

2025-2026
Student - Parent Handbook



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Lower School Principal - Dawn Blanton
Upper School Principal - Michelle Carter

Established 1965

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Canton Academy Student/Parent Handbook Agreement

The purpose of the Canton Academy handbook is to provide you with information you may need to access throughout the school year. The handbook is accessible on the Canton Academy website 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 (K3-5)**

_____ (parent initials) #7 **After School Hours (6-12)**

_____ (parent initials) #8 **FACTS Account Acknowledgment**

_____ (parent initials) #9 **LOGO Protection**

_____ (parent initials) #10 **Held Harmless Policy**

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 _____

Each Canton Academy student is responsible for returning this signed page to school by August 6, 2025.

CANTON ACADEMY

Mission Statement

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

Doctrine of Christian 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 Biblical Christian teaching and academic rigor. We believe each student is “created in the image of God” Genesis 1:27. Canton Academy believes in the Biblical teaching of the Christian Church regarding life, marriage, human sexuality, and gender. We believe and affirm the Biblical and historical understanding that a “man” and a “woman” are defined by their biological sex as determined by anatomy and genetics at his/her time of birth. We believe 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. Canton Academy 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 into 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 Biblical Christian teaching.
- 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 a curriculum that is based on sound research and learning practices and to provide a sequential course of study through the 12th grade.
- to stimulate and encourage an appreciation for art, music, and literature.
- to provide experiences and activities for the development of social and occupational awareness.

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 – 5th 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 6th – 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 and allowed to participate in any Canton Academy activities.

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, and 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 records from their 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 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 violation(s) would have resulted in expulsion from Canton Academy.

Canton Academy will follow all MAIS policies regarding transferring students.

Transferring Students Going into 12th 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.

To request a medical exemption from one or more required vaccinations, the MSDH [Medical Exemption Request \(Form 139-M\)](#) must be completed and signed by the child's pediatrician, family physician, or internist who is duly licensed in Mississippi. Children receiving specialized or tertiary care outside of the state may have medical exemption requests completed and signed by their tertiary care physician.

In compliance with the federal court order, the Mississippi State Department of Health, with approval of the Board of Health, has proposed a religious exemption process that will be publicly available by the court-mandated deadline of July 15, 2023. This religious exemption process mirrors the current medical exemption process.

Once the request is reviewed and accepted, a Certificate of Medical/Religious Exemption (Form 122) will be issued. Only the Certificate of Medical/Religious Exemption (Form 122) signed and dated by the State Epidemiologist or Deputy State Epidemiologist provides official, documented proof that a child has been issued an exemption by MSDH. The original Certificate of Medical/Religious Exemption (Form 122) will be housed at MSDH with a copy mailed to the parent and the requesting physician.

FACTS Account

Any student enrolled in Canton Academy must have an active FACTS account with a valid payment account established. If your Facts account becomes invalid at any point your student can be dismissed until payment is valid.

All tuition and fees associated with the enrollment and expenditures of a student must be paid on the due date.

Tuition payments not paid within ten (10) days of the contract date are considered delinquent. If a monthly tuition payment is not actually received within ten (10) days of the contract date, a late charge of \$25.00 will be added to the account. An additional \$25.00 late charge will be added for each additional month said account is in arrears.

Any payment of tuition and/or fees that is returned by the bank for insufficient funds or other reasons will result in an additional charge of \$40.00.

Patrons whose tuition and/or fees payments are in arrears and delinquent to the extent of two (2) monthly payments will have their student(s) immediately dismissed from school.

2025-2026
Upper School Handbook



ACADEMIC

Students grades 6th 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 Points	Grading Range	Quality
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%.

In courses that do not require homework: Test 67% and Daily Grades/Quizzes 33%.

Honor Roll

Head of School's Honor List- 95 or above in every course

Principal's Honor List- 90 or above in every course

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

Grade Classification

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

Promotion

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

Curriculum 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. If a student wishes to graduate early, they must declare their intentions with CA administration prior to their 10th grade year and meet all Recommended College Preparatory Curriculum requirements.

Graduating with Honors

There are two levels of honor graduates. To be an honor graduate, a student must have a cumulative average of 90 or above. To be a high honor graduate, a student must have a cumulative average of 95 or above. In the calculation of honor and high honor graduates, scores are exact; they are not rounded up.

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 juniors and seniors may participate in Dual Credit/Dual Enrollment through Holmes Community College. To participate in DE/DC through Holmes Community College, the student must meet the following criteria:

- a. Have earned 14 core high school units or have attained junior/senior status OR have earned a minimum 30 ACT composite score
- b. Have an overall 3.0 GPA on a 4.0 scale
- c. Have an ACT Composite Superscore of 19
- d. Have an unconditional written recommendation from the principal or headmaster
- e. Meet any ACT subscore requirements for dual enrollment/dual credit courses offered by Holmes Community College

Students must be enrolled in dual enrollment/dual credit courses for the fall and spring semesters. Students successfully completing a dual enrollment/dual credit course will receive one (1) Carnegie credit at CA for one semester three (3) hour course. Students eligible for dual enrollment/dual credit courses will receive an unweighted letter grade on their college transcript. The numerical grade received from the community college will be multiplied by 1.05 and reflected on their CA transcript. **It is the student's responsibility to transfer the completed dual credit classwork to the college of their choice through the college/university's transcript request process.**

Final Exam Exemptions

Students in grades 7-12 will be exempt from his/her final semester subject specific course if they meet the following criteria:

- A. 90 or above average with 7 or fewer excused/unexcused absences and no suspensions for full year courses.
90 or above with 3 or fewer excused/unexcused absences and no suspensions for 1 semester courses.
- B. 85 or above average with 5 or fewer excused/unexcused absences and no suspensions for full year courses.
85 or above average with 2 or fewer excused/unexcused absences and no suspensions for 1 semester courses.

Students will not be exempt from exams if they have any type of suspension.

- School related absences do not count toward total absences.
- Any excessive absences due to lengthy illness or injury must be approved by the Head of School.
- See page 18 for rules regarding excused and unexcused absences.

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.

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.
- Summer reading will be posted for viewing on the Canton Academy website.

Christian Community Service Policy

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

Students in grades 9-12 are required to obtain ten (10) hours of community service each year in order to have forty (40) hours of documented community service by April 30th of their senior year. Documentation is to be turned into Student Services. Forms for documentation can be printed from the school web page or found in Student Services. Students who transfer to Canton Academy will be held responsible for the hours that apply to the years he/she is a student. Community service hours are required for graduates to receive their diploma from Canton Academy. Students in 6-9 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(s) 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 a 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 students to take the school administered ACT at the following times:

- Sophomores: Spring ACT
- Juniors: Fall ACT and Spring ACT
- Seniors: Fall ACT

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 MSAISnet, 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 printed from your MYCA page or requested through Student Services.

Tests

Tests may not exceed more than 2 per day for students in grades 6-12. 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 for checking FACTS and communicating 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 tests 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.

Parent/Teacher Communication

Teachers make every effort to inform parents of their child's progress and needs. However, if a need arises to contact a teacher or a member of the administration, there are several methods available to parents. *Please refrain from texting teachers as a form of communication.*

Email

Email is the primary and first method of communication that parents should utilize to obtain general information or to obtain quick clarification on a given issue. Please note that teachers are functioning in an instructional and supervisory role during the day. Our goal is for emails requiring a response to be answered within 24 hours. Faculty/staff email addresses are: first initial, last name@cantonacademy.org.

Protocol for Parent and Teacher/Coach Conference

We encourage a close relationship between parents and teachers. 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. 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. The Board President and Head of School will determine if the grievance should be added to the Board agenda.
- ****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 6-12th grades to use as they need. Permission is not needed to use the student copier and it can be connected using 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.
- A summer school program may be held in schools having sufficient demand to make the program self-sustaining. Standards of excellence for summer school work shall be in all respects equal to those set for regular schoolwork.
- A 75 is the highest grade that will be recorded for any type of remedial work in summer school.
- In summer school a student may take up to 2 credits max per subject area and only 4 credits total in order to receive a diploma from Canton Academy

AWARDS AND ACCOLADES

Valedictorian or Salutatorian

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

Honor graduate

A student with a cumulative average of 90 or above, non-rounded.

High honor graduate

A student with a cumulative average of 95 or above, non-rounded.

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 senior year. The activities on the sheet each have a point value. Students who are high honor graduates, have no documented suspensions, completed 40 hours of community service, and accumulate 170 or more points during their 10th - 12th grade years at CA may be inducted into the Canton Academy Hall of Fame. *See attachment page 61

Sports Hall of Fame

Must meet 3 out of the 4 requirements:

- Multi-sport athlete active in 3 or more sports
- Allstar or All MSAIS (multi-sport)
- State Championship in 1 or more sports
- Hold a School record at the time of Participation

The Sports Hall of Fame Committee will be the Head of School, Athletic Director, and two members appointed by the Head of School. The Sports Hall of Fame Committee has the ability to elect Legacies to the Sports Hall of Fame.

Mr. and Mrs. CA

- Mr. and Miss Canton Academy are representatives of Canton Academy and the beliefs of the school. This student should exemplify a Christ-like character.
- Miss Canton Academy nominations are awarded to the senior girl most valuable in many phases of the school life who has clearly made manifest her many qualities, acceptable scholarship, and effective support for the best interest of Canton Academy.
- Mr. Canton Academy nominations are awarded to the senior boy most valuable in many phases of the school life who has clearly made manifest his many qualities, acceptable scholarship, and effective support for the best interest of Canton Academy.
- The student must have been enrolled at Canton Academy since 9th grade.
- Students must have a 3.5 cumulative GPA.
- The student must not have received an out of school suspension within the last 4 years.
- The student must be involved in school activities and be an example of school spirit.
- The student may not have any arrests or legal charges.

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 three week intervals and at the end of each 9-week grading period.

- Students with a grade of 70 or below in **one** or more academic class(es) will be required to attend tutoring at 7:30 am in the respective course(s); if the student does not meet the required tutoring they will be subjected to work detail, detention, or punishment from prospective coaches.
- At the end of the 3 week period if the student has **two** or more classes with a grade of 70 or below the student athlete will be on probation until the next grading check. Students will be eligible to practice and participate in extracurricular events during any probationary period.
- If a student still has two or more failing grades in academic classes for two consecutive grading checks a student will be considered ineligible. If a student is deemed academically ineligible, then he/she should be allowed to participate in practice and allowed to dress for the athletic events with the team but not participate in any athletic contest. Students will be allowed to do so with the following stipulation that he/she must arrive at school at 7:30 am for tutoring every school day until that student becomes academically eligible.
- A student will regain eligibility with less than two failing grades after the next grade check for which they were ineligible as long as the remaining failing grade is capable of obtaining a passing grade at the end of the semester.
- If a student fails two or more 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 as long as the remaining failing grade is capable of obtaining a passing grade at the end of the third nine weeks
- At any future checks if a student who has previously been ineligible has below a 70 in two classes or more they will immediately become ineligible.

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

Physicals are required to participate in all athletic programs and practices. [Revised October 2024]

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 are 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 field trips after spring break for grades 6-12, unless authorized by the administration.

School Dances

There shall be separate school dances for 7th and 8th graders (junior high) and 9th through 12th graders (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.

6th grade students will not be included in school dances.

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/tests 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. These absences will still count for exemptions and the policy of no more than 20 days for full credit classes or 10 days for 1/2 credit courses missed to receive class credits.

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.

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.

MSAIS Attendance Policy

Member schools must set a maximum number of absences during the school year after which a student cannot receive course credit. The maximum number of absences allowed by a member school may not exceed 20 days during the school year, or 10 days from single semester, half-credit courses.

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 10 absences. Administration may take further disciplinary action after 10 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 3:05p.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, the 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 first period begins.** Request can be a note sent or through email to studentservices@cantonacademy.org.

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

Tardiness

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

- When the 8:15 bell rings students are to be in their first period class.
- Students arriving after the First Period Bell (8:15am) must come to Student Services first and sign in. The student will then receive an admittance slip to enter class and the office will record the time checked in. **It is important that the student sign in, otherwise he/she will be counted absent for the day.** It will be the responsibility of the student to check with the teacher(s) whose classes they have missed for their assignments.
- Teachers will mark students tardy for 2nd-7th period. They will report to the office a student for skipping if a student has not been marked absent for the day or received a dismissal.
- A teacher 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 three (3) 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 for each additional tardy. After 2 detentions, an in-school suspension will be assigned.
- 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 bring verification of the college visit to Student Services upon return to Canton Academy.

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

Work Crew will be assigned for behavior issues that the administration considers minor offenses. After 2 work crew assignments, detention will be assigned. Detention will be held on Tuesdays, Wednesdays, 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. After two detentions, an in-school suspension will be assigned. (1 point deducted from each subject's 9-weeks average) Administration may use other types of detention times such as breaks, lunch, etc. 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 (1st) offense and subject to expulsion on second (2nd) offense.

Tobacco, Drugs, and Alcohol

Any student under the influence of or in possession of any illegal substance or unauthorized prescription drugs on school grounds or at a school activity will be suspended from school for a minimum of 3 school days and the proper authorities will be contacted. The Head of 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.

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.

Alcohol Testing

- All CA students in grades 6-12 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 6-12 are subject to drug testing (using urine) or hair follicle sample at any time during the school year.
- Any positive test can be retested at the request and expense of the student, parent or legal guardian. Any retest must be taken within 7 days of the 1st positive test and at a site selected by the administration of Canton Academy.
- If a student tests positive for a prescription drug, a Medical Review Officer (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription, the test will be considered positive.
- Periodic random testing will be conducted during each school year at the discretion of the administration. All students' names will remain in the selection pool regardless if he/she has been tested previously. The administration has the discretion to test any student that is suspected of illegal drug use at any time.
- A student's refusal to consent to drug testing will result in immediate expulsion for Canton

Academy.

First Positive Test

- The Head of 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, computer, 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
- artificial intelligence (AI), that is, the use of artificial intelligence to generate a response or compilation of work and passing along as your own product
- 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 ensure their paper does not exceed 25% of plagiarized content or the use of artificial intelligence.

Consequences of Cheating

A student discovered cheating on a homework assignment or daily grade will receive a grade of 0 for that assignment. A student discovered cheating on a test or plagiarizing and/or the use of artificial intelligence on a paper will receive a zero for that assignment. If the student is discovered cheating a second time, he/she will receive a zero on the assignment and be assigned 2 days of in-school suspension. A third discovery of cheating may result in expulsion which is left to the discretion of the Head of School.

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:

- 1st Offense – Taken up by teacher and given to the Director of Student Services. The student may receive their phone at the end of the school day and be given the disciplinary warning.
- 2nd Offense – \$25.00 fine. A \$25.00 fine must be paid to the front office for return of the phone and a disciplinary infraction will be marked on the student's record.
- 3rd Offense – \$50.00 fine. Parents must come to the school to pay the fine, sign disciplinary notice, and pick up the child's phone.
- 4th Offense- \$100.00 fine. Parents 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 them 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 the discretion of the administration including suspension or expulsion. 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 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 non-employee 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, 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, parent, or student 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 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 in 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			
7:30-8:10		6th-12th- Tutoring/ ACT Prep/ Make-up	
Middle School		High School	
8:15-9:05	Period 1	8:15-9:05	Period 1
9:08-9:23	Break	9:08-9:58	Period 2
9:26-10:16	Period 2	10:01-10:16	Break
10:19-11:09	Period 3	10:19-11:09	Period 3
11:12-12:02	Period 4	11:12-12:02	Period 4
12:05-12:25	Lunch 1	12:05-12:55	Period 5
12:29-1:19	Period 5	12:59-1:19	Lunch 2
1:22-2:12	Period 6	1:22-2:12	Period 6
2:15-3:05	Period 7	2:15-3:05	Period 7

Chapel Schedule			
7:30-8:10		6th-12th- Tutoring/ ACT Prep/ Make-up	
Middle School		High School	
8:15-9:00	Period 1	8:15-9:00	Period 1
9:03-9:14	Break	9:03-9:48	Period 2
9:17-10:02	Period 2	9:51-10:02	Break
10:05-10:25	Chapel	10:05-10:25	Chapel
10:28-11:13	Period 3	10:28-11:13	Period 3
11:16-12:01	Period 4	11:16-12:01	Period 4
12:04-12:25	Lunch 1	12:04-12:54	Period 5
12:28-1:18	Period 5	12:57-1:19	Lunch 2
1:21-2:11	Period 6	1:21-2:11	Period 6
2:14-3:05	Period 7	2:14-3:05	Period 7

Half-Day Schedule	
8:15-8:45	Period 1
8:48-9:18	Period 2
9:21-9:51	Period 3
9:54-10:24	Period 4
10:27-10:57	Period 5
11:00-11:30	Period 6
11:33-12:03	Period 7

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

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 from the main office. 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 \$6.00 to \$7.00 depending on if it is catered or provided by Canton Academy (may be subject to change). Parents **MUST** prepay to their student's FACTS 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 on file. 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 (6-12) 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 (6-12) 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-G5

UNIFORM REQUIREMENTS/DRESS CODE

CA approved uniforms must be purchased through the CA approved uniform company. 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 will be 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).

- Chapel days/group assembly days will be on Wednesdays in the high school. All students in grades (6-12) will be required to wear a black CA logo shirt and khaki bottoms.
- Fridays and some other days at CA will be designated as “Spirit Dress Days.” Students in grades 1st-12th may wear jeans (no holes) and a CA t-shirt and/or uniform bottoms.
- (6-12) CA issued name tags are to be on the student each 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

- Hair accessories – neutral colors (no bright colors)
- Hairstyles/hair-colorings that are extreme or designed in any unusual manner, in the opinion of the Administration, to distract or draw attention will not be permitted. There must be no designs, names, or lines cut into the hair.
- Earrings for girls will not be worn attached to any part of the body other than the ear lobe. Earrings or other jewelry that is designed, in the opinion of the Administration, to distract or inappropriately draw attention will be prohibited. No body piercing decorations are allowed regardless of location (tape coverings are not allowed).
- Legging – neutral solid colors and covered with a skort. No logos.
- Shirts – A collared CA approved uniform company shirt must be worn with a visible CA logo, shirts do not have to be tucked in but must fall below the beltline when sitting or standing.
- Skort – Only CA approved uniform company khaki or black skort. Skort length must be no higher than 3” above the top of the knee cap.
- All skorts must have modesty shorts and they are not to be cut out.
- Skorts are not to be rolled.
- Outerwear – Only official CA logo outerwear allowed inside. A CA approved uniform 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 not be distracting, shoelaces are to be tied at all times. No sandals, Crocs, or house shoes/slippers are permitted.
- No visible tattoos or body piercing decoration. Earrings are allowed as stated above.
- Socks – neutral in color (black, white, or gray)
- No hats indoors / no hood may be worn on heads inside the building.
- At no time are undergarments to be seen.

- Inappropriate P.E. attire will not be permitted.

Boys Uniform Guidelines

- No hats are to be worn indoors / no hood may be worn on heads inside the building.
- Belt – black or brown, required (1st-12th).
- Khaki Uniform pants or shorts must be from a CA approved uniform company.
- Shirts – A collared CA approved uniform company shirt must be worn and tucked in neatly with a visible CA logo.
- Facial hair – not permitted. Follow the Clean Shave Policy.
- Hair – above eyebrows, midway at ears, and off the collar and neatly groomed. This does not include using items to tie hair up to follow rules.
- Outerwear – Only CA logo outerwear allowed inside the building. A collared CA approved uniform company 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 – shoes should be neutral, nothing bright, shoelaces are to be tied at all times. No sandals, Crocs, or house shoes/slippers are permitted.
- No visible tattoos or body piercing decorations are permitted.
- Undershirts – only solid white or black no printing on them allowed.
- 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 FACTS giving the name of the student, the make, year, color, and tag number of the vehicle the student drives. All students must have a valid driver's license in order to drive on campus. Violations of this policy will result in disciplinary action by the Head of School.

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 in the parking lot nor are they to return to the parking area after the 8:15 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.

- Only school related projects to be done on CA's computers.
- Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.

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 person'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 email
- 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
- Violations may result in a loss of access as well as other disciplinary or legal action.
- No earbuds are to be worn in the student's ears in the academic buildings unless for educational purposes requested by a teacher.

2025-2026

Lower School Handbook



Core Curriculum

Core Curriculum by Subject, Grades 1-5

Math (BJU Press)

Reading (BJU Press; Heggerty Grades 1-2; Institute of Multi-Sensory Education, Grades 1-2)

Language Arts (BJU Press)

Science (BJU Press)

Heritage Studies (BJU Press)

Core Curriculum by Subject, K3-K5

Reading (BJU Press; Institute of Multi-Sensory Education-K5; Heggerty)

Math (BJU Press)

K3-K4 will also include learning themes/units

Graded Subjects by Grade Level

First Grade will receive numerical grades in Math, Reading, English and Spelling.

Second Grade will receive numerical grades in Math, Reading, Spelling, and Language Arts, 1 semester of Science and 1 semester of Heritage Studies.

Third Grade will receive numerical grades in Math, Reading, Spelling, Language Arts, 1 semester of Heritage Studies and 1 semester of Science.

Fourth Grade will receive grades in Math, Reading, Spelling, Language Arts, Heritage Studies and Science.

Fifth Grade will receive grades in Math, Reading, Language Arts, Heritage Studies and Science.

Enrichment classes are offered weekly including Bible, PE, Art, Music, and STEM.

Elementary Grading Scale

A 100-90 B 89-80 C 79-70

The lowest passing grade is 70. Numerical grades will be recorded on report cards and permanent records. "S" and "U" are used in evaluating enrichment areas.

Conduct Grades

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

K5 Grading Scale

S: Consistently meets requirements (80%) and above

N: Developing skills necessary to meet requirements (70-79%)

U: Needs improvements to meet requirements (below 70%)

"S" and "U" are used in evaluating enrichment areas.

K5 students will be issued a progress report at the end of each semester.

K5 parents will have the opportunity to meet with their child's teacher once each semester to discuss skills development and progress.

K3 - K4 Grading Scale

S: Consistently meets requirements

N: Developing skills necessary to meet requirements

U: Needs improvements to meet requirements

Conduct Grades

S: Satisfactory

N: Needs Improvement

U: Unsatisfactory

"S" and "U" are used in evaluating enrichment areas.

K3 - K4 students will be issued a progress report at the end of each semester.

K3 - K4 parents will have the opportunity to meet with their child's teacher once each semester to discuss skills development and progress.

Reporting Student Progress

At Canton Academy, our teachers are dedicated to providing timely feedback on coursework and consistently keeping parents informed about their child's progress. Grades for students in grades 1-5 are conveniently accessible online through FACTS.

1. In grades K5 - 4th, signed papers will be sent home weekly, ensuring parents stay well-informed. Fifth graders may take test papers home but are required to return them to school. Should the need arise, teachers will arrange a conference. Parents are encouraged to contact the principal or teacher to discuss their child's work or schedule a meeting.
2. Each nine-week average will be calculated based on a variety of assessments, including quizzes, daily tests, classroom work, homework assignments, chapter tests, and unit tests.
3. Fifth-grade students will undertake first and second semester exams in math, reading, language arts, heritage studies, and science. These exams will contribute 5% to the semester grade and are scheduled at the end of each semester. No exemptions will be granted.
4. Occasionally, progress reports may be sent home for a parent's signature to confirm receipt.
5. Report cards will be available online at the end of each nine-week period, allowing parents to stay updated on their child's academic progress.
6. Parent-Teacher conferences will be scheduled as needed to ensure clear communication and support for each student's success.

K3 - K5 students will be issued a progress report at the end of each semester.

K3 - K5 parents will have the opportunity to meet with their child's teacher once each semester to discuss skills development and progress.

Parent/Teacher Communication

Teachers make every effort to inform parents of their child's progress and needs. However, if a need arises to contact a teacher or a member of the administration, there are several methods available to parents. *Please refrain from texting teachers as a form of communication.*

Email

Email is the primary and first method of communication that parents should utilize to obtain general information or to obtain quick clarification on a given issue. Please note that teachers are functioning in an instructional and supervisory role during the day. Our goal is for emails requiring a response to be answered within 24 hours. Faculty/staff email addresses are: first initial, last name@cantonacademy.org.

Conference

If parents need more detailed information or would like to discuss a concern, a conference may be requested through the teacher or the Principal's office. Conferences should be scheduled at least a day in advance. Please do not engage in detailed discussions or attempt to conference with a teacher informally (such as during a teacher's lunch, in the hallway, in carpool, on field trips, or at Back to School Night) without scheduling a conference. K3-K5 parents will have the opportunity to meet with their child's teacher near the end of each semester.

Teachers are instructed not to discuss other students in parent/teacher conferences. Comparisons with other students are not allowed. Only parents or legal guardians may participate in parent/teacher conferences.

Telephone

Parents may call the office to leave a message for teachers. Our goal is for teachers to return phone calls within 24 hours. Additionally, teachers may choose to provide parents with their personal phone numbers but please remember that is their option. The school office will not provide teachers' phone numbers. Please be respectful of the teacher's family time and do not call them at home unless it is an emergency. Please do not call a teacher at his/her residence or on their cell phone unless permission has been granted by the teacher.

Promotion and Retention Policy

The following policies will apply for promotion and retention for students in grades K5-5:

1. Each student in grades 1, 2, 3, 4, and 5 must pass reading and have less than 20 absences; if not he/she will be retained.
2. Each student in grades 1, 2, 3, 4, and 5 must pass math and have less than 20 absences; if not he/she will be retained.
3. Each student in grades 2, 3, 4, and 5 must pass language and have less than 20 absences; if not, he/she will be retained.
4. Promotion and retention will be based on yearly averages and attendance in grades 2, 3, 4, and 5.
5. Promotion and retention will be based on second semester averages and attendance in grade 1.
6. Canton Academy's School Board policy mandates that a student is subject to forfeiting the right to receive credit for the year regardless of the grades earned or the reason for absences when total absences exceed twenty (20) days.

Students in K5 must meet reading and math skill standards as indicated on their progress reports, be recommended by their teacher for promotion, and meet the above stated attendance policy of no more than 20 absences in order to be promoted to 1st grade. Failure to meet the above requirement(s) will result in retention for one year.

Homework Assignments

Homework whether checked or graded is a means of keeping up on a daily basis. Students are required to complete assignments daily to reinforce the objectives and skills being taught in the classroom. It is imperative that students come to class prepared to learn and homework is a vital part of that readiness.

1. Elementary homework must be turned in on time; not completing homework will negatively affect overall grades. Students who fail to complete their assignments will be responsible for making up the work with the grade (if homework is graded) reflecting being turned in late.
2. Parents will be informed when a pattern of not completing assignments is occurring.

Homework Expectations

Homework assignments are subject to change according to the teacher's discretion. Weekend assignments will be minimal, except for long-term assignments that encompass several weekends. Parents can expect the following guidelines for homework amount on a daily basis. Time differs depending on subject, abilities, testing and project due dates.

1st: 15-30 minutes

2nd: 30 minutes

3rd: 30-45 minutes

4th: 45-60 minutes

5th: 60 minutes

Absences

When a student is absent, his/her parent or guardian is asked to email Mrs. Lori Lambert, llambert@cantonacademy.org or call the Lower School Office at **601-859-5233** or email their child's homeroom teacher before 8:30am to explain the absence.

The absence will remain unexcused until contact with a parent or guardian has been made.

If students are absent due to illness, emergency, or death in the family, parents should notify the lower school office on the day of the absence. Make-up work can be requested by a phone call to the office and picked up (in the office) after 3:30 pm that day.

Students who are absent from school in excess of twenty days during the school calendar year are required to repeat the grade. To appeal, written justification must be presented to the Head of School and Principal who will make a recommendation to the Canton Academy Board of Directors.

Absences are defined as follows:

- A full day absence is assigned if students miss all day.
- A half day absence is assigned if students miss more than three hours of school a day.
- Note that four tardies/early dismissals equal one absence.
- 8:00 am - 11:00 am - Tardy
- 11:01 am - 1/2 Day Absence
- 11:40 am - 2:35 pm - Early Dismissal

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.

Return to School following an Illness

Students considered to have had a 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
- Feel well enough to take part in a regular school day

Students who develop symptoms of an illness while at school, such as fever, vomiting or diarrhea will be sent or brought to the office to wait in the office until a parent can be notified to come pick them up for the rest of the day. Students who leave school early due to an illness must wait the required 24 hours before returning to school.

Planned Absences

We ask that families schedule trips only during numerous non-school days in the year. If however, a parent has a planned absence for their students, they should first notify the Lower School Principal to obtain approval for the absence. The administration will then let the teacher know the student has approval and may receive any work or test to be missed. Parents should notify teachers two weeks in advance to make arrangements for missed work or tests to be completed prior to the absence. Make up tests times are scheduled at the discretion of the teacher for times that do not interfere with the normal school day. Directed Studies students must also contact Cathy South at csouth@cantonacademy.org two weeks prior to an absence via email to set up test times when space is available. Students who miss for an absence other than illness, emergency or death in the family may be asked to come to school early, stay at school late, skip recess, or skip a special in order to make up for missed tests. Makeup work is conducted in accordance with Canton Academy's academic policies and procedures.

Excused/Unexcused Absences

The administration of Canton Academy reserves the right to excuse or not excuse all absences. All make-up work and tests will be due upon return to school if an absence is unexcused. In the event of excessive absences, frequent early dismissals from school, or lack of documentation referencing why the child was not at school, a meeting with the Head of School will be required.

All absences including early dismissal from a class at the end of the day will be considered unexcused unless specifically excused by the administration.

Make-up Work

Make-up work should be completed within the time frame of one day for each day missed. Parents may also view the teacher's lesson plans/newsletter to see what material was covered.

Make-up work that results from an unexcused absence, although required at the discretion of the teacher and the principal, will not receive full credit.

Students absent for extra-curricular activities or for attending an athletic event are not excused from the school work that they will miss; any test or assignment is due as scheduled when returning to school.

Make up work for students who are in In School Suspension or Out of School Suspension will be left up to the principal's discretion. Any test or work missed during this time may result in a zero (0) on the test or missed work.

Dismissal/ Early Dismissal

Parents coming to the school to check out students should come to the Lower School Office (grades K3-5th) to sign out their students prior to 2:35pm. Any other persons picking up students are required to show a photo ID and must be listed on the Emergency Contact List for that student in the FACTS system.

In addition to being on the pick up list, parents should send a signed note or email to the teacher if someone other than themselves is picking up the student. This is to prevent misunderstandings and is for your student's protection.

***Please note that 4 early dismissals will incur 1 absence.**

No early dismissals after 2:35pm. Parents must follow pick-up procedures/car line procedures after 2:35pm.

Tardies

Promptness to school is very important. The final bell for class to begin rings at 8:00. Students must be in their classrooms by that time. Students arriving to class after this must have a tardy slip from the office for admission. Supervised car rider assistance ends at 7:55. Students arriving at school after that time must be escorted into the building by a parent. Students arriving after 8:00am must report directly to the office with a parent in order to receive a tardy slip. Teachers will record tardies daily. A student will be given an UNEXCUSED ABSENCE upon every fourth tardy. After 12 tardies, a meeting with the Administration will be held. In order for a student to receive credit for a grade, he/she must not have more than 20 absences.

Drop Off and Pick Up Procedures

Traffic in front of the elementary building is ONE WAY moving from west to east. Parking is allowed in designated parking spaces only. DO NOT park in the traffic lanes closest to the building.

Cars should be in a single file line next to the elementary sidewalk for unloading/loading.

Lower School Drop Off

Students should be unbuckled and have all bags ready to unload quickly from the passenger side of the vehicle. Students should not get out on the traffic side.

Students must wait until they are up to the teacher on duty before exiting the vehicle.

If extra time needs to be taken, the parent needs to park and walk the student over to the walkway.

Please do not ask teachers on duty to relay messages to classroom teachers.

Please refrain from extended conversations with staff members during drop off. Assisted car line ends at 7:55am. After that time, parents must assist students out of the car.

Students may enter the Lower School Building beginning at 7:15am. Students are to proceed to a designated location, where they will be supervised by a faculty member until they are dismissed to their classrooms at 7:40am.

ALL students are to be dropped off in the car line, with the exception of Canton Academy staff children. NO parent should park and walk their student to or into the building during the 7:15am - 8:00am morning drop off time. At no time should parents enter the hallways to walk students to classrooms. Students arriving late to school will be escorted to their classroom as needed by a staff member after a parent has signed them into school at the front office.

Pick-Up Policy and Procedures

This year, parents will receive a family car rider number that is to be displayed on the passenger side of the vehicle's windshield when arriving at the car line. Staff members on duty will enter the family number into an app that will relay to the building the order of students to be called. Students will begin lining up at the designated stations along the sidewalk out front to be loaded into cars. Anyone picking up a child MUST have the family car rider number displayed. The tags with family numbers will be distributed Monday, August 5 during Meet the Teacher.

Parents are asked to buckle car seats after pulling away from the curb at pick up.

Please refrain from extended conversations with staff members during afternoon carpool.

Students will begin preparing for pick up at 2:45 pm. Students that are not previously arranged to attend After Care are to be picked up no later than 3:15pm. Any student not picked up by 3:15pm will be sent to After Care. After three instances of late pick-up, a \$15 by the hour fee will be charged, with a minimum of one hour.

Academic Honor Roll Recognition

Head of School's Honor List- 95 or above in every subject

Principal's Honor List- 90 or above in every subject

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

Achievement Tests

The Iowa Assessment is a requirement for students in grades 1-5. *The Iowa Assessments* are built to a carefully constructed test blueprint and content specifications focused on current best-in-class state, national, and international benchmarks and standards of educational achievement. It is designed to allow for comparisons and interpretations of growth and college and career readiness. It measures concepts, processes, and objectives taught throughout the nation in Reading, Written Expression, Mathematics, Science, and Social Studies. The Iowa Assessments includes additional subtests in Vocabulary, Spelling, Capitalization, Punctuation, Computation, Word Analysis, and Listening. This complete testing program provides teachers and parents with valuable and in-depth information in all subject areas.

The Iowa Assessment will be administered in March of each school year.

Additionally, students in grades 1 - 5 will take STAR Reading and Math assessments in August, January, and May.

Accelerated Reader Program

The Accelerated Reader (AR) program at Canton Academy Lower School is designed to help all students in grades 1st - 5th grades strengthen their reading level and comprehension. Students will take an online STAR reading test to determine their individual reading level. This level will be adjusted throughout the year. Students are able to choose their own books that fall within their determined level of reading.

After reading an AR book, the student will take an online quiz at school. Quizzes consist of multiple-choice questions from the book. The program immediately scores the quiz, shows the number of correctly answered questions, and updates the child's record. Points are awarded based on how well the student scores. As the student earns points, he/she moves closer to reaching AR goals set by the classroom teacher. Students may use these points to buy prizes at the AR store, which is open twice a year. Parents will have access to their student's AR records online. After the STAR testing, a letter will be sent home explaining how to view the results.

Students will be recognized at the end of the year for earning AR points.

Lower School Uniform Guidelines

Girls

Shirts/tops must be the official Zoghby brand with a visible CA logo; shirts do not have to be tucked in but must fall below the beltline when sitting or standing.

Skorts/Skirts – Only approved Zoghby khaki or black skorts/skirts. Skort/skirt length must be no higher than 4” above the top of the knee cap. Skirts/Skorts may not be rolled at the waist.

Dresses - Only approved Zoghby dress, length must be no higher than 4” above top of kneecap. Black modesty shorts/tights/ leggings must be worn underneath.

All skorts must have modesty shorts attached.

All skirts must be worn with black modesty shorts or black solid leggings/tights.

Leggings or tights must be black, solid with no logos and worn with a skirt/skort/dress.

Outerwear – Only official CA logo outerwear in SCHOOL COLORS will be allowed inside. A Zoghby collared uniform shirt must be worn under a CA sweatshirt, CA sweater, or CA jacket (SCHOOL COLORS ONLY). 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.

Shoe Policy

Close-toed shoes – shoes must be predominately white, beige, black, brown, gray, or tan with neutral (gold is permitted) accents. Shoelaces are to be tied at all times. No boots, sandals, Crocs, flops, slides, or house shoes/slippers are to be worn at school, unless on an approved costume or dress down day, Velcro or well-fitting slip-on shoes are required each day for K3-K4; Velcro shoes are recommended for K5 students unable to tie their shoes.

Tennis shoes are required for assigned PE days.

Uniform Accessories/Miscellaneous

- Socks – black, white, or gray with no logos
- No hats indoors/no hood may be worn on heads inside the building.
- At no time are undergarments to be seen.
- Hair accessories – neutral colors/Canton Academy school colors (black/Vegas gold)
- Hairstyles/hair-colorings that are extreme or designed in any unusual manner, in the opinion of the Administration, to distract or draw attention will not be permitted. There must be no designs, names, or lines cut into the hair.
- Earrings for girls may only be worn on the earlobe, and must be a stud-style and may not dangle. Earrings or other jewelry that is designed, in the opinion of the Administration, to distract or inappropriately draw attention will be prohibited. No body piercing decorations or tattoos are allowed.

Boys

Khaki Zoghby Uniform pants or shorts are to be worn.

Belt – black or brown, required (1st-5th) and must be visible with shirts tucked in.

K3-K5 boys must wear approved Zoghby Uniform pull-on pants or shorts only.

Shirts – Official Zoghby shirts must be worn and tucked in neatly for grades 1-5.

Hair – above eyebrows, midway at ears, and off the collar and neatly groomed.

Outerwear – Only CA logo outerwear in SCHOOL COLORS will be allowed inside the building. A collared Zoghby uniform shirt must be worn under a CA sweatshirt, CA sweater, or CA jacket (SCHOOL COLORS ONLY). 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.

Shoe Policy

Close-toed shoes – shoes must be predominately white, beige, black, brown, gray, or tan with neutral (gold is permitted) accents. Shoelaces are to be tied at all times. No boots, sandals, Crocs, flops, slides, or house shoes/slippers.

Velcro or well-fitting slip-on shoes are required each day for K3-K4; Velcro shoes are recommended for K5 students unable to tie their shoes.

Tennis shoes are required for PE days.

Uniform Accessories/Miscellaneous

- Socks – black, white, brown or gray with no logos.
- No hats are to be worn indoors/no hood may be worn on heads inside the building.
- Undershirts – only solid white or black no printing on them allowed.

Lower School Field Trip Uniform Requirements

Students traveling off-campus for a field trip must be in Zoghby Uniform Khaki bottoms and Zoghby Uniform Black shirts/tops.

Lower School Dress Down Guidelines

Dress Down Days are a privilege that may be permitted occasionally during the school year. Dress Down requirements are as follows:

K3-K5: Students may wear any color Canton Academy shirt/sweatshirt/t-shirt/top with CA approved uniform company bottoms/socks/shoes. All other uniform rules apply.

Grades 1-5: Students may wear jeans with NO HOLES/TEARS/RIPS/STAINS with any color Canton Academy shirt/sweatshirt/t-shirt/top. All other uniform rules apply.

Holiday/Special Event Dress Down Days and Guidelines will be announced throughout the school year.

Chapels and Pep Rallies

Canton Academy Lower School Students will attend pep rallies and Chapel 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.

Discipline

At Canton Academy, our discipline system is thoughtfully designed to foster a safe and nurturing environment that supports our mission to “nurture hearts and challenge minds in a Christian environment.” Rooted in Biblical principles, we aim to establish a clear standard of behavior that reflects our values.

We believe that creating a positive and supportive atmosphere is essential for our Canton Academy community. This is achieved through clear expectations and a balance of grace and accountability. Students are encouraged to make choices that lead to positive consequences for honorable behavior, while also understanding that negative consequences result from dishonorable actions. Accountability is key, and students will learn to take responsibility for their actions.

Being part of the Canton Academy family is a privilege. Our hope and desire is for every student to thrive and remain with us for as long as he or she chooses. However, we recognize that consistent poor choices or habitual discipline issues may require us to make difficult decisions. Canton Academy reserves the right to suspend or expel a student for misconduct, whether it occurs on or off campus, and whether or not it is specifically mentioned in our policies.

Together, we strive to create a community where every student feels safe, valued, and inspired to grow in all aspects of their lives.

K3 - K5 Discipline Policy

The following guidelines will be followed if a student receives a behavior report from the teacher:

- 1st behavior report goes home to be signed – teacher has a phone conference with parents
- 2nd behavior report goes home to be signed – teacher has a face-to-face conference with parents
- 3rd behavior report goes home to be signed – teacher sets up a conference with the Principal and parents

If there is a consistent pattern of behavior that happens more than 3 times in a short time period, the student will receive a discipline form from the teacher. A conference will be set up by the principal or teacher with the parents and the Principal to discuss the plan moving forward. Parents may also be asked to come to the school to discipline their child when a child’s behavior warrants it.

Lower School 1st - 5th grades Discipline Policy

Respect for authority of staff members is expected at all times either in or out of school.

Disrespectful conduct or attitude, disruptions in class, unruly behavior, or repeated violations of school policy will not be allowed. Biting, fighting, or spitting on another student will not be tolerated. Swearing, 'burn books,' inappropriate hand gestures, or inappropriate language of any kind will not be tolerated. Parents of Lower School students are highly encouraged to monitor all digital communications between their children and other students. Reported inappropriate communication will be taken very seriously and will be addressed. When serious offenses occur, parents may be asked to pick up their student for the remainder of the day. Repeated violations may result in suspension or dismissal (without any refund in tuition).

Each teacher is responsible for discipline of students when under their authority. All teachers will use a consistent discipline plan which includes a visible system, warning, disciplinary action by the teacher, and/or referral to the principal. Disciplinary action may include any of the following: corporal punishment, in school detention to include work detail, lunch detention, missing time during recess, writing lines, out of school suspension (for remainder of day or longer), and/or dismissal from school (without refund). Canton Academy administration will determine the severity and necessary course of action in dealing with these behaviors.

A Discipline Notice will be written at the discretion of the teachers, staff, and Lower School Principal of Canton Academy and will be kept in the student's permanent record.

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.

Cheating

Cheating will not be tolerated at Canton Academy. Any student caught cheating will be given a zero (0) on that test, placed in internal suspension and his/her parents notified. Repeated violations of cheating will be dealt with more severely and parents will have to meet with the administration to have their child re-admitted. Cheating on class work or homework will also result in a zero (0) on that work. The administration will decide the most appropriate discipline to take with each offense. The following are examples of behaviors considered as cheating by Canton Academy:

- Lending or copying homework in or out of class
- Giving or receiving answers to quizzes, tests, and examination

- Entering an academic testing situation with an unfair advantage
- Plagiarism
- Violating testing procedures as defined by a teacher in an individual classroom
- Forgery
- A cell phone/smart watch brought into a test or quiz.
- Taking an accelerated reading test for another student.

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 3-day suspension. This will apply to students 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.

Electronic Devices

Cell phone use is not 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.

Smart watches are not permitted in the Lower School.

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

Toilet Training Guidelines for K3/K4 Students:

All students must be toilet trained when school begins in August.

Students must have a change of clothes which will include a collared CA approved uniform company shirt must be worn with a visible CA logo, uniform shorts/pants, underwear and socks in a ziplock bag labeled with the student's name in case of accidents. This change of clothes must stay in their tote bag.

In the event that the student does have an accident, the teacher will change their clothes up to (3) times during the first month of school. The procedures will be:

1st time – teacher changes student; teacher has a phone conference with the parents

2nd time – teacher changes student; teacher sets up a face-to-face conference with the parents

3rd time – teacher changes student; teacher sets up a conference with the Principal and parents

After the teacher has changed the student's clothes (3) times, the parents will be called to come to the school and change the student. The procedures from this point forward will be:

1st time – parent changes student; teacher has a phone conference with the parents

2nd time – parent changes student; teacher sets up a face-to-face conference with the parents

3rd time – parent changes student; teacher sets up a conference with the Principal and parents

After the parents have been called to the school (4) times to change the student, the teacher will set up a conference with the Lower School Principal and the parents to discuss whether or not the student is toilet trained and ready to attend school.

Lunch

Lunch will be offered on a daily basis. Students may also bring lunch from home. The daily cost of a lunch is \$6.00 to \$7.00 depending on if it is catered or provided by Canton Academy (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 WATER

Chewing gum is not allowed at Canton Academy. Food and water are allowed in the cafeteria or in the rooms under the supervision of the classroom teacher.

Only CLEAR water bottles with LIDS filled with WATER and labeled with the student's name will be allowed in the Lower School building. Sodas, sports drinks, and other beverages (with the exception of milk and juice) **may not** be brought into the building by Lower School students.

Milk or juice may be packed for lunch.

Students in grades K3 - 4th grade may only purchase water, milk, or juice in the cafeteria.

See this article for more information:

[Why children should drink water during school instead of sugar-based beverages, including sports drinks:](#)

Students in 5th grade may purchase tea or sports drinks in the cafeteria for lunch only as part of their 5th grade privileges.

Parents are encouraged to pack healthy snacks and lunches for their students, being mindful of students with allergies in the classrooms.

Teachers may provide lists of approved snack and lunch food choices, like the one linked here:

[List of healthy snack choices for pre-K through elementary aged children in a school setting, including a science-based rationale for each:](#)

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 school nurse at the beginning of the day. 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

A school nurse is on duty Monday - Friday mornings. 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.

Summer Reading Program

Summer Reading will be posted on Canton Academy website.

Panther Pathways Program

Panther Pathways, the elementary arm of Canton Academy's Directed Studies program, is designed to provide comprehensive support for elementary students who have been diagnosed with dyslexia and other learning differences. The name of the program combines the strength and agility of the panther mascot with the focus on learning and academic achievement. Through a three-pronged approach, our goal for Panther Pathways is to address the unique needs of each student, fostering their academic growth and confidence.

1. **Learning Support:** The cornerstone of our program is the dedicated support provided by our licensed psychometrist and certified language therapist, who serves as the program administrator. She is responsible for evaluating and enrolling qualified students for the program, ensuring that each student receives the individualized attention they need. She will be working with students in grades 4-5. Another staff member will be providing learning support for students in grades 1-3. Given the limited space in the program, students may be placed on a waitlist when capacity is reached. The therapist, trained to employ strategies that support students with dyslexia, works closely with students who have learning differences, developing tailored student learning plans and providing ongoing academic support. She will assist students in preparing for tests, organizing assignments, and maintaining open communication with teachers and parents regarding student progress. By focusing on building effective study habits and learning strategies, the therapist aims to empower students to excel academically and beyond.
2. **Dyslexia Therapy:** For students with a dyslexia diagnosis, our program includes dyslexia therapy provided three times weekly in a small group setting by our certified dyslexia therapist. This therapy is tailored to the individual needs of each student, focusing on improving reading fluency, comprehension, and spelling skills. The therapist uses evidence-based strategies to help students with dyslexia develop effective reading and writing skills.
3. **Testing Accommodations:** Our dyslexia therapist will oversee the testing program for students in grades 4-5. Another staff member, who holds certification for special education, will oversee the testing program for students in grades 1-3, ensuring that students with accommodations (such as extra time) can take tests according to their student learning plan. This accommodation helps level the playing field for students with dyslexia and other learning differences, allowing them to demonstrate their knowledge and skills without the added pressure of time constraints.

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.

ATTACHMENTS

CA Hall of Fame Activity Sheet

Canton Academy 10th - 12th Activities

Name: _____

Score: _____

1. Student Council - Student Body Officers

Office	10th	11th	12th
President (10)			
Vice-President (5)			
Secretary (5)			
Treasurer (5)			
Chaplain (5)			

2. Student Council - Class Officer Positions

Office	10th	11th	12th
President (5)			
Vice-President (4)			
Secretary (4)			
Treasurer (4)			
Chaplain (4)			

3. National Honor Society

	10th	11th	12th
President (5)			
Vice President (4)			
Secretary (4)			
Treasurer (4)			
Member (2)			

4. Yearbook Staff

	10th	11th	12th
Editor (5)			
Managing Editor (4)			
Staff (2)			

5. Quiz Bowl

	10th	11th	12th
Participant (3)			

11. Citizenship and Service

	10th	11th	12th
CA Citizenship Award (5)			
HOBY Representative (5)			
Lion's Club Leadership Conf. Representative (3)			
Boy's State Representative (3)			
Girl's State Representative (3)			
Other			

12. Who's Who - List any award received (Mr. and Mrs. CA - 10; Most Beautiful and Most Handsome - 10; all others - 2)

	10th	11th	12th
10th			
11th			
12th			

13. Individual Awards or Recognition

(fill in any received but not listed)	10th	11th	12th
Homecoming Representative (5)			
Homecoming Queen (7)			
Prom King / Queen (3)			
Madison County Youth (5)			
Heisman High School Award (5)			
Hal Allen Award (5)			
I Dare You Award (5)			
Balfour Award (7)			
Other			

6. Club-

	10th	11th	12th
President (5)			
Vice President (4)			
Secretary (4)			
Treasurer (4)			
Member (2)			
Other (2)			

7. Club-

	10th	11th	12th
President (5)			
Vice President (4)			
Secretary (4)			
Treasurer (4)			
Member (2)			
Other (2)			

8. Academic Awards

	10th	11th	12th
Math and Science Competition (3)			
AB Honor Roll (all 80 and above average) (3)			
All A Honor Roll (all 90 and above average) (5)			
Headmaster's List (95 and above average) (7)			
Highest Class Average (7)			

Sports

14. Archery

	10th	11th	12th
Member/Manager (2)			
Team Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

15. Baseball

	10th	11th	12th
Member/Manager (2)			
Team Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

16. Basketball

	10th	11th	12th
Member/Manager (2)			
Team Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

	10th	11th	12th
Subject Area Award (list any received under the grade) (2)			
Presidential Academic Award (90 or above average AND score in 80th percentile on nationally standardized test - PSAT, ACT) (3)			
Honor Graduate (Cumulative Average of 90.0 or higher) (5)			
High Honor Graduate (Cumulative Average of 95.0 or higher) (7)			

	Valedictorian (10)	Salutatorian (8)	Star Student (8)
12th Grade			

9. ACT Recognition

ACT Recognition	X
ACT Excellence Club (ACT score of 30 - 36) (8)	
ACT Distinction Club (ACT score of 25-29) (7)	
ACT Achievement Club (ACT score of 20-24) (6)	

10. Science Fair

	10th	11th	12th
School Winner (2)			
District Winner (2)			
State Winner (2)			

17. Cheerleading

	10th	11th	12th
Member/Manager (2)			
Co-Captain (2)			
Captain (3)			
Individual Awards - School/Camp (5)			

18. Clay Shooting

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (5)			

19. Cross Country

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

20. Football

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

21. Golf

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

22. Soccer

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

23. Softball

	10th	11th	12th
Member (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

24. Tennis

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

25. Track

	10th	11th	12th
Member/Manager (2)			
Team Captain or Co-Captain (for the year) (2)			
School Award (3)			
Individual - District or State Award (includes All Star) (5)			

Please list any additional information you would like considered:

- 1.
- 2.
- 3.
- 4.

APPENDIX

#1 Drawdown Ticket Policy

Families of Students that are enrolled at Canton Academy will be required to sell or buy two Drawdown Tickets (\$150 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 \$300 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 \$6.00 to \$7.00 depending on if it is catered or provided by Canton Academy (can be subject to change). Parents MUST prepay to their student's Facts 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 Biblical Christian Perspective 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. Parents will have a 21 day time frame to review books selected for summer reading.
- 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 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 (K3-5)

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 \$15 by the hour fee will be charged, with a minimum of one hour.

#7 After School Hours (6-12)

Canton Academy school hours are from 8:15am to 3:05pm. The Canton Academy campus will be off limits after 3:30pm, 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 FACTS Account Acknowledgement

Any student enrolled in Canton Academy must have an active FACTS account with a valid payment account established. If your Facts account becomes invalid at any point your student can be dismissed until payment is valid.

All tuition and fees associated with the enrollment and expenditures of a student must be paid on the due date.

Tuition payments not paid within ten (10) days of the contract date are considered delinquent. If a monthly tuition payment is not actually received within ten (10) days of the contract date, a late charge of \$25.00 will be added to the account. An additional \$25.00 late charge will be added for each additional month said account is in arrears.

Any payment of tuition and/or fees that is returned by the bank for insufficient funds or other reasons will result in an additional charge of \$40.00.

Patrons whose tuition and/or fees payments are in arrears and delinquent to the extent of two (2) monthly payments will have their student(s) immediately dismissed from school.

9 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.

#10 Held Harmless Policy

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.



June 1, 2025

Dear Canton Academy Parents,

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

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

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

Non-friable traces of asbestos were found in the floor tile in three buildings and in the pegboard used in the drop ceiling of the boys' 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. In addition, we will continue to implement all provisions of the AHERA.

John Harris is our LEA (Local Educational Agency) Representative. He has attended course work and training requirements to hold this position for our school. If you have any further questions regarding the AHERA, please feel free to contact him at 601-859-5231.

Sincerely,

Ryan Laster