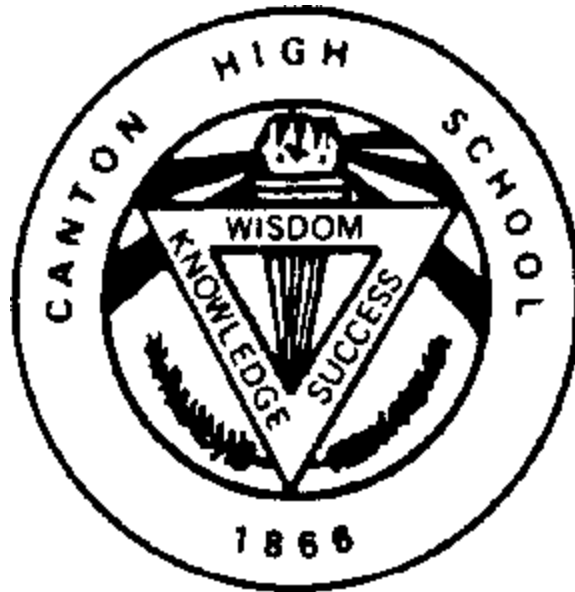


# Canton High School Student Handbook



**2010-2011**

[www.cantonma.org](http://www.cantonma.org)

2010-2011

**STUDENT HANDBOOK RECEIPT**

**(PLEASE RETURN THIS FORM TO HOMEROOM NO LATER THAN THURSDAY, SEPTEMBER 16, 2010)**

**I have received the Canton High School Student Handbook for the 2010-2011 school year and realize I am responsible for understanding its contents.**

Circle One            9   10   11   12

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Homeroom

Attention Parent/Guardian:

**I have received the Canton High School Student Handbook for the 2010-2011 school year.**

\_\_\_\_\_  
Signature of Parent/Guardian

Student Name \_\_\_\_\_  
Please Print ( Last, First )

September 2010

Dear Students and Parents/Guardians of Canton High School,

I am pleased to present the *2010-2011 Canton High School Student Handbook*. Please review its contents and keep this booklet in a safe place so that it can be readily accessed as a reference, should the need arise. The student handbook, in addition to other useful information, is also available on our school web site at [www.cantonma.org](http://www.cantonma.org).

For those who are returning to Canton High School, I look forward to listening and learning about that which makes our school successful. To those students and parents/guardians who are new to CHS, please know that the faculty, staff, and administration are dedicated to providing the best possible education by continuing to implement a rich and varied curriculum in a safe and welcoming environment. In addition, the beautiful state-of-the-art facility that the citizens of Canton have provided demonstrates their commitment to the education of our children.

Canton High has already proven to be a success for its current and former students, and as principal, I look forward to working with the entire community on continuing to improve our school. This endeavor will be a team effort, with the goal of ensuring that every student acquires the skills, knowledge, and understanding necessary to thrive in a constantly changing and more diverse world.

Sincerely,

Dr. Douglas P. Dias  
Principal

## **CANTON SCHOOL COMMITTEE**

Chairperson	Reuki Schutt
Vice Chairperson	Cindy Thomas
Secretary	Dr. Elisabeth Salisbury
Board Member	John Bonnanzio
Board Member	Jill Stevens

## **CENTRAL OFFICE ADMINISTRATION**

Superintendent of Schools	Jeffrey W. Granatino
Director of Student Services	Debra L. Bromfield
Interim Director of Curriculum & Instruction	Jennifer A. Henderson
School Business Administrator	Kenneth D. Leon

## **CANTON HIGH SCHOOL DIRECTORY**

High School Main Office	821-5050	ext. 100 & 101
Dr. Douglas P. Dias, Principal	821-5050	ext. 102
Henry J. McDeed, Assistant Principal	821-5050	ext. 103
Daniel O. Rubin, Director of Guidance	821-5050	ext. 104
Guidance Office	821-5050	ext. 106
Fax No.	821-5052	
Web Site	<a href="http://www.cantonma.org/chs">www.cantonma.org/chs</a>	

Canton High School Office Hours 7:00 A.M. to 3:00 P.M.

Canton High is a member of the College Board (CEEB #220545) and is accredited through the New England Association of Schools and Colleges (NEASC).

## FACULTY AND STAFF TELEPHONE EXTENSIONS

NOTE: To email any of the following, simply type the person's last name, followed by the first initial and [@cantonma.org](mailto:@cantonma.org).

Example:

Principal Dr. Douglas Dias' email address is [diasd@cantonma.org](mailto:diasd@cantonma.org)

<p><b><u>ADMINISTRATION</u></b> DR. DOUGLAS DIAS, PRINC. – 102 HENRY MCDEED, ASST. PRINC. – 103</p> <p><b><u>ALTERNATIVE EDUCATION</u></b> LEO NELSON – 702</p> <p><b><u>ART</u></b> EDWARD MCDONOUGH, TV – 207 MICHELLE MENDEZ – 208 KIRK PANTOS – 209 PATRICIA PALMER – 202 JOYCE STENMON, CHAIR – 201</p> <p><b><u>ATHLETIC DIRECTOR</u></b> DANIEL ERICKSON – 111</p> <p><b><u>CAREER EDUCATION</u></b> EDWARD AMICO – 115</p> <p><b><u>CHARMSS HIGH SCHOOL</u></b> SHARON ANDERSON – 710 LANA DUGDALE – 710 JACQUE FAUBLAS – 710 GEORGE FAHEY – 610 GREG GOETZ – 710 DONNA MCINTYRE – 710 TIFFANY REED – 710</p> <p><b><u>ENGLISH</u></b> REBECCA ASHLEY – 310 SHEILA CONNEELY – 304 TARA CONNOLLY – 303 JACQUELINE GONYER – 311 KYLE HANFORD – 308 REBECCA HAYS – 309 PATRICK MURPHY – 307 MARILYN ROACHE, CHAIR – 301 MICHELLE RODRIGUEZ – 302 KATHLEEN RUDEWICZ – 306</p>	<p><b><u>ENGLISH AS A SECOND LANG. (ESL)</u></b> CARLA DUMONT – 712</p> <p><b><u>FOREIGN LANGUAGE</u></b> KAREN AUGENSTERN, CHAIR – 801 AUDREY BUSA – 313 JANIS BRANDT – 804 PAM D'AGOSTINO – 813 COURTNEY FOURNIER – 805 RAMON MIR – 806 ELSA NICOLOVIUS – 833 JOSE' ROJAS – 803 ROBERT WAXMAN – 809</p> <p><b><u>GUIDANCE</u></b> ANDREW CARTY – 109 KARA KILROY – 118 KATHLEEN LEAZOTT – 108 DANIEL RUBIN, CHAIR – 104 STEPHANIE SHAPIRO – 107</p> <p><b><u>LIBRARY</u></b> JOANNE TELISZEWSKI – 186</p> <p><b><u>MATHEMATICS</u></b> MARTIN BADOIAN – 502 MAUREEN BRIDS – 503 DR. MIKE CURRY, CHAIR – 501 DONALD DEVOID – 512 JESSICA DUGGAN – 703 PAUL DYBDAHL – 507 DONNA GIUDICI – 505 SARAH HANDMAN – 509 JULIEANN KEMP – 252 LYNNE RUOZZI – 506 MARGO TEIXEIRA – 508</p> <p><b><u>NURSE</u></b> MAUREEN CAMPBELL – 110</p>
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<p><b><u>PERFORMING ARTS</u></b>  SARAH GARDNER, CHAIR– 105  BRIAN THOMAS – 226</p> <p><b><u>SCIENCE</u></b>  LAWRENCE CHEEVER – 617  ERICA FITZGERALD – 611  GLEN GURNER – 602  SUSAN HICKS – 606  JOHN MONE – 608  RICHARD MORAN – 609  THARA RANGARAJ – 350  SUZANNE ROUSSEAU – 603  RICHARD STAITI, CHAIR – 601  REBECCA STANG – 604  SIOBHAN SKOWRONEK– 607</p> <p><b><u>SCHOOL RESOURCE OFFICER</u></b>  CHIP YEATON – 170</p> <p><b><u>SOCIAL STUDIES</u></b>  MARYANN BYRNE – 405  PATRICK CONNOR, CHAIR – 401  KEVIN DONAHUE – 403  DANIEL ERICKSON – 111  JAMES GOFF – 404  KAITLYN MILLS – 402  BLAIR O’CONNOR – 210  ADAM TURNER – 406  JAY TURNER – 407</p>	<p><b><u>SCHOOL PSYCHOLOGIST</u></b>  LAUREN ZAINO – 135</p> <p><b><u>SPEECH PATHOLOGY</u></b>  ERIN CAHALANE –137</p> <p><b><u>ADJUSTMENT COUNSELOR</u></b>  DONNA CREED-BAUMAN – 707  BENJAMIN STICH – 137</p> <p><b><u>SPECIAL EDUCATION</u></b>  KELLEY BLAKE – 408  SHARON BOLDOC – 704  NANCY CAHILLANE, AIDE – 610  CHRIS CULLINEN, CHAIR – 134  CHRIS ELGAR, AIDE – 705  KRISTEN GARAFALO, AIDE – 320  CHRISTINE HAYS, AIDE – 610  LINDA LEONI, AIDE – 706  SHARYN MATTHEWS – 225  JANE PURNELL – 409  JULIE STOLTZ – 320</p> <p><b><u>WELLNESS</u></b>  PETER BOUCHER, CHAIR – 901  THOMAS BRESNAHAN – 902  KATE COLEMAN – 903  KATHERINE SWANSON – 904</p>
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<p><b><u>SUPPORT PERSONNEL</u></b></p>	
<p><b><u>SECRETARIES</u></b>  MAUREEN DICKIE – 100  Secretary to Principal  DENISE DUFFETT – 111  Secretary to Athletic Director  NANCY KEYO - 112  Library/Main Office  ANNE MURRAY – 106  Secretary to Guidance Director  DOREEN SHEA – 127  Data Processing Clerk  HEATHER SULLIVAN – 101  Secretary to Assistant Principal</p>	<p><b><u>TECHNOLOGY</u></b>  JAMES DUNCAN – 887  COLLEEN MCCARTHY – 133</p> <p><b><u>HEAD CUSTODIAN</u></b>  JOHN MCDONOUGH</p> <p><b><u>FOOD SERVICE</u></b>  DONNA SCOTT, MGR. – 117  RITA JACKSON. – ASST. MGR. – 117</p>

# **CANTON HIGH SCHOOL MISSION STATEMENT**

**The mission of Canton High School is to educate all students in a challenging, safe, disciplined, creative, and nurturing atmosphere to become lifelong learners whose achievements and contributions are a credit to themselves and to society.**

**Canton High School is committed to provide an environment where students can:**

## **Society and Humanism**

- Understand the principles and origins of democracy and government, become productive citizens, appreciate cultures and peoples, and develop social responsibility that affirms the worth and dignity of each individual.

## **Literacy and Language**

- Develop and cultivate an appreciation for the world's literature and languages, read compassionately and deeply, and write and speak clearly and effectively.

## **Logic and Reason**

- Solve problems by applying reason, logic, and mathematical concepts and develop an awareness and understanding of current and emerging technologies.

## **Science and the Natural World**

- Develop an increased awareness, understanding, and appreciation of the world around them by the application and interpretation of scientific principles.

## **Culture and the Arts**

- Develop and enhance creativity and appreciation for the arts.

## **Career Education**

- Develop career strategies through self-assessment and career exploration.

## **Wellness**

- Develop and cultivate knowledge of their physical, emotional and social lives.

## **Learning**

- Apply the mission's principles to their own lives and learn to be responsible for their continuing education by accessing multiple resources.

## **Respect and Tolerance**

- Develop empathy for and awareness of the needs of fellow human beings.

## **GENERAL INFORMATION**

### **PARENTS/GUARDIANS Contact Sequence for School Issues**

**The correct procedure for discussing school issues is to contact the following in order:**

- The teacher, then
- The department chairperson, then
- The head of guidance, then
- The assistant principal, then
- The principal, then
- The director of curriculum and instruction, and
- Lastly, the superintendent of schools

## **GRADUATION REQUIREMENTS**

Participation in the annual graduation ceremony is optional. However, if a senior does choose to participate, he/she agrees to abide by the traditional customs and dress associated with past Canton High School graduation programs. Additionally, in fairness to other graduates, all seniors must be present at all graduation practices if they wish to take part in the ceremony. Graduation will be held on a date selected by the School Committee.

In order to graduate from and to participate in the graduation exercises at Canton High School, a student must earn one hundred (110) credits. Twenty-seven (27) of these credits must be earned during the senior year, and students must have completed twenty (20) hours of community service learning each year for a total of eighty (80) hours.

### **1) Graduation requirements increased to reflect increase in credits for full-year courses from 5 to 6 credits:**

The 110 credits necessary for graduation must include passing the following:

- Four (4) years of English
- Three (3) years of Social Studies (one of which must be U.S. History)
- Three (3) years of Math
- Three (3) years of Science (two years must include a lab)
- Four (4) Wellness/PE classes AND Health Dynamics
- Six credits from courses in the Visual, Performing, and or Industrial Arts
- Three credits in courses using computers/technology

Please note that the credits necessary for graduation is increasing.

2011: 110 credits

2012: 115 credits

2013: 120 credits

Students must also meet state law related to MCAS exams. Students completing the graduation requirements listed above, but not passing all MCAS exams required by the state may receive a Certificate of Attainment at graduation.

**Please note** that those students who plan to apply to State Colleges must **EXCEED** these requirements to prepare for admission. It is strongly encouraged that students planning to apply to four year colleges complete a minimum of two years of study in the same foreign language. Students should contact their Guidance Counselor for further information.

## **ATTENDANCE POLICY**

### **Philosophy:**

According to Chapter 76, section 1 of the Massachusetts General Laws, all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents and guardians should be familiar.

At Canton High School, we believe that learning is an ongoing process that requires daily interaction of students with their teachers and peers. Absence from class affects this learning process. Students are given opportunities to make up written work; however, it is not possible for the student to make up or duplicate the classroom learning experience missed during absence. Because learning is an interactive process among students, their peers, and teachers, absence affects individual students and the class as a whole.

Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. Canton High School strives to build a community of learners, and this community is hindered when students are absent. Excessive absences or tardiness can lead to incomplete and unsatisfactory work, increased difficulty in meeting class and curricular standards, and lower course grades.

Parents/guardians are partners with the school in assuring that students have consistent attendance and arrive to school and class on time. Parents should be aware of their students' absences and should call in those absences in advance or by 8:00 a.m. of the day on which the student is absent. Canton High School keeps accurate records of student attendance and will communicate promptly and consistently with parents/guardians regarding attendance issues.

This attendance policy is designed to foster a culture of learning at Canton High School. The policy:

- Establishes firm expectations that on-time school and class attendance are important in sustaining the learning environment and in meeting individual learning needs.
- Provides significant flexibility to accommodate legitimate absence or lateness with a minimum of administrative procedure.
- Assures the timely flow of information from parents/guardians to school, and from school to parents/guardians about attendance at school and in class so that both can work to improve a situation before a student's education suffers.
- Clearly defines the responsibilities of students, educators, and parents/guardians regarding absences, tardiness, and dismissals.

**Minimum Attendance Policy:**

Students MUST attend at least 90% of a class in order to receive full credit.

For a 5 credit (meeting 6 times per cycle) course:

10 absences will result in loss of 2.5 credits

16 absences will result in loss of all credit

For a 3 credit (meeting 3 times per cycle) course:

6 absences will result in loss of 1.5 credits

10 absences will result in loss of all credit

**Definitions:**

**1. Absence:** If a student misses 15 minutes or more of any class, he/she will be marked as absent for that class. Teachers will record all absences and submit to the main office.

- a. Parents/guardians are required to call in ALL absences to the office at 821-5050 ext. 101 to report the student absence the morning of the absence; however, this will NOT excuse an absence.

**2. Excused Absence:** These absences will not count towards the minimum attendance policy. All excused absences require documentation in the form of doctor's notes, college admissions slips, or other similar paperwork (see below). Excusing any absence will be at the discretion of the administration and extenuating circumstances will always be considered.

- a. Excused absences include, but are not limited to the following:

<u>Reason</u>	<u>Required Documentation</u>
i. Religious holidays	Parent Note
ii. Mandatory court visits	Court Documents
iii. Testing (Special Education, etc.)	Evaluator Note
iv. Field Trips/School-Sponsored- Events	None Required
v. Physician/Dentist visits	Parent/Doctor Note
vi. Funerals	Parent Note
vii. College Visits (3 maximum)	College Admissions Slip

- b. All students will need to submit notes to the main office for excused absences upon returning to school. These notes will be kept on file. Students missing school for a physician/dentist appointment must provide either a note from a parent explaining the absence or a note from the physician/dentist.
  - c. Absences lasting more than five (5) consecutive days due to illness will require a doctor's note for explanation and clearance with the school nurse.
  - d. School-sponsored events such as field trips causing missed classes will not count toward absences in any class missed.
  - e. Suspensions are recorded as unexcused absences. Students may request a contract between the student and administration to regain credit for classes missed. Students will be required to make up all work missed during suspensions.
- 3. Other Absences:** Most other absences will not be "excused" but only explained. Students may make up work missed for explained absences (see Student Handbook policy page 17). These absences will count toward the minimum attendance number.
- 4. Truant:** A student will be considered truant for the day when s/he is absent from school without parental permission. A class cut will be recorded for each class missed and the student will receive a failing grade for all missed work.
- 5. Tardy to School:** Students arriving to their first period class after the 7:20 bell will need to sign in at the main office and be marked tardy for the day.
- a. Lateness to school because of extenuating circumstances can be excused only by the administration and requires documentation which includes the reasons for excused absences as listed above.
  - b. Unexcused tardiness before 7:35 will follow the schedule listed below for each quarter of the school year.

<b><u>Number of Tardies per Quarter</u></b>	<b><u>Consequences</u></b>
3rd Tardy	Detention
5th Tardy	Detention with warning letter sent home
8th Tardy	Administrative Detention
12th Tardy	Administrative Detention with warning letter sent home
15th Tardy	Suspension

- c. Students arriving unexcused tardy to school after 7:35 A.M. (more than 15 minutes late) will be considered to have skipped 1st period class. The student will receive consequences in accordance with the (Class Skipping section) on

page 40 in the Student Handbook. Every subsequent class that a student misses by more than 15 minutes will also be considered a class skip.

- d. A student not in school by 10:30 A.M. will not be allowed to participate in any athletic or extracurricular activities for that day. Any student dismissed before 10:30 A.M. for the remainder of the day will not be eligible to participate in any athletic or extracurricular activities without prior consent from the Principal or Assistant Principal.

**6. Tardy to Class:**

- a. Tardies to class in 2nd-6th periods will be addressed by the specific teacher.
- b. Being more than 15 minutes tardy to a class without a proper pass results in an absence, and the student will receive consequences in accordance with the 'Skipping Class' section on in the student handbook.
- c. Habitual tardiness will be addressed by the Assistant Principal on an individual basis.

**7. Warnings:**

- a. Letters will be sent home after students have missed a certain number of classes reminding both students and parents of loss of credit. (See schedule listed below.)
- b. Once students reach 6 absences for a 3 credit course or 10 absences for a 5 credit course, a meeting will be set up with the student, parent/guardians, and administrator to discuss the possible ramifications of additional absences and to reiterate this policy.

**Course Type - 6 Days per Cycle**

- 5 absences = 1st written warning notice
- 8 absences = 2nd written warning notice
- 10 absences = 3rd notice-required parent/guardian meeting (loss of 1/2 credit)
- 16 absences = 4th notice-required parent/guardian meeting (loss of full credit)

**Course Type - 3 Days per Cycle**

- 3 absences = 1st written warning notice
- 4 absences = 2nd written warning notice
- 6 absences = 3rd notice-required parent/guardian meeting (loss of 1/2 credit)
- 10 absences = 4th notice-required parent/guardian meeting (loss of full credit)

- 8. Appeal Process:** Students who have a large number of absences due to a long-term illness, family emergency, or other extenuating circumstance will have an opportunity to explain and document their absences to administration and potentially regain credit during an appeal meeting.

**9. Restoration of Lost Credit:**

Students who lose course credit due to unexcused absence will be able to regain credit during summer school or some other agreed upon alternative as per individual contract made with administration.

**10. Make Up of Missed Work:** Students are urged to make up missed work due to absences as rapidly as possible. If an extended absence is anticipated, students or parents/guardians should contact the appropriate guidance counselor so that work may be sent home to help ensure a smooth transition back to school. Absent students will be given one day in excess of the number of days of consecutive absences to complete make-up work. Example: A student is absent four consecutive days. Upon return to school, the student will be given five days to make up the work missed due to absence. Work not completed within this time will receive a failing grade.

### **AUTOMOBILES**

Driving and parking vehicles on school property is voluntary and a privilege which may be revoked for such cause as parking violations or unsafe driving on campus or in the neighborhoods surrounding the high school. In addition, school vehicles may be searched by school administration if it is suspected that the vehicle contains illegal or unsafe materials. If possible, the student will be present during the search. Parents will be notified of the search as soon as possible.

On an annual basis, students wishing to drive to school must fill out a registration form that will be kept on file in “B” Office. All students driving to and from school must park in the student parking lot. When a student arrives at school, the car should be vacated and locked immediately. Students are not allowed in cars during the school day. In order to park on school property, students **must have affixed** to their vehicle a Canton High School parking sticker. Students are not to park in the American Legion parking lot.

### **BOOKS**

School books are “loaned” not “given” to students. It is expected that the book(s) will be cared for in a reasonable fashion. Students should sign their name on the book label in the front of each book when issued. Lost and/or damaged books must be paid for by the student responsible. The fee will be the actual cost of replacement or rebinding charge. Books damaged to the extent that they cannot be reused will be treated as “lost” books. The teacher’s judgment in the administration of these guidelines will be used, subject to review by the administration. Students must take care of this financial obligation before they take their final examinations. Students who fail to clear up financial obligations due to lost books etc., will not be issued books the following September in any of their classes.

### **CAFETERIA**

Students are assigned to the cafeteria for one of three lunch periods. Since this assignment is the same as a class assignment, students must report to the cafeteria during

their lunch period. Before leaving, students must clear the tables of all food and paper. Pupils are expected to exercise customary social standards in the cafeteria. In the interest of neat grounds and buildings, all food and drink will be consumed inside the cafeteria. Students are not to leave the cafeteria during lunch without receiving permission from a supervising teacher.

### **COURSE CHANGES**

Changes in student course schedules can only take place through the guidance counselor and in accordance with the established Canton High School course change policy.

The Guidance Department will consider changes at the beginning of the school year for the following reasons: (1) Students with incomplete schedules (example: not enough subjects or subject area requirements or students lacking graduation requirements), (2) Students who need schedule changes because of summer school attendance, and (3) Teacher recommended changes. Students are not permitted to change any course for which they have previously registered without a course change form signed by parents (guardians), counselor, teachers, department heads, and the assistant principal or designee. Program changes will not be made without following the proper procedure.

No student may enter a new class or be withdrawn from an existing class on his or her schedule until the counselor provides a drop/add form.

After first quarter, all dropped courses will read “withdrawn” on report card along with grades received prior to withdrawal.

### **CLASS DUES**

Class dues will be established by each respective class or the class officers, both subject to the approval of the principal. Class dues will be used for gifts for students with extended illnesses, flowers for bereavement of class members, etc. In the event that the graduating class has a surplus of funds, said funds will be transferred to the yearbook account or miscellaneous account. All class functions, i.e. senior banquet, prom etc., will be paid for by the individual class member and not with class dues. Class dues will not be returned to a student who withdraws from school, but will remain in the class treasury.

### **AGE OF MAJORITY**

A student who has reached the age of eighteen (18) may apply in the main office for his/her Age of Majority Rights. This process involves providing the student with all school information about his records and allows the student to sign permission slips for trips, absence notes, tardy notes, and dismissal notes. Any student coming late to school or leaving early because of any type of appointment must still submit the proper documentation for the appointment. The nurse must still dismiss students who are ill before they may sign out of school. Students are not allowed to use the Age of Majority Rights as a means of signing out of school for non-approved reasons or to leave school during a study hall. The school will keep the parents informed of academic progress and any attendance concerns. Any student abusing this privilege will have it revoked until a parent/guardian conference is held with the Assistant Principal.

### **CLASS TRIPS**

Some appropriate field trips are planned for Canton High School students each year. Official notification is sent to parents/guardians when their children wish to participate in one of these trips. Parents/guardians are encouraged to call the school if they have any questions. Special guidelines have been established for student trips to foreign countries. These will be reviewed by all students who wish to participate in any of these trips.

### **CONDUCT AT SCHOOL SPONSORED EVENTS**

Canton High School athletes excel in sports, and it is to be expected that CHS fans excel in sportsmanship. Any school sponsored activities, regardless of the location, will be considered a part of, or an extension to, the school day, and all regulations pertaining to the students at school will be in effect at these activities.

### **DANCES AND PROMS**

Any CHS student may attend dances sponsored by the high school upon the payment of the regular admission fee. Canton High School dances are for Canton High School students only. School dances usually start at 7:00 P.M. and end at 10:00 P.M. No one is admitted to the dance one hour after it begins. Proms may run for a longer period of time which will be announced. When students do leave the dance or prom, they are not allowed to return. Students who wish to attend any school dance, semi-formal, or prom must complete all detentions prior to the event, or they will not be allowed to attend. Students must have enough credit to participate in grade-level activities. Students will not be allowed to leave school for any prom-related appointments until 10:30 A.M. the day of the dance or prom. (See Promotional Requirements page 18)

### **DECORUM**

Students at Canton High School are expected to behave and dress in a manner that is appropriate for a school environment. Students will not be allowed to wear hats inside the school buildings during regular academic hours (7:00 A.M. to 3:00 P.M. to include detention period). Bare feet and clothing with inappropriate words, symbols, or gestures are not allowed. Also excluded is the wearing of any chain that is used to attach a student's wallet to his/her clothing. The Principal has the authority to make judgments on a case-by-case basis about the appropriateness of clothing for the school setting.

### **DETENTION**

The first priority for keeping students after school is held by the members of the faculty. Office detention will hold second priority.

Teacher and office detention will come before any extra curricular activity, outside employment, etc. Office detention will begin promptly at 1:50 PM. and will end at 2:35 PM. in rooms designated by the office. Students tardy for detention will be given an additional detention period. Students will report to detention hall with books for studying, and it is expected that they will be in use the entire period. Absolute quiet shall prevail in detention halls. Extra help sessions may not be attended in lieu of office detention. Office detention may, however, be postponed by the Principal or Assistant Principal for extra help sessions and other important meetings to include S.A.D.D., Student Awareness, Student Council, NHS, etc. In the case of an extra help session being attended, the note from the extra help teacher must be brought to the office as soon as the session is over.

### **DETENTION - ADMINISTRATIVE**

Administrative Detention, held on Wednesdays, is a detention that lasts three hours in length, with a break at the one and a half-hour point. The break is to last no longer than five minutes. This detention will be served after school. Any student who misses Administrative Detention without prior approval from the Assistant Principal or Principal will be suspended, out of school, for the following two days and reassigned Administrative Detention for the original infraction.

The Assistant Principal or the Principal may give Administrative Detention when a student has accumulated three or more detentions. Administrative Detention may also be assigned when a student commits an infraction that amounts to three or more detentions.

### **DISMISSAL**

A pupil wishing to be dismissed MUST bring a note from home stating the pupil's full name, homeroom, reason and time for dismissal. This note MUST be brought to Main Office before school in the morning. When dismissal is arranged by phone, the parent MUST meet the student in the Main Office. Students who are being dismissed MUST sign-out on the log sheet in the Main Office just prior to leaving school, noting the time of dismissal. Dismissals from school for valid appointments should be limited to two per semester. In the event that the reason for dismissal is not judged acceptable by the

administration, the student will receive zero grades in all classes missed and forfeit the right of make-up work.

### **DRESS CODE FOR SCHOOL**

We believe that there is a relationship between good dress habits, good work habits, and proper school behavior. Reasonable regulations of student attire can further the school's educational mission by, among other things, minimizing disruption and/or disorder in the school, providing an environment where students can focus more on learning, preparing students for their eventual placement in the professional workplace, and creating an atmosphere reflecting the serious and important purpose of education.

All students shall at all times attend school in attire which is neat, clean, and modest.

Examples of clothing/items not allowed:

1. Hats /caps / stocking caps / bandannas / headwear\*
2. Spaghetti strap tops / muscle shirts / halter tops / bare midriff / tube tops /one shoulder shirts
3. All other types of clothing that are overly revealing or of a distracting fashion are not acceptable. Determination is to be made by the Principal or his/her designee.
4. Clothing that has pictures or wording that relates to sex, drugs, alcohol, tobacco, or profane language that may cause disruption and/or disorder in the school. Students should use their common sense, and if they have any doubt about wearing an item of clothing, they should consult with the school principal or his/her designee

\*Exceptions for religious or health concerns only.

### **EARLY RELEASE FROM SCHOOL**

Because of our interest in the educational progress of each Canton High School student, all students are expected to complete the entire school year. Summer vacations and summer employment should be planned so that they do not interfere with final exams traditionally held during the last week of school. Exceptions to the rule must have the approval of the Principal.

### **EXTRACURRICULAR ELIGIBILITY: ACADEMIC REQUIREMENTS**

Canton High School's academic eligibility standards are designed to ensure that a student is fully enrolled in school and actively engaged in his/her academic life on a consistent basis throughout the school year. These standards apply to all extra-curricular activities at CHS including but not limited to: athletics, drama, band, and clubs.

- 1 A student cannot participate in Canton High School extra-curricular activities unless that student is enrolled in at least 33 periods of academic courses in a 42 period cycle.

- 2 Academic eligibility of all students shall be considered as official only on the published date when report cards for that marking period are to be issued.
- 3 Incomplete grades count as failing until such time as the grade has been officially completed.
- 4 Students who are not academically eligible may not participate with the team, band, or other activity in any way.

### **Eligibility during 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> marking period**

A student is not eligible to participate in Canton High School extra-curricular activities if he/she receives more than one failing grade (or the equivalent) in major academic classes. Major academic classes are defined as classes that meet 6 days out of 7 days in the cycle. A minor class is the equivalent of half of a major class. Minor classes are defined as classes that meet 3 out of 7 days in the cycle.

#### ***Examples:***

*All examples assume a student meets the 33 period minimum explained above.*

***Example #1-*** A student who fails one Major class **OR** one or two Minor classes would still be **ELIGIBLE**.

***Example #2-*** A student who fails one Major class **AND** one Minor class would be **INELIGIBLE**.

***Example #3-*** A student who fails three Minor classes would be **INELIGIBLE**.

- 5 Eligibility is based on grades secured during the marking period preceding the activity (e.g.- 2<sup>nd</sup> quarter grades will determine a student's eligibility during the 3<sup>rd</sup> quarter.)

### **Eligibility during 1<sup>st</sup> marking period**

- 1 Final Course grades from the previous academic year will be used to determine eligibility during the 1<sup>st</sup> quarter of a year. This is for students entering grades 10-12 or students repeating 9<sup>th</sup> grade.
- 1 A student's final grades for the previous academic year, must meet the following requirements to make him/her eligible for 1<sup>st</sup> quarter athletic participation. The student must earn passing year-long grades in courses totaling at least 28 credits.

## **EMERGENCY EVACUATIONS AND LOCK DOWNS**

Emergency evacuation and lock down procedures in Canton are based on the National Model. They have been put in place to better ensure staff and student safety. Anybody not following teacher instructions during the evacuation or lock down procedure will be subject to disciplinary action as outlined on page 40 under “Failure to Follow Directions During Emergency Drills.”

### **FINAL EXAMINATIONS**

All students in all grades will be scheduled for final examinations. Any senior class student who earns an average of B or higher during terms 3 and 4 will be excused from the final exam in that particular subject. Should an underclassman be excused by the Principal from taking a final examination during the regular exam schedule, he/she will take a make-up exam during the first week of school in the fall. Should a senior student be excused by the Principal from a final exam, said exam will be made up during a senior make-up period prior to graduation. Students failing to take said exams without authorization will receive a zero grade in the examination missed. Permission to take any final exam early must be approved by the Principal.

### **FIELD TRIPS**

1. Students participating in a school-sanctioned trip are required to have the school permission form completed, signed by a parent or guardian, and returned to the faculty supervisor as directed. At this time, students are also required to submit to their faculty supervisor any money necessary to meet expenses.
2. Students will not be allowed to participate in a field trip if it is felt that their participation will be detrimental to the successful completion of any assigned school work.
3. Students attending field trips are not only responsible for all class material presented the day of the field trip in all of the classes that they miss, but are also responsible for submitting, before leaving the school, any previously assigned work due that day.
4. All school rules remain in effect during a field trip.
5. A list of students attending the field trip will be submitted to the nurse two weeks prior to the trip to determine if medication or accommodations are needed.
6. If medication is needed or may be required on a field trip, the medication administration plan must be completed by the student’s parents/guardians and physician and be on file in the nurse’s office.

### **FUNDRAISING**

Any fundraising must be approved by the Student Council and the Principal. Approved fundraising will be limited to two weeks and will not be done during the school day without prior permission.

## **GRADING INFORMATION MARKING SYSTEM**

A+	=	97 - 100	C+	=	77 - 79
A	=	93 - 96	C	=	73 - 76
A-	=	90 - 92	C-	=	70 - 72
B +	=	87 - 89	D+	=	67 - 69
B	=	83 - 86	D	=	63 - 66
B -	=	80 - 82	D-	=	60 - 62 (minimum passing)
			E	=	0 - 59

## **LEVELING GUIDELINES**

Research demonstrates that students learn best when they are challenged just beyond their comfort zone. As a result Canton High School offers three ability groupings to provide appropriately challenging courses. Students are grouped according to interest, prior achievement, the recommendations of teachers, guidance counselors and school administrators, and parental preference. In some instances, students may be recommended to change levels during the year, depending upon their performance. This method of grouping makes it possible for all students to proceed at an appropriate and challenging pace.

### **Honors Level**

Honors level classes move at an accelerated pace and require solid past achievement and a high degree of motivation in the subject area. Students must be able to work independently and to complete a considerable number of comprehensive assignments requiring advanced skills. Please consult prerequisites listed for each department. Students should carefully consider taking these classes and should seek guidance from parents, teachers and guidance counselors before finalizing their decision. Students and parents are encouraged to review texts before deciding to take an Honors level class.

### **College Preparatory 1 (CP1)**

College Preparatory 1 classes challenge students with material and presentations designed to continue their pursuit of mastery in the specific subject area. The fast paced presentation of the classes requires students to assimilate new material and to grasp concepts quickly. Please consult prerequisites listed for each department.

### **College Preparatory 2 (CP2)**

College Preparatory 2 classes enable students to develop skills and master subject matter in an environment geared to presenting information in a practical manner. Students are encouraged to expand their base of knowledge through the exploration, continual review and reinforcement of specific subject matter.

### **Unleveled**

Most courses in the areas of fine, performing, visual and applied arts, educational technology and wellness have no level designation. This is done purposefully to

encourage all students to take those courses based on their interests, talents and career goals.

### **Advanced Placement Program**

Advanced Placement (AP) level classes, available only to juniors and seniors, are college/university-level classes. Extremely demanding and fast paced, AP classes require extensive homework. Students should carefully consider taking these classes and should seek guidance from parents/guardians, counselors, and current teachers before finalizing their decision. In addition, students and parents/guardians are encouraged to review texts before deciding to take an AP class. Please consult prerequisites listed in the *Program of Studies* booklet.

**All students in AP classes are required to take a full final exam in the subject, except for students in their senior year who have earned a grade of A- or higher for the year. Students may take the AP exam in the spring for college credit. The cost of the exam is approximately \$85.**

**NOTE: Requesting a course change after the school year has begun may create other scheduling difficulties and limited options.**

## **COURSES FOR CREDIT**

Any student who is a full-time student at Canton High School may not receive graduation credit for a course taken outside of Canton High School during the school year without the prior approval of the high school principal. Students must apply in writing to the principal for any non-CHS course for credit.

## **COURSE CHANGES**

### **Add/Drop and Course Change Guidelines:**

Course selection occurs in the spring. During this time students should select courses carefully, as once schedules have been made it is difficult to make changes. Changes are only considered for sound educational reasons, not a change of one's mind. *To add/drop or change the level of a course the student must obtain and complete the add/drop course form from Guidance. The following guidelines will serve to facilitate this process:*

1. No course changes are permitted during the first two days of school except when necessitated by extreme conflicts, changes in course offerings, or errors in the schedule.
2. Dropping a full year course will have the following implications:
  - a. From the start of school through the mid-point (Progress Reports) of the first term results in no record of that course reflected on the student's transcript
  - b. From the mid-point of first term and through the end of the term results in a "Withdrawal" with the student's grade to date
  - c. No classes may be dropped after the start of term two

3. Dropping a semester course will have the following implications:
  - a. From the start of the term through the first two full cycles (fourteen school days) results in no record of that course reflected on the student's transcript
  - b. After two full cycles (fourteen school days) and through the end of the term results in a "Withdrawal" with the student's grade to date
  - c. No semester classes may be dropped after the start of the second term of the class.
4. If a teacher or student feels that a student has been misplaced in their current course (AP, Honors, CP1, CP2) the following steps should be followed within the time period set out in Section 2 and 3 respectfully:
  - a. Counselor will advise student to conference with teacher
  - b. If necessary, the teacher will contact parents/guardian
  - c. If a change is warranted the guidance counselor in collaboration with teacher, parent and student will determine appropriate placement and begin the schedule change process.

*A "W" (Withdrawal) will be reflected in the grade column on a student's report card (but not the transcript) to show level change. If approved, the change will require signatures of guidance counselor, teacher, department head, vice-principal or principal and parents/guardian*

5. As a general rule, student requests for certain teachers cannot be honored. If there have been particular experiences in the past that warrant individual consideration to override this rule, a meeting with the principal or his/her designee is required. For the request to be considered, the student must communicate his/her desire to change classes to his/her guidance counselor before the first day of the school year.
6. Adding classes after the first day of school will only be allowed as space and the student's schedule constraints permit. Schedules will not be rearranged to accommodate elective changes. All course additions must be made within the first two cycles (fourteen school days) of the class.
7. All exceptions to these guidelines will require a meeting with the Principal or his/her designee, the student, teacher, parent/guardian, and guidance counselor.

### **CLASS RANK/GPA**

With exception of valedictorian and salutatorian, Canton High School does not report Rank in Class. In the college application process each student's weighted GPA is reported along with a 'histogram' representing the GPA distribution of the entire graduating class.

## CLASS VALEDICTORIAN OR SALUTATORIAN

The student in the Canton High School graduating class with the highest cumulative weighted GPA at the end of seven (7) semesters (following semester one (1) of a student's senior year) will receive the honor of being named the class valedictorian. The student with the second highest weighted GPA will be honored as the class salutatorian. In the case of a numerical tie there could be more than one valedictorian or salutatorian.

## COMMUNITY SERVICE LEARNING

Students are required to participate annually in twenty (20) hours of community service learning and/or career exploration learning. Students must have completed 20 hours of community service learning each year for a total of 80 hours in order to participate in the graduation ceremony.

## CLASS RANKING TIMETABLE

Class rank for juniors making applications to college will be determined at the end of their junior year. Class rank for Valedictorian and Salutatorian will be determined at the end of the third marking period of their senior year.

## CLASS RANKING CALCULATIONS – CLASS OF 2011

The following numerical equivalents are assigned to grades in courses used in calculating the class rank.

<u>Grade</u>	<u>Numerical Equivalent</u>	<u>Grade</u>	<u>Numerical Equivalent</u>
A+	16	C+	10
A	15	C	9
A-	14	C-	8
B+	13	D+	7
B	12	D	6
B-	11	D-	5
		E	0

Weight factors are assigned to each level. The appropriate factor (below) is added to the numerical equivalents for each grade:

<u>Level</u>	<u>Factor</u>
I - AP/Honors	6
II - College	3
III - Academic	0
Electives	Not Included (N/I)

### Example:

A grade of C+ in a CP1 course has a numerical equivalent of 10 and an added value of 3.

Therefore, the weighted value of the grade is 13. Next, the weighted grade is multiplied by the number of credits for the course.

This is a sample calculation of class rank based on a student's final report card.

Course	Level	Credits	Grade	Num. Equiv.	Added Value	Weighted Points
English	AP	5	C+	10	6	16x5=80
History	Honors	5	B	12	6	18x5=90
Algebra 2	Honors	5	D-	5	6	11x5=55
Science	CP2	5	B+	13	0	13x5=65
Spanish	CP1	5	A-	14	3	17x5=85
Art I	Unleveled	(5)	A	N/I	N/I	N/I
Total weighted credits = 25				Total weighted points = 375		

Next, the total weighted points (**375**) are divided by the total number of credits in weighted courses (**25**) to calculate a weighted average  $375/25 = (15)$ . Canton High School uses a **4.3** scale to determine Grade Point Average. The GPA is calculated by dividing the weighted average by 22 (the highest possible weight factor) and then multiplying by 4.3. Therefore, for a weighted average of **15.00**, the GPA is  $15.00/22 \times 4.3 = 2.93$ .

### GPA CALCULATIONS STARTING WITH CLASS OF 2012

Beginning with the class of 2012, there will be some significant changes to our course weightings and GPA calculations:

1. AP and Honors course weights are split into different categories
2. Use CP1 as the baseline calculation (e.g. 4.00=A, 3.00=B, etc.)
3. Adjust the weights of CP1, Honors, and AP courses to align with the MDHE Grade Weight Table
4. Eliminate the current method of calculation and replace it with a simpler method using the Grade Weight Table:

$$\text{Weighted GPA} = (\text{Sum of Weighted Grade} \times \text{Credits for each course}) / \text{Total Credits}$$

5. Use all graded courses in the calculation of the un-weighted GPA.

### CHS Grade Weight Table beginning 2012

	<b>AP</b>	<b>Hon./Acc.</b>	<b>CP1</b>	<b>CP2</b>
<b>A+</b>	5.33	4.83	4.33	4.00
<b>A</b>	5.00	4.50	4.00	3.67
<b>A-</b>	4.67	4.17	3.67	3.33
<b>B+</b>	4.33	3.83	3.33	3.00
<b>B</b>	4.00	3.50	3.00	2.67
<b>B-</b>	3.67	3.17	2.67	2.33
<b>C+</b>	3.33	2.83	2.33	2.00
<b>C</b>	3.00	2.50	2.00	1.67
<b>C-</b>	2.67	2.17	1.67	1.33
<b>D+</b>	2.33	1.83	1.33	1.00
<b>D</b>	2.00	1.50	1.00	0.67
<b>D-</b>	1.67	1.17	0.67	0.33
<b>E</b>	0.00	0.00	0.00	0.00

### GPA Calculation Example using new Weight Table

<b>Course</b>	<b>Level</b>	<b>Credits</b>	<b>Grade</b>	<b>Weight</b>	<b>Weighted Points</b>
English	AP	6	C+	3.33	3.33x6=19.98
History	Honors	6	B	3.50	3.5x6=21
Algebra	Honors	6	D-	1.17	1.17x6=7.02
2					
Science	CP2	6	B+	3.00	3.00x6=18.00
Spanish	CP1	6	A-	3.67	3.67x6=22.02
Art I	Unleveled	(6)	A	N/I	N/I

30 Credits

88.02 Points

Weighted GPA =88.02/30= **2.93**

### MCAS

Canton High School will follow all state regulations regarding MCAS tests. All students must earn a competency determination (CD) on the English Language Arts and Mathematics MCAS tests in order to receive a diploma. Beginning with the class of 2010 students must also earn a CD on a Science, Technology, and Engineering exam. A score of 220 or higher is necessary to earn a CD for the exam. Any student scoring below 220 will be given an additional opportunity to take the exam each semester. For the class of 2012 a US History CD will be required as well.

## **MAKE-UP POLICY**

Absent students will be given one day in excess of the number of days of consecutive absences to complete make-up work. Otherwise, they will receive zero grades for work missed due to their absences. Example: A student is absent four consecutive days. Upon return to school, the student will be given five days to make up the work missed due to absence. Work not completed within this time will receive a zero grade.

## **GRADES OF INCOMPLETE**

A grade of “incomplete” should be given to a student who has not had sufficient time to make up work missed due to an excused absence. Students who fail to make up work within the prescribed time, however, should receive no credit for the missing work and should be graded accordingly.

## **HONOR ROLL REQUIREMENTS**

Students who earn grades of B- or better in all subjects which give two and one half credits or more and a “Satisfactory” (S) grade in all minor subjects taken, will be eligible for the honor roll which is issued for each term period. Those students who earn grades of A in all subjects and a “Satisfactory” (S) grade in all minors taken will be eligible for the highest honors category. Students who are taking three or more accelerated (level 1) courses are eligible for the honor roll if they have no more than one C grade in those subjects which give two and one half credits or more and a “Satisfactory” (S) grade in all minor subjects taken. Poor conduct may keep a student from making the honor roll.

## **PROMOTIONAL REQUIREMENTS**

Beginning with the class of 2004, all students must meet all of the following requirements in order to be promoted to the next grade level. A student’s grade level shall be determined by the number of credits earned. **All Credit totals are cumulative.** A student may earn up to 35 credits per year.

\*In order to be considered a sophomore, a student must have earned a minimum of 24 credits.

\*In order to be considered a junior, a student must have accumulated a minimum of 48 credits.

\*In order to be considered a senior, a student must have accumulated a minimum of 72 credits

\*During the senior year, a student must earn a minimum of 23 credits.

\*Students must have enough credit and community service hours to participate in grade-level activities. (See above requirements)

## **ADVANCED PLACEMENT COURSES**

Advanced Placement (AP) level classes, available only to juniors and seniors, allow students to complete college equivalent coursework while in high school. Extremely demanding and fast paced, AP classes require extensive homework. Students should carefully consider taking these classes and should seek guidance from parents, counselors and current teachers before finalizing their decision. Please consult prerequisites listed for each department. Course change request after school has begun may create other scheduling difficulties and limited options. Students and parents are encouraged to review texts before deciding to take an AP class. **All students in AP classes are required to take a full final exam in the subject, unless they have earned a grade of A- for the year. Students may take the AP exam in the spring for college credit. The cost of the exam is about \$85.**

## **INFORMATION LITERACY SKILLS**

In order for all students to be effective users of ideas and information the library media program will be integrated into the Language Arts and Social Studies curricula. The information literacy skills needed to be competent researchers will be taught in collaboration between the library-teacher and the classroom teachers in relevant information seeking assignments.

## **DRIVER AND TRAFFIC SAFETY EDUCATION**

This course (offered at a fee) consists of 36 hours of classroom instruction, 6 hours behind the wheel training and 6 hours observation in a dual-controlled car. New classes begin in September, December, January, May, and July. Students are urged to obtain their Learner's Permit as soon as possible so the driving lessons may be started promptly. For additional information please contact Mr. Jeremiah Sullivan, Supervisor of Driver Education at (781) 821-5070. No school credit is awarded for this course.

## **MILITARY OBLIGATIONS**

By federal law all males must register with the Selective Service office within 30 days of their 18th birthday. In addition, federal No Child Left Behind legislation requires the high school to supply all military branches with the names and addresses of all students. Students may opt off of this list by submitting a letter to the guidance office from a parent/guardian requesting this information not be sent.

## **GRADUATION CEREMONY REQUIREMENT**

Students must have completed twenty (20) hours of community service learning each year for a total of eighty (80) hours.

## **GUIDANCE DEPARTMENT**

The mission of the Canton High School Guidance Department is to provide comprehensive developmental guidance services for all students. During their time at Canton High School each student will pursue and expand on his or her abilities, interests and aptitudes. Through their roles as personal counselor, academic counselor, post-secondary counselor, consultant, and facilitator, the guidance staff at Canton High School assist students in this process of self-discovery. The guidance staff encourages each student to pursue the most appropriately challenging academic program he or she can handle with success. Beyond the walls of the classroom, the students of Canton High School contribute to our vibrant school community through leadership and contributory roles in athletics and other extra-curricular activities.

Each student will meet in a guidance seminar once per seven day cycle for one semester of the year. In guidance seminar, counselors will work with small groups of students to proactively discuss developmentally appropriate issues. The primary themes addressed are acclimation to high school and increasing independence (9th grade), self-assessment and discovery (10th grade), exploring post-secondary choices (11th grade), and preparing to transition to life beyond high school (12th grade). Students are encouraged to meet individually with their counselors in addition to these group sessions in order to discuss personal, academic, or any other issues. In order to accomplish this, an “OPEN DOOR” policy is always maintained.

## **HEALTH SERVICES**

### **School Nurses**

The school nurses collaborate with other members of the educational team and parents/guardians to support the academic success of students. School nurses seek to prevent or identify student health-related problems and intervene to modify or remediate these problems.

### **Absence from School**

If your child is out of school for an extended period of time, please notify the school nurse. Any school absence for five or more consecutive days requires a note from a health care provider which should be presented to the school nurse before the student returns to school.

### **Confidential Health Information/Medical Concerns/Special Health Care Needs**

Please contact the school nurse if your child is under the care of a physician or if there have been any changes in health status. Information is shared with faculty and staff when appropriate to maintain the health and safety of your child.

Parents/guardians of students with a medical concern (asthma, diabetes, seizures, life-threatening allergies, or any other medical condition) should contact the school nurse to develop an individualized health care plan.

Students with an acute injury (fracture, sprain) that requires the use of crutches, wheelchair, or an ace bandage must be seen by the school nurse before returning to school. A written note from the health care provider regarding the injury is required. The school nurse will work with parents/guardians to develop appropriate accommodations so that the student can attend school.

### **Elevator**

The elevator is available exclusively for students with a physical disability. A written note from the health care provider and the parent/guardian is required. The school nurse will meet with the students to discuss guidelines for use of the elevator and to issue a key if necessary. Any student using an elevator without permission will be subject to disciplinary action.

### **Field Trips**

The school nurse will work with parents/guardians and staff to ensure that students with special health care needs or medications are able to attend field trips. Accommodations for administration of medications and/or medical procedures on field trips will be written in the student's medication plan. In some circumstances parents may be responsible for attending the field trip to provide medical coverage for their child.

### **Forms**

All health and medication forms are available from the school nurse or may be downloaded from the web at [www.cantonma.org](http://www.cantonma.org). Click on "Health Services."

### **Guidelines for Staying Home From School**

- Contagious illness (i.e. strep throat, flu, chicken pox, H1N1)
- Elevated temperature (101 degrees or higher within the past 24 hours)
- Discharge from the eyes or ears
- Vomiting or diarrhea
- Suspicious rash or sore with discharge

### **Health Insurance**

Please contact the school nurse for information about obtaining health insurance or finding a primary health care provider or a dentist.

### **Health Screenings**

Health screenings are mandated by the Mass. Department of Public Health and are conducted in the following grades:

Vision: K-5, 6, and 10

Hearing: K-3, 6, and 10

Height and Weight: K-11

BMI: A report of each student's BMI and percentile will be sent home to the parent/guardian in grades 1, 4, 7, and 10

Postural Screening: 5-9

Parents/guardians are notified of any student who does not meet the minimal screening standards. School nurses will work with families to obtain the appropriate referral and follow-up services needed.

### **Illness/Injury at School**

Students who become ill or injured during the school day must notify their teacher before going to the health office. Middle and high school students must obtain a written pass to see the school nurse except in an emergency. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor medical/mental health concerns will be treated and sent back to class. More serious conditions may be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care of children who cannot stay in school; the school does not provide infirmary services.

The school nurse will determine if the student requires dismissal for an illness or injury and will call the parent/guardian to make transportation arrangements. Students are not allowed to call parents/guardians to be picked up from school without the approval of the school nurse or a school administrator.

In the event of an apparent serious injury or illness, the school nurse will call 911 and the student will be transported to a nearby hospital. School staff will call all emergency contact numbers provided by the parent/guardian to notify them promptly about the emergency.

### **Immunizations**

Massachusetts State Law requires immunizations. Students are required to provide documentation of current immunization consistent with the Mass. Department of Public Health requirements. Visit the “Health Services” web page for a list of required immunizations.

### **Medication Policy**

#### **a. Prescription Medication**

Students requiring prescription medications, including inhalers, during the school day must have signed forms from a health care provider and the parent/guardian on file in the health office before medications can be administered. Medication must be delivered to the school in a pharmacy or manufacturer labeled container by the parent, guardian, or a responsible adult. **No child is permitted to bring medications to school.**

(Medications should be administered before and after school whenever possible. All medication must be taken in the Health Office except for inhalers which may be carried by the student with parental/guardian and physician authorization.

#### **b. Non-Prescription Medication**

Acetaminophen (Tylenol) and Ibuprofen (Advil) may be administered with written parental/guardian permission in accordance with the protocol approved by

the school physician. All other non-prescription medications require an order from a health care provider.

**c. Non-Prescription Medication**

It is the responsibility of the parent to send their child to school with throat lozenges or Vitamin C drops when the child has a minor irritated sore throat, or persistent cough. The responsibility of the consumption of the cough drops belongs to the parent and child, not the teacher, nurse or school. Please instruct your child accordingly.

**Nutrition**

Parents/Guardians are encouraged to ensure that students eat breakfast before coming to school. A well-balanced diet, including three meals and two snacks a day, will improve academic performance. The school nurse is available to help students with any nutritional problems including obesity, failure to thrive, and eating disorders. Students with barriers to obtaining good nutrition, including financial difficulties, should see the school nurse for confidential assistance.

**Physical Education Exclusion**

Students may be excused from physical education classes for an illness or injury, by providing the school nurse with a note from their physician or their parent/guardian that explains the reason for the exclusion. For any PE exclusion over five days, written notification from the health care provider is required. The school nurse will not excuse any students for injuries that happen out of school without the appropriate note.

**Physical Exams**

All new students and students entering grades 4, 7, and 10 are required to submit a record of a complete physical exam before the start of school in September. Students participating in athletics at the high school and those requesting a work permit must have a complete physical annually.

Canton Public Schools shall ensure that every student in the schools are examined by a licensed physician, nurse practitioner, or physician's assistant within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter. We seek to collect these physicals in grades 1, 4, 7, and 10. A student transferred from another school system shall be examined as an entering student. A student may be excluded at the discretion of the school nurse and administration if the physical exam/health history is not submitted according to Massachusetts Department of Public Health regulations. Further, a physical must be presented on an annual basis when a student participates in competitive athletics.

**Food Allergy Management**

In order to minimize the incidence of life-threatening allergic reactions, our school system will maintain a district-wide plan to address life-threatening allergies with the intent to reduce and/or eliminate potential reactions. The focus of the Food Allergy Management Policy is prevention, education, awareness, communication and emergency

response. The Food Allergy Management Plan is the basis for procedural guidelines that will be implemented at the school level and provide for consistency across all schools within the district. Please refer to the Health Services Web page to view the policy.

### **Pregnant Student/School-Aged Mother (CHS ONLY)**

The pregnant student/school-aged mother will be permitted to continue school. The school staff (principal, guidance counselor, school nurse and adjustment counselor) in cooperation with the student, her parents/guardians and the physician will develop an appropriate educational plan.

### **Rest**

Student should arrive at school well rested. Depending on age, students generally require between 8-12 hours of sleep each night.

### **School Entry**

Massachusetts State Law requires documentation of current immunization status and a recent physical exam before entry into school. New students may meet with guidance to select classes but will not be allowed to attend school until health records have been reviewed and approved by the school nurse.

## **HOME INSTRUCTION POLICY**

Home tutoring is available to students with extended consecutive absences from school. Normally, a student must be absent fourteen (14) consecutive school days before home tutoring may begin. Arrangements should be made for home tutoring as soon as it is known that an extended absence is necessary. Forms may be obtained from the Student Services Office at the Rodman Center.

## **HOMEWORK**

All students should receive one half hour of homework study per night in all five or more credit courses. Students in honors and advanced placement courses may experience additional requirements.

## **INTERNET ACCEPTABLE USE POLICY**

Canton network users include all teachers, students, administrators, staff members, and community members who have access to the World Wide Web via Canton Public School's Wide Area Network. The Internet is a global network linking computers around the world. Internet user provides valuable learning and instructional opportunities for research and curriculum support. While the Internet's possibilities are tremendous, it also has potential for abuse. To utilize the Internet through Canton's Wide Area Network, or other service provider within this network, the user must agree to take full responsibility for his or her actions. The Canton Public Schools, the Canton Public Library, and other

sponsoring organizations shall not be liable for the actions of anyone accessing the Internet through this or any other Internet connection. All users assume full liability, financial or otherwise, for their willful and deliberate actions.

### **INTERNET GUIDELINES FOR USER ACCESS**

The following guidelines must be followed for user access to the Canton Wide Area Network. In accordance with the guidelines below, users will be issued individual accounts providing they have reviewed and signed this AUP and have also received a consenting signature of a parent/guardian if the user is under the age of 18.

1. The Canton WAN is to be used in a responsible, safe, efficient, ethical, and legal manner and in accordance with each school's student handbooks. The primary purpose of the Canton WAN is to support the educational objectives of the Canton Public Schools, the Canton Public Library, and Canton's educational community in general. It is essential that each individual user of this system understand that purpose.
2. No user shall use the Canton WAN or any other Internet service provider within the Canton WAN for commercial purposes or to perform any act that may be construed as illegal, unethical, or inappropriate.
3. The use of profanity, obscenity, or language that may be offensive to others is prohibited.
4. The transfer of obscene or profane materials over the Internet is illegal and may be punishable by fine or a jail sentence.
5. Reposting of personal communications without the author's prior consent is prohibited.
6. No user is permitted to access unauthorized accounts nor information that is restricted.
7. Virus protection software will be installed on all machines in the district. Deliberate attempts to circumvent this software and download viruses or degrade or disrupt system performance is a violation of the law.
8. Ownership of personal property must be respected. Any material obtained from the Internet and included in one's own work must be cited and credited by name, by electronic address, or by path of location on the Internet.
9. Canton Public Schools reserve the right to examine all data stored on student's disk drives or diskettes involved in their use of the Internet.
10. Personal identifying information, including student pictures, full names, addresses, and home telephone numbers should never be posted on or communicated on the World Wide Web or the WAN, unless specific permission is sought from home by a classroom teacher or staff member. Group photos, where individual students are not identifiable, are permitted.
11. In special circumstances with parent-signed release, student identifying information can be added to the Canton Public Schools web site.
12. Vandalism will result in cancellation of system privileges and will require restitution for costs associated with hardware, software, and system restoration.

**Violation of any of the above guidelines may result in loss of access privileges and/or disciplinary actions as deemed appropriate. If necessary, law enforcement agencies will be notified.**

### **Electronic Mail**

The Canton Public Schools' electronic mail accounts are directly connected to Canton's Wide Area Network. All cases of use of e-mail therefore, are subject to the same rules and guidelines as outlined above with respect to usage over the Canton WAN. The sharing of electronic files is considered cheating and will be handled in that manner according to the plagiarism or cheating policy.

1. All teachers and staff members of the Canton Public Schools are eligible to obtain electronic mail accounts from the Canton server. The address will be the staff member's last name, first initial @ cantonma.org. As staff members are town employees, all electronic mail is acknowledged as public record and therefore subject to the requirements of the Public Records Law, M.G.L. c.66.
2. The Canton Public Schools will not issue individual student e-mail accounts.
3. Users that have obtained independent e-mail accounts either from home service providers, such as AOL or Microsoft, or from internet based companies such as Yahoo or Hotmail, are solely responsible and liable for usage when accessing these accounts from within the Canton Public Schools WAN. All of the rules of the Canton AUP as outlined in the guidelines of usage on the Canton WAN apply to private e-mail use from within the Canton WAN.
4. For educational purposes, each teacher may elect to utilize a separate classroom E-mail account to be used by students in the pursuit of information from a myriad of experts beyond the boundaries of the classroom. This group account will be available for access by a student, or group of students, under the supervision of the classroom teacher. The classroom teacher accepts full responsibility for this account and will request the addition of this account to his or her classroom each fall from the K-12 Coordinator of Technology.

### **Chat Rooms**

The use of chat rooms or online chats between students of the Canton Public Schools and any individual or group of people, unauthorized by a classroom teacher or staff member of the Canton Public Schools, is strictly prohibited. Students involved in private or public online chats will lose all account privileges and may be removed from their course.

Staff members engaging in inappropriate online chats will be subject to severe disciplinary action.

Authorized use of chat rooms for educational purposes by students, i.e. communicating with experts or with students from around the world for educational projects, must receive approval from a classroom teacher or Canton Public Schools staff member.

## **LIBRARY**

The Joseph E. Joyce Media Center is open from 7:15 A.M. to 2:00 P.M. Students wishing to use the library during study must get a pass form the librarian prior to the study. The student must then go to the study, sign in, and report to the library for the remainder of the period. Students must observe the quiet atmosphere. Students are required to return or renew materials when due or face fines or loss of library privileges. A copy machine is available for student use at \$.10 per copy. Students must observe the posted rules of the library media center; no food or drink. Students must come prepared to study or read. There should be no socializing and no more than three students to a table. Library computers are for academic pursuits only. Computers should not be used for personal e-mails, chat rooms, games or other uses deemed inappropriate by the library staff.

### **LOCKERS**

Each pupil will be assigned a locker. Pupils may go to lockers before and after school and between periods if they choose. Students going to lockers during a period must have a pass from the teacher. Master keys and copies of combinations for lockers are retained by the school. Certain items may not be stored in lockers to include weapons, illegal drugs, alcoholic beverages, stolen property, tobacco products, or anything that may be disruptive or dangerous to the student body or staff. The school retains the right to inspect lockers periodically for compliance with these rules. Whenever possible, inspections will take place when the student is present.

### **PART-TIME EMPLOYMENT**

The most important obligation that a student has is the successful completion of high school work. Outside employment must never be permitted to detract from school time, after school help sessions/make-up work, or detention time.

### **PROGRESS REPORTS**

CHS wants to maintain a clear dialogue with the parents/guardian of each student. Midway through each marking period, students and their parents/guardian will receive a progress report in each subject. A teacher shall report any substantial change in a student's performance, conduct, and effort.

## **SCHOOL CANCELLATION**

If weather conditions warrant it, school will be cancelled. Students and teachers will be notified of school cancellations through Connect-Ed and posted on the Canton Website, as well as on your local TV station. If weather conditions warrant it, a one- hour delayed opening may be instituted by the Superintendent of Schools. This plan would postpone the opening of school and bus pickup of students for one hour. The closing hour of school and the lunch schedule would not change under this plan. Announcements informing students of the delayed opening will be made in the same manner as the “No School” announcements.

**Please - DO NOT call the Police and Fire Departments concerning “No School” announcements. Call 781- 821-5060.**

## **SCHOOL HOURS AND USE OF BUILDING**

Students should enter the main corridor of the building or the cafeteria when arriving at school. Other sections of the school will open to students at 7:10 A.M. School ends at 1:44 P.M.. All students should leave the building by 2:00 P.M . except those students who remain for extra-curricular activities, teacher assistance, or detention. Students engaging in any extracurricular activity must be under the supervision of a teacher. Student athletes will obtain books etc. from their lockers prior to practice since they are allowed only in the gym and locker areas after 2:00 P.M..

## **SENIOR YEAR AT COLLEGE**

Although it is the exception to the rule, there are certain exceptional students who leave Canton High School at the end of their junior year for an early admission program at a particular college. These students are advised that they are not eligible for consideration as valedictorian or salutatorian of their class. All students applying for early dismissal at the end of their junior year must have the approval of the Canton High School Principal, the Superintendent of Schools, and the Canton School Committee.

## **STUDENT COUNCIL**

The Student Council is an organization through which the students may express their opinions, make recommendations to the school administration for improving the school, and participate in the management of school enterprises. The Council tries to promote leadership, initiative, and self-control among its members. Each spring a president, vice president, secretary and treasurer are elected to carry on the work the following year. Students running for class office must follow all guidelines prepared by the Student Council advisor. Failure to follow these guidelines may result in the student not being permitted to run and/or serve.

## **STUDENT PASSES**

No student should be in the corridors during class periods without a pass issued and signed by a staff member. A student assigned to a study hall who desires to visit another area must obtain a pass from the teacher in charge of said area and present it to his/her study hall teacher at the start of the study hall. The student will surrender his/her pass to the teacher in charge of the area to which he/she reports.

## **SUMMER SCHOOL FOR CREDIT MAKE-UP**

I. A student may attend summer school in an attempt to raise a grade to meet a prerequisite for advancement to the next level of a subject:

**OR**

II. A student may attend summer school to make up a failed course when the following criteria are met:

- A. The student has not withdrawn from the course during the school year.
- B. Student has received a passing grade for at least two marking periods or one semester.
- C. A student obtains prior approval from the Principal or his/her designee, before enrolling in summer courses at a different school system.
  - 1. The student must submit a portfolio of work performed at summer school, including record of attendance, homework, tests, etc.
  - 2. The Principal reserves the right to administer a test which must be passed before students can receive credit for a course taken in summer school.

III. A student will receive a grade no higher than C- for successful completion of a course in summer school.

## **TELEPHONE MESSAGES FOR STUDENTS**

Telephone messages for students will only be delivered in the case of an emergency.

## **TOBACCO POLICY**

It is unacceptable for any student in either primary or secondary public school buildings in the Commonwealth to use or to possess tobacco products of any type on school grounds or at any school function or activity. Students and staff are not permitted to smoke at any school functions (proms, banquets, field trips, etc.) held on or off school grounds.

## **TRANSFERS OR WITHDRAWAL**

Any student who plans to transfer or withdraw from Canton High should follow this procedure:

- a) Be sure to notify the Guidance Office regarding the date when you expect to leave Canton High School.
- b) Clean out your gym and corridor lockers.
- c) Obtain a check-out slip from the Guidance Office. Return your books to the teachers and have the check-out slip initialed. When the slip is completed, take it to the Guidance Office.
- d) If you are transferring to another school, obtain a transfer card from the Guidance Office. Your transcript of grades will be forwarded directly to your new school.

## **VALUABLES**

Students are advised to leave money and valuables in the office vault for safekeeping during the school day. Valuables may not be left in the vault overnight. During physical education classes, it is the responsibility of the individual student to check his/her valuables with the teacher before the start of the period. Canton High School assumes no responsibility for items lost or stolen in school.

## **VISITORS**

If a student wishes to bring a visitor to CHS for a day, at least 24 hours notice must be given to the school administration and to all teachers of that student. Teachers will have an opportunity to approve or to deny the visitor depending on the size and the nature of the class on that day in question. Unaccompanied visitors to the school should be directed to the Main Office.

## **WORKING PAPERS**

During the school year, students may obtain working papers before or after school in the Main Office. During the summer and vacations, they may be obtained in the Main Office/Guidance, 8:30 A.M. - 2:30 P.M., Monday through Friday.

## **STUDENT ACTIVITIES**

Student clubs and activities are driven by student interest. The following activities and descriptions provided below may change due to schedule demands and the level of student interest:

A Capella  
African Action  
Art Club  
Asian Cultural Society  
Band

Century Club  
Chorus  
Climate Club  
Drama Club  
Echo (Yearbook)  
Environmental/Recycling Club  
French Club  
French NHS  
Film Club  
Gay/Straight alliance  
German Club  
German NHS  
German exchange  
Hip Hop Dance  
International language  
Junior States of America  
Math Team  
Mock Trial  
National Honor Society  
Peer Education  
Ping Pong Club  
Prism (School Literary Magazine)  
School Days  
Sound and lighting  
Spanish Club  
Spanish NHS  
Spectrum (School Newspaper)  
Student Council/Officers  
Student Advisory  
Treblemakers  
Tri-M

Students wishing to start a new club should meet with the principal.

## **BAND**

The Canton High School Band performs at numerous school and community events. These performances include football games; pep rallies; the French, German and Spanish Exchange Banquets; “Christmas in November” at the Massachusetts Hospital School; the Memorial Day, Halloween, and Little League Parades; and the Annual Spring Concert.

The Band rehearses each morning before regular period one. Members may also take Band as a major or minor course during the school day. Additional rehearsals may be scheduled on Wednesday evenings and Saturday mornings. A wide variety of music is performed to include popular songs, Jazz and Concert Band, Stage Band, and Chamber Music.

## **CAREER CENTER**

The Career Center is open during most periods of the day and also after school and is designed to help students explore career options, seek help with employment after school and determine activities to be done for the twenty-hour (20) community service graduation requirement.

The Center has several computers which have programs designed to help students look at all types of career options. The Center also sponsors various career field trips in conjunction with the Schools to Careers Project. Announcements about all opportunities available from the Center are posted outside the Center, listed in the Daily Bulletin and broadcast during the morning announcements. For more information, students should contact Mr. Edward Amico at 781-821-5050 ext. 115.

## **CENTURY CLUB**

The Canton High School Century Club is one of a kind. The Century Club membership is strictly an honorary award given to those students who have achieved outstanding, unweighted class rank on an annual basis. One hundred (100) students are chosen from the four classes as follows: the top forty (40) seniors, the top thirty (30) juniors, the top twenty (20) sophomores, and the top ten (10) freshmen. An annual ceremony in May of each year is held to honor the selected students.

## **CLASS OFFICERS**

Each class has four officers: president, vice president, secretary and treasurer. Elections are held in the spring of each year. Officers are part of the Student Council with full voting privileges. In addition, their job is to work with the class advisor on various class activities. Some of these activities include the collection of class dues, planning for proms or semi-formals, dances, banquets, and other appropriate activities.

## **DRAMA/PERFORMING ARTS**

### **After School Band and Chorus**

These groups present an opportunity for students to participate in musical ensembles who cannot fit the courses into their regular daily schedule. These groups rehearse weekly for two hours, either immediately after school or in the evening. Students are expected to practice on their own and to participate in concerts as scheduled. Chorus and band members may receive 1.5 academic credits for participating.

### **Drama Club**

The Drama Club, under the direction of the Performing Arts Department, sponsors many performances and activities throughout the school year. These include a musical in the fall, a drama, a competition play for the state drama festival, and student-directed intramural One Act competition. Instruction and exploration of all aspects of the theatre include acting, finance and production management, directing, stage management,

lighting, sound, scenery, costuming, make-up, dancing, singing, and pit band for the musical. There are also Drama Club-sponsored field trips to performances in nearby communities and local theatre workshops. Every other year the Performing Arts Department travels to New York for a weekend of Broadway theatre and sightseeing.

### **Small Musical Ensembles**

Students who wish to organize smaller specialty musical groups for performing are welcome to make arrangements with the music teachers.

### **Tri M**

Tri M is the National Music Honor Society, sponsored by MENC, the national organization for music educators. Students in grade 10 and up are selected by the music faculty for participation in this organization based on their active involvement, scholarship, leadership, and excellent participation in school music ensembles. New members who have participated in music groups at CHS for at least one year are inducted in the fall. Students must maintain their excellent participation to retain their membership; these students will be recognized as graduating seniors.

## **FILM CLUB**

The Film Club meets after school one or two times per month. Various types of feature-length films are shown including classics and foreign films. Refreshments are served, in an informal setting, and students and staff discuss the film after the showing. The Club is open to all members of the school community.

## **FRENCH CLUB AND FRENCH EXCHANGE**

The French Club holds the election of its four board positions (president, vice-president, secretary, and treasurer) in early June for the next school year. The Club has been a member of the French Library in Boston for many years. Each year, the French Club, along with the German and Spanish Clubs, participates in the Language Club Holiday Festival in late December. In the past, the major activity of the French Club has been the exchange with the city of La Baule, France. When possible, the American students visit La Baule in February, and the French students usually visit America in late March to early April. Students participate in various cultural activities. The members of the French Club and French Exchange are encouraged to participate in these events. The sending program requires that students be enrolled in a French course.

(Continued on page 33)

## **SOCIÉTÉ HONORAIRE DE FRANÇAIS OF THE AMERICAN ASSOCIATION OF TEACHERS OF FRENCH**

Société Honoraire de Français takes great pleasure in nominating a candidate. Membership shall be restricted to those students actively engaged in the study of French

in a secondary school. This honor is based on academic scholarship, especially in French, and on leadership in French activities.

The aim of this organization is to stimulate interest in the study of French, to promote high standards of scholarship, to reward scholastic achievements, to create enthusiasm and understanding of French culture, and to perpetuate international friendship and solidarity in the French-speaking world.

### **GERMAN CLUB AND GERMAN EXCHANGE**

Most members of the German Club take courses in German, but all students who are interested in German culture are welcome. In June, elections are held for the positions of president, vice-president, secretary, and treasurer. Candidates are nominated and elected by Club members. The main purpose of this organization is to raise funds for the exchange program to Bocholt, Federal Republic of Germany. Each fall, a group of approximately 35 students visits Canton High School from the St. Georg Gymnasium in Bocholt. During their three-week stay, the German Students are hosted by members of the German Club who introduce them to as much of American culture as possible. In the spring, the American students visit Germany for a similar experience. The sending program requires that students be enrolled in a German course.

### **JUNIOR STATESMEN**

This nationally recognized organization called Junior State allows students to improve their leadership skills and to also learn more about how government works at all levels. All students are eligible to join and should see the advisor to register. In addition to meeting after school on projects, students also attend local and regional conventions with other schools. Moreover, students will have the opportunity to attend the national convention of the organization.

### **MATH TEAM**

The Math Team is one of Canton High School's proudest traditions. The trophies displayed are evidence of our team's winning ways. Two or three times a month the team travels to test centers, both near and far, to engage in competitions that are individualized as well as team-oriented.

The membership consists of approximately thirty (30) "mathletes" who are sophomores, juniors, and seniors. As freshmen, these students demonstrate strong mathematical aptitude and compete for places on the roster. Members attend math seminar three periods a week during school hours where they improve problem-solving skills and prepare for meets.

Math Team activities extend well beyond competitions. For example, members sell refreshments at home football games.

## **MOCK TRIAL**

This interscholastic program is designed to expose students to the workings of the legal system. A team is created early in the year to prepare for competitions with other schools. Students assume various roles in the legal system and practice their courtroom skills under the supervision of their advisor. The competitions take place in actual court houses.

## **NATIONAL HONOR SOCIETY**

The National Honor Society (NHS) is one of the nation's premier organizations 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. The four main purposes of this group are "To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools" (from the NHS Constitution). The Canton High School Robert W. Tighe chapter of the National Honor Society strives to meet these purposes.

The NHS bases its criteria for membership on scholarship, character, leadership, and service. To be eligible for initial selection to membership, the candidate must have been in attendance at least one semester at Canton High School. Candidates eligible for selection to membership in this chapter must be members of the junior or senior class. Students must have a minimum cumulative weighted average of 17 on the 22 point scale (see rank in class chart on page 15) in order to be eligible for selection to the Chapter. Junior and senior students with a cumulative average above this minimum will receive an invitation to apply. Once a student has reached this stage, he/she must fill out an information form detailing his/her service and leadership and later be judged by a faculty council for selection. The NHS is an active organization which participates in events throughout the school year. Examples of its involvement are a free tutoring program, participation in additional community service hours (above the required 20 hours), and the Project Bread Walk for Hunger in May.

## **NEWSPAPER**

*Spectrum*, Canton High School's student newspaper, is published six times during the school year. *Spectrum* is published by a writing and a business staff. The four writing departments are sports, news, spec-team, and features. The sports department concentrates on Canton High's athletic programs and players. The News Department focuses on new rules, new curriculum, and current changes in student life. The Spec-team Department studies in-depth subjects of interest to the school and community. The Features Department conducts surveys, interviews students, and writes feature articles. The business staff includes the advertising, fundraising, and circulation departments. Other important *Spectrum* departments are layout, photography, and art.

The *Spectrum*, whose current advisor is Mr. Patrick Connor, has been published for many years and is free to the public. The newspaper's main fundraiser is the Valentine's Day Carnation Sale.

### **PEER EDUCATION GROUP**

Peer Education is people helping people. As part of the group, students visit classrooms in the elementary and middle schools and talk to children about topics such as: drugs, alcohol, and self esteem. They also help address more specific problems such as getting along with others and accepting new students.

Students in the current Peer Ed program represent almost every club, team, or school organization at Canton High School. To be involved in Peer Education, students must complete an application form consisting of ten (10) questions. They must also seek the approval and signatures of three teachers and administrators.

Selection into Peer Ed is based upon the application packet and general school decorum. The selection committee consists of the two Peer Advisors, the Assistant Principal and the Principal of the high school.

### **THE RAINBOW ALLIANCE**

Canton High School's Gay/Straight Alliance has the following objectives:

- a. To provide safe places for gay, lesbian, and heterosexual students to meet in school.
- b. To offer opportunities to learn and to teach about the challenges surrounding sexual orientation.
- c. To build community spirit, mutual understanding, and support among gay and lesbian students and their friends.

### **RENAISSANCE PROGRAM**

The vision of the Renaissance Program is to create an environment in which academic excellence, continuous improvement, and citizenship are promoted and recognized. This program encourages students, teachers, administrators, parents, business owners, and community members to become involved in our schools. The Renaissance Program is designed to motivate and inspire students to reach their full potential and to create an atmosphere conducive to success. Both students and teachers are welcome to join the Renaissance Committee which oversees the program. This committee may meet once or twice a month as needed.

### **SPANISH CLUB AND SPANISH EXCHANGE**

The Spanish Club consists mainly of students who have taken or who are taking a course in Spanish at Canton High School. However, any students are welcome to join the Club if they have an interest in furthering their knowledge of Spanish culture. Members

participate in the Language Club Holiday Festival, a major event held every year. This takes place in December, when all the language clubs convene. Spanish Club members prepare dishes common to the Spanish culture. Whenever possible the Club also arranges for an annual trip to Spain.

### **STUDENT ADVISORY COMMITTEE**

This Committee is composed of five (5) students elected at-large from the student body. Elections are held in late spring. The members meet on a regular basis with the Canton School Committee in order to provide input and to represent the student viewpoint on various policy issues. The members elect a chairperson who sits at all regular School Committee meetings.

### **STUDENT COUNCIL**

Student Council is an organization whose goals are to promote school spirit, to regulate and coordinate student activities, and to act as a liaison between the administration and the student body. The Council is made up of five (5) representatives from each class. Class officers are also included in the membership. Election of class officers are held annually in the spring. The Student Council has an Executive Board made up of a president, vice-president, secretary, and treasurer. Meetings are held twice a month. Annual events include Powder Puff Football, Globe Santa, and a Faculty-Senior Basketball game.

### **STUDENT TRAINERS**

Any student who is interested in sports medicine and in helping out various athletic teams should consider the student-trainer program. Student trainers volunteer a few hours each day after school; duties include some managerial responsibilities and basic athletic-trainer lessons. Interested students should contact Mr. Erickson, athletic director.

### **STUDENTS AGAINST DESTRUCTIVE DECISIONS**

Students Against Destructive Decisions (SADD) is a national organization that helps teenagers, their families, and their community to work together to save lives. SADD encourages all people to obey the laws of the State, including laws relating to the legal drinking age.

Under the direction of the local SADD chapter, the students educate each other about the dangers of driving under the influence of illegal substances. The SADD officers and members meet periodically throughout the year. All students are welcome to attend any meeting. SADD conducts fund-raising events to help promote the organization's activities. Some SADD activities have included field trips, assemblies, guest speakers, and SADD awareness week.

**REMEMBER:** *Friends don't let friends make destructive decisions!*

## **TV PRODUCTION CREW**

Student volunteers are always being sought for production crews to film school activities. Interested students should leave their names in the TV Studio with Ed McDonough, instructor. It is not necessary to be enrolled in a TV production course to volunteer.

## **YEARBOOK**

The staff of the CHS yearbook, ECHO, is open to seniors, as well as a few juniors and sophomores. The editorial board, whose members must be seniors, consists of editor(s)-in-chief, layout editor(s), usually two business editors, and three or four other editorial positions.

As a staff member, a student should be able to spend an average of 45 minutes, three days per week, after school. The job of an editor; however, the job of editor requires a considerably greater contribution of time and effort.

Under the direction of the editors, the staff begins work on the production of the yearbook in the spring, one year before it is to be distributed. Layout begins in the fall and is completed by February. The work of collecting funds, checking proof pages, and sale and distribution of yearbooks continues until graduation.

To help defray the cost of the yearbook for students, a very strong advertising sales campaign (contacting merchants, local industries, professionals, families and friends) is planned each year. Many students who are unable to contribute a considerable amount of time to the production of the yearbook can assist in helping raise the necessary funds to ensure a quality production.

## **CODE OF CONDUCT INFORMATION** **CODE OF CONDUCT**

A well-ordered, friendly atmosphere in the classroom and the school is essential:

If students are to learn to the maximum of their capacity and feel content in their environment,

If good relations with the community are to be upheld, and

If the total school operation is to be carried out in the best manner possible.

Pupil discipline directly affects the quality of the educational environment. The general purpose of discipline should be to bring about a positive change in a student's attitude and behavior.

Helping establish a desirable teaching-learning situation is the work of many people parents, pupils, teachers, administrators and the members of the school committee. The community is involved as well because habits learned or condoned in the schools will be carried over into everyday life.

***Rules and regulations of Canton High School are for all students regardless of race, color, religion, national origin, sex, sexual orientation, age, or disability.***

<b>Offense</b>	<b>Disciplinary Action</b>
Assembly misbehavior	detention, suspension and/or loss of privilege to attend
Being in an unauthorized area	detention/suspension
Being in lower student parking lot without permission from 7:20 AM - 1:44 PM	detention and/or suspension and loss of driving privileges
Being on school grounds without permission during school time	detention or suspension
Being on school grounds for unauthorized reasons after 2:15 PM	detention or suspension
Bus misbehavior	detention, suspension and/or loss of bus privileges
Class skipping	1st/2nd/3rd/additional: two detentions/ administrative detention/one day suspension/ three day suspension
Consuming food or drink outside of the cafeteria without permission Note: (Consumption of bottled water in classrooms may only be allowed at the discretion of the teacher).	detention
Dangerous weapons	see policy Dangerous Weapons
Detention skipping	1st/2nd: two detentions/ one day suspension
Dishonesty or lying	detention or suspension
Driving to endanger on school property	detention/ suspension and/or loss of parking privileges
Drug and alcohol abuse	see policy Drug/Alcohol Abuse
Excessive unexcused tardiness	Detention, parent meeting, and suspension are possible
Failure to Follow Directions During Emergency Drills	detention or suspension

Failure to hand in Handbook Receipt	Administrative Detention or suspension
Failure to have hall pass	possible detention
Failure to produce pass to receiving teacher	one detention
Failure to produce record of immunization	exclusion until record is produced
Failure to report to the office when directed	one day suspension possible
False fire alarm	ten day suspension, payment for expenses, exclusion from all school activities for the next 60 school days
Felony violations: being charged with or convicted of	possible exclusion, See M.G.L. Ch71. 37 H 1/2
Fighting	one to five days suspension
Forgery related to school matters	up to three days suspension
Hazing and/or harassment/discrimination	warning to expulsion - see Harassment/Discrimination Policy
Horseplay which endangers other students or staff	up to three days suspension
Illegal parking	potential ticket from Canton police and detention and/or loss of parking privileges for one month
Insubordination or insolence (e.g. failure to follow a reasonable faculty directive, or boldly disrespectful in speech or behavior)	detention or suspension
Leaving school without permission	1st offense: two detentions 2nd offense: administrative detention 3rd offense: 3 days out-of school suspension additional offenses: 5 days out-of -school suspension
Offensive language or obscene gesture to a student/staff member	warning or detention/ three day suspension
Plagiarism or cheating	grade of zero "0" and possible exclusion from all leadership activities and organizations
Possession of obscene and offensive material	Confiscation of the material and detention or suspension
Sexual harassment/ discrimination based on sex or sexual orientation	warning and/or suspension. See Harassment/Discrimination policy.
Smoking or possession of smoking materials and/or tobacco products	one day suspension unless willing to attend smoking cessation program Second and further offenses: Three day suspension
Stealing	minimum five day suspension

Tardiness to class(unauthorized)	teacher detention
Threats, assaults or harassment directed at student/ staff member	suspension up to ten days or expulsion possible
inciting other students to act with physical violence toward any other person	Detention to 10 day suspension
Throwing snow balls or any other object that may injure others	detention or suspension
Truancy	1st and 2nd: Admin. Detention 5 days out of school suspension & zero grade for each missed class while truant
Unauthorized leaving school in automobile	driver and/or student owner loss of privilege for 60 days and/or detention or suspension
Unauthorized use of automobile	up to 30 days loss of privilege to drive and park on school grounds
Uncooperative behavior that results in disruption	suspension, three to ten days
Vandalism	detention or suspension and full restitution
Wearing hats in school	detention and confiscation of the hat

## **SUSPENSION**

### **Out of School Suspension**

Students who are suspended from school are not allowed on school property for the days they are suspended. Students are also not allowed to attend any after-school functions or activities. This includes any sporting event, either at home or away. Students who are suspended will be allowed to make up any school work that was missed in accordance with the make-up policy on page 17. Students need to make arrangements with teachers to get the assignments. Students wishing to receive work at home while out on suspension need to contact their guidance counselor to make arrangements for work to be collected and picked up. Students are not allowed to come on school property to pick up assignments while they are on suspension.

## **EXPULSION**

Massachusetts General Law requires that a student be provided a fair hearing before the student is permanently excluded for alleged misconduct. The procedural rights for students facing expulsion include:

1. Written notice of the charges in advance of the hearing
2. The right to be represented by a lawyer or advocate (at own expense) and to have parents/guardian present at the hearing
3. Adequate time to prepare for the hearing
4. Access to all available documented evidence before the hearing
5. The right to question witnesses and to present witnesses

6. The opportunity to present the student's story to an impartial Principal or Assistant Principal in the presence of a witness of the student's choosing and the right to tape record the proceedings/or have them recorded by a stenographer.
7. A reasonably prompt, written decision including specific grounds for the decision
8. The right to appeal the decision to the school Superintendent who will be the final authority on the question within the school system

### **SCHOOL DISRUPTIONS**

Students are prohibited from participating in disruptive demonstrations and protests that result in destruction of property, violation of school rules, or any other unlawful activities. Disruptive assemblies may include:

- Assembly of large groups of students called for the specific purpose of disrupting the school day.
- Demonstrations that deprive other students of their rights to pursue their education in an orderly environment or obstruct corridors or prevent free movement among students who are not participants.

### **ELECTRONIC DEVICES**

Students are allowed to bring beepers, cellular phones, portable music players, or other electronic devices, including devices which enable the user to take pictures/videos (cell phones, PDA's/laptops, camera's etc.) at to school but may not activate them without permission from a school authority during the school day. Failure to follow this procedure will mean the student will have the item taken away for the school day.

Students who use their electronic device without the approval of Principal or his/her designee may suffer the loss of the device, detention and/or suspension. Students must give said device to teacher if directed. First violations may result in detention and/or holding the device for the day. Subsequent violations include the above as well as requiring a parent/guardian to come to the main office to collect the device.

### **DANGEROUS WEAPONS CONTROLLED SUBSTANCES**

1. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the Principal. . This is required by the Mass. Department of Education.
2. The school strictly prohibits the possession, conveyance, use, or storage of weapons or weapon look-alikes on school property, at school sponsored events, or in or around a school vehicle. This policy applies to all students and visitors, including those who have a legal permit to carry a weapon, with the exception of

police officers. On-site school administrators retain final authority in determining what constitutes a weapon and evaluating potential danger.

3. Any student who assaults the principal, assistant principal, teacher, teacher's aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.
4. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2); provided, however, that the principal shall state in writing to the school committee his/her reasons for choosing the suspension instead of expulsion as the most appropriate remedy. In his/her statement, the principal shall state that the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the other students and staff in school.
5. Any student who has been expelled from the school pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of expulsion in which to notify the superintendent of his/her appeal. The student has a right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
6. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

At a minimum, the police will be notified, and the student will receive a ten day out of school suspension. Also, the student will be excluded from all school activities after returning to school for the next 60 school days to include the next school year if necessary. A second offense will result in expulsion proceedings by the Principal.

## **DRUG AND ALCOHOL ABUSE POLICY**

The use, possession, or sale or distribution of alcoholic beverages or controlled substances is forbidden by state law.

1. Any student found using, selling or distributing prescription or illegal drugs or possessing any type of drug paraphernalia in school or on school grounds will be immediately turned over to the police and suspended from school and subject to expulsion by the Principal.
2. Any teacher who believes that a student may be using drugs will report the matter immediately to the school administration. If, after investigation, the administration believes that the student may be using drugs, the student's parent(s) will be notified.
3. The referral, counseling, and reentry policy for the high school will be as determined by the principal or his/her designee. Note: **Alcohol is considered a drug under this policy.**
4. The Principal will take the actions listed below against any student found to be in possession of, consuming, or under the influence of drugs or alcohol, on school property or at a school sponsored event. (Note: It is not a violation of this policy for a student to take a medication specifically prescribed for the student's own use by his/her doctor.) Students must take such medication in the nurse's office.
5. On-site school administrators retain final authority in determining what constitutes a prohibited drug and in evaluating potential danger.

### **First violation:**

1. A ten (10) day out-of-school suspension or a five (5) day out-of-school suspension and successful completion of a school-approved drug counseling program. The drug counseling program will be paid for by the student. If the student does not enroll and participate in the counseling program within the first five (5) days of his/her suspension, the ten day out-of-school suspension will be applied.
2. The student will also be unable to participate in or attend any after-school or extra curricular programs or school sponsored events for a ten (10) consecutive school week period. (Consequences for participation in interscholastic athletics are outlined in the CHS Athletic Code of Conduct on pages 50-53). If the student becomes a participant in an approved counseling program, and is successfully completing the program, the student may be certified for reinstatement to activities after a minimum period of five (5) weeks. Official documentation of attendance and proof of the successful completion of the counseling program must be submitted to the Principal's office at the end of the program. Once the student is enrolled in an approved counseling program, he/she may be allowed by the Principal to attend practice, but not dress or participate in official games, meets, performances, etc. during this five (5) week period.

3. If the student holds a class office, student council office, athletic team captain (including captain-elect), or activity office or other leadership role at the time of the infraction, that position will be lost.

**Second violation:**

1. A ten (10) day out-of-school suspension will be imposed and a ten (10) consecutive school month period of ineligibility will be applied for all athletic and extra curricular activities. If the student, of his/her own volition, becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in all school programs after a minimum period of five (5) consecutive school months. Such certification must be issued by the director or a counselor of the chemical dependency treatment center.
  
1. Penalties shall be cumulative each academic year. If the penalty period is not completed during the season of violation, the penalty shall carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year.

**DUE PROCESS PROCEDURE FOR ALL STUDENTS**

**NOTE:** Any student who is charged with a violation resulting in a suspension has an opportunity for a hearing to present evidence or witnesses at said hearing before the Assistant Principal. The student is allowed to have a parent/guardian or other form of representation at the hearing. After said hearing, if the student and parent/guardian are not satisfied with the result, they can then schedule another hearing with the Principal. The Principal may, at his/her discretion, decide to uphold or change the discipline action taken by the Assistant Principal. If the student and parent/guardian are still not satisfied, they may schedule a hearing with the Superintendent. All action taken at that hearing will be final.

**DISCIPLINE FOR SPECIAL NEEDS STUDENTS**

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71B of the Massachusetts General Laws and Individuals with Disabilities Education Act (IDEA) requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Education Program (IEP) or 504. The following additional requirements apply to the discipline of special needs students:

1. The IEP for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the IEP.
2. The Principal (or designee) will notify the Special Education Office of the suspendable offense of a special needs student and a record will be kept of such notices.

3. Discipline of Special Needs Students and Students with section 504 Accommodation Plans:

It is the practice of the Canton Public School Department to adhere to the State and Federal Mandates governing the discipline of special needs students. Specifically, the Canton School Department ensures the mandate of meeting manifestation determination prior to the suspension of a special needs student for more than ten (10) days. The special education team (with parents/guardian representation) meets prior to the tenth day of suspension of the special needs student to determine if the student's misconduct is a manifestation of the student's disability. As part of the process, the team will conduct a functional/behavioral assessment (with the practice of informing parents/guardian, but with the understanding that parental/guardian permission is not a requirement of the process). Upon completion of the process, the team will determine if an amendment to the child's IEP plan is warranted or whether the suspension can be implemented under the regular discipline code.

Under the aegis of the building Principal's responsibilities, and in accordance with administrative practice, the process will be adhered to, ensuring implementation. It is the practice of the school department that such notification occurs at the tenth cumulative day or when a ten-day (10) suspension has been imposed for a special needs student.

The procedural rights for a student facing suspension include:

1. Oral or written notice of the charges against him/her;
2. An explanation of the evidence against him/her
3. The opportunity to present his/her side of the story to the school principal or assistance principal, and;
4. The right to appeal the suspension to the superintendent, who will be the final authority on this issue in the school system.

At the discretion of the Principal and/or Assistant Principal, students who are suspended for more than one (1) day may be given the opportunity to make up missed class work. (See Suspension page 27) (See Due Process Procedure).

## **HARASSMENT AND DISCRIMINATION POLICY**

### **I. General Statement of Policy**

Canton Public School System maintains a firm policy to provide a safe learning environment that is free from any form of harassment/discrimination. Harassment/discrimination is "conduct or speech which is unwelcomed, intimidating, derogatory, hostile and/or offensive and has the purpose or effect of unreasonably interfering with a student's ability to learn or a staff member's ability to work."

Harassment/discrimination because of an individual's race, color, gender, sexual orientation, religion, natural origin, or disability that disrupts the educational process will not be tolerated under any circumstances. Examples of harassment/discrimination include sexual harassment/discrimination, bullying, hazing, fighting, taunting, use of profanity,

misuse of the Internet, racial, ethnic, or religious slurs, and threats of violence in any form.

The Canton Public School System will act promptly to investigate all complaints. The appropriate disciplinary action will be taken to end the harassment/discrimination and prevent its recurrence. This may include detention, counseling, anger management education, suspension, or expulsion to stop the harassment/discrimination and prevent its recurrence.

The Canton Public Schools will discipline any individual who retaliates against any person who reports alleged harassment/discrimination, testifies, assists or participates in an investigation, proceeding or hearing relating to a harassment/discrimination complaint. Testifying, assisting, or participating in any investigation will not affect the individual's future employment, grades, or work assignments.

## **II. Definitions**

Examples given below are for illustration and are not an exclusive list of the ways in which prohibited harassment/discrimination can occur.

**A. SEXUAL HARASSMENT/DISCRIMINATION** - Sexual harassment/discrimination consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature.

**Examples of conduct which may constitute sexual harassment/discrimination include:**

1. Verbal harassment/discrimination or abuse of a sexual nature
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching; unwelcome leering, whistling or sexual gestures
4. Intentional brushing against a student's or employee's body
5. Demanding sexual favors accompanied by implied or overt threats concerning an individual employment or educational status
6. Displaying any sexual suggestive objects, pictures, cartoons, photos, videos, or films
7. Any sexually motivated, unwelcome advances, whether they involve physical touching or not
8. Inquiries into one's sexual experiences or activities
9. Inappropriate epithets, jokes, gossip, written or oral references to sexual conduct or comments regarding an individual's sex life or body.

Condoning sexual harassment/discrimination will not be tolerated. Condoning includes ignoring harassment/discrimination or any other act that can be perceived as approving the actions of the harasser/discriminator.

**B. Racial Harassment/Discrimination or Harassment/Discrimination on the Basis of Color** - Racial harassment/discrimination of an individual consists of verbal or physical conduct relating to an individual race or color.

**C. Harassment/Discrimination on the Basis of Sexual Orientation** - Harassment/discrimination based upon sexual orientation of an individual consists of verbal or physical conduct relating to an individual's actual, asserted or perceived sexual orientation.

**D. Harassment/Discrimination Based on Religion, National Origin, or Ethnicity**- Harassment/discrimination based on religious, ethnic, or national origin of an individual consists of verbal or physical conduct relating to an individual's national origin, religion, ethnicity, the religion or national origin of the individual's parents, family members, or ancestors.

**E. Harassment/Discrimination Based on Disability** - Harassment/discrimination of an individual with a disability consists of verbal or physical conduct relating to a physical or mental impairment that substantially limits a major life activity of the individual, an individual's history or record of such an impairment, the perception of such an impairment, or an individual's association with another person who has such an impairment.

**Examples of conduct that may constitute any form of harassment/discrimination include:**

1. Graffiti or written materials that contain offensive language
2. Name calling, jokes, or rumors
3. Threatening or intimidating conduct directed at another
4. Any slurs, negative stereotypes, or hostile acts
5. Written or graphic material containing offensive comments or stereotypes which is posted or circulated
6. A physical act of aggression or assault
7. Threat or damage to property

**BULLYING** - Canton Public Schools recognizes that bullying behaviors often lead to greater and prolonged violence. We expect all individuals to treat each other with respect. Bullying behaviors will not be tolerated under any circumstances. Our school community relies on a partnership among students, staff, and families to create a healthy and safe learning environment.

Bullying is defined as intentional, repeated, hurtful acts, words, or other behaviors when someone uses real or perceived power to hurt or scare others. Bullying may be physical, verbal, social/emotional, or sexual.

**BULLYING MAY INCLUDE, BUT IS NOT LIMITED TO, THE FOLLOWING:**

**Physical bullying** includes punching, poking, fighting, tripping, hair pulling, spitting, biting, body language, and excessive tickling.

**Verbal bullying** includes such acts as hurtful name-calling, teasing, gossip, rumors, sarcasm, and threats.

**Social/Emotional bullying** includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing, and peer pressure.

**Sexual bullying** includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.

**HAZING** - The Canton Public Schools defines hazing as any intentional action taken or situation created, whether on or off school premises, to produce mental or physical discomfort, embarrassment, harassment/discrimination, or ridicule. This would include any action intended as an initiation ritual. (MGL Chapter 269; Section 17, 18, and 19.)

### **III. Reporting Procedures**

In responding to resolving complaints, administrators will be guided by five goals:

1. Focus on changing behavior rather than simply punish the offender
2. Engage students and staff in dialogues so that they may learn more than the impacts of behaviors and attitudes
3. Maintain, as much as practicable, the confidentiality of the alleged victims and offenders by involving as few people as possible in the resolution of the problem
4. Protect the complainant from retaliation; and
5. Insure prompt and thorough attention to all complaints.

If a student or employee believes that he/she has experienced any form of harassment/discrimination, bullying, or hazing or has witnesses such behaviors, he/she shall take the following steps:

1. He/she should verbally tell the individual(s) to stop the offensive behavior that he/she feels he/she has experienced.
2. If the individual(s) does/do not stop the offensive behavior, he/she should file a complaint with any one of the following:
  - The principal, a teacher, a counselor or a nurse
  - The Title IX/Chapter 622 Compliance Officer
3. If a student or employee is told about a complaint, that individual must notify the Principal or Title IX/Chapter 622 Compliance Officer.

(Continued on page 48)

### **IV. Investigation**

Reports of incidents of harassment/discrimination must be reported to the Principal. The Principal will either handle the complaint personally or designate an individual of the appropriate gender if it is a sexual harassment/discrimination complaint. Upon investigation of the harassment/discrimination complaint, the Principal shall determine if sufficient grounds exist for a more thorough investigation. If the Principal finds sufficient grounds for the harassment/discrimination complaint, the Principal will contact the Title IX Compliance Officer and report the complaint. The Title IX Compliance Officer will conduct a thorough investigation within ten (10) school working days. If all the parties

involved with the complaint process agree to extend the days for investigation, the ten (10) school working-days process may be waived. In all cases involving harassment/discrimination, all parties involved will be given the utmost protection of privacy and the assurance of due process. If a student or parent disagrees with the Principal's initial finding of no grounds for the harassment/discrimination complaint, the student or parent may appeal directly to the Title IX Compliance Officer for an investigation.

The Investigation shall consist of interviewing both the complainant and the alleged harasser/discriminator, individually and privately. The investigator shall document the statements of both the complainant and the harasser/discriminator.

If there are any witnesses to the incident of harassment/discrimination, they shall be interviewed, individually or privately, without either the complainant or the alleged harasser/discriminator present. The investigator shall document the statements of the witnesses. It is unlawful to retaliate against any witness for cooperating in the investigation.

The Compliance Officer shall make a written report to the principal and the Superintendent or designee upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of the district's policy.

If it has been determined by the investigations that harassment/discrimination has occurred, the harasser/discriminator shall be subject to disciplinary action. The action taken for the individual will be through the progressive discipline procedure and for the student, as noted in the student handbook.

If the investigation does not substantiate the complaint of harassment/discrimination, no record of the incident will be placed in the alleged harasser's personnel file unless requested by the alleged harasser/discriminator. Retaliation or reprisal against any individual for filing a complaint under this procedure or with any state or federal agency, for providing evidence during the investigation or for cooperating in the investigation is unlawful and shall constitute a separate violation of the provisions of this policy for which discipline shall be imposed.

Both parties shall be provided with a copy of the investigator's report after review by the Superintendent. If either party is dissatisfied with the results of the investigation of the harassment/discrimination charge, he/she should follow the Due Process Procedure outlined on in this handbook.

### **SCHOOL SAFETY CONCERNS**

Any student asked to leave school for emotional or anger management reasons will be excluded from school until he/she is deemed safe by a psychiatrist. A written

documentation from a psychiatrist will be required stating that the student is not a danger to him/herself or others.

### **STATE AND FEDERAL REGULATIONS**

Canton High School follows all local, state, and national laws regarding student behavior on and off campus. Canton Public Schools do not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability.

### **EQUAL EXPECTATION**

Massachusetts regulations, Title IX and Chapter 622, require the same expectations of student behavior for males and females. A student's gender will have no bearing on the discipline received for infractions of any rules or regulations.

### **NONDISCRIMINATION-TITLE IX AND CHAPTER 622, SECTION 504**

Title IX states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Chapter 622 states "No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on accounts of race, color, religion, national origin, sex, sexual orientation, age, or disability."

Section 504 of the Rehabilitation Act of 1978 states, "No person shall be excluded from or discriminated against in any educational programs or activities or in employment on the basis of handicap."

Any person who feels his or her rights have been violated under any of these provisions may forward complaints/concerns to:

Title IX and Chapter 622 — Dr. Douglas Dias, or Donna Creed-Bauman, Title IX and Chapter 622 compliance officer (781-821-5050 ext. 707) or in writing to him/her at Canton High School, 900 Washington Street, Canton, MA 02021.

Section 504 — Jane Purnell (781-821-5050 ext. 409).  
Homeless Coordinator - Jane Thornton (781-821-5085 ext. 102)

Any principal who receives reports of alleged violation of any of these laws either written or verbal shall put them in writing within 48 hours and forward them to the appropriate Compliance Officer and the Superintendent of Schools.

The Compliance Officer shall investigate all complaints within ten (10) school days with care taken during the investigation to ensure that due process is observed.

The Compliance Officer shall submit a written report to the Superintendent upon completion of the investigation. If a complaint is deemed actionable, the Superintendent shall take steps to correct the violation.

**AHERA  
(Asbestos Hazard Emergency Response Act)**

As a requirement of the AHERA Regulations, it becomes necessary to inform all persons in the Town of Canton that the asbestos management plan for all schools is located in the main office of each individual school, and a copy of each is also located in the office of the Maintenance Department.

**LATEX PRODUCTS**

The use of latex balloons and other latex products (such as gloves used in the nurse's office, by custodians, by cafeteria workers and in science labs) is not allowed anytime in the school, including by any school group or outside organization, per school committee directive.

**HUMAN SEXUALITY CURRICULUM NOTIFICATION  
(MGL CHAPTER 71, SECTION 32A)**

Canton has implemented a K-12 comprehensive Health Education program with human sexuality components in grades 5-12. The school system has approved the curriculum to ensure your children receive age-appropriate information. We encourage all parents/guardians to participate in the education of their children. You are welcome to review the curriculum at any time by calling the Health teacher for an appointment.

**RESTRAINT POLICY**

The Canton Public Schools complies with the provisions of 603 CMR Sect. 46.00 dealing with restraint of students in the public schools. To that end, the policy developed pursuant to those regulations is available upon request from the Principal, the Administrator of Student Services, and the Superintendent's office. Further, the policy is posted on the main bulletin board of the school near the office.

## **ATHLETIC DEPARTMENT**

Canton High School is a member of the Hockomock League, and offers a proud history of athletic competition. The sports for the 2009-2010 seasons include:

### **FALL SPORTS**

Boys Cross-Country- Varsity  
Girls Cross-Country- Varsity  
Girls Field Hockey- Varsity/JV  
Boys Football- Varsity/JV/Freshmen  
Boys Golf- Varsity  
Boys Soccer- Varsity/JV/(Fr)  
Girls Soccer- Varsity/JV/(Fr)  
Girls Volleyball- Varsity/JV  
Cheerleading- Varsity (JV)

### **WINTER SPORTS**

Boys Basketball- Varsity/JV/Freshmen  
Girls Basketball- Varsity/JV/Freshmen  
Girls Gymnastics- Varsity  
Boys Ice Hockey- Varsity/JV  
Girls Ice Hockey- Varsity  
Boys Winter Track- Varsity  
Girls Winter Track- Varsity  
Boys Wrestling- Varsity  
Boys Swimming- Varsity  
Girls Swimming- Varsity  
Cheerleading- Varsity (JV)

### **SPRING SPORTS**

Boys Baseball- Varsity/JV/Freshman  
Girls Softball- Varsity/JV  
Boys Lacrosse- Varsity/JV  
Girls Lacrosse- Varsity/JV  
Boys Tennis- Varsity  
Girls Tennis- Varsity  
Boys Spring Track- Varsity  
Girls Spring Track- Varsity

( ) designates that programs run from year to year

### **ATHLETIC ELIGIBILITY: ACADEMIC REQUIREMENTS**

1. A student must secure during the last marking period preceding the contest (e.g. second quarter marks and not semester grades determine third quarter eligibility) a passing grade in courses which total at least 23 credits.

2. A student cannot at any time represent Canton High School unless that student is enrolled in courses which would provide 23 credits.
3. Final grades from the previous academic year will be used to determine eligibility during the first marking period of a year. This is for students entering grades 10-12, or students repeating grade 9.
4. Academic eligibility of all students shall be considered as official only on the published date when the report cards for that marking period are to be issued to parents of all students.
5. Incomplete grades count as failing until such time as the grade has been officially completed.
6. Students who are not academically eligible may not participate with the team in any way.

**Note:** *The MIAA academic eligibility standards are designed to ensure that a student is fully enrolled in school and activity engaged in his/her academic life on a consistent basis throughout the school year.*

### **ATHLETIC DEPARTMENT PHILOSOPHY**

The concern of public education is the maximum development of its pupils. The Canton High School Athletic Program promotes education through the medium of physical activities. It makes its contribution to the growth and development of youth physically, mentally, emotionally, and socially.

First, and foremost, Canton High school is an academic institution. Satisfactory classroom standing must be maintained at all times by students exercising the privilege of athletic participation. Additional help, when needed in academic areas, is encouraged by all members of the athletic staff. Prior arrangements must be made with the head coach of that sport if practice time is to be affected for any reason.

Athletes and parents/guardians are encouraged to communicate directly with the coaches concerning academic or other problems. Should you experience difficulty reaching a coach, please contact the Athletic Office or the Main School Office.

CANTON HIGH SCHOOL ATHLETIC OFFICE	781-821-5050 X 111
CANTON HIGH SCHOOL MAIN OFFICE	781-821-5050

The importance of enforcement of all regulations should be apparent. A firm and fair policy of enforcement is necessary to prevent a travesty being made of regulations. High standards of conduct and citizenship are essential in maintaining a sound program of athletics. It is our intent to preserve rules that reasonably pertain to the health and safety of the individual and to the orderly conduct of sports.

Athletes are expected to set a positive example to the total student body; conducting themselves always as ladies and gentlemen and endeavoring to be leaders regarding all school policies governing student behavior.

Participation in competitive athletics may result in severe injury, including paralysis or death. Improvement in equipment, medical treatment, and physical conditioning, as well as rule changes, has reduced these risks, but it is impossible to totally eliminate such occurrences from athletics. Athletes and parent are encouraged to consult with the coaching staff relative to the potential dangers of that sport.

**RULES AND REGULATIONS OF CANTON HIGH SCHOOL ARE FOR ALL STUDENTS REGARDLESS OF AGE, RACE, SEX, OR GRADE.**

**RULES, REGULATIONS AND CODE OF CONDUCT FOR CHS STUDENT-ATHLETES**

Canton High School is an active member of the Massachusetts Interscholastic Athletic Association (henceforth referred to as the MIAA) and has agreed to conform to all of its rules and regulations governing high school athletics. Canton High School is also an active member of the Hockomock League and adheres to the constitution and by-laws of that League. Student-athletes should be aware of the rules and regulations of the above mentioned organizations. MIAA rules can be found at [www.miaa.net](http://www.miaa.net).

**The following Canton High School Athletic rules, regulations and expectations of conduct are also to be adhered to by all interscholastic team members:**

1. Any athlete who, in the opinion of his/her coach, the Athletic Director or the Principal, has acted in a way which violates the spirit of sportsmanship, teamwork, or the positive nature of competition, may be suspended or dismissed from the team. This is not limited to on field behavior.
2. Attendance is mandatory at both practices and games. All absences from practices or contests must be approved in advance by the Head Coach. Unexcused absences will result in a game/contest suspension. A second unexcused absence in a season may result in further suspension or dismissal from the team. Missing a practice because of detention is not an excused absence.
3. Family vacations are not excused absences, and we ask that every effort be made by families not to schedule such vacations during school sports season. While it is understood that sometimes families have little choice as to when they are able to travel as a unit, students who miss games or practices due to family vacation will serve a minimum of a game suspension for each game missed. Students who miss practices or games for this purpose are not guaranteed playing time from that point on.

4. No athlete may participate in any way with his/her team on any day in which he/she is absent from school. Students absent from school on Friday may not participate on that day or during the weekend. Students absent on the day preceding a vacation, may not participate on that day or the vacation days. Athletes who miss half or more of the school day, or who leave school grounds during the school day without permission, are considered absent on that day. Students who leave school during the day and who do not return are also not eligible that day. Game forfeitures and/ or suspensions may result from violation of this attendance policy.

**NOTE:** Student-athletes are reminded that Canton High School is an academic institution and that a full day of classes is expected of all students. If it is believed that student-athletes are abusing the “1/2 Day Rule,” coaches and administrators may deem them ineligible.

**EXCEPTION:** Permission to participate on these days may be granted by the AD/Principal in some excused cases when requested and granted in advance.

5. Courtesy and obedience must be shown to all staff members and officials. Insubordination or insolence will not be tolerated. Any such violations shall result in suspension or dismissal, depending on the seriousness of the violation.
6. On athletic bus trips, all team members must go and return on the team bus, unless granted permission by the coach. In order for the coach to grant permission, 1. a permission note signed by the parent or guardian must be given to the AD/principal *before* the trip. 2. the student may only go or return with his/her parent or guardian.
7. Destruction or vandalism of personal, athletic, or school property will result in suspension or dismissal from the team, depending on the severity of the act.
8. Student-Athletes are responsible for all equipment or uniforms issued to them. Student-Athletes who lose or damage equipment will be required to pay replacement costs for comparable equipment. Student-Athletes who do not return equipment or pay replacement costs lose eligibility to play any other sports.
9. Appearance while representing the school shall at all time be reasonable and neat. Coaches may refuse to take a player to an away game if his/her appearance would discredit the school.
10. Student-Athletes are expected to represent their teams and school in a positive, classy manner when attending other school contests as spectators. Any athlete whose actions as a spectator are embarrassing to his/her team or offensive may be suspended or dismissed from his/her team.

11. Hazing is illegal and will not be tolerated in any form. (See complete Hazing policy)
12. No student-athlete will be allowed to practice or play unless the athletic office has, on file, a copy of a recent physical exam report. (For purposes of this rule, the copy on file will expire 13 months from the date of the physical exam.)
13. Each student-athlete is required to have on file in the athletic office a participation permission slip signed by his/her parent or guardian.
14. Student-Athletes should report all injuries to their coaches and the athletic trainer. No player may continue or resume playing without the trainer's consent.
15. If a player visits a doctor for an injury sustained through participation in Canton High School athletics, that athlete will not be allowed to resume participation without completing the MIAA Return to Action Form.
16. The Head Coach may make decisions for dismissal or extended suspensions from a sport for infractions of the athletic code. Appeals of said dismissals or suspensions may be made to the athletic director.
17. Parents/guardians are responsible for picking up their children at the conclusion of games and practices. The supervisory responsibilities of team coaches within the town of Canton conclude at the end of practices or games. For out-of-town competitions, the supervisory responsibilities of coaches conclude once the team has returned to CHS.
18. While transportation is provided to CHS activities outside of Canton, it is the responsibility of the family of the student-athlete to provide transportation to and from events that occur within Canton.
19. Families of student-athletes who are injured while participating in Canton High School athletics must use their own health insurance to cover any medical bills. Certain bills that are not covered by personal health insurance may be covered under a school plan. For claim information, see Athletic Director or call Lefebvre Insurance Agency @ 508-384-0101.

#### **ATHLETIC DEPARTMENT**

#### **DRUG AND ALCOHOL, and TOBACCO ABUSE POLICY**

**The use, possession, sale or distribution of alcoholic beverages and controlled substances is forbidden by state law. It is also obvious that use of such chemicals is a detriment to the health and performance of student-athletes. Therefore, Canton High School's Athletic Department takes the issue of chemical use and abuse very seriously.**

From the earliest fall practice date to the conclusion of the academic year or final athletic event - whichever is latest - a student shall not, regardless of the quantity, use, consume,

possess, buy/sell, or give away any beverage containing alcohol, marijuana, steroids, or any controlled substance.\* This policy includes products such as “non alcoholic (NA) or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, the penalty will not take effect until that student is able to participate again.

**FIRST VIOLATION:** When the Principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. All fractional parts of an event will be dropped when calculating 25% of the season. A student who becomes enrolled and participates fully, in a counseling program approved by the school, may be allowed to continue to practice with his/her team while serving the game suspension, with the coach’s approval.\*\*

If the student is captain/captain-elect of another sport, that position will be lost.

**SECOND VIOLATION:** When the Principal confirms, following an opportunity for the student to be heard, that a second violation has occurred in a single school year, a ten school-month ban from all CHS athletic teams will be imposed. No participation of any type, including attending games as a spectator, will be allowed during this ban.

If the student becomes a participant in a counseling program approved in advance by the Principal, the student may be certified for reinstatement to activities after a minimum of five months. Students choosing this option may not participate in any way with an athletic team during the five-month period.

**Both the First Violation and Second Violation periods of suspensions may carry over to the following season or academic school year.**

\*It is important for both students and parents to be aware of the dangers associated with posting photos on internet websites like *Facebook*. Several times in recent years CHS student-athletes have served athletic suspensions for photos which show students violating the substance abuse policy. Students and parents need to be aware that these sites are only semi-private and can lead to serious problems if not maintained in a respectful manner.

\*\*In order for a student to be allowed to rejoin or join a team for practices during the period of contest suspension, the student must perform the following tasks and meet the following requirements as determined by the head coach.

The student athlete must:

1. Take full responsibility for his/her violation of the chemical abuse policy, with a meaningful and sincere acknowledgement and apology to teammates and the coaching staff.
2. Acknowledge to coaches and teammates that he/she fully understands that his/her presence as part of the team is conditional on his/her actions, attitude and reformed behavior.
3. Meet with his/her coach to find out what specific conduct, attitude, etc. are expected by the coach upon his/her return to the team.

**A meeting must be held, no longer than one week upon return, with the player and coach to evaluate if the above three (3) steps have been successfully followed. If the coach is satisfied with the way things have gone up to that point, he/she will allow the student-athlete back with the clear understanding that any future actions contrary to the spirit of the above three (3) steps may be cause for immediate dismissal from the team.**

*It is the responsibility of the coach to make sure that other team members respect this process and work to create a positive team dynamic for all team members, including the reinstated player, during this time.*

#### **RIGHTS AND RESPONSIBILITIES OF COACHES AND PLAYERS: A POLICY OF THE CANTON SCHOOL COMMITTEE**

The coach has the right to evaluate and select his/her players based on the individual's ability, attitude, commitment, and potential for improvement.

The coach has a right to discipline any player who has violated the Rules, Regulations and Code of Conduct established by the Athletic Department and approved by the School Committee. It is expected that the behavior of team members will reflect well on the school and on the townspeople.

Each athlete will be informed of, and expected to adhere to, the Rules, Regulations and Code of Conduct as well as the written rules established by the coach and approved by the Athletic Director and the Principal.

Within one week of the coach's decision, an appeal of suspension or dismissal of a team member may be made in writing, first, to the Athletic Director and then, if necessary, to the Principal.

The coach will emphasize the importance of academics. Each athlete shall have ample opportunity to attend extra-help and/or make-up sessions.

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