**2018-2019**

**Canton Area Elementary School**

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**Student Handbook**

Proud of Our Traditions

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504 and Title VI.

 Canton Area Elementary School does not discriminate in co-curricular activities as to students participating with mental or physical disabilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are all other students. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities

 For information about your rights or grievance procedures, contact Mr. Eric Briggs, at 509 East Main Street, 570-673-3191.This handbook, published by the Canton Area Elementary School, is designed to be used as a reference throughout the year.

 It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because our knowing each other is critical to the welfare of the pupils.

 This handbook and other school publications are updated on a regular basis. Policies, herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

Dear Parents and Guardians:

 Welcome to the 2018-2019 school year! This handbook contains information on the policies and practices of the Canton Area Elementary School. Please read it and discuss the content with your child to ensure a smooth start to the new school year.

 After reading the handbook, please sign and return the last pages in the back of this handbook. Please return it to your child’s teacher to verify that you are aware of the policies and procedures by Friday, August 31.

 A reminder that students who arrive **after 8:18 AM** will be marked tardy. **Walkers should not arrive before 7:55 AM** because there will not be supervision available until that time. Breakfast is served from 7:55 – 8:18.

 A district-wide Open House will be held on Thursday, September 20, 2018 from 6:00-7:30 PM. Everyone is invited to meet the staff and see the schools.

 We look forward to working with you and your child, and we invite you to call or come in with any questions or concerns. Also, please consult the District and School websites at [www.canton.k12.pa.us](http://www.canton.k12.pa.us) throughout the school year for updated information on the district and on the individual schools.

 Sincerely,

 Michael Wells

 Elementary Principal

CANTON AREA BOARD OF EDUCATION

509 EAST MAIN ST.

CANTON, PA 17724

(570) 673-3191

Krista Jennings

Dennis Sourbeer

Mike Herman

Neal Palmer

Judy Sourbeer, President

Bill Holland, Vice President

Ryan Allen, Treasurer

Eric Anderson

J. Scott May

Mr. Mark Jannone, Board of Education Secretary……………….673-3191

Brann, Williams, Caldwell & Sheetz, Solicitor…………………….673-5495

 Board of Education meetings are held the second Thursday of every month with the exception of the December meeting which is held the first Thursday in December. Meetings are held in the High School cafeteria. The public is welcome.

**SCHOOL DIRECTORY**

Mr. Eric Briggs, Superintendent of Schools…………………………………………….…………….……………… 673-3191

Mr. Mark Jannone, School Business Manager………………………………………………………………………. 673-3191

Mr. Michael Wells, Elementary Principal………………………………………………………………………………673-5196

Mrs. Jennifer Wesneski, School Nurse.……………………………………………………………………………… 673-5196

Mr. Dan Coran, Director of Support Services………………………………………………………………………... 673-5196

Mr. Dave Loomis, School Psychologist………………………………………………………………………………..673-5196

Ms. Corrin Rockwell, School Counselor ……………………….…………………………………………….…...…..673-5196

Mrs. Brandie Frye, Principal’s Secretary….………….……………………………………………………………… 673-5196

Mrs. Pam Engel, Elementary Office Secretary ……………………….……………………….……………………. 673-5196

Mrs. Terry Weber, Support Services Secretary …………………….…………………………………….………… 673-3983

Cafeteria Manager……………………. …..…..…….………..………….………..………………………..………… 673-5196

Mrs. Barb Knapp, PTA President....………………….…………………………………….…….……….………… 673-5196

**Canton Area School District**

**Mission Statement**

**Focus on Learning:  Every child, every day, "The Warrior Way!"**

**Canton Area School District**

**Vision Statement**

The vision of the Canton Area School District is to instill in all students the desire to learn for a lifetime in a global society through quality instruction in skills, concepts, and experiences, which promote excellence in leadership, communication, and technology, while valuing community roots.

**TEACHERS AND STAFF**

Kindergarten

Mrs. Beth Cole

Mrs. Katie Parks

Mrs. Cynthia Mitstifer

Mr. Brock Kitchen

Grade 1

Mrs. Trina Beers

Mrs. Rebecca Colton

Miss Claire Waldmeyer

Ms. Wendy Route

Grade 2

Ms. Cindy Dewey

Mr. Cody Martin

Mrs. Jodi Peterson

Mrs. Robin Palmer

Grade 3

Mr. Ryan VanNoy

Mr. Joseph Hollett

Mrs. Kelsey Weed

Grade 4

Mrs. Jaime Fitch

Mrs. Theresa Stimson

Mrs. Yonna Castle

Grade 5

Mrs. Karen Ayres

Mr. Jason Foust

Mrs. Abigail Williams

Grade 6

Mrs. Jenna Boyce

Mrs. Jen Edler

Mrs. Katie Steever

Mr. Craig Route

Special Areas

Ms. Tammy MacWhinnie, Instrumental Music

Ms. Karen Boone, Elementary Music

Miss Courtney Grieve, Art

Mrs. Ashley Pekelnicky, Library

Mrs. Jaimee Pequignot, Phys. Ed

Mrs. Jenn Wesneski, School Nurse

Ms. Corrin Rockwell, School Counselor

Title I Staff

Mr. Jason DeLozier, Reading

Mrs. Sherry Stiner, Math

Mrs. Aneta Anderson, Math Paraprofessional

Mrs. Janie Segur, Reading Paraprofessional

Special Education Staff

Mr. Dan Coran, Director of Support Services

Mr. Dave Loomis, School Psychologist

Miss Deborah Fitzwater, Learning Support

Mrs. Jamie Taylor, Speech

Mr. Devon Weed, Learning Support

Mrs. Rebecca Roof, Learning Support

Mrs. Callie Gensel Learning Support

Mrs. Cindy Black, Gifted Support

Mrs. Talia Roupp, Paraprofessional

Mrs. Joanne O’Hara, Paraprofessional

Mrs. Karen Nelson, Paraprofessional

Mrs. Mindy Tymeson, Paraprofessional

Mrs. Theresa Jannone, Paraprofessional

Mrs. Jenn Wooster, Paraprofessional

Maintenance/Custodial Staff

Mr. Fred Richter

Mr. Steve Turner

Mrs. Sarah Brown

Secretaries

Mrs. Brandie Frye

Mrs. Pam Engel

Mrs. Terry Weber

**TIME SCHEDULE**

Breakfast 7:55 – 8:18

Instruction Begins 8:20

Lunches 10:55 – 1:10

Walkers Dismissed 3:14

Bus Dismissal 3:18

CASD’s RECORDS POLICY

Regulations of the State Board of Education as amended in July 1977, state:

“Each Board of School Directors shall adopt an updated plan for the collection, maintenance, and dissemination of pupil records and submit the same to the Department of Education for approval on or before 1978.”

While recognizing the legitimate needs for the collection and use of the information, the Canton Area School District is aware of the need to insure as much as possible, the rights of privacy of the individual.

Therefore, the school district plan shall contain policies and procedures for the collection, maintenance, release and destruction of educational records. In addition, the school district shall protect the confidentiality of education records containing personally identifiable information.

* **INFORMATION FOR SCHOOL CLOSING**

When storm conditions are of such severity to make the holding of school unsafe or impractical, there will be an early morning automated phone call. The phone number listed as your *primary number* will be the number that will receive the phone call. Parents can also listen/watch to one of the following stations for such an announcement to determine if school is being held: Radio:  WHGL (wiggle radio), WILQ, WJSA, WGRC, KC101, WNKZ TV: WNEP (16), WETM (18), WBNG (12), WYOU (22), WBRE (28) WENY (36).

***Information regarding school closings, delays, early dismissals, make up days, etc. will also be posted on the district website at*** [***www.canton.k12.pa.us***](http://www.canton.k12.pa.us)***.***

If weather conditions appear to be improving or roads may be plowed momentarily; the decision may be made to start school later in the morning. In such a case, buses and classes will start two (2) hours later as announced at that time. This, of course, would mean that the students would not have to make up the day as is the case when schools are closed. In event of make-up days due to weather cancellations, please refer to the District Website for revisions.

**An automated call will be made to all primary contacts of our students to indicate a closing, delay, or early departure from school.**

Should an emergency occur during school hours which necessitate the closing of school, such a dismissal will be authorized. Attempts will be made to also broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified. Please do not call the television or radio stations.

Any notice of school closing should be considered as only for one day, with school to resume the next day, unless parents are notified otherwise.

**I. INFORMATION REGARDING SCHOOL ATTENDANCE**

* **ATTENDANCE POLICY *\*All students must arrive by 8:18***

Regular attendance is a prerequisite for educating the students at Canton Area Elementary School. Courses and content are planned as a progression of learning activities and ideas, with each day’s work building on work previously done. When students are absent, they miss one or more steps in their learning; absent students cannot be taught.

Our goal is to have each student attain the most from all programs at Canton Elementary and to meet the State Standards. Being present on a regular and consistent basis is the only way that a student can begin to achieve that goal. On the other hand, poor or inconsistent attendance breaks the learning process and causes the student to fall behind. Poor attendance may also be a warning sign for other problems.

Therefore, it is our aim to inform the students and parents of the general attendance procedures. Good home-school contact and following standard procedures can only benefit the student.

**The following are procedures concerning attendance/absence:**

* **INTRODUCTION**

 All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 8 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 17 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 17 years and older who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action.

* **School Attendance Improvement Plans**

PDE recommends that unlawful absences do not trigger a formal response until the district has exhausted all efforts to work collaboratively with the parent/guardian to address the truancy of the student and until the student has three unlawful absences over the course of the school year. Schools are a critical part of a child’s support system and have a significant opportunity to assist children and families.

Therefore, Canton Elementary School will be abiding by the following PDE BEC, 24P.S. 13-1327 Compulsory Attendance and School Attendance Improvement Plan.

1. First Unlawful Absence
Parent/guardian receives a notice of unlawful absence from the school district. The legal penalties established by law for violation of compulsory attendance requirements should be attached to the notice. In addition to stating the legal punishments, the name and telephone number of a school contact person shall be included. Parents are then able to contact a specific person to request assistance in resolving the child’s truant behavior.
2. Second Unlawful Absence

Parent/Guardian receives a second notice of unlawful absence from the school district. Once again, the legal penalties established by law for violation of compulsory attendance requirements and the name and telephone number of a school contact person shall be included. Additionally, another offer of assistance should be made to the parent.

1. Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence by providing “official notice of child’s third illegal absence.” Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.
School districts shall coordinate a school/family conference to discuss the cause of the child’s truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child’s education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

1. Subsequent Unlawful Absence

After agreeing to a SAIP, or if there is not agreement on a truancy elimination plan and 3 days have passed since the parent/guardian received the official notice of the child’s third illegal absence, if a child is unlawfully absent, at any point within the school year, an official notice of unlawful absence may be sent home. The purpose of this correspondence is to inform the child’s parent/guardian that the child has violated the SAIP or, if there is no SAIP, to inform the child’s parent/guardian that the child has again violated the compulsory attendance requirements, and advise the parent/guardian that a citation may immediately be sent to the magisterial district judge. After this step, the school is not obligated to inform parents in writing of absence but it is recommended that the school continue to call the parent/guardian to inform them of additional truant behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

1. Referral to County Children and Youth Agency
2. Children Under 13 Years of Age

Any child who has not attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant, shall be responsible for the child’s truant behavior, or possible adjudications as a “dependent” child under the Juvenile Act. The referral to the county children and youth agency may be in addition to proceeding against the parent/guardian by sending the citation to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency.

absence.

**Continued Truancy**

If a child of any age continues to be truant after the above actions have been taken, then school districts are encouraged to file citations with the local magisterial district judge citing the child’s continued truancy on a weekly basis. It is imperative that the local magisterial district judge be kept informed if truant behavior continues after a plan is in place.

* **EXCUSED AND UNEXCUSED ABSENCES**

 1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the students return to school. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian;

NOTE: Parent/legal guardian excuses are honored up to ten (one excuse for each day absent: example, miss 3 consecutive days on same note = 3 parental notes; or

b. is required to submit a legal (medical or other legal excuse as defined by Public School Attendance Law) excuse to the Attendance Officer within 3 school days of the student’s return to school. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence.

 c. is excused by the school nurse who recommends that the student remain home due to illness.

d. permission to accompany parents on trips, scout meetings, and other trips may be granted if the school

is notified in advance. **Please note that trip requests during the PSSA testing dates are strongly discouraged.**

 2. An absence will be marked unexcused if:

a. a student does not return appropriate documentation to the Attendance Officer within 3 school days of the student’s return to school. Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence.

b. the number of parental/legal guardian excuses of record exceeds 10 and a medical or other legal excuse as defined by Public School Attendance Law is not submitted to the Attendance Officer.

* **UNEXCUSED AND ILLEGAL ABSENCES**

1. An excuse is unacceptable according to the Public School Attendance Laws making the absence unexcused and/or illegal by:

 **a. student does not return excuse to the office within (3) days of a student’s return to school.**

 b. excuse is unacceptable to Public School Attendance Laws.

c. absence is due to missing the bus, visiting a parent who doesn’t live in the household, going to work with a parent (except for the annual **“Take Your Child to Work” day with prior approval**), visiting a relative, shopping, non-school sponsored trips, hairdresser appointment, hunting, fishing, staying home to care for parents or siblings, and skipping school.

1. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child’s attendance status. Further illegal absences will necessitate legal action as stated in the Public School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.
2. Students missing more than:
	1. Three (3) school days (not documented by medical/legal excuses or parental excuses), will be reviewed by administration and may be referred to legal authorities.
	2. Students, with more than three illegal absences, who miss academic responsibilities due to these excessive illegal absences, may not be allowed to make up academic work.

The following is a chart indicating how arrival and departure times at school will be handled as it pertains to school attendance.

8:18 - 9:00 Tardy – Parents are to sign student in at the Elementary School Office.

9:01 – 12:30 If a student arrives during these times, a ½ day AM absence will be assigned.

11:00 – 2:30 If a student leaves during these times, a ½ day PM absence will be assigned.

* **ARRIVAL TIME**

**Students should not be at school before 7:55 AM** as this is the earliest time that there is supervision for students. Parents are asked to make every effort to ensure that students do not arrive before 7:55 AM.

* **ARRIVING LATE AND LEAVING EARLY**

When a student arrives late for school, he/she must be sign in by a parent or guardian at the office before going to the classroom area. A note from the parent stating the reason for tardiness should be presented to the secretary upon signing in. A student leaving school early is required be signed out by a parent or guardian.

* **TARDINESS**

It is important that all students arrive at school on time. This promotes responsible behavior. Students who are consistently late for school **(after 8:18 am)** miss important academic opportunities. Students arriving late should be signed in by the parent or guardian stating the reason for lateness. Please have your child to school on time. Habitual tardiness will require a parent meeting and a plan to eliminate tardiness being developed.

CANTON AREA ELEMENTARY SCHOOL

**Process to Improve Attendance**

Students are expected to be in school in order to benefit from teacher instruction.

**Illegal excuses** are recorded for the following reasons:

\* Not supplying appropriate documentation of an absence within 3 days of return to school.

\* Missing the bus and staying home

\* Visiting parents and relatives who do not live in the household

\* Going to work with a parent unless this is previously approved by the principal

\* Staying home to care for parent or sibling

\* Hunting or fishing

\* Shopping, going to hairdresser

\* Taking trips without prior approval

(According to the Public School Attendance Laws this list of examples is not all inclusive)

Upon return to school the parents must send the school, a note within 3 school days, as to the reason for the absence. The note should include the following:

1. date(s) of absence
2. reason for absence
3. parent/guardian signature

*If the student has a medical or legal excuse provided from that professional, please send in this documentation in place of a parent excuse.*

Parent excuses are limited to 10 days per school year. Once 8 parent/guardian notes have been received a warning letter will be sent home to inform the parent/guardian that absences beyond 10 will require a medical or legal excuse. Without this type of excuse, absences will be considered to be **illegal**. A SAIP meeting will also be set up with the parent/guardian.

A notice letter will be sent to the parent/guardian from the Principal’s office after the 1st and the 2nd illegal days consecutively.

After 3 illegal absences, the following process begins.

Guidance Counselor will contact:

\*Parent/guardian and student

\*Principal

\* Director of Special Education (if applicable)

\* Outside support agencies such as:

\* It Takes a Village

\* CYS

 A meeting will be arranged with all above parties to create and sign a Student Attendance Improvement Plan.

Violation of the SAIP and/or continued illegal absences will result in fines and court costs and further involvement of It Takes a Village and Children & Youth Services.

**II. INFORMATION REGARDING SCHOOL PREPARATION/PROCEDURES**

* **BACKPACKS**

Parents are requested to provide their child with a backpack. No dangling key chains, ropes, strings, stuffed animals, etc. are to be attached to the outside of the backpack or book bag. Anything that has the potential of hitting someone when the backpack/bag is in motion may not be attached to it. These items will not be permitted on the district’s transportation vehicles due to the safety hazard they pose.

* **BIKES/SCOOTERS**

Children have the right to ride their bicycles to school, provided they ride safely and cautiously on all streets. They should park them in the bike racks located behind the high school when entering the school grounds. Bike riders are to leave when the walkers leave.

\*\*\*NOTE: State law requires that all bike riders under the age of 12 wear helmets.

Students may ride scooters to school. They must stop riding them at the bike rack. Students must leave scooters at the bike rack.

 **Roller blades and skateboards are not permitted on school property at any time including after school hours.**

* **BINDERS FOR GRADES 5 AND 6**

Please purchase an organizational binder for your child.

* **HOMEWORK**

Homework is used to practice and reinforce skills and facts taught in the classroom. Homework can improve the academic performance of the students. It is the responsibility of the teacher to ensure that the students have the skills to complete the assignment, understand how the assignment is to be completed (ex. in sentences), when the assignment is due, and how the assignment will be evaluated. It is the responsibility of the student to complete his/her assignment to the best of his/her ability in a legible manner and hand it in when it is due. It is the responsibility of the parent(s) to provide time and a proper setting for the students to complete assignments. Homework, completed on a regular basis, can help the students be successful in school.

# EMERGENCY DRILLS

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked accordingly to the speed and order in which the building is emptied. A notice is placed in each room indicating egress and which door to use as a fire exit. Students are to walk quickly and silently. Make certain students follow all teacher directions. Once outside the building, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

* **DISMISSAL/BUS CHANGES**

To ensure that students are picked up by an authorized person, if other than the parent, please contact the school to let us know ahead of time. When there is a legitimate reason to pick up a child during the school day or when there is a bus change, parents are asked to write a note and send it to school that morning with the child. If parents want a friend, relative or baby sitter to pick up the child, the school must be notified in advance. The designated person may come to the office and present identification to the office staff.

If you are e-mailing information about a bus change or other important information regarding your child that needs to be addressed that day, please be sure to e-mail the information to the secretary **and** teacher in the event that one of the recipients might be absent that day.

In an emergency, arrangements can be made over the telephone.

We will appreciate your cooperation in this matter. Without advanced notice, it causes undue delays, unnecessary phone calls, etc. to determine if the child should be allowed to leave school.

* **ARRIVAL/DISMISSAL**

Parents may drop off/pick up students at the playground parking lot located near the gymnasium entrance, walk students to/from school, or allow students to walk independently if they are not transported by bus. Parents on the premises during arrival/dismissal are asked to keep vehicles in these designated areas. While on school grounds, dogs or other pets are not permitted as a safety precaution.

* **FAMILY TRIPS**

Students may be legally excused from school for educational family trips, *if* the school’s absence request form is submitted by the parent or guardian and approved by the principal **prior** to the trip indicating:

1. the dates of the trip
2. the destination of the trip
3. that adult supervision will be provided
4. the educational value of the trip

 After receiving approval to be excused from school for the trip, it is the responsibility of the student to see all teachers in advance for assignments. It is the student’s responsibility to complete all assignments and present them to the teachers the day the student returns to classes.

\* A trip form may be obtained by accessing the district webpage and selecting the elementary school page from the drop down box at the top left side of the page or through the elementary office. A total maximum of 5 days is permitted for excused educational trips,

**Prior approval must also be granted for the annual “Take Your Child to Work Day” for students to be given a legal absence.**

 ***\*\*Please note that trips are strongly discouraged during the PSSA testing dates. Those dates are as follows:***

 ***April 15-26— English Language Arts grades 3-6***

 ***April 29-May 3— Math grades 3-6***

 ***April 29-May 3 —Science grade 4***

* **FIELD TRIPS**

Field trips are taken by various grade levels and special classes. These serve as culminating activities for specific units which have been taught, as additional learning experiences, or as a reward for attaining a specific goal. Please note, field trips are a privilege earned by the student.

Prior to the actual trip, the students will bring home an instruction paper explaining the field trip guidelines, schedule, fees and purpose to learning. Along with these instructions will be a permission slip asking the parents to allow the child to take part in the field trip experience. To grant permission for the child to be involved in the field trip, the parents or guardians must sign the permission and return it to the child’s teacher. If the parent decides to not let the child participate in the field trip, the child’s teacher must also be notified. Before the trip, the parents should also notify the teacher of other special instructions concerning the child, such as administering medications, proneness to motion sickness, preferential seating on the bus, etc.

Often the child is asked to bring in money to help pay for the cost of the field trip. This money is usually due to the child’s teacher a week before the actual trip. Parents may send cash or check payable to Canton Elementary School.

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of CASD. Parent Chaperones will assist monitoring of small groups of children the day of the trip. It is the chaperone’s responsibility to point out places of interest, answer questions, instruct, discipline, and guide the specified group throughout the field trip. Parents interested in becoming chaperones should notify the child’s teacher several weeks before the field trip. The teachers will then select the chaperones from the list of interested parents, notify the parents, and give them a list of responsibilities and guidelines for the field trip. All chaperones need to submit all required paperwork and be approved as a volunteer by the Board of Education.

Most of the field trips taken during the school year are within the regular school hours. It will be the responsibility of the parents to deliver the child to the school on time and pick up the child when the bus returns to the school if the departure and return times are outside of the regular school day.

For the child to receive the most benefit from the field trip experience, it is necessary that he or she obtain a restful sleep the night before the trip. It is also necessary for the child to be clean, well-groomed, well-behaved, mannerly, and appropriately dressed for the trip. On the day of the trip, the child should bring with him or her any necessary items which were specified in the instructions previously sent home.

When on field trips, one of the goals is to have each and every child represent Canton Elementary School in the best possible manner. Another goal is to have each and every student have a rewarding learning experience. If all the field trip guidelines are followed, these goals will be met.

* **IMMUNIZATION**
* Pennsylvania School Law requires all Elementary Students have a certificate of immunization or record of immunization against the following:
* A minimum of 4 properly spaced tetanus, diphtheria and pertussis, and 1Tdap (tetanus, diphtheria, acellular pertussis)
* A minimum of 4 properly spaced poliomyelitis
* 2 properly spaced measles, mumps, rubella
* 3 properly spaced Hepatitis B
* 2 varicella-vaccination or chicken pox immunity

The original immunization record will be mailed to the school when a student transfers to another school district in Pennsylvania. Questions regarding immunization should be directed to the school nurse.

* **INSURANCE**

Student Accident Insurance will be made available to students at the beginning of each school year.

* **LIBRARY**

Students are able to choose library books during their scheduled library time.

We encourage parents to take their children to the community libraries for books and materials. Some books for pleasure reading will be available in classroom areas. Students will be charged for books that are not returned, and report cards will be held for fees that are not paid.

* **LOST AND FOUND**

Please label your child’s belongings – clothing, book bags, boots, hats, and other personal items. The lost and found department is located in the lobby. Children are encouraged to check there if an item is lost. Parents may check the lost and found box at any time, and articles will be displayed in the lobby during parent/teacher conferences.

* **MEDICATION**

The Canton School Policy for administration of medication during school hours, states that a written request from a parent/legal guardian and physician is required to administer medication in school. Medication to be given on a daily basis throughout the school year must have a form or prescription signed by the physician authorizing the school nurse to administer it in addition to parental consent. Forms are available in the health office. Any changes in dosage or type of medication during the school year should also be accompanied by a new prescription or note from the physician. If a child needs to carry his medication on his person for medical reasons, a note from the doctor is necessary.

**PRESCRIPTION AND OVER-THE-COUNTER MEDICATION MUST BE SENT TO SCHOOL IN ORIGINAL BOTTLE OR BOX** labeled either by the pharmacist or drug manufacturer. The school nurse **WILL NOT ADMINISTER UNLABELED PILLS SENT TO SCHOOL IN PLASTIC BAGS.** Medication must be brought to the health office upon the student’s arrival at school and will be returned at the end of the day. Medication should not be stored in the classroom for student safety. **ALL OVER THE COUNTER MEDICATIONS REQUIRE A DOCTOR’S ORDER TO BE ADMINISTERED.**

* **PHYSICAL EDUCATION**

Parents are requested to make sure that children wear attire suitable for gym class on their scheduled gym days. Appropriate clothing for gym day would be pants that are easy to move in, a shirt that fits well, and, of course, sneakers. Dresses, dress shoes, or hiking boots are not appropriate articles for gym day. Quite often, students are unable to participate in an activity. It is required for students to wear sneakers or gym shoes so that we do not ruin the gym floor. Coming to physical education class in appropriate attire will be a factor in a student’s grade for physical education class.

* **REPORT CARDS AND CONFERENCES**

Reporting student progress will be done mostly through progress reports, report cards, and conferences. Special reports or conferences may be held at such times as the teacher feels necessary. Parents are encouraged to review their student’s papers and contact the teacher if they have any concerns. Report cards will be issued every nine weeks. Conferences for all children will be held after the first nine-week marking period.

Parents may also create an internet login to be able to see student grades, progress reports, and report cards. Please see the school website to request an access account. Accounts are only available to parents or legal guardians of the student.

* **PTA**

The Parent-Teacher Association (PTA) of Canton Area Elementary School is an active organization of parents, teachers, grandparents and community members working together for the benefit of each child. The PTA has sponsored many field trips and assemblies, helped with Kindergarten registration, and sponsored the Science Fair and Art Show. Numerous other projects have been supported by the PTA. The organization is always welcoming new members. Help enhance your child’s education by joining this dedicated group.

* **PARENT AND SCHOOL COMMUNICATIONS**

The school will be communicating with parents in a variety of ways throughout the school year. A menu letter will be sent home each month with your child. The menu letter includes a listing of the meals for the month, and on the opposite side, other activities for the month will be given. Some of the classroom teachers send home monthly newsletters to keep you informed of what is being covered in the classroom with suggestions on how you might help your child.

Parent-teacher conferences are held in the fall. Parents are also encouraged to set up additional conferences as they deem necessary.

All teachers have a school e-mail address which may be used for communication with parents.

The Canton Area School District and individual buildings have a website at [www.canton.k12.pa.us](http://www.canton.k12.pa.us). Please check both the district and building sites for important information and announcements.

Look for and utilize these methods of communication between home and school to help your child succeed in school and to assure him/her that we are all working together.

**Canton Area School District Chain of Command**

The Canton Area School District is committed to listening to suggestions, answering questions and addressing concerns, complaints or issues in a timely and efficient manner. Therefore, issues must be handled closest to the source by contacting the person responsible for the various areas of school operations. He or she has the most detailed information about his or her area of responsibility and is most prepared to offer assistance. If issues are not resolved, please work through the chain of communication (below) as needed. Again, if you have questions pertaining to the school district or about your child’s work, please do not hesitate to call.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Concern** | **Step #1** | **Step #2** | **Step #3** | **Step #4** |
| **Athletics** | Head Coach | Athletic Director  | High School Principal | Superintendent |
| **Budget** | Business Manager | Superintendent |  |  |
| **Community Use of Buildings/Athletic Fields** | Principal  | Business Manager | Superintendent  |  |
| **Curriculum** | Teacher | Principal | Superintendent |  |
| **Medical** | School Nurse | Principal | Superintendent |  |
| **Difficulty in School** | Teacher | Principal/Director of Support Services | Superintendent  |  |
| **Special Education** | Special Education Teacher | Principal/Director of Support Services | Superintendent |  |
| **Transportation** | Bus Driver | Building Principal | Business Office | Superintendent |

**Note:** In any of the above instances, should you not agree with a decision or have further concerns about a district decision, feel free to contact your school board representative for further discussion.

* **PARTIES**

Due to our school’s participation in the Wellness Program, teachers may not distribute food items sent in by well-meaning parents. If you wish to do something special for your child’s birthday, food items can be arranged with the teacher, but please consider non-food items like pencils or erasers.

* **STUDENT PLACEMENT**

Students are assigned to classes for the new school year by the principal with the input from the teachers who have taught the students throughout the school year. Many factors are considered, and there are often individual needs that must be taken into account. Therefore, we ask that parents not make requests for specific teachers. If there are circumstances or situations that should be taken into account when scheduling a child, please notify your child’s current teacher or the principal before the school year is over of any teachers who may not be a good fit for a certain student.

**III. INFORMATION ON SCHOOL PROGRAMS**

* **BREAKFAST/LUNCH PROGRAM**

**All students in Canton Area School District are eligible to receive Free Breakfast and Free lunch.** For students who choose to bring their own lunch, milk is available to purchase for 45 cents.

* **TITLE I SERVICES**

The Canton Elementary School has a school wide Title I program. Schools are eligible to have a school wide program if they meet the requirements of at least 40% low income. A school wide project gives the school more flexibility in the use of funds and in helping all students regardless of whether or not they meet Title I qualifications. Students who are determined to be in need of extra support in Reading or Math will receive help through the Title I program. Determination is made through a variety of assessments that are given to all students. Students receive extra support from Title I staff in a small group setting.

There will be a meeting in the spring to gather input from parents and guardians on how to improve our Title I program. All programs and Title I sponsored events are open to all parents.

* **COUNSELING/GUIDANCE SERVICES**

Parents and guardians are encouraged to contact the elementary guidance counselor to discuss any concerns they might have about their school age children. Short-term counseling is provided at school to help students through crisis situations that may arise, such as the death of a loved one, a separation/divorce, or anxiety about coming to school. The guidance counselor will assist the parent in finding further counseling support if the student appears to require help beyond what the school can realistically provide.

The guidance counselor goes into each classroom periodically so that the students can see her as a familiar person whom they can contact to talk about things that are bothering them at school or at home. The guidance counselor is also a consultant to parents, teachers and administrators.

* **CHORUS AND BAND**

Students in grades four, five and six may participate in chorus. The chorus practices once a week and students perform in winter and spring concerts, and in other concerts as scheduled. In fifth grade students may select a band instrument for weekly lessons and participate in the 5th and 6th grade band.

**IV. INFORMATION ON STUDENT RIGHTS AND RESPONSIBILITIES**

This policy sets forth guidelines by which student rights are to be determined consistent with law. The Board has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students of the district. At the same time, no student shall be deprived of equal treatment and equal access to the education program, due process, a presumption of innocence, and free expression and association in accordance with these guidelines.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulation of this district.

* **STUDENT RESPONSIBILITIES**
1. Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of the student to:
	1. Be aware of all rules and regulations for the student behavior and conduct themselves in accordance with them.
	2. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
	3. Dress and groom themselves so as to meet fair standards of safety and health, and so as not to cause disruption to the educational process.
	4. Assume that until a rule is waived, altered, or repealed, it is in full effect.
	5. Assist the school staff in operating a safe school for all students enrolled therein.
	6. Be aware of and comply with state and local laws.
	7. Exercise proper care when using public facilities and equipment.
	8. Attend school daily, except when excused, and be on time for all classes and other school functions.
	9. Make all necessary arrangements for making up work when absent from school.
	10. Pursue and attempt to complete satisfactorily the courses of study prescribed by state and local authorities.
	11. Avoid inaccuracies in student newspapers or publications and refrain from the use of indecent and obscene language.
	12. Report bullying or peer mistreatment immediately to a staff member/teacher.
* **BUS CONDUCT**

The Canton Area School District has taken proactive measures to improve student safety on our transportation system. Our goal is to prevent misbehavior on our buses so that our drivers can focus their attention on providing safe transport to and from school. To that end, the District has installed video/audio surveillance systems in all district buses. We want parents and students to be aware that these systems are capable of recording ***both audio and video.*** The recordings may be used by administrators to monitor and address student misbehavior, driver performance, and general vehicle safety. Additional information regarding the school vehicle audio/video systems is available on the District website, specifically Board Policy 816.1. Information or questions concerning transportation should be directed to Mark Jannone, Business Manager at 673-3191.The driver shall be in full charge of the school bus at all times and shall be responsible for order. A pupil may be excluded from the bus for disciplinary reasons by the principal, and his parents shall provide transportation to and from school during the period of such exclusion.

Bus Rules:

1. Exercise caution, good manners and consideration for other people.
2. Obey the driver. His or her first concern is your safety.
3. Be at your stop five minutes ahead of time.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line.
6. Stay clear of the bus until it comes to a complete stop.
7. Let smaller children board first.
8. Your bus driver has a schedule to keep. If you are not at the bus stop, he can’t wait for you.
9. Always use the hand rail.
10. Go up the steps one at a time.
11. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not

 permit passengers to stand in a moving school bus.

1. Place books or parcels on your lap. Keep aisle clear.
2. Avoid loud talking and confusion which might distract your driver.
3. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can

 listen for trains.

1. Ask driver for permission before opening windows.
2. Keep arms and head inside the bus.
3. Throwing objects inside or out of the bus could cause an accident.
4. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
5. The bus is not a playground. Save wrestling and horseplay for another time.
6. Don’t smoke or chew tobacco.
7. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
8. Help your driver to keep the bus clean and in good shape. Don’t eat on the bus, write on the seat backs, or throw things on the floor.
9. Balloons are not permitted on the bus.
10. Do not bring large items or glass containers on the bus.
11. No taking pictures or recording video allowed on the bus.
12. After you leave the bus go directly to your assigned place or home.
13. You must bring a note from your parents for the school administration anytime you are to get off the bus at a stop other than your own. The note must be signed by the Principal.
14. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

**Walkers:**

 Follow all safety rules for walking to school.

 Stay on sidewalks only.

 Obey all crossing guards.

 Leave schools grounds immediately after dismissal.

**Use of telephone:**

Students will only be allowed to use the telephone for **important** calls to home. They may use the phone at the secretaries’ desks only. Please limit to emergency calls only. (See cell phone policy.)

**Visitors:**

 Students should not bring friends or younger family members to school as guests or visitors.

* **DRESS CODE**

Shoes are to be worn at all times for health reasons. Flip flops are not appropriate because of health and safety issues (especially on the playground).

Proper manners dictate that hats should not be worn in the school building.

It is the policy of the school to encourage the students to be neat and clean in both dress and personal appearance. Wearing apparel must not hinder a student from doing his or her school work nor may the apparel create a safety hazard or class distraction, or offend the acceptable standards that can be reasonably expected by the community.

School wearing apparel shall be free of vulgar, obscene, profane, or suggestive lettering. Apparel which would advertise or promote the use of drugs/alcohol will be prohibited. Short shirts which would expose the stomach are not allowed. Spaghetti straps shirts and muscle shirts are not permitted. No underwear (including bands/tops) may be visible at any time.

Chains (wallet chains, chains worn around the neck, wrist, ankles, or any body part, etc.) of any significance are not permitted at school. Other situations involving safety will be addressed individually. These concerns are issues of health, safety and welfare for students and others at school.

No clothing of any kind is to be worn which will be shorter than the reach of the fingertips while standing straight. In other words, if you can stand straight having your hands to your sides, the shorts or skirt cannot be any higher than your fingertips can reach. Shorts may be worn all year round at the discretion of the parents. However, they must be the proper length and may not be skin tight. This applies to shorts and skirts. This dress code was created by and will be enforced by the administration. Parents who volunteer are asked to adhere to the stated dress policy.

**PBIS**

This school year Canton Area Elementary School will be continuing its PBIS (Positive Behavior Interventions and Supports) Program. We will have school rules that will be expected to be followed by all students (listed below) and track behavior infractions. Students will be expected to follow the school rules at all times. When they are following these expectations they will have the opportunity to earn rewards that will hopefully help to continually promote positive behavior within the school. If students are not following the school behavior expectations an ODR (Office Discipline Referral) may be issued. This may be a minor or major infraction. Both will be noted on the forms shown below and be sent home to the parent. This has been an exciting program for students that will be continued to be improved upon.

* **GENERAL SCHOOL RULES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Chiefs** | **Classroom** | **Hallway** | **Cafeteria** | **Bathroom** | **Playground** | **Bus** |
| Act Respectfully | Raise your hand when expectedUse appropriate language, kind words and actionsKeep work area clean | Keep hallways cleanKeep hands by your sidesFollow zone expectations  | Use an appropriate voiceUse table mannersSay please and thank you | Use appropriate languageRespect privacyRespect school propertyFlush the toiletUse kind words | ShareTake Turns  | Keeps hands and feet to yourselfUse a quiet voiceUse kind words |
| Are Engaged  | Bring materials to classGive it your bestParticipateComplete assigned tasks on time | Go straight to your locations Keep up with your classFollow all directions given by adults | Use utensils to eat when necessaryTry new foods | Use time wiselyReturn to class as soon as possible | Include othersBe a problem solver | Listen closely to directions |
| Stay Safe | Keep hands, feet and other objects to yourselfSit and move around the room appropriatelyFollow directions | Keep hands, feet and other objects to yourselfKeep your focus by facing forwardWhen in line walk in single fileStay on the right side of the hallway | Keep legs and feet under the tableKeep hands close to your own trayAsk permission to leave your seatFollow directions | Keep area cleanWait patiently for your turnUse soap and water to wash your handsReport safety concerns | Follow the equipment rulesListen for the whistle | Stay seatedFace forward |

|  |
| --- |
| **CANTON ELEMENTARY SCHOOL** **MINOR OFFICE DISCIPLINE REFERRAL (ODR)** |

|  |
| --- |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Referring Adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Grade:\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| LOCATION (CHECK ONE)▢    Classroom                               ▢     Hallway                                      ▢      Cafeteria▢    Bathrooms                               ▢     Playground                                ▢       Bus▢    Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

|  |
| --- |
| MISBEHAVIOR ▢   Bus Safety     ▢   Defiance/Disrespect     ▢   Disruption     ▢   Dress Code▢   Inappropriate Language    ▢   Physical Contact     ▢   Property Misuse▢  Technology Violation      ▢    HFO (High Frequency Offender) |

|  |
| --- |
| CONSEQUENCE▢   Loss of Privilege(s) (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)     ▢   Retraining▢   New Seat      ▢    Time-Out       ▢    Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

|  |
| --- |
| MOTIVATION▢   Avoid Adult       ▢    Avoid Peer(s)     ▢   Avoid Tasks/Activities      ▢    Avoid Work▢   Obtain Items/Activities     ▢     Obtain Adult Attention       ▢    Obtain Peer Attention   |

**Description of Behavior:**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x**

|  |
| --- |
| **CANTON ELEMENTARY SCHOOL** **MAJOR OFFICE DISCIPLINE REFERRAL (ODR)** |

|  |
| --- |
| Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Referring Adult: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Homeroom Teacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                    Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_               Grade:\_\_\_\_\_\_\_\_\_\_ |

|  |
| --- |
| LOCATION (CHECK ONE)▢    Classroom                               ▢     Hallway                                      ▢      Cafeteria▢    Bathrooms                               ▢     Playground                                ▢       Bus▢    Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

|  |
| --- |
| MISBEHAVIOR ▢   Bus Safety     ▢   Defiance/Disrespect    ▢   Disruption   ▢  Fighting/Physical Aggression▢   Forgery/Theft ▢   Harassment/Bullying    ▢   Inappropriate Language  ▢   Inappropriate Location  ▢   Lying/Cheating   ▢   Property Damage/Vandalism  ▢   Technology Violation     ▢   HFO (High Frequency Offender) |

|  |
| --- |
| CONSEQUENCE▢   Parent Contact    ▢ Parent Meeting   ▢   Retraining    ▢   After School Detention (Date: \_\_\_\_\_\_\_)  ▢   Retaining w/Principal (Date:\_\_\_\_\_)    ▢  Out Of School Suspension (Date:\_\_\_\_\_\_)▢   In School Suspension (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  ▢   Other (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

|  |
| --- |
| MOTIVATION▢   Avoid Adult       ▢    Avoid Peer(s)      ▢   Avoid Tasks/Activities      ▢    Avoid Work▢   Obtain Items/Activities     ▢     Obtain Adult Attention       ▢    Obtain Peer Attention   |

**Description of Behavior:**

**Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x**

**Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_x**

**COMPUTER LAB HEADPHONES**

Each student will be issued a set of headphones to wear while on the computer. The headphones will be worn only by that student and will be stored in a sealed bag. All students must take care of their set of headphones. Any student caught vandalizing the headphones must pay for a new set ($10.00). Students who vandalize computers or keyboards will be responsible for repairs or replacement.

**V. INFORMATION ON SCHOOL POLICIES**

* **CELL PHONE POLICY**

Students are discouraged from bringing cell phones to school. However, if cell phones need to be brought to school, here are the expectations:

1. Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM-3:15PM.
2. Phones are to be turned off and placed in lockers during this time.
3. The following consequences will happen should students be found with cell phones between the hours of 8:18 AM-3:15 PM:

 1st Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the student at the end of the school day.

 2nd Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the parent/guardian who comes to the office to pick it up.

 3rd Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned.

It is expected that when a student is found with a cell phone, full cooperation is displayed to the staff member requesting the phone from the student.

\*\*\*Note on **electronic devices** (i-pods, hand-held game devices, etc.) The school is not responsible if they are lost or stolen. They will be treated the same as cell phones if they are used inappropriately in school.

* **DRUG AND ALCOHOL POLICY**

The Canton Area School District will make all its resources available to a student who will voluntarily accept assistance. The district does not, however, waive its right or obligation to impose disciplinary measures or to recommend exclusion from school if the student is involved or implicated in a drug, mood-altering substance, or alcohol incident while under school jurisdiction.

Any student seeking assistance may do so in confidence from the Student Assistance Program (SAP Team), school guidance counselor, or nurse.

1. PURPOSE

The Canton Area School District recognizes that the use and trafficking of drugs, mood-altering substances, and alcohol is a real and present danger to young people. The district accepts the fact that neither the cause nor the solution is entirely within the control or jurisdiction of the school district. It therefore encourages and expects cooperative efforts from all segments of the community which includes, but is not limited to, the churches, the medical and social welfare professions, parents, and the citizenry at large.

2. STATEMENT

The Canton Area School District feels that student drug, alcohol, and mood-altering substance use is TOTALLY UNACCEPTABLE. The district will work to EDUCATE, PREVENT, and INTERVENE in the use and abuse of these substances by its students. The staff will provide this comprehensive program through a multifaceted approach:

 1. The school district will provide an integrated drug and alcohol education program in grades K-12. This program will be multi-disciplinary and structured to the grade level of the students, using appropriate instructional materials and community resources.

 2. The school district will provide a Student Assistance Program (SAP Team). This team includes teachers, counselors, administrators, and the nurse. The SAP Team has been trained to understand and intervene with adolescent drug, alcohol, tobacco, mood-altering substance abuse.

 3. The district will provide a consistent administrative and faculty effort which will include rehabilitative and disciplinary procedures.

 4. The school district will use available community support systems and resources.

 5. The school district will support a chapter of SADD (Students Against Destructive Decisions).

 6. To parents and students: compliance with the standards of the drug and alcohol policy/program is mandatory.

3. DEFINITIONS

ALCOHOL AND OTHER DRUGS: Includes but is not limited to: alcoholic beverages, anabolic steroids, any volatile solvents or inhalants, prescription or over-the-counter drugs (except those for which permission for use in school has been granted pursuant to board policy), look-alike drugs, or any dangerous controlled substance controlled by law.

LOOK-ALIKE DRUGS: Substances manufactured or designed to resemble any form of alcohol or other drugs, narcotics or other health-endangering compounds.

DRUG PARAPHERNALIA: Includes all equipment, products and materials of any kind which are used, intended or designed for use of alcohol or other drugs. These are in addition to all items as defined as drug paraphernalia in Section 102 of the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act, 35 P.S. 780-102 as amended.

POSSESSION: The act of holding alcohol and/or other drugs on one’s person or among one’s possessions or under one’s control.

DISTRIBUTION: To deliver, sell, pass, share or give to another person, or to assist in the distribution of any alcohol or other drug; actual, constructive, or attempted transfer from one person to another of any form of alcohol or other drugs.

4. GUIDELINES

SEARCHES

1. School district administrators and building principals or designees have the right to search a student’s person and/or personal effects (backpacks, pockets, books, etc.), lockers and vehicles. This can occur whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband materials. School authorities may seize any prohibited materials.

2. With authorization of administration or a designee, a dog, trained for the purpose of detecting the presence of illegal substances, under the supervision of a qualified and authorized trainer, may be used for an inspection on or within school property to detect the presence of illegal, unauthorized or contraband materials.

3. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent and without a search warrant.

The school district desires to deter students from the use of drugs or trafficking in drugs. Therefore, possession, consumption, and/or distribution of alcohol and/or other drugs or drug paraphernalia during school hours or at any school activity is strictly prohibited.

In addition to school buildings, this restriction extends to school busses, school grounds, field trips sponsored by the school, or any activity related to the school or for which the school is responsible.

* **INTERVENTION PROCEDURES**

 1. A student while under the school’s jurisdiction, who is found to possess or be involved in the distribution of an object or substance suspected of being alcohol or another drug, shall be subject to the following course of action:

 a. The student’s parents or legal guardians shall be contacted by the building administration or designee and requested to come to the school.

 b. Where reasonable suspicion exists, a search shall be made of the student’s person, personal property, locker(s) and/or motor vehicles (if on school property).

 c. The proper law enforcement agency will be contacted and requested to confirm identification via official police procedure.

 d. Disciplinary procedures will be implemented as set forth in the following section (See “disciplinary procedures”).

 2. A student, while under the school’s jurisdiction, who is suspected to be under the influence of alcohol or another drug, shall be subject to the following course of action:

 a. student will be isolated from other students.

 b. When it is deemed that a medical emergency situation exists, the student shall be taken immediately via ambulance to the nearest medical facility. Parents or legal guardians will be notified of the emergency.

 c. If it is deemed that a medical emergency does not exist, then the parents or legal guardians shall be contacted immediately by the building administration or designee and the student shall be removed from the school.

* **DISCIPLINARY PROCEDURES**

The following disciplinary actions will be followed for admitted use or possession, proven use or possession, sale or distribution of alcohol or other drugs:

**First Offense**

|  |
| --- |
| 5 days out-of-school suspension followed by 5 days of in-school suspension Required attendance and completion of an alcohol and other drug evaluation defined by the SAP team and offered by the school district within 10 days of the initial suspension. Non-compliance will result in an additional 10-day suspension. Police will be notified and applicable charges filed. |
| A conference with parents or legal guardians and building administration will be held before the student will be admitted to regular classes. |

**Second/Subsequent Offenses**

|  |
| --- |
| 10 days out-of-school suspension. Police will be notified and applicable charges filed. |
| A student must have an evaluation by a drug and alcohol agency. Proof of this evaluation must be presented in order to return to school. The recommendations of the evaluation must be followed. Failure to follow and complete the recommendations will result in a recommendation for expulsion to the superintendent.  |

**Selling or distributing alcohol or other drugs on school property or school transportation will result in immediate suspension and referral to the superintendent for expulsion.**

* **DETENTION**

Detention will be held as needed in a designated classroom area from dismissal time until 4:20 P.M. A parent, or a person designated by the parent, will be expected to pick up the child at school at 4:20 P.M. Parents/guardians of students who are expected to serve a detention will be contacted by the principal or teacher.

* **PSSA TESTING POLICIES**

In addition to teacher made tests, other forms of assessment will be used at various grade levels.

Students in grades 3, 4, 5 and 6 will take the Pennsylvania System of School Assessment (PSSA) in English Language Arts and Math. The PSSA Science test will also be administered to grade 4. Additional assessments including DIBELS and CDTs will also be taken by students during the school year. Please note the following State mandated testing schedule for the PSSA and **do not plan family trips during this period**:

 ***April 15-26— English Language Arts grades 3-6***

 ***April 29-May 3— Math grades 3-6***

 ***April 29-May 3—Science grade 4***

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests.

These rules and policies apply to the administration of the PSSA.

All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site. Thus, school districts and schools should do the following:

\* Inform parents and students before testing that cell phones are not allowed during the test administration;

\* Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score;

\* Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;

\* Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised

* **VISITORS POLICY**

All visitors must first report to the Main Office and sign in. Upon signing in, a visitor’s pass will be issued. This pass must be worn at all times. Anyone wishing to visit classes must get permission from the elementary principal.

Doors will be locked at all times, and visitors must register with the secretary before entering the school.

Kindergarten parents may walk their child to class the first day only.

Visitors are limited to pre-designated areas in the building and may not visit other areas beyond those requested at entry. Classroom visits must be pre-arranged. Visitors who are not approved volunteers will be escorted by a staff member or approved volunteer at all times.

|  |
| --- |
| * **WEAPONS (**Policy # 218.1)
 |
| 1. Purpose  | The Board shall recognize the importance of a safe school environment to the educational process. Possession of weapons in the school environment is a threat to the safety of students and staff and is prohibited by law.  |
| 2. Definitions SC 1301-A, 1372.2  | **Weapon** - the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.  |
| **Possessing** - a student is in possession of a weapon when the weapon is found on the person of the student; in the student's locker; under the student's control while s/he is on school property, on property being used by the school, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school. |
| 3. Authority SC 1317.2 Pol. 218  | The Board prohibits students from possessing and bringing weapons and replicas of weapons into any school district building, onto school property, to any school-sponsored activity, and onto any public conveyance providing transportation to school or a school-sponsored activity or while the student is coming to or from school.  |
| SC 1317.2 Pol. 233  | The Board shall expel for a period of not less than one (1) year any student who violates this weapons policy. Such expulsion shall be given in conformance with formal due process proceedings required by law. The Superintendent may recommend modifications of such expulsion requirement on a case-by-case basis.  |
| 20 U.S.C. Sec. 1400 et seq Pol. 113.1  | In the case of an exceptional student, the district shall take all necessary steps required to comply with the Individuals with Disabilities Act and Board policy. \*\*\*Please note, if a child unintentionally brings a contraband item to school and reports it immediately to a teacher or the principal, the principal has the ability to waive consequences. |

* **USE OF TOBACCO POLICY**

“USE OF TOBACCO” is an established health hazard. The Canton Area Schools are a tobacco free campus. Smoking/smokeless tobacco is not permitted anytime. Student use of tobacco presents a health risk for those students with respiratory problems, a clear and present danger of fire/safety to all who must live and work in the building and a sanitary/custodial problem.

* **RETENTION POLICY**

At the elementary level, retention is an individual matter which depends on scholastic, developmental, health, and attendance factors. Teachers will notify parents of the possibility of retention as soon as it becomes apparent. A final decision regarding retention will be made by May 30 following a conference between the teachers, parents, and principal. A formal notification will be sent to the parents regarding that decision.

* **STUDENT/SUBSTITUTE TEACHERS**

Student teachers and substitute teachers are to be recognized as having the same authority as a regular member of the faculty. They are vested with the same powers to make assignments, award marks, etc. as a regular member of the staff. It is readily understood that substitutes face out-of-ordinary situations in taking up assigned class work on relatively short notice and teaching students with whom they have not had an opportunity to become acquainted. Your total cooperation is expected.

**VI. LEARNING SUPPORT SERVICES**

* **SPECIAL EDUCATION SERVICES**

The Canton Area School District offers several program services to the students of the district. Those students identified as falling under the guidelines for Academic Learning Support for Specific Learning Disabilities and Intellectual Disabilities, Speech and Language Disabilities, Visual Impairment, Hearing Impairment and Physically Disabled will receive services if eligible. Students requiring the more intensive services for Life Skills Support and Emotional Support are served within the District whenever possible but may be assigned to inter-district classes which are age/grade-appropriate through contractual agreements with neighboring school districts.

* **GIFTED SUPPORT SERVICES**

Gifted support students are served in a variety of settings within the Elementary school. Screening procedures are in place to assist in the identification of students for these services. Also students who are thought to be Gifted may be referred to principal by a regular education teacher as well as by a parent or guardian.

* **SECTION 504/ADA STUDENTS**

When a student’s medical disability requires specific accommodations in the regular education classroom, parents may request that a 504 Accommodation Plan be written.

**VII. INFORMATION ON DISCIPLINARY PROCEDURES/CONSEQUENCES**

Student misbehavior will be addressed using a hierarchy of interventions appropriate for the infraction using a progressive discipline approach. Classroom behavior will be addressed by the classroom teacher except in cases of repeated infractions or serious school behaviors. Following is a list of interventions considered to correct inappropriate student behavior.

* Proactive measures
	+ Classroom management plan
	+ Routines and procedures
	+ Specific school-wide expectations
* Teacher intervention response
	+ Student conference
	+ Classroom consequences
		- Re-teaching sessions
	+ Parent contact/conference
		- Minor ODR (Office Discipline Referral)
* Supports
	+ SAP/ Behavior Support Team referral
	+ School and Community Based Mental Health referral
	+ Guidance referral
		- Counseling
		- Individual behavior plan
		- Parent conference
	+ Major ODR (Office Discipline Referral)
		- Student conference
		- Student/Parent/ Teacher/Team meeting
		- Parent contact
		- After school detention
		- In-school detention
		- Referral to police
		- Out of School Suspension
		- Retraining with the principal

Parental support is the most effective measure in correcting behavior. It is the goal of the school to work together with the parent to develop your child’s ability to make good behavioral choices, develop healthy work habits, and become self-disciplined. It is also the goal of the school to provide and maintain a safe learning environment for all children.

**Social Media**

Posting on social media can be an effective way to communicate information to a large number of people very quickly, but can also cause issues within the school setting. If postings disturb the educational process, they will be dealt with accordingly. This could include postings from students, parents, or other adults. Posting negative and hurtful comments about individuals is not acceptable usage of social media and will be addressed.

 \*School year calendar

**Canton Area Elementary School**

**SCHOOL – PARENT – STUDENT COMPACT**

The Canton Area Elementary School-Parent-Student Compact outlines how the entire school staff, parents, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents will build and develop partnerships to help children achieve the State’s high standards*.*

*Canton Area Elementary School*

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of their ability:

* Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards
* Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum—
	+ parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child’s achievement
	+ frequent reports to parents on their children’s progress;
	+ reasonable access to staff, opportunities to volunteer and participate in their child’s class, and observation of classroom activities; and
	+ ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
* Treat each child with dignity and respect
* Strive to address the individual needs of the student
* Acknowledge that parents are vital to the success of child and school
* Provide a safe, positive and healthy learning environment
* Assure every student access to quality learning experiences
* Assure that the school staff communicates clear expectations for performance to both students and parents

*Parent*

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

* Volunteering in their child’s classroom
* Supporting their child’s learning
* Participating, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time
* Create a home atmosphere that supports learning
* Send the student to school on time, and well-rested on a regular basis
* Attend school functions and conferences
* Encourage their child to show respect for all members of the school community and school property
* Review all school communications and respond promptly

*Student*

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

* Get to school on time every day
* Develop a positive attitude toward school
* Be responsible for completing homework on time
* Be cooperative by carrying out the teacher’s instructions and ask for help when needed
* Do daily work that is neat and reflects the student’s best effort
* Be respectful to all school members and to school property

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Rules and Code of Ethics Agreement

For Network and Internet Users

Canton Area School District

Section 1: *To be signed by student* –

I understand that Canton Area School District reserves the right to:

* Log internet use and monitor file server space utilization by users.
* Remove a user account on a network.
* Access stored materials.

I understand that violations of the Rules and Code of Ethics described above will be dealt with seriously. Violators risk:

* Losing computer privileges on a temporary or permanent basis; and/or
* Disciplinary action; and/or
* Academic sanctions; and or
* Prosecution for violation of local, state, and federal laws.

I have read the Canton Area School District Rules and Code of Ethics for network and Internet users and agree by its terms. I further understand that violation of the regulations may lead to my access privileges being revoked, school disciplinary action, academic sanctions, and/or appropriate legal action.

Student’s name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 2; *To be signed by parents/guardians* –

We, parents/guardians of (please print your son/daughter’s name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read and discussed with our son/daughter the above Rules and Code of Ethics for Canton Area School District computer users. We recognize that it is impossible for the school district to restrict access to all controversial materials and we will not hold the district, its employee, or the Internet provider responsible for materials acquired on the network.

We hereby give permission for our child to have user access to the Internet and the network at his/her school. We realize that under law we may be held financially responsible for the willful, malicious, or unlawful damage of property by our child.

Parent/Guardian Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

**\*A copy of the Acceptable Use of Internet, Computers, and Network Resources Policy No. 815**

**can be found on our website and in our main office.**

 **PHOTOS FOR NEWSPAPERS**

 Local newspapers provide publicity for our schools and recognize student achievement. We are sometimes asked to submit pictures, and/or reporters come to the school to take photos, for both their print and online newspapers. Please let us know your decision on this for your child by completing this form and returning it to the school.

 I **DO** want my child in class

 (Student Name) (Teacher’s Name)

 I **DO NOT** want my child\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_class

 (Student Name) (Teacher’s Name)

to be included in photographs for school publicity.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian Signature

**PHOTOS FOR WEBPAGE**

The Canton Area School District Web Page would like to use photographs of students involved in various academic, interscholastic athletics, and co-curricular activities throughout the year. We will use those photographs if both the student and their parent/guardian give the district permission. No identifying information about the student (name, address, etc.) will be used. This agreement will be in effect for the duration of the school year only. A new form must be completed each school year. You may terminate the agreement by contacting the school district at any time.

I **DO** give the Canton Area School District permission to use a photograph of my child on the district web page.

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

I **DO NOT** give the Canton Area School District permission to use a photograph of my child on the district web page.

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

**Student Handbook Policies & Procedures**

I have read the Canton Elementary Parent/Student Handbook. I will cooperate with the school to assure that the policies and procedures in this handbook are followed by my child.

I am the parent/guardian of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Signature)

* **BEGINNING OF THE YEAR CHECKLIST**

Parents, please use the following checklist to help you keep track of important information that will be coming home. Check off those items you’ve received and those you’ve returned. All items should be received during the first few weeks of school. If you do not receive any of those listed, please contact the school.

**\*The following should be signed and returned.**

**Received Returned**

**\_\_\_\_ Student Emergency Card** (5X8 card) **\_\_\_\_\_**

**\_\_\_\_ Rules & Codes of Ethics \_\_\_\_\_**

**\_\_\_\_ Photo Use Newspaper/Web \_\_\_\_\_**

**\_\_\_\_ Handbook Policies & Procedures**  **\_\_\_\_\_**

 **\_\_\_\_ School-Parent-Student Compact \_\_\_\_\_**

**\*Return only if participating.**

**\_\_\_\_ Insurance Form \_\_\_\_\_**