

2026-2027
Student - Parent Handbook



Administrators

Head of School - Jimmy Nix III
Dean of Students & Athletic Dir. - Jonathan Bates
Lower School Principal - Dawn Blanton
Upper School Principal - Michelle Carter

Established 1965

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

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**

_____ (parent initials) #11 **Concession Stand 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.

Parent Printed Name _____ Parent Signature _____ Date _____

Student Printed Name _____ Student Signature _____ Grade _____

**Each Canton Academy student is responsible for returning this signed page to school by
August 13, 2026.**

Revised July 2026

Canton Academy Student/Parent Handbook Agreement	1
CANTON ACADEMY	7
Mission Statement	7
Doctrine of Christian Education	7
Objectives	7
ADMISSION/ENROLLMENT	8
Admissions	8
Felony Conviction	9
Pregnancy Policy	9
Nondiscriminatory Policy	9
Transfer Students	10
Transferring Students Going into 12th Grade	10
Immunization Law	11
FACTS Account	11
Upper School Handbook	12
ACADEMIC	13
Grading Scale	13
Honor Roll	13
Grade Classification	13
Promotion	14
Curriculum Requirements	14
Graduation Requirements	14
Graduating with Honors	14
Dropping or Adding Classes	14
Dual Credit/Dual Enrollment	15
Final Exam Exemptions	15
English Department Book Selection Policy	16
Christian Community Service Policy	17
Directed Studies Program	18
Testing Accommodations Program (TAP)	18
ACT	18
Online Courses	18
Progress Reports and Report Cards	19
Tests	19
Assignments Online	19
Homework/Make-up Work	19
Parent/Teacher Communication	19
Email	20
Protocol for Parent and Teacher/Coach Conference	20
Textbooks	20
Copies	20
Summer School	21

AWARDS AND ACCOLADES	22
Valedictorian or Salutatorian	22
Honor graduate	22
High honor graduate	22
Star Student	22
Hall of Fame	22
Sports Hall of Fame	22
Mr. and Mrs. CA	23
ATHLETIC/EXTRACURRICULAR ACTIVITIES	24
Academic Eligibility Rule	24
Physical Education	24
Athletic Insurance	25
Athletic Events	25
Extracurricular Activities	25
Field Trips and School-Sponsored Trips	26
School Dances	26
ATTENDANCE	27
Absences	27
MSAIS Attendance Policy	28
Excessive Absences	28
School Hours /After School Hours	28
Dismissals	28
Tardiness	29
College Days	29
DISCIPLINE	30
Expected Behavior	30
Consequences and Appropriate Remedial Actions	30
Corporal Punishment	31
Detention	31
Suspensions	31
Respect of the American Flag	31
Restricted Substance Policy	31
Vaping Policy	31
Tobacco, Drugs, and Alcohol	32
Alcohol Testing	32
Drug Testing	32
First Positive Test	33
Second Positive Test	33
Cheating	34
Consequences of Cheating	34
Electronic Devices	35
Fighting	35
Weapons	35
Harassment, Intimidation and Bullying Policy Statement	36

Definition	36
Public Displays of Affection (PDA)	37
Sexual Harassment Policy	37
Prohibition	37
Complaints	37
Investigations and Discipline	38
Social Media Applications Policy/Procedure	39
Social Media Policy for Staff and Parents	39
Response to an Incident of Harassment, Intimidation, or Bullying	40
Reprisal or Retaliation Prohibited	40
Investigation	40
Consequences for False Accusation	40
Grievance Procedure	41
GENERAL	42
Bell Schedule for Upper School	42
Visitors	44
Lost and Found	44
Flower Deliveries	44
Driver's License Form	44
Emergency Drills	44
Food, Drinks, and Behavior in the Cafeteria	44
Health and Safety	45
First Aid	45
Medication	46
Restricted Areas on Campus	46
UNIFORM REQUIREMENTS/DRESS CODE	47
Girls Uniform Guidelines	47
Boys Uniform Guidelines	48
Upper School Clean Shave Policy	48
Book Bag Policy	48
Vehicles	49
Flag and Signage Display Policy	50
Technology – Computer and Internet Policies	50
Lower School Mission and Philosophy	52
Chapel Program	52
Recognition Chapel	53
ACADEMIC POLICIES (LOWER SCHOOL K3–5th Grade)	54
Curriculum	54
Grading and Assessment (K3–5th Grade)	54
Panther Pathways (Lower School Directed Studies Program)	56
Reporting Student Progress	56
Additional Communication	57
Homework	57
Make-Up Work	57

Late Work	57
Assessments	58
Standardized and Benchmark Assessments	58
Accelerated Reader Program	58
5th and 6th Grade Semester Exams	59
Academic Integrity	59
Academic Honor Roll Recognition	60
Promotion and Retention	60
Determination of Promotion	60
ATTENDANCE	62
School Hours	62
Absences	62
Excused Absences	62
Unexcused Absences	62
Make-Up Work	63
Planned Absences	64
Tardies	64
Early Dismissals	64
Definition of Absences and Attendance Coding	64
Excessive Absences	65
Student Health & Daily Procedures	66
Allergies	66
Medication Administration	66
Illness and Return to School	66
Health and First Aid	66
Lunch and Snack Guidelines	67
Food, Drinks, and Gum	67
Water Bottles	67
Permitted Beverages	67
Toilet Training (K3–K4)	67
PRESCHOOL DISCIPLINE (K3–K4)	69
Behavior Expectations	69
Language and Speech Expectations	69
Discipline Procedures	69
Restorative and Teaching Approach	71
Parent Partnership	71
STUDENT EXPECTATIONS & GENERAL CONDUCT	72
Philosophy of Student Conduct	72
General Behavior Expectations	72
Christian Character and Conduct	72
Respect for Others	72
Parties and Invitations	73
School Rules and Procedures	73
Responsibility and Preparedness	73

Technology Expectations	73
Partnership with Parents	74
PARENT–SCHOOL COMMUNICATION	75
Philosophy of Communication	75
Primary Means of Communication	75
Teacher Communication with Parents	75
Parent Communication with Teachers	75
Response Time Expectations	76
Communication Protocol	76
Conferences	76
Confidentiality and Professionalism	77
Parent Partnership	77
ARRIVAL & DISMISSAL PROCEDURES	78
Philosophy of Arrival and Dismissal	78
Morning Arrival	78
Tardy Arrival	79
Afternoon Dismissal	79
Pick-Up Procedures	79
Early Dismissal	80
Late Pick-Up	80
Aftercare	80
Safety and Supervision	80
Visitors	80
LOWER SCHOOL UNIFORM GUIDELINES (K3–5th Grade)	82
Philosophy of Dress Code	82
Uniform Provider	82
General Uniform Expectations	82
UNIFORM REQUIREMENTS BY CATEGORY	83
Grooming, Accessories, and Appearance	84
Outerwear	84
Field Trip Attire	85
Dress Down Days	85
Pep Rally Attire	85
ATTACHMENTS	87
CA Hall of Fame Activity Sheet	87
Join the Canton Academy Black & Gold Club!	99
Membership Benefits	99
Get Involved	99
APPENDIX	100

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 – 6th Requirements:

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

Grades 7th – 12th Requirements:

- Submit a completed Application for Admission
- Take an Entrance Exam
- Submit the required registration fee
- Submit the Mississippi State Health Compliance Form (Form 121)
- Submit the student's birth certificate
- Submit a copy of the student's most recent report card
- Submit a copy of the student's most recent standardized test scores
- Submit a copy of the student's transcript
- Recommendation from former Principal/Head of School
- Interview with Head of School

The purpose of the Admissions Committee is to maintain and ensure the student population of Canton Academy reflects our mission. The Admissions Committee will meet to review all applicants. The Admissions Director will notify prospective student(s) of the status of their application. Once accepted, new students and families will receive registration fee and tuition schedule information. All tuition contracts must be signed and fees paid before students will be considered fully enrolled in Canton Academy 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 or fatherhood 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. No student who left Canton Academy can return unless approved by the Head of School and Admissions committee.

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. No student who left Canton Academy during their upper school years can return for senior year unless approved by the Head of School and Admin committee.

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 established draft date are considered delinquent. If a monthly tuition payment is not actually received within ten (10) days of the established draft 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.

2026-2027
Upper School Handbook



ACADEMIC

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

Grading Scale

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

Grade 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%.
Teachers must post grades within five days of completion of the graded assignment.

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:

- Have earned 14 core high school units or have attained junior/senior status OR have earned a minimum 30 ACT composite score
- Have an overall 3.0 GPA on a 4.0 scale
- Have an ACT Composite Superscore of 19
- Have an unconditional written recommendation from the principal or headmaster
- 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 9-12 will be exempt from his/her final semester subject specific course if they meet the following criteria:

- A. 93.50 or above average with 7 or fewer unexcused absences and no suspensions for full year courses.
93.50 or above with 3 or fewer unexcused absences and no suspensions for 1 semester courses.
- B. 90 or above average with 5 or fewer unexcused absences and no suspensions for full year courses.
90 or above average with 2 or fewer 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.

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. 20 hours may be completed at Canton Academy. The remaining hours must be completed outside of CA. Documentation is to be turned into Student Services. Forms for documentation can be printed from the school web page or found in Student Services. Students who transfer to Canton Academy will be held responsible for the hours that apply to the years he/she is a student. Community service hours are required for graduates to receive their diploma from Canton Academy. Students in 7-9 may turn in 5 hours towards their overall 40 hours in each school year.

Definition of Community Service:

- The student performs service without compensation.
- The student performs service that is not mandated by a court.
- The student performs service for a non-profit institution or organization that has been approved through Canton Academy.
- The service results in at least one person other than the student or the student's relative benefiting from the act of service.
- The service is **not** provided during regular school hours, unless it is a community service event that is planned through a grade coordinator or the Christian Service Program.

Procedures for earning Community Service:

- The student will follow the above definition of community service when choosing an opportunity to serve. Should there be a question of whether or not it is an approved community service, prior approval should be obtained from the Christian Community Service Coordinator.
- The student will complete the Community Service form and have both the organization and his or her parent(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 five days a week for upper school students who have a current medical/psychoeducational evaluation (not over five 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 five years) who is admitted into the Directed Studies Program.

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 five 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 regular classroom at the same time as the rest of the students. They are allowed to come at 7:30 to start in the directive studies classroom or the classroom teachers room.

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 7-12. Tests are to be made up between 7:15-8:10 am on Thursday mornings.

Assignments Online

CA recommends parents utilize the MYCA Facts online system to see their student's assignments and progress for each class. Teachers will post assignments two weeks in advance.

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 made up the following Thursday from 7:15-8:10 am.

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 the high school or elementary principal to 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 7-12th 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

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 detention or other punishment determined by the Head of School.
- At the end of each 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.
- 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.

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. There must be a written note or verbal communication from the parent.
- 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 7-12, unless authorized by the administration.

School Dances

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

ATTENDANCE

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

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

Absences

If a student misses more than 40% of a class it is considered an absence. Absences are recorded per class, not just in daily attendance. A student will be given an excused absence when a doctor's excuse has been given to Student Services within two 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. 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 60% 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 in-school suspension for the first offense and out-of-school suspension for the second offense. If further offenses occur the Head of School will determine the consequences. 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 after school detention.
- A detention will be given for each additional tardy. After 2 detentions, an in-school suspension will be assigned. After 3 detentions, out-of-school suspension will be assigned. If further offenses occur the Head of School will determine the consequences.
- 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

detention will be assigned. Detention will be held on Wednesdays after school. 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)

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

Drug Testing

General Information

- All students in grades 7-12 are subject to drug testing (using urine or hair follicle sample) at any time during the school year.
- Any positive test can be retested at the request and expense of the student, parent or legal guardian. Any retest must be taken within 7 days of the 1st positive test and at a site selected by the administration of Canton Academy.
- If a student tests positive for a prescription drug, a Medical Review Officer (MRO) will investigate the validity of the prescription. If the student has a valid prescription for the drug in question, the test will be considered negative. However, if the student does not have a valid prescription, the test will be considered positive.

- Periodic random testing will be conducted during each school year at the discretion of the administration. All students' names will remain in the selection pool regardless if he/she has been tested previously. The administration has the discretion to test any student that is suspected of illegal drug use at any time.
- A student's refusal to consent to drug testing will result in immediate expulsion for Canton Academy.

First Positive Test

- The Head of 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 minimum two 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 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 on campus during school hours.

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 – \$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..
- 2nd Offense – \$50.00 fine. A \$50.00 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 – \$100.00 fine and the student will serve in-school suspension. 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 and the student will serve one day out-of-school suspension. Parents must come to the school to pay the fine, sign disciplinary notice, and pick up the child's phone.
- 5th Offense- subject to expulsion

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:

- 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
- By any other distinguishing characteristic; and
- 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
- 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.

- 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.
- 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.
- 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.

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.

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.

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		7th-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		7th-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. At the end of school, students are not to loiter in the parking lot but are to get in their cars and leave campus immediately.
- **Hall Areas during Lunch/Break/Assemblies/Pep Rallies:** Students are not to wander in the halls of the building. Disregard of restricted areas will result in appropriate disciplinary action from the administration.
- **Lower School Building:** The lower school building and classrooms are restricted for secondary students (7-12) unless they are attending an assigned class or sent by administration. Students may enter the lower school building from the back door going to the cafeteria for break and lunch. Only on rainy days may secondary students (7-12) enter the lower school building from the front door going to the cafeteria for break and lunch. Secondary students are to enter the lower school building quietly so as not to disrupt lower school classes in session. K3-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 not be allowed to enter the building and 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. Multiple violations will result in a 1 day suspension .

- Chapel days/group assembly days will be on Wednesdays in the high school. All students in grades (7-12) 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.
- (7-12) 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 and valid insurance (copy must be in office) in order to drive on campus and vehicles must have a Canton Academy decal.** 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 Drive 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)**.

Driving privileges may be revoked at any time at the discretion of the Head of School.

Flag and Signage Display Policy

Canton Academy will prohibit the display of any flag other than the American flag, State of Mississippi flag, Christian 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.



2026-2027

Lower School Handbook

Dawn Blanton, Lower School Principal

Lower School Mission and Philosophy

Canton Academy exists to **nurture hearts and challenge minds in a Christian environment**. In the Lower School, we are committed to developing the whole child—academically, socially, emotionally, and spiritually.

We believe that a strong academic foundation is essential in the early years. Through purposeful instruction, clear expectations, and a focus on mastery of essential skills, we seek to equip students with the knowledge and habits necessary for continued success. At the same time, we recognize that education is a partnership between school and home. Through consistent routines and strong communication, we provide a learning environment where students feel supported and challenged to grow.

Our goal is not only academic achievement, but the development of **character, responsibility, and Christ-like behavior**. We desire for students to grow in wisdom, self-control, and respect for others as they learn to make choices that reflect their faith.

Each policy and procedure in this handbook is designed to support that mission by creating a structured, orderly, and academically focused environment where all students can thrive.

“Train up a child in the way he should go; even when he is old he will not depart from it.”
—Proverbs 22:6 (ESV)

Chapel Program

Chapel is a meaningful and consistent part of life in the Lower School at Canton Academy. Each week, students gather as a school community to be encouraged, challenged, and grounded in God’s Word.

Students in **K3–K4 attend age-appropriate chapel once weekly**, and students in **grades K5–5th attend chapel once weekly**. Chapel is an important part of the instructional program and is a regular part of each student’s school experience. As such, chapel attendance is expected as part of the Lower School instructional program.

During chapel, students participate in:

- Worship through praise music
- Biblical teaching and application
- Scripture recitation
- Learning the books of the Bible

Through these experiences, students are encouraged to grow in their understanding of God’s Word and to develop a personal and meaningful spiritual foundation.

Chapel speakers may include:

- Local pastors
- Children’s and youth ministers
- Canton Academy faculty and staff
- High school students

These speakers provide a variety of perspectives while reinforcing a consistent biblical message.

Recognition Chapel

At the end of each nine-week grading period, the Lower School gathers for a special **Recognition Chapel**.

During this time, we celebrate students’:

- Academic achievements
- Character growth
- Gifts and talents

Recognition Chapel provides an opportunity to honor student accomplishments while encouraging all students to continue growing and striving for excellence.

“Let the word of Christ dwell in you richly, teaching and admonishing one another in all wisdom...”

—Colossians 3:16 (ESV)

ACADEMIC POLICIES (LOWER SCHOOL K3–5th Grade)

Philosophy of Instruction

Canton Academy is committed to providing a strong academic foundation within a Christian environment. Instruction in the Lower School is designed to **challenge students academically while nurturing their spiritual, social, and emotional development.**

Teachers strive to create structured, engaging classrooms where students are encouraged to grow as learners, think critically, and develop responsibility for their work.

“Commit your work to the Lord, and your plans will be established.” – Proverbs 16:3 (ESV)

Curriculum

The Lower School follows a structured curriculum designed to build foundational skills in:

- Reading and Language Arts
- Mathematics
- Science
- Social Studies (Heritage Studies)
- Bible
- Handwriting

In addition, students participate in enrichment classes such as:

- Art
- Music/Bible
- Physical Education
- STEM
- Library

Curriculum decisions are made to ensure alignment, rigor, and a strong educational foundation for continued success.

Grading and Assessment (K3–5th Grade)

Student progress in the Lower School is evaluated using developmentally appropriate grading systems that reflect each stage of learning and growth.

Preschool (K3–K4)

Students in K3 and K4 are assessed using a developmentally appropriate, skills-based approach and are **not evaluated using numerical grades.**

Progress is communicated through indicators that reflect development in areas such as:

- Early literacy and language development
- Beginning math concepts

- Social and emotional development
- Fine and gross motor skills
- Participation in classroom routines

Teachers monitor growth closely and communicate regularly with parents regarding progress, strengths, and areas for continued development.

Kindergarten (K5)

K5 students are assessed using a standards-based grading system designed to reflect early skill development and progress toward grade-level expectations.

The following scale is used:

- **S – Consistently Meets Expectations (80% and above)**
- **N – Developing Skills Necessary to Meet Expectations (70–79%)**
- **U – Needs Improvement to Meet Expectations (Below 70%)**

This grading system reflects a student’s progress in developing foundational academic and behavioral skills necessary for success in first grade.

At this level, emphasis is placed on:

- Growth and progress over time
- Development of foundational skills
- Readiness for the next grade level

Teachers will communicate with parents regarding any areas of concern or needed support.

Grades 1st–6th

Students in grades 1st–6th are evaluated using a traditional numerical grading scale:

- **A:** 90–100
- **B:** 80–89
- **C:** 70–79
- **F:** Below 70

Grades reflect a student’s understanding of material, completion of assignments, and overall academic performance.

Assessment Practices

Across all Lower School grades, teachers use a variety of methods to evaluate student progress, including:

- Classwork and daily assignments
- Tests and quizzes
- Projects and activities
- Teacher observation

Assessment is used not only to assign grades, but also to guide instruction and support individual student growth.

Panther Pathways (Lower School Directed Studies Program)

Panther Pathways is Canton Academy's Lower School academic support program designed to serve students in grades 1st – 6th with diagnosed dyslexia and other learning differences.

Through a structured, multi-faceted approach, the program provides:

- **Learning Support:** Individualized strategies to support organization, study skills, and academic success
- **Dyslexia Therapy:** Targeted instruction for students with a dyslexia diagnosis using research-based methods
- **Testing Accommodations:** Support for students with documented accommodations provided in the classroom or with the Learning Support Instructor, such as extended time

Students are evaluated for participation, and enrollment is limited based on program capacity. Placement is determined by the school, and a waitlist may be implemented when necessary.

Reporting Student Progress

Canton Academy is committed to keeping parents informed of their child's academic progress in a clear and consistent manner. Reports are issued at the conclusion of each nine-week grading period.

Student progress is communicated as follows:

K3–K5

Parents of students in K3–K5 will receive **progress reports** at the end of each nine-week grading period.

These reports are designed to communicate:

- Development of skills
- Growth over time
- Readiness for the next stage of learning

In addition, parents will have the opportunity to meet with their child's teacher **once each semester** to discuss:

- Skill development
- Academic and social progress
- Readiness for the next level

Grades 1st–6th

Parents of students in grades 1st–5th will receive **report cards** at the end of each nine-week grading period.

Report cards reflect:

- Academic performance
- Mastery of content
- Overall progress in each subject area

Additional Communication

In addition to progress reports and report cards, parents may receive updates through:

- Online grade access (FACTS)
- Parent-teacher communication
- Conferences as needed

Parents are encouraged to review all reports carefully and communicate with teachers regarding any questions or concerns.

Homework

Homework is assigned to reinforce skills taught in the classroom and to develop responsibility and independent work habits.

- Homework expectations will vary by grade level
- Students are expected to complete assignments carefully and on time
- Parents are encouraged to support students by providing structure, guidance, and encouragement at home.

Teachers will communicate homework expectations at the beginning of the school year.

Make-Up Work

Students are responsible for completing missed work following an absence.

- For **excused absences**, teachers will provide reasonable opportunities for make-up work
- For **unexcused absences**, teachers are **not required** to provide make-up work

Parents and students should communicate with teachers regarding assignments and timelines.

Please note that classroom instruction, discussions, and activities cannot always be fully replicated.

Late Work

Students are expected to complete and submit assignments on time.

Revised July 2026

- Late work may result in reduced credit, as determined by the teacher
- Teachers will use professional judgment when addressing late assignments

The goal is to encourage responsibility and accountability while supporting student learning.

Assessments

Teachers use assessments to evaluate student understanding and guide instruction.

- Tests and quizzes will be administered as appropriate for each grade level
- Teachers will communicate major assessments when possible
- Testing expectations and procedures may vary by grade level

Students are expected to be prepared and to do their own work.

Standardized and Benchmark Assessments

Students in the Lower School participate in standardized and benchmark assessments to support academic growth and instructional planning.

- Students in **K5–5th grade** participate in the **Iowa Assessments**, typically administered in the spring
- Students may also participate in periodic benchmark assessments, such as **STAR Reading** and **STAR Math**, to monitor progress throughout the year

These assessments are used to:

- Evaluate student growth over time
- Inform instructional decisions
- Identify areas of strength and needed support

Assessment results may be shared with parents and used as part of the overall evaluation of student progress.

Accelerated Reader Program

Canton Academy utilizes the **Accelerated Reader** (AR) program in the Lower School to support the development of strong reading habits and comprehension skills.

Through this program, students:

- Read books at their appropriate level
- Complete comprehension quizzes
- Work toward individualized reading goals

The purpose of the Accelerated Reader program is to:

- Encourage a love of reading
- Strengthen reading comprehension
- Promote independent reading habits

Teachers will provide guidance and support to help students select appropriate books and make progress toward their goals.

Additional details regarding goals, expectations, and incentives will be communicated by classroom teachers and the Librarian.

5th and 6th Grade Semester Exams

In preparation for the transition to middle school, 5th and 6th grade students will participate in **semester exams** at the end of each semester.

These exams are designed to:

2. Provide a foundation for **cumulative mastery of skills**
3. Help students learn to **review and retain information over time**
4. Develop important academic habits such as **note-taking, organization, and study skills**
5. Prepare students for the structure and expectations of middle school assessments

Semester exams are **scheduled at the end of each semester** and will be administered in core academic subject areas.

Each exam will count as **5% of the student's semester grade**.

To maintain consistency and fairness:

- **No exemptions will be granted for semester exams**

Teachers will guide students in preparing for exams and will provide appropriate review and support leading up to the testing period.

Academic Integrity

Students are expected to complete their work honestly and independently.

- Cheating or copying another student's work is not permitted
- Students should represent their own understanding and effort in all assignments

The use of artificial intelligence (AI), digital tools, or any external assistance to complete academic work in place of a student's own thinking is not permitted unless explicitly directed by the teacher.

In addition, personal electronic devices—including **smart watches and cell phones—are not permitted in the Lower School** and may not be used during the school day.

Consequences for academic dishonesty will be handled in a developmentally appropriate manner.

Teachers will guide students in understanding the importance of honesty, responsibility, and integrity in their work.

Revised July 2026

Academic Honor Roll Recognition

Canton Academy recognizes students in grades 1st–5th for academic achievement at the end of the school year during Academic Awards Day.

Honor Roll distinctions are based on a student's cumulative academic performance in core subject areas.

Recognition levels include:

- **Head of School's List:** 95 or above in all academic subjects
- **Principal's List:** 90 or above in all academic subjects
- **A/B Honor Roll:** 80 or above in all academic subjects

To ensure consistency and clarity:

- **Handwriting and enrichment classes (Art, Music, Physical Education, STEM, and Library) are not included in Honor Roll calculations**

Honor Roll recognition is intended to celebrate academic excellence and encourage continued effort and achievement.

Promotion and Retention

The following policies apply to promotion and retention for students in grades K5–6th:

Grades 1–6 Requirements

Students must meet the following criteria to be promoted to the next grade level:

9. Pass **Reading** and have fewer than twenty (20) absences
10. Pass **Mathematics** and have fewer than twenty (20) absences

In addition:

- Students in grades **2–6** must pass **Language** and have fewer than twenty (20) absences

Failure to meet these requirements will result in retention.

Determination of Promotion

- C. In grades **2–6**, promotion and retention decisions are based on **yearly averages and attendance**
- D. In **1st grade**, promotion and retention decisions are based on **second semester averages and attendance**

Attendance Requirement

In accordance with Canton Academy School Board policy:

- A student who exceeds **twenty (20) total absences** may forfeit credit for the academic year, regardless of grades earned or the reason for absences

Kindergarten (K5) Promotion Requirements

Students in K5 must:

- Meet reading and math skill standards as indicated on progress reports
- Be recommended by the teacher for promotion
- Have fewer than twenty (20) absences

Failure to meet these requirements will result in retention.

Bonus Year/Retention Limit

Students will not be retained more than one time during their Lower School experience.

Summer Reading

Summer reading expectations will be communicated annually and posted on the Canton Academy website.

Administrative Discretion

Canton Academy reserves the right to make academic decisions based on the individual needs of each student. Adjustments to academic expectations, grading, or promotion may be made at the discretion of the administration.

ATTENDANCE

Philosophy of Attendance

Regular school attendance is essential to a child's academic success, social development, and overall well-being. Each school day is intentionally structured to provide meaningful instruction, community interaction, and growth opportunities.

Canton Academy encourages families to prioritize consistent attendance and to limit absences whenever possible.

"Moreover, it is required of stewards that they be found faithful."
—1 Corinthians 4:2 (ESV)

School Hours

- The school day begins at **8:00 a.m.**
- Students arriving after 8:00 a.m. are considered tardy
- Dismissal begins at **2:45 p.m.**

Parents are asked to ensure that students arrive on time and ready to begin the school day.

Absences

If a student is absent:

- A parent should notify the school office and/or teacher
- Upon return, documentation may be required

Absences may be considered **excused or unexcused** based on the reason and school policy.

Excused Absences

Excused absences may include:

- Illness
- Doctor's appointments
- Family emergencies
- School-approved activities

The school reserves the right to determine whether an absence is excused.

Unexcused Absences

Absences that do not meet the criteria for excused absences may be considered unexcused.

Excessive unexcused absences may result in:

- Academic concerns
- Additional communication with parents

- Administrative review

Return to School Following Illness

The health and well-being of all students is a priority at Canton Academy. Students should remain at home when they are not feeling well.

Students must be:

- **Fever-free for at least 24 hours without medication** before returning to school
- Free from symptoms that would interfere with participation in the school day

If a student becomes ill during the school day (including symptoms such as fever, vomiting, or diarrhea):

- The student will be sent to the school office
- A parent will be contacted for pick-up
- The student should remain at home for the remainder of the day

Students who are sent home or leave early due to illness must meet the **24-hour symptom-free requirement** before returning to school.

The school reserves the right to require a student to remain at home or to be picked up if symptoms are present.

Head Lice

In the event that a student is found to have head lice:

- The student will be sent to the school office
- A parent will be contacted for pick-up

Before returning to school:

- The student must be treated appropriately
- Evidence of active lice must be resolved

The school may perform a recheck prior to the student returning to the classroom.

Parents are asked to notify the school if lice is discovered at home so that appropriate precautions may be taken.

All situations involving head lice will be handled with discretion and respect for student privacy.

Make-Up Work

Students are responsible for completing missed work following an absence.

- For **excused absences**, teachers will provide a reasonable timeframe for make-up work
- For **unexcused absences**, teachers are not required to provide make-up work, but may do so at their discretion

Parents and students should communicate with teachers regarding assignments.

Please note that classroom instruction, discussions, and activities cannot always be fully replicated.

Planned Absences

If a student will be absent for a planned reason:

- Parents should notify the teacher and school office in advance
- Teachers may provide guidance regarding assignments when possible

Instruction will continue as scheduled, and advance work may not be available in all cases.

Tardies

Students arriving after 8:00 a.m. are considered tardy.

Repeated tardiness may result in:

- Missed instructional time
- Disruption to the classroom environment
- Administrative communication

Consistent punctuality supports a positive and productive learning environment.

Early Dismissals

If a student must leave school early:

- A parent must check the student out through the school office
- Early dismissals should be limited to necessary situations

Frequent early dismissals may:

- Impact instructional time
- Disrupt classroom routines

Definition of Absences and Attendance Coding

To ensure consistency in attendance records, the following guidelines are used:

- A **full-day absence** is assigned when a student misses the entire school day
- A **half-day absence** is assigned when a student misses more than three (3) hours of the school day
- Students arriving after 8:00 a.m. and before 11:00 a.m. are marked tardy

- Students arriving at 11:01 a.m. or later are counted as a half-day absence
- Students dismissed between 11:40 a.m. and 2:35 p.m. are counted as an early dismissal
- Four (4) tardies within a nine-week grading period equal one (1) absence
- Four (4) cumulative early dismissals equal one (1) absence

These guidelines ensure accurate attendance tracking and consistency across the Lower School.

Excessive Absences

When absences (excused or unexcused) become excessive:

- The school may request a parent conference
- Academic progress will likely be affected
- Additional documentation may be required

Administrative Discretion

Canton Academy reserves the right to make decisions regarding student attendance, health, and safety based on individual circumstances.

Additional documentation or procedures may be required to support the well-being of the student and the school community.

Student Health & Daily Procedures

Allergies

Parents must inform the school of any allergies or medical conditions that may affect their child during the school day.

For students with severe allergies:

- Parents must provide written documentation
- Necessary medications (e.g., EpiPen) must be provided to the school
- Instructions for use must be clearly communicated

Teachers and staff will take reasonable precautions to support student safety; however, parents are encouraged to partner with the school by reinforcing awareness and safety practices.

Medication Administration

Medication will not be administered without parental consent.

- All medication must be:
 - Clearly labeled with the student's name
 - Include dosage and timing instructions
- Prescription medication must be in the original container with pharmacy label

Medication should be delivered to the school nurse or office staff.

Students may not carry medication in backpacks, unless specifically authorized.

Illness and Return to School

Students who exhibit symptoms such as fever, vomiting, or diarrhea will be sent to the office, and parents will be contacted for pick-up.

Students who leave school due to illness must remain home for **24 hours symptom-free without medication** before returning to school.

Lice

Students found to have lice will be sent home and may return once properly treated and cleared according to school guidelines.

Health and First Aid

A school nurse is on duty during designated hours.

- Basic first aid supplies are available in the school office
- Parents will be contacted in the event of illness or injury

In cases requiring immediate medical attention:
Revised July 2026

- Emergency services will be contacted
- Parents will be notified immediately

Lunch and Snack Guidelines

Lunch is offered daily through Canton Academy. Students may also bring lunch from home.

- Lunches must be prepaid through the student's MYCA account
- Students without available funds will not be allowed to charge meals
- No cash is accepted in the cafeteria

Parents are encouraged to provide healthy lunches and snacks, while being mindful of students with allergies in the classroom. Teachers may provide additional guidance regarding appropriate snack choices.

Food, Drinks, and Gum

To support a healthy and focused learning environment:

- Chewing gum is not permitted
- Food and drinks may be consumed:
 - In the cafeteria
 - In classrooms only with teacher permission

Water Bottles

- Students may bring clear water bottles with lids, labeled with the student's name
- Water bottles must contain water only.

Permitted Beverages

- Milk or juice may be included with lunch
- Sodas, sports drinks, and other beverages are not permitted during the school day
- Students in K3–4th grade may only purchase water, milk, or juice
- 5th and 6th grade students, as part of their privileges, may purchase additional beverages during lunch only

Toilet Training (K3–K4)

All students enrolled in K3 and K4 must be fully toilet trained prior to the start of the school year.

Students are expected to:

- Independently communicate the need to use the restroom
- Manage clothing with minimal assistance
- Demonstrate age-appropriate independence in restroom routines

Each student must have a complete change of clothes stored in their tote bag, including:

- A Canton Academy-approved collared shirt with visible logo
- Uniform bottoms
- Underwear
- Socks

Clothing should be labeled with the student's name and placed in a sealed bag.

Accidents at School

While occasional accidents may occur, the following procedures will be followed:

For urinary accidents:

- School staff will assist the student with changing clothes up to three (3) times during the first month of school
- After three (3) accidents, parents may be contacted to come to school to assist their child

For bowel accidents:

- Parents will be contacted each time and asked to come to school to change their child

Ongoing Concerns

If accidents continue:

- The teacher will communicate with parents regarding patterns and concerns
- A conference may be scheduled with the Lower School Principal

If a student experiences repeated accidents that indicate a lack of readiness:

- The school may require a temporary absence of up to two (2) weeks to allow for continued toilet training at home
- A plan for return will be discussed with the family

Readiness for School

Students must demonstrate readiness for the classroom environment, including independent toileting skills.

If concerns persist, the school will partner with parents to determine the most appropriate next steps to support the child's success.

PRESCHOOL DISCIPLINE (K3–K4)

Philosophy of Discipline

In the preschool years, discipline is primarily focused on **teaching, guiding, and nurturing** young children as they learn appropriate behavior.

At Canton Academy, we recognize that K3 and K4 students are in the early stages of developing self-control, social awareness, and the ability to follow directions. Our goal is to create a safe, loving, and structured environment where children can grow emotionally, socially, and spiritually.

Teachers approach discipline with **patience, consistency, and grace**, helping students begin to understand right from wrong. As Scripture teaches, *“Train up a child in the way he should go...”* (Proverbs 22:6, ESV), we view each moment of correction as an opportunity to guide and shape a child’s heart.

Behavior Expectations

Preschool students are learning to develop the ability to:

- Follow simple directions
- Use kind words and actions
- Keep hands and feet to themselves
- Participate appropriately in classroom activities
- Transition between activities with guidance
- Begin developing self-control

Language and Speech Expectations

Students are expected to use **appropriate, respectful, and kind language** at all times.

The use of:

- Profanity or vulgar language
- Inappropriate or suggestive words or phrases
- Language intended to harm, shock, or disrupt others

is **not permitted at Canton Academy**.

At this age, students may not always understand the meaning of the words they use. Teachers will respond with **immediate correction and guidance**, while partnering with parents to reinforce appropriate language at home.

Repeated concerns or the use of inappropriate language will result in parent communication and administrative involvement.

Discipline Procedures

Discipline in K3–K4 is handled in a **developmentally appropriate and supportive manner**, with an emphasis on teaching rather than punishment.

Revised July 2026

Classroom Guidance and Redirection

Teachers will:

- Redirect behavior
- Model appropriate responses
- Provide clear, simple instructions
- Reinforce positive behavior

Continued Guidance and Parent Communication

If a child experiences ongoing difficulty:

- The teacher may communicate with parents (informally or formally)
- Teachers and parents will work together to support the child

Disciplinary Report

If a pattern of behavior persists after classroom interventions:

- A **Disciplinary Report** may be sent home
- The purpose is to inform parents and encourage partnership
- The report should be signed and returned the following school day

Administrative Support

In cases where additional support is needed:

- The Lower School Principal may become involved
- A parent conference may be requested

Serious Behavior and Additional Support

While discipline in K3–K4 is focused on teaching and guidance, certain behaviors may require additional attention and support.

These behaviors may include:

- Physical aggression (hitting, kicking, biting)
- Repeated unkind or inappropriate language
- Behavior that disrupts the safety of the classroom

In these situations:

- The teacher will communicate promptly with parents
- Additional supervision and support strategies may be implemented
- A conference with the Lower School Principal may be requested

Our goal in addressing these behaviors is to support the child's development, ensure the safety of all students, and partner closely with families to guide growth.

Repeated concerns may result in a discussion regarding readiness for the classroom environment.

Note: Due to the developmental age of preschool students, disciplinary approaches are individualized and handled with careful consideration.

Restorative and Teaching Approach

At this age, discipline is centered on helping children:

- Understand appropriate and inappropriate behavior
- Practice making better choices
- Learn to express emotions appropriately
- Begin to repair relationships (simple apologies, guided interactions)

Teachers provide **hands-on guidance and coaching** to help students grow in these areas.

Parent Partnership

Strong communication between school and home is essential in the preschool years.

Parents can expect:

- Gentle, timely communication regarding concerns
- Opportunities to partner with teachers
- Encouragement and support as children develop new skills

Administrative Discretion

Canton Academy reserves the right to determine appropriate responses to behavior based on the individual needs of each child and the specific situation. Due to the developmental nature of preschool students, disciplinary steps may be adjusted as needed.

STUDENT EXPECTATIONS & GENERAL CONDUCT

Philosophy of Student Conduct

At Canton Academy, we seek to develop students who demonstrate Christ-like character in their words, actions, and attitudes. Student conduct is an important part of our mission to *nurture hearts and challenge minds in a Christian environment*.

We believe that expectations should be clear, consistent, and rooted in Biblical principles. Students are encouraged to make wise choices, take responsibility for their actions, and treat others with kindness and respect.

“Whatever you do, work heartily, as for the Lord...” –Colossians 3:23 (ESV)

General Behavior Expectations

All Lower School students are expected to:

- Show respect to teachers, staff, and peers
- Follow directions promptly and with a positive attitude
- Use kind and appropriate language
- Keep hands, feet, and objects to themselves
- Demonstrate self-control in all areas of the school day
- Care for school property and personal belongings
- Participate appropriately in classroom and school activities

These expectations apply in all school settings, including classrooms, hallways, playgrounds, cafeteria, chapel, and school events.

Christian Character and Conduct

Students are encouraged to reflect Biblical values in their daily behavior.

This includes:

- Treating others with kindness and compassion
- Demonstrating honesty and integrity
- Showing respect for authority
- Practicing forgiveness and reconciliation when conflicts arise

Teachers and staff will guide students in understanding how their actions reflect their character and their relationship with others.

Respect for Others

Students are expected to contribute to a positive and supportive school environment.

Behaviors that are not acceptable include:

- Disrespect toward teachers or peers
- Unkind words or actions

- Disruptive behavior that interferes with learning
- Physical aggression (hitting, pushing, etc.)

All students should feel safe, valued, and respected at school.

Parties and Invitations

Class parties are coordinated by room parents in communication with the classroom teacher.

Invitations may not be distributed at school unless all students in the class are invited, or all boys or all girls are included.

School Rules and Procedures

Students are expected to follow all school rules and procedures, including:

- Classroom expectations
- Arrival and dismissal procedures
- Cafeteria and playground rules
- Dress code and uniform guidelines

Following established procedures helps maintain a safe and orderly environment for all students.

Responsibility and Preparedness

Students are expected to come to school prepared each day.

This includes:

- Bringing necessary materials and assignments
- Completing homework and classwork
- Being ready to learn and participate

As students progress through the Lower School, increasing independence and responsibility are expected.

Technology Expectations

Canton Academy emphasizes face-to-face interaction, engagement in learning, and appropriate use of technology.

- Personal electronic devices, including **cell phones and smart watches, are not permitted in the Lower School**
- Students may only use school-approved technology under teacher supervision

Student Office Phone Use

If a student needs to contact a parent, the school office will assist using the office phone.

Personal devices, including cell phones and smart watches, are not permitted in the Lower School.

Book Bags

Rolling book bags are not permitted.

Partnership with Parents

Canton Academy values strong partnerships with parents in shaping student behavior and character.

Parents are asked to:

- Support school expectations and policies
- Reinforce appropriate behavior at home
- Communicate respectfully with teachers and staff
- Partner with the school when concerns arise

Administrative Discretion

Canton Academy reserves the right to address student behavior and conduct based on the individual circumstances of each situation. Expectations and consequences may be adjusted as needed to support student growth and maintain a positive school environment.

PARENT–SCHOOL COMMUNICATION

Philosophy of Communication

Canton Academy values **clear, consistent, and respectful communication** between school and home. We believe that strong communication builds trust, strengthens relationships, and supports student success.

Our goal is to foster a partnership with parents that reflects our mission to *nurture hearts and challenge minds in a Christian environment*. Communication should always be approached with **grace, professionalism, and a shared commitment to the well-being of each child**.

“Let your speech always be gracious, seasoned with salt...”—Colossians 4:6 (ESV)

Primary Means of Communication

Communication between teachers and parents may occur through:

- Email (including weekly Panther Post email)
- Phone calls
- Written notes or forms (including Weekly Newsletters and Behavior Reports)
- Scheduled conferences
- School communication platforms (FACTS, newsletters, etc.)

Parents are expected to check email and school communication platforms regularly to stay informed.

Teacher Communication with Parents

Teachers will communicate with parents regarding:

- Academic progress and concerns
- Behavioral patterns or concerns
- Significant changes in student performance
- Classroom updates and important information

Teachers strive to communicate in a **timely and proactive manner**, especially when concerns arise.

Parent Communication with Teachers

Parents are encouraged to communicate with teachers when:

- They have questions about their child’s academic progress
- They have concerns about behavior or social interactions
- They need clarification regarding classroom expectations or policies

Parents should initiate communication through **email or by contacting the school office to schedule a conference**.

Response Time Expectations

Teachers strive to respond to parent communication in a timely and professional manner. Parents can generally expect a response within:

- **24 hours on school days**

Teachers are actively engaged in instruction and student supervision throughout the school day; therefore, responses will typically occur **before or after the school day**.

Canton Academy values the importance of rest and family time for both students and faculty. As a result, **teachers are not expected to respond to communication during evenings, weekends, or school holidays**. Messages received outside of school hours will be addressed on the next school day.

We appreciate your understanding as our teachers balance their commitment to students with their personal and family responsibilities.

Communication Protocol

To ensure effective and respectful communication, Canton Academy follows this protocol:

1. **Teacher First**
Parents should first address questions or concerns directly with the classroom teacher.
2. **Administrative Support**
If a concern is not resolved, parents may contact the Lower School Principal for further assistance.
3. **Partnership Approach**
All communication should reflect a spirit of cooperation, respect, and shared responsibility.

Conferences

Parent-teacher conferences may be:

- Scheduled at designated times during the school year
- Requested by teachers or parents as needed

Conferences provide an opportunity for in-depth discussion of a student's academic progress, behavior, and overall development.

Communication Regarding Discipline

Communication related to student behavior will follow the Lower School discipline procedures:

- Teachers will communicate early concerns when patterns begin to develop
- A **Discipline Report** will be sent home when formal documentation is needed
- Parents may be contacted for conferences if concerns persist or escalate

The goal of all communication regarding discipline is to promote **understanding, consistency, and growth.**

Confidentiality and Professionalism

All communication between school and home should be:

- Respectful and constructive
- Focused on the individual student
- Handled in a confidential manner

Concerns regarding other students will not be discussed due to privacy considerations.

Parent Partnership

Canton Academy values the role of parents as partners in their child's education. We ask that parents:

- Support school policies and decisions
- Reinforce expectations at home
- Communicate respectfully with faculty and staff
- Model Christ-like behavior in all interactions

Administrative Discretion

Canton Academy reserves the right to determine appropriate communication procedures based on the nature of a situation. In certain circumstances, administration may become involved in communication earlier in the process when deemed necessary.

ARRIVAL & DISMISSAL PROCEDURES

Philosophy of Arrival and Dismissal

Arrival and dismissal are important parts of the school day and serve as key touchpoints for interaction with students and families. Canton Academy is committed to providing a **safe, orderly, and welcoming environment** during these times.

Parents play an essential role in helping ensure that arrival and dismissal procedures run smoothly and efficiently for all students.

“Let all things be done decently and in order.” 1 Corinthians 14:40 (ESV)

Morning Arrival

Please note that traffic in front of the Lower School building is **one-way, moving from west to east**. All vehicles must follow the designated traffic pattern at all times.

- Morning arrival begins at **7:15 a.m.**
- Assisted drop-off is available until **7:55 a.m.**
- Students should arrive **on time and ready to begin the school day**
- Students should not be dropped off prior to 7:15 a.m., as supervision is not available before that time
- Students must exit vehicles from the **passenger side only** for safety
- During morning arrival, all students should be dropped off through the car line
- **Parents should not park and walk students into the building during arrival**

To assist with efficiency:

- Students should be **unbuckled and ready to exit the vehicle** upon arrival
- Parents should remain in their vehicles during drop-off
- Staff members will assist students as they exit vehicles
- Vehicles should remain in a **single-file line** next to the sidewalk for unloading and loading
- Parents should not ask teachers on duty to relay messages to classroom teachers. All communication should follow established communication procedures.

In situations where a student is unwilling or hesitant to exit the vehicle:

- Parents are asked to **pull forward, park, and walk the student to the staff member at the sidewalk**
- For the safety of students and staff, **staff members will not remove a student from a vehicle**

While students are encouraged to separate at the designated drop-off point, we understand that occasional assistance may be needed. In these cases, parents may walk students to the sidewalk to support a calm and successful transition. Please separate from your child at the sidewalk near the drop-off zone.

Tardy Arrival

- The school day begins at **8:00 a.m.**
- Students arriving after 8:00 a.m. are considered **tardy**

If a student arrives after 8:00 a.m.:

- A parent must **escort the student into the school office**
- The student will be signed in before going to class

Prompt arrival helps ensure a positive and uninterrupted start to the day. Students arriving late miss important instructional time and should arrive promptly each day.

If you arrive during Morning Announcements (8:00-8:10), please wait patiently at the door until announcements are concluded before ringing the bell for entry.

Afternoon Dismissal

- Dismissal begins at **2:45 p.m.**

Canton Academy uses a **car rider number system** to ensure safe and efficient dismissal:

- Each family is assigned a **car rider number**
- Car rider numbers should be **clearly displayed during pick-up**
- Staff members will call students for dismissal based on car rider numbers

Pick-Up Procedures

To ensure safety and efficiency:

- Parents should follow the designated traffic pattern
- Car rider numbers must be visible to staff members
- Students will only be released to authorized individuals
- For student safety, photo identification may be required when picking up a student
- For efficiency, parents are asked to pull forward before securing students in car seats.

For the safety of all students:

- Changes to dismissal plans should be communicated to the school **before 2:30 p.m. (or prior to the start of dismissal procedures)**
- Students will not be dismissed based on last-minute or unclear communication
- In addition to being on the pick-up list, parents should send a signed note or email to the teacher or the front office if someone other than themselves is picking up the student. This is to prevent misunderstandings and is for students' protection.

Early Dismissal

If a student must leave school early:

- A parent or authorized adult must **check the student out through the school office**
- Identification may be required
- Students must be checked out in the office by 2:30 p.m. or must wait until 2:45 p.m. dismissal and follow usual dismissal protocols

Parents should avoid early dismissals whenever possible, as they interrupt instructional time.

(Note: Early dismissals are tracked and will convert to absences on the fourth early dismissal as outlined in the Attendance section.)

Late Pick-Up

- Students should be picked up promptly at dismissal time
- At **3:15 p.m.**, students not picked up will be sent to **Aftercare**

Additional supervision or fees may apply in accordance with school policy.

Aftercare

Aftercare is available for students who are not picked up during regular dismissal time.

- Aftercare begins at **3:15 p.m.** for students not picked up at dismissal
- Parents should ensure students are picked up promptly from aftercare

Please contact the office for more information regarding Aftercare. Aftercare is a supervised program, and all policies associated with Aftercare will apply once a student is checked in.

Safety and Supervision

The safety of students is a top priority during arrival and dismissal.

Parents are asked to:

- Follow all traffic and safety guidelines
- Drive cautiously on campus
- Be patient and courteous to staff and other families
- Remain in designated areas during arrival and dismissal

Failure to follow procedures may result in administrative intervention.

Visitors

Visitors are welcome at Canton Academy; however, all visitors must report to the school office upon arrival and follow all check-in procedures.

Revised July 2026

Administrative Discretion

Canton Academy reserves the right to adjust arrival and dismissal procedures as needed to ensure the safety and efficiency of all students. Families will be notified of any changes when applicable.

LOWER SCHOOL UNIFORM GUIDELINES (K3–5th Grade)

Philosophy of Dress Code

The Canton Academy uniform policy is designed to promote a neat, modest, and consistent appearance that supports a positive learning environment.

Students are expected to take pride in their appearance and represent the school well at all times.

“Let your adorning be the hidden person of the heart...” –1 Peter 3:4 (ESV)

Uniform Provider

Canton Academy partners with **Zoghby Uniform** as the official provider of Lower School uniforms.

All students are expected to wear **approved uniform items purchased through Zoghby Uniform**. The Zoghby website includes approved uniform pieces by grade level from which to choose.

General Uniform Expectations

Students are expected to:

- Be in full uniform each school day
- Wear clothing that is **clean, neat, and in good condition**
- Wear uniforms as intended (appropriate fit and length)
- Avoid substituting non-uniform items for approved pieces

UNIFORM REQUIREMENTS BY CATEGORY

Tops

Students must wear approved Zoghby uniform tops, which may include:

- Polo shirts (short or long sleeve)
- Approved button-down shirts (if applicable)

Guidelines:

- Shirts must be **appropriately sized**
- Shirts should be worn **neatly and as designed**
- **Boys in grades 1st–6th are required to keep shirts tucked in at all times during the school day**
- **Boys in grades 1st–6th must wear a solid black or brown belt when wearing uniform bottoms designed for belts**
- Students in K3–K5 are encouraged to maintain a neat appearance; however, occasional assistance with uniforms is expected at these grade levels
- Undershirts, if worn, should be **solid and not visible beyond the uniform shirt**

Bottoms

Students must wear approved Zoghby uniform bottoms, which may include:

- Pants
- Shorts
- Skirts or skorts
- Jumpers (as applicable)

Guidelines:

- Bottoms must be **appropriate in length and fit**
- Shorts, skirts, and skorts should be modest and allow for comfortable movement
- Pants and shorts should be worn at the waist
- **Boys in K3–K5 must wear approved Zoghby pull-on pants or shorts only**
- Boys in grades 1st–5th should wear uniform bottoms designed to be worn with a belt, as applicable

Footwear

- Students must wear **closed-toe shoes** at all times
- Shoes must be appropriate for daily school activities, including recess and Physical Education

Not permitted:

- Sandals
- Crocs (including “sport mode”)
- Open-toe or open-heel shoes

Socks and Legwear

6. Socks must be worn daily
7. Socks must be **plain and solid in color: black, white, or gray**
8. **Small logos are acceptable**

If tights or leggings are worn:

- They must be **solid black in color**

Grooming, Accessories, and Appearance

Students are expected to maintain a neat, clean, and appropriate appearance that supports a positive and distraction-free learning environment.

Hair

- Hair should be **clean, well-groomed, and styled in a manner that does not disrupt the learning environment**
- Hair color should be **natural in appearance**
- Hairstyles that are extreme, distracting, or draw undue attention are not permitted

Accessories

- Accessories should be **simple, appropriate, and not distracting**

Girls

- Earrings may be worn; however, **only small stud earrings are permitted**

Boys

- **Necklaces are not permitted**, as they may present a safety concern during daily activities such as recess and Physical Education

Not permitted:

- **Hoop or dangling earrings**, as they may present a safety concern during daily activities such as recess and Physical Education
- Large or excessive accessories that may be distracting or unsafe

Tattoos and Body Markings

- **Temporary tattoos, fake tattoos, and body markings are not permitted**
- Students will be asked to remove such markings

Outerwear

- Only **approved Zoghby uniform outerwear** may be worn inside the building during the school day

- Non-uniform jackets, coats, hoodies, or sweatshirts may be worn:
 - **To and from school**
 - **Outdoors during recess or dismissal**
- **Non-uniform outerwear (including hoodies and sweatshirts) must be removed upon entering the building and may not be worn during the school day**
- Sweatshirts or jackets worn inside classrooms, hallways, or other indoor spaces must be **approved uniform outerwear**

Field Trip Attire

Students are expected to represent Canton Academy in a neat and consistent manner during all off-campus activities.

- Students must wear **khaki uniform bottoms and a solid black shirt or top** for all field trips
- This dress requirement is used for **student identification, safety, and consistency** during off-campus activities
- No substitutions or alternate attire will be permitted unless specifically communicated by the school

Students who are not in proper field trip attire may be required to correct the issue prior to departure.

Dress Down Days

Dress Down days are a privilege that may be permitted occasionally during the school year (typically on Fridays).

K3-K5

Students may wear any color **Canton Academy shirt, sweatshirt, or t-shirt** with approved Zoghby uniform bottoms and uniform-compliant socks and shoes. All other uniform guidelines apply.

Grades 1-5: Students may wear jeans with **no holes, rips, tears, or stains** or approved Zoghby uniform bottoms with any color Canton Academy **shirt, sweatshirt, t-shirt, or top**. All other uniform rules apply.

Holiday and special event dress down days and guidelines will be communicated throughout the school year.

Pep Rally Attire

On Fridays during football season, the Lower School will attend high school pep rallies.

Students may follow dress down guidelines and may also wear:

- Canton Academy cheer uniforms
- Canton Academy football jerseys

No other costume-style attire is permitted.

Students may add **theme-appropriate accessories for the pep rally only**, as appropriate.

Administrative Discretion

Canton Academy reserves the right to determine appropriate dress and appearance. Administration may make decisions regarding any attire, grooming, or accessories that are deemed distracting, unsafe, inappropriate, or inconsistent with school standards.

Handbook Acknowledgment

Canton Academy reserves the right to revise and update this handbook as needed. Families will be notified of significant changes when applicable.

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)			

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)			

	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)			

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			

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)			

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)			

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)			

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)			

Please list any additional information you would like considered:

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



2026-2027 Canton Academy Athletic Policies & Handbook

Introduction

Canton Academy recognizes that athletics play a vital role in student growth and development. Our athletic program is designed to promote responsibility, cooperation, leadership, discipline, commitment and integrity. Participation in athletic activities also allows our student-athletes to experience the values of teamwork, respect and good sportsmanship along with being positive role models and developing healthy lifestyles.

All CA athletic programs are held to Canton Academy's high standard of excellence. The commitment to excel will always be a priority for our program, but our most important benchmark for success will be to develop student-athletes who will be prepared to face the challenges of life both now and in the future.

The goal for the Canton Academy athletic department is to provide each student-athlete with the opportunity to maximize his or her athletic skills and talents and have a very positive experience in the process. CA athletics play a very integral part in promoting a positive school climate by teaching lifetime values and developing leadership skills.

Obviously, this handbook cannot cover every instance that will occur during day-to-day activities of the athletic program, but it represents a good faith effort to inform all of those involved about the guidelines that will govern their participation. A student who chooses to participate in the Canton Academy athletic program is voluntarily making a choice through cooperation, self-discipline and commitment to put the program or team above their personal goals or ambitions. Participation in the athletic program is a privilege and not a right and it should be treated as such.

Please use this handbook as a resource for both student-athletes and parents to better understand the guidelines, policies and expectations of Canton Academy athletics. We believe that participation in athletics provides a wealth of opportunities and experiences that will prove to be beneficial to everyone involved both now and, in the years to come.

Goals & Objectives

- To expect all student-athletes, coaches, administrators and parents to demonstrate a positive image for Canton Academy.
- To strive for excellence that will produce quality teams and develop good sportsmanship and personal growth for the student-athlete.
- To provide student-athletes with the opportunity to participate as a team member to achieve team goals and in the process learn the importance of cooperation and teamwork.
- To encourage academic and athletic achievement by emphasizing the importance of dedication, self-discipline, sacrifice and time management.
- To provide an environment that allows student-athletes to achieve realistic individual goals within the framework of the team.
- To maximize the opportunities for player development through proper instruction, practice and encouragement.
- To develop an appreciation for athletics that promotes lifelong participation and healthy lifestyles.
- To provide an atmosphere that allows student-athletes to be humble in victory and gracious in defeat.

Code of Good Sportsmanship

- Total team effort.
- Promote the ideals of good sportsmanship, ethics and integrity.
- Cheer for the Panthers, not against the opposition (this includes signs).
- Respect officials and their decisions. Games wouldn't be played without them.
- Win with humility (without boasting); lose with grace (without excuses or finger pointing); do both with dignity.
- Demonstrate respect for opposing fans, coaches and team members.
- Realize that a ticket is a privilege to attend an athletic competition and support Canton Academy activities, not a license to verbally assault others or be generally obnoxious.
- Good sportsmanship should be contagious.
- Self-control is a virtue.
- Be an exemplary role model by positively supporting and encouraging Panther team members and their coaches. Have fun promoting our teams.
- Be a fan not a fanatic!
- Make good sportsmanship a conscious priority. It is simply the right thing to do.
- Do unto others as you would have others do unto you.

Athletic Offerings

- Baseball
- Basketball
- Cheer
- Clay Shooting
- Cross Country
- Fast Pitch softball
- Football
- Golf
- Swimming
- Tennis
- Track

Expectations for Student-athletes, Coaches and Parents

Expectations for Student-athletes

- Adhere to all school and athletic policies.
- Always represent the school with high character and good sportsmanship.
- Treat all coaches, sponsors and opponents with respect.
- Respect officials and accept their decisions without argument or gesture.
- Academic performance is your primary responsibility.
- Always exercise self-control and set a positive example for others to follow.
- Respect all team members, and do not participate in any activities that could be interpreted as hazing. Hazing will not be tolerated. Suspending removal from the team at Athletic Director and Head of School discretion.
- Class attendance is expected both the day of and after the competition.
- Athletic participation is not an excuse for being tardy the day following competition.
- Student-athletes should hold themselves personally accountable for their behavior and accept the positive or negative consequences of those actions.
- Return all equipment issued by the athletic department.
- Report any injury to the coach or trainer.

Expectations for Coaches

- Provide for the safety of the student-athlete.
- Encourage academic achievement and periodically monitor student-athlete grades.
- Teach the skills necessary for player development.
- Set an example of the highest ethical and moral conduct.
- Teach and exhibit good sportsmanship and respect for officials.
- Be role models for honesty, loyalty and integrity.
- Be organized, efficient and prompt.
- Be supportive of sharing athletes and support all athletic programs.

- Implement any needed discipline for infractions within the athletic program.
- Take proper care of facilities and equipment.
- **Communicate with students and parents regarding expectations, responsibilities, schedules, etc.**
- Supervision: All coaches must supervise their athletes during the assigned time.

Expectations for Parents

- Enthusiastically support and encourage your child, their team and their coaches.
- Maintain a positive attitude regardless of whether your team is winning or losing.
- Always exhibit good sportsmanship.
- Respect officials and respect their decisions.
- Refrain from coaching or instructing your child at contests or at team practices.
- Respect the judgement and strategy of the coach, and do not criticize players or coaches after a loss.
- Follow the Student Handbook policies for addressing any issues with coaches.

Conflict Resolution: Protocol

Our goal at Canton Academy is to provide a positive experience for every athlete and family. Unfortunately, there will be times when an athlete or parent may have concerns during the season. If the need arises, then please use the following protocol:

- The student-athlete should take his/her concern to the coach in a scheduled meeting environment.
- If the meeting does not result in a satisfactory resolution, then the parents and the athlete should request a meeting with the coach. This meeting should be held at a mutually agreed upon time and place with the Athletic Director present in the meeting.
- If the concern remains after this meeting, then the parents may request a meeting with the Athletic Director, coach and Head of School.
- Appropriate Concerns to Discuss with the Coach include: the mental and physical treatment of your child; what your child needs to do to improve; concerns about your child's attitude or behavior.

Playing Time

The athletic philosophy at Canton Academy is to play as many players as possible in each contest. The individual's ability level, attitude, work ethic and the team's specific needs or game situation will determine playing time. Playing time is a decision reserved for the head coach in each sport and will not be discussed with parents.

Practices and Games

All athletes at Canton Academy are expected to attend all practices and games throughout the season. A season extends from the first day of the activity until the last game is completed. It is vital and expected that the athlete, and the parent, if necessary, communicate any vacation plans or other situations that may require the athlete to miss practices to the coach well ahead of time. When parents and student-athletes choose to take family vacations or trips during a sports season, then it must be understood that the time missed by the student-athlete may affect team performance and team chemistry. Those student athletes who miss practices or competitions can and likely will have their playing time adjusted.

School sport participation must take precedence over other non-school related activities in which the student-athlete may be involved. If the student-athlete misses a practice, game or just is not able to perform up to their potential due to their participation in non-school sponsored activities, then the coach and the Athletic Director should decide appropriate actions.

Physicals and Injuries

Physicals

All student-athletes must have a current physical on file in the athletic office before any athletic participation is allowed. Physicals are valid for one (1) calendar year. Under no circumstances is any student-athlete allowed to practice or participate without a completed physical.

Injuries

As with all physical activity, there is always a risk of injury when participating in athletics. Any athlete who becomes injured in practice and/or a game should immediately report the injury to the coach for further evaluation. The coach will then contact a trainer or school nurse if necessary for further evaluation and/or treatment.

Uniforms and Equipment

Uniforms and equipment purchased by the athletic department are considered property of Canton Academy. Uniforms in all sports are purchased on a rotation basis according to need, and it is important that the players take proper care of the uniforms that have been issued for that season. Damage to uniforms due to normal wear and tear will be the responsibility of the athletic department. However, for any uniform that is lost or damaged in a manner that is not a result of competition, then the student-athlete will be responsible for the cost of replacement. All uniforms and equipment purchased by Canton Academy must be returned to the athletic department at the conclusion of the season. Failure to return uniforms or equipment will result in the student-athlete being assessed a fee to cover the replacement cost.

It is necessary that some apparel and/or equipment be purchased by the athlete for a particular sport. Every effort is made to keep those costs to a minimum. Some items for purchase are optional and some are mandatory depending on the sport. Anything purchased by the student-athlete is his/her personal property.

Athletic Transportation

The athletic department will make all travel arrangements for the team and team personnel. Student-athletes who participate in athletic events off campus shall be required to travel in transportation provided by the school to and from the event. Exceptions may be made if the athlete's parent requests that the student-athlete be allowed to ride home with the parent after a contest. This should be done in the form of a written request and should be approved by the head coach in advance.

Some athletic contests scheduled in the metro area may allow student-athletes to use private vehicles for transportation to and from the event with approval from the coach. Canton Academy will not be held liable for any injuries, accidents or harm that may occur when personal vehicles are used for transportation to and from athletic events.

Inclement Weather

The safety of the student-athlete will always be the priority in the event of inclement weather. School cancellation does not necessarily mean that athletic events scheduled for that day or evening will be cancelled as well. The athletic department will distribute the appropriate information once a decision is made.

Athletic Facility Use

The proper care of athletic facilities at Canton Academy is the responsibility of each coach and athlete. Damage done to any equipment or facility should be reported to the athletic director. No student is allowed access to any of the athletic facilities without proper approval and/or adult supervision.

Quitting

Once a student-athlete makes a commitment to a team, then quitting a sport is highly discouraged. If a student-athlete does choose to quit after the season has started, then he/she will not be allowed to participate in another sport until the season of the first sport has ended.

Athletic Dismissals

Early dismissals for athletic competition will be necessary from time to time. According to MAIS rules and regulations, student-athletes are only allowed one early dismissal per week per sport.

Absences Due to Extracurricular Practice and Competition

Students will not be allowed to take part in any school-sponsored extracurricular competition, event, or practice if absent from classes the entire day of such activity. Absences or tardies for the day following the extracurricular event can be excused by the Head of School. In addition, students who are habitually unable to attend school or who are tardy to school the day following an extracurricular event, will, for the sake of their health and academic achievement, be dropped from participating in such activities.

Students leaving campus, including for school-sponsored activities, will take all scheduled tests that day before leaving campus. When extracurricular activities remove a student from the school day, then the previously assigned work in all classes is due before the student leaves campus. Assignments assigned during classes the student missed should be completed and turned in on time.

Eligibility

Canton Academy offers a wide range of athletic activities. All students are encouraged to participate regardless of ability, and every reasonable effort is made to allow students to participate in multiple activities.

Athletes must meet academic eligibility requirements set by the MAIS and Canton Academy. In addition, athletes are expected to exemplify positive leadership in the area of behavior throughout the school year. Student Athletes must maintain their academic responsibilities throughout the academic calendar to maintain their eligibility to participate in athletics and extracurricular activities.

Canton Academy Athletic Eligibility (Student Handbook)

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, grades will be checked every three weeks and if a student is back to good standing they will be immediately eligible. A student may regain eligibility with less than two failing grades at the end of the third nine weeks if 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.

Suspension and Detention

Any player serving suspension or detention will also be suspended from practice and scheduled games during that period. There may also be additional penalties administered by the coaches in conjunction with the Athletic Director. Detention will be Wednesday afternoon 3:15-4:15.

Physical Strength and Conditioning

The philosophy of the strength and conditioning department is that each athlete is given the proper training to prevent injury. Athletes will challenge their power, speed, strength, and flexibility. Each athlete will use the safest and most effective programs to reach set goals. Coaches will supervise all weight training. Must be approved by the coach and the coach must be present.

Practice

Specific guidelines concerning practice times and schedules are outlined with each sport. General practice information includes the following:

- Days and times of practice are communicated through individual coaches.
- With prior notice, a coach may call a special practice session.
- Inclement weather does not automatically cancel practice. There are many inside areas where teams can meet.
- There are no scheduled Sunday practices without the permission from the Athletic Director and Head of School.
- Holiday practices are scheduled by the coach and approved through the Athletic Director and should be communicated to the players and the parents in advance.
- The coaches distribute summer practice and weight training information before summer vacations.
- Summer practices for sports that have fall seasons are imperative. Vacations during summer months are expected by the coaches, but missing most of the

team's preseason practices leading up to the season can be hard for an athlete to overcome.

- Summer practices follow MAIS guidelines.
- Please note that parents should pick up students within 15 minutes after practice. Students who have not been picked up after that time are to report to the after-school study.

Game-Day Dress

Athletic teams may wear special “team attire” in lieu of the school uniform but only on days they are participating in an athletic event. All team members must wear the same, identical, approved “team attire” or the entire team may forfeit it’s privilege.

Acceptable “game day” attire consists of the normal school uniform bottoms (khaki shorts or pants for boys and skirts, skorts, or pants for girls, with uniform-compliant shoes) and a “team” top. The team top may be a collared shirt, sweatshirt, or other outerwear. If the “team” top is worn as outerwear, a uniform or team shirt must be worn underneath. All decisions about the selection and wearing of game day attire will be made by the coaches with approval from the Athletic Director.

When students report to games, they should be appropriately attired. Coaches will determine appropriate attire.

Sharing of Athletes

It is the philosophy of the Canton Academy athletic department to not only allow but to encourage student-athletes to participate in multiple athletic offerings during the school year.

National research has shown that student-athletes who participate in multiple sports score higher academically and have better behavior during their playing seasons. Also, most individuals who go on to play at the collegiate level were multi-sport athletes in high school.

If conflicts arise, then it is the responsibility of the coaches to work cooperatively to develop a plan that has the best interest of the student-athlete in mind. At no time should the student-athlete be put in a position to make a decision due to conflicts.

Athletes Participating in Two Seasonal/ Overlapping Sports

In some situations, it is impossible to play two sports in the same season due to conflicting schedules of practices and events. Athletes playing two sports must fulfill the obligations of each team as set by the coaches in order to participate in both.

If an athlete is participating in a sport and another sport in which he/she plans to participate begins prior to the conclusion of the first sport, the athlete's primary responsibility is with the first or seasonal sport. If an athlete is participating in more than one sport, the coaches will work together when practice and/or game schedules conflict for the benefit of the entire athletic program so as not to put the athlete in the middle of the decision.

If conflicts in schedules occur, the coaches, with approval from the Athletic Director, will determine in which activity the athlete will participate.

Athletic Department Discipline

The Canton Academy Athletic Department believes being a member of an athletic team is a privilege. Student-athletes should remain drug, alcohol, nicotine, and tobacco free and always exhibit exemplary behavior. To assist in the administration of this policy, the Athletic Department reserves the right to discipline student athletes that cross these lines of exemplary behavior.

If any athlete is ejected from a game:

First Offense: consequences will be at the discretion of the Athletic Director and Coach

Second Offense: suspended for one game and, if needed, additional consequences at the discretion of the Athletic Director and Coach

Third Offense: suspended for the remainder of the current sports season

This is for the Athletic Calendar beginning in July through May; the number of offenses follow a player throughout the athletic calendar

Concession Stand

All parents/guardians of students participating in any athletic program will be required to work your assigned concession stand shift(s) throughout the course of the year. Date and times will be assigned by the Black and Gold Club (formally known as the Booster Club) prior to each in-season sport. It is the responsibility of the parent/guardian to find a replacement for their slot if they are not available to work at their designated time.

Join the Canton Academy Black & Gold Club!

We are excited to invite you to become a member of the Canton Academy Black & Gold Club (formerly known as the Booster Club)!

The Black & Gold Club plays an important role in supporting our students, teachers, coaches, and school programs throughout the year. By becoming a member, you are investing in the continued success of Canton Academy while helping create an outstanding experience for our students and families.

Membership Benefits

Annual Membership: \$125

Your membership includes:

- A \$50 voucher to Bandwagon Sports
- \$35 in concession stand meal tickets
- The opportunity to make a lasting impact on our school community

Get Involved

Membership is more than just a donation—it's an opportunity to serve alongside other CA families. We encourage members to volunteer by:

- Working the chain gang during football games
- Cooking for the concession stand
- Working in the concession stand
- Assisting with event setup
- Helping promote Canton Academy throughout our community

As a thank-you for volunteering, members who sign up to work the chain gang or a concession stand shift will receive free admission to the game during their volunteer assignment.

Our school thrives because of the dedication of our families. Whether you can volunteer once or throughout the year, every contribution makes a difference.

We hope you will join the Black & Gold Club and become an active part of supporting Canton Academy. Together, we can continue to provide exceptional opportunities for our students while building an even stronger school community.

Thank you for your continued support of Canton Academy. We look forward to serving alongside you this school year!

APPENDIX

#1 Drawdown Ticket Policy

Families of Students that are enrolled at Canton Academy will be required to sell or buy three Drawdown Tickets (\$100 each) per year. The Drawdown Tickets are a vital part of funding for many different academic, athletic, and facility improvements. Student accounts will be charged with \$300 if tickets are not sold. If fees are not paid the student will not be allowed to re-enroll the following school year.

#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.

#11 Concession Stand Policy

All parents/guardians of students participating in any athletic program will be required to work your assigned concession stand shift(s) throughout the course of the year. Date and times will be assigned by the Black and Gold Club, formally known as the Booster Club, prior to each in-season sport. It is the responsibility of the parent/guardian to find a replacement for their slot if they are not available to work at their designated time.



July 1, 2026

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,

Jimmy Nix III