	Chad Smith	csmith@cantonacademy.org
Tennis/Pee Wee Cheer	Audrey Thomas.....	athomas@cantonacademy.org
Tennis.....	Ryan Thomas.....	rthomas@canontacademy.org
Track.....	Ben Williams	bwilliams@cantonacademy.org

**School Year Calendar High School
2019-2020**

Grading Periods

1st Quarter—August 8--October 11, 2019

2nd Quarter--October 14—Dec. 19, 2019

3rd Quarter—January 6—March 13, 2020

4th Quarter—March 16—May 21, 2020

2019 1st Semester		
August	3	CA Work Day
	5-7	Teachers Report for Orientation
	7	Meet the Panthers
	8	First Day of School - ½ day
	9	First Full Day
September	2	Labor Day Holiday
	10	Annual Stockholders Meeting
	20	College Fair & Holmes Career Technology Day
October	1	ACT Testing (1/2 Day for Students)
	4	Homecoming
	10	Flea Market Holiday
November	25-29	Thanksgiving Holidays
December	5-6	MAIS Teacher Convention (Student Holiday)
	16-19	Semester Exams
	Dec. 20-Jan 5	Christmas Holidays (return Jan. 6 th)
2020 2nd Semester		
January	6	First Day of 2 nd Semester
	20	Martin Luther King Holiday
February	1	Who's Who 2020
March	6-13	Spring Break Holiday
	24	ACT Testing (1/2 Day for Students)
April	3	CA Drawdown Fundraiser
	10-13	Easter Holidays
May	14	Flea Market Holiday
	15	Awards Day 7 th -11 th (10am) Graduation (7 pm)
	18-20	Semester Exams
	21	Make-up Exams/Last Day for Students

	25-29	Athletic "Dead Week"
--	-------	----------------------

ADMISSION/ENROLLMENT

Admissions

Canton Academy seeks students who will fit into the mission and culture of the school and will be able to undertake the academic work of the school. Canton Academy may not be able to meet all of the particular needs of students with physical disabilities, disorders, or learning disabilities.

K3-Kindergarten Requirements:

- 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

Grades 1st – 6th Requirements:

- Submit a completed Application for Admission
- Take an Entrance Exam
- 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

Grades 7th – 12th Requirements:

- Submit a completed Application for Admission
- Take an Entrance Exam
- 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 School
- Interview with Head of School

The purpose of the Admissions Committee is to maintain and insure the student population of Canton Academy reflects our mission. 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 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.

Pregnancy Policy

Any female student considered for admission or enrolled at Canton Academy found to be pregnant will not be able to attend Canton Academy. Any male student considered for admission or enrolled at Canton Academy who is responsible for impregnating a female will not be allowed to attend Canton Academy.

Nondiscriminatory Policy

Canton Academy admits students of any religion, 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.

Canton Academy reserves the right to refuse admission of any student.

Transfer Students

Any new/transfer student wishing to enroll in Canton Academy must meet all admissions requirements. They must provide prior grade reports and/or transcripts, and discipline record from current school. All grades will be reviewed to determine if the student will meet Canton Academy's academic standards.. Any new/transfer student will be administered an entrance examination. This examination will provide an overall assessment of the student. Recommendations for grade level/subject area placement will be determined from the scores of this exam and a review of previous academic work. The admissions committee will make the final decision on admission.

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.

Transferring Students Going into 12th Grade

Any student transferring to Canton Academy for their Senior year must be on grade level with all core classes. They must have the necessary number of credits to be classified as a Senior. Senior year transfers must be able to complete all the needed credits for graduation requirements at Canton Academy. They must have no serious discipline issues at former schools. Determination of the severity of the discipline issue will be at the discretion of Canton Academy Administration. Students transferring to Canton Academy for their Senior year are not eligible for financial aid.

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.

ACADEMIC

2019-2020 Grading Periods

1st Quarter—August 8--October 11, 2019

2nd Quarter—October 14—Dec. 19, 2019

3rd Quarter—January 6—March 13, 2020

4th Quarter—March 16—May 21, 2020

Students grades 7th and up must remain on grade level with core subjects. Any core subjects failed must be recovered during summer school to proceed to the next grade level.

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

Grading system: Test 50%, Homework 25%, and Daily/Quizzes 25%

Honor Roll

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

Principal's Honor List – 90 or above in every class

A-B Honor List - 80 or above in every class

Grade Classification

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

Promotion

In order for a student to be promoted to the next grade level, core subjects must be passed. Core subject areas include – English, Math, Science and History.

CURRICULUM GUIDE (25.5 CREDITS)

7th Grade

English 7th
Math
History
Life Science
Art
PE
Athletics/Study Hall

8th Grade

English 8th
Pre Alg / Alg I(1)
History
Physical Science
Computer(1)
PE
Athletics

9th Grade

English I
Alg I(1) / Geometry(1)
MS Studies(.5)/Geography(.5)
Biology I
Elective(1)
PE(1)
Athletics(.5)

10th Grade

English II (1)
Alg II / Geometry (1)
Human A&P (1)
World History (1)
Spanish I/ Spanish II (1)
Elective (1)
Athletics (.5)

11th Grade

English III (1)
Alg II / Trig-Pre Cal (1)
Chemistry (1)
U.S. History (1)
Spanish II (1)
Elective (1)
Athletics (.5)

12th Grade

English IV/ AP/ Comp DE (1)
Sr. Math/ Cal/ Trig-Pre Cal (1)
Adv. Biology(1)
Government (.5)/ Economics (.5)
Physics (1)
Elective (1)
Athletics (.5)

High School Units

Canton Academy- Required 24 Credits

4 English
4 Mathematics
4 Science (2 lab based)
4 Social Studies (4)
1 Fine Art
2 Languages
1 Computer
4 Electives

IHL(CC)-Required 16^{1/2}

4 English
3 Math
3 Science (2 lab based)
3 Social Studies (4)
1 Fine Art
2 Advanced Electives
½ Technology

IHL(Univ.)-Required 19 ½

4 English
4 Math
4 Science (2 lab based)
4 Social Studies (4)
1 Fine Art
2 Advanced Electives
½ Technology

Graduation Requirements

A diploma shall be awarded to a student upon completion with passing grade of all credit unit requirements, provided that the last semester of senior high school work is satisfactorily completed. Also, seniors are to have completed the required Christian Community Service hours.

Credit Unit Requirements:

4 units English
4 units Mathematics (Algebra I required)
4 units Science (1 Biological lab-based)

4 units Social Studies (American History, American Government, MS History)
1 unit Fine Art
2 units Languages
1 unit Computer
4 units Electives
24 Total

Graduating with Honors

Two levels of honor graduates. 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.

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 (10th) grade year. Selection is determined by cumulative numerical Grade Point Average to the fifth decimal point for all Canton Academy Academic credit bearing classes. Preference will be given to the weighted classes. Honor's classes are weighted. Determination will be made after all yearly grades are posted of the student's senior year. The student with the highest 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.

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.

Hall of Fame

Students will complete an activity sheet the spring semester of their 9th-12th years. The activities on the sheet each have a point value. Students who accumulate 170 or more points during their 10th, 11th, and 12th grade years at CA will be inducted into the Canton Academy Hall of Fame.

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. 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 administer by the college board in May. (The college board sets the test 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.

Dual Credit/Dual Enrollment

High school seniors may participate in Dual Credit/Dual Enrollment through Holmes Community College. To participate in DE/DC the student must meet the Honors English grade requirements. They must have at least a 19 on their ACT and a 3.00 GPA average or 18 on their ACT with a 3.5 GPA. Students must meet the Homes Community College requirements and attain permission from the CA Administration. Dual credit classes must be attended the minimum required hours at Canton Academy as outlined by the MAIS. Comp. I class will receive half credit towards graduation. Comp. II class will receive half credit towards graduation. Both Comp. I and Comp. II must receive a passing grade to meet the English IV requirement for graduation.

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. 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 schoolwork for credit must be completed in order to be promoted.

Students will not be exempted from exams if they have had a suspension, excessive absences (7) not counting school related absences or medically/Doctor excused absences approved by the Administration.

English Department Book Selection Policy

The selection of texts for English courses is in accordance with Canton Academy's mission statement to nurture hearts and challenge minds. The students at Canton Academy will be exposed to content on a maturity level appropriate for each grade. It is not our intent to condone mature language, content, and themes, but rather to acknowledge them from a Christian Worldview as a reality that our fallen world will inevitably be encountered by every student and must be dealt with in a manner that honors God.

Parents and students should be aware that the majority of the authors or texts studied in English courses are found on most college preparatory reading lists. This literature requires considerable maturity on the part of the reader and is not necessarily chosen to please but to encourage serious thought in the reader. Our goal in every area, including our reading curriculum, is to expose our students to all walks of life from a Christian Worldview so that they will be prepared when they are faced with societal conflict.

All texts selected for classroom instruction and summer reading will meet the following criteria:

- **Literary quality**
- **Relevance to literary and cultural history**
- **Balance and variety form, style, and content**
- **Relevance to the students' interest and other readings**
- **Relevance to the students' role in society and the workplace**
- **Level of age-appropriate complexity**
- **Representation of diverse points of view across gender, age, and social class**

All texts should meet the following criteria:

- **Texts are consistent with the school's mission statement**
- **Texts are developmentally appropriate**
- **Texts motivate students to examine and expand their responsibilities, rights, and privileges as participation citizens in society**

Contested material procedure:

- **Complaints should be made in writing to the Head of the English department detailing the reason for contesting the selected text.**
- **The complaint will be shared with the English department, High School Principal and others as deemed appropriate.**
- **The text will be reconsidered to determine if it falls within criteria and guidelines for selected texts. The text will be reconsidered in the context of the English curriculum.**
- **A report will be made to the Head of School. The Head of School will make the final decision concerning challenged material.**

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 required to obtain ten (10) hours of community service each year in order to have forty (40) hours of documented community service by April 30th of their senior year. Documentation is to be turned into Student Services. Forms for documentation can be printed from the school web page or found in Student Services. 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. Students in 7-9 may turn in 5 hours towards their overall 40 hours in each school year.

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 Student Services within two (2) weeks of the service being provided with the exception of community service hours completed during the summer may be turned in at the beginning of the school year.
- Service hours can be seen on the student's MYCA page.

Directed Study Program

The Directed Study Program provides homework assistance, class test administration with accommodations, supplemental classroom instruction and reinforcement to students who have a current medical/psychoeducational evaluation results indicating the need 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.

Dyslexia Therapy: Canton Academy employs a certified Dyslexia Therapist who provides dyslexia therapy for students in the elementary school that have been diagnosed with moderate dyslexia.

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

Cost to be enrolled into the Directed Study Program is \$2,500.

ACT

Canton Academy requires all Juniors and Seniors to take the Fall school administered ACT test and Sophomores and Juniors to take the Spring school administered test. We encourage all Seniors to take the Spring administered ACT test. Students are responsible for test fees. Test fees will be charged to FACTS accounts. Students in our Directed Studies program will have the option of not taking our test due to accommodations.

Online Courses

Canton Academy Online provides students an online opportunity that can enhance their overall educational experience. There are two specific programs that fall under Canton Academy Online. These programs are referred to as The General Online Program and the Special Circumstances Online Program. For accreditation purposes Canton Academy partners with MSNET , an accredited online entity that is sanctioned by the MAIS and the SAIS.

I. General Online Program

The General Online Program has already been in existence for several years and has been used primarily for Credit Recovery and Dual Enrollment purposes. The school does not allow students to take core curriculum classes online, however students are allowed to take core level classes online if there are not enough students to merit holding that class within the general school curriculum ,i.e. Physics, etc. Any and all online classes must first be approved by the school's administration via the school's Guidance Counselor. Separate fees are charged for online classes. Fees are paid to Canton Academy.

II. Special Circumstances Online Program

The Special Circumstances Online Program is a pilot program beginning in the 2019-20 school year. Similar programs have already been established at a large number of MAIS and SAIS schools. Presbyterian Christian, Christian Collegiate, and Woodlawn Prep have had several students participate annually in their program over the last few years. Special Circumstance Students are defined as students that are intellectually capable of succeeding at a high level but have special needs or circumstances that can not be met by the schools fulltime on-campus program. Current Canton Academy students are not eligible to participate in this program as none have situations that would be deemed as a special circumstance. If that were to change the student's change in circumstances would be evaluated as if they were any student applying for a special circumstance. The Admissions Committee would then decide if said student qualifies to be admitted into the Special Circumstances Online Program. Once admitted Special Circumstance Students are considered to be a part of the overall student population and should be treated as such with respect to academic honors and awards.

SPECIAL CIRCUMSTANCES ONLINE POLICIES AND PROTOCOLS

- Parents of students with possible special circumstances are required to have an interview with the Canton Academy Administration to ascertain as to whether the situation is considered a special circumstance.
- Parents should submit all information required by the school per normal admissions requirements. If the student has an established learning disability, all testing information is to be submitted. An interview with the student's tutor/proctor is also required. If the student has allergies or health concerns that would prevent the student from being on campus fulltime, it is required that medical records and documentation from physician indicating a need for a special circumstance be submitted. The Canton Academy Admissions Committee will decide if the student is approved for admission to the school's Special Circumstance Online Program after reviewing student's records, recommendations, and interview results. Special Circumstance Students are required to pay same tuition and fees as other students. If the student participates in the Directed Studies Program the family will be responsible for that fee as well. The MAIS sets the online calendar from August 1st to July 31st, however Canton Academy sets its academic calendar separately (August through mid - May) and its online students will be expected to complete their classes during that time. However, in the event there is a serious illness or unexpected family emergency, the student can appeal for extra time. MSNET must be notified by the School Counselor 4 to 5 days in advance of the date the class was to have been completed. Also, a \$50 fee by the family will be required to be paid per MSNET policy. The student and their proctor need to notify the School Counselor if they feel there needs to be an extension. Absolutely no classes can be extended for more than an extra month (mid -January or mid- June). Extension of online classes should be a rare occurrence, the exception not the rule.
- For the 2019-20 Academic Year only a total of three Special Circumstance Students will be allowed to attend CA due to staffing constraints.
- For Special Circumstance Students that wish to participate in athletics, the MAIS requires that these students be enrolled in four online **core** classes the entire time they are participating. In other words, they can't begin the season with four core classes and then drop one or more midway through the season. Likewise, in order to maintain eligibility, the student must meet all school requirements related to eligibility. These students are also required to pass four core classes within an academic year to be eligible to participate the following year. These students must also complete four hours of online work on any day of competition. The Proctor is expected to report to the Athletic Director and School Counselor if this requirement is not met.
- All Special Circumstance students are required to take their elective classes on campus in a regular classroom environment so that they may better assimilate into the school culture. They are also expected to follow the uniform policy while on campus.
- All Special Circumstance Students are required to take their online class tests on the campus of Canton Academy under the supervision of their proctor.

ROLE OF KEY CONTRIBUTORS

1. STUDENT ROLE:

- The student is expected to successfully complete all assignments in the online program within the time period designated.
- The student is expected to be on campus to take all online tests, with their proctor serving in a supervisory role.
- The student is expected to be in attendance of all elective classes on campus.
- The student and their parents are expected to make an official appeal at least 4 to 5 days prior to deadline finish date of an online class in the event the student has had a serious illness or family emergency that prevents them from finishing the online class on the required finish date.

2. PARENT ROLE

- Parental involvement and support of their child as they maneuver through the online class work is essential to a successful outcome. A key factor in the student's admission to the Special Circumstances Online Program is the Admissions Committee's determination that the parent (s) will be actively involved in motivating their child through the process of successfully completing their online classes within the timeline expected.

3. PROCTOR ROLE

- Assist parent(s) in motivating student to successfully complete assignments within set timelines. Ensure the student stays on task.
- Administer and have oversight of all tests which are required to be taken on the Canton Academy campus.
- Regular communication with the Guidance Counselor and the parent(s) concerning the students progress.
- Assess, with the Guidance Counselor , areas where online assignments can be supplemented and or exchanged for school established assignments, tests, and or projects. This is to be the exception , not the rule. This would require some manual calculating of grades.
- Proctor's Guide Points:

* Every class has a 90 day pacing document. * Most classes have an audio component (to assist students with learning disabilities). * There are many additional resources linked with classes. * MSNET does provide some flexibility with respect to supplementing material. School is allowed to do things like dropping lowest homework or test grade as we do in some traditional classes. Can replace some work or exchange in limited situations ie replace test with a project. This would require manual calculating of grades however. * MSNET allows extensions in isolated situations with 4 to 5 day notice and \$50 fee. * Don't expect instructors for classes don't respond to e-mails in a prompt manner. This is not their primary job as most are employed in a traditional school setting and only receive a small stipend to instruct online classes. * Proctor has flexibility to concentrate on a couple of classes for a week or two then switch over to the other two classes for a week or two as long as all four classes are completed by the deadline set by the school. * Aware that there is a lot of reading and few

visuals in online classes. * Canton Academy, not MSNET , provides the credits for the classes. * Required to check student-athletes online work time on competition days. 4 hour minimum.

4. GUIDENCE COUNSELOR ROLE

- The Guidance Counselor establishes which online classes and elective classes the student should be taking based on graduation track.
- The Guidance Counselor should be aware of student's progress or lack thereof. The administration should be made aware if the student is not making proper progress so that a Parent/Proctor/Counselor Meeting might be called to develop a plan of action to resolve the issue.
- Will serve as the school's point of contact with MSNET and its administrator , Chis Price.
- Will ensure student's completed class results are officially awarded on all vital school records, including but not limited to transcript and student's permanent record folder. The school, not MSNET, awards credits as the school is accredited by the MAIS.

5. ADMINISTRATION ROLE

- Ensure all aspects of the **CANTON ACADEMY ONLINE PROGRAM** fits within MAIS Accreditation Standards requirements.
- Establish, per Board of Directors approval, policies and protocols for the **REGULAR ONLINE PROGRAM** and the **SPECIAL CIRCUMSTANCES ONLINE PROGRAM** both of which fall under the **CANTON ACADEMY ONLINE PROGRAM**.
- Establish that the Online Admissions Committee which consists of the Head of School, High School Principal, Guidance Counselor, and Director of Admissions has direct oversight over which student applicants are approved to participate in the **SPECIAL CIRCUMSTANCES ONLINE PROGRAM**.

Progress Reports and Report Cards

Progress reports and report cards can be found on your MYCA page. Printed report cards can be request through Student Services.

Tests

Tests may not exceed more than 2 per day for students in grades 7-12.

Tests are to be made up between 7:30-8:10am on designated days assigned by the teacher.

Scheduling missed tests is the responsibility of the student.

Assignments Online

CA recommends parents utilize the MYCA online system to see their student's assignments and progress for each class.

If assignments have not been posted to the web, parents may request assignments from the teacher(s) via email.

Homework/Make-up Work

Students are responsible to communicate with the teacher regarding assignments, test or quizzes in the case of planned absences approved/excused by the administration.

Students are required to complete assignments punctually. Collection, grading, and consequences of not having homework will be left to the discretion of the teacher.

Students absent from school for extracurricular activities are responsible for getting any homework assignments missed, making-up test or quizzes 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.

A student with an excused absence from school has the number of days absent in which to make up any class work missed during his absence.

Assignments/test missed due to an unexcused absence will be left to the discretion of the teacher.

Protocol for Parent and Teacher/Coach Conference

We encourage a close relationship between parents and teacher. By working together, we hope that the student 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 (601-859-5231) or use the teacher's email to make appointments with their child's teacher anytime they feel the need to do so.

If a parent would like to have a conference with a teacher/coach concerning grades or the direction of a program:

- The parent should meet with the person involved and discuss the situation. The parent should call the school and request that the counselor or administrative assistant schedule a parent/teacher 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.
- ****As to a Coach:** Coaches should not be approached prior to, during, or after a contest concerning a complaint or desire for a conference. Any conferences are to be scheduled no sooner than 24 hours after conclusion of said contest.

Textbooks

Students will be furnished books for their classes as needed. If a book is lost or severely damaged during the school year, the student must pay full purchase price for a replacement. Students may be required to purchase individual workbooks or novels during the school year.

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 to have Student Services help with copies. The office staff does not make copies for students without permission. A copier located in Student Services is available to all 7-12th grades to use as they need. Permission is not needed to use the student copier and it can be connected to through their Chrombook.

Summer School

- A student may earn a maximum of 4 recovered 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
- Core classes may not be taken as a new subject. A student must stay current with his/her core credits. If a student fails a core course they must go to summer school to recover the class or credit. They may take an online course to recover the failed course with administrative permission.
- Summer School courses must be approved by Administration.
- No credit bearing math online courses can be taken 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 schoolwork 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.
- In summer school a student may take up to 2 credits max per subject area and only 4 total.

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 mid-nine weeks 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 two consecutive grading checks a student will be considered ineligible. The student will be allowed to practice but will not be allowed to dress out. A student will regain eligibility with less than two failing grades after the next grade check for which they were ineligible. If a student fails two academic courses at the end of the first semester, the student will be ineligible for the third nine weeks. A student may regain eligibility with less than two failing grades at the end of the third nine weeks.

A student must pass 4 core academic courses for the year to be eligible for the following year.

Physicals are required to participate in all athletics.

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 with Administrative approval.

As a safety precaution, all students are required to wear tennis shoes to PE.
All PE attire must be appropriate.

Concussion Policy

An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal. The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged. If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries. The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss of consciousness, usually takes 7-14 days after resolution of all symptoms. Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a fully supervised practice. Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury. Remember, it is better to miss one game than to miss the whole season. A release by a medical doctor is required before a student may return to play under this policy.

Canton Academy will be "held harmless: should an injury occur to the student resulting from participation in an athletic contest or practice.

Athletic Insurance

Canton Academy does not provide insurance to cover injuries incurred by our athletic participants. Parents are responsible to have insurance to cover their student's injuries incurred during events.

Canton Academy will be "held harmless" should an injury occur to the student resulting from participation in an athletic contest or practice.

Athletic Events

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.
- 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. Field trips should be planned according to the school calendar and approved by the Administration.

For all school sponsored trips:

- 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. Any work missed will be made-up at the discretion of the teacher.
- All school rules apply while on field trips.
- Transportation will be provided by the school.
- A student may leave a school sponsored event or trip with approval from the school representative in charge.
- 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 trips unless approved by Administration.
- No class fieldtrips after spring break for grades 7-12, unless authorized by the administration.

School Dances

There shall be separate school dances for 7th and 8th graders (junior high) and 9th through 12th graders (high school). Ninth graders may attend either junior high or high school dances. All non-Canton Academy students attending as a guest must receive administrative permission prior to the day of the event. No guest of CA students will be allowed if over the age of 20.

ATTENDANCE

Students need to be in school every day unless they are ill or have other justifiable cause for absence. We can only teach children when they are present and they learn from the social context of school. Teachers prepare interesting motivating lessons involving group work, experiments and classroom practice. Much of what we do cannot be made up at home. You can help us maintain good attendance by:

- Making doctor and dental appointments after school or on days off,
- Planning vacation and out of town trips when school is not in session, and
- Setting a good example with your own attendance at work.

Absences

Not attending a class for at least 40% or not missing more than 20 minutes of a regular daily schedule of the class time constitutes an absence. Absences are recorded per class, not just in daily attendance. A student will be given an excused absence when a doctor's certificate of care has been given to Student Services within 2 days of their return to school

Students may be given an excused absence for illness up to but not to exceed three (3) days per semester when a note (electronic or written) signed by a parent is turned into Students Services. All absences other than school-related will count towards the policy of no more than twenty (20) days for full credit classes or 10 days for half credit courses missed to receive class credit.

To return to school after illness your child must:

- Be without vomiting or diarrhea for 24 hours without the use of medications and be able to keep down food and water.
- Be without an uncontrolled or persistent cough
- Have an oral temperature less than 100 degrees without the use of medications for 24 hours.
- Feel well enough to take part in a regular school day

Students may not be able to make-up assignments/test missed for unexcused absences. Administration reserves the right to determine excused or unexcused absences.

All pre-planned absences must be approved in advance by administration.

In order for a student to receive credit for a class, he/she may not miss more than 20 days of a full credit course or 10 days of a half credit course. Course grades will still be calculated into the student's GPA. Missing more than 20 days for a full credit course and 10 days for a half credit course will result in a failure of the course. If a student is passing the course but receives a failure due to absences the grade of 69 will be issued.

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. School related absences will not count towards the 20 days.

Excessive absences

An email will be received at 5 absences

An Administrative meeting will be held with the student at 7 absences

An Administrative meeting will be held with parents at 8 absences

Administration may take further disciplinary action after 8 absences

Attendance in school for 4 hours is required on the day of a school-sponsored event for a student to participate in that event(s). 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 Student Services before leaving campus. The consequences of skipping school may result in suspension.

School Hours /After School Hours

Canton Academy school hours are from 8:15a.m. to 3:07p.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. If a school activity does not start until later afternoon, students may not wait on campus unattended. 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 by 3:30 pm.

Dismissals

Students may only be dismissed during the school day for illness or in case of an emergency or at the discretion of the Administration or designee. Any student who needs to be dismissed during the day for non-emergency or illness reasons must submit a note to Student Services requesting that dismissal before 1st period begins. Request can be a note sent or through email (studentservices@cantonacademy.org).

The request should include the time to check out, the reason for leaving, a phone number to verify, and parental/guardian name/signature. Dismissals may be counted as unexcused. Students must sign out in Student Services when leaving campus for all dismissals. Failure to sign out will result in disciplinary actions. Dismissals except for emergency or illness should not occur during class period time but should be done at the class ending bell.

Tardiness

Tardiness includes tardiness to school and tardiness to individual period classes. A student will be recorded absent for a class if the student misses more than 20 minutes of a class and may not be allowed to enter a class already in progress.

- When the 8:15 bell rings students are to be in their first period class.
- Students arriving after the First Period Bell (8:15am) must come to Student Services first and sign in. The student will then receive an 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.** It will be the responsibility of the student to check with the teacher(s) whose classes they have missed for their assignments.
- Teachers will mark students tardy for 2nd-7th period. They will report to the office a student for skipping if a student has not been marked absent for the day or received a dismissal.
- Teachers who detains 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 with an excused tardy.
- Each time a student accumulates four (4) unexcused tardies, it will result in a Work Crew assignment.
- After two (2) Work Crew assignments have been issued for tardiness, a detention will be given. Students receiving four (4) detentions will be suspended.
- Tardies will reset at the beginning of the second semester.

College Days

Each Junior and Senior will be given 2 school related excused college days. Any student wishing to use a college day must notify Student Services a minimum of 2 days prior to the requested absence. The student should print a college visit form from the parent MYCA and return to Student Services upon returning to school. It must be signed by the proper college officials in order for the absence to be excused

DISCIPLINE

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 with respect and obedience to our 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.

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 will be held on Monday after school at 3:15-4:00 or at the discretion of the administration. Tardiness or failure to attend detention will result in an additional detention or further disciplinary action by

the Administration. The 4th detention will result in an in-school suspension. (1 point deducted from each subject's 9-weeks average) Administration may use other types of detention times such as breaks, lunch, ect. as needed.

Work Crew Assignment

Work crew assignments are assigned on Wednesday morning at 7:15am. or at the discretion of the Administration. If a student misses a Work Crew Assignment an additional work crew assignment will be added. If a student misses two work crew assignments a detention will be given.

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 out of school suspension. Any student suspended while taking a test/exam will not be allowed to complete that test/exam. The student may be allowed to take a make-up test/exam.**

Respect of the American Flag

Canton Academy expects its students, teachers and staff to demonstrate respect for our country's flag as it represents all that is good about America. The flag is also a symbol of the price that has been paid by countless Americans to secure freedom for those that are citizens of this great country. When the Pledge of Allegiance is said or the National Anthem is played, it is expected that all students, teachers and staff stand and face the flag with their right hand over their heart during the entire time the anthem or pledge is being conducted.

Hallways

Hallways are to be kept clean. Backpacks and other personal items are to be kept in the lockers or on top of lockers at all times. If this policy is violated it could result in a disciplinary action.

Restricted Substance Policy

For the security and well being of our students and staff, Canton Academy reserves the right to search student's lockers, persons, backpacks, purses, and automobiles at any time while students are on campus or if involved in a school function off campus.

Vaping Policy

Vaping or the possession of vaping paraphernalia is not allowed on campus or any school event. Any student caught vaping or in possession of vaping paraphernalia such as pipes, jules, etc. may be suspended up to two (2) days on the first (1st) offense and subject to expulsion on second (2nd) offense.

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. Canton Academy reserves the right to search student's lockers, bags (book, candy, etc.), cars, purses or persons.

Any student caught smoking, vaping, dipping, or chewing tobacco maybe suspended for two days. Any student caught with cigarettes, chewing tobacco, snuff or any vaping or drug paraphernalia 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.

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 school and/or the next dance.

Drug Testing

General Information

- All students in grades 7-12 are subject to drug testing (using urine) or hair follicle sample at any time during the school year.
- Any positive test can be retested at the request and expense of the student, parent or legal guardian. Any retest must be taken within 7 days of the 1st positive test and at a site selected by the administration of Canton Academy.
- 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 required that the student undergo drug abuse counseling. Counselors will be selected by the Canton Academy Administration. 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.
- First positive results will require a one (1) day suspension. A student is not allowed to participate in any extracurricular activities for a minimum of 8 weeks from the date of the positive test. Before a student can begin participation in extracurricular activities a second drug test (hair sample) will need to be given at 45-60 days after the first positive drug testing.

Second Positive Test

- The Head of Schools will notify parents/guardians of the results of the second test.
- Consequence of a second positive drug test is expulsion.

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
- when submitting a paper, students should use the program "Turn It In" to insure their paper does not exceed 25% of plagiarized content.

Consequences of Cheating

A student discovered cheating will receive in-school suspension for one day and they will receive a zero for that assignment. If the student is discovered cheating a second time they will fail the course for the nine weeks in which the discovery was found. A third discovery of cheating may result in expulsion.

Electronic Devices

No visible cell phones, iPods, tablets, earbuds, Apple phones or any other electronic signaling device on campus during school hours 7:30-3:07. Cell phones are not to be used in any school areas. Earbuds may be used with school issued Chrombooks at teacher discretion.

A student who is discovered using a cell phone or any other electronic signaling 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:

- 1st Offense – Taken up by teacher and given to the Director of Student Services. The student may receive their phone at the end of the school day and given the disciplinary warning.
- 2nd Offense - \$25.00 fine. A \$25.00 fine must be paid to the front office for return of the phone and a disciplinary infraction will be marked on the student's record.
- 3rd Offense -\$50.00 fine. Parent must come to the 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.

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.

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.

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.

Public Displays of Affection (PDA)

Public displays of affection (PDA) will result in disciplinary action.

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 a student directed towards teachers, employees, board members, or other students 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)

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.

Grievance Procedure

- 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.

Complaints alleging violations of school policy shall be reported to the Head of Schools or his/her designee. All school employees are required to report alleged violations of school 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 school 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.

GENERAL

Bell Schedule for High School

Students arriving before the first bell(8:10) should report to tutoring, test make-up, ACT PREP or to the auditorium. 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. No food or drinks other than water in clear containers are permitted classes or in the auditorium.

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

7:30-8:10.....	Tutoring, Make-up Test/work, ACT Prep
8:15-9:05	1st Period
9:09-9:59.....	.2 nd Period
10:03-10:18.....	Break
10:22-11:12.....	3 rd Period
11:16-12:06.....	4 th Period
12:10-12:25...1 st Lunch.....	12:29-1:195th Period
12:10-1:00.....5 th Period.....	1:04-1:19......2 nd Lunch
1:23-2:13	6th Period
2:17-3:07	7th Period

Chapel Schedule (Wednesday)

7:30-8:10.....	Tutoring, Make-up Test/Work, ACT Prep
8:15-9:00	1st Period
9:04-9:49.....	.2 nd Period
9:53-10:04.....	Break
10:08-10:28.....	Chapel
10:32-11:17.....	3 rd Period
11:21-12:06.....	4th Period
12:10-12:25...1 st Lunch.....	12:29-1:195th Period
12:10-1:00.....5 th Period.....	1:04-1:19......2 nd Lunch
1:23-2:13	6th Period
2:17-3:07	7th Period

Half-Day Schedule

7:30-8:10.....	Tutoring, Make-up Test/Work, ACT Prep
8:15-8:45	1st Period
8:49-9:19	2nd Period
9:23-9:53	3rd Period
9:57-10:27	4th Period
10:31-11:01	5th Period
11:05-11:35	6th Period
11:39-12:09.....	7 th Period

(Exam Bell Schedule 1st Test 8:30-10:00, 2nd Test 10:30-12:00)

Visitors

Visitors to Canton Academy are always welcome but should check in at Student Services upon arrival and receive a visitor badge to be returned upon departure. Exceptions are made with special programs and pep rallies.

Lost and Found

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

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.

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.

Emergency 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.

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

Lunch will be offered on a daily basis. Students may also bring lunch from home. The daily cost of a lunch is \$5.00 (can be subject to change). Parents **MUST** prepay to their student's MYCA account page for their student's lunches or break. Students with no funds on their account will not be allowed to charge. Cash payment can not be taken 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 except during a half day schedule. Students may bring a sack lunch or snack from home provided it is eaten only in the cafeteria.
- **Food and Drinks:** Food and drinks, other than water in clear containers, 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 School 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.

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.

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.

Restricted 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 restricted areas will result in appropriate disciplinary action from the administration.
- **Elementary Building:** The elementary building and classrooms are restricted for secondary students (7-12) unless they are attending an assigned class or sent by administration. 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. K3-G6

Uniform Requirements/Dress Code

CA approved uniforms must be purchased online through Lands' End at www.landsend.com, the Lands' End Uniform Store in Ridgeland 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 or wear an alternative given by the administration. When a student is not compliant with school rules, they will first receive a warning (unless clothing is deemed inappropriate as required by the school administration). The second non-compliant clothing infraction will result in a work detail and any others will result in a detention.

All Friday's at CA will be "Spirit Dress Days." Students in grades K3-12 may wear jeans (**no holes**) and a CA t-shirt and or uniform bottoms.

(7-12) CA issued name tags are to be worn every day. If a student loses their name tag it must be replaced. Report your lose to Student Services and a replacement fee of \$20 will be charged to your FACTS.

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. No logos.
- Shirts—must have a visible CA logo, shirts do not have to be tucked in but must fall below the belt line when sitting or standing.
- Skirt/Skort—Khaki, black or Land's End approved plaid or houndstooth. Skirt/Skort length is based on 3" above the top of the knee cap. After the second violation of the Dress Code in this area, the student will be required to wear pants to the completion of that semester.
- Modesty shorts—**ARE** to be worn under skirts.
- Skirts/Skort are not to be rolled.
- Pants/shorts- black or khaki uniform (no white), must fit appropriately, straight leg, no skinny jeans, no elastic at the ankles.
- Outerwear—Only CA logo outerwear allowed inside. A collared uniform shirt must be worn under a sweatshirt, sweater, or jacket. On extra cold days, a non-CA coat may be worn over the school uniform when outside, but **it may not be worn** inside the school building.
- Close-toed shoes—tennis shoes may have a small amount of color, nothing extra bright, shoelaces are to be tied at all times. No sandals are permitted.
- No visible tattoos or body piercing decoration. Earrings allowed. One earring per ear.
- Socks – neutral in color (black, white, brown or gray)
- No hats indoors / no hood may be worn on heads inside
- At no time are undergarments to be seen
- Inappropriate P.E. attire will not be permitted.

Boys Uniform Guidelines

- No hats indoors / no hood may be worn on heads inside
- Belt – black or brown, required (1st-12th)
- Pants/shorts- black or khaki, no white, no cargo or elastic at the ankles, no excessively loose or "sagging" clothing allowed.
- Shirts- must have a collar with a visible CA logo, neat and tucked in, no folding of shirts under is acceptable
- Facial hair—not permitted. Follow the Clean Shave Policy.
- Hair—above eyebrows, midway at ears, and off the collar

- Outerwear—Only CA logo outerwear allowed inside. A collared uniform shirt must be worn under a sweatshirt, sweater, or jacket. On extra cold days, a non-CA coat may be worn over the school uniform when outside, but **it may not** be worn inside the school building.
- Close-toed shoes—tennis shoes may have a little color, nothing extra bright, shoelaces are to be tied at all times. No sandals are permitted.
- No visible tattoos or body piercing decorations
- Undershirts—only solid white or black no printing on them
- Socks – neutral in color (black, white, brown, or gray)
- Inappropriate P.E. attire will not be permitted.

All members of faculty, staff and administration of CA should enforce the adopted CA dress code. All violations reported to the front office. **First violation** will result in a warning, second violation will receive a work crew assignment and **the third violation will result in a detention** (assigned by the teacher or staff member). Multiple violations will result in a 1 day suspension (assigned by the Headmaster).

(7-12) Clean Shave Policy

Boys should have a clean shaved face for school days and events. Nonclean shaved faces will result in a disciplinary action by the administration.

Book Bag Policy

No book bags with wheels.

Vehicles

All students must have on file in the office the completed form found in parent forms on MYCA giving the name of the student, the make, year, color and tag number of the vehicle the student drives. To help with campus security students will be issued a school decal to be placed on the left lower corner of the front windshield. If a car change is made a student is responsible to inform Student Services.

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.

Students should never drive between the baseball field and softball field. This is considered a restricted area for vehicles and will receive a restricted area infraction detention. Students driving to the field house must use the Woodland Dr. entrance.

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 Student Services.

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

2019-2020 Grading Periods

1st Quarter—August 8--October 11, 2019

2nd Quarter—October 14—Dec. 19, 2019

3rd Quarter—January 6—March 13, 2020

4th Quarter—March 16—May 21, 2020

School Year Calendar for Elementary 2019-2020

2019 1st Semester		
August	3	CA Work Day
	5-7	Teachers Report for Orientation
	7	Meet the Panthers
	8	Meet the Teacher (Come & Go ½ Day)
	9	First Full Day
September	2	Labor Day Holiday
	10	Annual Stockholders Meeting
October	4	Homecoming
	10	Flea Market Holiday
November	19	Thanksgiving Program (PK3-K) 9am
	25-29	Thanksgiving Holidays
December	5-6	MAIS Teacher Convention (Student Holiday)
	12	Christmas Program (1 st -6 th) 9am (1/2 Day)
	19	Semester End
	Dec. 20-Jan 5	Christmas Holidays (return Jan. 6 th)
2020 2nd Semester		
January	6	First Day of 2 nd Semester
	20	Martin Luther King Holiday
March	6-13	Spring Break Holiday
April	3	CA Drawdown Fundraiser
	7	Easter Program (PK3-K) 9am
	10-13	Easter Holidays

May	8	Awards Day(1-6) & Grandparent Day (1/2 Day)
	12	Kindergarten Graduation 9am
	14	Flea Market Holiday
	19	6 th Grade Graduation FBC 6pm
	18-21	½ Days with Ending the 21 st

Elementary Office

601-859-5233 will allow you to contact the Elementary Office. We care about your child's academic success and the care of their personal needs. If we are unable to answer your call immediately, please leave a message or call again soon so we can assist you.

Elementary Bell Schedule

Full Day-- 8:00—3:00

Half Day- 8:00—11:45

Attendance

Our school day is 8:00am-3:00pm. 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.

Pick-Up Policy

Students, that are not previously arranged for After Care, are to be picked up no later than 3:15pm. Any student not picked up by 3:15 will be sent to After Care. After three instances of late pick-up, a \$10 by the hour fee will be charged, with a minimum of one hour.

Absences (K-6)

For a student to receive credit for a grade completed, 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. School related absences will not count against the 20 days.

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 Administration.

Any absences other than illness or death in the family should be arranged and approved in advance by the Administration. 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.

To return to school after illness your child must:

- Be without vomiting or diarrhea for 24 hours without the use of medications, and be able to keep down food and water.
- Be without an uncontrolled or persistent cough
- Have an oral temperature less than 100 degrees without the use of medications for 24 hours
- Feel well enough to take part in a regular school day

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

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.

Tardiness

Promptness to school is very important. The final bell rings at 8:00 a.m. and all students should be 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 tardies on a daily basis. A student will be given a mark of absence upon every 4 tardies. After 12 tardies a meeting with the Administration will be held. In order for a student to receive credit for a grade, he/she may not miss more than 20 days during the year.

Lunch

Lunch will be offered on a daily basis. Students may also bring lunch from home. The daily cost of a lunch is \$5.00 (can be subject to change). Parents MUST prepay to their student’s MYCA account page for their student’s lunches. Students with no funds on their account will not be allowed to charge. No cash will be exchanged in the cafeteria.

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.

ACADEMICS

Report Cards

At the end of each 9-weeks grading period parents should check their student’s MYCA page for report cards.

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, Bible, Art and Library are graded with S (Satisfactory), N (Needs Improvement) or U (Unsatisfactory) The pupils receive grades in these areas based on cooperation, enthusiasm, conduct, participation, and effort.

Promotion

In order for a student to be promoted to the next grade level, core subjects must be passed. A student may be considered for promotion if only one core subject was failed. The student will be recommended for tutoring or summer school in that subject area for remediation purposes. Core subject areas include – English, Math, Science and History.

Elementary Honor Roll

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

Principal's Honor List – 90 or above in every class

A-B Honor List- 80 or above in every class

Homework

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.

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 and return the following day. 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.

Make-up Work

A student with an excused absence from school has the number of days absent in which to make up any class work missed during his absence.

Assignments/test missed due to an unexcused absence will be left to the discretion of the teacher.

The Administration 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.

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

Textbooks

Textbooks are provided on a loan basis. 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.

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 level and comprehension. All of the students will initially take a STAR reading test that is used to determine the reading level of each student. This level will be adjusted as the year moves on. Students are able to choose their own books that fall within their determined level. 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 AR goals set by each classroom teacher.

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.

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.

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.

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.

EXPECTED BEHAVIOR

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 Administration. When a problem becomes serious enough to warrant the Administration's attention, various routes of correcting the problem will be explored.

- The student may be talked to by the teacher and/or administration 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 receive detention based on Administrative recommendation
- 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.

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.

6th Grade Discipline Policy

Work Crew Assignment

Work crew assignments are the results of not following Canton Academy's rules and policies. Work Crew assignments do not carry the weight of detention but can result in a detention when two (2) Work Crew assignments are skipped. The assignments are given for lesser infractions at the discretion of the administration and teachers. Work Crew assignments are assigned to a once a week time (Wednesday) at 7:15 am. at the High School Student Services or at the discretion of the administration. A task will be given for the student to do until the bell rings to go to class.

Detention

Detention is the result of inappropriate behavior or not following Canton Academy's rules and policies. Detention will be held on Monday after school at 3:10- 4:00 or at the discretion of the administration. Failure to attend detention will result in an additional detention. For every

detention parents will be called. The 4th detention will result in out-of-school suspension with an absence being recorded in each class. Assignments will be given to anyone receiving a detention.

Suspensions

Depending on the infraction, suspension may be in-school or out-of-school. 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. Any student suspended while taking a test/exam will not be allowed to complete that test/exam. The student will be allowed to take a make-up test/exam.

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 (1st-3rd) will be handled at the teacher's discretion under the supervision of the Administration.

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.

Electronic Devices

Electronic Devices, cell phones, electronic games, iPods, tablets, or any signaling device are not to be used at Canton Academy during school hours unless approved by the faculty or administration for classroom purposes.

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.

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.

Protocol for Parent and Teacher/Coach Conference

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.

If a parent would like to have a conference with a teacher/coach concerning grades or the direction of a program:

- The parent should contact the person involved and discuss the situation. The parent should call the school and have the Counselor or an administrative assistant 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.
- ****As to a Coach:** Coaches should not be approached prior to, during, or after a contest concerning a complaint or desire for a conference. Any conferences are to be scheduled no sooner than 24 hours after conclusion of said contest.

MEDICATIONS

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.

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.

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.

Book Bag Policy

No book bags with wheels.

Parties and Invitations

Room mothers will be in charge of parties but will contact the teacher in advance.

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.

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.

Visitors

Visitors to Canton Academy are always welcome. They should check in at the office upon arrival to receive a visitor badge and then returned it upon leaving. Exceptions will be made at pep rallies and programs.

Traffic

Traffic in front of the elementary building is ONE WAY moving from west to east. Please, be aware that students may be exiting their cars on both sides. PARKING IS PERMITTED IN DESIGNATED PARKING SPACES ONLY, NOT IN THE TRAFFIC LANE NEXT TO THE SCHOOL BUILDINGS. Please be considerate of local neighborhoods and private driveways. Do not block driveways on surrounding streets.

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

All students will go directly to the lobby at the end of the day. Two teachers will be on duty and will load students into their cars. 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.

APPENDIX

#1 Drawdown Ticket Policy

Families of Students that are enrolled at Canton Academy will be required to sell or buy two Drawdown Tickets (\$100 each) per year. The Drawdown Tickets are a vital part of funding for many different academic, athletic, and facility improvements. Student accounts will be charged with \$200 if tickets are not sold.

#2 Lunch and Cafeteria Policy

Lunch will be offered on a daily basis. Students may also bring lunch from home. The daily cost of a lunch is \$5.00 (can be subject to change). Parents **MUST** prepay to their student's MYCA account page for their student's lunches or break. Students with no funds on their account will not be allowed to charge. Cash money will not be taken in the cafeteria as payment for food/drink.

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.

#3 English Department Book Selection Policy

The selection of texts for English courses is in accordance with Canton Academy's mission statement to nurture hearts and challenge minds. The students at Canton Academy will be exposed to content on a maturity level appropriate for each grade. It is not our intent to condone mature language, content, and themes, but rather to acknowledge them from a Christian Worldview as a reality that our fallen world will inevitably be encountered by every student and must be dealt with in a manner that honors God.

Parents and students should be aware that the majority of the authors or texts studied in English courses are found on most college preparatory reading lists. This literature requires considerable maturity on the part of the reader and is not necessarily chosen to please but to encourage serious thought in the reader. Our goal in every area, including our reading curriculum, is to expose our students to all walks of life from a Christian Worldview so that they will be prepared when they are faced with societal conflict.

All texts selected for classroom instruction and summer reading will meet the following criteria:

- Literary quality
- Relevance to literary and cultural history
- Balance and variety of form, style, and content
- Relevance to the students' interest and other readings
- Relevance to the students' role in society and the workplace

- Level of age-appropriate complexity
- Representation of diverse points of view across gender, age, and social class

All texts should meet the following criteria:

- Texts are consistent with the school's mission statement
- Texts are developmentally appropriate
- Texts motivate students to examine and expand their responsibilities, rights, and privileges as participation citizens in society

Contested material procedure:

- Complaints should be made in writing to the Head of the English department detailing the reason for contesting the selected text.
- The complaint will be shared with the English department, High School Principal and others as deemed appropriate.
- The text will be reconsidered to determine if it falls within criteria and guidelines for selected texts. The text will be reconsidered in the context of the English curriculum.
- A report will be made to the Head of School. The Head of School will make the final decision concerning challenged material.

#4 Concussion Policy

An athlete who reports or displays any symptoms or signs of a concussion in a practice or game setting should be removed immediately from the practice or game. The athlete should not be allowed to return to the practice or game for the remainder of the day regardless of whether the athlete appears or states that he/she is normal. The athlete should be evaluated by a licensed, qualified medical professional working within their scope of practice as soon as can be practically arranged. If an athlete has sustained a concussion, the athlete should be referred to a licensed physician preferably one with experience in managing sports concussion injuries. The athlete who has been diagnosed with a concussion should be returned to play only after full recovery and clearance by a physician. Recovery from a concussion, regardless of loss of consciousness, usually takes 7-14 days after resolution of all symptoms. Return to play after a concussion should be gradual and follow a progressive return to competition. An athlete should not return to a competitive game before demonstrating that he/she has no symptoms in a fully supervised practice. Athletes should not continue to practice or return to play while still having symptoms of a concussion. Sustaining an impact to the head while recovering from a concussion may cause Second Impact Syndrome, a catastrophic neurological brain injury. Remember, it is better to miss one game than to miss the whole season. A release by a medical doctor is required before a student may return to play under this policy.

Canton Academy will be "held harmless: should an injury occur to the student resulting from participation in an athletic contest or practice.

#5 Protocol for Parent and Teacher/Coach Conference

If a parent would like to have a conference with a teacher/coach concerning grades or the direction of a program:

- The parent should contact the person involved and discuss the situation. The parent should call the school and have the Counselor or an administrative assistant 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.
- ****As to a Coach:** Coaches should not be approached prior to, during, or after a contest concerning a complaint or desire for a conference. Any conferences are to be scheduled no sooner than 24 hours after conclusion of said contest.

#6 Attendance Policy to Receive Class Credit/Grade

In order for a student to receive credit for a class, he/she may not miss more than 15 days of a full credit course or 7 days of a half credit course. Course grades will still be calculated into the student's GPA. Missing more than 20 days for a full credit course and 10 days for a half credit course will result in a failure of the course. If a student is passing the course but receives a failure due to absences the grade of 69 will be issued.

#7 Pick-Up Policy (K3-6)

Students, that are not previously arranged for After Care, are to be picked up no later than 3:15pm. Any student not picked up by 3:15 will be sent to After Care. After three instances of late pick-up, a \$10 by the hour fee will be charged, with a minimum of one hour.

After School Hours (7-12)

Canton Academy school hours are from 8:15a.m. to 3:07p.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. 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 by 3:30 pm.

#8 LOGO Protection

Canton Academy's Logos are copyrighted and duplication of these logos is not permissible. Only granted approval from the Head of School (in writing) vendors are allowed to duplicate the logos.

ASBESTOS INSPECTION AND MANAGEMENT

August 1, 2019

Dear Canton Academy Parents and Employees,

In October of 1986, Congress passed the Asbestos Hazard Emergency Response Acts, (AHERA) Primarily this law places additional requirements on schools for the inspection and management of asbestos building materials.

We want to inform you that all Canton Academy facilities have been inspected by qualified and certified inspectors with approximately 20 samples being taken from our buildings.

We are pleased to report that no friable asbestos was found in any of our buildings.

Non-friable traces of asbestos were found in floor tile in three buildings and in the pegboard used in the drop ceiling of the boy's dressing rooms in the gym. Although these areas are considered less hazardous, they, too, are included in our operation and maintenance plan under our Asbestos Management Program. Also, we will continue to implement any and all provisions of the AHERA. We are following the guidelines set forth by EPA to manage the locations

If you have any questions or concerns, feel free to contact the school office.

(Updated 2019/20 Student and Employee Handbook)