Canton School District

"Helping each student achieve success"

Welcome to Canton Schools! Thank you for joining us for your educational experience. We at CHS are confident you will earn a world-class education while gaining valuable experiences that you will use throughout your life. At CHS we pride ourselves on providing a safe learning environment and challenging curriculum along with offering several extra-curricular and co-curricular opportunities.

The following guidelines set the expectations of our school. Organizations with high expectations achieve greatness. Students, along with their parents, are expected to abide by the policies. These policies are a concerted effort on the part of faculty, parents, students and the administration. With a team-oriented effort by all, CHS will be a place of learning and achievement.

The ultimate purpose of education is to help each student become an effective citizen in our society. Accepting the responsibilities and obligations of good citizenship will help you participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in school will be directly related to your efforts.

Thank you for choosing the Canton School District and we wish you the best on your academic endeavors.

Soar C-Hawks…Soar!

CANTON SCHOOL SONG

Go Canton High School, Go Canton High School
Fight for victory!
With your colors flying we will cheer you all the way,
Rah! Rah!
Go Canton High School, Go Canton High School,
Fight for victory!
Spread forth the fame of your fair name,
Go, Canton! Win that game!

FOREWORD

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

Canton Middle School

GRADING SCALE

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

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

OFFICE HOURS: M-F 7:30 a.m. – 4:00 p.m. The office is open from 7:30 a.m. until 4:00 p.m. each school day to receive your telephone calls. Call **764-2706** to leave information about your student. **Students are not permitted in the building until 7:45am unless they have received prior permission.**

DAILY SCHEDULE - REGULAR C-Hawk Blue

1st	8:10 – 8:57
2nd	9:00 – 9:47
3rd	9:50 – 10:37
4th	10:40 – 11:27
5th	11:30 – 12:17
Lunch	12:17 – 12:52
6th	12:52 – 1:39
7th	1:42 – 2:29
8th	2:32 – 3:19

HONOR ROLLS

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

ICU

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

student is unable to attend, please contact the teacher to make other arrangements. Students are expected to complete assignments before attending practice.

STUDENT ABSENCES

When possible, parents are encouraged to notify the school ahead of time for any pre-arranged absences. For unexpected student absences, parents are asked to notify the Principal's office as soon as possible on the day of the unexpected absence. Students are then allowed one (1) school day for each day missed to make-up any work that was assigned during the unexpected absence.

EXCESSIVE ABSENCES

Federal mandates and state law hold schools and parents accountable for student attendance. In addition, the state of South Dakota requires children between the ages of 6-18 to "***annually and regularly attend school"*** and holds parents/guardians accountable when a child fails to attend school on a ***"regular basis".*** Because of this, the Canton Middle School feels that it is necessary to take action when a student has missed more than ten (10) days of school during the year. A zero may be recorded in the gradebook for ***any*** absence that occur beyond 15 days. Any unexcused absence will result in the student making up the time accordingly in Suspension After School (SAS). One missed day will equal three days of SAS.

LEAVING SCHOOL GROUNDS

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

DRESS CODE

In some cases, dress and grooming can disrupt the learning process, pose a health or safety hazard, invade the rights of others, or take away from the overall decency and decorum of the school. Unacceptable items for students attending CPS include: wearing any articles of clothing or displaying a tattoo which conveys a message of profanity; material that has intent to intimidate others; promoting drugs, alcohol, or tobacco; are sexually suggestive; gang related, displaying racial/ethnic slurs; or could be deemed disruptive to the learning environment. Students may be required to wear school issued clothing to cover the above listed offenses.

TECHNOLOGY

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

SCHOOL LUNCH PROGRAM

Students are required to maintain a school lunch account. Money is to be deposited into the family lunch account in advance and is automatically withdrawn each time a student eats a meal at school. Students are notified when their account reaches a negative balance and a notice is sent home. When a family balance reaches a negative $10, the account is may be blocked with the student unable to purchase any additional meals at that time. The Canton School District reserves the right to provide the student with an alternative meal of a sandwich and a carton of milk. Free and reduced meal applications

are available in the business office. We encourage families to complete an application if they feel that they may qualify for the federal free/reduced meal program.

LOCKERS

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

ACADEMIC HONESTY

- All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class expectations. Trying to pass someone else's work off as one's own contradicts what honesty is all about – integrity, truth, and genuineness. Work submitted under a student's name must be his/her own independent effort unless credit is given for specific assistance. With the growth of technology, also please remember the importance of giving credit when using your own computer and the internet. Students adhering to academic honesty do not engage in the following:
    - Cheating – deliberately giving or receiving improper assistance as defined by the teacher on assignments, projects, or tests during class or outside of class.
    - Plagiarism – using the words, work, or ideas of another without giving credit including use of Artificial Intelligence (AI) tools.
- Misrepresentation of academic assignments constitutes cheating/plagiarism and will not be tolerated. Teachers have the right and responsibility to identify cheating and will be supported when they report it. Most cheaters deny it and teachers are very qualified to recognize it when it occurs.
    - Academic consequences to be determined by the teacher and/or Principal.
    - Possible removal from and recording of an "F" for the course.
    - Parental notification.
    - Principal notification.
    - Possible disqualification from National Honor Society and other academic awards/scholarship.
    - Detention, suspension, or other appropriate disciplinary action.

MS CELL PHONES

Middle School students must place their phones on silent or turned off and in their lockers during the school day. Cell phone usage is strictly prohibited in bathrooms and locker rooms.

Consequence

Improper use of cell phones will result in the phone being confiscated for the remainder of the school day. Repeated offenses will result in the student handing their phone to a Dean of Students before 1st period until the issue is resolved. Any student refusing to give their phone to a staff member after being asked will be deemed insubordinate and will receive the corresponding consequence.

AGENDA BOOK

Each student is given an agenda book at the beginning of the school year. The purpose

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

MEDICATION

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

EXPECEDTED HALLWAY BEHAVIOR

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

BULLYING

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

Canton High School

CANTON HIGH SCHOOL MISSION:

Our mission for the students of Canton High School is to supply tools to succeed, become creative thinkers, life-long learners, and productive members of society, while maintaining a safe environment. This shall be accomplished by the mastery of the established curriculum for all students through proven instructional strategies, appropriate assessments, supportive interventions, and extended learning opportunities.

CANTON HIGH SCHOOL VISION

Theme: Students – Students leave CHS with positive attitude, respect for self and others, strong work ethic and a commitment to their lifelong learning. CHS students display the attributes of the C-HAWKS Advantage: Character, Honor, Achievement, Wisdom, Knowledge and Service. This is done through the combined efforts of our community, parents, teachers and students.

Theme: Staff – CHS is devoted to hiring the most qualified teachers who are strong leaders and passionate advocates for the subjects and students they teach. Our staff functions well as a team and has high expectations for our students as well as for ourselves. Because we believe that the role of faculty and staff is critical to our students' success, we will always strive to be compassionate, consistent, and committed to the public we serve.

Theme: Culture – Students come to a safe and clean learning environment where they share a sense of belonging and can connect with adult staff members. Students have opportunities to become what they dream while being guided by staff, parents and the community. These opportunities are enhanced by a desire to deliver innovative education that addresses all students' needs.

Theme: Resources – CHS provides well-maintained facilities, effective resources, appropriate equipment, and a rigorous curriculum to promote excellence in an interesting and varied learning environment. CHS strives to provide and use resources that prepare students for the 21st century and the 'new economy.'

Theme: Student Conduct – CHS implements a school-wide discipline plan that addresses student conduct in a safe and orderly environment. The plan is well defined, providing for flexibility that leads to all students and teachers being accountable while preserving dignity.

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DAILY SCHEDULE - REGULAR C-Hawk Blue

1st	8:10 – 8:57
2nd	9:00 – 9:47
3rd	9:50 – 10:37
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Lunch	12:17 – 12:52
6th	12:52 – 1:39
7th	1:42 – 2:29
8th	2:32 – 3:19

ACADEMICS

Graduation Requirements (24 Credits)

English/Language Arts: 4 credits
English 1-1.0
English 2-.5
Speech-.5
American Lit-.5
English 3-.5
Composition-.5
English Elective-.5

Math: 3 credits
Algebra I-1.0
Geometry -1.0
Algebra II-1.0

Science: 3 credits
Biology-1.0
Physical Science-1.0
Additional Lab Science-1.0

Social Studies: 3 credits
World Geography-.5
Word History-.5
American History-1.0
Government-1.0

Personal Finance or Economics-.5 credits

Fine Arts-1.0 credits

Physical Education and Health: 1.0 credits
Physical Education-.5
Health or Health Integration-.5

1 unit of any combination
Approved CTE courses
World Language

GRADE POINT AVERAGE

- We will use the following scale when calculating a student's overall high school grade point average (GPA). Class Rank is determined by using the cumulative grade point average of all classes beginning with the ninth grade. Pass/Fail courses shall not be used in the calculation of Grade Point Averages. Courses retaken will be included in the Grade Point Average.

A+ = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.7	B- = 2.7	C- = 1.7	D- = 0.7
			F = 0.0

Grading Scale

95 – 100	A	77 – 79	C
92 – 94	A-	74 – 76	C-
89 – 91	B+	71 – 73	D+
86 – 88	B	68 – 70	D
83 – 85	B-	65-67	D-
80 – 82	C+	0 – 64	F

PARTICIPATION IN GRADUATION CEREMONIES

- In order to participate in the graduation ceremony, a senior must be within one (1) credit of completing all graduation requirements by the Midterm of the Fourth Quarter at 3:19pm be currently enrolled in school and be enrolled in summer classes to finish the required work.

- Notification of a student's intent to participate in the graduation ceremony must be received in the high school principal's office by April 25th of the graduation year.
- To participate in the graduation ceremony, the student must have paid all assessed fines and fees and served all detentions and suspensions. If this is not completed, the student will not receive their diploma.

GRADUATION SPEAKERS

- Two students will be selected by vote of the senior class to represent them at graduation.
- Criteria:
  - Minimum GPA of 3.5
  - Fulfill the Advanced Curriculum requirements: 4 credits English, 3 credits Science, 3 credits Math, etc.
  - Have participated in a minimum of two cumulative years of extra or co-curricular activities.

EARLY GRADUATES

- Students who wish to graduate at mid-term of their senior year must work with the counselor to make sure all requirements are met. All course work must be successfully completed at that time. There is no "finishing up" during the second semester. A meeting must be held and a form must be filled out by the end of September before the early graduation. The meeting must include the Principal, Counselor, student, and parent. The student and the parent must both sign the form. These individuals will be allowed to participate in prom and graduation ceremonies. Students will not be allowed to work ahead during the summer or in credit recovery classes to avoid the regular classroom experience unless they have been accepted into the CHS alternative program. It is our firm belief that there is no replacement for the learning experience within the classroom.

STUDENT CLASS SCHEDULES

- Students pre-register for classes in the Spring.
- All CHS students are required to enroll in at least seven academic classes and are limited to one study hall each semester.
- Schedules are handed out at the start of the new school year. This schedule will have your full-year complete schedule and your locker number. You and you alone are responsible for reporting to your regularly scheduled classes.
- An additional study hall may be allowed for students taking online dual credit courses.

DROPPING/ADDING COURSES

Students may not drop, discontinue, or add subjects without the permission of the principal and are subject to the following conditions:

1. Students may make adjustments to their schedules during the first three days of the semester. No class may be added after that date.
2. Students must have the approval of parents.
3. Changes may be made only after consultation with appropriate instructors.

4. Classes dropped after the first week will be recorded as an “F” on the student’s transcript.
5. Class changes will be based on academic rigor and class size balance.

PARENT TEACHER CONFERENCES

- Parent-Teacher conferences are scheduled twice during the school year. Parents are encouraged to schedule a conference whenever the parents or teachers deem it necessary.

SEMESTER TEST POLICY

- All students will complete a comprehensive semester test in all of their classes that offer a semester test. These tests will count for 1/5 (20%) of the final semester grade. Failure to attend and complete a semester test during the scheduled time will result in a zero. If a student must miss for a legitimate reason it is their responsibility to communicate that to their teachers and principal.

ATTENDANCE INCENTIVE PROCEDURE

- All students in grades 9-12 will not have to take a semester test if they have no more than 3 absences and no more than 3 tardies during the semester. Students must also have a B (86%) or higher in classes in which they wish to use this exemption.
- Students who are assigned SAS, ISS or OSS for behavioral issues will not be eligible for this exemption.
- Absences related to school sponsored activities will not count against a student’s attendance record for this exemption.
- 9th and 10th graders with more than two excused or unexcused absences from the lunch period will not be eligible for this exemption.

WITHDRAWALS AND TRANSFERS

- If you plan to transfer to another school or to drop out of school, you must notify the principal at least one day in advance and complete a withdraw and transfer form which must be returned to the principal’s office when completed.
- A student's school records will be transferred upon request by a school official or parent to the school or institution where the student is enrolling. New students registering for CHS are expected to notify their previous school to have their records and transcript sent.

ATTENDANCE POLICY

STATEMENT OF PURPOSE

Regular school attendance is a significant and vital component of a student’s education. Regular attendance is tied to successful academic achievement and

remains a part of a student's permanent record that colleges and employers see. Since each class a student takes has academic value, students who miss this time miss an integral part of the class. Moreover, consistent school attendance is one means by which a student develops responsibility and self-discipline. State Law requires the local board of education to establish attendance standards. Students are to be in attendance a minimum number of days for instructional purposes in order to obtain credit. For these reasons, student absences from school should be limited to those instances in which absence is genuinely unavoidable or in the best educational interest of the student.

ABSENCE PROCEDURE

If a student will be absent from school, leaving early, or arriving late, the following procedures must be followed:

- If a student will be absent, a parent/guardian must contact a secretary at the school at 764-2706.
- Upon returning to school, if parents have not contacted the school, students must bring a written note explaining the absence.
- Absences must be verified within 24 hours of the occurrence. If not, they will be considered truancies.
- If a student will be leaving during the school day, a parent/guardian must call school before the student will be released. Students who leave school and then call later will be recorded as truant.
- **LEAVING SCHOOL GROUNDS**: All students are expected to notify the Principal's Office and be excused from school before leaving the building during the school day. NEVER LEAVE THE BUILDING WITHOUT FIRST REPORTING TO THE PRINCIPAL'S OFFICE AND OBTAINING PERMISSION. Failure to do so will result in the absence being considered truancy regardless of the reason presented upon the student's return.
- Notes for early dismissal are to be turned in at the office by 8:10 a.m.
- Students participating in school-sponsored activities will be marked present.

TARDIES

- As a responsible student, you are expected to be in your designated area as stated by your teacher when the late bell rings. You are tardy if you are up to five (5) minutes late, **after that it will be considered an absence**. Flagrant tardiness and absences may result in further disciplinary action such as detention, suspension and expulsion from school.

CHECK IN AND OUT PROCEDURES

- Students must check and sign out of the office prior to leaving. Students who are arriving late must check and sign in at the office.
- When an absent student returns during the school day, he/she must sign in and obtain an "Admit Slip" from the office before the student will be allowed to return to the classroom. An "Admit slip" is not necessary if the student missed the previous day.

- The office personnel may request a doctor's certificate clarifying the status of the illness and the ability of the student to return to school.

PASSES

- All students must have a pass from their classroom teacher to be outside of their designated classroom after the first five minutes of each class period. Failure to produce a pass may result in that class time being made up after the school day.

EXCESSIVE ABSENCE POLICY

- Student absences will be marked as either excused or unexcused.
- Absences are accumulated by semester.
- A warning letter will be sent out to the parents of a student who has five (5) absences in a semester informing them of the attendance policy. When a student obtains eight (8) absences from any class in one semester, the student and his/her parent will be required to meet with an Attendance Committee. This committee will be comprised of the Principal, Deans of Students and classroom teacher(s). The committee will determine if the student will receive credit for the class(es) in which the excessive absences occurred. The committee may decide to deny credit, reinstate credit, or place the student on an Improvement Plan. Students and their parents have the right to grieve any decision made by the Attendance Committee and the Canton School Board.

- In addition, the state of South Dakota requires children between the ages of 6-18 to "***annually and regularly attend school"*** and holds parents/guardians accountable when a child fails to attend school on a ***"regular basis".*** Because of this, the Canton School District feels that it is necessary to take action when a student has missed more than ten (10) days of school during the year. A zero may be recorded in the gradebook for ***any*** absence that occur beyond 15 days. Any unexcused absence will result in the student making up the time accordingly in Suspension After School (SAS). One missed day will equal three days of SAS.

TRUANCY

- **Truancy** is any absence without prior knowledge or permission from the school or parents. Truants will be referred to the proper authorities and will be subject to disciplinary action. A student is considered truant regardless of whether he/she misses a full day, partial day or all or part of any class. This applies to academic and nonacademic time (study hall and advisory).

- A truant student will be assigned to Detention, Saturday School, In-School Suspension, Suspension After School or Out of School Suspension.

ABSENTEE MAKE-UP WORK

- It is the student's responsibility to prearrange makeup work before an anticipated absence, whether personal or school sponsored.

- A student will have the same number of days to make up missed work as days absent. Example: three days missed = three school days to make up the work. It is the student's responsibility to make arrangements with individual teachers. If there are extenuating circumstances, see the principal.

INCOMPLETES

- An incomplete grade may only be granted by the discretion of the teacher and High School Principal with a designated completion date. This may only happen if there has been some sort of extraordinary circumstances that made the completion of the course in the allotted time impossible. The grade that goes on a student's report card is designed to be reflective of that student's mastery of the course content. Decisions will be made with this in mind.

SCHOOL POLICES FOR STUDENTS

STUDENT – PUBLIC INFORMATION

- Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and high school league activities or events.

STUDENT ACADEMIC CLASSIFICATION

- Students who successfully complete 5 credits prior to the beginning of the school year (first day of the school year) will be considered a sophomore. Likewise, students who have completed 10 credits will be considered a junior and students who have completed 15 credits will be considered a senior. This applies to all school events during that year and Open Lunch Privileges.
- Foreign exchange students are classified as juniors or younger. The students may take classes at appropriate skill levels.

DRESS CODE

In some cases, dress and grooming can disrupt the learning process, pose a health or safety hazard, invade the rights of others, or take away from the overall decency and decorum of the school. Unacceptable items for students attending CPS include: wearing any articles of clothing or displaying a tattoo which conveys a message of profanity; material that has intent to intimidate others; promoting drugs, alcohol, or tobacco; are sexually suggestive; gang related, displaying racial/ethnic slurs; or could be deemed disruptive to the learning environment. Students may be required to wear school issued clothing to cover the above listed offenses.

OPEN LUNCH PRIVILEGES

- Students in grades 11 and 12 have the privilege to leave school grounds during their lunch period. These students may drive during the lunch period.
- Students in grades 9 and 10 have closed lunch and are not allowed to leave the building during the lunch period. This includes the area immediately

outside of the school entrances and the parking lot area. More than two absences form the lunch period will result in loss of semester test exemption.

- Students must realize that the open campus is a privilege and can be lost if abused. Any student, who engages in a disrespectful act toward students, other persons, or property in the neighborhood/community, will lose this privilege. The school day starts for students when classes begin in the morning and ends after the last period of the day. This day includes the lunch period and is considered part of the learning environment, which adds to the education of students and is therefore subject to school policy. Privileges that exist may be subject to change as the current situation may dictate. Violating open lunch will result in structured lunch.

SENIOR PRIVILEGES

Senior students have the ability to earn Senior privileges through their achievement in the classroom and their behavior at school. These privileges allow the student to leave the campus during their study hall. The timing of this privilege is dependent on the following criteria:

- 2nd Quarter
  - Qualified for Semester Test Exemption previous Spring
  - Currently qualifies for current Semester Exemption
  - ACT greater than or equal to 22 (composite)
  - SBA scores of 3 or 4 in each category
- 2nd Quarter Midterm
  - Currently qualify for Semester Test Exemption
  - No unexcused absences this Semester
  - ACT greater than or equal to 20 (composite)
  - SBA scores of 3 or 4 in either category
- 3rd Quarter
  - 20 credits earned toward graduation
  - Qualified for Semester Test Exemption in the Fall
- 4th Quarter
  - 20 credits earned toward graduation
  - Currently qualifies for Semester Test Exemption

VEHICLE USE

- Students are not allowed to go to, be in, or use their vehicle during the school day unless permission is obtained from the office. Once the student arrives at school, the vehicle is considered off limits until the end of the school day. **Any student who may need access to his/her car during the school day will be required to obtain permission from the principal's office before entering the car.** Students who fail to comply with this expectation or operate a vehicle in an unsafe manner near school grounds will be subject to disciplinary action and a police referral.
- Students must park on the street, or in the lot adjacent to the Performing Arts Center, and anywhere designated as student parking..

TEXTBOOKS AND EQUIPMENT

Textbooks are loaned to students each year. Students are responsible for the books/equipment checked out to them and will be held accountable for any damages done to their textbook/equipment/computer while checked out. Whether the student or another party did the damage, the student who is responsible for the textbook/equipment will be required to pay for the damages when returned at the end of the semester. Canton School District is not responsible for lost or stolen items.

LOST AND FOUND

Lost and found items are located in the principal's office. Materials found in the building can be brought to the office. The school encourages students to refrain from bringing valuable items to school.

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS

- Students and/or organizations may not distribute non-school-sponsored materials in school without pre-approval of the Principal.

LOCKERS

- The student lockers are a part of the school building, and as such are under the supervision and jurisdiction of school officials. Anytime there is reason to believe that a contraband item or something of an illegal nature is present, a school official may search a student's locker.

**** The school is not responsible for loss of property from lockers.***

LOCKER INSPECTIONS

- Locker inspections will be conducted at the end of each semester. The purpose will be to promote cleanliness and order to the locker by removing accumulated materials, to promote the return of overdue or lost library material, and to eliminate any inappropriate writings/drawings/posters.

INTERNET USE POLICY

The purpose of the Canton Public School District's networks and the Internet is to provide additional educational resources and communication for students and teachers. The use of the networks and Internet is a privilege. Inappropriate use of the network or the internet will result in a loss of network privileges. If you try to damage equipment, software, or other user's data, you will lose your computer privileges and be subject to the school district's discipline policy or other laws and may be required to compensate the district for any damage.

When using the Canton School District's networks and its connection to the Internet, you must accept the responsibility to use it in a proper and legal way.

- Abusive, vulgar communication is not to be used.
- Downloading, sharing, or transmitting inappropriate files, materials or programs is prohibited.
- Your first and last name, your home address, password or home phone number is not to be given out.
- Interfering with others on the network is not allowed.
- All communications, pictures and graphics are the property of the author and can be used only with permission

- The networks are not to be used for private financial gain.
- The use of another person's account is not allowed.
- A teacher must authorize the use of a chat room.

- Taking images of other students and staff without permission is strictly prohibited. Sharing and disseminating those or other images without the subject's permission is also strictly prohibited, and is a violation of FERPA laws. Creating images or visual / aural representations of students or staff and disseminating those images is strictly prohibited.

Artificial Intelligence

- Students are prohibited from incorporating AI technology into their assignments or projects, unless instructional staff tells students that AI can be used for a specific assignment, portion of assignment, or project. Student assignments and projects must rely solely on human effort and intellect.
- Students must uphold the principles of academic integrity by submitting work that is solely their own, demonstrating their knowledge, skills and abilities acquired through personal effort and study. The use of AI technology in assignments and projects undermines the authenticity and individuality of students' work.
- Students are encouraged to explore and utilize a wide range of technological tools and resources that are not AI-dependent to enhance their assignments and projects. This includes traditional research methods, computer programs, software applications, and other non-AI-based tools that support academic learning and creativity. AI technology may be used for clarification or explanations to understand complex texts or to assist in brainstorming ideas, topics, and writing prompts. Any such use should be cited.
- Students may not pass off any AI technology as their own work, such as by copying text or images from AI programs without proper attribution. Text or images copied directly from AI generated content must be properly cited. Other uses of AI must be clearly described at the end of the assignment or project. If instructional staff allow student use of AI technology in connection with a specific project or assignment, students must use AI only as permitted.
- Students must disclose the AI tool used, and attribute and cite AI text and images properly when used in the student's work. A student who uses AI technology without permission, who uses it in an improper way, or who otherwise violates this policy will constitute a violation of the District's code of conduct, cheating, plagiarism, and/or academic dishonesty policy, and/or provisions stated in the student handbook, and will be subject to student discipline.

**** The Canton Public School District will not be responsible for loss of information or the accuracy or quality of information obtained through its network services.***

STUDY HALL GUIDELINES

Preparation for Class:

- Students need to bring something to study or work on during study hall. These items could be homework, a magazine, a book, art supplies, etc.
- If a student needs to go to another classroom during study hall, they will need to have a pass from that teacher before they come to the study hall.
- This is a study hall; students are expected to work during this time.

Restroom or Water:

- Only one boy and one girl will be allowed to leave the room at a time to go to the restroom.

COMMUNICATION OF ILLNESS

When you need to call home because of illness, someone in the Principal's Office must speak to a parent to verify your dismissal. This applies even to eighteen-year-olds living at home. You are not to leave the school grounds for any reason without proper authorization between parent/guardian and office personnel.

HS CELL PHONES

High School students may carry their phones but must not have them out during instruction and it must be in silent mode. They may use them during non-instructional time (as deemed appropriate by the teacher), passing periods, and lunch. Cell phone usage is strictly prohibited in bathrooms and locker rooms.

Consequence

Improper use of cell phones will result in the phone being confiscated for the remainder of the school day. Repeated offenses will result in the student handing their phone to a Dean of Students before 1st period until the issue is resolved. Any student refusing to give their phone to a staff member after being asked will be deemed insubordinate and will receive the corresponding consequence.

OUTSIDE SCHOOL VISITORS

- Any student who is not an official member of the Canton School District is required to report to the office immediately upon entry into the building. Students are not allowed to bring “student visitors” to school.

FIRE DRILLS/DISASTER DRILLS

- Fire and Disaster drills are required by law and will be held periodically to evaluate our plan of action. Instructions are posted in each room; acquaint yourself with these instructions. After the alarm sounds walk quickly out of the building without coats or books. No talking or visiting is allowed. You must remain together with your class/group so the teacher can account for all students and make necessary announcements.
- The unauthorized setting off of any fire alarm is extremely serious. If this does occur and a student is found to have done it, the student will be suspended from school and will have to pay the fire department for the call. The proper authorities will be contacted so further legal action may be taken.

SKATEBOARDS

- No skateboards, scooters, motorized or non-motorized apparatuses, or roller-blading will be allowed on school property, unless it is a part of a school activity.

COLLEGE VISITS

- Only juniors and seniors are allowed to visit a post-secondary institution of their choice during the school year. This visit must have written permission from a parent or guardian and all schoolwork is to be completed prior to the absence. Students may be required to have a form completed that verifies their visit.

STUDENT PRIVACY

- Student lists will not be given to any outside person, organization or group. This rule is to protect the privacy of our students. Also, recent legislation concerning the publication of students' pictures and names in a school annual or school paper affects the students at Canton High School. Therefore, the following school policy will be followed: "School pictures and identifying names will be printed in the school paper and annual and given to the local news media on those occasions that warrant it. However, any student or student's parent if the student is under eighteen may request that his/her picture not be published in the media or in the school annual, such a request to be made in writing to the principal of the high school. This does not cover pictures taken by the news media during a school event.

HALL PASSES

- Students will be given a pass in order to be out of their designated class during class time. Failure to produce a pass may lead to disciplinary action or the student making up the time after school.

PUBLIC DISPLAY OF AFFECTION (PDA)

- Displaying excessive signs of affection in public is totally inappropriate and is prohibited.

ACADEMIC HONESTY

- All students are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class expectations. Trying to pass someone else's work off as one's own contradicts what honesty is all about – integrity, truth, and genuineness. Work submitted under a student's name must be his/her own independent effort unless credit is given for specific assistance. With the growth of technology, also please remember the importance of giving credit when using your own computer and the internet. Students adhering to academic honesty do not engage in the following:
    - Cheating – deliberately giving or receiving improper assistance as defined by the teacher on assignments, projects, or tests during class or outside of class.

    - Plagiarism – using the words, work, or ideas of another without giving credit. Including the utilization of Artificial Intelligence tools.
- Misrepresentation of academic assignments constitutes cheating/plagiarism and will not be tolerated. Teachers have the right and responsibility to identify cheating and will be supported when they report it. Most cheaters deny it and teachers are very qualified to recognize it when it occurs.
    - Academic consequences to be determined by the teacher and/or Principal.
    - Possible removal from and recording of an "F" for the course.
    - Parental notification.
    - Principal notification.
    - Possible disqualification from National Honor Society and other academic awards/scholarship.
    - Detention, suspension, or other appropriate disciplinary action.

BILLS

- All bills and fines must be paid by the end of the year before you will receive your report card, official transcript, or diploma

STUDENT ACTIVITIES

SCHOOL SPONSORED EVENTS

- All co-curricular activities, practices, sporting events, and school-sponsored events are an extension of the school. All rules, guidelines and policies of the Canton School District will be adhered to while participating in, or attending said events, whether on school property or at an alternate location.

EXTRA CURRICULAR ACTIVITIES

- Canton High School is a member of the South Dakota High School Activities Association and has agreed to adhere to its by-laws that pertain to age of certain participants (eligible only until reaching 20th birthday), duration of eligibility (eligible only for four first semesters and four second semesters), and scholastic standing (eligible only if enrolled in four full-time classes in courses approved towards graduation and has the previous semester and is in the current semester doing passing work in at least four full-time classes).
- In addition, the Canton School District and/or the activity director may prescribe additional rules and regulations that must be followed in order to be eligible for participation in any respective co-curricular or extra-curricular activity. These rules can be found in the School Activities Handbook. Violation of any of these standards may be cause to suspend the student from further participation. We strongly encourage all students to become involved in at least one activity. The more you are involved, the better your experience at Canton High School will be.

Responsibility of Student Fans

- 1. Know the rules and strategies of the contest in order to cheer at proper times.
- 2. Maintain enthusiasm and composure, serving as a role model.
- 3. Participate positively in the event or contest by supporting the coaches and participants.
- 4. Exercise good judgment in cheering for outstanding performance, not against opponents or to ridicule an error.
- 5. Be an exemplary role model by positively supporting teams in every manner possible, including content of cheer and signs.
- 6. Show respect and concern for an injured player, regardless of team.
- 7. Respect decisions made by contest officials.
- 8. Realize that a ticket represents a privilege and a responsibility to observe and positively support a high school activity, not a license to verbally assault others or be generally obnoxious.
- 9. Respect fans, coaches, and participants.
- 10. Encourage surrounding fans to display only sportsmanlike conduct.
- 11. Resist being drawn into negative conduct by other fans, including opposing fans.

HOMECOMING

- Two ballots select the Master of Ceremonies and the Queen. All legitimate seniors will be on the first ballot. Only seniors will vote for five males and five females to select the royalty on the first ballot. A second ballot to select the Master of Ceremonies and Queen will be taken upon announcement of the Royalty Candidates. All students will vote on the second ballot. The High School Principal will be responsible for counting the ballots. *If there should be a tie in the final voting, the individual who received the most votes from the original (1st) ballots will be crowned.*

HOMECOMING PARADE

- The Canton School District counts the Homecoming School Day and Parade as a day of school. For this reason, the Homecoming Parade and related activities that occur will be considered a part of the regular school day. No inappropriate or political gestures, phrases, or communications will be allowed on the parade floats or in the parade. Students are reminded that all school rules will be enforced during this time even though the various activities may not take place on school grounds. Consequences may be given should a student or students not follow policy.

ACTIVITY TICKETS

- You are not required to purchase activity tickets. If you choose to purchase the ticket, you may do so during new student registration or after the school term has begun. This ticket will admit you to all home sporting events, plays and music programs. However, it will not be accepted at any tournaments. If you do not purchase an activity ticket, you must purchase a student admission ticket each time you attend an event where admission is charged.

- ***You must have your activity ticket with you to be admitted without paying.***

JUNIOR-SENIOR PROM

- Only those students who are a member of the junior/senior class at Canton High School will be allowed to attend the Canton High School Prom. However, these individuals will be allowed to invite one person to Prom as their guest. To qualify as a guest, a student must at least a sophomore in high school and no more than 20 years of age. All invited guests must be registered with and approved by the main office. In addition, students must sign up for the Grand March in order to participate. Those individuals who are not dressed formally will not be allowed to participate (jeans and t-shirts are not formal dress). Students will be expected to stay in formal dress until the end of the Prom. Once students attend the Prom they will not be allowed to leave until the Principal determines the dance to be over or that time is needed to change before After-Prom activities.

STUDENT RECOGNITION PROGRAMS

HONOR ROLL

- At the end of each quarter and semester, an honor roll list will be submitted to the local newspaper containing the names of those students who achieved a “B” average or better in their classes. Students who received all "A's" in their classes will be listed as high honors. A "D" grade disqualifies a student from the honor roll.

NATIONAL HONOR SOCIETY

- The National Honor Society is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character.

STUDENT COUNCIL

- Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives you a share in management of the school, develops high ideals of personal contact, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the council are your representatives and have direct access to the school administration.

ACADEMIC LETTER

- An academic letter is a unique distinction that a student earns for outstanding performance in the classroom. In the fall of each school year,

the letters are distributed in conjunction with the National Honor Society induction ceremony and reception. This evening features a keynote speaker, remarks from the National Honor Society president and the principal. Each student who meets the criteria for earning an academic letter is called to the stage to receive either a chenille letter (which can be used on the letterman jackets) or a gold bar (for students receiving a letter for the second or third time). The event is sponsored by the CHS Administration and the Canton High School Chapter of the National Honor Society.

- The criteria for receiving a letter is as follows:
    - Students in grades 10-12 are eligible
    - Students must have earned the following weighted cumulative grade point average based on semester grades:
        - 10th grade: 3.7 (A- Average) GPA based on two semesters of 9th grade work
        - 11th grade: 3.5 (B+ Average) GPA based on four semesters of 9th and 10th grade work
        - 12th grade: 3.3 (B Average) GPA based on six semesters of 9th, 10th, and 11th grade work
    - Students must not have earned any "D" or "F' grades for semester or quarter grades in the previous two semesters.
    - Transfer students must have completed a minimum of two full semesters at Canton High School to be eligible for an academic letter.

HEALTH AND SERVICES

COUNSELING

The guidance department exists for the benefit of every student in Canton High School. The guidance services, including personal, educational, and vocational counseling are available to all students. The doors to the guidance office are always open to you. Parents are also welcome to confer with the guidance counselor at their convenience. The purposes of the guidance department are to:

A. Help each student get the most from actual class work.
B. Help each student find his or her place in the extra-curricular program.
C. Help each student plan his or her life work.
D. Help each student with personal problems.
E. Give students information about available scholarships.
F. Administer aptitude, interest, and achievement tests to help students realize their capabilities.
G. Assist students in the selection of an appropriate vocation. If you wish to see the guidance counselor, make an appointment with her and get a pass from her for the scheduled time.

*** Canton High School also has a drug and alcohol counselor available to all students. There are many services that this person provides for our students. Please feel free to contact this person with any drug or alcohol concerns that may arise.**

INSURANCE

- The school district makes available a student protection plan open to all students on a voluntary basis. This application form along with a dental protection form will be sent home with the student during the first week of school. Students participating in Physical Education or Athletics are encouraged to carry insurance. The school is not obligated for any payments to claims.

STUDENT HEALTH

FLU AND FLU LIKE ILLNESS

The community Health Department recommends the following measures for the protection and well-being of your student with flu like illness.

It is recommended the person avoid contact with others during the acute stage, especially during peak elevation of fever.

This may be a highly variable illness, ranging from mild to severe symptoms. Therefore, we encourage your student to remain at home one to three days more or less, depending on mildness or severity of symptoms. The return to normal activities should be gradual. Over exertion and chilling should be avoided as much as possible.

When a child has symptoms of an acute head cold it is advisable to take precautions to prevent the spread of infection to others.

IF YOUR CHILD IS ABSENT FROM SCHOOL (IN THE P.M.) DUE TO ILLNESS, PLEASE DO NOT HAVE THEM ATTEND ANY CANTON SCHOOL DISTRICT ACTIVITIES THAT EVENING.

ILLNESS

If your child is ill, keep your student at home. Be alert to symptoms such as:

- Upset stomach
- Runny nose
- Sore throat
- Fever

Student must be home until they have been fever/symptom free for 24 hours.

Check with your doctor or school nurse for treatment options and ask the proper time to return to school.

CMS/CHS DISCIPLINE AND CONSEQUENCES

FOREWORD

Effective schools are those that are able to create and maintain a climate in which learning is both possible and probable. Such a climate does not occur by accident. It is only created when students are taught the expectations and when those expectations are enforced in a consistent and predictable manner.

The purpose of this document is multifold. First, it provides staff, students and parents with a "common language" that will be used to describe and differentiate between various behaviors. It also distinguishes between the two types of inappropriate behavior: minor infractions and major infractions. And lastly, this document provides a general framework from which consequences will be administered.

DISCIPLINARY PROCEDURES

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

POSSIBLE DISCIPLINARY CONSEQUENCES

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

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

Detention- Detention refers to extra time issued to a student by a school staff member, teacher or administrator. Students who fail to report to the teacher when asked will receive additional disciplinary consequences.

Saturday Detention - Students assigned to Saturday Detention will be required to be in attendance at school from 7:30 a.m. to 10:30 a.m. on the assigned Saturday. Any student who fails to serve on the scheduled date will receive additional disciplinary consequences.

In-School Suspension (ISS) - Students assigned ISS are required to work quietly and diligently on their assignments in an isolated area. The goal is to instill in the student that the classroom is more desirable than ISS. Those students assigned ISS will receive full credit for all school-work completed while in ISS. However, students are not allowed to attend or participate in any school activities on the day in which ISS is being served. Students who are uncooperative may be given extended ISS time or be assigned OSS. ISS runs from 8:00 am - 3:30 pm each day.

Out-Of School Suspension (OSS) - Serious or repeated violation of school policy will result in an out of school suspension. During this time, the student will not be allowed to attend/participate in any school activities until the day in which the student returns to school.

In addition, students will not receive credit for work missed during the duration of OSS .

Suspension After School (SAS)
Suspension after school may be assigned to a student as an alternative to missing class (ISS) or as an opportunity to make up class work or school time. Any student in SAS will not be able to participate in school activities on the day of the suspension.

Long-Term Suspension/Expulsion - Long-Term Suspension/Expulsion is the action by the school board to terminate a pupil's membership in school. South Dakota law prevents students who have been suspended or expelled from one school in South Dakota to transfer into another district until the original suspension has been completely served with the expelling school district. Any student who accumulates >20 points during the course of the year will be required to appear before the school board for an expulsion hearing.

MINOR INFRACTIONS

A "Minor Infraction" is a term used to describe a number of undesirable student behaviors. These infractions are usually less severe in nature and are often handled by the classroom teacher. However, a minor infraction may become a major infraction if the behavior is continually repeated over time. This indicates that the student is not attempting to change his/her behavior.

CHEATING - Attempting to receive credit for work that is not your own or engaging in fraudulent collaboration with another person(s) or source(s) for your or others' advantage.

1st Offense	Zero given on that specific assignment. Teacher records offense in DDN. And, detention.
Subsequent Offenses	No credit given for class in which the subsequent offenses occurs.

CONTRABAND- Any item or device that is considered disruptive and/or potentially dangerous. Examples include (but are not limited to) cell-phones, lighters, laser lights, noise-makers, bouncy balls, hacky sacks, etc… The staff member will confiscate the contraband item and immediately submit it to the central office. Electronic devices may be picked up at the end of the school day.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

MAJOR INFRACTIONS

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

ABUSIVE LANGUAGE/GESTURE – Swearing at or directing derogatory comments/gestures/images at another student/s. Hate speech will be considered a second offense and dealt with accordingly, and is defined as any communication—in speech, writing, or behavior—that attacks, degrades, or

incites hatred or hostility against an individual or group based on inherent characteristics such as (but not limited to) race, ethnicity, religion, sexual orientation, gender, or disability. (2 points)

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

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

Every Offense	3-5 Days OSS

ASSAULT- A violent physical attack or altercation with the intent of doing physical harm. (10 points)

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

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

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

DANGEROUS WEAPONS - South Dakota Codified Law 13-32-7 prohibits any person from carrying, having in possession, storing, keeping, leaving, placing, or putting into the possession of another person, any firearm or air gun on school premises, vehicle, or building or any premises, vehicle, or building used or leased by the school district, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. Students who violate this policy may be removed from school for not less than one (1) full calendar year as required by the Gun-Free Schools Act of 1994.

DISTURBANCE OF SCHOOL

South Dakota Codified Law 13-32-6 states that a person, whether pupil or not, who intentionally disturbs school or who intentionally interferes with or interrupts the proper order or management of a school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his duty, is guilty of a Class 2 misdemeanor. Law enforcement officials will be notified immediately as required by law or deemed necessary. It's important to note that the court system has ruled that a disruption can occur at any time, regardless if the individual is on or off of school grounds.

DRUGS/ALCOHOL - Possessing, using or under the influence of alcohol, drugs or controlled substance. (10 points)

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

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

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

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

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

Every Offense	In-School Suspension

FIGHTING- Two or more students engaging in a physical altercation with the intent of doing physical harm. (2 points)

Every Offense	3-5 Days OSS

RECORDING FIGHTS- Students are prohibited from recording visual images of fights on school property. (2 points)

Every Offense	1-5 days ISS

RECORDING OR CREATING IMAGES WITHOUT PERMISSION- Taking images or aural recordings of other students and staff without permission is strictly prohibited. Sharing and disseminating those or other images without the subject's permission is also strictly prohibited and is a violation of FERPA laws. Further, creating images or visual or aural representations of students or staff and disseminating those images is strictly prohibited. (2 points)

Every Offense	1-5 days ISS

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

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

LYING - Delivering information that is untrue or misleading. (2 points)

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

Such behavior will result in the consequence being doubled for an initial offense.

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

1st Offense	Detention
2nd Offense	In-School Suspension

3rd Offense 3-5 Days OSS

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

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

Every Offense After 3 In-School Suspension

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

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

***Canton School District is not responsible for any lost or stolen items**

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

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

THREATS

Any action, whether it is verbal, written or physical in nature that is perceived to threaten lives, causes serious public inconvenience or the evacuation of a public building is guilty of communicating a threat. Individuals who violate this policy will face disciplinary action and have their names turned over to the Lincoln County State Attorney's Office for prosecution under South Dakota Codified Law 22-14A-24. Any student who makes a perceivable threat will be suspended from school and required to undergo a threat assessment by a certified counselor before being allowed to return to school. The Principal may allow a student to return prior to a threat assessment if there are not counselors readily available to complete the session.

VANDALISM/PROPERTY DAMAGE - The intentional destruction, damage, or defacement of public or private property without the consent of the owner or the person having control of it. This includes organized or unorganized actions/pranks that may lead to the disruption of the learning environment, or degrade the sanctity of the facilities. (5 points)

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

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

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

Nondiscrimination Policy

Applicants for admission and employment, students, parents, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Canton School District 41-5 are hereby notified that this school does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA) or Section 504 is directed to contact the following persons designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination:

Title VI, Title IX Kent Knudson MS/HS Principal
Section 504 Kent Knudson MS/HS Principal
ADA Sarah Chapman, Spec. Ed. Director
Canton School District
Canton, SD 57013
605-764-2706

Or you may contact:

Regional Director
Office for Civil Rights
U.S. Department of Education
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3002
Telephone: 816-268-0550
Fax: 816-823-1404
TDD: 877-521-2172
Email: OCR.KansasCity@ed.gov

Individuals with disabilities who require assistance or special arrangements to participate in a program or activity sponsored by the Canton School District, please contact the superintendent, principal, or director. We request that you provide 48-hours' notice so that proper arrangements may be made.

Section 504 of the Rehabilitation Act of 1973 Annual Internal Notice to Students/Parents and Employees

Section 504 is an Act which prohibits discrimination against individuals with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities, (Major life activities
include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such impairment; or
3. is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Canton School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system. Section 504 Coordinator may be contacted at the school for more information.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to provide appropriate educational services. If the parent(s)/guardian(s) disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent(s)/guardian(s) the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refused to make the amendment.

Directory Information

During the school year, Canton students are involved in many activities such as music, athletics, publications, debate, drama, academic programs and special events. Some of these activities are given news coverage through school publications or bulletins and special coverage by newspapers, television, and radio stations.

The principal may release personally identifiable information known as "Directory Information" surrounding these activities at their discretion unless a written objection is filed by the parent(s)/guardian(s) of the student or an eligible student.

"Directory Information" includes the following information relating to a student: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards received, most recent previous education agency or institution attended by the student and other similar information. The type of information mentioned above may also be included in class rosters, student directories, school yearbook, and publications.

Every Student Succeeds Act (ESSA) Complaints Federal Programs Complaints (Policy AC – Non-Discrimination in Federal Programs)

A parent, student, or district stakeholder who has a complaint regarding the use of the federal funds and is unable to resolve the issue, may address the complaint in writing following the District's policy. The written complaint would first go to the employee involved for an informal conference and then move to the next level if the complaint remains unresolved following any action.

The Board's decision will be final unless an appeal is requested. On all levels, the District policy and timeline will be followed. Disputes involving the enrollment, transportation, and other barriers to the education of children and youth experiencing homelessness are also addressed under this procedure. The parent/guardian or unaccompanied youth may initiate the dispute resolution process directly at the school they attend as well as at the District Office. The parent/guardian or unaccompanied youth shall be provided with a written explanation of the District's decision including the rights of the parent/guardian or youth to appeal the decision. Students shall be provided all services for which they are eligible while disputes are resolved. Unresolved complaints may be forwarded by the stakeholder to the South Dakota Department of Education for review. (Consult SD DOE Complaint Procedure)

Bullying of Students (Policy ACAB – Bullying)

Bullying of students is against federal, state and local policy, and is not tolerated by the Canton School District. The Canton School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Canton School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying as well as processes and procedures to deal with incidents of bullying. Bullying of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

The Canton School District strictly prohibits bullying. Bullying will not be tolerated.

Definition

A. Bullying is when a person is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. The definition of bullying has four major components:

1. It is aggressive behavior that involves unwanted, negative actions.
2. Bullying typically involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.
4. Acts of bullying and bullying behaviors:

a. has the purpose or effect of creating an intimidating, hostile or offensive school environment for one or more students, parents, employees, guests, visitors, volunteers or vendors, and/or

b. has the purpose or effect of substantially or unreasonably interfering with a student's educational opportunities (i.e., academic, co-curricular activities, extra-curricular activities, and social opportunities, etc. within the school environment), employee's and volunteer's environment or performance, or access by parents, guests, visitors or vendors, and/or

c. place a person in reasonable fear of harm to his or her person or damage to his or her property, and/or

d. cause physical hurt or psychological distress to a person, and/or

e. constitute retaliation against any person for asserting or alleging an act of bullying, and/or

f. disrupt the orderly operation of a school.

B. Bullying conduct includes threats, intimidation, physical violence, theft, destruction of property, hazing, stalking (SDCL 22-19A-1), harassment (SDCL 22-19A-4), and threatening or harassing contact by telephone or other communication devices, commonly referred to as cyberbullying (SDCL 49-31-31). Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the School District for conduct determined to meet the definition of bullying in SDCL 13-32-15.

1. Hazing defined: any verbal or physical act or acts done on school property or at a school activity which are directed toward another person and done for the purpose of initiation into any group, regardless of whether

the group is a school sanctioned organization, when the act or acts causes or may create a reasonable risk of causing mental, emotional or physical harm to the person who is the recipient of the act or acts.
2. Stalking defined: willfully, maliciously, and repeatedly following or harassing another person; making a credible threat to another person with the intent to place that person in reasonable fear of death or great bodily injury; or willfully, maliciously, and repeatedly harassing another person by means of any verbal, electronic, digital media, mechanical, telegraphic, or written communication.
3. Harass defined: a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or stresses the person, and which serves no legitimate purpose.
4. Threatening or harassing contacts by telephone or other electronic communication device defined: using or knowingly permitting a telephone or other electronic communication device under his or her control for any of the following purposes:
a. to contact another person with intent to terrorize, intimidate, threaten, harass or annoy such person by using obscene or lewd language or by suggesting a lewd or lascivious act,
b. to contact another person with intent to threaten to inflict physical harm or injury to any person or property,
c. to contact another person with intent to extort money or other things of value,
d. to contact another person with intent to disturb that person by repeated anonymous telephone calls or intentionally failing to replace the receiver or disengage the telephone connection.

Reporting Procedure
Any individual who believes that he or she has been or is being subjected to bullying or has reason to suspect another person has been or is being subjected to bullying should immediately report it to any staff member in the building. The report must be forwarded to the school counselor as soon as possible. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. District administration may consider and utilize other anonymous reports made by other methods. If disciplinary action is being requested, the individual reporting the bullying, if known, will be asked to either submit a signed written complaint or sign a completed Initial Complaint Report Form ACAC-E(1), verifying the accuracy of its content. The written complaint must include the following:
● the date the written complaint was filed or the Initial Complaint Form was completed,
● the school employee receiving the complaint (if applicable),
● the name of the person reporting the bullying (if applicable),
● the address/phone # of the person reporting the bullying (if applicable),
● the specific conduct or nature of the bullying complaint including the person(s) alleged to have bullied the complaining
party or another person, the date(s) and location where the conduct occurred, witness, etc.,
● the date the school employee completed the form (if applicable),
● the date and signature of the person reporting the bullying (if applicable).
If the signed written complaint was given to a teacher, or if the Initial Complaint Form was completed by a teacher, the teacher shall forward the complaint or Initial Complaint Form to the building counselor.
Procedure for Addressing Bullying Complaints
Procedures for addressing bullying complaints are outlined in Policy ACAB – Bullying. Please note the following steps and
personnel should be followed to assist in resolving the complaint.
Step 1: Counselor or Designee
Step 2: Principal or Dean
Step 3: Appeal to the Superintendent
Step 4: Appeal to the Board of Education
Support for Students Who Have Experienced Bullying
Regardless of where the bullying occurred, the district will consider whether victims of bullying are suffering an adverse educational impact and, if appropriate, will refer those students to the school's support team.
Bullying Prevention and Education
Students and parents are encouraged to inform teachers, counselors, or administrators about bullying behavior or suspected bullying behavior as outlined in this policy. The appropriate employee, as outlined in this policy, will investigate reports. Each building shall engage in activities that educate students about bullying, bullying prevention, and digital citizenship.

Harassment (Policy ACAA – Harassment)
It is the district's policy that harassment is illegal, unacceptable and shall not be tolerated; that no employee or student of the school district may harass another. Any employee or student will be subject to disciplinary action including possible termination for violation of this policy. School volunteers, parents, guests, visitors,

and vendors who violate this policy may be prohibited from being on school property. Retaliation is strictly prohibited and may result in separate disciplinary action based on the retaliation.
Harassment based on any actual or perceived traits or characteristics of the student including: race, color, creed, gender, national origin, sexual orientation, religion, age or disability, is strictly prohibited.
Definition: Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA). Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment, or 2) the conduct is severe or pervasive enough to create an environment that a reasonable person would consider intimidating, hostile, or abusive. Petty slights, annoyances, and isolated incidents (unless extremely serious) will not rise to the level of illegality. To be unlawful, the conduct must create an environment that would be intimidating, hostile, or offensive to reasonable people.
Offensive conduct may include, but is no limited to, offensive jokes, slurs, epithets or name-calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put-downs, offensive objects or pictures, and interference with a person's performance.

Sexual Harassment

Sexual harassment is defined as sexually oriented words and actions which tend to annoy, alarm or be physically or verbally abusive toward another person and which serve no legitimate or valid purpose regardless of the intent of the person accused of the sexually harassing conduct. Not all harassment falls within the definition of sexual harassment (i.e., harassment that is of a sexual nature). Other laws, regulations and policies also prohibit inappropriate conduct and provide a means for addressing inappropriate conduct should it occur.
Sexual harassment is a specific type of harassment which is prohibited under this policy. Examples of sexual harassment include,
but not limited to:
1. Unwelcome sexual flirtations, advances or propositions;
2. Verbal comments, jokes, or abuse of a sexual nature;
3. Graphic verbal comments about an individual's body;
4. Sexually degrading words used to describe an individual;
5. Displaying pornographic material;
6. Physical contact or language of a sexually suggestive nature.

Reporting Procedure

Any individual who believes that he or she has been or is being subjected to any type of harassment, including sexual harassment, or has reason to suspect another person has been or is being subjected to harassment should immediately report it to a teacher, guidance counselor, or school administrator. The report may be made verbally or in writing. A report may be made anonymously, although disciplinary action may not be based solely on an anonymous report. If disciplinary action is being requested, the individual reporting the harassment will be asked to either submit a signed written complaint or sign a completed Initial Complaint Form ACAC - E(1), verifying the accuracy of its content.

Procedure for Addressing Harassment Complaints

Procedures for addressing harassment complaints are outlined in Policy ACAA – Harassment. Please note the following steps and personnel should be followed to assist in resolving the complaint.
Step 1: Principal, Dean, or District Administrator
Step 2: Appeal to the Superintendent
Step 4: Appeal to the Board of Education