

TREASURER'S REPORT

CANTON AREA SCHOOL DISTRICT

6/30/2024

GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	06/01/24	387,871.63	9,141,058.64	9,800.00	2,166.36
RECEIPTS - REGULAR		1,994,390.15	800,000.00	0.00	6,500.00
INTEREST EARNED		1,291.75	31,364.67	0.00	0.00
DISBURSEMENTS		-2,063,934.31	-1,196,272.10	-265.92	-6,472.00
BALANCE	06/30/24	319,619.22	8,776,151.21	9,534.08	2,194.36

GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	06/01/24	1,143.10	1.00	1.00
RECEIPTS - REGULAR		35.00	396,333.84	0.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-1,177.10	-396,333.84	0.00
BALANCE	06/30/24	1.00	1.00	1.00

OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	06/01/24	814,510.70	226,932.70	1,788.05	37,601.02
RECEIPTS-REGULAR		84,939.78	2,603.00	93.00	0.00
INTEREST EARNED		2,489.74	673.21	5.41	117.73
DISBURSEMENTS		-303,339.38	-25,175.70	-250.11	-1,072.91
BALANCE	06/30/24	598,600.84	205,033.21	1,636.35	36,645.84

GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00		AVERAGE >>	0.00%

DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00		AVERAGE >>	0.00%

LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

**RECEIPTS FOR THE MONTH ENDING 6/30/24
CANTON AREA SCHOOL DISTRICT**

SUMMARY OF INCOME

TOTAL LOCAL	120,880.18	13.56%
TOTAL STATE	742,936.32	83.31%
TOTAL FEDERAL	27,947.20	3.13%
GRAND TOTAL	891,763.70	

LOCAL INCOME

ADMISSIONS

Athletic Director	Gate Receipts	0.00
	TOTAL ADMISSIONS	0.00

INSURANCE

School Claims Service	Cobra insurance premiums	4,232.88
	TOTAL INSURANCE >>>	4,232.88

INTEREST

First Citizens Community Bank	Gen. Fund Checking	1,291.75
First Citizens Community Bank	Gen. Fund Savings	31,364.67
First Citizens Community Bank	HRA	117.73
	TOTAL INTEREST >>>	32,774.15

MISCELLANEOUS

Active Network	Refund	646.25
BLaST	First Citizens Community Bank donation	8,250.00
Bradford-Tioga Head Start	Lease & cafeteria invoices	1,074.30
Canton PTA	Field trips transportation	2,026.94
CASD Student	Computer repair	95.00
CASD Students	Physicals	1,540.00
CASD Students	Lost chargers	180.00
Central PA Leadership Seminar - HOBY	Reimbursement	295.00
Central Treasury - HS	Field trips transportation	727.64
Community Foundation for the Twin Tiers	Grants	8,410.00
District Magistrate	Fines	174.91
KCFCA	Copies	5.00
Lereta	Tax duplicates	795.00
Norther Tier Insurance Consortium	Wellness incentive	3,700.00
Northern Tier Regional Planning Commission	Field trips transportation	334.72
Pennsylvania College of Technology	Field trips transportation	248.28
US Treasury	Refund	24.34
Vending Machine	Sales	247.40
Warrior Wall	Brick purchase	50.00
	TOTAL MISCELLANEOUS >>>	28,824.78

TAXES

Berkheimer	E.I.T.	26,209.50
Bradford County	Delinquent Taxes	12,419.65
Bradford County	R.E. Transfer Tax	490.00
Lycoming County	Delinquent Taxes	8,643.99
Lycoming County	R.E. Transfer Tax	232.38
Tioga County	Delinquent Taxes	4,581.50
Tioga County	R.E. Transfer Tax	2,471.35
	TOTAL TAXES >>>	55,048.37

TUITION

Tuition		0.00
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TOTAL TUITION >>>	0.00
TOTAL LOCAL INCOME >>>	120,880.18

STATE INCOME

Commonwealth of Pennsylvania	PlanCon Bond Projects	198,903.48
Commonwealth of Pennsylvania	Retirement Subsidy	402,418.19
Commonwealth of Pennsylvania	Sectn 1305 & 1306	77,235.19
Commonwealth of Pennsylvania	SD Transportation	64,379.46
	TOTAL STATE INCOME >>>	742,936.32

FEDERAL INCOME

Commonwealth of Pennsylvania	ARP ESSER Homeless Children & Youth	375.10
Commonwealth of Pennsylvania	Title I Improving Basic Programs	24,760.33
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	2,811.77
	TOTAL FEDERAL INCOME >>>	27,947.20

TREASURER'S REPORT

CANTON AREA SCHOOL DISTRICT

7/31/2024

GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	07/01/24	319,619.22	8,776,151.21	9,534.08	2,194.36
RECEIPTS - REGULAR		792,649.70	758,590.97	0.00	0.00
INTEREST EARNED		848.63	34,433.45	0.00	0.00
DISBURSEMENTS		-930,607.00	-746,221.34	-3,889.14	0.00
BALANCE	07/31/24	182,510.55	8,822,954.29	5,644.94	2,194.36

GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	07/01/24	1.00	1.00	1.00
RECEIPTS - REGULAR		0.00	346,221.34	852,133.04
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		0.00	-346,221.34	-758,682.98
BALANCE	07/31/24	1.00	1.00	93,451.06

OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	07/01/24	598,600.84	205,033.21	1,636.35	36,645.84
RECEIPTS-REGULAR		323.05	5,995.00	0.00	7,800.00
INTEREST EARNED		2,105.96	711.70	5.77	154.21
DISBURSEMENTS		-12,039.27	-6,717.86	0.00	-1,611.76
BALANCE	07/31/24	588,990.58	205,022.05	1,642.12	42,988.29

GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00		AVERAGE >>	0.00%

DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
TOTAL>>>		0.00		AVERAGE >>	0.00%

LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

RECEIPTS FOR THE MONTH ENDING 7/31/24
CANTON AREA SCHOOL DISTRICT

SUMMARY OF INCOME

TOTAL LOCAL	161,600.72	37.78%
TOTAL STATE	239,224.71	55.92%
TOTAL FEDERAL	26,937.51	6.30%
GRAND TOTAL	427,762.94	

LOCAL INCOME

ADMISSIONS

Athletic Director	Gate Receipts	0.00
	TOTAL ADMISSIONS	0.00

INSURANCE

School Claims Service	Cobra insurance premiums	5,216.34
	TOTAL INSURANCE >>>	5,216.34

INTEREST

First Citizens Community Bank	Gen. Fund Checking	848.63
First Citizens Community Bank	Gen. Fund Savings	34,433.45
First Citizens Community Bank	HRA	154.21
	TOTAL INTEREST >>>	35,436.29

MISCELLANEOUS

21st Mortgage Corporation	Tax duplicates	15.00
Amazon	Refund	1,390.99
Bradford-Tioga Head Start	Lease	821.85
Canton Elementary School	Sales tax	32.83
CASD Students	Lost Chromebook charger	330.00
Commonwealth of Pennsylvania	Farm to School Grant	4,795.94
Corelogic Tax Service	Tax duplicates	1,255.00
District Magistrate	Fines	107.93
High School Pop Account	Sales tax	63.59
Lancaster-Lebanon IU 13	Grant	25,000.00
UGI	Donation	12.00
	TOTAL MISCELLANEOUS >>>	33,825.13

TAXES

Berkheimer	E.I.T.	44,868.47
Bradford County	Delinquent Taxes	8,450.16
Bradford County	R.E. Transfer Tax	4,424.84
Harris, G.H. and Associates	Delinquent Occup. and Per Capita Taxes	1,226.50
Lycoming County	Delinquent Taxes	1,751.17
Tioga County	Delinquent Taxes	2,610.97
Tioga County	R.E. Transfer Tax	3,100.13
	TOTAL TAXES >>>	66,432.24

TUITION

Athens Area School District	Tuition	20,690.72
	TOTAL TUITION >>>	20,690.72

TOTAL LOCAL INCOME >>>

161,600.72

STATE INCOME

Commonwealth of Pennsylvania	SD Special Ed.	136,019.00
Commonwealth of Pennsylvania	SD Transportation	103,205.71

TOTAL STATE INCOME >>>

239,224.71

FEDERAL INCOME

Commonwealth of Pennsylvania	ARP ESSER 7%	3,594.40
Commonwealth of Pennsylvania	ARP ESSER Homeless Childred & Youth	375.10
Commonwealth of Pennsylvania	Title I Improving Basic Programs	20,544.34
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	2,423.67
	TOTAL FEDERAL INCOME >>>	26,937.51

Condensed Board Summary Report

Fund: 10
 From 07/01/2023 To 06/30/2024
 Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1000							
100	PERSONAL SVCS-SALARIES	5,880,289.00	5,558,546.40	5,558,546.40	0.00	321,742.60	94.53
200	EMPLOYEE BENEFITS	3,944,491.00	3,662,518.57	3,662,518.57	0.00	281,972.43	92.85
300	PURCH PROF&TECH SVCS	318,028.00	215,157.50	215,157.50	0.00	102,870.50	67.65
400	PURCH PROPERTY SVCS	9,500.00	0.00	0.00	0.00	9,500.00	0.00
500	OTHER PURCHASED SVCS	503,917.00	874,665.92	874,665.92	0.00	(370,748.92)	173.57
600	SUPPLIES	274,422.00	386,785.94	386,785.94	0.00	(112,363.94)	140.95
800	OTHER OBJECTS	2,994.00	853.00	853.00	0.00	2,141.00	28.49
	MAJOR FUNCTION TOTAL	10,933,641.00	10,698,527.33	10,698,527.33	0.00	235,113.67	97.85
2000							
100	PERSONAL SVCS-SALARIES	1,939,754.00	1,984,086.58	1,984,086.58	0.00	(44,332.58)	102.29
200	EMPLOYEE BENEFITS	1,671,007.00	1,440,103.34	1,440,103.34	0.00	230,903.66	86.18
300	PURCH PROF&TECH SVCS	332,615.00	362,925.00	362,925.00	0.00	(30,310.00)	109.11
400	PURCH PROPERTY SVCS	246,193.00	223,249.13	223,249.13	0.00	22,943.87	90.68
500	OTHER PURCHASED SVCS	1,139,652.00	1,074,962.37	1,074,962.37	0.00	64,689.63	94.32
600	SUPPLIES	315,343.00	341,360.60	341,360.60	0.00	(26,017.60)	108.25
800	OTHER OBJECTS	9,130.00	8,273.62	8,273.62	0.00	856.38	90.62
	MAJOR FUNCTION TOTAL	5,653,694.00	5,434,960.64	5,434,960.64	0.00	218,733.36	96.13
3000							
	GENERAL FUND - OPER. NON-INSTRUC. SVCS						
100	PERSONAL SVCS-SALARIES	209,160.00	246,531.76	246,531.76	0.00	(37,371.76)	117.87
200	EMPLOYEE BENEFITS	89,274.00	87,073.08	87,073.08	0.00	2,200.92	97.53
300	PURCH PROF&TECH SVCS	77,700.00	89,370.37	89,370.37	0.00	(11,670.37)	115.02
400	PURCH PROPERTY SVCS	13,000.00	0.00	0.00	0.00	13,000.00	0.00
500	OTHER PURCHASED SVCS	47,900.00	65,248.82	65,248.82	0.00	(17,348.82)	136.22
600	SUPPLIES	60,336.00	76,460.71	76,460.71	0.00	(16,124.71)	126.72
800	OTHER OBJECTS	2,000.00	12,917.50	12,917.50	0.00	(10,917.50)	645.88

Condensed Board Summary Report

Fund: 10
 From 07/01/2023 To 06/30/2024
 Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000 GENERAL FUND - FACILITIES CONST/IMPROV							
	MAJOR FUNCTION TOTAL	499,370.00	577,602.24	577,602.24	0.00	(78,232.24)	115.67
400	PURCH PROPERTY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
	MAJOR FUNCTION TOTAL	0.00	0.00	0.00	0.00	0.00	0.00
5000							
800	OTHER OBJECTS	1,527,532.00	47,500.00	47,500.00	0.00	1,480,032.00	3.11
900	OTHER FINANCING USES	0.00	805,000.00	805,000.00	0.00	(805,000.00)	0.00
	MAJOR FUNCTION TOTAL	1,527,532.00	852,500.00	852,500.00	0.00	675,032.00	55.81
Fund 10 Totals							
	Total Expenditure	17,086,705.00	16,711,090.21	16,711,090.21	0.00	375,614.79	97.80
	Total Other Expenditure	1,527,532.00	852,500.00	852,500.00	0.00	675,032.00	55.81
	Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		18,614,237.00	17,563,590.21	17,563,590.21	0.00	1,050,646.79	

Condensed Board Summary Report

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	17,086,705.00	16,711,090.21	16,711,090.21	0.00	375,614.79	97.80
Total Other Expenditure	1,527,532.00	852,500.00	852,500.00	0.00	675,032.00	55.81
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	18,614,237.00	17,563,590.21	17,563,590.21	0.00	1,050,646.79	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-06-14

Check Numbers: 0000064265 - 0000064285

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064265	06/14/2024	AMAZON CAPITAL SERVICES	SUPPLIES - AFTER SCHOOL	SUPPLIES	11,685.68
0000064266	06/14/2024	AT & T	CELL PHONES		141.66
0000064267	06/14/2024	BRADFORD COUNTY SHERIFF	SECURITY		455.00
0000064268	06/14/2024	CAFETERIA FUND-CASD	SUPPLIES		553.50
0000064269	06/14/2024	CANTON BOROUGH AUTHORITY	WATER/SEWER		3,159.42
0000064270	06/14/2024	COLLEGE BOARD	AP TESTING		1,119.00
0000064271	06/14/2024	DAILY REVIEW	ADVERTISING		42.60
0000064272	06/14/2024	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 6/14/2024		5.00
0000064273	06/14/2024	HAB - DLT	DED: Wage Attach. - Full Payroll Pay Date: 6/14/2024		15.86
0000064274	06/14/2024	NEVCO SPORTS LLC	SCOREBOARD		13,942.33
0000064275	06/14/2024	PENNSYLVANIA ASSOCIATION OF SCHOOL ADMINISTRATORS	A MARTELL DUES		1,646.00
0000064276	06/14/2024	PENELEC	ELECTRICITY		7,846.09
0000064277	06/14/2024	POLAR ENGRAVING	SUPPLIES		97.50
0000064278	06/14/2024	ROCKWELL H & SON	SUPPLIES		199.10
0000064279	06/14/2024	CORRIN N WEST	TRAVEL EXPENSES		137.55
0000064280	06/14/2024	STERICYCLE INC.	PROF SVC		429.11
0000064281	06/14/2024	THOMPSON SPORTS & APPAREL	SUPPLIES		675.00
0000064282	06/14/2024	TOPS MARKETS LLC	SUPPLIES		2,764.84
0000064283	06/14/2024	TULPEHOCKEN MT SPRING WATER	WATER		424.00
0000064284	06/14/2024	TWIN VALLEY SCHOOL DISTRICT	TUITION		109.96
0000064285	06/14/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-06-14
 Check Numbers: 0000064265 - 0000064285
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000002921	06/14/2024	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		188.45 D
D000002922	06/14/2024	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 D
D000002923	06/14/2024	DANDY MINI MARTS INC.	FUEL	STUDENT ACTIVITY RUNS	312.44 D
D000002924	06/14/2024	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.		22,380.82 D
D000002925	06/14/2024	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		351.00 D
D000002926	06/14/2024	FORCE N LLC	PROF SVC		665.56 D
D000002927	06/14/2024	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 6/14/2024		3,001.00 D
D000002928	06/14/2024	LISA INMAN	PROF SVC		5,457.00 D
D000002929	06/14/2024	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	11,386.11 D
D000002930	06/14/2024	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 6/14/2024	DED: TAP - Full Payroll Pay Date: 6/14/2024	5,711.60 D
D000002931	06/14/2024	MARK MCMURRAY	REGULAR DAYS TRANS.		13,530.33 D
D000002932	06/14/2024	PSEA HEALTH & WELFARE FUND	INSURANCE PREMIUM		514.65 D
D000002933	06/14/2024	JULIE SECHRIST	PROF SVC		1,800.00 D
D000002934	06/14/2024	BROCK A KITCHEN	REIMB FOR TRACK STATES HOTEL		506.13 D
D000002935	06/14/2024	GINNETTE M MOSKOWITZ	TUITION REIMBURSEMENT		2,535.00 D
D000002936	06/14/2024	FRED C RICHTER JR	REIMB FOR SUPPLIES PURCHASED		32.96 D
D000002937	06/14/2024	JAMIE TAYLOR	REIMB FOR SUPPLIES PURCHASED		122.79 D
D000002938	06/14/2024	STANDING STONE CONSULTING, INC.	SECURITY		3,268.10 D
D000002939	06/14/2024	YAGGIE ANDREW JR.	REGULAR DAYS TRANS.		1,035.00 D

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-06-28

Check Numbers: 0000064286 - 0000064303

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064286	06/28/2024	AGORA CYBER CHARTER SCHOOL	TUITION		426.99
0000064287	06/28/2024	AMAZON CAPITAL SERVICES	SUPPLIES - MISC		1,375.00
0000064288	06/28/2024	CAFETERIA FUND-CASD	ESY SNACKS		122.00
0000064289	06/28/2024	CANTON INDEPENDENT SENTINEL	ADVERTISING		274.00
0000064290	06/28/2024	CM REGENT LLC	INSURANCE PREMIUM		747.50
0000064291	06/28/2024	FRONTIER COMMUNICATIONS OF CTN	PHONE SVC		2,887.89
0000064292	06/28/2024	PITNEY BOWES	LEASE		69.62
0000064293	06/28/2024	PENELEC	ELECTRICITY		9,174.11
0000064294	06/28/2024	REACH CYBER CHARTER SCHOOL	TUITION		3,825.96
0000064295	06/28/2024	ROCKWELL H & SON	SUPPLIES		73.26
0000064296	06/28/2024	R.P. FEDDER CORPORATION	SUPPLIES		257.50
0000064297	06/28/2024	SAYRE AREA SCHOOL DISTRICT	TUITION - C.T.		341.15
0000064298	06/28/2024	UGI ENERGY SERVICES INC.	NATURAL GAS		6,270.56
0000064299	06/28/2024	UNITED FIRE EQUIPMENT INC.	PROF SVC		961.00
0000064300	06/28/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80
0000064301	06/28/2024	WNUK MEDICAL LLC	PROF SVC		504.00
0000064302	06/28/2024	WORK CENTER SUSQUEHANNA PHYSICIAN SERVICES	PROF SVC		295.41
0000064303	06/28/2024	XEROX CORPORATION	COPIERS		924.88
D000002940	06/28/2024	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 <i>D</i>
D000002941	06/28/2024	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		920.00 <i>D</i>

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-06-28
 Check Numbers: 0000064286 - 0000064303
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000002942	06/28/2024	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 6/28/2024		3,001.00 D
D000002943	06/28/2024	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 6/28/2024	DED: TAP - Full Payroll Pay Date: 6/28/2024	5,690.43 D
D000002944	06/28/2024	NTSWA	PROF SVC		45.00 D
D000002945	06/28/2024	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	GARBAGE REMOVAL		696.00 D
D000002946	06/28/2024	SCHOONOVER PLMB & HEATING INC	PROF SVC		1,471.93 D
D000002947	06/28/2024	BRANDIE M FRYE	MILEAGE REIMBURSEMENT - NTCC		37.99 D

10 - GENERAL FUND	40,626.98
Grand Total All Funds	40,626.98
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	12,062.35
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	28,564.63
Grand Total Virtual Payments	0.00
Grand Total All Payments	40,626.98

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT Payment Dates: 06/01/2024 - 06/30/2024

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0001062024	06/04/2024	WALMART	SUPPLIES		95.94
+ 0002062024	06/10/2024	PITNEY BOWES	SUPPLIES		169.98
10 - GENERAL FUND					265.92
Grand Total All Funds					265.92
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non--negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					265.92
Grand Total Regular Checks					0.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					265.92

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-12

Check Numbers: 0000064304 - 0000064335

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064304	07/12/2024	AMAZON CAPITAL SERVICES	SUPPLIES		8,873.49
0000064305	07/12/2024	AT & T	CELL PHONES		141.66
0000064306	07/12/2024	BLAST IU #17	TITLE IX TRAINING		2,000.00
0000064307	07/12/2024	BLICK ART MATERIALS	SUPPLIES		1,224.25
0000064308	07/12/2024	BRADFORD COUNTY TREASURER	24/25 OUTREACH/SAP		12,000.00
0000064309	07/12/2024	CANTON BOROUGH AUTHORITY	WATER/SEWER		1,652.51
0000064310	07/12/2024	CANTON BUILDING SUPPLY	SUPPLIES		114.24
0000064311	07/12/2024	COLLINS SPORTS MEDICINE	SUPPLIES		128.44
0000064312	07/12/2024	CPE INTERLINK	ACCESS CONTROL UPDATES		11,051.43
0000064313	07/12/2024	EDULINK SYSTEMS	24/25 NOTIFICATION SVC		1,650.00
0000064314	07/12/2024	FOLLETT SCHOOL SOLUTIONS INC.	TITLEPEEK/LIBRARY MANAGER	24/25 TITLEPEEK/LIBRARY MANAGER	2,867.54
0000064315	07/12/2024	LONG COMMUNICATIONS	SUPPLIES		741.95
0000064316	07/12/2024	MCGRAW-HILL	24/25 ACHIEVE/ILT ONLINE		7,616.60
0000064317	07/12/2024	MOOSE'S ENTERPRISES LLC	SUPPLIES		442.06
0000064318	07/12/2024	NASSP	24/25 HONOR SOCIETY AFFILIATION		385.00
0000064319	07/12/2024	NAVIGATE HCR	24/25 PROF SVC		1,500.00
0000064320	07/12/2024	NORTHERN TIER COUNSELING	23/24 FINAL PMT		7,500.00
0000064321	07/12/2024	PARSS	24/25 MEMBERSHIP		975.00
0000064322	07/12/2024	PENELEC	ELECTRICITY		7,406.53
0000064323	07/12/2024	SONOVA USA INC.	SUPPLIES 24/25		1,220.00
0000064324	07/12/2024	PSBA INSURANCE	UC		5,240.75
0000064325	07/12/2024	RENAISSANCE	24/25 AR/STAR		4,751.40

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-12

Check Numbers: 0000064304 - 0000064335

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064326	07/12/2024	RIDDELL ALL AMERICAN SPORTS CORP.	24/25 SUPPLIES - FB		8,384.95
0000064327	07/12/2024	ROCKWELL H & SON	SUPPLIES		148.70
0000064328	07/12/2024	SMART FUTURES	24/25 SUPPLIES		3,000.00
0000064329	07/12/2024	TULPEHOCKEN MT SPRING WATER	WATER		214.00
0000064330	07/12/2024	UNITED ART AND EDUCATION	SUPPLIES		608.71
0000064331	07/12/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80
0000064332	07/12/2024	UNITED STATES TREASURY	23-1661105, FORM 720, 2ND QTR		588.00
0000064333	07/12/2024	UPMC	24/25 TRAINER		6,283.00
0000064334	07/12/2024	VLN PARTNERS LLP	24/25 ANNUAL FEE		9,375.00
0000064335	07/12/2024	ZITO BUSINESS	INTERNET		1,175.00
0000002948	07/12/2024	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		503.11
0000002949	07/12/2024	DANDY MINI MARTS INC.	FUEL		52.58
0000002950	07/12/2024	DELL MARKETING L.P.	SUPPLIES		44,561.74
0000002951	07/12/2024	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		2,935.05
0000002952	07/12/2024	DOUGLAS A. MCNETT	LAWN MAINTENANCE		3,444.74
0000002953	07/12/2024	EDMENTUM	EXACT PATH		5,134.80
0000002954	07/12/2024	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 7/12/2024		3,001.00
0000002955	07/12/2024	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 7/12/2024		5,696.87
0000002956	07/12/2024	NAVIGATE360, LLC	24/25 BEHAVIORAL INTERVENTION		2,549.25
0000002957	07/12/2024	PA SCHOOL BOARDS ASSOC INC	24/25 DUES		9,072.52
0000002958	07/12/2024	SCHOONOVER PLMB & HEATING INC	SUPPLIES		220.90

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card v - Virtual Payment

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CANTON AREA SCHOOL DISTRICT

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-12

Check Numbers: 0000064304 - 0000064335

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000002959	07/12/2024	MICHELE GOWIN	23/24 TRAVEL REIMB		129.15 <i>D</i>
D000002960	07/12/2024	AMY MARTELL	TRAVEL REIMBURSEMENT		2,150.59 <i>D</i>
D000002961	07/12/2024	JESSICA WATSON	TRAVEL REIMBURSEMENT		38.86 <i>D</i>

10 - GENERAL FUND

188,785.17

Grand Total All Funds	188,785.17
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	79,491.16
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	109,294.01
Grand Total Virtual Payments	0.00
Grand Total All Payments	188,785.17

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-26

Check Numbers: 0000064336 - 0000064374

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064358	07/26/2024	PSBA INSURANCE	23/24 4TH QTR UC		399.24
0000064359	07/26/2024	PYRAMID SCHOOL PRODUCTS	SUPPLIES		64.56
0000064360	07/26/2024	REALLY GOOD STUFF INC.	SUPPLIES		66.87
0000064361	07/26/2024	SCHOOL HEALTH CORPORATION	AED BATTERIES		1,662.80
0000064362	07/26/2024	SCHOLASTIC INC	24/25 SUBSCRIPTION		1,250.00
0000064363	07/26/2024	SCHOLASTIC INC	SUBSCRIPTION		263.74
0000064364	07/26/2024	SQUIBB-ITI, LLC	BOOK PO #2500000013		16.79
0000064365	07/26/2024	SUPER DUPER PUBLICATIONS	SUPPLIES		72.81
0000064366	07/26/2024	SWEET STEVENS KATZ & WILLIAMS LLP	PROF SVC		300.00
0000064367	07/26/2024	TEACHER CREATED RESOURCES	SUPPLIES		31.95
0000064368	07/26/2024	TEACHER DIRECT	SUPPLIES		567.99
0000064369	07/26/2024	UGI ENERGY SERVICES INC.	NATURAL GAS		5,530.28
0000064370	07/26/2024	UNITED ART AND EDUCATION	SUPPLIES		9.89
0000064371	07/26/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80
0000064372	07/26/2024	UNIVERSITY OF OREGON-CTL	SUPPLIES		4,537.50
0000064373	07/26/2024	WARD'S SCIENCE	SUPPLIES		50.58
0000064374	07/26/2024	XEROX CORPORATION	COPIERS		425.04
D000002962	07/26/2024	VOYAGER SOPRIS LEARNING	ACD RDG/MTH		2,610.00
D000002963	07/26/2024	CURRICULUM ASSOCIATES	SUPPLIES		1,430.00
D000002964	07/26/2024	DOUD TRANSPORTATION LLC	ESY TRANSPORTATION		1,533.07
D000002965	07/26/2024	FORCE N LLC	PROF SVC		2,537.90
D000002966	07/26/2024	GOPHER SPORTS	SUPPLIES		346.53

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card v - Virtual Payment

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CANTON AREA SCHOOL DISTRICT

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-26

Check Numbers: 0000064336 - 0000064374

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000002967	07/26/2024	HEARTLAND	ANNUAL SUPPORT		646.25 D
D000002968	07/26/2024	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 7/26/2024		3,001.00 D
D000002969	07/26/2024	THE LAMPO GROUP LLC	BOOKS		2,693.13 D
D000002970	07/26/2024	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 7/26/2024	DED: TAP - Full Payroll Pay Date: 7/26/2024	5,686.29 D
D000002971	07/26/2024	MCGRAW-HILL	BOOKS	EVERYDAY MATH SUBSCRIPTION	10,420.20 D
D000002972	07/26/2024	NASCO	SUPPLIES		255.16 D
D000002973	07/26/2024	PSEA HEALTH & WELFARE FUND	VISION INSURANCE		508.25 D
D000002974	07/26/2024	QUILL	SUPPLIES		5,389.64 D
D000002975	07/26/2024	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	GARBAGE REMOVAL		696.00 D
D000002976	07/26/2024	SCHOOL SPECIALTY INC	SUPPLIES		134.43 D
D000002977	07/26/2024	TAMMY L MACWHINNIE	REIMB FOR MARCHING BAND SUPPLIES PURCHASED		82.67 D
D000002978	07/26/2024	ROBERT M SIDES INC.	SUPPLIES		246.25 D

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-07-26

Check Numbers: 0000064336 - 0000064374

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

10 - GENERAL FUND	201,856.42
Grand Total All Funds	201,856.42
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	38,216.77
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	163,639.65
Grand Total Virtual Payments	0.00
Grand Total All Payments	201,856.42

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-08-09

Check Numbers: 0000064375 - 0000064393

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064375	08/09/2024	ALLIANCE PROFESSIONAL SOLUTIONS	SUPPLIES		1,914.44
0000064376	08/09/2024	AT & T	CELL PHONES		141.78
0000064377	08/09/2024	CANTON BOROUGH AUTHORITY	WATER/SEWER		2,784.07
0000064378	08/09/2024	CARREON PUBLISHING, LLC	ADVERTISING		322.00
0000064379	08/09/2024	CHARLES CONSTRUCTION COMPANY	PAVING PROJECT		240,209.95
0000064380	08/09/2024	COLLINS SPORTS MEDICINE	SUPPLIES		397.47
0000064381	08/09/2024	DEMANS	SUPPLIES - VB		232.26
0000064382	08/09/2024	HENRY DUNN INC.	BONDS		564.00
0000064383	08/09/2024	KURTZ BROTHERS	SUPPLIES		51.48
0000064384	08/09/2024	NEVCO SPORTS LLC	SUPPLIES - MISC		2,020.94
0000064385	08/09/2024	NORTHERN TIER LEAGUE	DUES		2,405.00
0000064386	08/09/2024	PENELEC	ELECTRICITY		17,015.19
0000064387	08/09/2024	PYRAMID SCHOOL PRODUCTS	SUPPLIES		663.94
0000064388	08/09/2024	ROCKWELL H & SON	SUPPLIES		57.38
0000064389	08/09/2024	COLUMN SOFTWARE PBC	ADVERTISING		167.75
0000064390	08/09/2024	TROY AREA SCHOOL DISTRICT	TUITION - N.H.		7,907.67
0000064391	08/09/2024	TSW CORP - COUNTY PEST CONTROL	PROF SVC		1,425.00
0000064392	08/09/2024	UNITED PARCEL SERVICE	UPS CHARGES		33.80
0000064393	08/09/2024	USPS	POSTAGE DUE - TAX NOTICES		59.20
D000002979	08/09/2024	CENGAGE LEARNING	WORKBOOKS PO 2500000011		499.13 <i>D</i>
D000002980	08/09/2024	DANDY MINI MARTS INC.	GBB - 61.30/BBB 61.31	FUEL	221.37 <i>D</i>
D000002981	08/09/2024	DOUD TRANSPORTATION LLC	ESY		1,095.05 <i>D</i>

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card v - Virtual Payment

08/06/2024 12:13:48 PM

CANTON AREA SCHOOL DISTRICT

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2024-08-09

Check Numbers: 0000064375 - 0000064393

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000002982	08/09/2024	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		351.00 D
D000002983	08/09/2024	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 8/9/2024		3,001.00 D
D000002984	08/09/2024	LESKO FINANCIAL SERVICES	DED: ANNI1 - Full Payroll Pay Date: 8/9/2024	DED: TAP - Full Payroll Pay Date: 8/9/2024	5,686.29 D
D000002985	08/09/2024	PENNSYLVANIA PAPER & SUPPLY COMPANY	SUPPLIES		1,453.20 D
D000002986	08/09/2024	QUILL	SUPPLIES		1,371.00 D
D000002987	08/09/2024	CODY RICHTER	PROF SVC		535.14 D
D000002988	08/09/2024	SANICO	SUPPLIES		358.00 D
D000002989	08/09/2024	TAMMY L MACWHINNIE	REIMB - MARCHING BAND SUPPLIES PURCHASED		316.51 D
D000002990	08/09/2024	SPORTSMANS	SUPPLIES - VB 425.58/GBB 616./BBB 497./FB 1014./W 97.	SUPPLIES	2,649.58 D
10 - GENERAL FUND					295,910.59
Grand Total All Funds					295,910.59
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					17,537.27
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					278,373.32
Grand Total Virtual Payments					0.00
Grand Total All Payments					295,910.59

Run # 2

FUND ACCOUNTING PAYMENT SUMMARY
 Bank Account: GF - General Fund Payment Date: 2024-08-09
 Check Numbers: 0000064394 - 0000064400
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064394	08/09/2024	ACTION DRIVEN EDUCATION LLC	SUPPLIES		894.50
0000064395	08/09/2024	AMAZON CAPITAL SERVICES	SUPPLIES		200.28
0000064396	08/09/2024	ROBERT ROCKWELL ATHLETIC	24/25 GATE STARTING CASH		1,000.00
0000064397	08/09/2024	GOVCONNECTION INC.	ACROBAT LICENSE		125.00
0000064398	08/09/2024	LANCASTER LEBANON JU 13	m365 SUBSCRIPTION		6,575.45
0000064399	08/09/2024	XEROX CORPORATION	COPIERS		179.64
0000064400	08/09/2024	ZITO BUSINESS	INTERNET		1,175.00
D000002991	08/09/2024	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		935.49
D000002992	08/09/2024	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00
D000002993	08/09/2024	DOUGLAS A. MCNETT	LAWN MAINTENANCE		1,722.37
D000002994	08/09/2024	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		351.00

10 - GENERAL FUND		13,358.73
Grand Total All Funds		13,358.73
Grand Total Credit Cards		0.00
Grand Total Direct Deposits		3,208.86
Grand Total Manual Checks		0.00
Grand Total Other Disbursement Non-negotiables		0.00
Grand Total Procurement Card Other Disbursement Non-negotiables		0.00
Grand Total Regular Checks		10,149.87
Grand Total Virtual Payments		0.00
Grand Total All Payments		13,358.73

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND Payment Date: 2024-07-26

Check Numbers: 0000004869 - 0000004871

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Payment Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004869	07/26/2024	AMAZON CAPITAL SERVICES	SUPPLIES		0.00
0000004870	07/26/2024	CYBERSOFT TECHNOLOGIES INC.	SUBSCRIPTION PO #2500000003		0.00
0000004871	07/26/2024	TRIMARK	SUPPLIES		0.00
D000000070	07/26/2024	NUTRITION INC.	JULY INVOICE		11,781.09

VOID

50 - FOOD SERVICE FUND					11,781.09
Grand Total All Funds					11,781.09
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					11,781.09
Grand Total Manual Checks					(2,269.24)
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					2,269.24
Grand Total Virtual Payments					0.00
Grand Total All Payments					11,781.09

M E M O
FROM THE DESK OF
SHELLY GOWIN
CANTON AREA SCHOOL DISTRICT

August, 2024

TO: Mark Jannone, Board of Education

RE: Transportation Changes

The following changes were made to transportation contracts since the last board meeting:

Doud Transportation

- Van 33 – CASD ESY – Effective 6/10/24 \$115.00
- Van 39 – CASD ESY – Effective 6/10/24 \$115.00
- Van 23 – BlaST ESY – Effective 6/24/24 \$219.01

2024-2025 APPROVED DRIVERS

*Pending completed paperwork

Brackman, Jon*	Machmer, Linda	Vargson, Sherry
Castle, Charles	Martin, Mitzi*	Wesneski, Shauna
Colton, Jim	May, Deanna*	Wesneski, Wesley
Dean, Lisa	McMurray, Mark*	Westerbaan, Allen *
Doud, Dorothea	Morgan, Penny	Williams, David
Doud, James	Moyer, Alan	Williams, Tammy
Fitzwater, Amber	Neitz, Cheryl	
Frankenberger, Megan	Nybeck, Jim*	
Graham, Charles	Ostrander, Tiffany	
Graham, Sue	Porter, Mary Ann	
Groover, Jon*	Reedy, Dolly*	
Jennings, Alicia	Riggs, John	
Jennings, Darin	Ross, Richard	
Jennings, Frank	Ross, Michelle	
Jennings, Melissa	Schrader, Melony	
Jennings, Nathan	Scott, Timothy	
Kapichok, Clint*	Slater, Lou Ann*	
Kilbourn, Dan*	Tarbox, Joanne	

2024-2025 TRANSPORTATION RATES

CONTRACTOR	VEH #	VEHICLE RUN		OTHER	ANNUALIZED	NOTES
		REGULAR	REGULAR			
DOUD TRANSPORTATION LLC	3	\$182.57			\$32,497.38	8/6/2024 14:01
DOUD TRANSPORTATION LLC	5	\$134.00			\$23,852.42	
DOUD TRANSPORTATION LLC	6	\$538.07	\$156.64 / \$449.07		\$95,776.37	REGULAR/NTCC. REGULAR ONLY & NTCC ONLY
DOUD TRANSPORTATION LLC	16	\$347.36	\$163.00 / \$449.07		\$61,829.35	REGULAR/NTCC. REGULAR ONLY & NTCC ONLY
DOUD TRANSPORTATION LLC	17	\$276.12			\$49,148.74	
DOUD TRANSPORTATION LLC	18	\$321.05			\$57,146.58	
JENNINGS BUS COMPANY	21	\$256.75			\$45,702.00	
DOUD TRANSPORTATION LLC	25	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	30	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	31	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	32	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	33	\$125.00			\$22,250.00	Canton Area
DOUD TRANSPORTATION LLC	34	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	36	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	37	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	38	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	39	\$125.00			\$22,250.00	Canton Area
DOUD TRANSPORTATION LLC	56	\$0.00			\$0.00	
DOUD TRANSPORTATION LLC	23	\$0.00			\$0.00	
JENNINGS BUS COMPANY	11	\$0.00			\$0.00	
JENNINGS BUS COMPANY	12	\$327.99			\$58,381.98	
JENNINGS BUS COMPANY	14	\$252.98			\$45,030.73	
JENNINGS BUS COMPANY	15	\$199.09			\$35,438.81	
JENNINGS BUS COMPANY	26	\$0.00			\$0.00	
JENNINGS BUS COMPANY	27	\$0.00			\$0.00	
JENNINGS BUS COMPANY	29	\$0.00			\$0.00	
DOUD TRANSPORTATION	35	\$132.06			\$23,506.33	
MCMURRAY TRANSPORTATION	1	\$334.84			\$59,601.58	
MCMURRAY TRANSPORTATION	7	\$209.67			\$37,321.33	
MCMURRAY TRANSPORTATION	8	\$194.47			\$34,615.21	
MCMURRAY TRANSPORTATION	9	\$250.44			\$44,578.76	
MCMURRAY TRANSPORTATION	19	\$263.66			\$46,931.91	
MCMURRAY TRANSPORTATION	20	\$312.47			\$55,619.89	
	24	\$125.00			\$22,250.00	
TOTALS PER DAY		\$4,908.59				
TOTALS PER YEAR		\$873,729.37				\$873,729.37

Delete	Bradford County		
Folio #	Name	Reason	EXON
PC08141400205	HOLMES, NORVIN Sr	DECEASED	15-100
PC08141400204	HOLMES, DONNA	DECEASED	15-99
PC08161600374	FROMILLE, ANTHONY	DECEASED	16-269
PC08141400575	ZIMMER DAVID JR	DECEASED	14-249
PC08141401700	WESNESKI JACQUELINE	DECEASED	14-233
PC08141400010	AMBUCH THOMAS	DECEASED	14-7
PC08222200150	LAMONT FREDERICK	DECEASED	22-145
PC08151500158	DEITRICK SHERRY	DECEASED	15-60
PC08161600381	GEISLER WAYNE	MOVED	16-279
PC08161600380	GEISLER DOROTHY	MOVED	16-278
PC08151501080	GROOVER BARBARA	MOVED	15-92
PC08161601650	MESKO PATRICIA	MOVED	16-529
PC08161600711	MATTHEWS DAVID SR	DECEASED	16-497
pc08222200524	JENNINGS NICOLE	MOVED	22-123
PC08151501970	MAYNARD, GREG	MOVED	15-150
PC08151500542	RUSHIN, ALBERTHA	MOVED	15-215
PC08161600533	HORTON, SHARON	MOVED	16-382
PC08161602861	CAREY, KENNETH	DECEASED	16-140
PC08141401391	REED, VERA	DECEASED	14-178
PC08141401718	REED, HELEN	DECEASED	14-176
PC08161600633	LANDIS, BARBARA	DECEASED	16-454
PC08161602495	BLANEY, HAROLD	DECEASED	16-79
PC08161600247	CLEGG, BETTE LOU	MOVED	16-186
PC018161602243	LANDIS, LAURA	MOVED	16-456
PC08151501761	ANDERSON, ANETA	DECEASED	15-9
PC08151501981	MOSHER, WILLIAM	MOVED	15-164
PC08151501137	GROOVER, DAVID P	MOVED	15-93
PC08161603657	PETRE WUANITA	MOVED	16-625
PC08161603656	PETRE NATHAN	MOVED	16-624
PC08161600621	KRAUSE WILLILAM	DECEASED	16-442
PC08161600839	PALMER ALLEN C	DECEASED	16-589
PC08141400474	STROUT WARREN	DECEASED	14-210

OCC Change				
Folio #	Name	CAT	Reason	
PC08161600125	Brokaw, Barbara	Retired		Exon
PC08161603724	Perry, Laurie	Retired		Occ 16-94
PC081515006610	Spano Nicholas	Retired		Occ 15-236
	Spano Susan	Retired		Occ 15-237
PC0816160176	Campbell Frank	Retired		Occ 16-137
PC08160000174	Campbell Ann	Retired		OCC 16-135
PC08141400071	Brown Sarah	Retired		OCC 14-43
PC0816160090	Benson Marsha	Retired		Occ 16-62

OCC/PC Add	Name/Address	Municipality	CAT
OCC/PC Add	GUY, SHARLEEN 213 N CENTER ST CANTON	CANTON BORO	RETIRED
OCC/PC Add	LAMANTIA, NICHOLAS 345 EAST MAIN STREET CANTON	CANTON BORO	RETIRED
OCC/PC Add	MARTIN , WILLIAM 345 EAST MAIN STREET CANTON	CANTON BORO	RETIRED
PC Only/5600233			
OCC/PC Add	WESNESKI, LINDSEY 20 KRISE LANE, CANTON	CANTON TWP	LABORER
OCC/PC Add			
OCC/PC Add			

Tioga Occupation and Address Changes - July 2024

Name	Address	Acct #	Address	Occ Status Code	Reason
Schmelzle, Christy	2652 Ogdensburg Rd, Roaring Branch	5901113541		Retired	
Root, Ed	716 Bennett hill Rd, Roaring Branch	5900113579		Retired	
Sakers, Luann	2150 Randall Rd, Roaring Branch	5901113609		Retired	
Mallare Irrevocable Trust	2604 Clubhouse Dr, Plant City, FL 33566	5901016974	x		moved

Tioga County Exemptions & Deletions - July 2024

Name	Address	Acct / File #	Occ	PC	Reason	Delete 2024	Exon	Bill #
Day, Donald	5 Shanty Hollow Rd, Roaring Branch	PC5901111637		x	Deceased	x	x	36-63
Brooks, Carol	81 Jackson Rd, Roaring Branch	PC5901113549	x	x	Deceased	x	x	36-28
Schanbacher, Dawn	1443 Spencer Rd, Canton	PC5901113430		x	Deceased	x	x	36-294
Jackson, Galen	3349 Ogdensburg Rd, Roaring Branch	PC5901113367		x	Deceased	x	x	36-127
Guy, Sharleen	68 Charles St, Roaring Branch	PC5901189858	x	x	Moved	x		
Barnes, Robert L	1937 Mill Hill Rd, Roaring Branch	PC5901110363	x	x	Moved	x	x	36-14
Dibble, Paul	13708 Route 414, Canton	PC5901113339		x	Moved	x	x	36-74
Dibble, Wilhelmina	13708 Route 414, Canton	PC5901113342		x	Moved	x	x	36-77
Liberti Ann	4799 Ogdensburg Rd, Roaring Branch	PC5901106134		x	Moved	x	x	36-171
Wesneski, Lindsey	386 RE Machmer Rd, Canton	PC5901309489	x	x	Moved	x		
Mead, Ronald	48 Mead St, Roaring Branch	PC5901309460		x	Deceased	x	x	36-196

Lycoming County Occupation and Address Changes - July 2024

Name	Address	Acct #	Address	Occ St Code	Reason
Jones, Gary	PO Box 187 Ralston	PC4129919276		Retired	
Hickok, William	204 Benders Hill Rd, Roaring Branch	RE41307038	x		

G.H. Harris

Exonerate
2023

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			SCHOOL OCCUPATION			
2370213230	104	WILLIAM GROGAN 12093 RTE 414 CANTON PA 17724	10.00	10.00	11.00				10.00
DECEASED 4.9.22 PER WIFE									
Total(s)			10.00	10.00	11.00	0.00	0.00	0.00	10.00
Count(s)			1	1	1	0	0	0	1
Grand Total			11.00						

G.H. HARRIS

Exonerate
2023

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA				SCHOOL	OCCUPATION	
2332426641	29	RICHARD BELLOWS 297 W UNION ST CANTON PA 17724	10.00	10.00	11.00		10.00		
		DECEASED							
2346744243	178	HELEN REED 15900 ROUTE 6 #258 TROY PA 16947	10.00	10.00	11.00		10.00		
		NON-RESIDENT/TROY AREA, NOW DECEASED 9.12.23 PER POA THEODORE REED							
2345702006	180	VERA L REED 2 R 1 CANTON PA 17724	10.00	10.00	11.00		10.00		
		MOVED LEFT NO ADDRESS, UNABLE TO FORWARD PER P.O.							
2310100662	194	MARILYN SCOTT PO BOX 51 CANTON PA 17724	10.00	10.00	11.00		10.00		
		RETURN TO SENDER, NOT DELIVERABLE AS ADDRESSED, UNABLE TO FORWARD PER P.O.							
Total(s)			40.00	40.00	44.00	0.00	0.00	0.00	40.00
Count(s)			4	4	4	0	0	0	4
Grand Total			44.00						

G.H. Harris

Exonerate
2023

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA				SCHOOL			OCCUPATION
2323253454	175	ANN LIBERTI 4799 OGDENSBURG RD ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	
LIVES AT THE GREEN HOME IN WELLSBORO PER SON, NURING HOME										
		Total(s)	10.00	10.00	11.00	0.00	0.00	0.00	10.00	
		Count(s)	1	1	1	0	0	0	1	
		Grand Total	11.00							

CAES FACULTY HANDBOOK



2024-2025

Board Approved: August 8, 2024

PREFACE

This Handbook is presented for the purpose of acquainting the employees of Canton Area School District with the policies and regulations which have been established to date. This Handbook is meant to serve as a guide and source of information but not as final authority.

It is necessary for all teachers and staff in the Canton Area Schools to familiarize themselves with the contents of this Handbook. Adherence to these policies and regulations will contribute greatly to the organization, smooth operation, and effectiveness of our schools

I. TEACHER RESPONSIBILITIES

Teacher Absence and Substitute Teachers

1. Substitute teachers will be secured by the Principal's Office from a list of approved substitutes when substitutes are available.

2. *Teachers should portal their request and e-mail Mr. Wells and Mrs. Ward of his or her intended absences. In the case of sickness, call Mr. Wells before 6:30 AM @ (570) 485-7223.*

3. The substitute teacher shall carry on the work outlined by the regular teacher in his or her plans. The substitute shall assume all the duties of the regular teacher including duties as assigned by the elementary school office. Substitutes will be expected to implement the PBIS system that has been implemented and continue to reward expected student behavior.

4. For the convenience of the substitute and smooth transition for the student, the classroom teacher should leave, in addition to plans, a seating arrangement and names of one or two pupils who would be helpful to the substitute. A list of unusual events that might happen would be helpful.

5. Substitute teacher folders will be created. Teachers are expected to make sure that DETAILED lesson plans are left for substitutes (include PBIS info.). In the event that there is an emergency, substitutes will use emergency plans that are in the folder. (**Planning should at least be reviewing/previewing of material; videos that are not connected to unit are not acceptable lesson alternatives.)

6. Teachers should discuss expectations and appropriate behavior with students to prepare them for the substitute. Substitutes will complete the school's substitute report and leave it for the teacher so that the teacher knows what was covered the previous day, what problems were encountered, etc. Do not leave your computer password for the substitute. They can get a guest password.

Lesson Plans

Each teacher will be responsible to have a copy of their daily lesson plans available upon request. Teams will continue to add lesson components and updated information to the online KUD as it is developed. All curriculum planning is to follow the Common Core Standards. Plans need to be modified to reflect these standards as they are reviewed through team planning. Upgraded unit learning maps, student maps, KUDs, and lesson plans need to be placed on the share drive or on the district website

***Detailed substitute lesson plans must be provided if you are not going to be in and will need a substitute. Have detailed emergency plans ready in case of an emergency situation.**

Length of Teacher's Day and Leaving the Building

Teachers are expected to remain in the building during school hours (7:55 AM-3:30 PM) except for emergencies. Requests to leave the building must be directed to the Principal. There will be a sign out sheet posted in the elementary school office. Anyone leaving the building during the regular day, must sign out.

Schedule

7:55	Students entering building
8:18	Student cut-off for tardy
8:20	Instructional period begins
8:23	School announcements
8:30	Attendance reports due
10:55 – 1:10	Lunch periods
3:13	Walkers dismissed through gym Lobby
3:17	Students board buses
3:30	Teacher dismissal

***Please refer to detailed schedules posted in CSIU SIS.**

Bus Duty Schedule

****Notify Mrs. Peterson**

<i>Grade</i>	<i>1st 9 Weeks</i>	<i>2nd 9 weeks</i>	<i>3rd 9 Weeks</i>	<i>4th 9 Weeks</i>
K	KITCHEN	ROUPP	WILE	KITCHEN
1	COLTON	W. ROUTE	WEED	COLTON
2	VANNOY	PALMER	K. FOUST	VANNOY
3	WILLIAMS	BEERS	HOLLETT	MARTELL
4	CASTLE	STIMSON	PETERSON	CASTLE
5	MARTIN	J. FOUST	NEW	MARTIN
6	STEEVER	FITCH	C. ROUTE	EDLER

Duties & Coverage

ALL teachers will be expected to be at their assigned duties from 7:55 AM -8:18 AM to assist and greet students while maintaining a safe school environment. Classroom teachers will be present in classrooms as students arrive.

WIN and Book Study Meetings

WIN, Planning, and Book Study meetings will occur on regular school days. Meeting groups will be listed on the morning announcements. Specials teachers will cover for WIN meetings. WIN meetings are intended for collaborative planning as a support for all students and may include regrouping for WIN times. Planning discussions are intended to provide needed interventions to groups of students based on teacher data. The purpose may include needed remediation, previewing, assessment, and/or acceleration as determined by student needs. WIN periods are to be used for academic purposes.

Book Study Coverage

Mrs. Palmer- Ms. Slocum
Mrs. Colton- Ms. Fitzwater
Mrs. Edler-Mrs. Chamberlain
Mrs. Stimson- Mrs. Spencer

Ms. Dewey-No Coverage Needed
Mrs. Wile- Mrs. Mariano
Mrs. Pekelnicky- No Coverage Needed

Building planning and instructional expectations: All teachers are expected to develop their instruction to incorporate the strategies of the Learning Focused Model. Lesson plans for Math and ELA classes are to be put into the Google folder for lesson plans and updated on a weekly basis. Regular administrative walk-throughs will occur to collect evidence of teacher's use of these instructional strategies. Feedback and follow-up meetings will occur to promote the use of these strategies in all classrooms. Non-core teachers are expected to support core teachers by reinforcing key vocabulary, shared reading and comprehension strategies, as well as mathematics strategies in their instruction.

Teacher Evaluation

The district will continue with the Pennsylvania formal evaluation process using the *Danielson Framework for Teaching 2007* or later supervision tool. All faculty members will participate in a three-year rotation to participate in the formal observation model. About one third of the building faculty will participate in formal observations, while the remaining teachers will choose a differentiated supervision plan. Each subsequent year will involve the next phase of the rotation creating a three-year cycle for the formal observation model.

*Please see the District Policy on the Differentiated Supervision Plan for additional details. Non-tenured teachers may not opt for the differentiated plan. Any teacher may be placed in the formal observation model at any time as determined by the principal. Walk-through data will be examined throughout the year regardless of the supervision model selected and feedback will be provided in a timely manner. Act 13 Goals and Differentiated Supervision Plans are to be submitted by Monday, October 14.

Faculty Meetings

Faculty meetings occur on a monthly basis; most are scheduled on the third Wednesday of each month. Meetings start promptly at 3:25 PM and will last no later than 4:00. While attendance to meetings is not mandatory, it is a professional responsibility and participation/attendance will be reflected in domain four of the teacher evaluation tool.

The Principal's Advisory Committee will meet on Mondays preceding scheduled faculty meetings (Wednesdays) in most cases.

Attendance Officer

In an effort to raise attendance rates and alleviate traffic and pressure in the office, Mrs. Shanley will serve as the attendance officer for the building. Responsibilities of the attendance officer will be the following:

1. Receive student excuses for absent day(s).
2. Indicate illegal absences.
3. Assist with tracking tardies and unexcused absences.

****Homeroom Teachers are the most important piece of attendance monitoring. It is imperative that homeroom teachers submit ACCURATE attendance on CSIU by 8:30 AM every morning.**

Marking Period Dates

Marking Period Begins	Progress Report Grades Due by 3:30	Progress Reports Go Home	Marking Period Ends	Report Cards Go Home
Monday, August 26	Thursday, September 26	Monday, September 30	Tuesday, October 29	Grades 3-6 Monday, November 4, K-2 at F/T Conferences
Wednesday, October 30	Wednesday, December 4	Friday, December 6	Wednesday, January 15	Wednesday, January 22
Thursday, January 16	Wednesday, February 19	Friday, February 21	Tuesday, March 25	Tuesday, April 1
Wednesday, March 26	Friday, April 25	Tuesday, April 29	Friday, May 23	Thursday, May 29

**** There will not be final grades for PBIS behavior expectations, only marking period grades.**

****This schedule may change due to snow days and when snow days are made up.**

*****Grades must be completed by 3:30 for each marking period on the following dates 10/31, 1/17, 3/27, 5/27**

Grades/Data Entry

****Due to parental access to the portal, teachers need to maintain grade entry in the SIS grade book to keep parents informed on student progress. Grades need to be entered in the gradebook in a timely manner (Bi-Weekly). You need to have a substantial number of grades for each marking period and keep them entered and up to date so parents can track their child's progress.**

Progress Reports

It is imperative that communication exists between the staff and the parents/guardians of our students regarding the academic progress of our students. Parents of students who are not successful must be informed of these concerns. Contact with parents should be documented. Students who are not demonstrating grade level milestones/progress need to be referred to appropriate supports. [Title I, Tier II, PBIS Team, Child Study Team, etc.]

Student Retention

It is going to be a goal as we move forward that we have as little retention as possible as we do our best to "leave no child behind." It will be the responsibility of every teacher to do their part in preventing student failures of classes. We have to remember that retentions impact all of us through our SPP score and how we are viewed as a school. If a student will be in jeopardy of failing courses, and retention may be considered, the following requirements will be in place by the end of the third marking period:

1. The teacher will provide documentation on what interventions have been provided and the data associated with the success or lack of success that these interventions had on the student.
2. The student will have been referred to the Child Study Team before the end of the 3rd marking period.
3. The teacher must have a conference with the parent(s)/guardian(s) and verify that the parent(s)/guardian(s) has been involved in the discussion of student progress.
4. The teacher must provide a plan on what will be done differently in the repeated grade level (will be a new teacher).
5. The teacher must notify the guidance office and the principal about the potential retention by the end of the third marking period.

Guidance Services

The Guidance Department is provided for the benefits of all students. If students have an academic or personal issue, they may request assistance from the School Counselor. If a teacher determines that a student needs guidance services/interventions they should contact Mrs. West. Parents are encouraged to telephone the Guidance Department if they have any concerns regarding their child's progress in school.

Special Events/Field Trips

It is the teacher's responsibility to oversee dismissal of students from special events or field trips. Parents must be verified and sign students out when they are released to a parent or appointed guardian.

For all field trips, teachers must submit a copy of students attending the field trip that includes parent name and contact information to the office before leaving. A copy of this must also be present on the field trip (& bus) so that contact information is available for emergency personnel.

Laptop Carts/Computer Lab

Chrome Book and I-pad carts are assigned to each grade level. Teams are responsible for determining a system for sharing them, securing, overseeing maintenance of and accounting for them. Teachers should create a sign out system to account for students using them. Technology problems **MUST** be reported to the technology department in order to maintain their functionality. This **MUST** be completed through the Ticket system.

After School Detention

After school detention can be assigned by teachers to assist with academic work (with that teacher). After school detention as a result of consequences for misbehavior, will only be assigned by the principal. Detention will occur on Thursdays from 3:20-4:20. Teachers are responsible for contacting parents of children they assign to detention to ensure transportation is provided and forwarding documentation to the office. The principal will contact parents and ensure that transportation is provided for students that receive after school detention for misbehavior. Coverage for detentions is provided by teachers. The location for each detention is determined by those covering.

Cash/Valuables

All cash collected by a teacher is to be locked in the school office. Money left in other locations is not covered if lost or stolen, and is the sole responsibility of whoever collected it.

II. EMERGENCIES /SCHOOL SAFETY

Classification and Management of Emergencies

1. First aid in the school is proper and prompt emergency care limited to FIRST AID TREATMENT only.
2. The teacher or athletic coach may render minor first aid only if the health room assistant is not available. HE OR SHE SHOULD NOT DIAGNOSE AND SHOULD NEVER ADMINISTER MEDICATION OF ANY SORT.
3. Transportation is a family responsibility. When not possible, the principal or nurse assumes the responsibility.
4. If it is necessary to accompany a pupil home, he or she must be accompanied by a responsible adult, and there must be a member of the family at home to care for him/her.

Emergency Procedures

Safety folders will be next to each classroom door, and the information in them should be shared with students on a consistent and regular basis. Plans should be understood and followed by all students and staff when necessary. Announcements will be made throughout any emergency to explain what plan to follow, what is happening, and what will be taking place. Communication is the key to any emergency situation.

Fire Procedures

1. The signal for a fire is the ringing of the loud bells in the halls.
2. Students are to move quickly in double lines through the halls and in single file.
3. Students seated next to the windows are to close all windows.
4. The teacher will be the last to leave the room and is responsible for turning off the lights and closing the door.
5. The teacher is to take his/her roll book outside and take attendance.

6. Students are not to enter the building until the return signal is given.

Please note the following procedure for reporting students:

1. All teachers must take gradebooks with class rosters out with them. Teachers will also need to take the laminated Red/Green card.
2. The following teachers need to take a radio out with them. You must have the radio on the MAINTENANCE channel.
 - K - Jen Wile to Grassy Area by Environmental Shed
 - 1- Kelsey Weed to Primary Parking Lot
 - 4- Yonna Castle to Primary Playground
 - 5-6 Katie Steever to Intermediate Playground
3. If you have all of your students hold up the GREEN card.
4. If you are missing a student hold up the RED card.
 - a. We will use the radios to see if the missing student is with another teacher. Report to the teacher with a radio who you are missing and where you think they might be.
5. We will not reenter the building until all students are accounted for.

If you are in the cafeteria:

The grade level sitting closest to the windows will exit the double glass doors and head to the grassy area by the environmental shed. The grade level sitting closer to the entry will exit the wooden double doors, turn right and walk past the music room out the theaterette doors and head towards the grassy area by the environmental shed. Students can then line up by homeroom for roll call.

- There are rosters and safety plans to the left of the wooden double doors inside the cafeteria.
- Instruct students to leave everything exactly where they are (on tables or in line) and follow teacher's direction.
- Teachers can dismiss the tables by row to exit.

If you are on the playground:

Blow the whistle and have students line up. If you are close to where you usually go for a fire drill walk away from the building to your normal spot. If you are not (for example 3rd grade) walk to an open grassy area away from the building.

- You should place grade level rosters in your recess caddy.

Emergency Procedures Overview

Classroom Emergency – Call the office EXT. 223 (Bri) or EXT. 250 (Sierra) describe the emergency and assistance needed. Identify the location where assistance is needed.

Building Evacuation – Initiated by fire alarm bells and strobe lights – exit building according to Fire Drill Procedure exit plan – remain 50+ feet from building until all clear announcement is made. If evacuation is to be followed by relocation, be prepared to proceed to relocation destination when directed.

Suspicious Persons of Activity – Politely challenge persons and ask if you can help them. Advise them that they must report to the office to obtain a visitor's pass. Contact the office and make them aware. Report any suspicious behavior to the office immediately.

Threats – Take all threats seriously! Report them immediately to the office. Be prepared to report detailed accounts of what occurred. Directions will be provided regarding evacuation/relocation. In the event of a bomb scare, **DO NOT USE RADIOS OR CELL PHONES UNTIL THE ALL CLEAR IS GIVEN**

Severe Weather – Initiated by signal on the PA system followed by specific instructions detailing the action needed. Move classes immediately to the identified sheltered areas according to the weather drill plan. Have students kneel facing interior walls and covering the back of their heads. Remain there until the all clear signal is given.

Severe Weather Emergency

Always place children against the inner-most walls.

Have children kneel facing interior walls, heads down with arms covering head.

*****FORM DOUBLE OR TRIPLE ROWS IF NECESSARY *****

Any outside rooms go to inside rooms

Mrs. Steever move to B132
Mrs. Fitch move to B129
Mr. Martin move to B126
Mrs. Black move to B123
Friendship House Room move to B116 or Hallway if locked
Library move to library office
Mrs. Carlisle stay in own room
Gym move to girls' locker room
Head Start / Rooms D-126 & D103 move to girls' locker room
Mrs. Castle move to B111
Mrs. Peterson move to B108
Miss Martell move to B105
Mr. Hollett move to B102
Mrs. Dewey move to C106
Mr. DeLozier move to C104
Mrs. Weed / Mrs. Route / Miss Fitzwater to C121
Mrs. Colton / Mr. VanNoy / Ms. Slocum / Mrs. Palmer to hallway outside C110 - C111
Ms. Foust to C106

Mrs. Taylor stay in own room
Mrs. Roupp / Mrs. Wile - sit against walls in Kindergarten Big Room

Mr. Kitchen / Calming Room - stay in own room
Mrs. Mariano move to hallway near Art room
Band - stay in room
Mrs. Chamberlain to hallway near Art Room
Soundproof Rooms to hallway near Art Room
Theaterette – move to hallway near Art room
Cafeteria to hallway areas to either side of Theaterette
Kitchen Staff to hallway from Kitchen to Kindergarten
File Room / Conference Room – stay in own room
Nurse / Guidance Office – stay in own room
Main Office to Nurse's Office
LS Office to Nurse's Office
Prize Room / Primary Faculty Room / Faculty Room – stay in own room

***** CLOSE ALL INTERIOR DOORS WHEN POSSIBLE - ***TURN LIGHTS OFF**

***** HAVE STUDENT ROSTER WITH YOU**

****KEEP STUDENTS AWAY FROM CABINETS HUNG FROM WALLS****

CASD LOCKDOWN POLICY

**Just as we practice Fire Drills and Severe Weather Drills,
Canton Area School District will conduct two Lock Down Drill a year.**

What this IS:

- An opportunity for students and teachers to practice installing and removing the Night Lock Device and / or fire hose under a simulated stressful situation.
- An opportunity for students and teachers to identify safe zones within their classroom based on the line of sight that an active shooter would have (red tape on the floors).
- An opportunity to increase situational awareness and response techniques as it applies to active shooter situations.

What this IS NOT:

- Not an opportunity to flip desks, computer carts, break glass. We are practicing protocol for an active shooter situation so that the response becomes instinctual.
- Not an opportunity to evacuate. Keep in mind that Evacuation is the most preferred response in an actual active shooter situation.

When you hear one of the lockdown announcements, follow these directions:

- Advise your students that an emergency exists and keep them calm / as quiet as possible.
- Locking mechanisms SHOULD already be engaged based on our protocol. Immediately close classroom door(s) and turn off lights and computer monitors. Be sure to engage the Night Lock device / fire hose.
- Keep all students sitting silently on the floor, out of common view, away from doorways and windows. Use the red tape on the floors to quickly identify safe zones within your current classroom.
- Take roll, absolutely no talking, and prepare a list of students missing from the room or extra students in the room. Project a calm attitude to maintain student behavior. All staff members should locate and hold on to their roll book prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.
- Physical education classes being held in the gym should move into a locker room, lock all doors, and find a safe area.
- Any students in the cafeterias should move to the nearest classrooms or shelter in place in a safe area.
- Anyone in the hallway should move to the closest classroom immediately.
- Nurses/cafeteria workers/support staff should stay in the area they are in, secure the doors, and turn out the lights.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Students and staff in the library should remain in the library. Librarians should lock the doors, turn out the lights, and locate a safe area.
- If students and teachers are outside the school building, they should stop, drop, and remain still.
- If there is a phone in the room, do not use it to call out. Lines must be kept open unless there is an emergency situation in the classroom.
- Ignore any fire alarm activation; the school will not be evacuated using this method.
- Remain in the room until designated personnel or public safety officials declare the building safe from any threat. Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
- An administrator will signal all personnel if the lockdown has been lifted. ALL CLEAR will be repeated 3 times.

Remember –

720* gives all phones the capability of broadcasting over the intercom at the High School.

71#0 gives all phones the capability of broadcasting over the intercom at the Elementary School.

III. INFORMATIONAL

Medication

The Canton School Policy for administration of medication during school hour states that a written request from a parent/legal guardian or a physician is necessary to administer medication in school. This written request should include:

1. Name of student
2. Name of medication
3. Dosage of the medication
4. Time the medication is to be administered
5. Any special circumstances under which the medication shall be administered
6. Parent/Legal Guardian signature

The medicine must be in a container marked with the student's name, name of medicine, dose and time to be administered. "Medicine" includes prescription and over-the-counter drugs such as cough or cold medications and cough drops. Medicine must be brought to and picked up from the nurse's office by a parent/guardian.

Dress

Code

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

1. Sleeveless shirts, spaghetti straps, and shirts that reveal the midriff or stomach will not be permitted.
2. Shoes are to be worn at all times due to health a safety reasons. Flip flops are not permitted because they are a safety hazard on the playground.
3. Any clothing that is worn in a way that reveals undergarments are not permitted.
4. Chains (wallet chains, chains worn around the neck, wrist, ankle, etc.) of any significance are not permitted at school.
5. Shorts may be worn year-round at the discretion of the parent and the student. All shorts, skirts, dresses, etc. need to be mid-thigh length. Any clothing shorter than this is not permitted.
6. Outdoor clothing is not permitted in school. This includes but is not limited to, hats, coats, gloves, mittens, sunglasses, and hoods.
7. All apparel worn at school will be free of vulgar, obscene, profane, or suggestive lettering/wording. Any apparel which advertises or promotes drugs, smoking, vaping, or alcohol is not permitted at school.

Use of Buildings

Permission by the Principal to use the buildings after school hours is necessary for all school groups. Outside groups wishing to use the school facilities must make the request on a form located in the district website. Permission is given after review by the administration. Form name: Building Use Form- Employee.

Lost and Found

All articles that are found should be sent to the main lobby. Periodic announcements will list the valuable articles that have been found.

Copying

Photocopying is to be submitted in the office basket. Please provide specific direction with master. Please plan ahead to allow secretaries reasonable notice for copying requests. At least 2 days (48 hours) ahead of when you need the item(s).

School Publicity

School publicity is a very important part of school public relations. We need complete cooperation between our town paper and other papers which come into our town. Therefore, the administration deems it necessary that all news articles be cleared through the principal's office before an article is released.

We want teachers to consult the administration if they have any concerns about school publicity. All departments will be given all the publicity they request if brought to the principal's attention.

Teachers are encouraged to write about the activities of their classes and any co-curricular activity they sponsor. Teachers are also urged to use the Towanda Daily Review, Canton Independent-Sentinel, and District web pages (contact Deanna Watkins). Electronic submission is the easiest and fastest way to transmit articles. After approval of your article you may submit to the following emails for each media outlet.

	Telephone	Email	Contact
Canton Independent-Sentinel	(570) 673-5151	editor@myweeklysentinel.com	Joe Carreon
Towanda Daily Review	(570) 265-1632	podell@thedailyreview.com	Phillip O'Dell
Canton Home Page/ Warrior Central-	Contact Dr. Martell		

Before and After School Regulations

Students may enter the school at 7:55 am. Students will be permitted to go to the hallways, breakfast, and homerooms at 7:55 AM. **They should only be in their grade level hallway. Do not let students in your classrooms in the morning who do not belong there.**

Students are dismissed at 3:13PM (walkers) 3:17 PM (bus).

Students may not be in rooms unsupervised, nor are they allowed in the faculty rooms. This includes high school students.

Assembly Procedures

Students will be called to either the Gymnasium or Theaterette for most assemblies throughout the year. Students will be called to the gymnasium by grade levels. All teachers are expected to attend assemblies and help monitor student behavior.

Visitors

All visitors must first sign-in at the main office and receive their visitor pass. Upon leaving, visitors must sign out and return the visitors pass in the lobby. Young children (non-students) are not permitted in the classroom during the school day. Recording of sign-in and sign-out times is required. If you see a person in the building that you do not recognize, ask him or her for their visitors pass. Visitors must be escorted within the building if they are not an approved volunteer.

Use of Cell Phones

Cell phones should not be used in the presence of students, unless there is an emergency. We expect our students to not use their cell phones during the school day, and that expectation is the same for the staff.

Dangerous Situation with A Student(s)

If you have a situation arise with a student who may become a danger to himself/herself or others, please call the office immediately to get assistance (**Siarra 250 or Bri 223**). If this happens in the classroom, and students are in danger, please clear your room of the other students and send them to a classroom next to your classroom. If this happens on the playground or while outside, please radio the office immediately for assistance. If this happens in the cafeteria or gymnasium, please clear students away from the situation in the best manner that you can. We have 16 staff members who are trained in QBS (Quality Behavioral Solutions) and can assist in these situations with de-escalation techniques and student holds as a last resort. Please let the office know that you are in one of these situations when you are contacting the office. The office staff will then contact one or more of the following trained individuals to assist you.

Mike Wells
Cori West
Darryl Jannone
Taran Carlisle
Amy Repard
Jason DeLozier
Samantha Campbell
Leah Strong

Joanne O'Hara
Diane Palmer
Danielle Henson
Desi Shepard
Dave Loomis
Bri Ward
Faye Spencer

Attendance Policy

All persons residing in the Commonwealth between the ages of 5 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school, or from interscholastic athletics, or co-curricular activities because of being married or pregnant. Students who reach 18 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 18 years and older, who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action. Kindergarten attendance is now mandatory once a student is enrolled.

● STUDENT ATTENDANCE IMPROVEMENT PLAN

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

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

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

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

(3) Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence by mail providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon Student Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

(4) Subsequent Unlawful Absence

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

(5) Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

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

(b) Children 13 Years of Age and Older

Any child who has attained the age of 13 who fails to comply with the compulsory attendance requirements and is habitually truant may, in lieu of being prosecuted, be referred by the school district to the local county children and youth agency for services, which may include addressing family issues that may be responsible for the child's truant behavior or possible adjudication as a dependent child under the Juvenile Act.

(c) Habitually Truant

The School Code defines habitually truant as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence.

Continued Truancy

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

● **EXCUSED AND UNEXCUSED ABSENCES**

1. For an excused absence a student:

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

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

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

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

2. An absence can be marked unexcused if:

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

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

● **UNEXCUSED AND ILLEGAL ABSENCES**

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

Missing the school bus and not attending school; not supplying appropriate documentation; other examples of unexcused absences and/or illegal absences are haircuts, garage appointments, banking and shopping. These examples are not all inclusive.

2. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action.

Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.

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

Arrival Before 11:40 am	Tardy
Arrival After 11:40 am	½ Day Absent
Depart Before 11:40 am	Full Day Absent
Depart After 11:40 am and Before 1:00 pm	½ Day Absent
Depart After 1:00 pm	Mid-Day

2024-2025
Canton Area Elementary School

Student Handbook



Board Approved: August 8, 2024

Proud of Our Traditions

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

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

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

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

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

Dear Parents and Guardians:

Welcome to the 2024-2025 school year! This handbook contains information on the policies and practices of the Canton Area Elementary School. Please read it and discuss the content with your child to ensure a smooth start to the new school year.

After reading the handbook, please sign and return the page that has come home with this handbook. Please return it to your child's teacher to verify that you are aware of the policies and procedures by Friday, August 30th.

A reminder that students who arrive **after 8:18 AM** will be marked tardy. **Walkers should not arrive before 7:55 AM**, there will be no supervision available before that time. Breakfast is served from 7:55 – 8:18.

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

Sincerely,

Michael Wells
Elementary Principal

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- Vision Statement
- Teachers and Staff
- Time Schedule

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- Unexcused/Illegal Absences
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PBIS**School Policies**

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Social Media**Information for School Closings****Health Services****PAYS Survey****School Calendar**

CANTON AREA BOARD OF EDUCATION
509 EAST MAIN ST.
CANTON, PA 17724
(570) 673-3191

Judy Sourbeer, President
Bill Holland, Vice President
Ryan Allen, Treasurer
Sarah Neely
John Ambruch

Arica Jennings
Dave DeCristo
Tom Resavage
Dennis Sourbeer

Mr. Mark Jannone, Board of Education Secretary..... (570) 673-3191
Sweet, Stevens, Katz, & Williams LLP, Solicitor..... (215) 345-9111

Board of Education meetings are held the second Thursday of every month, except for the December meeting, which is held the first Thursday in December. Meetings are held in the high school library. The public is welcome.

SCHOOL DIRECTORY

Dr. Amy Martell, Superintendent of Schools.....	673-3191
Mr. Mark Jannone, School Business Manager.....	673-3191
Mr. Michael Wells, Elementary Principal.....	673-5196
Mrs. Cindy Reed, School Nurse.....	673-5196
Mrs. Amy Repard, Special Education Supervisor.....	673-5196
Mr. Dave Loomis, School Psychologist.....	673-5196
Mrs. Corrin West, School Counselor	673-5196
Mrs. Brianna Ward, Principal's Secretary.....	673-5196
Mrs. Siarra Shanley, Elementary Building Secretary.....	673-5196
Mrs. Terry Weber, Support Services Secretary	673-3983
Mrs. Asti Tillotson, Cafeteria Manager.....	673-5196

**Canton Area School District
Mission Statement**

We focus on learning: Every child, every day, "The Warrior Way!"

**Canton Area School District
Vision Statement**

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

TEACHERS AND STAFF

Kindergarten

Mrs. Jennifer Wile
Mrs. Talia Roupp
Mr. Brock Kitchen

Grade 1

Mrs. Rebecca Colton
Ms. Wendy Route
Mrs. Kelsey Weed

Grade 2

Mrs. Robin Palmer
Ms. Katie Foust
Mr. Ryan VanNoy

Grade 3

Mr. Joseph Hollett
Mrs. Abby Williams
Mrs. Trina Beers
Ms. Carmya Martell

Grade 4

Mrs. Theresa Stimson
Mrs. Yonna Castle
Mrs. Jodi Peterson

Grade 5

Mr. Jason Foust
Mr. Cody Martin
New

Grade 6

Mrs. Jen Edler
Mrs. Katie Steever
Mr. Craig Route
Mrs. Jaime Fitch

Special Areas

Ms. Tammy MacWhinnie, Instrumental Music
Mrs. Karen Mariano, Music
Mrs. Lucy Chamberlain, Art
Mrs. Ashley Pkelnicky, Library
Mr. Jaimee Pequignot, Phys. Ed
Mrs. Cindy Reed, School Nurse
Mrs. Corrin West, School Counselor

Title I Staff

Mr. Jason DeLozier
Ms. Cindy Dewey
Mrs. Shaina Slocum
Mrs. Theresa Jannone, Math Paraprofessional
Mrs. Janie Segur, Reading Paraprofessional

Special Education Staff

Mrs. Amy Repard, Special Education Supervisor
Mr. Dave Loomis, School Psychologist
Mrs. Jamie Taylor, Speech Support
Miss Deborah Fitzwater, Learning Support
Mrs. Shaina Slocum, Learning Support
Ms. Carolann Ward-Spencer, Learning Support
Mrs. Taran Carlisle, Learning Support
Mrs. Cindy Black, Learning Support/ Gifted Support
Mrs. Heidi Halbfoerster, Paraprofessional
Mrs. Samantha Campbell, Paraprofessional
Mrs. Joanne O'Hara, Paraprofessional
Mrs. Danielle Henson, Paraprofessional
Mrs. Desiree Shepard, Paraprofessional
Mrs. Diane Palmer, Paraprofessional
Mrs. Leah Strong, Paraprofessional
Mrs. Jenelle Bruce, Paraprofessional

Maintenance/Custodial Staff

Mr. Fred Richter
Mr. Steve Turner
Ms. Brenda Stone

Administrative Assistants

Mrs. Brianna Ward
Mrs. Siarra Shanley
Mrs. Terry Weber

TIME SCHEDULE

Breakfast	7:55 – 8:18
Instruction Begins	8:20
Lunches	10:55 – 1:10
Recesses	11:00-1:45
Walkers Dismissed	3:13
Bus Dismissal	3:17

I. INFORMATION REGARDING SCHOOL ATTENDANCE

● ATTENDANCE POLICY

***All students must arrive by 8:18**

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

Our goal is to have each student attain the most from all programs at Canton Elementary and to meet the State Standards. Being present on a regular and consistent basis is the only way that a student can begin to achieve that goal. On the other hand, poor or inconsistent attendance breaks the learning process and causes the student to fall behind. Poor attendance may also be a warning sign for other problems. Therefore, it is our aim to inform the students and parents of the general attendance procedures. Good home-school contact and following standard procedures can only benefit the student.

****A reminder that students who arrive after 8:18 AM will be marked tardy. Walkers should not arrive before 7:55 AM, there will be no supervision available before that time. Breakfast is served from 7:55-8:18.**

The following are procedures concerning attendance/absence:

● INTRODUCTION

All persons residing in the Commonwealth between the ages of 6 and 21 are entitled to a free and full education in the public schools. Parents or legal guardians of all children between the ages of 6 and 18 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless legally excused. A student may not be excluded from the public school nor from interscholastic athletics or co-curricular activities because of being married or pregnant. Students who reach 18 years and are not fulfilling their responsibilities as students may be asked to leave school. Additionally, students 18 years and older who demonstrate disobedience or misconduct, or irregular attendance will be notified and recommended for school board action. Once a student begins kindergarten, they are required to follow the compulsory attendance law.

● SCHOOL ATTENDANCE IMPROVEMENT PLANS

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

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

(1) First Unlawful Absence

Parent/guardian receives a notice of unlawful absence from the school district.

(2) Second Unlawful Absence

Parent/Guardian receives a second notice of unlawful absence from the school district.

(3) Third Unlawful Absence

Parent/Guardian receives a notice of unlawful absence by providing "official notice of child's third illegal absence." Attached to this notice will be penalties for violation of compulsory attendance requirements as they pertain to both the student and the parent/guardian, including information that three days after giving such notice, the parent/guardian who again violates the compulsory attendance requirements shall be liable without further notice.

School districts shall coordinate a school/family conference to discuss the cause of the child's truancy and develop a mutually agreed upon School Attendance Improvement Plan (SAIP) to resolve truant behavior. Issues to be reviewed at the school/family conference include the appropriateness of the child's education environment, current academic difficulties, physical or behavioral health issues, and family/environmental concerns. At the end of the conference all parties should sign a comprehensive SAIP that is agreed to by the school representative, the child, and the parents and/or family. The plan could include accessing academic and social/health supports from the school and community organizations, an outline of family/parent and student responsibilities, and levels of performance monitoring that include rewards and consequences.

(4) Subsequent Unlawful Absence

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

behavior. Schools should refer all future incidents of truancy directly to the magisterial district judge having jurisdiction in the region.

(5) Referral to County Children and Youth Agency

(a) Children Under 13 Years of Age

Any child who has not attained the age of 13, who fails to comply with the compulsory attendance requirements and is habitually truant, shall be referred to children and youth. The referral to the county children and youth agency may be in addition to proceedings against the parent/guardian sent to the appropriate magisterial district judge. If the parent/guardian provides written consent, a copy of the SAIP should be forwarded to the county children and youth agency.

Continued Truancy

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

● **EXCUSED AND UNEXCUSED ABSENCES**

1. For an excused absence a student:

a. is required to submit a parental excuse to the attendance officer within 3 school days of the students return to school. These excuses may be sent via email to sshanley@canton.k12.pa.us. Failure to submit proper documentation within this timeline may result in an unexcused/illegal absence. The excuse must state: (1) date(s) of absence, (2) reason for absence, (3) signature of parent or legal guardian.

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

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

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

d. permission to accompany parents on educational trips may be granted if the school is notified in advance (up to 5 days). **Please note that trip requests during the PSSA testing dates are strongly discouraged.**

2. An absence may be marked unexcused if:

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

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

● **UNEXCUSED AND ILLEGAL ABSENCES**

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

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

b. excuse is unacceptable to Public School Attendance Laws.

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

2. After three unexcused/illegal absences, parents/legal guardians will be sent a warning letter describing their child's attendance status. Further illegal absences will necessitate legal action as stated in the Public-School Code, Section 1333. Fines and court costs vary as to the number of illegal absences and repetition of legal action. Typically, the local magistrate and CYS (Children and Youth Services of PA Human Services) are notified.

3. Students missing more than:

a. Three (3) school days (not documented by medical/legal excuses or parental excuses) will be reviewed by administration and may be referred to legal authorities.

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

Arrival Before 11:40 am	Tardy
Arrival After 11:40 am	½ Day Absent
Depart Before 11:40 am	Full Day Absent
Depart After 11:40 am and Before 1:00 pm	½ Day Absent
Depart After 1:00 pm	Mid-Day

- **ARRIVAL TIME**

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

- **ARRIVING LATE AND LEAVING EARLY**

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

- **TARDINESS**

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

CANTON AREA ELEMENTARY SCHOOL

Process to Improve Attendance

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

Illegal excuses are recorded for the following reasons:

- * Not supplying appropriate documentation of an absence within 3 days of return to school.
- * Missing the bus and staying home
- * Visiting parents and relatives who do not live in the household
- * Going to work with a parent unless this is previously approved by the principal
- * Staying home to care for parent or sibling
- * Hunting or fishing
- * Shopping, going to hairdresser
- * Taking trips without prior approval

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

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

- date(s) of absence
- reason for absence
- parent/guardian signature

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

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

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

After 3 illegal absences, the following process begins.

School Counselor will contact the following and a letter setting up a SAIP meeting will be mailed home:

- *Parent/guardian and student
 - *Principal
 - * Director of Special Education (if applicable)
 - * Outside support agencies such as: CYS
- A meeting will be arranged with all above parties to create and sign a Student Attendance Improvement Plan.

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



Help Your Child Succeed in School: Build the Habit of Good Attendance Early

DID YOU KNOW?

- Starting in preschool and kindergarten, too many absences can cause children to fall behind in school.
- Missing 10%, or about 2 days each month over the course of a school year, can make it harder to learn to read.
- Students can still fall behind if they miss just 1 or 2 days every few weeks.
- Being late to school may lead to poor attendance.
- Absences and tardiness can affect the whole classroom if the teacher has to slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Eventually good attendance will be a skill that will help them succeed in high school and college.

WHAT YOU CAN DO

- Set a regular bedtime and morning routine.
- Lay out clothes and pack backpacks the night before.
- Keep your child healthy and make sure your child has the required shots.
- Introduce your children to their teachers and classmates before school starts.
- Develop backup plans for getting to school if something comes up. Call on a family member, a neighbor or another parent.
- Try to schedule non-Covid-19 related medical appointments and extended trips when school isn't in session.
- If your child seems anxious about going to school, talk to teachers, school counselors and other parents for advice on how to make your child feel comfortable and excited about learning.
- If you are concerned that your child may have Covid-19, call your school for advice.
- If your child must stay home due to illness or quarantine, ask the teacher for resources and ideas to continue learning at home.

Revised October 2021

When Do Absences Become a Problem?



Note: These numbers assume a 180-day school year.

Visit Attendance Works at www.attendanceworks.org for free downloadable resources and tools!

II. INFORMATION REGARDING SCHOOL PREPARATION/PROCEDURES

● BACKPACKS

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

● WATER BOTTLES

Students may bring in water bottles from home. They must be metal or plastic, no glass bottles will be allowed. They may only contain unflavored water.

● FOOD BROUGHT IN FOR STUDENTS/ SCHOOL PARTIES

All food that is brought into the school, to be distributed to students, must be store-bought with the ingredients listed on the item. Homemade items can't be brought into school to be distributed to students. This creates an unsafe situation for many of our students. Store-bought items are permissible to be brought into the school for students' birthdays, parties, and special events.

● BIKES/SCOOTERS

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

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

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

● VALUABLES

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

● HOMEWORK

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

● EMERGENCY DRILLS

Emergency drills are a necessary part of the school curriculum. Drills are held at intervals throughout the school year and are checked 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. Make certain students follow all teacher directions. Once outside the building, remain with your class at least 50 feet from the building. Wait for further directions for students to move to various sections of the campus, if necessary. A signal to return to the building will be given. Students will need to be completely clear of the building for safety purposes.

● DISMISSAL/BUS CHANGES

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

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

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

- **ARRIVAL/DISMISSAL**

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

- **FAMILY TRIPS**

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

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

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

* A trip form may be obtained by accessing the district webpage, selecting the parent tab, and clicking on parent information. Scrolling down below parent information you can click on the Family Trip form. A total maximum of 5 days is permitted for excused educational trips.

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

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

April 21-April 25— English Language Arts grades 3-6

April 28-May 2— Math Grades 3-6, Science Grade 4

- **FIELD TRIPS**

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

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

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

Any approved on-site or off-site activity will be under the direct supervision of the teacher, advisor, or coach as directed by the Administration of CASD. Parent Chaperones will assist monitoring of small groups of children the day of the trip. It is the chaperone's responsibility to point out places of interest, answer questions, instruct, discipline, and guide the specified group throughout the field trip. Parents interested in becoming chaperones should notify the child's teacher several weeks before the field trip. The teachers will then select the chaperones from the list of interested parents, notify the parents, and give them a list of responsibilities and guidelines for the field trip. All chaperones need to submit all required paperwork and be approved as a volunteer by the Board of Education. Most of the field trips taken during the school year are within the regular school hours. It will be the responsibility of the parents to deliver the child to the school on time and pick up the child when the bus returns to the school if the departure and return times are outside of the regular school day.

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

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

- **INSURANCE**

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

- **LIBRARY**

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

- **LOST AND FOUND**

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

- **PHYSICAL EDUCATION**

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

- **REPORT CARDS AND CONFERENCES**

Reporting student progress will be done mostly through progress reports, report cards, and conferences. Special reports or conferences may be held at such times as the teacher feels necessary. Parents are encouraged to review their student's papers and contact the teacher if they have any concerns. Report cards will be issued every nine weeks. Conferences for all children will be held after the first nine-week marking period. Parents may also create an internet login to be able to see student grades, progress reports, and report cards. Please see the school website to request an access account. Accounts are only available to parents or legal guardians of the student.

- **PTA**

The Parent-Teacher Association (PTA) of Canton Area Elementary School is an active organization of parents, teachers, grandparents, and community members working together for the benefit of each child. The PTA aids the school district by helping to sponsor field trips and assemblies, help with Kindergarten Registration, and sponsor the STEAM Night. Numerous other projects have also been supported by the PTA. The organization is always welcoming new members. Help enhance your child's education by joining this dedicated group.

- **PARENT AND SCHOOL COMMUNICATIONS**

The school will be communicating with parents in a variety of ways throughout the school year. A menu letter will be sent home each month with your child. The menu letter includes a listing of the meals for the month, and on the opposite side, other activities for the month are presented. Some of the classroom teachers send home monthly newsletters to keep you informed of what is being covered in the classroom with suggestions on how you might help your child. Parent-teacher conferences are held in the fall. Parents are also encouraged to set up additional conferences as they deem necessary. All teachers have a school email address which may be used for communication with parents. The Canton Area School District and individual buildings have a website at www.canton.k12.pa.us. Please check both the district and building sites for valuable information and announcements. Look for and utilize these methods of communication between home and school to help your child succeed in school and to assure him/her that we are all working together.

Canton Area School District Chain of Command

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

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

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

- **STUDENT PLACEMENT**

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

III. INFORMATION ON SCHOOL PROGRAMS

- **BREAKFAST/LUNCH PROGRAM**

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

- **TITLE I SERVICES**

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

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

- **COUNSELING/GUIDANCE SERVICES**

Parents and guardians are encouraged to contact the elementary guidance counselor to discuss any concerns they might have about their school age children. Short-term counseling is provided at school to help students through crisis situations that may arise, such as the death of a loved one, a separation/divorce, or anxiety about coming to school. The guidance counselor will assist the parent in finding further counseling support if the student appears to require help beyond what the school can realistically provide. The guidance counselor goes into each classroom periodically so that the students can see her as a familiar person whom they can contact to talk about things that are bothering them at school or at home. The guidance counselor is also a consultant to parents, teachers, and administrators.

- **CHORUS AND BAND**

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

IV. INFORMATION ON STUDENT RIGHTS AND RESPONSIBILITIES

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

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

- **STUDENT RESPONSIBILITIES**

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

- **BUS CONDUCT**

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

Bus Rules:

1. Exercise caution, good manners, and consideration for other people.
2. Obey the driver. His or her first concern is your safety.
3. Be at your stop five minutes ahead of time.
4. Stay a safe distance from the curb.
5. When the bus approaches, get in line.
6. Stay clear of the bus until it comes to a complete stop.
7. Let smaller children board first.
8. Your bus driver has a schedule to keep. If you are not at the bus stop, they can't wait for you.
9. Always use the handrail.
10. Go up the steps one at a time.
11. Go directly to your seat. The bus will not move until all passengers are seated. Regulations do not permit passengers to stand in a moving school bus.
12. Place books or parcels on your lap. Keep aisle clear.
13. Avoid loud talking and confusion which might distract your driver.
14. You can help the driver when the bus approaches railroad tracks by keeping quiet so that he can listen for trains.
15. Ask driver for permission before opening windows.
16. Keep arms and head inside the bus.
17. Throwing objects inside or out of the bus could cause an accident.
18. The emergency door and exit controls may be used only during supervised drills or actual emergencies.
19. The bus is not a playground. Save wrestling and horseplay for another time.
20. Don't smoke or chew tobacco.
21. Remain seated until the bus has come to a complete stop at its destination or your bus stop.
22. Help your driver to keep the bus clean and in good shape. Don't eat on the bus, write on the seat backs, or throw things on the floor.
23. Balloons are not permitted on the bus.
24. Do not bring large items or glass containers on the bus.
25. No taking pictures or recording video allowed on the bus.
26. After you leave the bus go directly to your assigned place or home.
27. You must bring a note from your parents for the school administration anytime you are to get off the bus at a stop other than your own. The note must be signed by the principal.
28. The driver of any school bus shall be held responsible for the orderly conduct and safety of the pupils transported. Continued disorderly conduct or refusal to respect the authority of the school bus driver shall be sufficient reason for the pupil to be denied transportation in accordance with regulations of the local school district.

WALKERS:

- Follow all safety rules for walking to school.
- Stay on sidewalks only.
- Obey all crossing guards.
- Leave schools grounds immediately after dismissal.

USE OF TELEPHONE:

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

● DRESS CODE

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

1. Sleeveless shirts, spaghetti straps, and shirts that reveal the midriff or stomach will not be permitted.
2. Shoes are to be worn at all times due to health and safety reasons. Flip flops are not permitted because they are a safety hazard on the playground.

3. Any clothing that is worn in a way that reveals undergarments is not permitted.
4. Chains (wallet chains, chains worn around the neck, wrist, ankle, etc.) of any significance are not permitted at school.
5. Shorts may be worn year-round at the discretion of the parent and the student. All shorts, skirts, dresses, etc. need to be mid-thigh length. Any clothing shorter than this is not permitted.
6. Outdoor clothing is not permitted in school. This includes but is not limited to hats, coats, gloves, mittens, sunglasses, and hoods.
7. All apparel worn at school will be free of vulgar, obscene, profane, or suggestive letting/wording. Any apparel which advertises or promotes drugs, smoking, vaping, or alcohol is not permitted at school.

- **TECHNOLOGY USE**

Students will use technology in our classrooms throughout the school year. In most instances students will be assigned a Chromebook to use and will be expected to follow the following rules.

1. Carry the Chromebook with 2 hands with the Chromebook shut.
2. Make sure that hands are clean when using the Chromebook.
3. Students should never share their passwords nor use another person's Chromebook unless instructed to by a teacher.
4. Students should only be using Chromebooks when instructed to do so by the teacher.
5. Students should not be installing add-ons or personalizing Chromebooks with backgrounds, pointers, or themes.
6. Chromebooks should be used on a flat surface, and nothing should ever be stacked on top of it.
7. Students will be held responsible for Chromebooks that they damage due to negligence.

- **COMPUTER HEADPHONES**

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

PBIS

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

● GENERAL SCHOOL RULES

Chiefs	Classroom	Hallway	Cafeteria	Bathroom	Playground	Bus	Social-Emotional
Act Respectfully	<p>Raise your hand when expected.</p> <p>Use appropriate language, kind words, and actions.</p> <p>Keep work area clean.</p>	<p>Keep hallways clean.</p> <p>Keep hands by your sides.</p> <p>Follow zone expectations.</p>	<p>Use an appropriate voice.</p> <p>Use table manners.</p> <p>Say please and thank you.</p>	<p>Use appropriate language.</p> <p>Respect privacy.</p> <p>Respect school property.</p> <p>Flush the toilet.</p> <p>Use kind words.</p>	<p>Share.</p> <p>Take turns.</p>	<p>Keep hands and feet to yourself.</p> <p>Use a quiet voice.</p> <p>Use kind words.</p>	<p>Use kind words.</p> <p>Express feelings by making "I" statements.</p> <p>Cooperate with teacher.</p>
Are Engaged	<p>Bring materials to class.</p> <p>Give it your best.</p> <p>Participate.</p> <p>Complete assigned tasks on time.</p>	<p>Go straight to your locations.</p> <p>Keep up with your class.</p> <p>Follow all directions given by adults.</p>	<p>Use utensils to eat when necessary.</p> <p>Try new foods.</p>	<p>Use time wisely.</p> <p>Return to class as soon as possible.</p>	<p>Include others.</p> <p>Be a problem solver.</p>	<p>Listen closely to directions.</p>	<p>Use calming strategies appropriately.</p> <p>Maintain eye contact with teacher.</p>
Stay Safe	<p>Keep hands, feet, and other objects to yourself.</p> <p>Sit and move around the room appropriately.</p> <p>Follow directions.</p>	<p>Keep hands, feet, and other objects to yourself.</p> <p>Keep your focus by facing forward.</p> <p>When in line, walk in single files.</p>	<p>Keep legs and feet under the table.</p> <p>Keep hands close to your own tray.</p> <p>Ask permission to leave your seat.</p> <p>Follow directions.</p>	<p>Keep area clean.</p> <p>Wait patiently for your turn.</p> <p>Use soap and water to wash your hands.</p>	<p>Follow the equipment rules.</p> <p>Listen for the whistle.</p>	<p>Stay seated.</p> <p>Face forward.</p>	<p>Ask for a break.</p> <p>Maintain self-control.</p>

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

Student Name: _____

Referring Adult: _____ Homeroom Teacher: _____

Date: _____ Time: _____ Grade: _____

LOCATION (CHECK ONE)

- | | | |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Other (_____) | | |

MISBEHAVIOR (CHECK ONE)

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Defiance | <input type="checkbox"/> Disrespect | <input type="checkbox"/> Disruption | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Inappropriate Language | <input type="checkbox"/> Physical Contact | <input type="checkbox"/> Property Misuse | |
| <input type="checkbox"/> Technology Violation | | | |

CONSEQUENCE (CHECK ONE)

- | | | |
|---|-------------------------------------|---|
| <input type="checkbox"/> Loss of Privilege(s) (_____) | <input type="checkbox"/> Retraining | |
| <input type="checkbox"/> Conference/w student | <input type="checkbox"/> Time-Out | <input type="checkbox"/> Parent Contact |
| <input type="checkbox"/> Other (_____) | | |

MOTIVATION

- | | | | |
|--|---|---|-------------------------------------|
| <input type="checkbox"/> Avoid Adult | <input type="checkbox"/> Avoid Peer(s) | <input type="checkbox"/> Avoid Tasks/Activities | <input type="checkbox"/> Avoid Work |
| <input type="checkbox"/> Obtain Items/Activities | <input type="checkbox"/> Obtain Adult Attention | <input type="checkbox"/> Obtain Peer Attention | |

Description Of Behavior:

Parent/Guardian Signature _____ x

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

Student Name: _____
Referring Adult: _____ Homeroom Teacher: _____
Date: _____ Time: _____ Grade: _____

LOCATION (CHECK ONE)

- | | | |
|--|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Hallway | <input type="checkbox"/> Cafeteria |
| <input type="checkbox"/> Bathrooms | <input type="checkbox"/> Playground | <input type="checkbox"/> Bus |
| <input type="checkbox"/> Other (_____) | | |

MISBEHAVIOR (CHECK ONE)

- Defiance Disrespect Disruption Fighting Physical Aggression
 Forgery/Theft Harassment/Bullying Inappropriate Language
 Inappropriate Location Lying/Cheating Property Damage/Vandalism
 Technology Violation Use/Possession of Weapons

CONSEQUENCE (CHECK ONE)

- Parent Contact Parent Meeting Retraining
 After School Detention (Date: _____)
 Retraining w/Principal (Date: _____) Out Of School Suspension (Date: _____)
 In School Suspension (_____) Other (_____)

MOTIVATION (CHECK ONE)

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

Description Of Behavior:

Parent/Guardian Signature _____ x

Principal Signature: _____ x

PBIS Tier II

Some students may need more intense help when acquiring expected behaviors at school. We have established a PBIS Tier II team to help with this process. We have a process in place to identify students who need more support and have developed some supports to help meet these students' needs.

Advanced Tiers Nomination Process

****Prior to nominating students to the Advanced Tiers Team, classroom teacher(s) should initiate parent contact to discuss behavioral and/or academic concerns. Advanced Tiers Support is for students when classroom interventions and Tier 1 supports are not having a positive effect on student behavior and/or progress.***

Students to Nominate for Advanced Tiers Support:

- Students who have trouble staying on task and/or are disruptive in class, making it difficult for them and other students to learn
- Students who need motivation and support in completing their work and/or display problem behaviors throughout the day
- Students with frequent reprimands from teacher and office referrals (ODRs)
- Students who seek peer and adult attention
- Students who would benefit from organizational support
- Students with school avoidance issues (i.e., anxiety, attendance)
- Students who are not making progress/are not successful with Tier 1 interventions and support

Nomination Process:

1. Classroom teacher will complete the Advanced Tiers Nomination Form
2. Copy and attach any behavioral documentation/additional information to the Nomination Form.
3. Return completed forms to Guidance Counselor
4. Advanced Tiers Coordinator will set up a meeting with the team to review data and determine which intervention is appropriate.
5. Coordinator or AT team member will contact the teacher with the team's decision.
6. If a student is accepted into an Advanced Tiers intervention, a coordinator will follow up with all necessary paperwork and parent consent forms.
7. Implement intervention *with fidelity* for the required time frame.

Brief Description of Interventions

CHECK-IN CHECK-OUT (CICO)

Check In-Check Out is an intervention program designed to provide increased daily positive support and monitoring of student behaviors. This system provides immediate feedback to students throughout the day. The data is reviewed by the Tier 2 team biweekly and decisions on increasing goals are based on data. This program should require no more than 10 minutes per teacher per day.

Basic features of the Check In-Check Out program include:

- Check-in and check-out with an adult at school that is not the regular teacher
- Regular feedback and reinforcement from teachers
- Positive family component (parents sign the behavior sheet each night)
- Daily performance data used to evaluate progress
 - o This data can be narrowed down to look at specific time periods and settings.
- Goal setting for the students

MENTORING

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified behavior issues and/or work on identified organizational issues, routine oriented issues, friendship problems, or choice making concerns that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Mentoring intervention:

- Provides students with a personal connection
- Mentors provide support, encouragement, builds relationships
- Mentor checks in with students daily
- Communication with parents on a weekly basis

SOCIAL GROUPS

An intervention designed to provide a non-judgmental, kind, supportive climate for the struggling student to talk about identified social, emotional, or academic issues that have been documented by the classroom teacher. These concerns may be negatively affecting the student and hindering that student from positively moving forward within the educational setting.

Basic features of the Social Groups intervention:

- Small groups with students close in age
- Focus on specific social skill
- Four-to-six-week time frame, ideally meeting once per week
- Requires frequent communication between social group facilitator and classroom teacher(s) to ensure fidelity with implementation in traditional settings
- Examples of topics: impulse control, positive decision making, building positive friendships

ATTENDANCE

An intervention designed to provide an additional incentive to increase student motivation to attend school regularly.

Basic features of Attendance Intervention:

- Targeted for students that are identified as being at risk for chronic absenteeism
- Check-In System with milestones, based on days present. For example, after 5 check-ins, they could receive one incentive. Gradual increase of expectations for days present.

V. INFORMATION ON SCHOOL POLICIES

● CELL PHONE POLICY

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

1. Students are not to have cell phones in their possession at any time during the school day defined from 8:18 AM-3:17 PM.
2. Phones are to be turned off and placed in lockers during this time.
3. The following consequences will happen should students be found with cell phones between the hours of 8:18 AM-3:17 PM:
 - 1st Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the student at the end of the school day.
 - 2nd Offense – The phone will be taken by a staff member and handed into the office. The phone will be returned to the parent/guardian who comes to the office to pick it up.
 - 3rd Offense – The phone will be taken by a staff member and handed into the office. A parent conference will be held to determine when the phone is returned.

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

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

● SEXUAL HARASSMENT

Sexual harassment is unwanted and unwelcomed sexual behavior that can take many forms: physical, verbal, or non-verbal. Examples of physical sexual harassment may include: standing in someone's way or standing too close; purposely bumping into or brushing up against another person; patting; hugging; kissing; grabbing; touching; or pinching. Examples of verbal sexual harassment may include: threats; insults; comments about a person's body; sexual jokes; suggestions, or remarks; sexual stories or rumors; notes; letters or graffiti; pressure to go out on a date; whistles; cat calls; or rude noises.

Examples of nonverbal sexual harassment may include: staring at someone's body; sexual pictures or drawings; mimicking or pantomiming in an insulting way; or gestures or looks -winking, lip licking, or suggestive body movements. Any such activity will be considered inappropriate activity at school, and the parent(s)/legal guardian(s) of the alleged victim may receive a recommendation to report it to the local law enforcement authorities for record. The incident may be punishable by school officials when possible. While examples of physical, verbal, and non-verbal sexual harassment were given, these examples are not all inclusive. The procedure for reporting claims of sexual harassment will be for the student to contact a school official to report the details surrounding the incident. An investigation of the claim will be conducted and dealt with accordingly.

● DETENTION

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

● PSSA TESTING POLICIES

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

April 21-April 25— English Language Arts grades 3-6

April 28-May 2— Math grades 3-6 and Science Grade 4

Pennsylvania has established very specific guidelines, regarding cell phones, during the administration of PSSA tests. These rules and policies apply to the administration of the PSSA.

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

- * Inform parents and students before testing that cell phones are not allowed during the test administration.
- * Inform parents and students that the consequence for using and/or having a cell phone or other electronic device during the test administration will result in the application of a "Do Not Score" label on his/her test booklet or appropriate notification to not score on the online version, and the student will not receive a score.
- * Inform parents and students that, if the student uses a cell phone or electronic device in any manner during the administration of the test, the phone or electronic device will be confiscated until such time that the parent or guardian can come to the school, and in the presence of the parent or guardian, the cell phone or other electronic device will be viewed to ensure that no information or material regarding the assessment is present;
- * Inform parents and students that violation of the no cell phone or other electronic device rule will result in discipline and that discipline will vary depending on whether test material has been compromised.

● VISITORS POLICY

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

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

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

Visitors are limited to pre-designated areas in the building and may not visit other areas beyond those requested at entry. Classroom visits must be pre-arranged. Visitors who are not approved volunteers will be escorted by a staff member or approved volunteer at all times. **Students are not permitted to bring friends or younger family members in as guest visitors.**

● WEAPONS (Policy # 218.1)

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

● THREAT ASSESSMENT PROCEDURE

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 and Mrs. West. 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.

- **USE OF TOBACCO POLICY**

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

- **RETENTION POLICY**

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

- **STUDENT/SUBSTITUTE TEACHERS**

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

- **HAZING**

Hazing occurs when a person intentionally, for the purpose of initiating, for the purpose of continuing or enhancing membership or status in an organization, cause, coerces, or forces a student to do any of the following: violate law, consume any food or drink that could cause harm, endure brutality of a physical, mental, or sexual nature, or endure any activity that could cause bodily injury. The school board prohibits hazing in connection with any student activity on or off school property.

VI. LEARNING SUPPORT SERVICES

- **SPECIAL EDUCATION SERVICES**

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

- **GIFTED SUPPORT SERVICES**

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

- **SECTION 504/ADA STUDENTS**

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

VII. INFORMATION ON DISCIPLINARY PROCEDURES/CONSEQUENCES

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

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

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

● **SOCIAL MEDIA**

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

● **INFORMATION FOR SCHOOL CLOSING**

When storm conditions are of such severity to make the holding of school unsafe or impractical, there will be an early morning automated phone call. The phone number listed as your *primary number* will be the number that will receive the phone call. Parents can also listen/watch one of the following stations for such an announcement to determine if school is being held: Radio: WHGL (wiggie radio), WILQ, WJSA, WGRC, KC101, WNKZ TV: WNEP (16), WETM (18), WBNG (12), WYOU (22), WBRE (28) WENY (36). **Information regarding school closings, delays, early dismissals, make up days, etc. will also be posted on the district website at www.canton.k12.pa.us.**

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

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

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

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

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 (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

For kindergarten admission the following must be provided:

- Proof of residence
- Required immunizations (or Statement of Exemption to Immunization Law)
- Valid Birth Certificate

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 (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 (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.
- Parent/Guardian 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 are used by the Campus at McMurray for student illnesses and 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 the 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 (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 (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 (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 (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 (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 (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*

PAYS SURVEY

CASD 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 4th, 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.

The full student handbook can be found at <https://www.canton.k12.pa.us/parent-information/>

Canton High School



Faculty & Staff Handbook 2024-2025

Every student, every day, "The Warrior Way!"

Board Approved: August 8, 2024

PREFACE

This Handbook is presented for the purpose of acquainting the employees of Canton Area School District with the Policies and regulations which have been established to date. This Handbook is meant to serve as a guide and source of information but not as final authority. It is necessary for new teachers in the Canton Area Schools to familiarize themselves with the contents of this Handbook. Adherence to these policies and regulations will contribute greatly to the organization, smooth operation, and effectiveness of our schools.

NEW TEACHER CHECKLIST

Before starting work, a new teacher must submit the following paperwork to the District Office:

- Contract – 2 copies
- Personal Information Record
- W-4
- I-9 (need to see your driver's license and social security card with this form)
- Medical Physical
- Student Confidentiality
- Loyalty Oath (can be notarized in the Administrative Office)
- Direct Deposit

The following insurance paperwork must be completed and returned. Please see Shelly Gowin in the Business Office to assist you with this paperwork:

- Highmark BlueCross/BlueShield HDHP or QHDHP
- Delta Dental
- PSEA Vision Program
- North American Benefits Company Life Insurance

Please see Shelly Gowin about retirement, Tax Sheltered Annuities, Cancer Insurance, and Credit Union information, if interested.

STAFF HOURS

Teachers are expected to remain in the building during school hours (7:55 AM-3:30 PM) except for emergencies (**CHS teachers hours are 7:30am-3:05pm**). Requests to leave the building must be directed to the Principal's office via email or phone call.

FACULTY/DEPARTMENTS

English Department (100)
Social Studies Department (200)
Mathematics Department (300)
Science Department (400)
Business Department (500)
P.E. Department (800)
Fine and Practical Arts Department (700)
Special Education

ABSENCE AND STUDENT LEARNING MONITOR

1. Utilize the employee portal to submit your absence as soon as you are aware that you will need to do so. **All absences must be entered into the employee portal prior to the absence.**
2. When absent, please provide your lesson plans to the Student Learning Monitor prior to the absence.
3. The Student Learning Monitor shall carry on the work outlined by the regular teacher in the plans provided. The substitute shall assume all the duties of the regular teacher including noon duties and study hall(s), or as assigned by the high school office.
4. For the convenience of the Student Learning Monitor and smooth transition for the student, the classroom teacher will leave, in addition to plans, a seating arrangement and names of one or two pupils who would be helpful to the substitute.

LESSON PLANS

Each teacher will be responsible to design and document lesson plans for each subject using the LFS model. Department meetings will be held once per month with the purpose of discussing the past and upcoming lessons in an effort to reflect, modify and improve. Lesson plans must be available for review if requested. KUDs will be updated and available on the district website. Any edits will be in "red" font and be approved at monthly board meetings will be reviewed by administration on a monthly basis.

GRADING (See CHS Gradebook User Guide for Specific Information)

Main Office/Guidance Office

- Weekly (Monday AM) Robocall/text will be sent to parents of students failing one or more classes from main office
 - Text Message: CHS Grade Alert! Your student is failing at least 1 class this marking period. Contact your student's teacher or login to the parent portal for details.
 - Robocall Message: Hi and good afternoon from CHS. This is an important message from Mr. Jacopetti to inform you that your student is currently failing one or more classes for the marking period. Please know that we are concerned about your student's academic success and encourage you to contact your student's teachers for details. You can also view their grades in detail anytime once logged into the parent portal. If you haven't yet created an account for the portal, please visit the district website, click the parent tab and then the Parent Portal link to register for an account. As always, thank you for your support and have a great day here in Warrior Country
- 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
- Written Senior "Danger of failing" letter will be mailed to those Seniors on 2/1, 3/1, 4/1 and 5/1.
- Automatic email sent to parent/guardian when a nine week grade drops below a 70%

Classroom Teacher

- Assignments completed and submitted ON TIME will be entered into the portal within four school days after the due date.
- Assignments completed and submitted LATE will be entered into the portal within four school days after handed in.
- Email/phone inquiries from Parent/Guardians will be returned within 24-48 hours from the time of the inquiry
- Parents/Guardians will be contacted by the teacher via email/phone/social media regarding grades when an academic concern arises
- (Beginning 22-23 school year) All Math, English, Science and History courses (7-12) are required to provide a midterm and final examination. These can be in the form of a "traditional" exam, project based or another assessment of your choice. All other courses will not conduct a midterm or final examination. Midterm and final examinations will be conducted during the regularly scheduled class period.
- A minimum of one *Formal Assessment will be conducted every 10 school days.
- A minimum of five *Formal Assessments will be conducted every 45 school days

*A formal assessment is defined as tests, quizzes, surveys, essays, project based learning, participation, or anything else that you assign that will be assessed and entered into their final grade.

Gradebook Procedures (beginning 24-25 school year)

- The student grade will be reflective of the actual percentage earned with no minimum grade entered. For example, a student that earns a 13%, will receive a 13% for their grade.

GUIDELINES FOR ENTERING ZEROS IN YOUR GRADEBOOK

- A zero may be entered for assignments for students who were present in class and did not complete the assignment prior to the due date.
- If a student is absent for a non-school reason,
 - Use your discretion to determine whether to assign a zero taking into account such items as but not limited to the reason for the absence, frequency of absences, extra curricular repercussions.
- If a student is absent due to a SCHOOL-SPONSORED TRIP, do not enter a zero for assignment(s) on that day(s). If they are gone for x amount days, they receive x amount of days to submit before entering a zero as the grade
- REVIEW the failure list sent via email on the first day of the school week to ensure that the grades for your students on the list are correct. If a student appears on the list and should not, please communicate with the main office prior to 9am on Monday.

REPORT CARDS AND PARENT CONFERENCES

Reporting student progress will be done through teacher/parent/guardian communication and the online student/parent portal located at www.canton.k12.pa.us. Special reports or

conferences may be held at such times as the teacher feels necessary. Parents are encouraged to keep track of a student's papers and contact the teacher if they feel there may be an area of weakness. Report cards will be posted in the student/parent portal each 9 weeks. There are (4) nine-week marking periods called "terms" in a school year.

PROGRESS REPORTS

Progress in a subject is usually evaluated periodically. Progress Reports will be posted in the Student/Parent portal mid way through each nine week marking period. It is imperative that communication exists between the staff and the parents of our students regarding the academic progress of our students.

ACT 13 ANNUAL EVALUATION INFORMATION

Professional staff that have an instructional I teaching certificate are required to participate in a formal observation process every three years. A district differentiated supervision plan is required when not on the formal observation schedule.

In addition to the Formal observation or differentiated supervision plan, all professional staff are required to complete a Student Performance Measure (SPM).

Differentiated Supervision Plan

If you are not on the formal observation schedule this year, you will complete the Differentiated Supervision Plan in lieu of the formal observation. The differentiated supervision plans are due for approval via email/hard copy or shared on a date to be determined in October.

Formal Observation Schedule

The formal evaluation process occurs in three different parts. The pre observation requires completion of the form titled Teacher Pre Observation Form. This form is to be completed and submitted to the Principal via email/hard copy/shared prior to the formal observation date. Once the formal observation is completed, a post conference will be scheduled. The post conference requires the completion of a self-assessment form titled Formal Observation Post Observation Form. This form is to be completed and brought with you to the scheduled post observation conference. All forms are located in the shared folder titled Teacher Evaluation Info. Those that are on instructional I are required to participate in two formal observations per school year.

STAFF MEETINGS

See AM Professional development schedule.

DRESS CODE/DRESS SAFETY

It is the policy of the school to encourage students/staff to be neat and clean in both dress and personal appearance. Apparel must not present a safety hazard, class distraction or offend the acceptable standards that can be reasonably expected by the community.

1. No attire with bare midriff or sleeveless shirts will be permitted
2. Any clothing that is worn in a way that reveals undergarments will not be permitted.

3. Shoes are to be worn at all times for health reasons.
4. Apparel must be free of vulgar, obscene, profane, or suggestive lettering/wording.

Apparel which would advertise or promote the use of drugs/alcohol will be prohibited. Chains (wallet chains, chains worn around the neck, wrist, ankles or any body part, etc.) of any significance are not permitted at school. Other situations involving safety will be addressed individually.

STUDENT DISCIPLINE PROCEDURE

When necessary to enter a discipline report due to student misbehavior, follow the directions below.

1. Visit www.pbisapps.org
2. Click the Login button located the Upper right hand corner of screen
 - Enter your user name (email address)
 - Enter your password (you created)
 - Click the SWIS Suite link in the upper left corner once logged in
3. Click Add Referral
4. Enter the student information into the available fields
 - Be descriptive in the Notes section
 - Leave the Action Taken dropdown blank (for a Minor)
5. If a major-Click the **Send for Review** button to have it sent to Cron/Jacopetti for Review
If a minor-Click the **Save As Complete** button to enter it but not send for review

LOST AND FOUND

All articles that are found should be sent to the high school office. We will keep the items for the current school year and then be donated to a community center.

COPYING

Three copiers are available for teacher use. Teachers will be responsible for making their own copies.

BEFORE AND AFTER SCHOOL REGULATIONS

Students may enter the school at 7:55am. Students are not permitted in the school after dismissal unless supervised by an adult staff member..

VISITORS

All visitors must first sign in at the lobby, and then report to the high school office. Visitors will sign in and wear a visitors pass at all times. Upon leaving, visitors must sign out and return the visitors pass. Young children are not permitted in the classroom during the school day. Recording of sign-in and sign-out times is required. If you see a person in the building you do not recognize, please ask them for their visitors pass.

GUIDELINES FOR DEALING WITH TRAGEDY

If a suicide or other tragedy occurs, the Superintendent, Principal, and Guidance Counselor shall meet to plan the release of the information to staff and students.

The following guidelines will be considered:

- A. Determine the most effective way to communicate the tragedy to students and staff.
- B. Secure the services of outside counselors and professionals to assist the staff.
- C. Establish an atmosphere where students can seek and get help, and if possible, a "business as usual" attitude for students not affected.
- D. Make every effort to see and assist every student affected by the tragedy. Close friends especially need intensive help and professional intervention.
- E. Investigate and dispel rumors or supply immediate intervention to prevent further suicides or other tragedies.
- F. Encourage students to seek support if needed.
- G. Support staff and should not talk to the media. The privacy of the family must be respected.
- H. It is important that the support staff stay calm during the crisis.

USE OF CELL PHONES

Cell phones should not be used in the presence of students, unless there is an emergency.

ADVISORS/COACHES/STUDENT ACTIVITY LEADERS

Obtaining Approval for a Fundraiser

1. Obtain, complete, and submit the fundraiser activity form to the high school office.
2. Approval is granted/denied by the Principal.
3. The fundraiser activity form will be returned to the activity director upon approval (fundraising activity may not begin until the approval documentation is provided).

Collection of Funds

1. Person who obtained approval for the fundraiser is responsible for the collection and deposit of all funds to the high school office
2. Deposit any funds by submitting to the High school office within 24-48 hours of acceptance
3. Include any and all receipts for expenses incurred that require reimbursement within 24-48 hours of purchase

All staff are required to review the Central Treasury Handbook of Operating Procedures annually.

HEALTH AND SAFETY SERVICES, SCHOOL NURSE

Students are to be sent to the nurse's office should illness develop or accidents arise. Summon help if necessary or send the student to the nurse with assistance. Direct the student to the Principal's Office if the nurse is not available. *Emergency care is limited to first aid treatment only. The teacher or coach may render minor first aid. Do not diagnose or administer

medication. The teacher or coach may administer medication if they have prior authorization from the Nurse. Transportation is the responsibility of the family except in emergency cases. The nurse or other responsible adult may transport as the families designate provided a member of the family is at home to care for him/her

CLASSIFICATION AND MANAGEMENT OF EMERGENCIES

1. First aid in the school is proper and prompt emergency care and should be limited to FIRST AID TREATMENT only.
2. The teacher or athletic coach may render minor first aid only if the nurse is not available. THEY SHOULD NOT DIAGNOSE AND SHOULD NEVER ADMINISTER MEDICATION OF ANY SORT EXCEPT AS PRESCRIBED BY A PHYSICIAN.
3. Transportation is a family responsibility. When not possible, the nurse assumes the responsibility.
4. If it is necessary to accompany a pupil home, he must be accompanied by a responsible adult, and there must be a member of the family at home to care for him/her.

CHS FIRE DRILL PROCEDURE

Staff Procedure

1. All students and staff leave the classroom
2. Turn off lights
3. Get rosters (folder/binder) and close door
4. Move quietly and quickly to the assigned exit door and assembly space noted below
5. Take attendance using your specified class roster
 - a. Display the red surface of the card if you are missing a student(s)
6. Use the specified communicator to locate any missing students
7. When all of your students are accounted for, display the green paper
8. An announcement will be made to return to building

Exit Information

Room Number	Use Exit	Assembly Space	Communicator
100-WZ. 102-Nurse Main Office Guidance Office 201 202 203 204	H11	Assemble by grassy area by Baseball Field/Student Lot	Martin/Watson/May
Gymnasium/AT	Locker Room Doors	Assemble adjacent student parking lot	
113 114			

115 116 117-IT 118 122 123-Fitness Room 124-Special Ed. 211 212 213 214 215 216	H10-Science Wing (Bellows H 9)	Assemble by Teacher Lot/ Greenhouse	Cron/Jacopetti
Library & 127	Library Door		
133	Music Door		
Room Number	Use Exit	Assembly Space	Communicator
125 126 128 129 130 131 132- Auditorium	H4		
105 106 107 108 110 111 112 205 206 207 208 209 210	H3 *Wheelchairs will exit via Science Wing H-10 or H4 (Auditorium)	Assemble in grassy area adjacent to parking area	D. Jannone
Admin Office	H1		

*Room 132 exits H4 to the grass area

**Engel starts and ends timer

***Greer clears the interior of the second floor

****Engel clears the interior of the first floor

STUDENT RETENTION

In the event that a student is in jeopardy of failing a full credit course by the end of the third marking period, the following requirements will be in place:

- Provide documentation on what interventions have been provided.
- Communicate with the parent(s) or guardian (and verify that the parent(s) or guardian has been involved in the discussion of student progress.)
- The teacher must notify the guidance office about the potential failure by the end of the third marking period.

SPECIAL EDUCATION PROGRAMS AND SERVICES

The Canton Area School District offers several program services to those students identified as eligible and/or mentally gifted. Services occur in a variety of settings within the Elementary School, the Jr-Sr High School, inter-district classes which are age/gender-appropriate, or residential settings. Eligibility guidelines include: Autism/pervasive developmental disorder; Serious emotional disturbance; Neurological impairment; Deafness/hearing impairment; Specific learning disability; Mental retardation; Multi Handicap; Other health impairment; Physical disability; Speech/Language impairment; Blindness/visual impairment. Also served are those students who met the criteria to be designated Mentally Gifted. The Screening Process: The Canton Area School District has in place a three-level system to locate and identify children who may be eligible for these support programs. Level 1 Screening involves periodic reviews of each student's files and school records. Level 2 Screening is provided by the school nurse for hearing and vision screenings and by the speech therapy staff for the speech screening. Level 3 Screening involves Teacher/Guidance/Administrative referrals as do referrals for thought-to-be gifted students. Another route by which a student may be identified for possible placement in a Special Education Program (including thought-to-be gifted) is for the parent (or guardian) to request in writing that the school conduct a Multidisciplinary evaluation.

To do this, contact Mrs. Amy Repard, Support Services Director, at 673-3983 or write to Canton Area Elementary School, 545 E. Main St, Canton, PA 17724. Required transportation will be provided by the Canton Area School District. Properly certified teachers are assigned as appropriate to those students requiring In-Home-Instruction. Occupational and/or Physical Therapy services are provided to the students requiring these services in the appropriate educational setting.

Faculty Responsibilities: In order to provide the best possible program for each student, faculty input and collaboration are extremely important. This includes referring students through the appropriate channels and attending Multidisciplinary and Individual Education Plan meetings. Special Education Law requires that at least one Regular Education teacher attend each student MDE and IEP meetings. In-Service opportunities are presented for all faculty. The Support Staff works with the Regular Staff in using appropriate materials and methods for each student.

SPECIAL EDUCATION (Pol. 113)

How will I know if a student in my class receives services through an IEP, GIEP, or 504 Accommodations Plan?

When you open your gradebook and see a dot that is - green, purple, or orange, you MUST open the document attached to the dot. When you hover over the dot, you can see what type of document the child has. It may be an IEP, a GIEP, or 504 Plan. A student may have a GIEP and 504 Plan.

It is a part of your teacher's responsibility to review the document that a child is served by regardless of attendance at an actual meeting. Please make sure you are aware of any services students in your classroom may have as provided by any of the above-named documents. ***Additionally, a yellow dot indicates an IHP - Individualized Health Plan that is created and maintained by the school nurse.***

Who do I see if I have any questions regarding the student?

- IEP - learning support teacher
- GIEP - Cindy Black
- IHP - Cindy Reed/Jen Martin
- 504 - Amy Repard

How do I refer a student to receive extra support?

- At the CE, you need to work through the Tier II support and Child Study Team.
- At the JH/SH, you need work directly through the Tier II Team.

CSIU - Responsibility to Review

It is a part of your teacher's responsibility to review the document that a child is served by regardless of attendance at an actual meeting. Please make sure you are aware of any services students in your classroom may have as provided by any of the below-named documents.

When you open your gradebook and see a dot that is - green, purple, or orange you MUST open the document attached to the dot. When you hover over the dot, you can see what type of document the child has. It may be an IEP, a GIEP, or 504 Plan. A student may have a GIEP and 504 Plan.

- Gifted Education (Pol. 114)
- Special Education (Pol. 113, 113.1, 113.2, 113.3, 113.4, 113.5, 103.1)

Additionally, a yellow dot indicates an IHP - Individualized Health Plan that is created and maintained by the school nurse.

USE OF BUILDINGS

Permission by the Principal to use the building is necessary for all school groups. Outside groups wishing to use the school facilities must make the request on a form available on the district website. Permission is given after review by the administration.

SECURITY

1. Notify the chief administrator or Principal in all cases of vandalism, theft, building damage and illegal entry, immediately.
2. Telephone the police when either the principal or the chief administrator cannot be reached.
3. Question strangers and refer them to the office.

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.

ASSEMBLY PROCEDURES/SEATING

Students will be called to either the Gymnasium or Auditorium for most assemblies throughout the year. Students will be called to the auditorium or gymnasium by grade levels and will be expected to sit in their assigned areas as designated by the pages in this handbook. **All teachers are expected to attend assemblies and help monitor student behavior. Teachers will be assigned to sit with students in their assigned areas.**

Auditorium Rear

7th	11th	9th
8th	12th	10th

Auditorium Front

Gym Seating Chart

10 th Grade	11 th Grade	12 th Grade	Divider	9 th Grade	8 th Grade	7 th Grade
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Canton Jr.-Sr. High School



STUDENT HANDBOOK 2024-2025

Board Approved: August 8, 2024

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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*

Judy Sourbeer, President

Tom Resavage

John Ambruch

Bill Holland, Vice President

Dennis Sourbeer

Sarah Neely

Ryan Allen, Treasurer

Arica Jennings

David DeCristo

Mark Jannone, Board of Education Secretary

Casandra Blaney, Sweet, Stevens, Katz, Williams, Solicitor

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

PHILOSOPHY

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

CANTON AREA SCHOOL DISTRICTS RECORDS POLICY (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:

First-Fourth Absence(NOT including Medical)	
<ul style="list-style-type: none"> • Parent/Guardian notified via telephone and hard copy letter 	
Fifth Absence (NOT including Medical)	
<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 	
Seventh Absence (NOT including Medical)	
<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 perfect attendance for 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) • Truancy charges
15 days or more Privileges listed in the right hand column will be reinstated with perfect attendance for 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) • Truancy charges • Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.)

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 • Loss of Parking Privilege

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 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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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:
 - $[\text{Sum (Grades X Credits Attempted X Weights)}] / [\text{Sum of Credits}]$
- 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.

- *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 sign-up sheet is not to be used to turn a closed dance into an open dance.
- Students who sign up other guests are responsible for their guest's behavior and these guests are to conform to CHS school rules and regulations.

STUDENT BEHAVIOR

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

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

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

ELECTION OF KINGS AND QUEENS

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

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

Homecoming	Court	September/October
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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 are provided on page 37 in the Appendix for your review. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character. An induction ceremony for current junior and senior candidates will be conducted during the school year. Parent/Student note: At the time of student induction, a brochure will be given to the student indicating selection guidelines, maintenance of membership, and dismissal procedures. Students eligible for membership in NHS will complete a form listing academic courses and extracurricular activities prior to Faculty Council vote on membership.

STUDENT ELECTIONS AND CLASS OFFICERS (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.

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		
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/Principal	Superintendent	
Transportation	Bus Driver	Building Principal	Business Office	Superintendent

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 officio* 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.

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.