

Canton Jr.-Sr. High School



STUDENT HANDBOOK 2022-2023

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. For information about your rights or grievance procedures, contact Title IX Coordinator or the section 504 Coordinator. Superintendent, at 509 East Main Street, 570-673-3191. This brochure, published by the Canton Junior-Senior High 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. Please do not hesitate to contact us on any matter because knowing each other is critical to the welfare of the students. This handbook and other school publications are updated on a regular basis. Policy(ies), herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

ALMA MATER

Canton High, Canton High, You're the fairest school to me. High School, High School, Dearly loved you'll always be. Fairest colors crimson and white, For you we'll fight until we die. Grandest school beneath the sky. My Canton High.

BULLYING PLEDGE

Canton Jr/Sr High School will strive to be bully free! Students will be advised to abide by the following pledge: I will not bully others. I will try to help students who are bullied. I will make it a point to include students who are left out. When I know someone is being bullied, I will tell an adult at school and an adult at home.

CANTON AREA BOARD OF EDUCATION

Judy Sourbeer, President	Tom Resavage	Scott May
Bill Holland, Vice President	Dennis Sourbeer	Eric Anderson
Ryan Allen, Treasurer	Arica Jennings	Gary Black

*Mr. Mark Jannone, Board of Education Secretary (570-673-3191)

*Cassi Blaney, Caldwell & Sheetz, Solicitor

*Board of Education meetings are held the second Thursday of every month, unless otherwise posted.

PHILOSOPHY

We endeavor to teach basic skills and information in our subject areas, to reinforce knowledge and to encourage the students to be productive and responsible citizens. The goal of the faculty and administration of the Canton Area Jr./Sr. High School is to help each student reach their potential and to become a contributing member of our society. We provide for individual differences in a changing society whether those differences are cultural, social, intellectual, physical, or economical. We strive to help the student to be aware of the relationship between rights and responsibilities. We encourage a unified effort from the home, school, the church, business, and the community, in general, for the benefit of the student. Having provided an atmosphere of learning in which each student may succeed in some area of life, we believe the success of the individual ultimately depends upon the industry and ambition of the student.

CANTON AREA SCHOOL DISTRICTS 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. The district Record Policy) is located in the Guidance Office for public review (adopted as revised September, 2009).

DISCRIMINATION STATEMENTS

Canton Area Junior-Senior High School does not discriminate in interscholastic athletics or co-curricular activities as to students participating with diverse abilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are students with diverse abilities. 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.

EMERGENCY DRILLS

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked according 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 to make certain all students follow teacher instructions. Once outside, 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.

INCLEMENT WEATHER/SCHOOL CLOSING

When weather conditions are of such severity to make the holding of school unsafe or impractical, there will be an early announcement to this effect. 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 cases, busses and classes will start two (2) hours later as announced. An automated call will be made to contacts of our students to indicate a closing, delay, or early departure from school. Should an emergency occur during school hours which necessitates the closing of school, such a dismissal will be authorized. Attempts will be made to broadcast such announcements. An automatic call will go home to all contacts for each student. Bus drivers will be notified.

VISITORS

All visitors must first sign in at the lobby, obtain a visitors pass and then will be accompanied to the High School Office. Visitors will sign in and wear a visitor's pass at all times. Upon leaving, visitors must sign out and return the visitor's pass. Anyone under 18 is not permitted in the classroom during the school day unless approved by administration.

DRESS CODE/DRESS SAFETY

CHS will not interfere with the right of students and parents/guardians to make decisions regarding appearance, except when their choices disrupt the educational program of the schools or affect the health and safety of others. Below are the guidelines that the school has developed:

- Clothing that exposes any part of the midriff or excessive cleavage when sitting or standing (midriffs, shrinks, halters, bra tops, sports bras, low-cut tops, strapless tops etc.) or pajamas is not permitted
- Shorts, dresses, skirts, culottes (skorts) and similar clothing must be at least mid-thigh level in length. Jeans with holes may not expose skin above the mid-thigh level
- Any clothing that is worn in a way that reveals undergarments is not permitted
- Outdoor clothing (hats,hoods, sweatbands, coats, heavy jackets, bandannas, sunglasses etc.) is not permitted

- Clothing with ambiguous, suggestive, sexual, degrading, gender biased, culturally biased or vulgar text or graphics or patches on clothing which can be interrupted as obscene by message or placement or clothing with drug, alcohol or tobacco related text or graphics., as well as clothing with text or graphics that promote death, dying, suicide, or related violent text or graphics is not permitted
- Chains (wallet chains, chains worn around the neck, wrist, ankles or any body part, etc.) of any significance are not permitted
- Shoes or appropriate footwear are to be worn at all times

Appearance which the administration feels is disruptive to the educational process may be deemed inappropriate. The administration shall determine what is unsafe, inappropriate, and extreme. Emerging fashion trends which are not cited above will be evaluated by the administration. Violation of the student attire guidelines will be dealt with on an individual basis. Students will be required to correct their appearance and may be subject to disciplinary action. Note: The use of personal protective equipment (PPE) may be required to be worn as deemed necessary by administration.

WORKING PAPERS

Students between the ages of 14-18 may be employed legally in part-time jobs provided such employment does not interfere with their school progress. Students under 18 years of age must obtain working papers if they wish to work after school hours, on weekends, or during vacation. An application for working papers may be obtained in the High School Principal's Office on any day school is in session, or during the summer working hours. Those seeking working papers must submit a birth certificate and fill out the appropriate paperwork.

LOST AND FOUND

All books, clothing and materials found in or around the school building are turned into the High School Office and kept for the duration of the school year. If unclaimed at the close of the school year, the articles of clothing are given to the Canton Community Clothing Center.

VOCATIONAL EDUCATION OPTION NTCC & CHS

Students considering attending the Northern Tier Career Center (NTCC) in their 11th and 12th grade year will elect a course of study. An application for admission (forms in the Guidance Office) will need to be completed. The Academic Planning Guide contains detailed requirements for acceptance into the NTCC program. If a student does not meet acceptable levels for admission, then other educational options need to be discussed with the Guidance Counselor. If the quota for the course of study selected is full, then other educational options need to be considered. Students who meet NTCC requirements will receive courses in English, Social Studies, Physical Education, Math and Science while attending Canton High School. NTCC participation will give students 4 credits per year towards graduation. While attending NTCC, they will receive two credits per semester for the course they have chosen. Students who want to attend NTCC may choose from a variety of study areas. Bus rules for NTCC are contained in Section VII of this Handbook. Students attending NTCC have earned the privilege to do so. The building principal has the authority to revoke the privilege based on behavior and/or attendance. Also, misconduct or abuse of bus privileges may result in removal from the NTCC program based on the principal's discretion.

LIFE EXPERIENCES OPTION

The Canton Jr.-Sr. High School makes available to qualifying students the opportunity to pursue community based education of life experience. This might include part-time employment, advanced

learning, or domestic responsibilities. Students enrolled in the NTCC program are not eligible because of existing opportunities for work experience within those programs. Any other senior may request the opportunity to participate by contacting his/her guidance counselor. The counselor and principal will determine eligibility. At the time of application, students must be passing all classes with a 70% or better in order to be eligible to participate. Students must have sufficient credits to graduate in order to participate since the program itself carries with it no credits.

Guidelines for Participation

- Seniors are eligible to participate
- Academic classes must be scheduled for at least ½ the school day in the morning or afternoon.
- Any rescheduling of classes must be done before the start of each semester. No mid-semester options will be considered.
- Students must be on target to earn sufficient credits to graduate in order to be eligible for participation in the program
- Students with more than 10% of required school days absent and/or 10 or more times tardy during the preceding school year or semester will be ineligible.
- Students may be required to verify their life experience activity on a regular basis.
- Each student participating in the program must reflect an attitude conducive to work as well as self-discipline and a sense of responsibility. The administration reserves the right to deny students of the opportunity or to continue in the program.

How to Apply

Submit the following documents to the Guidance Office:

- Letter from the employer (on company letterhead) describing the work duties, times of employment and benefit to his career field
- Letter from the parent/guardian giving permission for the early release from school, as well as participation in the program. Please include the specific time the student will be leaving school.
- Letter from the student addressed to the Principal requesting permission to participate in the CHS Life Experience program. The letter must include the name and contact information of your employer, and an explanation of how the job duties will benefit your anticipated career field

JOB SHADOWING/CAREER EXPLORATION

Job Shadowing/Career Exploration is a common request by students exploring future careers. It is possible to take advantage of this option since career preparation is one of the school's missions. Three (3) such days may be requested to job shadow, and requests must be approved in advance with supporting written documentation from the employer/workplace. Permission slips are available from the Guidance Office.

ACT 10

Act 10 of Pennsylvania School Law requires all public schools to provide a list of graduating seniors to armed forces recruiters which request the same. "Each school district shall notify the students in writing, prior to the end of their junior year, of the requirements imposed by subsection (a). Each student shall be given at least 21 calendar days to request, in writing, to the superintendent exclusion of such student's name prior to the release of such list." Penalty for districts which do not comply is a summary offense carrying a \$100 fine." Any costs incurred by public and nonpublic schools in complying with the law will be reimbursed by armed forces recruiters upon written documentation of expenses." Nonpublic schools have the option to comply or not with the requirement of Act 10. This article serves as notice of inclusion/exclusion for the list.

MILITARY RECRUITERS IN SECONDARY SCHOOLS

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 (The Armed Forces Recruiting Act) collectively require superintendents to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers. To ensure the school is in compliance with these laws, superintendents are required to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has "opted out" of providing such information. These lists should be made available by the beginning of the school year; however, military recruiters are entitled to request and receive this information throughout the year.

IMMUNIZATION

Pennsylvania School Law requires all Junior High/Senior High 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 for chickenpox immunity
- 1 meningococcal vaccine is required for all 7th graders
- Incoming seniors are required to have a second meningitis vaccine before the first day of school
- The original immunization record will be mailed to the school when a student transfers to another school district in Pennsylvania.

MEDICATION POLICY

Procedure-The procedure for nursing procedures and medications during school hours is as follows:

- The parent/legal guardian will present a written physician order for administration of medications and nursing procedures.
- All medication, over the counter and prescription, will be brought to the school nurse by parent/legal guardian. Students may carry an asthma inhaler with written order from a physician as well as a completion of the consent for self administration form.
- Complete information for nursing procedures/medication administration must be sent to school including medication in prescribed, original container and procedure. Prescribed medication/treatment will be administered by the school nurse.

Student Self-Administration- With written permission, students may carry and self-administer medications such as hypoglycemic agents, asthma inhalers, and epinephrine auto-injectors according to the procedures above. To self-administer medication, the student must be able to:

- See to and visually recognize his/her name
- Identify his/her medication
- Measure, pour and administer the prescribed dosage
- Sign his/her medication sheet to acknowledge having taken the medication
- Demonstrate a cooperative attitude in all aspects of self-administration.

The nurse will evaluate each request for exceptions to this policy based upon medical need, receipt of supporting written orders and documentation of student's correct procedure/technique by the student's licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discus, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs.

ATTENDANCE

Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution. The Canton High School considers the following conditions to constitute reasonable cause for absence from school: Illness, Quarantine. Recovery from an accident. Required court attendance, Death in family. Family educational trips, with prior approval. Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted to the office within five (5) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed physician. The Canton High School may report to appropriate authorities infractions of the law regarding the attendance of students below the age of eighteen (18).

Educational Tours and Trips-A student may be excused from school to participate in an educational tour or trip not sponsored by the district if the following conditions are met:

1. The parent/guardian submits a written request for excusal prior to the absence within 3 days of the absence
2. The student's participation has been approved by the Superintendent or designee.
3. The adult directing and supervising the tour or trip is acceptable to the parents/guardians and the Superintendent

After receiving approval to be excused from school for the tour or 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 class. Furthermore, it is recommended that these tours or family trips not be taken during final examination periods or statewide assessment windows. A form requesting tour approval is available in the High School Office and on the high school's web page for your convenience. A total maximum of 5 days will be permitted to be used as excused absences. After a maximum of 5 days each day will be considered illegal.

TARDINESS

Students who are late in the morning and cannot reach homeroom before the morning announcements must report to the front office to complete the required paperwork. Students who accumulate three (or more) unexcused tardies to school will be subject to the consequences outlined in the Disciplinary Policy section of this handbook.

EXCUSED ABSENCES

A student: is required to submit a parental excuse to the attendance office within 5 school days of the students return to school. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian; Failure to submit proper documentation within this timeline will result in an unexcused/illegal absence. Excuses sent via email will be permitted.

ILLEGAL/UNEXCUSED ABSENCES

Reference the chart below for the specific procedure.

Illegal Absences (NO EXCUSES)	Legal Absences (PARENT EXCUSES)
<u>First-Third Illegal Absence</u>	<u>FIRST-SECOND Parent Excused Absence</u>

<ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system 	<ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system
<p><u>Fourth Illegal Absence</u></p> <ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system Enter student info into SAP https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/viewform 	<p><u>Seventh Parent Excused Absence</u></p> <ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system Enter student info into SAP https://docs.google.com/forms/d/e/1FAIpQLSdF_2u-hYFh0sreQMLuKS8raTM7egrbojkGVXNQJ6dsCiDVGw/viewform
<p><u>Fifth-Sixth Illegal Absence</u></p> <ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system 	<p><u>Eight and Ninth Parent Excused Absence</u></p> <ul style="list-style-type: none"> Send hard copy letter (Attendance Letter) Send regular absence notification via email/text/robo via ALL call system
<p><u>Seventh Illegal Absence</u></p> <ul style="list-style-type: none"> Send regular absence notification via email/text/robo via ALL call system Enter Student into Truancy Tracking Spreadsheet Send hard copy letter (Attendance Letter) Contact the following to schedule a SAIP meeting within 3 days (if unable to get parent in, schedule anyway with the others) <ul style="list-style-type: none"> Parent/Guardian Guidance Counselor Principal/Dean of Students IEP Case Manager (if applicable) Probation (if applicable) Outreach Counselor (Maria LaFleur) Attendance Improvement Coordinator (CYS) 	<p><u>Tenth Parent Excused Absence</u></p> <ul style="list-style-type: none"> Send regular absence notification via email/text/robo via ALL call system Enter Student into Truancy Tracking Spreadsheet Send hard copy letter (Attendance Letter) Contact the following to schedule a SAIP meeting within 3 days (if unable to get parent in, schedule anyway with the others) <ul style="list-style-type: none"> Parent/Guardian Guidance Counselor Principal/Dean of Students IEP Case Manager (if applicable) Probation (if applicable) Outreach Counselor (Maria LaFleur) Attendance Improvement Coordinator (CYS)
<p><u>Tenth Illegal Absence</u></p> <ul style="list-style-type: none"> File Truancy Charges 	
<p>Guidance Office <u>(Guidance office) 10 Consecutive Days Absent</u> (10 consecutive days missed)</p> <ul style="list-style-type: none"> Send certified letter notifying that they will be removed from the rolls 	

COLLEGE VISITATIONS

College visitations are permissible through the Guidance Office for Juniors and Seniors only. Each student is permitted three (3) college visits per school year. Please pick up a college visitation form from the high school office or guidance office to be signed the day of your visitation.

ATHLETIC ELIGIBILITY

It is the policy of the Canton Jr.-Sr. High School to carry on as wide and diversified a program of athletics as facilities and funds will permit. The school regards cross country, football, volleyball, basketball, wrestling, spirit squad, baseball, softball, and track as major sports.

- In order to maintain eligibility for participation student athletes and cheerleaders must be passing at least five of their academic classes, including special classes
- Participating students, teachers and coaches will be notified by the Athletic Director by no later than 8:30am each Monday morning (or first day of the school week) which students are ineligible and in which specific classes. Students declared ineligible will then be able to immediately see teachers in order to make arrangements for whatever effort is required to restore eligible status, i.e. make up assignments, tests, extra credit, etc.
- Students will remain ineligible for competition or participation until they are passing five or more of their classes.
- Students may become eligible, based on teacher communication to the Athletic Director or Principal, that same day, Tuesday or however long it takes to attain a passing average for all classes.
- Once eligibility has been restored, only the Athletic Director or Principal may validate the fact. Coaches must receive confirmation from one of the above mentioned individuals and not the student before a student athlete can resume participation.
- In addition to these requirements, the regular PIAA standards (a student must be passing the equivalent of four credits or he or she will be ineligible until eligibility is run again the following week, unless it is at the end of a marking period in which it would be 15 school days starting when report cards are issued) will still remain in effect as well.
- Students who are failing a course at the end of a marking period will not be allowed to participate in contests or performances for a period of fifteen school days. This period of time will begin when report cards are issued.
- Students who are failing a course at the end of a school year will not be eligible to participate in contests or performances (scrimmages or otherwise) prior to the first day of school and also for a period of fifteen school days commencing with the first student day of the following school year.

CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts. Please refer to the Code of Conduct in the appendix section of this handbook.

HAZING

It is a priority to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times. Hazing policy #247 is explained in detail in the Appendix portion of this handbook.

INSURANCE

Student Activity Insurance will be made available to students. Parents should be aware that the school district does not provide medical insurance or pay for medical expenses.

Coverage Information

School-Time Accident—Insurance coverage for the hours and days when school is in session and while attending school-sponsored/supervised activities.

Full-Time Accident—Around-the-clock accident coverage anywhere in the world. Protection during vacations, weekends, and school days.

In order to participate in the following activities, students need to be covered by medical insurance. This may be personal or school insurance. Many of these activities extend throughout the summer with camps, weight/fitness room schedules etc. To participate in these programs, students will need proper insurance coverage. Band, Band Front, Baseball, Cheerleading, Cross Country, Football, Softball, Track, Volleyball, Basketball, Wrestling. Parents/Guardians must provide information on insurance status before their daughter or son is permitted to participate in the activities listed above.

School insurance (school-time or full-time) will not cover Jr. High, J.V., or Varsity Football. Personal insurance--not school insurance—will be required. Please check the Canton Athletic/Co-Curricular Code of Conduct Card for required documentation.

STEROIDS (ANABOLIC) AND ATHLETICS

Students using steroids will not be permitted to participate in interscholastic athletics at the Canton Area Junior-Senior High School. Students are subject to the provisions of the Canton Athletic/Co-Curricular Code of Conduct. See the Disciplinary Policy section for more details. Students should be aware that anabolic steroids are classified as controlled substances and that the use, unauthorized possession, purchasing, selling or distribution could subject them to suspension, expulsion and/or criminal prosecution. Education regarding the dangers of anabolic steroids shall be provided in other district drug and alcohol programs.

ATHLETIC AWARDS

Award Criteria

To qualify for a varsity letter or junior varsity letter in any sport or cheerleading, the student athlete must fulfill the following criteria:

- Keep training rules
- Participate all season
- Be well groomed, clean, tidy, and represent Canton High School in a complimentary way in every respect at home and away in all activities and events
- Take the best care of all equipment, uniforms, locker room, gymnasium, and school building at home and away events
- Participate in one-half of the quarters, innings, or matches in football, basketball, baseball, wrestling, or volleyball. Score in one-half of the meets in cross-country and track. Faithful membership in one sport for two years will be rewarded with a varsity letter.
- In cheerleading, participate in three-fourths of the football and basketball games.

Award Description

- The varsity award will be an 8-inch block white chenille “C” on a crimson background after 2 years participating
- The junior varsity award will be a certificate of participation
- The junior high award will be a certificate of participation
- The felt award will be given the first year participating
- Bars, stars, and insignia, “hardware”, that indicate the sports in which letters were earned will be given when the athlete is a senior.

CO-CURRICULAR ACTIVITIES

The operation of co-curricular activities is determined by their own constitutions or under directions from the offices of the High School Principal or Superintendent and respective heads of departments under which they would naturally fall. Should any of the organizations or classes find it necessary to travel by bus, or auto, all students who are going on the trip must present a release slip signed by a parent or legal

guardian and the principal before they will be allowed to travel. 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 the Canton Area School District. Practices: all athletic and play practices must be under the supervision of the coach, advisor or sponsor. For afternoon contests and matinees, student participation in regularly scheduled athletic contests should not be excused from school before the time announced on the bulletin. Students attending these contests or productions will attend in a body under the supervision of the homeroom teacher as for regular assembly programs. The group and coach, advisor, or sponsor directing practices must see that all lights are turned off, doors closed and latched, and equipment stored before leaving. Transportation guidelines for interscholastic athletics and co-curricular activities are found in section VII.

ACADEMIC LETTERMEN'S CLUB

Academic excellence is having earned a first honor roll achievement three out of four nine week marking periods. The function of this club is to recognize students at CHS who have excelled in academic performance. At the end of ninth grade, eligible students will receive an academic letterman certificate. At the end of tenth grade, students who continue to be eligible will receive another academic letterman certificate. Following their eleventh grade year, eligible students will receive a felt letter, academic letterman certificate and are eligible for a letterman's jacket. After completion of their twelfth grade year eligible students will receive a chenille letter, academic letterman certificate and a learning pin.

BATTLE OF THE BOOKS

Junior and senior high students are encouraged to participate in this extracurricular club. Students who choose to participate will be asked to read books from a selected list. They contain a variety of genres and reading levels. These titles are of interest to the particular age group. In the spring, the students will then travel to compete against other students who have read the same titles. This competition is held on a Saturday in late March/early April.

DANCES

All dances will be closed dances unless otherwise publicized, and will have the following rules. These rules are instituted to support the goal of trouble-free dances.

SIGN UP SHEET

- Any student who would like to invite someone, who is not a member of Canton High School and is of high school age (up to and including 21 years of age), can use the sign-up sheet in the principal's office. The sign-up sheet is not to be used to turn a closed dance into an open dance.
- Students who sign up other guests are responsible for their guest's behavior and these guests are to conform to CHS school rules and regulations.

STUDENT BEHAVIOR

- Students will follow all school rules that are listed in the Student Handbook.
- Students leaving the dance ARE NOT permitted to re-enter. Once a student leaves the dance, they are to promptly leave school property- no loitering around the school, parking lot, or other areas of school property
- No alcoholic beverages, drugs or tobacco are to be brought, possessed, or consumed on school property. Violators will be turned over to the police for prosecution.

STATEMENT OF INTENT-All students are welcome, and urged to enjoy the sponsored dances at Canton High School. The enjoyment is based on good behavior and concern for the majority, not over the narrow, selfish behavior of a few. Violating school and dance rules will result in student (s) loss of privileges to attend future CHS activities and, depending on the violation, further prosecution by law. CHS reserves the right to restrict anyone from attending school functions (i.e. dances) based on the above policy or future policies that may be written.

ATTENDANCE-Prom/Homecoming and SnowBall/Winter Dance - Any Canton student in Grades 9-12 (one of the couple MUST be in grade 11 or 12)/ Any approved guest signed up in office in grades 9-12/Any guest under the age of 21. Proper paperwork must be completed and approved before they will be permitted into the dance. Freshman Formal Only Canton freshmen can attend this dance.

ELECTION OF KINGS AND QUEENS

Kings and queens of various courts are selected by members of the senior class. The voting process is completed near the start of the school year by seniors. The order of selection is based on potential scholarship money and community preference. The selection process is explained during a senior meeting. Kings and Queens with their courts are:

Event	Court	Month
Laurel Festival	No Court	June
Flaming Foliage	No Court	October
Senior Ball/Junior Prom	Court	May
Homecoming	Court	September/October

NATIONAL HONOR SOCIETY

The Irene W. Hurley Chapter #6909 of the National Honor Society was founded locally in 1959. The local chapter abides by the Constitution and By-Laws of the National Chapter. The National Honor Society is an affiliate of the National Association of Secondary School Principals. Eligibility for membership in the National Honor Society are provided in detail below.

- **Minimum Grade Requirement:** Prospective members must have a minimum composite grade of 94% taken from all subjects during the freshman and sophomore years to be considered for membership. Seniors must have a minimum composite grade of 94% taken from all subjects during the freshman, sophomore, and junior years to be considered for membership. Starting with the class of 2025, the expectation will be added to the 94% average; at this time, students also will be required to be in the top 20% of the class to be considered.
- **State Assessments:** Beginning with the class of 2010, any prospective NHS member of the Irene W. Hurley Chapter must at least be of a proficient level in the Keystone exams. To clarify, a student must achieve proficiency on two out of three Keystone exams.
- **Attendance:** Any prospective member may not accrue five or more unexcused absences in any school year.

Attainment of the eligibility requirements above qualifies the prospective member for consideration only and does not automatically allow membership.

An induction ceremony for current junior and senior candidates will be conducted during the school year. Parent/Student note: At the time of student induction, a brochure will be given to the student indicating selection guidelines, maintenance of membership, and dismissal procedures. Students eligible for membership in NHS will complete a form listing academic courses and extracurricular activities prior to Faculty Council vote on membership.

STUDENT ELECTIONS AND CLASS OFFICERS

Class leadership has been provided through a system of student elections. From each grade level (12th, 11th, 10th, 9th, 8th, and 7th), student officers will be elected to perform class duties and provide

leadership for their class throughout the school year. Seniors will elect officers to the position of President, Vice President, Secretary, and Treasurer during the first week of school. The second week of school will proceed with the junior initiating class elections, followed by the sophomores the third week, freshman the fourth week, and so on. The election process follows the model developed by the election of sophomore class officers for the school year.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program was created to identify and help students who are experiencing social, emotional, or physical problems that are detrimental to their success in school and to themselves as people. The program is designed to be an intervention, not a treatment or cure. It provides a means for teachers and school staff to help students through difficult times. The focal point of the program is a group of specially trained professionals. The members of the team include the Principal, Guidance Counselor, High School teachers, School Nurse, Drug and Alcohol Counselor and Mental Health Counselor. Their training has prepared them to help students in behavior areas such as alcohol and drug abuse, child abuse, eating disorders, suicide, pregnancy, peer pressure, personal loss, and dysfunctional families. Students may refer themselves or may be referred by anyone else in the district who has a concern for their well-being.

STUDENT CODE OF CONDUCT AND DISCIPLINE

STUDENT RIGHTS AND RESPONSIBILITIES

Pursuant to 22 Pa. Code §12.2:

- 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
- No student has the right to interfere with the education of his 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
- Students should express their ideas and opinions in a respectful manner
- It is the responsibility of the students to conform to the following:
 1. Be aware of all rules and regulations for student behavior and conduct themselves accordingly. Students should assume that, until a rule is waived, altered or repealed in writing, it is in effect
 2. 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 so as to meet fair standards of safety and health, and not to cause substantial disruption to the educational process
 4. Assist the school staff in operating a safe school for all students enrolled therein
 5. Comply with Commonwealth and local laws
 6. Exercise proper care when using public facilities and equipment
 7. Attend school daily and be on time at all classes and other school functions
 8. Make up work when absent from school
 9. Pursue and attempt to satisfactorily complete the courses of study prescribed by the Commonwealth and local school authorities
 10. Report accurately and not use indecent or obscene language in student publications

DISCIPLINARY POLICY

Classification of Infractions

- Minor Infractions-Minor misconduct on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school will be considered minor misconduct requiring classroom/teacher/staff corrective action
- Major Infractions- Major infractions are Frequent or serious misbehavior which disrupts the learning climate of the school will be considered major misconduct. These infractions, which usually result from the continuation of minor misbehaviors, require the intervention of personnel on the administrative level as previous disciplinary options have failed to correct the situation. These major infractions are serious enough to require corrective action on the part of administrative personnel

Behavior	Corrective Action Options
Disrespect	Restorative Conference Warrior Zone Corrective Education Suspension (out of school, athletics, clubs, etc.) After School Detention Saturday Detention Lunch Detention Student Conference Law Enforcement Alternate Education Loss of Privilege(s) Expulsion Alternate Education Assignment (Out of CHS placement) Restorative Circle
Tardiness	
Physical Contact	
Disruption	
Use/possession of Uncontrolled substances	
Use/possession of Tobacco	
Inappropriate language	
Bullying/Harassment	
Truancy	
Academic Dishonesty	

Definitions of Corrective Action

- *Student Conference*-A conference between the teacher or administrator and the student occurs.
- *Restorative Circle*-A conference between the administrator, Guidance counselor and student(s) involved
- *Restorative Conference*-A conference between the administrator, Guidance counselor, student(s) involved and parents/guardians
- *Loss of Privilege*-Student is not permitted to participate in certain privileges for a specified amount of time including, but not limited to hallway movement, extracurricular activities, attendance in activity period.

- *Lunch Detention*-The student will eat lunch in the office as assigned by the administrator.
- *Law Enforcement*-The infraction requires and facilitates the involvement of law enforcement.
- *Warrior Zone Corrective Education*-The Warrior Zone is a classroom supervised by teachers who are trained in restorative educational practices. The intent is to provide education that will allow a student to correct the problem behavior. A student may be assigned to this classroom for a single period and up to three days.
- *After School Detention*-Will be held as needed on Mondays and Wednesdays in a designated classroom.
- Attendance at detention is mandatory and must be served on the date(s) scheduled. Transportation following detention is the responsibility of the parent(s)/legal guardian(s).
- *Suspension*-The student will be excluded from both school and interscholastic athletics or co-curricular activities for a specified amount of time. Students are not permitted to be in the school, on school grounds, or participate in or attend any school activities during the term of NOTE: Out-of-School Suspension. Missed school work during a suspension term will be: two (2) days suspended=two (2) days to make up all work; six (6) days suspended=six (6) days to make up all work. Incomplete school work may earn a partial grade (at the discretion of the teacher).
- *Expulsion*-Expelled from school and provided with an alternate education plan

GANG RELATED ACTIVITIES

The Board recognizes that the harm done by the presence and activities of gangs in the public school exceeds the immediate consequences of such activities such as violence and destruction of property.

Gang activities also create an atmosphere of intimidation in the entire school community.

Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of the process of education and school activities. Therefore, gangs and gang related activities are prohibited in school. Please see the board policy located in the Appendix section of this document for details.

EXCLUSION FROM SCHOOL

Pursuant to 22 Pa. Code of § 12.6:

a). The board of school directors shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting certain exceptional students shall be governed by § 14.35 (relating to discipline), of Title 22 of the Pennsylvania Code.

b). Exclusion from school may take the form of suspension or expulsion.

1. Suspension is exclusion from school for a period of 1 to 10 consecutive school days.
 - Suspensions may be given by the principal or person in charge of the public school.
 - No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety and welfare of the school community are threatened.
 - The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended.
 - When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth below in the section entitled "Hearings", pursuant to 22 Pa. Code § 12.8(c).
 - Suspensions may not be made to run consecutively beyond the ten (10) school day period.
2. Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 22 Pa Code § 12.8.

- c). During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection (d).
- d). If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.
- e). Students who are less than 17 years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided an education.
 1. The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
 2. If the parents or guardian are unable to provide for the required education, they must within thirty (30) days submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph (3) or do both.
 3. If the approved educational program is not complied with, the school district may take action in accordance with Chapter 63 of the Juvenile Act to ensure that the child will receive a proper education.

HEARINGS

Pursuant to 22 Pa. Code § 12.8:

- Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
 - Formal Hearings: A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or an authorized committee of the board, or a qualified hearing examiner appointed by the board. Where the hearing is conducted by a committee of the board or a hearing examiner, a majority vote of the entire school board is required to expel a student.
1. The following due process requirements are to be observed with regard to the formal hearing:
 - Notification of the charges shall be sent to the student's parents or guardian by certified mail.
 - Sufficient notice of the time and place of the hearing must be given.
 - The hearing shall be held in private unless the student or parents request a public hearing.
 - The student has the right to be represented by counsel.
 - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
 - The student has the right to request that any such witnesses appear in person and answer questions or be cross-examined.
 - The student has the right to testify and present witnesses on his own behalf.
 - A record must be kept of the hearing, either by a stenographer or by a tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
 - The proceeding must be held at a reasonable speed.

Where the student disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal district court.

- a. Informal Hearings: The purpose of the informal hearing is to enable the student to meet with the appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.

1. The informal hearing is meant to encourage the student's parents or guardian to meet with the principal to discuss ways by which future offenses can be avoided.

2. The following due process requirements are to be observed in regard to the informal hearing:

- Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at the hearing.
- A student has the right to speak and produce witnesses on his own behalf.
- The district shall offer to hold the informal hearing prior to the suspension taking effect, unless it is that the health, safety, morals or welfare of the school community was threatened at the time the suspension is imposed, in which case the district shall offer to hold the informal hearing within the first five (5) days of the suspension.

BACKPACKS/BOOK BAGS

Backpacks/book bags and purses must remain in the locker throughout the school day. Clear backpacks that provide visibility into the bag are permitted. Backpacks/book bags may be permitted when deemed necessary by administration.

COMPUTER EQUIPMENT USE

Students who tamper with and/or vandalize any computer equipment and/or associated peripherals such as disks, mouse pads, wiring, or electrical components will be subject to disciplinary action. A second offense will necessitate student removal from the class. Students accessing the hard drives by bypassing coded passwords will be removed from the class on the first offense. Any damages to the computer equipment and/or peripherals will be the financial responsibility of the student/parent(s)/legal guardian; monetary compensation to the school district will include equipment, labor, parts, materials, and any necessary transportation of the equipment for servicing, transportation fee(s) for servicemen, or staff labor costs to reprogram computer software into a machine(s). The "Rules and Code of Ethics Agreement For Student Network and Internet Users" requires completion and must be on file at school prior to a student's use of any computer equipment at CASD. The "AGREEMENT" possesses a student and parental signature page which must be completed and returned, and can be reviewed in detail in the Appendix section of this document.

STUDENT DRIVING

Each student is required to complete a form requesting motor vehicle permit privileges on school property. This form must be completed and submitted, signed by the parent or legal guardian, to the High School Office. Additionally, the student must present proof of insurance and a valid registration before receiving permission to operate a vehicle on school property. All students who receive permission to operate a motor vehicle on school property will be given a parking permit. These permits are to be hung from the front windshield mirror. Use of the permit is required only when parking in the school parking lot. This will help to identify those vehicles authorized to park in the school parking lot and identify vehicles that may need to be moved. Students will be given the first two weeks of school to submit all paperwork

and receive their permits. Excessive tardiness to school may result in loss of motor vehicle permit privileges for a student. The fee for a parking permit will be \$5.00 per permit and the permit is valid until graduation. Lost permits must be replaced and will cost \$2.00 per permit. Permits are not transferable.

The following are requirements of students that wish to exercise the privilege of operating a motor vehicle for parking on school property:

1. Complete and return a required motor vehicle permit form, available through the High School office, with \$5.00.
2. Hang the parking permit(s) on the vehicle(s) windshield mirror.
3. Student drivers are to access the school parking lot via Union Street when arriving to and leaving from school. No student traffic is to occur in the front of the school using Main Street.
4. Park only in designated areas of the parking lot in appropriate positions (not blocking other vehicles).
5. Drive in a safe and courteous manner, and obey all state and local vehicle laws including fastening seat belts, no passengers in the back of pick-up trucks, etc.
6. Report any and all incidents occurring on school property including physical contact with other motor vehicles and/or pedestrians to school; authorities regardless of severity within 24 hours.
7. Obey directions of person(s) on duty.
8. Citations will be issued for violations of rules. The procedure is:
 - a. 1st violation: Warning may be given (depending on severity) with letter to the parent/legal guardian and local law enforcement authorities if applicable
 - b. 2nd violation: Suspension of motor vehicle permit for one week;
 - c. 3rd violation: Revocation of motor vehicle permit privileges for the remainder of the school year.

SEARCH POLICY: Any vehicle parked on CASD property is subject to search by school district authorities and law enforcement personnel working with them. Such a search may be conducted without warrant and for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once the search begins, the vehicle will not be permitted to be moved from the premises during the reasonable duration of the search. Student willful lack of adherence to these may lead to the towing of the vehicle at the owner/driver's expense.

STUDENT DRIVING (Northern Tier Career Center)

Students enrolled in the Northern Tier Career Center are provided transportation to and from via school bus. However, students may elect to provide their own form of transportation with permission of the school and the parent/guardian. The Student Driver form may be obtained at the Northern Tier Career Center, completed and signed by the parent or legal guardian, as well as the CHS Principal and submitted to the Northern Tier Career Center. Student drivers are permitted to transport a maximum of ONE passenger to and from the Northern Tier Career Center ONLY if the CHS Passenger Permission form has been completed, signed and submitted to the CHS main Office. All policies in the above Student Driving section above apply.

HALL PASSES

Students must have a hall pass from an authorized staff member when in the hallway during regular class periods. Teachers will write passes on the appropriate day for permission to be in the hall. This includes restrooms, library, drinking fountains, lockers etc. All teachers will maintain a daily log of pass use, and students are required to complete the log prior to pass use.

SOLICITATIONS

Outside organizations are not permitted to solicit funds or donations in the Canton Junior-Senior High School.

LOCKERS

NOTICE TO ALL STUDENTS: STUDENT LOCKERS ARE SCHOOL PROPERTY AND REMAIN, AT ALL TIMES, THE PROPERTY OF THE SCHOOL; HOWEVER, STUDENTS ARE EXPECTED TO ASSUME FULL RESPONSIBILITY FOR THE SECURITY OF THEIR LOCKERS. PERIODIC GENERAL INSPECTIONS OF LOCKERS MAY BE CONDUCTED BY SCHOOL AUTHORITIES AND/OR LAW ENFORCEMENT OFFICERS (INCLUDING THE USE OF TRAINED DOGS). THESE INSPECTIONS/SEARCHES WILL BE CONDUCTED REGARDLESS OF ANY INDIVIDUALIZED SUSPICION AND MAY OCCUR WITHOUT NOTICE, WITHOUT STUDENT CONSENT OR WITHOUT A SEARCH WARRANT. THE EXPECTATION OF PRIVACY IN A SCHOOL LOCKER IS UNREASONABLE AND SHOULD NOT BE EXPECTED BY ANY STUDENT. Each student will be given a hall locker for his/her books and personal belongings. Students are expected to carry materials needed for several classes to eliminate the need to visit their locker in between every period. If students experience problems that involve stolen items or other valuables taken from a locker, it will be pursued as theft. Parents will be directed to contact the local police. Students are not permitted to share lockers nor store their books in the locker(s) of other student(s). Do not leave valuables in your locker!!!! The school district and employees will not be responsible for missing items. No food or drink is to be stored in the student's locker. Open containers of drink will be prohibited in lockers and hallways. All food and drink will be consumed in the cafeteria, unless prior approval is given by the office to support a class with a curricular matter.

VALUABLES

Students are cautioned not to bring large amounts of money or any other valuables to school. STUDENTS, not the school, are responsible for their personal property. If it is necessary to bring more money to school than needed to pay for lunch, leave it with your homeroom teacher or in the Principal's Office for safe keeping.

SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching. Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises. Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks -winking, lip licking, or suggestive body movements. Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible. While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive. The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

PUBLIC DISPLAY OF AFFECTION

Hand holding is permitted. Any other form of public display of affection is not permitted.

CELL PHONE POLICY

Students are discouraged from bringing cellphones to school. Students are not permitted to have cell phones in their possession at any time during the school day defined from the beginning of homeroom until dismissal. Phones are to be turned off and placed in lockers during this time. Any student using their cell phone during the school day will surrender the phone to the staff member who will then provide it to the office for a parent/guardian to pickup. Failure to cooperate will result in corrective action as described in the Disciplinary Action section. Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests and Keystone exams. These rules and policies apply to the administration of both the Keystone Exams and the PSSA. All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site.

WEAPONS

“Weapon” shall include but not be limited to any knife, cutting instrument, cutting tool, num-chuck stick, laser pointer, firearm, shotgun, rifle or any other tool, instrument or implement capable of inflicting serious bodily injury. Anyone possessing a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary publicly-funded educational institution, any elementary or secondary private school licensed by the Department of Education or any elementary or secondary parochial school will be subject to the School Board Policy in force at that time. See detailed board policy located in the Appendix section of this document.

USE/POSSESSION OF TOBACCO/VAPING MATERIALS

The Canton Jr. Sr. High School is a tobacco/vape free campus. Smoking/Vaping or smokeless tobacco is not permitted anytime. Lighters are also not permitted. Please refer to the board policy located in the Appendix section of this document for details. Student use or possession of tobacco/vaping materials is not permitted and is subject to disciplinary action. See the Disciplinary Policy of this document for more details.

SUBSTANCE ABUSE

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. See the Disciplinary section and the appendix section for details regarding definitions and disciplinary action.

GRIEVANCE POLICY

The Canton Area School Board and its employees will recognize the complaints and appeal procedures of individuals and groups so long as they are made in accordance with the procedures established by the Canton Area School Board. The individual student should first make the complaint known to the staff member most closely involved, or if none is identifiable, should attempt to contact the guidance counselor and resolve the issue informally and directly. The complaint may then be submitted in turn to the building Principal, the Superintendent, and finally the Board of Education. At each step beyond the first, the school authorities hearing the complaint may call in the student’s parent/guardian. The student may seek the help of a parent/guardian at any step in the complaint process.

STUDENT TRANSPORTATION

Safety on the school bus is not solely the responsibility of the school administration and the bus driver. It requires the constant support and attention by pupils, parents, and school personnel. The following

information is to clarify parental and pupil responsibility in contributing to the safety of the school transportation program.

The driver shall be in full charge of the school bus at all times and shall be held responsible for the orderly conduct and safety of the pupils transported. A pupil may be excluded from the bus for disciplinary reasons by the principal or his designee, and his parents shall provide transportation to and from school during the period of exclusion. Refusal to respect the authority of the school bus driver or displaying disorderly conduct shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district. Likewise, disciplinary and legal action may be taken against the student. See the Disciplinary section of this document for details.

Questions concerning the day-to-day operation of the bus should follow the following chain:

1. Bus driver
2. Contractor
3. Dean of students
4. Business manager
5. Superintendent

Additional information applying to school bus transportation may be found in School Board Policy 810 (Bus Contractors/Drivers).

STUDENT TRANSPORTATION TO AND FROM EVENTS

Student participants in interscholastic athletics or co-curricular activities are expected to travel to and from events as teams. The following is the school procedure students are required to follow. There are two options:

1. Students travel to the event and from the event on transportation provided by the district.
2. Students travel to the event, and, with a note from the parent/legal guardian and signed by the principal, can be released to the parent/legal guardian in the presence of the school's coach, advisor, sponsor or administrator, to travel home.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths. The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725(2); 42 U.S.C 11435(2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- "Doubled up" - Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied Youth - Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights: Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation; Attendance; in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students) Provide school supplies and other school related materials as needed. Advocate for and support students and families through school and home visits. Set clear expectations for student behavior, attendance and academic performance. Assist students/families access with community services. Assist students/families with access to tutoring, special education, and English language learner resources. Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact CASD Homeless Liaison, Dr. Martell at 570-673-3191 or via email at amartell@canton.k12.pa.us.

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. District contacts, phone numbers and email.

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/ Special Education Supervisor	Superintendent	
Special Education	Special Education Teacher	Principal	Superintendent	
Transportation	Bus Driver	Building Principal	Business Office	Superintendent

APPENDIX

CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts

GENERAL INFORMATION

I. General Objectives: Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

II. Specific Objectives

- A. Interscholastic Athletics and Co-Curricular Activities at Canton High School
 - 1. Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.

2. Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
3. Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
4. Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action and respect for individual differences.
5. Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
6. Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
7. Promote the development of the self-esteem and self-realization of each participant.

B. Objectives for School and Student body:

1. Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
2. Interscholastic athletics and co-curricular activities should be educational.
3. Interscholastic athletics and co-curricular activities should be a means of promoting fine school morals.
4. Proper student interest should be created.
5. All visiting schools should be treated as guests.
6. The school policy should be definite, so that participants will not expect special privileges.
7. Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope. This should include as many activities as possible in order to be of benefit to more students.
8. Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

C. Objectives for Community:

1. The community should realize that direction and control of school athletes and participants in interscholastic athletics and co-curricular activities, respectively, rests with school authorities.
2. Interscholastic athletic and co-curricular activities should furnish a recreational opportunity for the general public insofar as a community is willing to see that the program is conducted solely for benefit of student competition, student spectators, and/or student participation.
3. The community should judge success of the season on the number of participants and spectators, new skills acquired, and good citizenship and sportsmanship taught rather than on the number of games won or lost.
4. The community should constantly keep in mind the fact that an athletic contest and/or co-curricular activity is part of a school program.

III. Code of Conduct for Participants in Interscholastic Athletics and Co-Curricular Activities

- A. Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- B. Obey the specific training and practice rules of the coach, advisor, or sponsor.

- C. Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- D. Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- E. Appreciate the importance of proper rest, diet, and exercise.
- F. Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance. As related to these issues, Student Handbook rules will be followed.
- G. Participants should appear neat and well groomed at all times.
- H. Participants should not use profanity or other inappropriate language/gestures.
- I. Directly represent the coaches, advisors, sponsors, school, community, and should conduct themselves properly at all times. Student/student athletic conduct reflects on the school's reputation.
- J. Realize that officials do not lose a contest but are there for the purposes of ensuring that both teams/individuals receive a fair deal. For this, they deserve and will receive our courteous respect.
- K. Do not employ illegal tactics to gain an undeserved advantage.
- L. Work for the betterment of the school and what is right and good for their fellow students.
- M. Express a concerted interest in the well being of the opponent and the sportsmanship employed by the opposing participation.
- N. Have a good attendance record and will not skip class(es) or be truant from school.
- O. Plan their time so that they devote sufficient energy to their studies.
- P. Care for all equipment as though it were their own personal property. Any loss of or damage to issued equipment (other than normal use/wear) is the participant's responsibility. All equipment must be personally returned to a coach or an assistant, advisor, or sponsor. Equipment left in classrooms, lockers, etc. is not considered to be returned, and students will be held financially responsible for all replacement costs.
- Q. Show sportsmanship at all times and express the importance of teamwork over personal recognition.
- R. Comply with the standards of this code or be subject to dismissal from the sport/activity or to other disciplinary action(s), as may be determined by the coach, advisor, sponsor, or administrator.

IV. Sanctions from the Code of Conduct

- A. A student must be in good standing (academically eligible) in the school to participate in interscholastic athletics or co-curricular activities. Academic eligibility as defined by the PIAA is the standard the school subscribes to.
- B. First infractions of a minor nature, continued minor infractions and major infractions should be punishable in a fair but stern manner, commensurate with the seriousness of the infraction. Suggested punishments include, but are not limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests. Student handbook rules apply at all times.
- C. **A student may be declared ineligible to participate in any interscholastic, athletic, and/or co-curricular activity in which he/she represents the school in a public appearance if he/she:**
 - a. Has been found delinquent by the courts, found guilty (reached the age of majority) by the courts or has been put on probation by the courts.
 - b. Conducts himself/herself in a manner that in the opinion of school authorities, would reflect unfavorably upon students. On a case-by-case basis, students declared ineligible through item number 1 may request to be evaluated for permission to participate by a decision committee team. A request to the high school principal for evaluation to

participate may be made if there is a desire to have a student participate after being declared ineligible.

E. The Pennsylvania Interscholastic Athletic Association dictates the ineligibility of any student who does not comply with the established regulations.

F. Incidents by students, which occur outside of school such as fighting or other actions, which may cause the student to be placed in the hand of civil authorities, should generally be punished by civil authorities. However, if this student's conduct is detrimental to others and that student's presence might adversely affect morale, disrupt the orderly operation of the school's activities or interfere with the discipline and government of other students, the school administration is authorized to take appropriate action.

G. Use of tobacco – in any form – is prohibited. Students who use tobacco will be referred to the appropriate coach, advisor, or sponsor for disciplinary action.

H. Students found to be possessing, consuming or using illegal drugs, controlled substances or alcoholic beverages will immediately be turned over to law enforcement and the following two scenarios will result:

1. Obtain a drug/alcohol assessment from a licensed facility at the expense of the parent/legal guardian. When the assessment is completed, a recommendation about future participation in the sport or activity will be made (favorable or unfavorable). During the time of assessment and until report is received and acted on, this student shall be suspended from all activities for the remainder of the sport season in which the infraction occurred AND the sport season that follows that season.
2. Or, failing to undergo an assessment, the student will be banned from interscholastic athletics and/or co-curricular activities for one calendar year (defined as: from the date of the infraction to the anniversary date the following school year). A student may resume participation in a sport that begins a full season after the calendar year of absence has been served.

I. Attendance by a student at an event where alcoholic beverages are provided for or consumed by persons under the age of 21 in the absence or the presence and approval of the parents or guardians of those underage persons is a violation of training rules and is grounds for suspension from participation for a part or all of the sport or activity. Attendance by a student where illegal drugs or controlled substances are provided, used, or consumed is a violation of training rules and is grounds for suspension from participation for the duration of the athletic season during which the incident occurred. (See letter H above.)

J. The duration of each season (fall, winter, spring) shall extend until practice or participation starts for the next season.

K. The Canton Athletic/Co-Curricular Code of Conduct, along with a physical examination, will require parental/legal guardian's signatures before participation (in a practice or game/match/event/contest/activity).

L. "At school" is a term used throughout the Student Handbook. "At school" is defined as going to or coming from school, during school, or at a school-sponsored activity (nationally or internationally). It includes going to or coming from a sport or activity on school provided transportation.

V. Apply the sanctions to the Code

A STUDENT'S FAILURE TO ADHERE TO TRAINING RULES AND STANDARDS (CANTON ATHLETICS/CO-CURRICULAR CODE OF CONDUCT AND STUDENT HANDBOOK POLICIES) DESCRIBED HEREIN MAY AMOUNT TO SELF-DISQUALIFICATION FROM INTERSCHOLASTIC ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES. The head coach, coaching staff, adviser, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment

in matters of enforcing the rules and must apply penalties impartially. The principal will take action on matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

HAZING

(Board Policy #247)

Definitions

Hazing occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Aggravated hazing occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.

Organizational hazing occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing. Any activity, as described above, shall be deemed a violation of this policy regardless of whether

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

Student activity or organization means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

Authority

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

Delegation of Responsibility

Students, parents/guardians, coaches, sponsors, volunteers, and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

Discrimination/Discriminatory Harassment

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination and discriminatory harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer. If, in the course of a hazing investigation, potential issues of discrimination or discriminatory harassment are identified, the Compliance Officer shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination as well as the incidents of alleged hazing.

Guidelines

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy, and the program established by the district for enforcement of the policy by means of publication in handbooks and verbal instructions by the coach or sponsor at the start of the season or program.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.

Complaint Procedure

A student who believes that s/he has been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventive action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

Interim Measures/Policy

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

Referral To Law Enforcement and Safe Schools Reporting Requirements –

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term incident shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. The Superintendent or designee shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.

Confidentiality-Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the district's legal and investigative obligations.

Retaliation-Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

Consequences for Violations

Safe Harbor –An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if s/he complies with the requirements under law, subject to the limitations set forth in law.

Students –If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.

In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to fifty dollars (\$50) on each student determined to have engaged in hazing in violation of this policy.

When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to one hundred fifty dollars (\$150) on each student determined to have engaged in hazing in violation of this policy.

Non Student Violators/Organizational Hazing -If the investigation results in a substantiated finding that a coach, sponsor, or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, s/he shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor, or volunteer, and/or dismissal from district employment.[24]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.a

Criminal Prosecution—Any person or organization that causes or participates in hazing may also be subject to criminal prosecution.

ACCEPTABLE USE OF INTERNET (Board Policy No. 815)

PURPOSE

The Board supports use of the Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration. For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

DELEGATION OF RESPONSIBILITY

The district shall make every effort to ensure that this resource is used responsibly by students and staff. Administrators, teachers and staff have professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. Students and staff have the responsibility to respect and protect the rights of every other user in the district and on the Internet. The building administrator shall have the authority to determine what inappropriate use is.

Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks, or filters Internet access for students and adults to certain visual depictions that are obscene, child pornography, harmful to students with respect to use by students, or determined inappropriate for use by students by the Board.
2. Maintaining and securing a usage log.
3. Monitoring online activities of students.

GUIDELINES

Network accounts shall be used only by the authorized owner of the account for its approved purpose. All communications and information accessible via the network should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Illegal activity.
2. Commercial or for-profit purposes.
3. Non-work or non-school related work during the school day.
4. Product advertisement or political lobbying.
5. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Access to obscene or pornographic material or child pornography.
8. Access by students to material that is harmful to students or is determined inappropriate for students in accordance with Board policy.
9. Inappropriate language or profanity.

10. Transmission of material likely to be offensive or objectionable to recipients.
11. Intentional obtaining or modifying files, passwords, and data belonging to other users.
12. Impersonation of another user, anonymity, and pseudonyms.
13. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
14. Loading or using unauthorized games, programs, files, or other electronic media.
15. Disruption of the work of other users.
16. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
17. Quoting personal communications in a public forum without the original author's prior consent.

SECURITY

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. To protect the integrity of the system, the following guidelines shall be followed:

1. Students shall not reveal their passwords to other students.
2. Users are not to use a computer that has been logged in under another user's name.
3. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the network.
4. Faculty have read permission rights to all student files.
5. Employees may be required to share their password with the in-house technical support personnel.

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damages to files of data belonging to others; copyright violations; and thefts of services will be reported to the appropriate legal authorities for possible prosecution. General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses

COPYRIGHT

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

SAFETY

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal unauthorized information to other users on the network, including chat rooms, e-mail, Internet, etc.

Any district computer/server utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measurers shall effectively address the following:

1. Control of access by students to inappropriate matters on the Internet and World Wide Web.
2. Safety and security of students when using electronic mail, chat rooms, and other forms of direct electronic communications.
3. Prevention of unauthorized online access by students, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding students.
5. Restriction of student's access to materials harmful to them.

6. Students are to be advised that logs of their online actions may be released to State, Local and Federal Authorities as required by law.
7. All Internet activity is being monitored.

Board Policy 218.1 Weapons

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.

Definitions

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.

Authority

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.

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 requirements on a case-by-case basis.

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.

Delegation of Responsibility

The Superintendent or designee shall react promptly to information and knowledge concerning weapons on school property. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent or designee shall immediately report the discovery of any weapon prohibited by this policy to local law enforcement officials and inform the student's parent/guardian.

The Superintendent shall annually, by July 31, report all incidents involving acts of violence or possession of a weapon to the Office of Safe Schools on the required form in accordance with state law and regulation.

Guidelines

The building principal shall annually inform staff, students and parents/guardians about the Board policy prohibiting weapons and about their personal responsibility for the health, safety and welfare of the school community.

An exception to this policy may be made by the Superintendent, who shall prescribe special conditions or administrative regulations to be followed.

Transfer Students

When the school district receives a student who transfers from a public or private school during an expulsion period for an offense involving a weapon, the district may assign that student to an alternative assignment or may provide alternative education, provided the assignment may not exceed the expulsion period.

Board Policy 222 Tobacco and Vaping Products

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.
3. Any product containing, made or derived from either:
 - a. Tobacco, whether in its natural or synthetic form; or
 - b. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia*

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy. The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

Reporting

Parental Report –The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Office for Safe Schools Report -The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

Law Enforcement Incident Report –The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies

Board Policy 218.3 Gangs

Purpose

The Board recognizes that a school campus is a place that requires appropriate rules and regulations to ensure a safe and healthy environment which is conducive to learning for all students. All persons shall be aware and knowledgeable of the conduct and expectations upon which this school district operates.

Authority

Gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the educational process. Affiliation with a gang, gang activities or claiming gang membership by students is strictly prohibited.

Under authority in the School Code, the Board will impose corrective action ranging from short-term suspension to long-term suspension and, in extreme cases, the student could be recommended to the Board for expulsion. School district building administrators have the authority to reduce long-term suspensions to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.[1]

Persons who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety or well-being of persons or property, which substantially disrupt, or are likely to substantially disrupt, the school environment and the educational process, or which substantially interfere with, or are likely to substantially interfere with, the rights of other students will be dealt with as an offense of the most serious

type/category.

Definitions

Gang - For the purposes this policy, the term gang means any ongoing organization, association, or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifiable sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules.

Gang activity - The use of hand signals, written or oral comments, stances, stares, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute indicates or implies membership or affiliation with a gang, whether real or implied, and/or which has, through past experience in the school district, been shown to be a danger to the school environment, its staff and students, and to substantially disrupt the school district's educational programs. Gang activity is, therefore, strictly prohibited.

Guidelines

Any incident involving initiations, intimidation and/or similar or related gang activity at school during school hours, en route to school or a school-sponsored event, en route from school or a school-sponsored event, or anywhere while in attendance at a school-sponsored event or activity, will hereby be considered actions which present the danger or likelihood of bodily injury or physical harm; substantially disrupting the school's education programs; and/or substantially interfering with the educational rights of other students and are, therefore, strictly prohibited.

Any student wearing, carrying, distributing, or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or otherwise engaging in gang activity will be subject to disciplinary action including suspensions and/or permanent expulsion.

Any student charged with gang activities or affiliations may be required to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator before s/he will be allowed to return to the school s/he attends.

The building administrators of all school district facilities shall ensure that:

1. Information about gang affiliation and activities is included in printed rules and regulations provided to staff, students and parents/guardians.
2. Students identified as possibly being involved in gang-related activities receive counseling to enhance self-esteem, encourage interest and participation in character-building activities, and promote membership in authorized student organizations.
3. Parents/Guardians will be notified of the school's concerns.
4. Staff in-service training regarding gang activities, methods of operation, and current methods of identification are available to staff.
5. All gang affiliation or gang-type incidents are referred to the appropriate law enforcement agency.
6. Staff, students and parents/guardians are informed that affiliation with a gang, gang activities and/or claiming gang membership is considered a serious form of misconduct and is/are subject to the following corrective actions.
 - a. Gang membership activities:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion.
 - b. Claimed gang membership for the purpose of intimidation:
 - i. Minimum: Short-term suspension.
 - ii. Maximum: Expulsion
7. Any student suspended for gang activities and/or affiliation be required, as appropriate, to sign a negotiated Gang/Behavior Contract between the student, parent/guardian and administrator

before the student will be readmitted to school upon serving the assigned disciplinary consequence.

8. Building administrators have the authority to reduce a long-term suspension to a shorter duration provided the building administrator is convinced that a plan is in progress which will result in the elimination of future involvement with gangs.
9. Students who have been expelled and/or suspended for gang-related activities may be subject to emergency expulsion and may lose their right to remain in school during the appeal process, subject to their procedural rights under applicable Department of Education regulations.

Delegation of Responsibility

The Board delegates the Superintendent or designee to promote membership in authorized school groups and activities as an alternative to students at risk.

Recognizing that organized gang activities are a community/school problem which may involve or lead to criminal behavior, the Superintendent will involve and inform the police in each of the communities/townships of any school-observed gang activity and develop a working relationship to suppress and combat gang activities.

The school district will further immediately involve parents/guardians, courts and such other agencies, as is appropriate, to abolish gang activities and promote prevention and intervention programs.

Constitutional Interpretation

This policy is to be interpreted and applied by the school district administration in a constitutional manner, consistent with the preservation of students' constitutional rights.

Board Policy 227 Controlled Substances/Paraphernalia

Purpose

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

Definitions

For purposes of this policy, controlled substances shall include all:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law, such as but not limited to herbal incense, bath salts, or other products containing synthetic cannabinoids.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

For purposes of this policy, under the influence shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, look-alike drug shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

Authority

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored

activities.

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

Off-Campus Activities

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[6]

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.[7][8]
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to deal with students suspected of using, possessing, being under the influence, or distributing controlled substances in school, up to and including expulsion and referral for prosecution.
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student abuse of controlled substances.

The Superintendent shall react promptly to information and knowledge concerning possible or actual incidents of possession, use or sale of controlled substances. Such action shall be in compliance with state law and regulation and with the procedures set forth in the memorandum of understanding with local law enforcement officials.

The Superintendent shall annually, by July 31, report all incidents of possession, use and sale of controlled substances by any person on school property to the Office of Safe Schools on the required form in accordance with state law and regulation.

Guidelines

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Bodybuilding and muscle enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.

Students shall be made aware annually of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.

The following minimum penalties are prescribed for any student athlete found in violation of the prohibited use of anabolic steroids:

1. For a first violation, suspension from school athletics for the remainder of the season.
2. For a second violation, suspension from school athletics for the remainder of the season and for the following season.
3. For a third violation, permanent suspension from school athletics.

No student shall be eligible to resume participation in school athletics unless a medical determination has been submitted, verifying that no residual evidence of steroids exists.

Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.