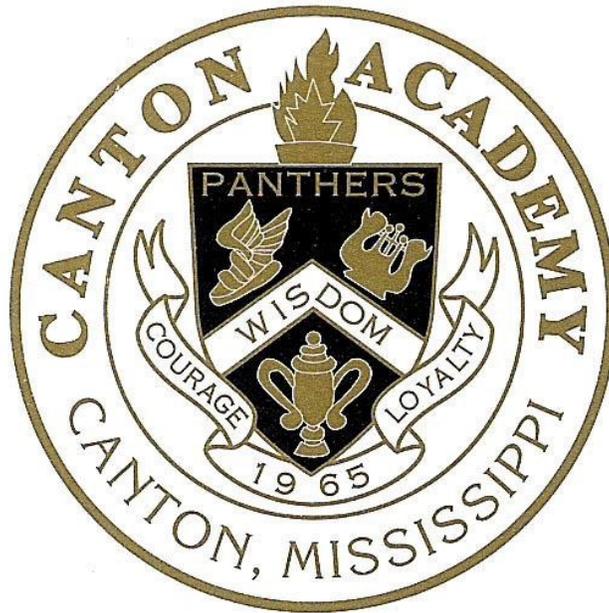


2021 – 2022

# Student - Parent Handbook



Established 1965

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

## TABLE OF CONTENTS

Canton Academy Student/Parent Handbook Agreement	1
CANTON ACADEMY	2
Mission Statement	2
Philosophy of Education	2
Objectives	2
ADMISSION/ENROLLMENT	3
Admissions	3
Felony Conviction	3
Pregnancy Policy	4
Nondiscriminatory Policy	4
Transfer Students	4
Immunization Law	4
ACADEMIC	5
Grading Scale	5
Honor Roll	5
Grade Classification	5
Promotion	5
Curriculum Requirements	5
Graduation Requirements	5
Graduating with Honors	5
Valedictorian or Salutatorian	6
Star Student	6
Hall of Fame	6
Dropping or Adding Classes	6
Dual Credit/Dual Enrollment	6
Final Exam Exemptions	6
English Department Book Selection Policy	7
Summer Reading Projects	8
Christian Community Service Policy	8
Directed Studies Program	8
Testing Accommodations Program (TAP)	9
ACT	9
Online Courses	9
Progress Reports and Report Cards	9
Tests	9
Assignments Online	9
Homework/Make-up Work	9
Protocol for Parent and Teacher/Coach Conference	10
Textbooks	10
Copies	10
Summer School	11
ATHLETIC/EXTRACURRICULAR ACTIVITIES	12
Academic Eligibility Rule	12
Physical Education	12
Athletic Insurance	12
Athletic Events	12
Extracurricular Activities	13
Field Trips and School-Sponsored Trips	13
School Dances	13

ATTENDANCE	14
Absences	14
Excessive Absences	14
School Hours /After School Hours	15
Dismissals	15
Tardiness	15
College Days	16
DISCIPLINE	17
Expected Behavior	17
Consequences and Appropriate Remedial Actions	17
Corporal Punishment	17
Detention/Work Crew	17
Suspensions	18
Respect of the American Flag	18
Restricted Substance Policy	18
Vaping Policy	18
Tobacco, Drugs, and Alcohol	18
Alcohol Testing	19
Drug Testing	19
Cheating	20
Consequences of Cheating	20
Electronic Devices	20
Fighting	21
Weapons	21
Harassment, Intimidation and Bullying PolicyPolicy Statement	21
Definition	21
Public Displays of Affection (PDA)	22
Sexual Harassment Policy	22
Social Media Applications Policy/Procedure	23
Social Media Policy for Staff and Parents	23
Investigation	24
Response to an Incident of Harassment, Intimidation, or Bullying	24
Reprisal or Retaliation Prohibited	24
Consequences for False Accusation	24
Grievance Procedure	24
GENERAL	25
Bell Schedule for Upper School	25
Master Schedule	25
Chapel Schedule	25
Half-Day Schedule	25
Exam Bell Schedule	25
Visitors	26
Lost and Found	26
Flower Deliveries	26
Driver's License Form	26
Emergency Drills	26
Food, Drinks, and Behavior in the Cafeteria	26
Health and Safety	27
First Aid	27
Medication	28
Restricted Areas on Campus	28
UNIFORM REQUIREMENTS/DRESS CODE	29
Girls Uniform Guidelines	29

Boys Uniform Guidelines	30
Upper School Clean Shave Policy	30
Book Bag Policy	30
Vehicles	30
Flag and Signage Display Policy	31
Technology - Computer and Internet Policies	31
<b>LOWER SCHOOL</b>	<b>32</b>
Lower School Office	32
Lower School Bell Schedule	32
<b>Attendance</b>	<b>32</b>
Pick-Up Policy	32
Absences (K-6)	32
Dismissals	33
Tardiness	33
Lunch	33
Gum, Food, and Drinks	33
<b>ACADEMICS</b>	<b>34</b>
Report Cards	34
Grading System	34
Promotion	34
Lower School Honor Roll	34
Homework	34
Signed Papers	34
Make-up Work	34
Textbooks	35
Accelerated Reader Program	35
Library	35
Assemblies and Pep Rallies	35
<b>EXPECTED BEHAVIOR</b>	<b>36</b>
Conduct and Discipline	36
Corporal Punishment	36
Suspensions	36
Cheating	36
Electronic Devices	37
Fighting	37
Protocol for Parent and Teacher/Coach Conference	37
Medications	37
First Aid	38
Uniform Requirements/Dress Code	38
Book Bag Policy	38
Parties and Invitations	38
Telephone Usage	38
Visitors	38
<b>TRAFFIC</b>	<b>39</b>
Unloading	39
Loading	39
<b>APPENDIX</b>	<b>40</b>
#1 Drawdown Ticket Policy	40
#2 Lunch and Cafeteria Policy	40
#3 English Department Book Selection Policy	40
#4 Protocol for Parent and Teacher/Coach Conference	41
#5 Attendance Policy to Receive Class Credit/Grade	41
#6 Pick-Up Policy (K3-6)	41

#7 After School Hours (7-12)  
#8 LOGO Protection

41  
41

## 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](http://www.cantonacademy.org). Please read and be familiar with our CA handbook. If Internet access is not available to you, please request a copy from the business office.

Information common to all students is detailed in the front of the handbook, while information specific to the lower 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 **Protocol for Teacher/Coach Parent Conference**

\_\_\_\_\_ (parent initials) #5 **Attendance Policy to Receive Class Credit/Grade**

\_\_\_\_\_ (parent initials) #6 **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 \_\_\_\_\_

# 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.

Our philosophy of education at Canton Academy is based on the Christian Worldview and Academic rigor. We believe 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 objectives 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 Worldview.
- 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, problem 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 12<sup>th</sup> 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.

## 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 ensure 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**

No student, who is or has been at any time married or pregnant, will be considered for enrollment at Canton Academy. This also applies to any male who has been married or fathered a child. If any student presently enrolled becomes married or pregnant or fathers a child, such student, when married or pregnant status becomes known by the Administration, shall be required to withdraw from 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. He/she 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 School, 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.

Canton Academy will follow all MAIS policies regarding transferring students.

#### **Transferring Students Going into 12<sup>th</sup> Grade**

Any student transferring to Canton Academy for his/her Senior year must be on grade level with all core classes. He/she 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**

Mississippi law provides 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. Documentation of compliance must be presented to the school before a student is allowed to attend any classes.

## ACADEMIC

Students grades 7<sup>th</sup> 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 Grades/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

9<sup>th</sup> Grade

10<sup>th</sup> Grade

11<sup>th</sup> Grade

12<sup>th</sup> Grade

The Student has achieved

Promotion from 8<sup>th</sup> Grade

6 Carnegie Units

12 Carnegie Units

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 Requirements

Canton Academy will go beyond the required College Preparatory Curriculum required for full admission into a Mississippi public university and will meet or exceed the College Preparatory Curriculum recommended for full admission into a Mississippi public university.

### 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 upper school work is satisfactorily completed. Also, seniors are to have completed the required Christian Community Service hours.

### Graduating with Honors

There are 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 (10<sup>th</sup>) 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 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 9<sup>th</sup>-12<sup>th</sup> years. The activities on the sheet each have a point value. Students who accumulate 170 or more points during their 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years at CA may be inducted into the Canton Academy Hall of Fame. Determination of admission into the Canton Academy Hall of Fame will also take into consideration additional requirements such as conduct, grades, etc.

**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 administered 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**

Upper 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 Superscore on their ACT and a 3.00 GPA average or 18 Superscore 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. Students must be enrolled in a Dual Enrollment class for both semesters.

\* Additional Dual Enrollment classes are available if requirements set by Holmes and CA are met.

**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 be judged based on 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 participating citizens in society

### **Contested material procedure:**

- The book should be read in its entirety by the parent or guardian to grasp the full story before contesting the text.
- 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, Upper 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.

### **How texts are chosen for the English department:**

- Texts to be used during the school year and for summer reading are chosen and approved by the English department immediately following Spring Break each year.
- Each text is vetted and approved based on the criteria set forth by the English department.

### **Submissions and Dates**

- Required reading and summer reading for the year are posted for viewing on May 1.
- The last day for any parent or guardian to contest material is June 1. In order to contest material, the parent or guardian must follow the above guidelines, especially reading the book in its entirety, and submitting first to the Head of the English Department.

### **Summer Reading Projects**

Each student will read the required summer reading book and complete the summer reading project assigned by his/her teacher. Summer reading projects will be posted with summer reading books to the school website. Students will submit their summer reading projects in the first week of school.

Students who transfer to Canton Academy before July 10<sup>th</sup> will be expected to participate in summer reading.

Students who transfer to Canton Academy after July 10<sup>th</sup> have the option to submit the summer reading project by September 1.

### **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 30<sup>th</sup> 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 Studies Program**

The Directed Studies Program provides academic support for students with a diagnosed learning difference. Remediation for course work, organizational skills, homework assistance, class test administration with accommodations and supplemental classroom instruction are provided 5 days a week for Upper school students and 3 days a week for Lower school students who have a current medical/psychoeducational evaluation (not over 3 years) results indicating the need. Canton Academy determines if Directed Studies 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.

Student Learning Plan: A student learning plan is a formal plan designed specifically for any student with a learning difference based on medical/psychoeducational evaluation report with current data (not over three years) who is admitted into the Directed Studies Program.

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

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

### **Testing Accommodations Program (TAP)**

Students with a learning difference based on a current medical/psychoeducational evaluation (not over three years) may enroll in TAP. Canton Academy determines if TAP support is necessary. TAP is designed for students that do not need support 5 days a week but do benefit from testing accommodations. TAP provides testing accommodations for students as outlined in the student learning plan written specifically for them. Students are provided accommodations and take their tests in the Directed Studies classroom.

### **ACT**

Canton Academy requires all Juniors 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 Fall and 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.

### **Progress Reports and Report Cards**

Progress reports and report cards can be found on your MYCA page. Printed report cards can be requested 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, tests, 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, homework, and tests that were missed during his/her absence. For example, a student who has an excused absence of 5 days will have 5 days to make up his/her missed assignments.

Assignments/tests 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 School for a conference. Written correspondence from the Head of School to the parent should follow up this conference.
- If the parent is still not satisfied, they may contact the Head of School 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 7-12<sup>th</sup> grades to use as they need. Permission is not needed to use the student copier and it can be connected to through their Chromebook.

## **Summer School**

- A student may earn a maximum of 4 recovered units of credit in summer terms toward meeting graduation requirements during his/her upper 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.

**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 upper 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 stats 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 School 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 School.
- Prior approval of the Head of School 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 School.

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

Field trips are a vital part of the educational process. The Head of School shall approve 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 School 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 7<sup>th</sup> and 8<sup>th</sup> graders (junior high) and 9<sup>th</sup> through 12<sup>th</sup> graders (upper school). Ninth graders may attend either junior high or upper 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. Students 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 100.4 degrees without the use of medications for 24 hours for non-Covid-19 illness. Fever free and a doctor release with Covid-19 illness.
- 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 School for consideration of reinstatement. Upon approval, the Head of School will recommend reinstatement to the Board of Directors. 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 the majority of the student's school day is required on the day of a school-sponsored event for a student to participate in that event(s).** Attendance in school for the majority of the student's school day 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.

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 Upper 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 1<sup>st</sup> period begins.

Request can be a note sent or through email to [studentservices@cantonacademy.org](mailto: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 2<sup>nd</sup>-7<sup>th</sup> 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 School 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 School or designee will administer corporal punishment with a witness present. An alternative to corporal punishment may be suspension.

## **Detention/Work Crew**

Detention will be held on Tuesdays and Thursdays at 7:00 a.m. 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.

### **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.

### **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 (1<sup>st</sup>) offense and subject to expulsion on second (2<sup>nd</sup>) 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 School 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 School 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 School, 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 1<sup>st</sup> 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 School 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 School 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 School 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 School.
- The Head of School will store all positive test results in a location determined by the administration. Only the Head of School 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 on a homework assignment will receive a grade of 0 for that assignment. A student discovered cheating on a test or plagiarizing a paper will receive in-school suspension for one day, and he/she will receive a zero for that assignment. If the student is discovered cheating a second time, he/she 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 cell phone use is allowed in the building during school hours unless authorized by a faculty member.

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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.

- 3<sup>rd</sup> 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 may 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 School 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 School. If the Head of School is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

## Investigations and Discipline

The Head of School 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 School will discipline a student according to the severity of the infraction, under the Discipline System set forth in the Student Handbook. If the complaint is valid, the Head of School 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.
- b. If a complaint is valid, the Head of School 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.
- c. If the Head of School 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

Students will be reprimanded for any inappropriate behavior or action as defined by school guidelines. Said actions directed towards other students, faculty, or their family. This includes items posted on social network sites such as: Facebook, Twitter, Instagram, Snapchat, Vine, or other data share applications. Students will be reprimanded as per school guidelines, which may include suspension or expulsion.

Students are not allowed to film another student during school hours, which are defined as the school day from 7:30 to 3:30, and/or including any sports practices or supervised events. This includes behavior defined as horseplay and roughhousing also. This does not include actual games.

## Social Media Policy for Staff and Parents

Inappropriate behavior or action by staff, parents, or guardians posted on any social network site that portrays any student of Canton Academy or any staff or faculty of Canton Academy in a manner that may cause harm or distress, including bullying, threats, harassment, or similar actions is prohibited.

If an employee chooses to identify himself or herself as a Canton Academy employee on a website or a blog, he or she must adhere to this policy.

Do not use personal insults, profanity, ethnic slurs, or disrespectful language for posting to social media sites which can be linked in any way to Canton Academy or its affiliates. (This can occur when posting to personal sites with Canton Academy logos on shirts or any other objects and when referenced in information cover pages that you are an employee of Canton Academy.)

Parents or guardians who commit any of these violations may be banned from academy events and programs. A second violation may result in their children being suspended or expelled. Teacher or staff members who commit these violations will be suspended without pay for the first violation. A second violation may result in termination.

### **Investigation**

The Head of School or his/her designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Head of School or his/her designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Head of School 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 School 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 School for a conference. Written correspondence from the Head of School to the parent should follow up this conference.
- If the parent is still not satisfied, they may contact the Head of School 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 School or his/her designee. All school employees are required to report alleged violations of school policy to the Head of School 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 School or his/her designee. The Incident Report Form is available from the Head of School 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 Upper 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. (Upper School students are not permitted to use the lower school 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

	<b>7:30-8:10 (Tutoring/ACT Prep/Make-up (7<sup>th</sup>-12<sup>th</sup>)).....</b>		<b>All Year</b>
<b>Jr. High</b>	8:15-9:05.....1st Period	<b>High School</b>	8:15-9:05. 1 <sup>st</sup> Period
	9:09-9:24..... 1 <sup>st</sup> Break		9:09-9:59. 2 <sup>nd</sup> Period
	9:28-10:18.....2 <sup>nd</sup> Period		10:03-10:18. Break
	10:22-11:12...3 <sup>rd</sup> Period		10:22-11:12. 3 <sup>rd</sup> Period
	11:16-12:06...4 <sup>th</sup> Period		11:16-12:06. 4 <sup>th</sup> Period
	12:10-12:25...1 <sup>st</sup> Lunch		12:10-1:00. 5 <sup>th</sup> Period
	12:29-1:19.....5 <sup>th</sup> Period		1:04-1:19. 2 <sup>nd</sup> .Lunch
	1:23-2:13.....6 <sup>th</sup> Period		1:23-2:13. 6 <sup>th</sup> Period
	2:17-3:07.....7 <sup>th</sup> Period		2:17-3:07. 7 <sup>th</sup> Period

### Chapel Schedule

<b>Jr. High</b>	8:15-9:00	1st Period	<b>High School</b>	8:15-9:00.	1 <sup>st</sup> Period
	9:04-9:15	Break		9:04-9:49.	2 <sup>nd</sup> Period
	9:19-10:04	2 <sup>nd</sup> Period		9:53-10:04.	Break
	10:08-10:28...	Chapel		10:08-10:28.	Chapel
	10:32-11:17....	3 <sup>rd</sup> Period		10:32-11:17.	3 <sup>rd</sup> Period
	11:21-12:06	4th Period		11:21-12:06...	4 <sup>th</sup> Period
	12:10-12:25.	1 <sup>st</sup> Lunch		12:10-1:00.	5 <sup>th</sup> Period
	12:29-1:19	5 <sup>th</sup> Period		1:04-1:19.	2 <sup>nd</sup> .Lunch
	1:23-2:13	6 <sup>th</sup> Period		1:23-2:13.	6 <sup>th</sup> Period
	2:17-3:07	7 <sup>th</sup> Period		2:17-3:07	7 <sup>th</sup> Period

### Half-Day Schedule

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 <sup>th</sup> Period

### Exam Bell Schedule

1<sup>st</sup> Test 8:30-10:00  
 2<sup>nd</sup> 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 Directors 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 will be offered on a daily basis. Students may also bring lunch from home. The daily cost of a lunch is \$5.00 (may 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 will 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. 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.
- **Lower School Building:** The lower school 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 lower school building from the back door going to the cafeteria for break and lunch. Only on rainy days may secondary students (7-12) enter the lower school building from the front door going to the cafeteria for break and lunch. Secondary students are to enter the lower school building quietly so as not to disrupt lower school classes in session. K3-G6

## UNIFORM REQUIREMENTS/DRESS CODE

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

**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 detention/work detail. Multiple violations will result in a 1 day suspension (assigned by the Head of School).**

Some days at CA will be designated as "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 lost ID 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, 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 beltline 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/Skorts 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 should be neutral, 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, 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 (1<sup>st</sup>-12<sup>th</sup>)
- 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 should be neutral, 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.

### **Upper School 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 upper school students only should enter the campus from the **east end** and park in the upper school parking lot, not in front of the building. The drive in front of the lower school, gym, and upper school is **ONE WAY (west to east)**.

### **Flag and Signage Display Policy**

Canton Academy will prohibit the display of any flag other than the American flag, State of Mississippi flag, and the CA flag while on campus. Canton Academy will also prohibit any political signage or apparel while on campus or at a school related event.

### **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 to 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.

## LOWER SCHOOL

### Lower School Office

**601-859-5233** will allow you to contact the Lower School 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.

### Lower School Bell Schedule

Full Day-- 8:00—3:00

Half Day- 8:00—11:30

## 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)

Parents are to notify the office if your student will be absent. All student absences should have a note/Dr. note turned into the Lower School office upon their return to school.

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.

Students considered to have had fever of 100.4 or more must be seen by a doctor, diagnosed and released in writing by a doctor before returning to school. All doctor excuses must be turned into the office.

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 100.4 degrees without the use of medications for 24 hours for non-Covid-19 illness. Fever free and doctor release with COVID-19 illness.
- 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 office. 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 the office 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 reportcards.

### 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. Core subject areas include – English, Math, Science and History.

### Lower School 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 will have a school 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, homework, and tests that were missed during his/her absence. For example, a student who has an excused absence of 5 days will have 5 days to make up his/her missed assignments.

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

The Administration will consider 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 Lower School is designed to help all students in grades 1-6 strengthen their reading level and comprehension. Students will take a STAR reading test that is used to determine the reading level of each student. This level will be adjusted as the year continues. 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 lower 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 lower school library also receives new books through gifts. Books can be bought personally, or money can be donated. Each semester the lower school 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 book fair with their child.

### **Assemblies and Pep Rallies**

Canton Academy Lower School 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 School or Lower School Principal or designee with a witness present. An alternative to corporal punishment may be suspension.

### 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. A student with an out of school suspension will not be allowed to participate in or attend any extracurricular activities, including all practice sessions on the days of the suspension. Any student, who is 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 lower 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 lower school (1<sup>st</sup>-3<sup>rd</sup>) 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**

No cell phone use is allowed in the building during school hours unless authorized by a faculty member.

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 Lead Teacher for a conference. Written correspondence from the Lead Teacher to the parent should follow up this conference.
- If the problem is not resolved to the parent's satisfaction, the parent may contact the Head of School for a conference. Written correspondence from the Head of School to the parent should follow up this conference.
- If the parent is still not satisfied, he/she may contact the Head of School 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. 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.

Party invitations will not be passed out at school 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.

## TRAFFIC

Traffic in front of the lower school building is ONE WAY moving from west to east. Students are to exit cars on the passenger side but please, be aware that students may be exiting their cars on both sides with one or more students being dropped off. 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 lower school 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. 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.

Lower school students who ride with upper school students will be dismissed at 3:00 and should go directly to the front of the upper school to meet their rides. Lower school students should not go to the back of the upper school building and should not play in front of the school or go inside the building. Rather, they should walk to the upper school using the walkway from the lower school to the upper school building and sit on the steps at the front of the upper school building. Children of upper school teachers may go to their parent's classroom only after the dismissal bell rings in the upper 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, Upper 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 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 School for a conference. Written correspondence from the Head of School to the parent should follow up this conference.
- If the parent is still not satisfied, they may contact the Head of School 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.

#### **#5 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 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.

#### **#6 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.

#### **#7 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 vendors who have been granted approval from the Head of School (in writing) 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)