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CANTON JR.-SR. HIGH SCHOOL

STUDENT HANDBOOK

BOARD APPROVED AUGUST 2025

TABLE OF CONTENTS

Section	Page #
District & School Information	4-5
• Alma Mater & Bullying Pledge	4
• Board of Education Information	4
• CASD Philosophy, Records Policy & Discrimination Statements	4-5
Student Information	5-9
• Lost & Found	5
• Working Papers	5
• Insurance	5
• Student Driving	6
• Hall Passes	6
• Lockers	7
• Valuables	7
• Electronics Policy	7
• Public Display of Affection	7
• Dress Code	8
• Computer Equipment Use	8
• Student Expression/Dissemination of Material	8-9
• Student Transportation	9
• Solicitations	9
Substance Abuse	9-10
• Use of Tobacco/Vaping Policy	10
• Steroids	10
• Substance Abuse Policy	10
Safety and Security	10-12
• Emergency Drills & Inclement Weather Information	10
• School Visitors	11
• Backpacks/Book bags	11
• Weapons Policy	11
• Threat Assessment Procedure	11
• Safe2Say	11-12
Health Services	12-17
• Nurse Office	12
• Health Examinations and Screenings	12
• Immunization Information	12-13
• Communicable Diseases	13
• Student Medication	13-14
• Prescription Medicine	14
• No Prescription Medicine	14
• Self Administration	14
• Student Illness Guidelines	14-15
• Head Lice	15
• Diabetes management	15
• Food Allergy Management	15
• Administration of Inhalers	16
• Blood Borne Illnesses	16
• Concussion Management	16-17

School Counselor's Office	17-18
• Student Assistance Program	17
• PAYS Survey	17-18
Attendance	18-20
• Absences	18-19
• Tardiness	19-20
• College Visitation	20
Grading (Specific information is available in the Academic Planner)	20
• Grading Procedure	20
• Class Rank	20
Discipline	21-23
• Disciplinary Actions	22
• Exclusions from School	22
• Hearings	22-23
• Gang Related Activities	23
• Sexual Harassment	23
• Grievance Policy	23
Extra Curricular Activities	24-25
• Athletic and Co-Curricular Code of Conduct	24
• Athletic Eligibility	24
• Hazing	24
• Athletic Awards	25
• Steroids	25
Co-Curricular Activities	25-27
• Battle of the Books	26
• Dances	26
• Election of King and Queens	26-27
• National Honor Society/National Junior Honor Society	27
• Student Elections and Class Officers	27
• Academic Lettermen's Club	27
Career and Technical Education	28
• Northern Tier Career Center	28
• Diversified Occupation	28
• Job Shadowing Opportunities	28
Military	27-28
• Act 10	28
• Recruitment	28-29
MCKINNEY-VENTO HOMELESS ASSISTANCE ACT	29-30
Title IX	30
CASD Chain of Command	30-31
Appendix & Board Policy	32-43

DISTRICT AND SCHOOL INFORMATION

ABOUT US

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 as well as career and technical 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*

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*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 (Refer to appendix: Pol. 216)

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 (Refer to appendix: Pol. 103, 103.1)

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.

STUDENT INFORMATION

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.

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. Students may be denied the opportunity to obtain a working permit or have them revoked based on academic and behavioral standing.

INSURANCE (Refer to appendix: Pol. 211)

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, Bocce, 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.

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 displayed on the vehicle's rear view mirror or dashboard. Use of the permit is required only when parking in the school parking lot. Students permit applications will be available on or around August 15th in the CHS main office. Parking spots will be assigned on the first day of school. Excessive tardiness to school may result in loss of motor vehicle permit privileges for a student. There is no fee for a parking 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
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 individually assigned parking spaces 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.

STUDENT DRIVING (Northern Tier Career Center)

Students enrolled in the Northern Tier Career Center are provided transportation to and from via school bus. Students are not permitted to drive to the Northern Tier Career Center. Students can be granted permission to drive on a case by case basis at the request of a student's parent and as approved by the Principal.

HALL PASSES

Students must have a hall pass (or permission using the digital 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.

LOCKERS (Refer to appendix: Pol. 226)

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.

ELECTRONICS POLICY (Refer to appendix: Pol. 237)

Cell phones/headphone use is permitted during the following times:

- Between periods while in the hallway
- Lunch
- Media Studies
- Teacher discretion within the classroom

Any student using their cell phone during the school day at times other than those specified above will surrender the phone to the staff member who will then provide it to the office for parent/guardian pickup. Failure to cooperate will result in corrective action as described in the Disciplinary Action section of this handbook. The Pennsylvania Department of Education has established very specific guidelines, regarding cell phones, during the administration of PSSA tests and Keystone exams. All cell phones, smart phones, and other prohibited electronic devices are to be collected as students enter the testing site.

PUBLIC DISPLAY OF AFFECTION

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

DRESS CODE/DRESS SAFETY (Refer to appendix: Pol. 221)

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
- Sleeveless shirts are 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 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.

COMPUTER EQUIPMENT USE (Refer to appendix: Pol. 815)

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 EXPRESSION/DISSEMINATION OF MATERIALS (Refer to appendix: Pol. 220)

These procedures address the dissemination by students of non school materials that are not part of the curricular or extracurricular program of the district. Materials sought to be disseminated as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein. Students may disseminate non school materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220 (refer to appendix) (Student

Expression/Dissemination of Materials), the Code of Student Conduct, these procedures and the school dress code, if applicable. It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.

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 of command:

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 (Refer to appendix: Pol. 810)

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.

SOLICITATIONS

Outside organizations are not permitted to solicit funds or donations in the school.

SUBSTANCE ABUSE (Refer to appendix: Pol. 227)

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 Pol. 236), school guidance counselor, or nurse. See the Disciplinary section and the appendix section for details regarding definitions and disciplinary action.

USE/POSSESSION OF TOBACCO/VAPING MATERIALS (Refer to appendix: Pol. 222)

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.

STEROIDS (ANABOLIC) AND ATHLETICS (Refer to appendix: (Pol. 227)

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.

CONTROLLED SUBSTANCES / PARAPHERNALIA (Refer to appendix: Pol. 227)

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. This policy shall also apply to student conduct that occurs off school property or during nonschool hours to the same extent as provided in Board policy on student discipline.

SAFETY AND SECURITY**EMERGENCY DRILLS (Refer to appendix: Pol. 805)**

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 (Refer to appendix: Pol. 804)

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, buses and classes will start two (2) or three (3) 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.

SCHOOL VISITORS (Refer to appendix: Pol. 907)

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.

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. SEARCH POLICY (Pol. 226): 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.

WEAPONS (Refer to appendix: Pol. 218.1)

"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.

THREAT ASSESSMENT PROCEDURE (Refer to appendix: Pol. 236.1)

The CASD threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration. The Team members: include Mr. Wells, Mrs. Repard, Mr. Jacopetti, Mr. Jannone, Dr. Martell. Ad Hoc members: Crisis Team - Mr. Loomis, Mrs. Watson, Mrs. West and Mr. Cron. Threat assessment team members are provided individual and/or group training annually on the following:

- Responsibilities of threat assessment team members.
- Process of identifying, reporting, assessing, responding to and intervening with threats.
- Identifying and avoiding racial, cultural or disability bias.
- Confidentiality requirements under state and federal laws and regulations, and Board policies.
- Safe2Say Something

Any report associated with a risk of violence is immediately investigated by the administration. The student is removed from the class and a thorough search of their person, property and vehicle (if applicable). A threat assessment developed in conjunction with the Department of Homeland Security is conducted to determine the threat level. Parent communication is initiated and discipline is issued if applicable. Other agencies such as CYS and or law enforcement notification follow if applicable.

SAFE2SAY (Refer to appendix: Pol. 236.1)

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something"

BEFORE it is too late. With Safe2Say Something, it's confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention

HEALTH SERVICES

NURSE'S OFFICE

The nurse's office is provided so that every student can benefit from its services. The following is necessary in order to provide efficient medical attention:

- Every student must have an emergency information card updated, completed and on file.
- Any student with a health problem (e.g. allergies, asthma, diabetes, epilepsy) should have their parent/guardian notify the school nurse with specific requirements for treatment.
- If a student becomes ill, they must ask the teacher to be seen by the school nurse. A staff member will escort the student to and from the nurse's office.
- No student will be excused to go home when ill without permission from the principal or designee, as well as permission from parents.
- If the school nurse is not available, a student is to report to the main office.
- No student is permitted to make false statements about medical conditions they may or may not have. This would include pregnancy, skin irritations, contagious diseases and any other alarming false medical statements.

HEALTH EXAMINATIONS / SCREENINGS (Refer to appendix: Pol. 209)

The legally mandated School Health Program of the Commonwealth of PA requires that school districts provide nursing services to school children. A school nurse is responsible for assessing the health needs of students and school personnel, as well as evaluating, planning and implementing health plans within the school. Health records are transferred from the home school district and maintained by the school nurse. The following chart highlights yearly mandated health services to be provided by schools:

Service	K-1	2	3	4	5	6	7	8	9	10	11	12	SE
Vision	X	X	X	X	X	X	X	X	X	X	X	X	X
Growth	X	X	X	X	X	X	X	X	X	X	X	X	X
Hearing	X	X	X				X				X		A/N
Physical Exam	X					X					X		A/N
Dental Exam	X		X				X						A/N
Scoliosis Screen						X	X						
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X

The present school immunization minimum requirements are as follows:

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis*
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 dose of varicella (chickenpox) vaccine or history of disease

Students that are entering 7th GRADE need the following vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Students that are entering 12th GRADE need the following vaccines:

- 1 dose of MCV on the first day of 12th grade. If the one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

ON THE FIRST DAY OF 7th or 12th GRADE, unless the student has a medical or religious/philosophical exemption, a student must have had above vaccines. [State Regulations change 2023](#): **without the exemption or proof of vaccines students risk exclusion from school.**

- Proof of immunization means a written record showing the dates (month, day, year) that the child was immunized.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend Canton Area School District, unless exempted for medical or religious reasons, or provisionally admitted by the Superintendent, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Parent(s)/Guardian(s) are asked to inform the school of any health conditions. State law requires that any student who does not meet the immunization requirements must be excluded from school, unless meeting the medical or religious exemption specifications. Please refer to the *Pennsylvania School Code, Subchapter C. Immunizations*.

A family who does not have medical insurance for their child can contact the school social worker or the school secretary to obtain information regarding Pennsylvania's Children's Health Insurance Program (CHIP). *Please reference CASD Board Policy 211 - [Student Accident Insurance](#) / CASD Board Policy 209 - [Health Examinations / Screenings](#)

COMMUNICABLE DISEASES (Refer to appendix: Pol. 203)

Canton Area School District shares with others a responsibility to safeguard the welfare of all students and employees. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that the established policy and guidelines of the member school district concerning communicable diseases and immunization be followed for students admitted from that district into programs of the Canton Area School District (CASD). Therefore, CASD will review each diagnosed case of communicable disease to determine how each student's educational needs can best be met and how to protect the health and welfare of all students and employees with whom they might come in contact. *Please reference CASD Board Policy 203 – [Immunizations and Communicable Diseases](#)

STUDENT MEDICATION (Refer to appendix: Pol. 210)

Parent(s)/Guardian(s) have the primary responsibility for the health of their child. Although the Canton Area School District strongly recommends that medication be given at home, we realize that the health of some children require that they receive medication while in school. *In order for any prescription or non-prescription medication to be administered in school, the CASD Authorization Form must be completed by the student's parent(s)/guardian(s). This form along with a copy of the physician's original order(s) must be provided to the school nurse.*

- **No medication will be given without an order from the child's doctor.**
- **All medication must be brought to the school in the original container by the parent or designated adult.**

During school hours, the school nurse or parent/guardian will administer the medication as directed by the student's physician. A student will be permitted to self-administer (in the presence of the school nurse) their medication only when the family physician specifies this in their orders. The person administering medication will record the name of the student; the prescribing physician, dosage, and the time the

medication is given. This person will sign or initial the medication log.

Prescription Medication

When it is necessary for the nurse to dispense prescription medication to a student, the following procedure will be followed:

- The parent/guardian completes and signs the CASD *Authorization to Administer Prescribed Medication (AAPM)* form.
- The parent/guardian attaches the physician's order to the CASD AAPM form.
- Parent/Guardian (not the student) must provide any medication that is to be given during school hours directly to the nurse, principal or designee in its original container. **Any ordered medication must be counted when provided, and the correct number verified and documented by both the adult supplying the medication and the nurse or designee.**
- A prescription medication log is kept for any child receiving prescription medicine during school hours.

Non-Prescription Medication

When students need non-prescription medication, the following procedure is strictly enforced:

- A student is not permitted to carry non-prescription medications to school.
- Parents/Guardians must bring any non-prescription medication to the school in its original container along with specific orders from the family physician.
- The person administering the medication will record non-prescription medications taken at school in the medication log.

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 stated in Policy 210.1. Medications, other than stated above, shall not be in a child's possession. Violations will be addressed by the school's drug and alcohol policy.

To self-administer medication, the student must be able to:

1. Respond to and visually recognize his/her name.
2. Identify his/her medication.
3. Measure, pour and administer the prescribed dosage.
4. Sign his/her medication sheet to acknowledge having taken the medication.
5. 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 the student's correct procedure/technique by the student's licensed prescriber, and receipt of written parent/guardian request. Examples could include inhaler/discuss, emergency anaphylactic kit, and diabetic insulin pump. Specific plans may be developed considering individual student health needs.

Refer to CASD Board policies # 209 – [Health Examinations / Screenings](#) and # 210 [Use of Medications](#).

STUDENT ILLNESS GUIDELINES

The following guidelines for student illnesses are recommended if your child is ill:

- If your child's temperature is **100.4** degrees or higher, the child should stay home. Children should be fever free for 24 hours **without the use of fever reducing medications** before returning to school.
- If your child vomits or has diarrhea, the child should stay home for 24 hours from the last episode.
- If your child's eyes are red, swollen, itchy, have drainage, or have a crusty appearance on awakening, the child should stay home and be seen by the doctor.
- If your child has a productive cough that cannot be controlled with medication, the child should stay home and be seen by a doctor.
- If your child has been diagnosed with a communicable illness such as head lice, impetigo,

- ringworm, or chicken-pox, the child should stay home and the school nurse should be called.
- If your child receives a serious injury or appears obviously ill, the child should be seen by a doctor.

If your child presents with any of the above symptoms during the school day, you will be called to pick up the child in a timely manner. The United States Centers for Disease Control and Prevention has shared information on [Preventing Spread of Infections in K-12 Schools | CDC](#) (updated May 17, 2024).

HEAD LICE (Refer to appendix: Pol. 203, 203-AR-1)

At any time throughout the school year, the school nurse, principal, or appointed designee may examine any student(s) for lice. If live lice are identified during the examination the following procedure will be implemented:

1. Your child will remain in the classroom until the end of the day but discouraged to have close head contact with others.
2. On the day of lice identification, the school nurse, principal or appointed designee will contact you and counsel you on the proper treatment for this condition.
3. Your child may return to school following the first treatment.
4. You will have UP TO TWO CONSECUTIVE days to treat your child (THIS INCLUDES WEEKENDS AND HOLIDAYS). Absences starting on the third day will be considered unexcused.
5. Seven days following the first treatment, the school nurse, principal, or designee will again assess your child for evidence of live lice. If lice are identified, the above steps will be followed again.
6. A student who continues to have a chronic issue with lice infestation will be referred by the school nurse, principal, or designee for further treatment.

DIABETES MANAGEMENT (Refer to appendix: Pol. 209.2)

Diabetic management in the school setting is crucial to the immediate safety and long-term health of a student with diabetes. The school staff, nurse, and the student's family must be in close communication to ensure the student is ready to learn and participate fully in school activities. Proper management during school hours will minimize the possibility that emergencies related to diabetes will occur and not disrupt the student's classroom activities. Parents/Guardians will provide the school nurse with physician orders and written authorization for care and instructions from the student's health care practitioner. In addition, any rescue medication, snacks, and blood glucose testing equipment will be provided by the student and available during the school day. Any changes in the student's care plan, level of self-management, or school circumstances need to be updated via a written statement from the physician. The student's Parent/Guardian must complete and sign the CASD Authorization to Administer Prescribed Medication Form (AAPM) every school year. *Refer to CASD Board policy 209.2 – [Diabetes Management](#)*

FOOD ALLERGY MANAGEMENT (Refer to appendix: Pol. 209.1)

Our school district is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies. Parents/Guardians should alert the school nurse of any food related allergies their student has. The student must have a written medical statement signed by a medical provider identifying the medical or special dietary condition which restricts the student's diet, the food(s) to be omitted from the student's diet, and the food or choice of foods to be substituted. This information will also be provided to the cafeteria supervisor. A Medical Plan of Care for School Food Services document must be completed. The nursing staff have these forms available at both schools. The district will make appropriate accommodations, substitutions, or modifications for students with special dietary needs. If the student requires an Epi-pen, the medication will be provided by the student along with a medical provider's order. *Refer to CASD Board policy 209.1 – [Food Allergy Management](#)*

POSSESSION / ADMINISTRATION OF ASTHMA INHALERS / EPINEPHRINE AUTO-INJECTORS

(Refer to appendix: Pol. 210.1)

Before a student may possess or use an asthma inhaler or epinephrine auto injector in the school setting, there must be an order from a medical care provider for the medication stating the student may self-administer. Parents/Guardians must also provide their signature of acknowledgement. In addition, the student must demonstrate to the school nurse that s/he is capable of self-administering the medication. The student is required to report to the nurse immediately following each use of their medication. This privilege may be withdrawn at the discretion of the school nurse or administration if the student is not in compliance with policy. *Refer to CASD Board policy 210.1 – [Possession / Administration of Asthma Inhalers / Epinephrine Auto-Injector](#)*

HIV INFECTION & BLOODBORNE PATHOGENS (Refer to appendix: Pol. 203.1)

The school district will safeguard the health and well-being of students and staff while protecting the rights of the individual. All employees shall be required to consistently follow universal precautions / infection control for exposure to bodily fluids in all settings. All employees will maintain a respectful school climate and prohibit any physical or verbal harassment of any individual or group, including infected students. The school nurse should be advised of any student with HIV infection. District employees who have knowledge of an infected student's condition shall not disclose any information without prior written consent of the student's parent/guardian. *Refer to CASD Board Policy 203.1 - [HIV Infection](#)*

CONCUSSION MANAGEMENT (Refer to appendix: Pol. 123.1)

A concussion is a type of head (brain) injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can have a more serious effect on a young, developing brain and need to be addressed correctly. Consequences of severe brain injury (including concussion) include problems with thinking, memory, learning, coordination, balance, speech, hearing, vision, and emotional changes. What are the signs and symptoms of a concussion? You cannot see a concussion. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you as an athlete or your child or teen is acting or feeling, if symptoms are getting worse, or if you/they just "don't feel right." Most concussions occur without loss of consciousness. If the child or teen reports one or more of the symptoms of concussion listed below, or if you notice the signs or symptoms yourself, seek medical attention right away. Children and teens are among those at greatest risk for concussion.

These are some SIGNS of concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior or personality changes
- Loss of consciousness (even briefly)
- Repeats questions
- Forgets class schedule or assignments

Children and teens with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a healthcare provider experienced in evaluating for concussion says it is OK to return to play. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports practices or games
- Physical activity at recess

These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):

- Headache
- Nausea or vomiting
- Dizzy or unsteady
- Sensitive to light or noise or blurry vision
- Difficulty thinking clearly, concentrating, or remembering
- Irritable, sad, or feeling more emotional than usual
- Sleeps more or less than usual

If you or your child or teen has signs or symptoms of a concussion. Seek medical attention right away. A healthcare provider experienced in evaluating for concussion can determine how serious the concussion is and when it is safe to return to normal activities, including physical activity and school (concentration and learning activities).

After a concussion, the brain needs time to heal. Activities may need to be limited while recovering. This includes exercise and activities that involve a lot of concentration. *Refer to CASD Policy 123.1*

[Concussion Management](#)

SCHOOL COUNSELOR'S OFFICE

STUDENT ASSISTANCE PROGRAM (Refer to appendix: Pol. 236)

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 to themselves or may be referred by anyone else in the district who has a concern for their well-being.

PAYS SURVEY (Refer to appendix: Pol. 235)

CHS participates in the bi-annual Pennsylvania Youth Survey (PAYS) sponsored by the Pennsylvania Commission on Crime and Delinquency, the Pennsylvania Department of Education, and the Pennsylvania Department of Drug and Alcohol Programs. The survey asks questions about the behaviors of students in the 6th, 8th, 10th, and 12th grades, including questions about school climate, violence, depression, bullying, and substance abuse. The information we receive will assist us and our community partners in working to prevent adolescent drug use and other problem behaviors. We want to ensure that all parents and caregivers are notified that the survey is being conducted and provide you with as much information about the survey as possible. As a parent or caregiver, you have the right to prohibit your child's participation. The following facts about the survey will help you make an informed decision about your child's participation: Participation in this survey is completely voluntary. Students will be instructed by their proctor that they can skip any questions they do not understand or choose not to answer. If they have any questions or concerns after taking this survey, they are instructed to talk with their school counselor or a trusted adult. The survey is designed to protect each student's privacy. It is anonymous and confidential. Students will not put their names on the survey, and no student will ever have their individual responses reported. The survey will be administered during the school day and will take one class period to complete. A letter will be sent prior to conducting this survey. If you do not want your child

to participate, you may opt them out of the survey by contacting the Principal in writing either via letter or by email.

ATTENDANCE (Refer to appendix: Pol. 204)

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 three (3) 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).

Students must be present in school prior to 9:00am in order to be eligible to participate in or attend an extracurricular activity after school. Students arriving after 9:00am will be eligible only if the absence is accompanied by a medical note or prior approval from the Principal or Athletic Director.

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.

ABSENCES

A student: is required to submit a parental excuse to the attendance office within 3 school days of the student's 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. Refer to the chart below for specific information regarding absences:

<u>First-Fourth Absence (NOT including Medical)</u>	
<ul style="list-style-type: none"> • Parent/Guardian notified via telephone and hard copy letter 	
<u>Fifth Absence (NOT including Medical)</u>	
<ul style="list-style-type: none"> • Parent/Guardian notified via telephone and hard copy letter • Student referred to the CHS Student Assistance Program for intervention 	
<u>Seventh Absence (NOT including Medical)</u>	
<ul style="list-style-type: none"> • Parent/Guardian notified via telephone and hard copy letter • Parent/Guardian contact to participate in a SAIP meeting 	
11 Days or More *Privileges listed in the right hand column will be reinstated with full day attendance for 5 consecutive days.	<ul style="list-style-type: none"> • Loss of Parking Privilege • Loss of Early release (if applicable) • Truancy charges (under age of 18)
15 days or more *Privileges listed in the right hand column will be reinstated with full day attendance for 5 consecutive days.	<ul style="list-style-type: none"> • Loss of Parking Privilege • Loss of Early release (if applicable) • Truancy charges (under age of 18) • Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.)

PRIVILEGE REINSTATEMENT (ABSENCE)

Full day attendance for five (5) consecutive school days will result in the removal of two (2) absences.

TARDINESS

Students who are unable to be in their homeroom prior to 8:10am will be considered tardy. Students who are tardy must report to the front office to complete the required paperwork. Students who accumulate tardies to school will be subject to the consequences outlined below, as well as, in the Disciplinary Policy section of this handbook.

Number of Tardies	Required Excuse	Corrective Action
1-4	Parent/Guardian Note Required	Student/Parent/Guardian Conference
5-10	Medical Note Required	<ul style="list-style-type: none"> • Student/Parent/Guardian Conference • After School Detention
11 or More Privileges listed in the right hand column will be reinstated for on time arrival to school 5 consecutive days.	Medical Note Required	<ul style="list-style-type: none"> • Student/Parent/Guardian Conference • Loss of Parking Privilege • Loss of Early release (if applicable) • Loss of club period (Attend Attendance Club)
15 or More	Medical Note Required	<ul style="list-style-type: none"> • Student/Parent/Guardian Conference

Privileges listed in the right hand column will be reinstated for on time arrival to school 5 consecutive days.		<ul style="list-style-type: none"> • Loss of Parking Privilege • Loss of Early release (if applicable) • Loss of club period (Attend Attendance Club) • Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.)
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PRIVILEGE REINSTATEMENT (TARDY)

On time arrival for five (5) consecutive school days will result in the removal of two (2) tardies.

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 and return within three days.

GRADING PROCEDURE

- Weekly (Monday AM) Robocall/text will be sent to parent/guardians of students failing one or more classes
- Students and parent/guardians have 24 hour access to the online grade portal
- Progress reports will be available for viewing in the parent portal at the halfway point of each marking period as announced by Guidance
- The athletic eligibility list will be run each Monday at 8:00am
- The parent/guardian will receive an email anytime that the nine week grade for a course drops below a 70%
- Assignments completed and submitted ON TIME will be entered into the grade portal within four school days after the due date.
- All Math, English, Science and History courses (7-12) will include a midterm and final examination. All other courses will not conduct a midterm or final examination. Midterm and final examinations will be conducted during the regularly scheduled class period.

Students absent from school may receive a zero for an assignment but will have the opportunity to submit the assignment for full credit upon their return. If the reason for the absence is due to a SCHOOL-SPONSORED TRIP, a zero will not be assigned during the absence.

CLASS RANK

A Student's class rank will be determined from the final grades obtained during the 9th, 10th, 11th and 12th grade. Each subject is weighted according to the degree of difficulty. Only subjects with a .5 (half) credit or more will be used for ranking. In order to be included with their class for a class ranking, students must be enrolled at Canton School District for at least four (4) complete consecutive semesters up to and including their last semester prior to graduation. Refer to the Academic Planner for course weighting information and CASD board policy 214 for more details.

- Class Rank will be determined by a weighted average based on the following formula:
 - $$\frac{[\text{Sum (Grades X Credits Attempted X Weights)}]}{[\text{Sum of Credits}]}$$
- These weights will be used for the class rank formula:
 - Level 1 = 1.00 Level 2 = 1.00 Level 2.5= 1.03 Level 3= 1.06

STUDENT DISCIPLINE (Refer to appendix: Pol. 218)

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

Disciplinary Actions

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 Controlled 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. A student assigned to the Warrior Zone may not attend or participate in any extracurricular activity on the day/night of the assignment.

- *After School Detention*-Will be held as needed after school from 3:10pm-4:00pm 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 that time. 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

EXCLUSION FROM SCHOOL (Refer to appendix: Pol. 233)

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 a 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.

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.

SEXUAL HARASSMENT (Refer to appendix: Pol. 103, 103.1)

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.

GRIEVANCE POLICY (Refer to appendix: Pol. 219)

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.

EXTRA-CURRICULAR and CO-CURRICULAR ACTIVITIES

EXTRA-CURRICULAR & 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.

EXTRA-CURRICULAR & CO-CURRICULAR ELIGIBILITY (Refer to appendix: Pol. 123)

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.

- 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.
- Students must be present in school prior to 9:00am in order to be eligible to participate in an extracurricular activity after school. Students arriving after 9:00am will be eligible only if the absence is accompanied by a medical note or prior approval from the Principal or Athletic Director.

HAZING (Refer to appendix: Pol. 247)

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.

ATHLETIC LETTERMAN AWARD**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 annually

STEROIDS (ANABOLIC) AND ATHLETICS (Pol. 227)

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.

CO-CURRICULAR ACTIVITIES (Refer to appendix: Pol. 122)

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.

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 signup 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:

Election	Court/No 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 (See appendix for 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 is provided beginning on page 36 in the Appendix for your review. An induction ceremony for current 11-12th grade accepted candidates will be conducted during the school year.

NATIONAL JUNIOR HONOR SOCIETY

The local chapter abides by the Constitution and By-Laws (See appendix for by-laws) of the National Chapter. The National Junior Honor Society is an affiliate of the National Association of Secondary School Principals. Eligibility information for membership in the National Junior Honor Society is provided beginning on page 41 in the Appendix for your review. An induction ceremony for current 7-8th grade accepted candidates will be conducted during the school year.

STUDENT ELECTIONS AND CLASS OFFICERS (Refer to appendix: Pol. 228)

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.

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 and academic letterman certificate. After completion of their twelfth grade year eligible students will receive a chenille letter, academic letterman certificate and a learning pin. Academic letterman awards including letters will be distributed in September.

CAREER AND TECHNICAL EDUCATION (Refer to appendix: Pol. 115)

CAREER AND TECHNICAL EDUCATION (CTE) 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.

DIVERSIFIED OCCUPATIONS – 12th Grade Status

This opportunity is available to SENIORS who are not enrolled in another NTCC program and allows students with specific career objectives in pathways that are not offered at NTCC to gain related experience for credit. Students complete theory classes through NTCC, including employability, career development, workplace readiness, technical skills, and safety. Students complete their remaining hours (minimum 15 hours per week) through paid part-time on-the-job experience at training sites, where they will develop skills in accordance with their individual training plans. Students will complete the NOCTI: 21st Century Skills for Workplace Success.

- Industry Credential Opportunities:
- CareerSafe: OSHA Safety

National Safety Council: Forklift Operator Certification

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 and must be returned to the main office three days after the experience.

MILITARY

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 a 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 (Refer to appendix: Pol. 250)

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. Pursuant to section 8528 of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA), each school must:

- Comply with a request by a military recruiter or an IHE for access to the name, address, and telephone number of each secondary school student served by the LEA, unless the parent of such student (or the student if they have attained 18 years of age) has submitted a written request to the LEA to opt out of the disclosure of such information;
- Notify parents of the students served by the LEA, or the student (if they have attained 18 years of age), of the opportunity to submit a written request to opt out of the disclosure of the student's name, address, and telephone number, unless prior written consent has been provided;
- Compile the list of student names with directory information by the first day of the academic year in which senior students will graduate; and
- Provide military recruiters the same access to secondary school students as is provided generally to IHEs or to prospective employers of those students.

To provide parity with the access generally given to IHEs and to allow for seniors to maximize their post-graduation opportunities, LEAs are encouraged to release student directory information to military recruiters no later than November annually. Chief School Administrators are encouraged to review and update local procedures for parental notification for the coming school year, which are often contained in the student handbook. Additionally, Chief School Administrators should consider consulting with their solicitor to determine their school entity's policy and procedure compliance with the requirements as outlined above and as contained in the Basic Education Circular.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT (Refer to appendix: Pol. 251)

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, Mrs. Amy Repard at 570-673-3983 or via email at arepard@cantonwarriors.org

TITLE IX (Refer to appendix: Pol. 103)

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Scope of Title IX

Title IX applies to schools, local and state educational agencies, and other institutions that receive federal financial assistance from the Department. These recipients include approximately 17,600 local school districts, over 5,000 postsecondary institutions, and charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories of the United States. A recipient institution that receives Department funds must operate its education program or activity in a nondiscriminatory manner free of discrimination based on sex, including sexual orientation and gender identity. Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment. Also, no recipient or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or its

implementing regulations, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in a proceeding under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX. The Department's Title IX regulations (Volume 34, Code of Federal Regulations, Part 106) provide additional information about the forms of discrimination prohibited by Title IX.

CANTON AREA SCHOOL DISTRICT CHAIN OF COMMAND (Refer to appendix: Pol. 906)

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	Superintendent		
Cafeteria	Cafeteria Manager	Business Manager			Superintendent
Co-Curricular Activities	Supervisor	Principal			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	Special Education Supervisor/Prin- cipal			Superintendent

Transportation	Bus Driver	Building Principal	Business Office	Superintendent
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APPENDIX

EXTRA-CURRICULAR & CO-CURRICULAR CODE OF CONDUCT

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

Specific Objectives

Interscholastic Athletics and Co-Curricular Activities at Canton High School

- Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- 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.
- Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
- Promote the development of the self-esteem and self-realization of each participant.

Objectives for School and Student body

- Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
- Interscholastic athletics and co-curricular activities should be educational.
- Interscholastic athletics and co-curricular activities should be a means of promoting fine school morals.
- All visiting schools should be treated as guests.
- Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope.
- Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

Code of Conduct for Participants in Interscholastic Athletics & Co-Curricular Activities

- Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- Obey the specific training and practice rules of the coach, advisor, or sponsor.
- Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- Appreciate the importance of proper rest, diet, and exercise.

- Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance.
- Participants should appear neat and well groomed at all times.
- Participants should not use profanity or other inappropriate language/gestures
- 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.
- 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.
- Do not employ illegal tactics to gain an undeserved advantage.
- Have a good attendance record and will not skip class(es) or be truant from school.
- 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. Students will be held financially responsible for all replacement costs.
- Show sportsmanship at all times and express the importance of teamwork over personal recognition.
- Comply with the standards of the CHS Student Code of Conduct

Sanctions from the Code of Conduct

- Minor Infractions- First infractions of a minor nature, as well as, continued minor infractions should be punishable by the coach/director in a fair but stern manner and commensurate with the seriousness of the infraction. Suggested punishments for minor infractions 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.
- Major Infractions-Infractions of the student code of conduct are considered major and should be reported to the Athletic Director immediately. These infractions include acts of violence, weapons, terroristic threats, controlled substances, alcohol, tobacco and vaping products. Major infractions should be punishable by the administration in a fair but stern manner and commensurate with the seriousness of the infraction according to the information provided below:
 - **Academics**
 - 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 and the CHS "Pass to Play" program. The Pennsylvania Interscholastic Athletic Association and the CHS "Pass to Play" dictates the ineligibility of any student who does not comply with the established regulations.
 - **Tardiness**
 - Students must be present in school prior to 9:00am in order to be eligible to participate in an extracurricular activity after school. Students arriving after 9:00am will be eligible only if the absence is accompanied by a medical note or prior approval from the Principal or Athletic Director.
 - Students tardy for school 15 or more times within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with on time arrival for 5 consecutive days
 - **Attendance**
 - Students absent for 15 days or more within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with perfect attendance for 5 consecutive days
 - **Use, Possession or Sale of Tobacco/Vapor Products (222)**
 - 1st Violation during the current school year
 - Suspension from participation for **5** school days and **1** competition

- Successful completion of a school or community based Tobacco education program.
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Suspension from participation from the activity for the remainder of season or activity duration
 - Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)
 - Report to Office of Safe Schools (PDE)
 - 3rd Violation during the current school year
 - Suspension from participation in all extra curricular activities for one calendar year
 - Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)
 - Report to Office of Safe Schools (PDE)
- **Use, Possession or Sale of Illegal drugs, controlled substances or alcoholic beverages (227)**

NOTE: Attendance by a student at an event where alcoholic beverages, illegal drugs or controlled substances 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 subject to the disciplinary code below.

 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
- **Violence Resulting In Serious Bodily Injury (218.2, 252)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
- **Possession of Weapon(s) (218.1)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for **up to 45** school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility **may be required**

- Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
- **Use, Possession or Sale of Anabolic Steroids (227)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season and the following season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 3rd Violation, permanent suspension from school athletics.
 - Immediate and permanent suspension from school athletics for the remainder of high school career
 - Report to Office of Safe Schools (PDE)
- **Court Proceedings, Probation, Law Enforcement Involvement**
 - A student will 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 placed on probation for the duration of the assigned time period.

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 major infractions and matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

Student and Parent Acknowledgement

If I am accepted as a member of a sport or activity(ies) group, I will obey all rules and regulations of the sport/activity(ies) as well as the Canton Athletic/Co-Curricular Code of Conduct. Additionally, I will obey all regulations contained in the Canton Jr./Sr. High School Student Handbook. I realize that failure to meet these requirements will amount to my self-disqualification and dismissal from the sport/activity(ies). As the student, I have read and understand the requirements, rules, and consequences of this code. As a Parent/Legal Guardian, your signature acknowledges the school's scope of authority over our child.

The Irene W. Hurley Chapter of the National Honor Society By-Laws
National Honor Society Chapter # 6909

Canton High School
(Revised/Approved April 10, 2024)

ARTICLE I: NAME

The name of this chapter shall be Irene W. Hurley Chapter of the National Honor Society of Canton Jr./Sr. High School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Canton Jr./Sr. High School. The National Honor Society chapter that is active in Canton High School is known as the Irene W. Hurley Chapter and is designated by the numeric identification NHS Chapter # 6909. The chapter was formed in 1959. The chapter is named in honor of the founding advisor of the Canton Chapter, Mrs. Irene W. Hurley. Her commitment to education and the betterment of Canton students knew no bounds outlasting even the end of her career and continuing until her death in 1973. The purpose of the chapter is to acknowledge those students who meet the exceptional criteria of the National Honor Society as evidenced by their academic achievements, participation in activities to improve both the school and the community, and their commitment to be an example to other members of the school and the community. Although the Irene W. Hurley Chapter of the National Honor Society follows the handbook of the national organization in general procedure, the chapter is permitted to set its own requirements and regulations regarding selection and retention of members. These by-laws are meant to enhance the national handbook and adapt the regulations to the high standards of Canton High School.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, Irene W. Hurley Chapter by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal. The body which oversees the selection of students to the National Honor Society is known as the Faculty Council. These appointees act as the governing body of the Irene W. Hurley Chapter of the National Honor Society. The council will consist of five (5) respected members of the faculty appointed by the principal. Neither the advisor nor the principal is a voting member of the council. They are present in an informational capacity for the council members but do not have an active part in the voting.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination. Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, gender identity, sexual orientation and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, and character.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- A. Candidates eligible for selection to this chapter must be members of the junior, or senior class.
 - B. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Canton Jr.-Sr. High School.
 - C. Scholarship
- Candidates eligible for election to the chapter shall:

- a. Have a minimum cumulative grade of 94% (The cumulative grade is calculated by averaging the GPAs from the 9th and 10th grade years, if a junior, or the cumulative grade is calculated by averaging the GPAs from the 9th, 10th, and 11th grade years.

Beginning with the class of 2025, students must have a minimum of a 94% cumulative score AND be within the top 20% of the class

The attainment of the grade requirement qualifies the candidates for consideration only; It does not indicate that the student is to become a member.

- b. Achieve proficiency on 2 out of 3 evaluated state assessments (Keystone Exams)
*Students qualifying for an exemption on state assessments (Keystone Exams) must obtain a minimum final grade of 94% in 2 out of 3 locally offered "trigger courses as identified in the academic planner"
- c. *Beginning with the class of 2027, students must have 20 total volunteer hours from 9th grade through the time of application.
- d. Receive a majority vote (3 out of 5 or 60%) from the Faculty Council
Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

- D. Character-A list of students attaining the grade prerequisite will be distributed to the faculty for input prior to the council's annual induction consideration meeting. Teachers may return written comments to the advisor or share with the advisor any factual reason why the student should or should not be chosen for membership. The advisor provides this information to the Faculty Council. Each student must meet the character criteria. A vote by the Faculty Council will determine if the student qualifies.

Detailed Analysis of Character

- The student presents a neat and well-groomed appearance during the school day.
- The student demonstrates a high standard of honesty and reliability.
- The student is of good moral character and upholds school regulations.
- The student refrains from the use of alcohol, tobacco, and illegal drugs.
- The student displays desirable qualities of personality (cheerfulness, friendliness, and poise).
- The student demonstrates good manners and refrains from the use of poor manners.
- The student employs neither profanity nor vulgar gestures.
- The student shows compassion for his/her fellow students and less fortunate individuals.
- The student stands ready to assist faculty and students when needed and accepts praise and criticism with grace.
- The student has neither a conviction for a crime and/or misdemeanor nor an arrest for a criminal act or civil disobedience.

The following are examples and are not all inclusive.

- *Positive Character Traits:* honest, dependable, law abiding, compassionate, helpful, non-disruptive
- *Negative Character Traits:* cheats, lies, steals, vandalizes, spreads hurtful rumors, rude, disrespectful, swears, chews, smokes, drinks, uses illicit drugs, bullies

- E. Leadership-Based on the input from the faculty and, if needed, from the student, students who met the requirements will then be considered on the merit of leadership. Leadership is the quality of guiding and being a role model for the students of the school and to the community of Canton.

Detailed Analysis of Leadership

- The student demonstrates leadership and/or the ability to lead others both in and out of the classroom.
- The student demonstrates and/or promotes leadership qualities in school, extra-curricular, and community activities.
- The student holds positions of responsibility successfully when appointed.
- The student demonstrates initiative in carrying out responsibilities.
- The student exemplifies qualities which positively influence others.
- The student conducts himself or herself in a reliable and dependable manner.
- The student is a team player; the student can lead or follow as situations dictate.

- The student is a positive role model for peers and underclassmen.

The following are examples and are not all inclusive.

- *Positive Leadership Traits:* responsible, looks out for the well-being of people of whom he/she is put in charge, models proper demeanor, helps out in a responsible manner, demonstrates good "sportsmanship" in all types of activities
- *Negative Leadership Traits:* whines, puts self ahead of any type of team or group, shows no responsibility, poor role model, shirks responsibilities, quits if he/she does not get his/her way, blames others for disappointments, taunts, poor "sportsmanship" in types of activities, brags

- F. **Service:** Based on the input from the faculty and, if needed, from the student, students who met the requirements will be considered on the merit of service. Service is a commitment to the school and community which indicates that the student is attempting to have a positive impact on the community in which they live. Students need a minimum of 10 activities to qualify for service. Starting with the class of 2027, students must have 20 total volunteer hours from 9th grade through the current time of application. This may include involvement both in the school and the community at large. Employment, which requires a significant devotion of the time of a student and is many times necessitated by family financial concerns, will count as 2 activities for this purpose.

A student who meets the criteria of all four of these requirements will be a prospective member of the National Honor Society. He/she will then be eligible to participate in the induction ceremony that occurs every year during late fall. At the conclusion of the induction ceremony, the student will be a full member of the National Honor Society. Upon completion of this meeting, the advisor will provide a written roster of the inductees to the principal.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the Principal. The chapter adviser shall be the sixth, nonvoting, *ex official* member of the faculty council.

Section 2. The selection of active members shall be held once a year.

Section 3. Prior to the final selection, the following shall occur:

- Students' academic records shall be reviewed to determine scholastic eligibility.
- All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- The faculty council shall review the candidate information application, forms, essays, faculty input, and other relevant information in the application process to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership when requested.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership. If a student transfers and was a member at the prior school, he/she will be a member, but he/she has until the guidance office officially ranks the student in the current class to bring the grade average in compliance with the standards of the Irene W. Hurley Chapter. (Example: Rivendell High has the scholarship standard of 90% to be inducted. A student with a 91% average who was inducted in Rivendell's chapter # 0000 moves to Canton as an inducted member. This student will automatically become a member of this chapter. Although, this student then has until the guidance office ranks the student, generally one academic year, to raise his/her grade to the minimum requirement of chapter #6909.)

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues are paid for by the CASD.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the membership card, certificate, and member pin (or relevant insignia items) to the chapter adviser.

Section 4. Chapter members who are seniors in good standing shall be granted the privilege of wearing the honor cords and sashes signifying NHS membership at graduation.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, historian, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. The historian will collect articles regarding chapter activities during the year. These articles may be placed in a scrapbook to be left in the possession of the school upon graduation of the current year members.

Section 9. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be held quarterly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year. (The Chapter will assist The Giving Tree in December/ assist with school store for one marking period and at least one PBIS assembly, and the chapter will sponsor a Spring Community Clean Up/ assist with school store for one marking period and at least one PBIS assembly).

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

Section 6. The chapter will award to a senior who has contributed the most in service and activities a book scholarship. This award will be the amount of interest made on the scholarship fund at the Chemung Canal Trust Company and supervised by the school financial officers. This award is designated the Irene W. Hurley Torch Award in honor of the initial advisor.

ARTICLE X: RETENTION OF MEMBERSHIP

Section 1. When a student is named a member of the National Honor Society, it does not guarantee that he/she will graduate as a member of the group. A member needs to maintain these expectations and requirements in order to retain their standing as a member.

- A. Scholarship-See Article IV: Membership, Section 3.C.
- B. Character-See Article IV: Membership, Section 3.D.
- C. Leadership-See Article IV: Membership, Section 3.E.
- D. Service-See Article IV: Membership, Section 3.F.

Starting with the class of 2027, students must have 20 total volunteer hours during each year of membership in the Irene W. Hurley Chapter of The National Honor Society.

Section 2. A member may be dismissed from the society for not maintaining the standards of Scholarship, Leadership, Character, and Service. A minor violation could result in a warning with a probationary period. A major violation could result in dismissal. Flagrant violation(s) of school rules, civil, and/or criminal laws will result in immediate dismissal.

ARTICLE XI: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, or character may be considered for discipline or dismissal from the Irene W. Hurley Chapter of the National Honor Society. A member of the National Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected 94%, he /she will be given a written warning and a reasonable time period for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to DWI, stealing, destruction of property, cheating, truancy, or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- A. The member will receive written notification from the adviser/faculty council indicating the reason for consideration of dismissal. (NHS Probation Letter)
- B. The member has the right to respond to the charge(s) against him/her to the faculty council via written communication prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution).
- C. Following the hearing and review of the written communication, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- D. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents.(NHS Dismissal Letter)

- E. The faculty council's decision may be appealed to the building principal within the time period established in the written communication. Written communication will be provided following the appeal hearing to confirm the decision to grant or deny the appeal request.
- F. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.
- G. A student, if the situation warrants, may resign by a letter of resignation rather than proceed with the above procedure. The letter of resignation is delivered to the advisor. The advisor will acknowledge the resignation in a corresponding letter after a written notification to the Faculty Council and the Principal.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XII: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a 2/3 vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

Chapter Bylaws of the Irene Hurley Chapter of the National Junior Honor Society Adopted: 9/1/24

ARTICLE I: NAME

The name of this chapter shall be Irene W. Hurley Chapter of the National Junior Honor Society of Canton Jr/Sr. High School.

ARTICLE II: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Canton Jr/Sr. High School. The purpose of the chapter is to acknowledge those students who meet the exceptional criteria of the National Junior Honor Society as evidenced by their academic achievements, participation in activities to improve both the school and the community, and their commitment to be an example to other members of the school and the community.

ARTICLE III: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NJHS. In addition, this chapter will maintain active affiliation with the national organization on an annual basis.

Section 2: This chapter will remain an active member of the state association, Irene W. Hurley Chapter, by paying annual dues and participating in state functions when possible.

Section 3. The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Nondiscrimination. Our chapter of NJHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE IV: MEMBERSHIP

Section 1. Membership in this chapter is an honor bestowed upon deserving students by the faculty and shall be based on the criteria of scholarship, service, leadership, character, and citizenship.

Section 2. Membership in this chapter shall be known as active, honorary, and alumni. Active members become alumni members at graduation. Alumni and honorary members have no voice or vote in chapter affairs.

Section 3. Eligibility:

- a. Candidates eligible for selection to this chapter must be in the seventh or eighth grade.
- b. To be eligible for selection to membership in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Canton Jr.-Sr. High School.
- c. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 94%.
- d. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, character, and citizenship.

ARTICLE V: SELECTION OF MEMBERS

Section 1. The selection of members to this chapter shall be by a majority vote of the faculty council which consists of five faculty members appointed by the principal. The chapter adviser shall be the sixth, nonvoting, *ex officio* member of the faculty council.

Section 2. The selection of active members shall be held once a year at the conclusion of the first semester.

Section 3. Prior to the final selection, the following shall occur:

- a. Students' academic records shall be reviewed to determine scholastic eligibility.
- b. All students who are eligible scholastically (i.e., candidates) shall be notified and asked to complete and submit the candidate information form for further consideration.
- c. The faculty shall be requested to evaluate candidates determined to be scholastically eligible using the official input form provided by the chapter adviser.
- d. The faculty council shall review the candidate information forms, faculty input, and other relevant information to determine those who fully meet the selection criteria for membership.

Section 4. Candidates become members when inducted at a special ceremony (January/February).

Section 5. An active member of the National Junior Honor Society who transfers from this school will be given an official letter indicating the status of his/her membership.

Section 6. An active member of the National Junior Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The faculty council shall grant to the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

ARTICLE VI: OBLIGATIONS OF MEMBERS

Section 1. Annual dues for this chapter shall be paid for by the school district.

Section 2. Each member of this chapter who is in good standing with regard to the membership standards and member obligations shall be entitled to wear the emblem adopted by the National Junior Honor Society.

Section 3. Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter.

ARTICLE VII: OFFICERS

Section 1. The officers of the chapter shall be president, vice president, secretary, and treasurer.

Section 2. Student officers shall be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer. Any active member can nominate an eligible member as a candidate for office.

Section 3. Voting shall be by secret ballot. A majority vote shall be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote shall be taken of the two candidates receiving the highest number of votes.

Section 4. It shall be the duty of the president to preside at the meetings of the chapter, and serve as the official representative of the chapter at school and community functions.

Section 5. The vice president shall preside in the absence of the president and shall also keep a record of members' contributions to leadership and service.

Section 6. The secretary shall keep the minutes and attendance records for meetings and be responsible for all official correspondence.

Section 7. The treasurer shall keep the record of business expenses, dues, and all other financial transactions of the chapter.

Section 8. Officers and the faculty adviser(s) shall collectively be known as the chapter's executive committee. The executive committee shall establish annual goals for the chapter and have general charge of the meetings and the business of the chapter, but any action by the executive committee is subject to the review of the chapter members.

ARTICLE VIII: MEETINGS

Section 1. Regular meetings of this chapter shall be held quarterly. Special meetings can be called by the president with approval of the adviser.

Section 2. This chapter shall conduct its meetings according to *Robert's Rules of Order*.

Section 3. Members are expected to attend all chapter meetings.

ARTICLE IX: ACTIVITIES

Section 1. The chapter shall determine one or more service projects for each year.

Section 2. All members shall regularly participate in these projects.

Section 3. These projects shall have the following characteristics: fulfill a need within the school or community; have the support of the administration and the faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.

Section 4. Each member shall have the responsibility for choosing and participating in an individual service project which reflects his or her particular talents and interests and as approved by the chapter adviser. This is in addition to the chapter projects to which all members contribute.

Section 5. The chapter shall publicize and promote its projects in a positive manner.

ARTICLE X: DISCIPLINE and DISMISSAL of MEMBERS

Section 1. Any member who falls below the standards of scholarship, service, leadership, character, or citizenship may be considered for discipline or dismissal from the Irene W. Hurley Chapter of the National Junior Honor Society. A member of the National Junior Honor Society is expected to maintain his/her academic standing and take an active role in service and leadership to his/her school and community.

Section 2. If a member's cumulative grade point average falls below the standard in effect when he/she was selected (94%), he /she will be given a written warning and a reasonable time period (9 weeks) for improvement. If the cumulative grade point average remains below standard at the end of the warning period the student will be subject to further disciplinary action by the faculty council that includes consideration of dismissal from the chapter.

Section 3. Violations of the law or school regulations can result in immediate consideration of the dismissal of a member (see Section 5 below). These violations include, but are not limited to stealing; destruction of property; cheating; truancy; or possession, selling, or being under the influence of drugs or alcohol at school or school-related activities or in the community.

Section 4. Offenders of the school conduct code (such as use of profanity, failure to comply, unexcused absences, excessive tardiness, etc.) will receive written warning notification. A conference may be requested by either party (faculty council or student/parent). If the member is involved in another violation of the school conduct code, the member may be considered for dismissal.

Section 5. Chapter officers, as representatives of the chapter, can be removed from their positions as a consequence of disciplinary action taken by the faculty council.

Section 6. In all cases of pending dismissal:

- a. The member will receive **written notification** from the adviser/faculty council indicating the reason for consideration of dismissal.
- b. The member has the **right** to respond to the charge(s) against him/her at a **hearing** before the faculty council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution). The member has the opportunity to present his/her defense either in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the faculty council will then vote on whether to dismiss. A majority vote of the faculty council is needed to dismiss any member.
- c. The results of the faculty council vote will be presented to the principal for review, and then stated in a letter sent to the student and parents. Dismissed members must surrender any membership emblems to the adviser.
- d. The faculty council's decision may be appealed to the building principal and afterwards according to provisions of the school district discipline policies.
- e. A member who is dismissed or resigns may never again be considered for membership in the National Junior Honor Society.

Section 7. In lieu of dismissal, the faculty council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, and REVIEW.

Section 1: These bylaws will be **approved** upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the faculty council, and approval by the administration.

Section 2: These bylaws shall be reviewed and if necessary, revised within five years from the date of approval noted on this document.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles IV, V, and X, which are developed by the faculty council with the approval of the principal.

ANNUAL NOTICE OF POLICIES:

Below are the list of policies that require or are recommended for notification to students, staff, parents or guardians. This list is a great starting point to understand more clearly the policies and procedures that are followed by the Canton Area School District. Notification is posted below in two ways - policies requiring annual notice and policies requiring notice.

POLICIES REQUIRING/RECOMMENDING ANNUAL NOTICE:

[006. Meetings](#)

[103. Discrimination/Title IX Sexual Harassment Affecting Students](#)

[103.1. Nondiscrimination – Qualified Students With Disabilities](#)

[104. Discrimination/Title IX Sexual Harassment Affecting Staff](#)

[105.1. Review of Instructional Materials by Parents/Guardians and Students](#)

[113. Special Education](#)

[114. Gifted Education](#)

[123. Interscholastic Athletics](#)

[123.1. Concussion Management](#)

[123.2. Sudden Cardiac Arrest](#)

[138. Language Instruction Educational Program for English Learners](#)

[142. Migrant Students](#)

[143. Standards for Persistently Dangerous Schools](#)

[144. Standards for Victims of Violent Crimes](#)

[146. Student Services](#)

[200. Enrollment of Students](#)

[203. Immunizations and Communicable Diseases](#)

[204. Attendance](#)
[209. Health Examinations/Screenings](#)
[209.1. Food Allergy Management](#)
[209.2. Diabetes Management](#)
[210. Medications](#)
[210.1. Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors](#)
[216. Student Records](#)
[218. Student Discipline](#)
[218.1. Weapons](#)
[222. and 323. Tobacco and Vaping Products](#)
[226. Searches](#)
[235. Student Rights / Surveys](#)
[236.1. Threat Assessment](#)
[237. Electronic Devices](#)
[246. School Wellness](#)
[247. Hazing](#)
[249. Bullying/Cyberbullying](#)
[250. Student Recruitment](#)
[312. Performance Assessment of Superintendent/Assistant Superintendent](#)
[604. Budget Adoption](#)
[619. District Audit](#)
[621. Local Taxpayer Bill of Rights](#)
[705. Facilities and Workplace Safety](#)
[707 Use of School Facilities](#)
[716. Integrated Pest Management](#)
[805. Emergency Preparedness and Response](#)
[806. Child Abuse](#)
[808. Food Services](#)
[816.1. Use of Video Surveillance Cameras](#)
[823. Naloxone](#)
[824. Maintaining Professional Adult/Student Boundaries](#)
[904. Public Attendance at School Events](#)
[906. Public Complaint Procedures](#)
[918. Title I Parent and Family Engagement](#)

Policies Requiring/Recommending Notice (not specifically annual notice):

[100. Comprehensive Planning](#) (plans must be made available for inspection for 28 days)
[105. Curriculum](#)
[108. Adoption of Textbooks](#)
[109. Library Collection Development](#) (Resource Development)
[113.4. Confidentiality of Special Education Student Information](#)
[115. Career and Technical Education](#)
[122. Extracurricular Activities](#)
[127. Assessment System](#)
[137.1. Extracurricular Participation by Home Education Students](#)
[137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students](#)
[137.3 Participation in Career and Technical Education Programs by Home Education Students](#)
[140.1. Extracurricular Participation by Charter/Cyber Charter Students](#)
[203.1. and 314.1. HIV Infection](#) – Students and Employees
[217. Graduation](#)

[218.2. Terroristic Threats](#)
[218.3. Discipline of Student Convicted/Adjudicated of Sexual Assault](#)
[220. Student Expression/Dissemination of Materials](#)
[227. Controlled Substances/Paraphernalia](#)
[233. Suspension and Expulsion](#)
[251. Students Experiencing Homelessness, Foster Care and Other Educational Instability](#)
[252. Dating Violence](#)
[302. Employment of Superintendent/Assistant Superintendent](#)
[309.1. Telework](#)
[332. Working Periods](#)
[333. Professional Development](#)
[335. Family and Medical Leaves](#)
[340. Responsibility for Student Welfare](#)
[351. Drug and Substance Abuse](#)
[610. Purchases Subject to Bid/Quotation](#)
[626. Federal Fiscal Compliance](#)
[718. Service Animals in Schools](#)
[801. Public Records](#)
[810. Transportation](#)
[810.1. School Bus Drivers and School Commercial Motor Vehicle Drivers](#)
[810.3. School Vehicle Drivers](#)
[815. Acceptable Use of Internet, Computers and Network Resources](#)
[816. District Social Media](#)
[819. Suicide Awareness, Prevention and Response](#)
[827. Conflict of Interest](#)
[830. Breach of Computerized Personal Information](#)
[901. Public Relations Objectives](#)
[916. Volunteers](#)
[Safe2Say Something Procedures](#) (attached to Policy 805)

Additional Website Posting Requirements: School Code section 510.2 also specifies requirements for policies, rules and regulations that must be published on the school district's publicly accessible Internet website. Click [here](#) for a listing of those posting requirements.