

Canton Academy Handbook 2009-2010

Canton Academy admits students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate based on race, color, national, or ethnic origin in administration of its education policies, admission policies, scholarship, and loan programs and athletic or other school administered programs.

**Canton Academy
One Nancy Drive
Post Office Box 116
Canton, Mississippi 39046
cantonacademy.org; capanthers.com**

**601-859-5231 High School
601-859-5233 Elementary
601-667-3738 Athletics
601-859-5232 Fax**

A PROFILE OF YOU

Your high school is a profile of you—the foundation on which you must base your career. Make your record reflect a picture of dependability, loyalty, honesty, punctuality, and your best effort on our school subjects.

SCHOOL LOYALTY

In order to be successful, a school must run harmoniously. There must be unity of spirit, good teamwork, and cooperation among all classes, clubs, and school groups. The welfare of the entire student body is of the greatest concern. Do your part to make your class, your clubs, and your athletic groups the best that they can be. Develop warm and lasting friendships. Above all, try to make Canton Academy the BEST.

CONTENTS

PART I: INTRODUCTION TO CANTON ACADEMY

A Profile of You	2
School Loyalty	2
Calendar	7
Philosophy	8
Objectives	8
Board of Trustees	9
Administration	9
Parents' Auxiliary Board	9
Faculty	10
Elementary	10
High School	10
Coaching Staff	11

PART II: SECONDARY HANDBOOK

ACT Preparation	12
Activity Passes	13
Advanced Placement Courses and Mandatory Exam	13
After School Hours	13
Assemblies and Pep Rallies	13
Athletic Events	13
Academic Eligibility Rule	14
Attendance	14
Absences	14
College Days	15
Dismissals	15
Final Exam Exemptions	15
Incentive Program	15
Suspensions	15
Tardiness	15
Tardy to Class	16
Class Periods	16
High School Bell Schedule	17
Half-Day Schedule	17
Pep Rally Schedule	17
Chapel Schedule	17
Books	18
Care of the School Building	18
Communicable Diseases	18
Conduct and Discipline	19
Cheating	20
Consequences of Cheating	20
Fighting	21
Tobacco, Drugs, and Alcohol	21
Suspension	21

Copies..... 22

Correspondence Courses..... 22

Dress Code..... 22

 Boys..... 22

 Girls..... 22

Dropping or Adding Classes..... 23

Electronic Devices..... 23

Extracurricular Activities..... 23

Felony Conviction..... 24

Field Trips and School Sponsored Trips..... 24

Flower Deliveries..... 24

Forms..... 25

 Drivers License Form..... 25

Grade Classification..... 25

Grading Scale..... 25

Graduation Requirements..... 25

 Graduating with Honors..... 26

 Hall of Fame..... 26

Grievance Procedure..... 26

Gum, Food, and Drinks..... 26

Halls..... 26

Health and Safety..... 27

 Fire Drills..... 27

 First Aid..... 27

 Medication..... 27

High School Code: ACT & SAT..... 28

High School Units Required for College..... 28

Homework..... 29

Library..... 29

Lockers..... 30

Lost and Found..... 30

Lunch..... 30

Make-up Work/Homework/Tests..... 30

 Make-up Work/Homework..... 30

 Tests..... 30

Married and/or Pregnant Students..... 31

Office..... 31

Program of Studies..... 31

Program of Study Wise Course Selection..... 32

Progress Reports..... 33

 Progress Report Issue Dates..... 33

Public Displays of Affection (PDA)..... 33

Report Cards..... 33

 Report Card Issue Dates..... 33

School Dances..... 33

Sexual Harassment..... 34

 Definitions..... 34

Prohibition	34
Complaints	34
Investigation and Discipline	34
Special Academic Requirements	35
Summer School	35
Telephone Usage	35
Tests	35
Vehicles	35
Visitors	35
Weapons.....	35

PART III: ELEMENTARY HANDBOOK (ALPHABETICALLY)

Activity Passes.....	37
After School Hours.....	37
Assemblies and Pep Rallies	37
Attendance & Absences	37
Absences	37
Dismissals.....	38
Make-up Work	38
Tardiness	38
Communicable Diseases	39
Conduct and Discipline	40
Cheating	40
Fighting	40
Gum, Food, and Drinks	40
Conferences	41
Corporal Punishment	41
Dress Code.....	41
Boys	41
Girls	42
Electronic Devices	42
Elementary Office	42
First Aid.....	42
Medication	42
Telephone Usage	43
Grading System	43
Grievance Procedure	43
Homework.....	44
Immunization Law	44
Internet Contract Acceptable On-Line Behavior	49
Library.....	44
Accelerated Reading Program.....	44
Birthday Book Club	45
Book Fair	45
Gifts	45
Lunch	45
Parties & Invitations	45

Physical Education	46
Promotion	46
School Hours	46
Signed Papers	46
Student's Progress	47
Progress Report.....	47
Report Card	47
Textbooks	47
Traffic.....	47
Unloading.....	47
Loading	48
Treats & Refreshments.....	48
Visitors.....	48
Important: Pages to be Signed and Returned to Canton Academy.....	50
Understand Policies and Procedures	50
Understand Acceptable On-line Behavior.....	50
Permission for All Canton Academy Outings and Field Trips	50
Photograph Consent.....	50
Accident Insurance Program	50
Vehicle Information	50
Medication	51

CANTON ACADEMY SCHOOL CALENDAR

(check cantonacademy.org and capanthers.com for updates)

August	8	Work Day
	11	New Student Orientation
	12	First Day of School (½ day)
	13	½ day
	14	First Full Day
	15	Meet the Panthers
	17	Elementary Parents' Night
September	1	Annual Stockholders' Meeting
	7	Labor Day Holiday
	16	Progress Reports
	29	Students (½ day)/Staff Development
October	8	Canton Flea Market Holiday
	11-16	6 th Grade Washington DC Trip
	13-16	9-weeks Test
	21	Report Cards
	27	Students (½ day)/Staff Development
November	18	Progress Reports
	20	Students (½ day)/Elementary Thanksgiving Feast
	23-27	Thanksgiving Holidays
December	4	Student Holiday/MPSEA Convention
	15-18	Semester Exams (½ days)
	21-Jan 3	Christmas Holidays
January	4	First Day of 2 nd Semester
	6	Report Cards
	18	Martin Luther King, Jr. Holiday
	28	Students (½ day)/Staff Development
February	10	Progress Reports
	15	Students (½ day)/Staff Development
March	8-11	9-weeks Tests
	11	Students (½ day)/MPSEA Meeting
	12-21	Spring Break
	24	Report Cards
	27	Students (½ day)/Rotary Track Meet
April	2-5	Easter Holidays
	21	Progress Reports
	27	Students (½ Day)/Staff Development
May	3-6	Senior Exams
	7	Class Night
	11	Kindergarten Graduation
	13	Canton Flea Market Holiday
	14	Senior Graduation
	18	6 th Grade Graduation
	18-21	Semester Exams (½ days)
	26	High School Report Cards Mailed

PHILOSOPHY OF CANTON ACADEMY

The philosophy of Canton Academy is based on Christian principles and academic excellence. We believe that each student should have an opportunity to reach his/her maximum potential. It is our responsibility to provide each student with varied learning experiences so that they may grow intellectually, socially, morally, and physically. The school shares with the home, church, and community the responsibility of providing each individual with the opportunity to make his/her best contribution to the democratic society in which he/she live.

OBJECTIVES OF CANTON ACADEMY

The curriculum of Canton Academy is based on a foundation of basic skills and academic disciplines necessary for the student to continue his/her education in college as well as in everyday life. We strive to create a positive atmosphere for the desirable process of learning through the following objectives:

1. to create an atmosphere which is conducive to the development of the individuality of each student and to provide experiences which will help the student satisfy his/her own needs;
2. to encourage each student to develop a positive self-concept and a realistic self-appraisal of his/her strengths and limitations;
3. to develop an understanding of American democracy; to instill in each student moral, ethical, and spiritual values necessary for membership in our democratic society;
4. to teach responsibilities of group association by respecting the rights, property, and feelings of others, accepting differences in others, and communicating effectively with peers, school staff, parents, and community;
5. to provide adequate activities to stimulate physical, mental, emotional, and social growth of the student in a rapidly changing culture;
6. to promote studious inquiry which involves synthesis, analysis, and evaluative thinking and to promote opportunities for application of these skills;
7. to develop curriculum that is based on sound research and learning practices and to provide a sequential course of study based on fundamentals in the elementary grades, leading to a college preparatory curriculum in high school;
8. to stimulate and encourage an appreciation for art, music, and literature; and
9. to plan experiences and activities for the development of social and occupational awareness.

**CANTON ACADEMY, INC.
BOARD OF TRUSTEES**

Officers

John Schaffhauser President
Rai Smith Vice President
Diane Stewart Secretary

Members

Rick Benson	Jay Carter	Allison Crews
Bill Dickens	Will Lampkin	Donna Marcum
Mike McGuffey	John Simpson	Rob Webb

CANTON ACADEMY ADMINISTRATION

Curt McCain Headmaster
Ann Clare Barr Elementary Principal
Mike Sumlin Assistant Principal
Sarah Willis Admissions & Development Director
Jan Bryant Student Services Director
Ron Journey Development Director & Athletic Director
Gerald Ray Assistant Admissions Director & Athletic Director
Debbie Morgan Counselor
Wonzie Ray Business Manager & Accounts Receivable
Stephanie Welborn Accountant
Suzanne Williams High School Administrative Assistant
Guilda Madison Elementary Administrative Assistant

CANTON ACADEMY PARENTS' AUXILIARY BOARD

Debbie Adams, President

CANTON ACADEMY FACULTY

ELEMENTARY

April Ash	3-year old Kindergarten
Anna Brown	4-year old Kindergarten
Lycresia McKay	5-year old Kindergarten
Leigh Luby	1 st Grade
Stephanie Powell	2 nd Grade
Emily Strong	2 nd Grade
Caribeth Brasher	3 rd Grade
Rachel Wilson	4 th Grade
Sally Ratcliff	5 th Grade
Nan James	6 th Grade
Bonnie Gardner	Accelerated Reader & Accelerated Math
Linda Ellis	Art & Resource
Ronnie Holder	Band
Margaret Dowdle	Computer
Hazel Holmes	Librarian
Greta Bates	Music
Lucy West	Physical Education

HIGH SCHOOL

Greta Bates	Drama & Dance
Jodi Boyd	Spanish & Annual
Michael Burkett	Speech & English
Larry Caperton	Social Studies
Michele Carter	Mathematics
Diane Cauthen	Mathematics
Shannon Conner	Accounting & Computer
Alesha Gates	English
Aleen Gladney	Directed Studies/Librarian
Ronnie Holder	Band
Mark Millet	Art
Frances Moseley	English
Alice Murphy	Science
Kathy Sheffield	Science
Katie Shelt	English
Mike Sumlin	Science
David Walker	Social Studies
Matt Walker	Social Studies

COACHING STAFF

Ron Jurney Athletic Director
Gerald Ray Assistant Athletic Director

BASEBALL

Gerald Ray Head Baseball
Michael Burkett Assistant Baseball
Mike Sumlin Assistant Baseball

BASKETBALL—BOYS

Jeremy Sumrall Head Boys Basketball
Jeff Sumrall Assistant Boys Basketball

BASKETBALL—GIRLS

David Walker Head Girls Basketball

FOOTBALL—HIGH SCHOOL

Ron Jurney Head HS Football
Mike Sumlin Assistant HS Football
Matt Walker Head Strength and Conditioning
Michael Burkett Assistant HS Football
Jeffrey Ray Assistant HS Football—Tight Ends
Stuardt Saxton Assistant HS Football—Defensive Secondary/Wide Receivers
Matt Walker Assistant HS Football—Defense Coordinator, Offense/Defense Line

FOOTBALL—JUNIOR HIGH

Michael Burkett Head JH Football
Stuardt Saxton Assistant JH Football

FOOTBALL—PEE WEE

Andy Ash Head Pee Wee Football

GOLF

Rob Webb Head Golf

SOCCER—BOYS

Matt Welch Head Boys Soccer

SOCCER—GIRLS

Anna Brown Head Girls Soccer

SOFTBALL

Darren Harmon Head Softball
Lance Anderson Assistant Softball
John Harris Assistant Softball
Robert Wardlaw Assistant Softball

TENNIS

Lucy West Head Tennis

TRACK—BOYS

Matt Walker Head Boys Track
Larry Caperton Assistant Track
Stuardt Saxton Assistant Track

TRACK—GIRLS

David Walker Head Girls Track
Larry Caperton Assistant Track
Stuardt Saxton Assistant Track

SECONDARY HANDBOOK

ACT PREPARATION (HIGH SCHOOL CODE: 250-443)

The ACT test consists mainly of exercises in reading comprehension and the solution of functional and practical problems involving quantitative reasoning. Special testing conditions may be arranged for students with learning differences. These conditions include but are not limited to extended time, large print, a reader of instructions and test items to the student. The following is an example of the breakdown of the ACT test.

Content	Number of Items
English:	
Punctuation	10
Grammar	12
Sentence Structure	18
 Rhetorical Skills:	
Strategy	12
Organization	11
Style	12
Total	35
 Mathematics:	
Pre-Algebra and Elementary Algebra	24
Algebra and Core Geometry	18
Plane Geometry	14
Trigonometry	4
Total	60
 Reading:	
Prose/Fiction	10
Humanities	10
Social Studies	10
Natural Science	10
Total	40
 Science Reasoning:	
Biology	15
Physical Science	18
Chemistry/Physics	7
Total	40

The ACT is required of all students planning to attend a state supported institution of higher learning in the state of Mississippi.

The SAT is required by several private institutions and many out-of-state schools.

ACTIVITY PASSES

Students are admitted free to all home games except tournament games. Adult activity passes may be purchased in the high school office. The season activity passes are \$125.00 and include home varsity and junior high football games, basketball games, baseball games, soccer and softball games. Football passes are available for purchase as well. These passes allow admission to all home pee wee, junior high and varsity football games with limited exceptions.

ADVANCED PLACEMENT COURSES AND MANDATORY EXAM

If a student enrolls in an AP course and does not drop the course during the time allowed to drop/add courses, he/she must pay for and take the AP Exam administered by the College Board in May. The test may be given after our school is out. (The College Board sets the dates.) **A student who does not take the exam will not receive credit (1 Carnegie unit) for taking the course regardless of his/her yearly grade.**

AFTER SCHOOL HOURS

The Canton Academy campus will be off limits after 3:45 unless individuals are attending or participating in a supervised school function. The grounds will be patrolled by Canton police and/or school personnel during after school functions. Violations of this rule by Canton Academy students will result in a 1-day suspension. A repeat violation will result in more serious disciplinary action.

ASSEMBLIES AND PEP RALLIES

Rules of Common Courtesy Should Be Exhibited

1. Enter the assembly program in an appropriate manner.
2. Do not take food or drink into any assembly or pep rally.
3. Dress code does apply.
4. Give the speaker or program your undivided attention.
5. Leave the area in an appropriate and expedient manner at the conclusion of the program or rally.
6. Teachers will be in various areas to supervise. Report any problem to a teacher immediately.

ATHLETIC EVENTS

(Check capanthers.com for Updates)

Athletic events at Canton Academy are considered a part of the school day and gives the students, parents, alumni, and community at large the opportunity to celebrate school pride and develop "School Spirit." All of the above are not only encouraged but expected to demonstrate good sportsmanship at athletic events held both on campus and at visiting schools. Students are expected to remain inside the venue (inside fences or facility) of the athletic event area and are not to congregate in parking lots.

Any student under 12 years of age is required to be under the supervision of their parent(s) or a designated adult. School staff is not expected to oversee children who are unsupervised.

During basketball events held in the gym students are to enter the front of the building only and are not permitted to enter through the back doors or congregate in the hallways/locker rooms at the back of the gym. Only players, coaches, managers, and stats personnel are allowed to enter and exit through the back doors or be in the hallways/locker rooms.

ACADEMIC ELIGIBILITY RULE:

Students participating in extracurricular activities at Canton Academy are expected to maintain good grades. Grades will be checked at each grading period. Students who have two failing grades in academic classes will be placed on academic probation. Students will be eligible to practice and participate in extracurricular events during any probationary period. If a student still has two failing grades in academic classes for a grading period immediately following a grading period for which the student has been placed on academic probation, the student shall be suspended from participation in any extracurricular or athletic events sponsored or sanctioned by the school. Once the student has less than two failing grades then the student will immediately become eligible to compete or perform in athletic contests or extracurricular events.

ATTENDANCE

Regular and punctual attendance is a necessary element in the student's success in school. Frequent absences affect scholarship, interest in school activities, and eventually the entire attitude toward school. It is, therefore, important that pupils be in school on time every day. Only in unavoidable cases should a pupil be taken out of school before the close of the day.

ABSENCES

Not attending a class constitutes an absence. If, however, a student is absent because he/she is attending a school-related event, a funeral, or is being detained by a teacher, the absence is excused.

If a student has pre-planned an absence on the day a test is to be given, he/she should notify the teacher of the upcoming absence and make every effort to take the test the day before the absence will occur. If the test has not been taken before the absence occurs, it will be administered at the first available time on the day the student returns.

In order for a student to receive credit for a class, he/she may not miss more than 20 days (10 days in a semester course). Having missed more than 20 days because of a lengthy illness, the student's parents should appeal in writing to the Headmaster for consideration of reinstatement.

Attendance in school **in all classes** is required for a student to participate in all school-sponsored events. Attendance in all classes on the last school day of the week is

required for a student to participate in school sponsored events occurring over the weekend. A ruling of attendance may be allowed at the discretion of the Headmaster.

Being absent from campus without the knowledge of a parent or guardian or leaving campus without permission constitutes skipping school. All students must sign out in the office before leaving campus. The consequences of skipping school for one day may be 2 days of out-of-school suspension.

COLLEGE DAYS

Each senior will be given 2 excused college days. Any student wishing to use a college day must meet with the guidance counselor a minimum of 3 days prior to the requested absence. The student will be issued a form that must be signed by the proper college officials in order for the absence to be excused. In special circumstances a junior may use one of his/her senior college days during the year.

DISMISSALS

Any student who needs to be dismissed during the day must bring a note, from a parent or guardian, to the office before classes begin so that his/her name will be included on the dismissal sheet. Failure to do so may cause the dismissal to become invalid. The note should include the time to check out, the reason for leaving, a phone number to verify, and parental/guardian signature. A student may be dismissed during the day for illness or in case of an emergency at the discretion of the Headmaster. Students must sign out in the office when leaving campus on a dismissal.

FINAL EXAM EXEMPTIONS

A student who has a 95 or above average or a senior who has a 90 or above average in a given class will be exempt from his/her final semester exam in that class. (These students may choose to take the exam.)

INCENTIVE PROGRAM

With NO absences, NO tardies, and NO detentions in one nine weeks, a 7th-12th grade student will earn 2 points on their final 9-week grade per academic subject. Absences are not cumulative. Students must have been a registered student for an entire 9 weeks before they can have 2 points added. On scheduled half-days, students must be in attendance for the entire schedule. Field Day is a full day of school. Absence from Field Day will count toward your absences. The Headmaster and/or Principal reserve the right to review special cases of absenteeism caused by unusual or extreme circumstances.

SUSPENSIONS

For out-of-school suspension, 2 points will be deducted for each day missed. All work missed during suspension may be made up. **The suspended student will not be allowed to participate in or attend any extracurricular activities, including all practice sessions.**

TARDINESS

Tardiness includes tardiness to school and tardiness between classes. Tardiness is not excused. Students will not be allowed to interrupt a class for tardiness. If a student

arrives to school after a class has begun, they will be requested to remain in the designated area until the next bell rings.

TARDY TO CLASS

Promptness to class is very important.

1. When the second bell rings, students are to be in the classroom seated.
2. Teachers who detain a student must send a note with the student to Student Services to obtain an admittance slip for class.
3. A student will be allowed three (3) tardies to school each semester. The 4th-7th tardies will be given a detention. ANY TARDY THEREAFTER WILL CONSTITUTE IN-SCHOOL SUSPENSION AND TWO (2) POINTS WILL BE DEDUCTED FROM THE STUDENTS GRADE POINT AVERAGE AT THE END OF THE NINE WEEKS.

CLASS PERIODS

The school day begins promptly at 7:55 a.m. with the first bell and ends at 3:00 p.m. Students are allowed 3 minutes to change classes. Activity period will be scheduled on various days for club meetings and class meetings. Varsity pep rallies will be held during the last 20 minutes of the school day.

HIGH SCHOOL BELL SCHEDULE

7:55.....	1 st Bell
8:00-8:55.....	1 st Period
8:58-9:48.....	2 nd Period
9:48-10:10.....	Break & Activity Period
10:13-11:03.....	3 rd Period
11:06-11:56.....	4 th Period
11:56-1:14.....	5 th Period/ Lunch
11:56-12:21.....	1 st Lunch
12:49-1:14.....	2 nd Lunch
1:17-2:07.....	6 th Period
2:10-3:00.....	7 th Period

HALF-DAY SCHEDULE

7:55.....	1 st Bell
8:00-8:30.....	1 st Period
8:33-9:03.....	2 nd Period
9:06-9:36.....	3 rd Period
9:36-9:48.....	Break
9:51-10:21.....	4 th Period
10:24-10:54.....	5 th Period
10:57-11:27.....	6 th Period
11:30-12:00.....	7 th Period

PEP RALLY SCHEDULE

7:55 until 11:56 same as regular schedule

11:56-1:05.....	5 th Period
11:56-12:19.....	1 st Lunch
12:42-1:05.....	2 nd Lunch
1:08-1:51.....	6 th Period
1:54-2:37.....	7 th Period
2:37-3:00.....	Pep Rally (ALL STUDENTS MUST ATTEND)

CHAPEL SCHEDULE

7:55-8:00.....	1 st Period Roll Call
8:00-8:30.....	Chapel
8:33-9:20.....	1 st Period
9:23-10:10.....	2 nd Period
10:10-10:25.....	Break
10:28-11:15.....	3 rd Period
11:18-12:05.....	4 th Period
12:05-12:30/12:08-12:55.....	1 st Lunch/5 th Period
12:33-1:20/12:55-1:20.....	5 th Period/2 nd Lunch
1:23-2:10.....	6 th Period
2:13-3:00.....	7 th Period

BOOKS

Students will be furnished books for all classes. If a book is lost or severely damaged during the school year, the student must pay full purchase price for a replacement. Our books range in price from \$35.00 to over \$75.00. Students should keep covers on their books, use them with care, and store them in assigned lockers. Students may be required to purchase individual workbooks or novels during the school year.

CARE OF THE SCHOOL BUILDING

Students should take care of school facilities. A naturally attractive school building and campus provide a better atmosphere for instruction. Students should take pride in their school property.

Any student who abuses school property will be liable for the amount of damage to the property. The student will also be liable for disciplinary action. Destruction of school property includes any and all damage to desks, walls, grounds, etc.

COMMUNICABLE DISEASES

Immediate supervisors should report to the Health Department any cases of communicable diseases which might pose a threat to the health of the students, school personnel, or the community. When concerned with unique, individual cases, the welfare of all students, employees, and the community should be the prime consideration and individual cases should be resolved through consultation with the Mississippi Department of Health.

Concerning employees: In considering deadly, life-threatening, communicable diseases, the immediate supervisors, upon probable cause for suspicion, should have a conference with the employee. Steps will subsequently be taken to assure the safety of all, and recommendations of medical personnel will be sought.

Concerning students: When a student exhibits symptoms, or the headmaster or nurse has probable cause for suspicion that the student has a deadly, life-threatening, communicable disease, a conference will be held with the parents of the student. If there are further questions, the parents will be asked to have the student tested and to present the test results to school officials. Whether the child remains in school while tests are being given is to be determined by the severity of the symptoms and any other evidence. If the student's test results are positive, the final decision of the school will be aided by medical and legal professionals.

The policy of the school relating to the education of students known to have chronic infectious diseases (persistent illness in the carrier state as compared to an acute short-term, self-limiting illness) such as but not limited to, hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus is as follows.

1. A student with a chronic, infectious disease shall be removed from the classroom temporarily and until the school's medical advisor, in consultation with the student's physician, determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
2. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor recommends. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once a month to determine if continued school attendance poses any risk of transmission of said disease to others.
3. Should it be determined by the school's medical advisor that attendance at school does pose a risk of transmission of said disease to others, an appropriate alternative educational program shall be established for that student and shall continue until the school's medical advisor determines that the risk of transmission to others has been abated and normal school attendance can resume.

CONDUCT AND DISCIPLINE

The administration of Canton Academy operates on the theory that the students have had sufficient training in the home, church, and school to conduct themselves in accordance with accepted standards of behavior. Any student who fails to conduct himself or herself in accordance with the accepted standards of behavior may be disciplined in one of the following manners:

1. The teacher and administrator may talk to the student to try to solve the problem and the parents will be notified.
2. After school detention may be from 3:00-3:45 p.m. on the day of the offense.
3. Corporal punishment may be administered and the parents may be called in for a conference to discuss the problem.
4. The student may be suspended from school.
5. The student may be expelled from Canton Academy.

The above list represents examples of disciplinary actions and not the only disciplinary actions. The administration has the final authority to render a disciplinary decision on each individual matter. Some actions may cause immediate expulsion without going through levels 1, 2, 3, 4 or 5 while other disciplinary actions may not qualify for severe consequences.

Corporal punishment is a viable disciplinary option used at Canton Academy. Corporal punishment will be administered by the headmaster or designee with a witness present. An alternative to corporal punishment may be suspension.

One of the primary aims of education is to equip the individual with the necessary tools to live in such a way as to make a useful contribution to society. The administration of Canton Academy is based on the theory that students are young ladies and young gentlemen and, as such, should be capable of conducting themselves in accordance with

accepted standards of conduct. If so, then pupils will conduct themselves when they are under the supervision of the school in such manner as to reflect positively upon themselves, their parents, and their school. Discipline should not be interpreted to mean punishment only; a broader interpretation should be placed upon it. The fundamentals of discipline, as looked upon by the administration of Canton Academy, have the following objectives as a goal.

1. to maintain a Christian atmosphere that will foster the development of moral and ethical standards;
2. to create a positive atmosphere for the desirable process of learning;
3. to stimulate the student to appreciate duties, responsibilities, and privileges of citizenship;
4. to encourage self-discipline; and
5. to develop and maintain a harmonious relationship among students, administration, parents, and community.

CHEATING

Personal honor and integrity are values that all Canton Academy students will be expected to have. Lying, cheating, stealing, failing to respect school or personal property, and exhibiting disrespectful behavior to anyone is inappropriate. An individual must assume responsibility for his or her own actions.

Cheating is giving or receiving any form of help on a test or assignment (this excludes tutorial help in studying or attempting to understand a concept). Any of the following behaviors will be construed as cheating.

1. communicating with anyone other than the teacher during a test;
2. sharing information about a test with anyone who has not yet taken the test or receiving information from someone who has already taken the test;
3. having in possession during a test materials which have not been approved by the teacher;
4. looking on another student's paper or at other materials so as to indicate a desire to gather information concerning the test;
5. electronic texting information about a test;
6. bringing to the testing area, or possessing in the testing area, any materials which indicate an intent to cheat;
7. plagiarizing, that is, using another person's words, style, or ideas without giving proper credit, which includes the use of quotation marks and proper documentation;
8. homework should be done by each individual student so the teacher may determine the progress of each student; copying and/or allowing someone to copy homework are considered cheating.

CONSEQUENCES OF CHEATING

The first time a student is discovered cheating, he/she will be given a zero for the work, and his/her parents will be notified.

The second time a student is caught cheating, he/she will be given a zero for the work, his/her parents will be notified, and he/she will be suspended for 1 day.

For the third offense, the student will be suspended for 3 days.

FIGHTING

Any student at Canton Academy discovered fighting on the school grounds or at any time during a school-related function may be subject to an out-of-school 3-day suspension. This will apply to students regardless of who starts the fight. Students are encouraged to inform a faculty member or the administration when someone is hitting, picking on, or trying to start a fight with them.

Suspension may also be in order for any student who instigates a fight by picking at another student, calling names, cheering on an incident, or any other behavior that may be interpreted as encouraging a fight. Following suspension, the second offense of fighting on campus may result in permanent expulsion from Canton Academy.

TOBACCO, DRUGS, AND ALCOHOL

Any student caught smoking, dipping, or chewing tobacco will be suspended for two days. Any student caught with cigarettes, chewing tobacco, or snuff in their possession on campus will be suspended for two days.

Any student under the influence of alcoholic beverages, any students possessing or selling alcoholic beverages on the school grounds or at a school activity, or any student using alcoholic beverages on school premises or at a school activity will be suspended for 3 days for the first offense. Second or subsequent violations shall result in additional disciplinary action by the headmaster including, but not limited to, expulsion from school. All days during which a student is suspended will be considered absences.

Any student under the influence of or in possession of illegal drugs or unauthorized prescription drugs on the school grounds or at a school activity shall be suspended for a minimum of 3 school days. The headmaster will act on the student's case during the 3-day suspension period and may impose additional disciplinary action including, but not limited to, expulsion. All days during which a student is suspended will be considered absences. Second drug violations shall result in expulsion.

The application of any prospective transfer student who has been subject to disciplinary action for drug or alcohol violations during the current or previous school year shall be considered on a case-by-case basis by the headmaster, taking into account the facts and circumstances of each case. Any student whose application is accepted shall be admitted, at a minimum, under the same status as if the transferring student was a student at Canton Academy at the time the violation occurred. No prospective transfer student's application shall be accepted if the drug and/or alcohol violation(s) would have resulted in expulsion from Canton Academy.

SUSPENSION

For out-of-school suspension, 2 points will be deducted for each day missed. All work missed during suspension may be made up. All suspensions are absences. The suspended student will not be allowed to participate in extracurricular activities, including all practice sessions.

COPIES

Students are encouraged to hand copy any notes missed in class due to an absence. In case of a lengthy absence, the teacher may authorize the student to photocopy notes from another student. The student must have written permission by the teacher. The office staff does not make copies for students without permission.

CORRESPONDENCE COURSES

Two units of correspondence work may be accepted in grades 9 through 12 toward graduation. All correspondence work that is being applied toward graduation requirements must have prior written approval of the headmaster.

A student must stay current with his/her English credits. A student may not take English as a new subject by correspondence or by attending summer school. If a student fails an English course, he/she must repeat the course, go to summer school to get the credit, or take a correspondence course in the failed course, completing said course within the time limits set forth by the Headmaster.

DRESS CODE

Students' behavior is often reflected in the clothes they wear. Therefore, Canton Academy requires that all students be dressed neatly. The following are few standards that will assist students and parents in determining appropriate dress:

Boys

Boys may wear long pants, walking shorts, collared shirts tucked in pants, belts, shoes, and socks. All pants are to fit properly and be belted around the waist. Holey or frayed pants are not allowed. Hair should be above the eyebrows, ears, and collar. No visible tattoos or body piercing are allowed. Earrings are not allowed. Facial hair is not permitted. Failure to adhere to the dress code will result in disciplinary action. No clothing advertising bars, saloons, etc. or **any other clothing the administration deems inappropriate may be worn.**

Jogging suits and wind suits are permissible only as athletic uniforms. T-shirts will be worn only on designated days.

GIRLS

Girls may wear dresses, skirts, long pants, walking shorts, capris, or acceptable jeans with shoes or sandals. Unless shirts were designed to be "loose," they should be tucked in. All clothing should be modest and should cover the torso whether the student is standing or seated. All clothing other than pants (dresses, skirts, shorts, skorts, etc.) must reach no higher than 4 inches above the top of the knee.

Unacceptable: jogging suits, sweats, t-shirts (including fitted tees), hats, hot pants, midriff tops, cut-off pants, torn or frayed jeans, see-through blouses, low-cut dresses, sundresses, backless garments, and garments with spaghetti straps. Tops that are too

short to tuck in, excessively tight clothes, and low-cut tops are not appropriate. Clothing that is torn or that displays references to alcohol, tobacco, inappropriate or offensive graphics should not be worn. Visible tattoos or body piercing (other than ears) will not be allowed. Failure to adhere to the dress code will result in suspension from school. **Any other clothing the administration deems inappropriate may not be worn.**

Jogging suits and wind suits are permissible only as athletic uniforms. T-shirts will be worn only on designated days.

A note for all students: if you are unsure as to the appropriateness or acceptability of a garment, bring it to school and ask the Headmaster first.

DROPPING OR ADDING CLASSES

Students may drop or add courses by the second Friday of the semester in which the course begins. Students have until the fourth Friday to drop an AP course.

ELECTRONIC DEVICES

Electronic Devices—beepers, cell phones, electronic games, etc. are not to be used at Canton Academy during school hours. Between the hours of 8:00 a.m. and 3:00 p.m., all electronic devices are to be kept in student's locker or vehicle or the item will be confiscated.

1. First offense—the student must pay \$25 to pick up the device.
2. Second offense—the parent must come to the school and pay \$25.00 to get the device.
3. Third offense and every offense beyond the third—the parent must come to the school and pay \$50 to pick up the device.

Note: A student who is discovered using a cell phone or other device for purposes of cheating will be dealt with the same as if the cheating occurred in a conventional manner. Transmitting inappropriate messages or pictures via an electronic device will result in suspension and or expulsion.

Leave all cell phones and other electronic devices at home, in car, or in locker! Canton Academy will not be responsible for any lost or stolen electronic devices.

EXTRACURRICULAR ACTIVITIES

Canton Academy offers extracurricular opportunities in academic teams, annual staff, band, baseball, basketball, cheerleading, dance, Fellowship of Christian Athletes, football, golf, honor society, softball, Spanish club, student council, tennis, and track. The following policies pertain to these and other extracurricular activities.

1. No school-sponsored groups shall be used for any commercially sponsored activity.
2. Every effort should be made to avoid late evening sessions on school nights. Evening activities on school days shall be discouraged, and in cases where such a meeting is necessary, it must be approved by the headmaster in advance.

3. No activity except an MPSA mandated event shall be scheduled during 9 weeks or semester test week, and practice sessions and meetings during these weeks shall be restricted to normal practice session hours. In the event that the testing is completed on a Thursday, a Thursday night event is permitted.
4. Pupils shall not be taken from class periods during the school day for practice sessions, performances, or other extra-class activities without prior approval of the headmaster.
5. Prior approval of the headmaster must be obtained before any Sunday practice sessions or performances are held.

FELONY CONVICTION

No student who has been convicted of a felony will be allowed to enroll at Canton Academy. If knowledge of a felony conviction becomes available after enrollment, the student will be subject to immediate expulsion. Any current Canton Academy student who is convicted of a felony will be subject to immediate expulsion.

FIELD TRIPS AND SCHOOL-SPONSORED TRIPS

Field trips are a vital part of the educational process. All field trips should be cleared by the headmaster.

On all school sponsored trips:

1. Attendance in school will be required before all school-sponsored events. A ruling of attendance will be allowed at the discretion of the headmaster.
2. Any student who is dismissed early for a school-sponsored event must get all of his/her assignments for the next day before leaving school. This is the student's responsibility. Homework will be due the next day. Any tests missed must be taken the day he/she returns or at the discretion of the teacher. It will be the student's responsibility to make arrangements with the teacher.
3. The student will be responsible to the authority of the school.
4. He/she shall travel in transportation provided through the school.
5. A student may be released to his/her parent following the event if approved by the authority in charge of the trip.
6. In certain instances a student may be allowed to ride home with another adult with parental approval.
7. A student will not be allowed to drive a car without approval of the Headmaster or Athletic Director.

FLOWER DELIVERIES

Sending flowers, balloons, etc. to school is discouraged. Those that are delivered will be made available to the student during the last few minutes of the day to keep from disturbing classes. Valentine's Day deliveries will not be allowed prior to 2:00 p.m. Under no circumstances may a student bring or send flowers or balloons to another student at school.

FORMS

When your child brings home a form to be filled out and signed, please fill it out in its entirety.

DRIVER'S LICENSE FORM

To obtain a drivers permit, license, or to renew a license, the student must have a certificate of attendance from the office. He/she may request the form in advance. **This form expires after 30 days.**

GRADE CLASSIFICATION

For Classification of:	The Student has Achieved:
9 th Grade.....	Promotion from 8 th Grade
10 th Grade.....	5 Carnegie Units
11 th Grade.....	10 Carnegie Units
12 th Grade.....	15 Carnegie Units

GRADING SCALE

Numerical grade averages will be used for acceptance to honor roll, honor societies, and any program requiring a minimum grade point average at Canton Academy. Canton Academy will use the following grading scale for GPA calculation for college admission, scholarships, and other programs outside of our school requiring the use of a 4.0 GPA.

Grade	Grade Range	Quality Points
A	90-100	4
B	80-89	3
C	70-79	2
F	below 70	0

Headmaster's List

95 or above in every class

Principal's List

85-94 in every class

GRADUATION REQUIREMENTS

A diploma shall be awarded to a student upon completion of 4 units of English, 4 units of mathematics (one of which must be Algebra I), 4 units of science (one of which must be a biological lab-based science), 4 units of social studies (must include American history, American government, and Mississippi history), 1 unit of computer, and enough electives to complete 21 academic units, provided that the last semester of senior high school work is satisfactorily completed at Canton Academy.

ANY SENIOR (STUDENT WHO HAS COMPLETED 4 YEARS OF HIGH SCHOOL) WHO HAS A LEAST 20 ACCEPTABLE UNITS TOWARD GRADUATION AND WHO HAS BEEN ENROLLED AT LEAST 1 SCHOOL YEAR AT CANTON ACADEMY JUST PRIOR TO GRADUATION WILL BE ALLOWED TO SECURE THE 1 UNIT FROM ANY APPROVED SCHOOL PRIOR TO THE NEXT OPENING DATE OF CANTON ACADEMY AND WILL BE PRESENTED A DIPLOMA UPON PROOF OF COMPLETION OF HIS/HER WORK. A STUDENT WHO DOES NOT COMPLETE REQUIREMENTS BY GRADUATION DATE MAY NOT PARTICIPATE IN COMMENCEMENT EXERCISES.

GRADUATING WITH HONORS

The two top honors, valedictorian and salutatorian, will be awarded only to students who have been full-time students at Canton Academy during their sophomore, junior, and senior years. To be an honor graduate, a student must have a 4-year average of 90 or above. To be a high honor graduate, a student must have a 4-year average of 95 or above. In the calculation of honor and high honor graduates, scores are exact, they are not rounded up.

HALL OF FAME

Students will complete an activity sheet the Spring semester of their senior year. The activities on the sheet each have a point value. Students receiving 170 or more points will be inducted into the Canton Academy Hall of Fame.

GRIEVANCE PROCEDURE

If a parent feels that his/her child has been wronged by a member of the Canton Academy Staff:

1. **The parent should contact the person involved and discuss the situation.** The parent should call the school and have the counselor set up an appointment for them to meet with the teacher and/or coach.
2. If the problem is not resolved to the parent's satisfaction, the parent may contact the headmaster for a conference. Written correspondence from the headmaster to the parent should follow up this conference.
3. If the parent is still not satisfied, they may contact the headmaster to be put their grievance on the agenda for the next board meeting. At this time the parent may present their discontent to the entire Board of Directors.

GUM, FOOD, AND DRINKS

Gum chewing is not allowed at school. Food and drinks are allowed in the cafeteria only. Only clear bottled water will be allowed in classrooms.

HALLS

In good weather, students will be not allowed inside the building before the first bell. During inclement weather, students may stay in the lobby. During break, students may go to the cafeteria, stay outside in back of the high school building, and use the

bathrooms in the high school. (High School students are not permitted to use the elementary bathrooms.) No one is to be inside any rooms in any building without the presence of a teacher during break, lunch, before or after school. Students are given time to go to their lockers before school, during break, and between classes. **No student will be allowed to go to his/her locker during class time.**

HEALTH AND SAFETY

FIRE DRILLS

Emergency drills are required by the Board of Trustees at least once each semester. Emergency procedures for leaving the building are posted in each room. Pupils should move quickly and in an orderly manner to provide for the safety of the entire group.

FIRST AID

There is a school nurse on campus. Whenever serious accidents happen at the school, the school nurse cares for the injured student. In cases of serious injury, parents are called immediately. Occasionally accidents may occur in which immediate hospitalization is necessary. In this case, the student is sent to the hospital, but the school does not assume any responsibility for expenses incurred for hospitalization. Hospital authorities are immediately informed that the school is in no way responsible and that they must look to parents of the patient for their fee.

MEDICATION

Students should not bring medication of any kind to school (including but not limited to Tylenol, Advil, etc.). A medication release form should be completed on each child and, if medication of this kind is needed, the school nurse will provide it. Other types of medication, such as cold medicine, antibiotics, etc., should be brought to the nurse before school in the morning for dispensing throughout the day. The medication should be labeled with the student's name, name of the medication and time that the medication should be given. No medication will be dispensed without a signed medication release form—see form on page 48 of the handbook. If the student has severe allergies, the parent should send to the nurse a note which includes instructions and/or medications needed in case of an allergic reaction.

HIGH SCHOOL CODE

Canton Academy's high school code is 250-443. This code is needed when completing the ACT and SAT registration packet.

HIGH SCHOOL UNITS REQUIRED FOR ADMISSION TO PUBLIC UNIVERSITIES IN MISSISSIPPI

The following are the requirements for any student entering any of the eight public Mississippi universities.

Subject	Carnegie Units	Contents and Remarks
English	4	Compensatory Reading & Compensatory Writing may not be included.
Mathematics	4	Includes Algebra I, Geometry, Algebra II, and any 1 Carnegie unit of comparable rigor & content. (e.g., Advanced Algebra, Trigonometry, Pre-Calculus, Calculus, AP Calculus AB, AP Calculus BC, Discrete Mathematics, Probability and Statistics, or AP Statistics.)
Science	4	Includes Biology I, Chemistry I, and any 2 Carnegie units of comparable rigor and content. (e.g., Physics, Physical Science, Biology II, Chemistry II, AP Chemistry, Physics II, AP Physics B, AP Physics C-Electricity & Magnetism, AP Physics C-Mechanics, Botany, Microbiology, or Human Anatomy & Physiology.)
Social Studies	4	Includes World History, Introduction to World Geography, US Government, Economics, and Mississippi Studies. (Credit earned for a State/Local Government course in any other state may stand in lieu of Mississippi Studies.)
Arts	1	Includes any 1 Carnegie unit of visual and performing arts course(s) meeting the requirements for high school graduation.
Advanced Electives	2	Includes any 2 Carnegie units of Foreign Language (I and II), Advanced World Geography, and a Foreign Language (I)

or any combination of English, mathematics, or lab-based science courses of comparable rigor and content to those required above.

Computer Applications	½	Course should emphasize the computer as a productivity tool. Instruction should include the use of application packages, such as word processing and spreadsheets. The course should also include basic computer terminology and hardware operation.
Pre-High School Units		Algebra I or 1 st year Foreign Language taken prior to high school will be accepted for admission provided the course content is the same as the high school course.
Additional Electives		In addition to the above, Canton Academy also requires another ½ unit of computer for graduation.

HOMEWORK

(see Make-up Work/Homework/Tests)

LIBRARY

The Canton Academy library is located in the high school wing. It contains many volumes of carefully selected books suitable for high school general reading and reference work. Computers are available for internet use. The library opens at 8:00 a.m. in the morning and closes at 3:00 p.m. in the afternoon.

All books taken out of the library room must be checked out at the check-out desk. Reference books should not be taken from the library. Books marked “overnight” may be checked out the last period of the day and must be returned before school opens in the morning or during the first period.

Other books may be checked out for two weeks or at the discretion of the librarian. Overdue fines will be 10 cents a day. Students are responsible for checking the due date in this book and for returning the book on time. If a book is lost, the student will be charged the replacement cost of the book.

LOCKERS

Each student has access to a locker located in the corridors of the building. These lockers are large enough for hats, coats, and books. It is advisable that the student keep all property not in use in their locker. While the locker is in their possession, the student is held responsible for its condition, inside and outside. No student should change his locker number without the approval of the office personnel. Locks are permitted as long as the office is supplied with a key or combination in case of emergency.

LOST AND FOUND

Students should report lost articles to the office in order that they may have all possible assistance in locating them. All articles found should be taken to the office where they will be kept until claimed by the owner. Articles not claimed will be discarded at the beginning of the next school year.

LUNCH

Lunch will be provided by Cool Water Catering. Students may also bring lunch.

MAKE-UP WORK /HOMEWORK/TESTS

Parents may pick up books anytime before 2:30 through the front office. If assignments have not been posted to the web, request assignments from the teacher(s) via email before 10:00 a.m. Please copy the Student Services Director on your email request for assignments

Parents should not call teachers for assignments or bring work to school that students left at home. This takes the responsibility away from the child and defeats one of the main purposes of homework.

MAKE-UP WORK/HOMEWORK

The student is responsible for getting assignments when he/she is absent. Completed assignments should be turned in the following day.

A student who is dismissed for part of a day must get all of his/her assignments for the following day before leaving school. Homework will be due the next day.

Homework is vital to the education of each student. Students are required to complete assignments punctually. Collection, grading, and consequences for not having homework will be left to the discretion of the teacher.

TESTS

Tests are to be made up on designated days assigned by the teacher. If a student is present in class the day a test is assigned, the student should under normal circumstances take the test the day he/she returns to school. For an extended absence

between the day the test was assigned and the student's return to school, the teacher will use discretion in administering the test.

Scheduling missed tests is the responsibility of the student. If a student has a pre-planned dismissal the day of a test, he/she should make every effort with the teacher to take the test prior to leaving school that day (before school, during study hall, etc.) If the test is not taken on the day of the dismissal, it will be administered at the first available time the day the student returns.

If a student checks in during the day after a period in which he/she had a test, the student is expected to take the test prior to leaving school that day (during study hall or after school).

MARRIED AND/OR PREGNANT STUDENTS

A married student, or a student who has been married, an unmarried parent, or an unmarried pregnant female and the male student who is the father of the child, will not be considered for enrollment at Canton Academy. If any student presently enrolled becomes married or pregnant, the married student or the married pregnant female and the male student who is the father of the child will be required to withdraw from school and will not be considered for readmission.

OFFICE

The school office is a place of business. Unless you have business in the office, please do not come to the office.

PROGRAM OF STUDIES

Subject	Grade	Unit Value
English		
English I	9.....	1
English II	10.....	1
English III	10-11	1
English IV.....	11-12	1
Advanced Placement English	12.....	1
Mathematics		
Transitional Algebra	9.....	1
Algebra I	9.....	1
Algebra II	10-11	1
Geometry	10-11	1
Advanced Math.....	12.....	1
Senior Math	12.....	1

Science

Physical Science.....	9.....	1
Biology I.....	9-10.....	1
Chemistry.....	10-11.....	1
Biology II.....	10-12.....	1
General Science.....	12.....	1
Advanced Placement Biology.....	12.....	1

Social Studies

World Geography.....	9.....	1
World History.....	10.....	1
American History.....	11.....	1
American Government/Economics.....	12.....	1
Advanced World Geography.....	10-12.....	1

Business

Keyboarding.....	9-12.....	½
Computer Introduction.....	9-12.....	½
Computer Applications I.....	10-12.....	½
Computer Applications II.....	10-12.....	½
Accounting.....	10-12.....	1

Other

Annual.....	9-12.....	½
Band.....	9-12.....	½
Bible.....	9-12.....	½
Choral Music.....	9-12.....	½
Driver's Education.....	9-12.....	½
Drama/Dance.....	9-12.....	½
Health.....	9-12.....	1
Music Appreciation.....	9-12.....	1
Spanish I.....	9-12.....	1
Spanish II.....	10-12.....	1
Speech.....	9-12.....	½
Psychology.....	9-12.....	½

PROGRAM OF STUDY WISE COURSE SELECTION

Selection of the proper course of study is one of the most important decisions made during a student's high school career. Careful selection of courses contributes to a successful high school experience and even influences decisions made beyond high school. In choosing a course of study, the student should consider plans after high school, abilities, special interests, and needs. Parents, teachers, and counselors are excellent sources for advice and should be consulted. **Each student in grades 7-12 must be enrolled in English, math, science, and social studies unless given special permission due to special circumstances.**

Each spring, through the school's counseling services, each student will receive a subject choice sheet. The parents and student should select subjects for the following year. The headmaster, guidance counselor, and teachers will work with parents and students in selecting these subjects. Each student in grades 7-11 will take a minimum of five courses.

PROGRESS REPORTS

Progress reports will be issued to secondary students on Wednesdays the middle of each 9-weeks grading period. Please be looking for them to monitor your child's progress. They must be signed and returned to the teacher by the Friday following the issuance.

Progress Report Issue Dates

September 16

November 18

February 10

April 21

PUBLIC DISPLAYS OF AFFECTION (PDA)

Displays of affection should be reserved for areas other than the school or school grounds. Public displays of affection (pda) will result in disciplinary action and parents notified.

REPORT CARDS

One official report card will be issued to each student by the school. Report cards will be issued on Wednesdays (following 9-weeks exams) and must be signed and returned by the following Friday. Only parents will be issued a new report card. Final high school report cards will be mailed May 26, 2010.

Report Card Issue Dates

October 21

January 6

March 24

May 26

Grades may also be checked via Canton Academy's academic web site, cantonacademy.org in the *For Parents* section.

SCHOOL DANCES

There shall be separate school dances for 7th and 8th graders (junior high) and 9th through 12th graders (high school). Ninth graders may attend either junior high or high school dances.

SEXUAL HARASSMENT

Canton Academy resolves that sexual harassment will not be tolerated at Canton Academy and the following policy concerning sexual harassment is adopted.

1. **Definitions**

- a. Sexual Harassment—Any unwelcome sexual advances, requests for sexual favors, and any other verbal or physical contact of a sexual nature.
- b. Quid Pro Quo—Sexual harassment by a teacher, supervisor, or someone with power over another who uses sexual harassment to gain an advantage over someone else. Examples: teacher over student; headmaster or board member over teacher or other employee.
- c. Peer-to-Peer—Sexual harassment of an equal person towards an equal person. Examples: teacher to teacher or student to student.
- d. Hostile Environment—Sexual harassment by persistent and calculated behavior which makes the school an unpleasant place to work or learn.

2. **Prohibition**

Sexual harassment by employees, teachers, board members, or students is prohibited at school, school functions, to and from school functions, or at or during any school-related activity occurring off campus. Sexual harassment by students directed towards teachers, employees, board members, or other student is prohibited.

3. **Complaints**

Any person who feels he or she has been or is a victim of sexual harassment must report the sexual harassment immediately to the headmaster. If the headmaster is accused of sexual harassment, then the complaint must be filed with the guidance counselor.

4. **Investigation and Discipline**

The headmaster will investigate the complaint of sexual harassment and make an initial determination whether or not the complaint is valid.

- a. If the complaint is valid, the headmaster will discipline a student according to the severity of the infraction, under the Discipline System set forth in the Student Handbook.
- b. If the complaint is valid, the headmaster will discipline a teacher, employee, or staff person according to the severity of the infraction by reprimand for minor cases to suspension or termination for major infractions.
- c. If a complaint is valid, the headmaster may prohibit a parent, patron, or other non-employee staff person from entering school properly and/or attending any school functions. In the event of a severe infraction, the Executive Board may revoke membership in Canton Academy.
- d. If the headmaster is the person accused of sexual harassment, the guidance counselor shall immediately report the complaint to the President of the Executive Committee who will notify the Executive Committee which will conduct the investigation and determine whether an infraction has occurred and disciplinary action, if any, is to be taken. The Executive Committee may delegate the investigation process to an impartial third party, if appropriate.

SPECIAL ACADEMIC REQUIREMENTS

In order to receive credit in English in grades 9-12, a completed term paper, done according to the teacher's guidelines, must be turned in. This paper must be done regardless of the student's average.

SUMMER SCHOOL

1. A pupil may earn a maximum of 4 new units of credit in summer terms toward meeting graduation requirements during his/her high school career.
2. A maximum of 2 units may be earned during one summer. Seventh and 8th grade work shall be offered only for review and remedial purposes.
3. English shall not be taken as a new subject. A student must stay current with his/her English credits. Therefore, if a student fails an English course, he/she must repeat the course, go to summer school to get credit, or take a correspondence course in the failed course.
4. The approval of the headmaster shall be obtained before final enrollment of pupils in summer school.
5. A summer school program may be held in schools having sufficient demand to make the program self-sustaining. Standards of excellence for summer school work shall be in all respects equal to those set for regular school work.
6. A 76 is the highest grade that will be recorded for any type of remedial work in summer school.

TELEPHONE USAGE

Students are not permitted to use the phone unless it is an emergency. If there is any question about the nature of the emergency, the headmaster will make all final decisions. Cell phone usage is not permitted on campus between the hours of 8:00 a.m. and 3:00 p.m.

TESTS

(see Make-up Work/Homework/Tests)

VEHICLES

Because of the number of vehicles entering and leaving the campus each day, it is necessary that all students observe traffic rules. Any student observed violating any of these rules on campus or entering or leaving the main streets to the school will lose the privilege of bringing a vehicle of any kind on the campus.

For the student's own safety and the protection of their personal property, students are not to remain in vehicles on the parking lot nor are they to return to the parking area after the 8:00 a.m. bell without obtaining permission from the office.

Those picking up high school students only should enter the campus from the east end and park in the high school parking lot, not in front of the building. The drive in front of the elementary, gym, and high school is ONE WAY (west to east).

VISITORS

Visitors are always welcome. Upon entering the building, all visitors should go to the office to obtain a visitor's pass. Guides will be provided for those who wish to visit departments of the school.

WEAPONS

Weapons of any kind are not allowed on campus and will be confiscated. The offending student will then face disciplinary action. According to Mississippi Law, weapons of any type are banned on school property. The statute authorizes the automatic expulsion of any student who is in possession of a knife, including pocket knives, handgun, or other firearm, or who commits a violent act on educational property. There is also a law that makes it a felony for anyone to possess, either concealed or openly, a gun, rifle, pistol, or other type of firearm on educational property, or for a person to encourage, aid, or cause a minor less than eighteen years of age to possess such a weapon.

ELEMENTARY HANDBOOK

ACTIVITY PASSES

Students are admitted free to all home games except tournament games. Adult activity passes may be purchased in the high school office. The season activity passes are \$125.00 and include home varsity and junior high football games, basketball games, baseball games, soccer and softball games. "Football only" passes are available for purchase as well. These passes allow admission to all home pee wee, junior high and varsity football games with limited exceptions.

AFTER SCHOOL HOURS

The Canton Academy campus will be off limits after 3:15 p.m. unless students are participating in a supervised school activity. The grounds will be patrolled by Canton police and/or school personnel during school functions. If a school activity doesn't start until later in the afternoon, students may not wait on campus unattended. After school care is available for all elementary students who need this service.

ASSEMBLIES AND PEP RALLIES

Canton Academy Elementary Students will be allowed to attend pep rallies and assemblies under the supervision of their classroom teachers.

Rules of Common Courtesy Should Be Exhibited

1. Enter the assembly program in an appropriate manner.
2. Do not take food or drink into any assembly or pep rally.
3. Give the speaker or program your undivided attention.
4. Leave the area in an appropriate and expedient manner at the conclusion of the program or rally.
5. Teachers will be in various areas to supervise. Report any problem to a teacher immediately.

ATTENDANCE AND ABSENCES

Regular and punctual attendance is a necessary element in the student's success in school. Frequent absences affect scholarship, interest in school activities, and eventually the entire attitude toward school. It is, therefore, important that pupils be in school on time every day. Only in unavoidable cases should a pupil be taken out of school before the close of the day.

ABSENCES

In order for a student to receive credit for a grade, he/she may not miss more than 20 days during the year. If more than 20 days are missed because of a lengthy illness, the

student and parents may go before the Board of Directors for consideration of reinstatement.

Attendance in school **all day** is required for a student to participate in any school-sponsored event. Attendance on the last school day of the week is required for a student to participate in school sponsored events occurring over the weekend. A ruling of attendance may be allowed at the discretion of the Elementary Principal.

Any absences other than illness or death in the family should be arranged and approved in advance by the Elementary Principal. Any work missed because of a pre-planned absence will be made up before the student returns. It is the student's responsibility to find out what work will be missed and to complete it in the allotted time in order to get proper credit for it.

Make-up work for absences due to illness or death in the family will be addressed under the heading **MAKE-UP WORK**.

DISMISSALS

Any student who needs to be dismissed during the day must bring a note from home to the teacher. The student must get all assignments for the rest of the day before leaving.

Whoever picks the student up must come to the office to sign the student out. The student also must sign out with his/her teacher before leaving.

MAKE-UP WORK

Except in cases of extended illness, any school work should be made up within 3 days after the absence. Extenuating circumstances should be dealt with by the Elementary Principal.

It is the student's responsibility to find out what work is missed and to complete it in the allotted time in order to get proper credit for it.

Homework assignments may be picked up in the office after school, but they must be requested before 9:00 a.m. Tests that were assigned before the student's absence should be made up the day he/she returns. Other tests missed should be made up within 3 days. Extenuating circumstances will be dealt with at the teacher's discretion.

Make-up work for absences due to causes other than illness or death in the family will be due the day the student returns to school. These absences should be approved by the Elementary Principal in advance and all assignments made up before or while the student is absent.

TARDINESS

Promptness to school is very important. The final bell rings at 8:00 a.m, and all students should be seated in their classrooms at this time. Students who arrive after this bell should report to the office with their parent in order to receive a tardy slip. Teachers will record the tardies on a daily basis. A student will be allowed three tardies to school each

semester. The 4th tardy and every tardy thereafter will be considered an absence. In order for a student to receive credit for a grade, he/she may not miss more than 20 days during the year.

CANTON ACADEMY STATEMENT ON COMMUNICABLE DISEASES

Immediate supervisors should report to the Health Department any cases of communicable diseases which might pose a threat to the health of the students, school personnel, or the community. When concerned with unique, individual cases, the welfare of all students, employees, and the community should be the prime consideration and individual cases should be resolved through consultation with the Mississippi Department of Health.

Concerning employees: In considering deadly, life-threatening, communicable diseases, the immediate supervisors, upon probable cause for suspicion, should have a conference with the employee. Steps will subsequently be taken to assure the safety of all, and recommendations of medical personnel will be sought.

Concerning students: When a student exhibits symptoms, or the headmaster or nurse has probable cause for suspicion that the student has a deadly, life-threatening, communicable disease, a conference will be held with the parents of the student. If there are further questions, the parents will be asked to have the student tested and to present the test results to school officials. Whether the child remains in school while tests are being given is to be determined by the severity of the symptoms and any other evidence. If the student's test results are positive, the final decision of the school will be aided by medical and legal professionals.

The policy of the school relating to the education of students known to have chronic infectious diseases (persistent illness in the carrier state as compared to an acute short-term, self-limiting illness) such as but not limited to, hepatitis B, herpes simplex, AIDS/ARC or cytomegalovirus is as follows.

4. A student with a chronic, infectious disease shall be removed from the classroom temporarily and until the school's medical advisor, in consultation with the student's physician, determines whether the student's presence in the school poses a risk of transmission of such chronic infectious disease to others.
5. Should it be determined by the school's medical advisor that attendance poses no threat, the student shall be allowed to resume attendance at school subject to whatever restrictions or limitations, if any, that the school's medical advisor recommends. The student's school attendance shall be reviewed by the school's medical advisor in consultation with the student's physician at least once a month to determine if continued school attendance poses any risk of transmission of said disease to others.
6. Should it be determined by the school's medical advisor that attendance at school does pose a risk of transmission of said disease to others, an appropriate alternative educational program shall be established for that student and shall continue until the

school's medical advisor determines that the risk of transmission to others has been abated and normal school attendance can resume.

CONDUCT AND DISCIPLINE

The administration of Canton Academy operates on the theory that the students have had sufficient training in the home, church, and school to conduct themselves in accordance with accepted standards of behavior. Teachers are encouraged to handle disciplinary problems when at all possible. Parents will be contacted by the teacher if their child is developing a habit of misbehavior. Working together usually brings about desired results.

However, if a child continues to misbehave and the teacher has tried all he/she knows to do, the teacher will refer the child to the Elementary Principal. When a problem becomes serious enough to warrant the Principal's attention, various routes of correcting the problem will be explored.

1. The student may be talked to by the teacher and/or principal to try to solve the problem. Parents will be notified.
2. Corporal punishment may be administered and the parents may be called in for a conference to discuss the problem.
3. The student may be suspended from school.
4. The student may be expelled from Canton Academy.

The above list represents examples of disciplinary actions and not the only disciplinary actions. The administration has the final authority to render a disciplinary decision on each individual matter. Some actions may cause immediate expulsion without going through levels 1, 2, 3, or 4, while other disciplinary actions may not qualify for severe actions.

CHEATING

Instruction in self discipline in the elementary school includes the teaching of responsibility for one's own work. In the primary grades, when a teacher observes a student cheating, corrective measures will be taken.

Cheating in the lower elementary (first through third grades) will be handled at the teacher's discretion under the supervision of the Elementary Principal.

In fourth through sixth grades, the first time a student is caught cheating, he/she will be given a zero for the work and his/her parents will be notified. The second time a student is caught cheating, he/she will be given a zero for the work, his/her parents will be notified, and he/she will be suspended for one day. For the third offense, the student will be suspended for three days.

FIGHTING

Any student at Canton Academy discovered fighting on the school grounds or at any time during a school-related function may be subject to an out-of-school 3-day suspension. This will apply to student regardless of who starts the fight. Students are encouraged to

inform a faculty member or the administration when someone is hitting, picking on, or trying to start a fight with them. Suspension may also be in order for any student who instigates a fight by picking on another student, calling names, cheering on an incident, or any other behavior that may be interpreted as encouraging a fight. Following suspension, the second offense of fighting on campus will result in permanent expulsion from Canton Academy.

GUM, FOOD, AND DRINKS

Gum chewing is not allowed at Canton Academy. Food and drinks are allowed in the cafeteria or in the rooms under the supervision of the classroom teacher.

CONFERENCES

We encourage a close relationship between parents and teacher. By working together, we hope that the child will have a successful year.

Most teachers prefer to have conferences with parents at school rather than talking over the phone at home. Parents should feel free to call the office (601-859-5233) to make appointments with their child's teacher anytime they feel the need to do so.

CORPORAL PUNISHMENT

Corporal punishment is a viable disciplinary option used at Canton Academy. Corporate punishment will be used upon consent by the parent and will be administered only by the Headmaster or Elementary Principal or designee with a witness present. An alternative to corporal punishment may be suspension.

DRESS CODE

Academic performance, attitude, and personal appearance often go hand-in-hand. Canton Academy would like to set a tradition of students being known for their neat and appropriate appearance.

Boys

Long shirts with tails must be tucked in pants. Hair should be above the collar, ears and eyebrows. No visible tattoos or body piercings are allowed. Boys are not to wear earrings. Socks must be worn. No caps or hats may be worn inside the building.

Boys are permitted to wear shorts as long as they are not extremely short or tight. Bicycle shorts are not permitted. Pants that are excessively torn, ripped, or pinned and have large holes are prohibited. Shirts displaying alcoholic beverages, profanity, or vulgar designs, words, or slogans are prohibited. Crop tops are also inappropriate for school wear.

GIRLS

Halter tops, midriffs, and extremely short shorts are not permitted.

Girls in K-3rd are permitted to wear shorts as long as they are not extremely short or tight.

Girls in 4th, 5th and 6th grades:

All clothing other than pants, such as dresses, skirts, shorts, skorts, etc. must reach no higher than 4" above the top of the knee. All clothing should be modest and should cover the torso whether the student is standing or seated. Make-up is discouraged at the elementary level.

ELECTRONIC DEVICES

Electronic Devices—beepers, cell phones, electronic games, etc. are not allowed to be used at Canton Academy during the school day. Should a student be seen with an electronic device **on campus** between the hours of 8:00 a.m. and 3:00 p.m., the item will be confiscated.

1. First offense—the parent of the student must come to the school to get the device.
2. Second offense—the parent must pay \$25.00 to get the device.
3. Third offense and every offense beyond the third—the parent must pay \$50 to pick up the device.

Note: A student who is discovered using a cell phone or other device for purposes of cheating will be dealt with the same as if the cheating occurred in a conventional manner. Transmitting inappropriate messages or pictures via an electronic device will result in suspension and or expulsion.

THE ELEMENTARY OFFICE

The office in the elementary building is a very busy place. Much goes on in the office during the school day to ensure each child's academic success and to take care of his or her personal needs.

FIRST AID

First aid supplies, such as bandages, alcohol, peroxide, and Caladryl are available in the office. There is a school nurse on campus. Whenever serious accidents happen at the school, the school nurse cares for the injured person. In case of serious injury, parents are called immediately. Occasionally accidents may occur in which immediate hospitalization is necessary. In this case, pupils are sent to the hospital, but the school does not assume any responsibility for expenses incurred for hospitalization. Hospital authorities are immediately informed that the school is in no way responsible and that they must look to the parents of the patient for their fee.

MEDICATION

No medicine, including Tylenol or Advil, will be dispensed from the office without parental consent—see form on page 48 of the handbook. If a child needs to take medication during the day, the medication should be properly labeled with the child's name, name of

the medication and times that the medication should be administered. Medication issued by a doctor's prescription must be in the original bottle with the original dispensation label attached. The medication should be given to the teacher at the beginning of the day and he/she will send it to the office where it will be kept. If a child has any severe allergies, the parent should send a note which includes instructions and/or medications needed in case of an allergic reaction.

TELEPHONE USAGE

Students are not permitted to use the phone unless it is an emergency. In the event that a student must phone a parent, the office telephone must be used. NO cell phones will be used between the hours of 8:00 a.m. and 3:00 p.m. Any social activity must be arranged before coming to school.

GRADING SYSTEM

The grading system is as follows:

A	90-100	B	80-89
C	70-79	F	below 70

Classes such as Music, PE, and Library are graded with S and U. The pupils receive grades in these areas based on cooperation, enthusiasm, conduct, participation, and effort.

To stimulate a desire for scholarship and citizenship, the following recognition will be given: Headmaster's List—students with 95 and above and Ss in every class on the report card. Principal's List—students with 85-94 and Ss in every class on the report card. Citizenship Awards—students receiving all As in conduct and Ss in classes such as Music, PE, and Library for the entire year.

GRIEVANCE PROCEDURE

If a parent feels that his/her child has been wronged by a member of the Canton Academy Staff:

1. **The parent should meet with the person involved and discuss the situation.** The parent should call the school and request that the secretary schedule a parent/teacher conference.
2. If the problem is not resolved to the parent's satisfaction, the parent may contact the Elementary Principal for a conference. Written correspondence from the Elementary Principal to the parent should follow up this conference
3. If the problem is not resolved to the parent's satisfaction, the parent may contact the Headmaster for a conference. Written correspondence from the Headmaster to the parent should follow up this conference.
4. If the parent is still not satisfied, they may contact the Headmaster to request that their grievance be put on the agenda for the next board meeting. At this time the parent may present their discontent to the entire Board of Directors.

HOMWORK

Homework plays an important part in teaching a child self-discipline. For this reason, we begin giving homework in the first grade and increase the amount each year. By the time the student is in fifth or sixth grade, homework will be assigned in three or more subjects each night.

Parents should not call teachers for assignments or bring work to school that students left at home. This takes the responsibility away from the child and defeats one of the main purposes of homework.

Each child should have an assignment book and keep homework assignments organized daily. This should help the student keep up with what is to be done.

Collecting, grading, and consequences for not having homework will be left to the discretion of the teacher.

IMMUNIZATION LAW

Recent revisions in Mississippi law now provide that "it shall be unlawful for any child to attend school, kindergarten, or similar type facility intended for the instruction of children, either public or private, unless they first have been vaccinated against those diseases specified by the State Health Officer."

The State Board of Health has developed procedures to carry out this immunization law. Therefore, schools are being directed to achieve 100 percent compliance. The law affects children in kindergarten through the twelfth grade. Enforcement of this Law will require removal of children from classes if they are not adequately immunized.

LIBRARY

The elementary school library is an integral part of the educational program of our school. Students are encouraged to make effective use of the books and materials for both course requirements and recreational reading. As a part of the regular curriculum, each class has the opportunity to visit the library at least once each week.

ACCELERATED READER PROGRAM

The Accelerated Reader (AR) program at Canton Academy Elementary is designed to help all students in grades 1-6 strengthen their reading speed and comprehension. All of the students will initially take a STAR reading test that is used to determine the reading level of each student. Students choose their own books that fall within their determined level and read them at their own pace. After reading an AR book, the student takes a computerized quiz at school, either in the classroom or the computer lab. Quizzes consist of multiple choice comprehension questions from the book. The computer immediately scores the test, shows the number of correctly answered questions, and updates the child's record. Points are then awarded based on how well the student did.

As the student earns points, he/she moves closer to reaching the AR goal that was set by each classroom teacher.

BIRTHDAY BOOK CLUB

The Canton Academy Birthday Book Club is open to all students in K3 through 6th grade. To become a member, a book for the library can be purchased for the school. There are always books on hand in the library, but if a specific title is not available, it can be ordered.

A gift card printed with the child's name, birthday, and the year given will be placed in the front of the book. The child's name will also be printed on a candle on a large birthday cake to be displayed in the library.

At the end of the year, a birthday party for all the members of the birthday club will be given and a group picture will be taken.

BOOK FAIR

Each semester the elementary library hosts a book fair. Scholastic/Great American Book Fairs sends cases of books, posters, and supplies for students, teachers, and parents to buy. The library receives a percentage of the sales from the fair. The children come to the book fair during their library times. Parents are encouraged to come to the library either with their child or come any time during the book fair week.

GIFTS

The elementary library also receives books through gifts, honorariums and memorials. These books can be bought personally or chosen from those already on hand for \$10.00. If a desired title is not available, it can be ordered. Gift cards are placed in the front of these books.

LUNCH

Lunch will be provided by Cool Water Catering. Students may also bring lunch.

PARTIES AND INVITATIONS

There will be at least two parties in the classrooms during the year. One will be at Christmas and the other on Valentine's Day. Room mothers will be in charge of these parties but will contact the teachers in advance about details.

At Christmas, names will be drawn in class to assure every child a gift. The price of the gift should not exceed \$10.00. No other gifts should be exchanged between students at school.

Please do not send party invitations to school to be passed out unless all children in your child's class (or all boys for a BOY party/all girls for a GIRL party) receive an invitation.

PHYSICAL EDUCATION

A note must be given to the PE teacher when a student cannot participate in physical activities. A doctor's excuse or a parent's request is acceptable.

As a safety precaution, all students are required to wear tennis shoes to PE. Elementary PE is held on Mondays and Fridays.

PROMOTION

In order for a student to be promoted to the next grade, he must pass all but one of the major subjects. (Major subjects include reading, math, language, social studies, and science.) If a child fails either reading or math, it will be recommended that he receive tutoring to compensate for the deficiency in these very basic areas.

SCHOOL HOURS

The school building will be opened at 7:30 every morning and locked at 3:15 every afternoon. Any child not picked up by 3:15 will automatically be sent to after school care and charged a drop-in rate. There is a teacher on duty between these hours. Before and after that time, the school cannot be responsible for the children, so parents are urged to drop off and pick up between those hours. After school care is available until 6:00 p.m. for students who need this service.

School begins at 8:00 each morning and dismissed at 2:53. Elementary students who ride with high school students will be dismissed at 3:00.

SIGNED PAPERS

One of the best ways for parents to know what is going on at school is through the child's school work. This also lets parents know where the child needs extra help. Important papers will be sent home each Tuesday. We ask that parents look at these papers with their child and review any areas in which the child had difficulty. This will help reinforce what the teacher is doing at school.

After going over the papers, parents should sign them to indicate that they have seen them. This signature in no way indicates approval of the papers. If the parent wishes to keep the papers an extra night to spend more time on them, he/she should send a note to that effect to the child's teacher. Consequences for not returning signed papers will be left to the discretion of the teacher.

STUDENT'S PROGRESS

PROGRESS REPORTS

Halfway into each 9-weeks period, a progress report will be sent home. It must be signed and returned. If the parent feels the child is not doing what he/she is capable of doing, it is recommended that the parent make an appointment to see the child's teacher.

Progress Report Issue Dates

September 16
November 18
February 10
April 21

REPORT CARD

At the end of each 9-weeks period, a report card will be sent home to the parents. The report card should be signed and sent back to school the following day.

Report Card Issue Dates

October 21
January 6
March 24
May 26

TEXTBOOKS

Textbooks are provided on a loan basis with a fee charged. They will be returned at the end of the year. A fine will be assessed for any abuse and charged to the student at the end of the year.

All lost books must be replaced.

TRAFFIC

Traffic in front of the elementary building is ONE WAY moving from west to east. Cars are to use only the two lanes next to the building. Please be mindful that students may be exiting from both sides of the car. PARKING IS PERMITTED IN DESIGNATED PARKING SPACES ONLY, NOT IN THE TRAFFIC LANES NEXT TO THE SCHOOL BUILDINGS.

UNLOADING

For safety reasons, unloading must be done in an orderly manner. Cars should slowly move forward, one behind the other, in the lane next to the elementary walkway for unloading. PLEASE DO NOT LEAVE A LOT OF SPACE BETWEEN THE CARS. This prevents other cars from moving up near the building. Students should have all bags ready to unload quickly. If extra time needs to be taken, the parent should park and walk the child over to the building. Consideration must be given for the other parents in the carpool line.

LOADING

When the 2:53 bell rings, all students will go directly to the lobby. Two teachers will be on duty and will load students into their cars. The two lanes next to the elementary walkway may be used. When the cars are loaded, the duty teacher will signal when the cars may move. **CARS ARE NOT TO MOVE UNTIL THAT TIME.** This has proven to be the safest and quickest method of loading after school, but it will work **ONLY** if everyone cooperates and follows these rules.

Elementary students who ride with high school students will be dismissed at 3:00 and should go directly to the front of the high school to meet their rides. Elementary students should not go to the back of the high school building and should not play in front of the school or go inside the high school building. Rather, they should walk to the high school using the walkway from the elementary to the high school building and sit on the steps at the front of the high school building. Children of high school teachers may go to their parent's classroom only after the dismissal bell rings in the high school building.

TREATS AND REFRESHMENTS

Treats and/or refreshments should not be sent to school unless the student's teacher has given approval. Sending flowers, balloons, etc. to school is discouraged. Those that are sent will be delivered during the last few minutes of the day to keep from disturbing a class.

VISITORS

Visitors to Canton Academy are always welcome but should check in at the office upon arrival.

**CANTON ACADEMY
INTERNET CONTRACT
ACCEPTABLE ON-LINE BEHAVIOR**

Use of the Internet provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. Access to the Internet is given as a privilege to students who agree to act in a considerate and responsible manner. We require that students and parents or guardians read, accept, and sign the following rules for acceptable on-line behavior.

1. Only school related projects may be done on CA's computers.
2. Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
3. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
4. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures
 - b. Using obscene language
 - c. Harassing, insulting, or attacking others
 - d. Damaging computers, computer systems, or computer networks
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folders, work, or files
 - h. Intentionally wasting limited resources, including through the use of "chain letters" and messages broadcasted to mailing lists or individuals
 - i. Employing the network for commercial purposes
 - j. Revealing the personal address or phone number of yourself or any other person without permission from administration
 - k. Using school property for personal e-mail
 - l. Participating in chat rooms, Facebook, etc. unless school related and approved by administration
 - m. Playing non-school related computer games without the permission of the instructor or administrator
5. Violations may result in a loss of access as well as other disciplinary or legal action.

IMPORTANT

**PLEASE SIGN AND RETURN THIS PAGE TO THE SCHOOL AS SOON AS POSSIBLE.
THANK YOU FOR YOUR PATRONAGE OF CANTON ACADEMY.**

I have read the Canton Academy Handbook and understand the policies and procedures of the school.

Parent's Signature

Date

Student's Signature

Date

I have read and understand Canton Academy's Internet Contract on Acceptable On-Line Behavior.

Parent's Signature

Date

Student's Signature

Date

My child has permission to go on any and all outings and field trips with Canton Academy. I will release the school and anyone associated with the school from the responsibility for any injury my child might incur. This includes staff, parents, etc.

Parent's Signature

Date

As parent/guardian of the applicant, consent is given that photographs of my child may be used by Canton Academy, its assigns or successors, in whatever they may desire, including newspaper, audiovisual productions, television, or the CA website.

Parent's Signature

Date

My signature below certifies that I have been made aware of the features and benefits offered by the accident insurance programs made available through Canton Academy. I have elected not to participate in this plan for the 2009-2010 school year.

Parent's Signature

Date

For security purposes at Canton Academy, I offer the following information on my child's vehicle.

Student: _____

Make of vehicle: _____ **Year of vehicle:** _____

Color of vehicle: _____ **Tag Number:** _____

Parent's Signature

Date

I give the staff at Canton Academy permission to medicate my child with Tylenol or Advil as needed for pain or headache.

Student: _____

Please administer:

_____ Tylenol as directed for age and weight

_____ Advil as directed for age and weight

_____ have the school nurse use her discretion on what type of medication is given

_____ do not give my child medication without contacting me first.

Parent's Signature

Date

THE CANTON ACADEMY HANDBOOK 2009-2010 IS PUBLISHED ON CA'S WEBSITE—CANTONACADEMY.ORG. PLEASE READ AND BE FAMILIAR WITH OUR CA HANDBOOK. IF INTERNET ACCESS IS NOT AVAILABLE TO YOU, PLEASE SIGN BELOW REQUESTING A PRINTED COPY.

I DO NOT HAVE ACCESS TO THE CANTONACADEMY.ORG WEBSITE AND WOULD LIKE TO HAVE A PRINTED COPY.

Parent's Signature

Date

Student's Signature

Date

Mailing Address