

Parent/Student Handbook

Canton Middle School

2013-14

FOREWORD

This abbreviated handbook is not inclusive of all policies and procedures of the Canton School District, but serves as a reference tool for students and parents concerning the most frequently asked questions regarding school rules and regulations. For further information regarding school policies, please contact your building Principal who will refer to the School Board Policy Manual.

GRADING SCALE

The Canton School District has a unified grading system and all teachers use the following grading scale:

95 – 100 = A	89 – 91 = B+	80 – 82 = C+	71 – 73 = D+
92 – 94 = A-	86 – 88 = B	77 – 79 = C	68 – 70 = D
83 – 85 = B-	74 – 76 = C-	65 – 67 = D-	

STUDENT PROMOTION

The decision to promote or retain a student is a very complex issue. Every effort will be made to help the child improve his/her grades. In the case that the child is unable to pass **four** of the **five** core classes for the year, the student will be required to repeat grade level or attend a school-approved summer enrichment program.

HONOR ROLLS

Each quarter, a list will be submitted to the local newspaper containing the names of those students who have demonstrated academic excellence. Any student who achieves a letter grade of "B" average or better in their classes will be placed on what is known as the "Honor Roll". Students who receive all "A's" in their classes will be listed on the "High Honors Roll". A letter grade of "D" or "F" in any class disqualifies a student from the honor roll. Any student who is able to increase their GPA by .5 points from the previous quarter will be placed on the "Strive for Five" Honor Roll.

ICU

Canton Middle School is an ICU School that values the completion of quality practice with the teaching of standards at the forefront of all instruction. With this in mind, every effort will be made to keep parents informed on their student's progress on the standards. If a student misses an assignment or underperforms on an assessment, they will be entered into a database that allows all staff and parents to access this information to help the student complete the work and meet the standard. Finding extra time within the school day, before or after school may be necessary to achieve this goal.

STUDENT ABSENCES

When possible, parents are encouraged to notify the school ahead of time for any pre-arranged absences. For unexpected student absences, parents are asked to notify the Principal's office as soon as possible on the day of the unexpected absence. Students are then allowed one (1) school day for each day missed to make-up any work that was assigned during the unexpected absence. For example, if an assignment is given on Tuesday and is due on Wednesday, any student who was gone on Tuesday would have until Thursday to submit the assignment for full credit.

EXCESSIVE ABSENCES

Federal mandates and state law hold schools and parents accountable for student attendance. The federal mandate No Child Left Behind (NCLB) requires schools to maintain a student attendance rate above 95%. In addition, the state of South Dakota requires children between the ages of 6-18 to “**annually and regularly attend school**” and holds parents/guardians accountable when a child fails to attend school on a “**regular basis**”. Because of this, the Canton Middle School feels that it is necessary to take action when a student has missed more than ten (10) days of school during the year. A zero may be recorded in the gradebook for **any** absence that occur beyond 15 days. Any unexcused absence will result in the student making up the time accordingly in Suspension After School (SAS). One missed day will equal three days of SAS.

LEAVING SCHOOL GROUNDS

The Canton Middle School will operate a closed campus. This means that students may not leave school grounds during the school day without first obtaining permission. Students arriving late to or leaving early from school must notify the main office and check-in/check-out. Students who fail to do so will be considered truant and subject to disciplinary action regardless of the excuse presented upon the student's return.

DRESS CODE

Students attending the Canton Middle School are not allowed to wear any articles of clothing or display a tattoo which conveys a message of profanity; promote drugs/alcohol/tobacco; are sexually suggestive; display racial/ethnic slurs; or could be deemed potentially offensive to others. Wearing hats, caps, bandannas or other head coverings is prohibited. Spaghetti strap shirts, bare midriffs, shirts that display cleavage, mini skirts/shorts, jeans with holes above the knees or other scanty clothing deemed inappropriate are not allowed. If a student is wearing inappropriate clothing, they will be asked to change or be lent clothing to remedy the situation.

TECHNOLOGY

Outside technology (cell phones, ipods, ipads, kindles, nooks) may be utilized in the classroom by the discretion of the teacher. If at any time the device becomes a distraction to the student or others, it may be confiscated and returned to the student at the end of the day. These items will not be allowed to utilize the school's wireless network. Students will not be allowed to use these devices to listen to music during the school day.

SCHOOL LUNCH PROGRAM

Students are required to maintain a school lunch account. Money is to be deposited into the family lunch account in advance and is automatically withdrawn each time a student eats a meal at school. Students are notified when their account reaches a negative balance and a notice is sent home. When a family balance reaches a negative \$10, the account may be blocked with the student unable to purchase any additional meals at that time. The Canton School District reserves the right to provide the student with an alternative meal of a sandwich and a carton of milk. Free and reduced meal applications are available in the business office. We encourage families to complete an application if they feel that they may qualify for the federal free/reduced meal program.

EXPECTED CAFETERIA BEHAVIOR

- 1) Please wait patiently in line.
- 2) Use appropriate volume when in the cafeteria.
- 3) Food is to be consumed, not thrown.
- 4) Please pick up your area before being dismissed.
- 5) Food is to be eaten in the cafeteria only. Food and drink are not allowed in the hallway.

LOCKERS

The student lockers are part of the school building and under the supervision and jurisdiction of school officials. A student's locker may be searched by a school official any time there is reason to believe that there is reasonable suspicion in doing so. In addition, periodic inspections will be made to ensure that school lockers are being kept neat and orderly.

CELL PHONES

Students are allowed to have cell phones in the school building but are required to have them turned off and out of view. Cell phones are strictly prohibited in the bathroom and locker room at any time due to their ability to take pictures. If a parent needs to contact their student immediately, we ask that they call the main office and we will have the student call their parent on their phone. If a special situation arises that necessitates that a student be in possession of their phone, such as a family member having surgery, we ask that you contact the office ahead of time to inform us of the need and to receive permission. If a cell phone is discovered in the possession of a student or is seen or heard ringing during the school day it will be confiscated. Teachers have the right to collect cell phones during a class and in hallways. Likewise, administrators have the right to collect cell phones during the school day. Students who violate any of these expectations must surrender their cell phone until the remainder of the day. Additional consequences will be administered for chronic offenders.

AGENDA BOOK

Each student is given an agenda book at the beginning of the school year. The purpose of the agenda book is to help keep the student organized. In addition to recording information about upcoming assignments, these books are also used as a hall pass and as a communication device between the parent and the school. All students are required to possess and maintain their assignment book. Any student who loses or defaces their agenda book will be required to purchase an additional book at a replacement cost of \$5.

MEDICATION

Any medication ordered by a physician that is to be taken by a student during the school day is to be administered through the office. Parents are required to complete a "Medical Permission" form before any medication will be dispensed. Students are not allowed to possess more than one dose of prescription medication on school grounds.

PUBLIC AND STUDENT CONCERNS

The school board recognizes the rights of individuals and groups to present their concerns and/or ideas regarding school personnel, the curriculum, instructional matters, co-curricular programs, school services, and facilities. The board also believes that concerns are best handled and resolved as close to their origin as possible, and that every staff member should be given an opportunity to consider the issue and attempt to resolve the concern prior to board involvement. Therefore, the proper channeling of concerns/ideas should be: 1) Teacher, Coach or Advisor 2) Building Principal 3) Superintendent 4) School Board

NO CHILD LEFT BEHIND (NCLB)

Federal law requires that parents are notified of their right to request information regarding the professional qualifications of their student's classroom teacher. This information includes: (1) Whether the teacher is licensed by the State in the subject areas and grade level in which the teacher instructs (2) Whether the teacher is teaching under an emergency/provisional license (3) The baccalaureate degree major of the teacher and any other graduate certificates (4) Whether the child is provided services by a paraprofessional and their qualifications.

SCHOOL RECORDS

Although most information is confidential, the Canton School District reserves the right to release directory information about students (name, mailing address, phone number, etc...) to outside agencies. To be in compliance with the Family Educational Rights and Privacy Act of 1974, notice is hereby given that parents and students have the right to: (1) inspect and review their student's educational records; (2) request the amendment of student's educational records when they are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; (3) file with the US Department of Education a complaint concerning alleged failures by the school district to comply with the requirements of the Act.

EXPECEDTED HALLWAY BEHAVIOR

- 1) An agenda book or a hall pass is required in order to be in the hallway during class time.
- 2) Please use appropriate volume and language when you are in the hallways.
- 3) Use the time between classes to get prepared and be on time to your next class.
- 4) Cell phone use is not allowed during the school day (8:10 – 3:19).
- 5) Please respect other students' personal property and space by keeping your hands and feet to yourself.

BULLYING

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself/herself. Bullying can occur in a direct manner (hitting, taunting or name calling) or in an indirect manner (rumors, exclusion, cyber bullying). The effects that bullying can have on the victim include lower self-esteem, absenteeism, lower school achievement, anxiety, depression and even suicide. Because of this, the Canton Middle School will make every effort to provide your student with a safe and "bully-free" learning environment.

DISCIPLINARY PROCEDURES

Disciplinary procedures and consequences will be administered as determined by the situation. It is impossible to describe every possible situation that could occur throughout the course of the school year that would necessitate administrative action. If any situation not specifically covered in this handbook should arise, the administrator will make every effort to act fairly and quickly. The best interests of the student, school and community will be considered. A brief description of potential disciplinary consequences is explained in the following section.

POSSIBLE DISCIPLINARY CONSEQUENCES

Structured Lunch- Students assigned structured lunch are required to report immediately to the designated classroom upon being dismissed from 5th period. Students in structured lunch are brought to the cafeteria as a group and required to remain in the lunchroom until the end of the lunch period at 12:49.

Time Out- Teachers may choose to remove a student from a classroom if their behavior has become a distraction to the learning environment. If the classroom teacher feels it was a minor enough infraction, it may be coded as a time out. The accumulation of five such time outs in a quarter will result in a day of Suspension After School.

noise-makers, bouncy balls, hacky sacks, etc... The staff member will confiscate the contraband item and immediately submit it to the central office. Electronic devices may be picked up at the end of the school day.

1 st - 2 nd Offenses	Student surrenders the item to the staff member and can pick it up at the end of the school day. Parent contacted.
Subsequent Offenses	Staff member brings contraband to office, detention assigned. (1 pt)

DISRUPTION – Any behavior that causes an interruption in a class or activity.

1 st Offense	Teacher conference with student. Verbal warning given.
2 nd Offense	Parent contact made by teacher.
Subsequent Offenses	Office Referral made. (2 points)

DRESS CODE VIOLATION- Failing to meet the requirements established in the dress-code. Student will be expected to change into school-approved clothing before returning to class. Make-up time may be assigned and parent will be contacted.

FOOD/BEVERAGE VIOLATION- Having food or beverage in the academic areas (classroom or hallways) without permission. The student will be required to surrender the item to the staff member.

FORGERY - Signing a person's name without that person's knowledge and/or permission.

1 st Offense	Detention
Subsequent Offenses	In-School Suspension (2 points)

INAPPROPRIATE LANGUAGE/GESTURE - Any communication (verbal, written, gesture) that is considered profane or obscene including swearing, name calling or using words/gestures in an inappropriate way.

1 st Offense	Teacher conference with student. Verbal warning given.
2 nd Offense	Parent contact made by teacher.
Subsequent Offenses	Office Referral made. (2 points)

PUBLIC DISPLAYS OF AFFECTION - Displaying excessive signs of affection (kissing, intimate embrace, etc..) in public is inappropriate and will be discouraged.

1 st Offense	Conference with students. Verbal warning given.
2 nd Offense	Parents contacted.
Subsequent Offenses	Detention assigned.

ROUGH-HOUSING /HORSEPLAY - Any rowdy, rough, noisy, uproarious or disorderly behavior or play.

1 st Offense	Conference with students. Verbal warning given.
2 nd Offense	Parents contacted.
Subsequent Offenses	Office Referral made. (2 points)

TARDY - Student is not in the classroom when the bell rings.

1 st Offense	Teacher conference with student.	Verbal warning given.
2 nd Offense	Parent contact made by teacher.	
3 rd Offense	Teacher consequence. (1 pt)	
Subsequent Offenses	Office Referral	(2 pt)

MAJOR INFRACTIONS

A “Major Infraction” refers to those student behaviors that are more severe in nature and are potentially illegal. Because of this, major infractions need to be dealt with by central office personnel. Because major infractions create a substantial disruption to the learning environment, it is critical that the student takes responsibility to change his/her behavior.

ABUSIVE LANGUAGE/GESTURE – Swearing at or directing derogatory comments/gestures at another student. (2 points)

1 st Offense	Detention
2 nd Offense	In-School Suspension
Subsequent Offenses	OSS

ABUSIVE LANGUAGE/GESTURE – Swearing at or directing derogatory comments/gestures at a staff member. (5 points)

Every Offense	3-5 Days OSS
---------------	--------------

ASSAULT- A violent physical attack that is intended to hurt or harm another person. (10 points)

Every Offense	3-10 Days OSS. School Resource Officer notified of the incident. Potential Expulsion Hearing before the Canton School Board.
---------------	---

BULLYING/HARASSMENT - Repeatedly delivering a disrespectful, threatening, intimidating, unwanted or obscene message (verbal, written, gesture, electronic) to or about another person who has a difficult time defending him/herself. (2 points)

1 st Offense	Conference with student. Parent contacted.
2 nd Offense	Detention assigned.
3 rd Offense	In-School Suspension
Subsequent Offenses	OSS

DANGEROUS WEAPONS - South Dakota Codified Law 13-32-7 prohibits any person from carrying, having in possession, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm or air gun on school premises, vehicle, or building or any premises, vehicle, or building used or leased by the school district, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor.

Students who violate this policy may be removed from school for not less than one (1) full calendar year as required by the Gun-Free Schools Act of 1994.

DRUGS/ALCOHOL - Possessing, using or under the influence of alcohol, drug or controlled substance.

(10 points)

1 st Offense	10 Days OSS. Parent conference, Police referral. Suspension reduced to 5 days if parent/student both participate in drug/alcohol evaluation and counseling. Student activity rules will be followed.
Subsequent Offenses	OSS pending Expulsion Hearing before the school board.

* When students are involved in the aforementioned activities, they will be referred for a drug and alcohol screening or assessment and be required to successfully complete the suggested program. The screening and/or assessment will be required before the student returns to school. However, if a student fails to complete the recommended prevention/treatment program the entire suspension will be reinstated at that time. The screenings and assessments are available free of charge at Canton High School, but if parents or students choose to do them elsewhere they may at their own cost.

DISTRIBUTING DRUGS- Distributing a controlled substance on school grounds or possessing an amount that suggest distribution.

1 st Offense	OSS pending Expulsion Hearing before the school board.
-------------------------	--

FAILURE TO REPORT- Failing to report directly to the office upon removal from class/activity or failing to appear when requested by a teacher. (2 points)

Every Offense	In-School Suspension
---------------	----------------------

INSUBORDINATION/DEFIANCE - Student conduct deemed as unwillingness to follow direct instructions given by an authority figure. The student refuses to respond to reasonable requests and is openly disobedient. (3 points)

1 st Offense	Detention
2 nd Offense	In-School Suspension
Subsequent Offenses	3-5 Days OSS

LYING - Delivering information that is untrue or misleading. Such behavior will result in the consequence being doubled for the initial offense. (2 points)

PHYSICAL AGRESSION – A forceful and physical action directed at another person. (2 points)

1 st Offense	Detention
2 nd Offense	In-School Suspension
3 rd Offense	3-5 Days OSS

SEXUAL HARASSMENT - Sexual harassment is defined as “Any unwelcome sexual advances, solicitation

of sexual activity by promise of rewards, coercion of sexual activity by threat of punishment.” It is the Canton School District’s policy that sexual harassment is illegal, unacceptable and shall not be tolerated; no employee or student of the school district may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. (5 points)

SKIP CLASS / TRUANCY - Student leaves class or school without permission or stays out of school without permission. This includes failing to return from lunch. A zero will be recorded in the grade book for those classes missed and make-up time assigned.

THEFT - Student is in possession of, having passed on, concealing, or being responsible for removing someone else’s property without that person’s knowledge or permission. (5 points)

1 st Offense	In-School Suspension assigned. School Resource Officer contacted.
Subsequent Offenses	OSS assigned. School Resource Officer contacted.

TOBACCO - Possessing, distributing or using tobacco products on school property. This includes school buildings, grounds, parking areas, sidewalks surrounding buildings, and school-owned or district-provided vehicles. (5 points)

1 st Offense	3 Days In-School Suspension. Referred to Drug/Alcohol Counselor.
Subsequent Offenses	3 Days OSS. Referred to Drug/Alcohol Counselor.

VANDALISM/PROPERTY DAMAGE - The intentional destruction, damage, or defacement of public or private property without the consent of the owner or the person having control of it. (5 points)

1 st Offense	3-5 Days ISS. Pay for the repair/replacement costs.
Subsequent Offenses	3-5 Days OSS. Pay for the repair/replacement costs.

OFFENSES	CONSEQUENCES
Class One Offense (per semester) Tardy to Class	<input type="checkbox"/> Time in Office <input type="checkbox"/> Individualized Instruction <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Contract <input type="checkbox"/> Conference with Student <input type="checkbox"/> Detention <input type="checkbox"/> Saturday School <input type="checkbox"/> Parent contact <input type="checkbox"/> SRO Referral
Class Two Offenses Classroom/library/lunchroom/hallway/ study hall disruption, inappropriate language, dress-code violation, homemade tattoos.	<input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact <input type="checkbox"/> Counselor Referral <input type="checkbox"/> Saturday School <input type="checkbox"/> In School Suspension - # of Days ____ <input type="checkbox"/> Out of School Suspension - # of Days ____ <input type="checkbox"/> SRO Referral
Class Three Offenses Insubordination, walking out of a teacher, failing to report to the office after being removed from class, disrespectful/obscene/abusive language writing or actions, physical aggression, hate writing, pornographic materials, gang-related material, skipping/truancy.	<input type="checkbox"/> Detention <input type="checkbox"/> Loss of Privilege <input type="checkbox"/> Parent Contact <input type="checkbox"/> Counselor Referral <input type="checkbox"/> Saturday School <input type="checkbox"/> In School Suspension - # of Days ____ <input type="checkbox"/> Out of School Suspension - # of Days ____ <input type="checkbox"/> SRO Referral

OFFENSES	1 st Office Referral	2 nd Office Referral	3 rd Office Referral
Illegal Offenses Class Four Violence (fighting, physical assault, threat, intimidation). Harassment (teasing, bullying, taunting) and Sexual harassment. Tobacco use or possession. Property Damage/Vandalism, Theft, Forgery, Hazing and major School Disruptions.	Up to 5 days OSS. Parent conference. Counselor referral. Restitution and police referral when appropriate.	Up to 10 days OSS. Parent conference. Counselor referral. Restitution and police referral when appropriate.	Long term suspension or expulsion, police referral when appropriate. Assigned to an alternative placement.
Class Five (per high school career) Drugs, alcohol- Using or under the influence, or possessing drug paraphernalia Drugs, alcohol-possessing any amount that suggests distribution	10 days OSS. Parent conference. Police referral. Suspension reduced to 5 days if student and parent participate in drug/alcohol evaluation and counseling. Student activity rules will be followed. Long-term suspension or expulsion. Student and parent must attend drug/alcohol evaluation and counseling before returning to school.	Long term suspension or expulsion, police referral. Student and parent must attend drug/alcohol evaluation and counseling before student returns to school.	
Class Six (per high school career) Weapons, bomb threat, fires, endangering the life of others.	Long term suspension or expulsion, parental conference, referral to authorities. Mandatory 12 month suspension for fire arm possession.		