Canton High School

2021-2022 Student/Family Handbook

Canton Public Schools

Vision

To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens

Core Values

- Academic Excellence and Rigor
- Inclusive and Engaged Community
- Respectful and Responsible Relationships
- Continuous Reflection and Improvement

Welcome to Canton High School

Main Office Telephone Number: 781-821-5050
Main Office Fax Number: 781-821-5052
Canton High School Office Hours: 7:30 A.M. to 3:30 P.M

Website https://www.cantonma.org/chs/index

Principal	Jeff Sperling	2102	sperlingj@cantonma.org
Assistant Principal	Nick Fitzgerald	2103	fitzgeraldn@cantonma.org
Assistant Principal	Josh Fogel	2127	fogeljo@cantonma.org
Director of Counseling	Meredith Chamberland	2104	chamberlandm@cantonma.org
Counseling Admin. Assistant	Anne Murray	2106	murraya@cantonma.org
Athletic Director	Danny Erickson	2111	ericksond@cantonma.org
Principal Admin. Assistant	Colleen Brown	2100	brownc@cantonma.org
Admin. Assistant/Data Specialist.	Heather Sullivan	2101	sullivanh@cantonma.org
Main Office Admin. Assistant	Michelle Crosby	2116	crosbym@cantonma.org

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

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CANTON HIGH SCHOOL

900 Washington Street • Canton, Massachusetts 02021 • Phone: (781) 821-5050 • Fax: (781) 575-6522

Jeffrey Sperling, *Principal*
Email: sperlingj@cantonma.org

Nicholas Fitzgerald, *Assistant Principal*
Email: fitzgeraldn@cantonma.org

Josh Fogel, *Assistant Principal*
Email: fogeljo@cantonma.org

September 2021

Dear Canton High School Students, Parents & Guardians:

The Canton High School (CHS) Handbook outlines the school's expectations, policies and procedures. The practices are intended to create an environment that fosters teaching and learning and enables staff and students to be physically and emotionally safe. All CHS policies are guided by the district's Strategic Framework and the CHS Core Values and Beliefs:

- Academic excellence & rigor
- Inclusive community
- Respectful & responsible relationships
- Continuous improvement

The CHS Handbook is modified from year to year and we encourage you to review the document in its entirety. If you have any questions or concerns, please reach out to any of us.

Sincerely,

Jeffrey Sperling

Mr. Jeffrey Sperling
Principal

Nicholas Fitzgerald

Dr. Nicholas Fitzgerald
Assistant Principal

Josh Fogel

Mr. Josh Fogel
Assistant Principal

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TRANSLATIONS

English

If you need any of this document translated, please contact Dianna Mullen,
Director of Student Services at mullend@cantonma.org
or 781-821-5060 x1135.

Chinese

如果您需要本文件的任何部分的翻译，请联系Dianna Mullen (黛布拉 布罗姆菲尔德)，学生服务处处长
mullend@cantonma.org
或 781-821-5060 x1135。

Spanish

Si usted necesita alguno de este documento traducido póngase en contacto con Dianna Mullen, la directora de Servicios Estudiantiles, en mullend@cantonma.org o
781-821-5060 x1135.

French

Si vous avez besoin de traduire ce document s'il vous plaît contacter Dianna Mullen, la directrice des Services aux étudiants, à mullend@cantonma.org ou 781-821-5060 x1135.

District Liaisons

Director of Student Services	Dianna Mullen	781- 821-5060 ext. 1135
Homeless Liaisons	Dianna Mullen, Director Stephanie Shapiro, Coordinator	781- 821-5060 ext. 1135 781- 821-5050 ext. 2107
English Language Learner Liaison	Dianna Mullen, Director	781- 821-5060 ext. 1135
Section 504 District Coordinator	Dianna Mullen: District	781- 821-5060 ext. 1135
Title II Liaison	Dianna Mullen	781- 821-5060 ext. 1135
Title VI Civil Rights Officer	Dianna Mullen	781- 821-5060 ext. 1135
Title IX Officer	Dianna Mullen	781- 821-5060 ext. 1135

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2021-2022 Canton High School Handbook

and

Canton Public Schools Student/Family Handbook Appendix

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GENERAL INFORMATION

EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Canton Public Schools are committed to equal education opportunity for all students. It is the goal of the Canton Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law. The Canton Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Canton Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Canton Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

AGE OF MAJORITY

Students who have reached the age of 18 may notify the school administrations that they wish to exercise their age of majority rights. When this happens, the school's practice is to notify parents/guardians that the student has made this declaration. Students may then access all information about their records and are entitled 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.

AUTOMOBILES

Driving and parking vehicles on school property is voluntary and a privilege. On an annual basis, Grade 11 and 12 students wishing to drive to school must register with the main office. The registration fee is $200. All students driving to and from school must park in the designated student parking area. 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, the Rodman parking lot, the staff lots, the visitor spots, and/or any area not designated for student parking.**

Once all spots are taken, students can request to be put on a waiting list for on campus parking. Students parking on school property without a sticker will receive disciplinary consequences and run the risk of having their car towed.

Sophomore students are not allowed to park on campus. If a sophomore does park on campus and violates the student parking rules, they may not be eligible for a parking pass during the junior year.

Parking violations or unsafe driving on campus or in the neighborhoods surrounding the high school may result in a student losing parking privileges. In addition, student vehicles may be searched if a school administrator suspects the vehicle contains illegal or unsafe/prohibited materials. If possible, the student will be present during the search. Parents/guardians will be notified of the search as soon as possible.

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BELL SCHEDULE

Canton High School
Period Rotation/Bell Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
8:00-8:53	A1	G1	F2	E3	D4	C5	B6
8:57-9:50	B1	A2	G2	F3	E4	D5	C6
9:54-10:47	C1	B2	A3	G3	F4	E5	D6
10:51-12:35 LUNCH	D1	C2	B3	A4	G4	F5	E6
12:39-1:32	E1	D2	C3	B4	A5	G5	F6
1:36-2:29	F1	E2	D3	C4	B5	A6	G6

LUNCH SCHEDULE		
First Lunch		Science and Student Services
Second Lunch	11:18-11:41	English and World Languages
Third Lunch	11:45-12:08	Social Studies and Math
Fourth Lunch	12:12-12:35	Wellness and Fine/Performing Arts

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 yearly 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. 2115.

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 exemplary unweighted class rank. The unweighted rank is

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cumulative and it is reviewed annually after Term 3. 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. Century Club members are honored at the Scholastic Honors Night in May.

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.

CLASS TRIPS

When field trips are planned for Canton High School students, official notification is sent to parents/guardians. Parents/guardians are encouraged to contact the staff member coordinating the trip 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

All school sponsored activities, regardless of the location, are considered a part of, or an extension to, the school day. All regulations pertaining to students at school will be in effect at these activities. Administration reserves the right to prohibit a student from attending a school-sponsored event based on behavior, attendance or academic standing.

CONTACT SEQUENCE FOR SCHOOL ISSUES

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

- The teacher or guidance counselor, then
- The department chairperson, then
- The assistant principal, then
- The principal, then
- The Director of Curriculum and Instruction, and
- Lastly, the Superintendent of Schools

DANCES AND PROMS

Students who wish to participate in any school-sponsored dance or prom must sign a contract, which outlines the expectations of the event. Guests are only allowed to attend the CHS junior and senior proms. In order to attend those events, a guest would need to complete the CHS Prom Guest Form and be approved by the administration.

DIRECTED/SELF-DIRECTED STUDY

All students are assigned a study during unassigned class periods. Students in grades 9-11 may remain in their study or get a pass in advance of study from a teacher to get support or make up work. Students may also be eligible to get a pass to the library, Counseling Office, or Career Center in advance of study as deemed by administration. All seniors who meet the academic, behavioral, and attendance guidelines are eligible for self-directed study, which provides seniors the independence to choose where they would like to spend their unassigned blocks within the school building without being assigned a specific directed study. These areas include the library, cafeteria, guidance, career center, common areas designated by the administration, or with a teacher.

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DRESS CODE

The dress code is intended to support the school's culture of respect and high expectations, and outlines reasonable regulations expected of students' attire. Also, in accordance with Massachusetts state law students are expected to dress in a manner that conforms to reasonable standards of health, safety, and cleanliness that will not cause disruption to the educational process.

Examples of clothing which do not meet these standards include, but are not limited to:

- Excessively revealing clothing
- Articles of clothing/accessories that impede the immediate identification of a student
- Clothing with profane or offensive language or which contain images, words, or symbols relating to sex, drugs, alcohol, or other conduct/topics prohibited at CHS

Attire and/or accessories relating to religious purposes/observances are appropriate.

CHS staff (advisors, coaches, and/or teachers) may require higher standards of dress in order to participate in special activities, including field trips and events. Additionally, staff may ask students to remove "smart devices/watches" during a class assignment or assessment and/or require certain clothing or footwear for a class activity.

If students or parents/guardians have any questions about whether an item of clothing is appropriate, they should consult with the Assistant Principal before wearing that article of clothing.

If a student is dressed inappropriately, the CHS administration is authorized to:

- Have students change their clothing in school to school appropriate attire.
- Contact parents/guardians to bring in a change of clothing.

The principal or their designee will determine consequences for a student who defies a reasonable request to dress appropriately for the school setting or repeatedly defies the school's dress code.

DRIVER AND TRAFFIC SAFETY EDUCATION

For information about Driver's Education at CHS, please contact Ms. Kathy Osborne, Supervisor of Driver Education at (781) 821-5050 ext. 2121. No school credit is awarded for this course. Click here for Canton Driver Education's website.

EXTERNSHIP

The Senior Externship is a program that enables qualified seniors to spend the fourth term working on a career exploration project of their own choice, with the support and collaboration of the staff at Canton High School. These internships are work-based activities in which students engage in learning through practical and relevant experiences in a career path that is of interest to them. The Senior Externship is a six week unpaid independent

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study program offering seniors an opportunity to learn in an educational environment not previously available to the student.

Students must spend a minimum of 30 hours a week on their project, with exceptions on a case by case basis. Only students who meet high standards of reliability and responsibility are accepted into the Canton High School Senior Externship program. Participation in the Senior Externship requires punctuality, good attendance, responsible citizenship, and satisfactory academic achievement.

Students must have an overall grade average of a C or better during their senior year and selection will also be based upon attendance (including class cuts, absences, and tardies) and school behavior (including detention). Students MUST fulfill their Service Learning obligation by the middle of third term to be eligible for participation in the Senior Externship.

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 or if they are not in good standing with regard to academics, attendance or behavior.

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. 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 administering medications and/or medical procedures on field trips will be written in the student's medication plan. The parents(s)/guardians of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.

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. If appropriate documentation and medication are not on file they will not be allowed to attend the field trip.

7. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

FINAL EXAMINATIONS

All students in all grades will be scheduled for final examinations. **Any senior class student who earns an average of 87 or higher during terms 3 and 4 will be excused from the final exam in that particular subject.** Students enrolled in AP courses must follow the final exam expectations for the AP program. Should an underclassman be excused by the Principal from taking a final examination during the regular exam schedule, they will take a make-up exam during a time designated by the Principal or Assistant Principal.

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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.

FUNDRAISING

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

LATE BUS

The Late Bus is available to CHS students on Monday, Wednesday and Thursdays. The Late Bus will arrive at 3:15 p.m. in the Rodman Loop. Students must meet expectations and follow all school and bus rules on the Late Bus.

LIBRARY

The Canton High School Library provides equitable access to resources and informational technology for instructional and recreational use. As a learning center of the school community, the library will support curriculum and professional development while also enabling students to pursue their individual growth and interests. The mission of the Canton High School Library is to support all members of the school community with the resources and skills necessary to be successful readers, researchers, and users of information in the 21st century. To achieve this goal, the library staff will:

- Instruct students in the effective, efficient, and ethical use of resources and informational technology.
- Assist students in developing independent inquiry, research, and analytical skills for academic, personal, and recreational knowledge.
- Collaborate with faculty members to develop, enhance, and enrich the curriculum across content areas and grade levels.
- Create an environment that promotes curiosity, creativity, and critical thinking in acquiring and presenting new information.
- Provide opportunities to use the most current applications of educational and collaborative technologies as they continue to evolve.
- Promote and encourage learning and reading for instructional and recreational use by presenting a variety of genres and media formats.

LIBRARY POLICIES and PROCEDURES

HOURS: The Joseph E. Joyce Media Center is open from 7:45 A.M. to 2:45 P.M. On some days, the library is open before school from 7:15-7:45am and after school from 2:45-3:30pm.

DIRECTED STUDY PASSES: Students may obtain a pass to come to the library in advance of their directed study period. However, scheduled classes take priority over study hall use.

CHECKING OUT MATERIALS: All material leaving the library MUST be checked out. Materials must be returned in four (4) weeks. Materials may be renewed if the item is not reserved by another student. Students do not have to have the item(s) with them in order to renew.

OVERDUE & LATE FEES: Overdue Notices will be sent to English classes. Students are responsible for any fines that have accrued.

LOST OR DAMAGED ITEMS: Students are charged a replacement cost for lost and/or damaged material.

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COMPUTER & ELECTRONIC USE: Students must have a student ID to check out Library laptops or any other electronic device. Students may use their own electronic device in the library for academic purposes and must abide by the Canton Public School's Responsible Use Policy (RUP) or privileges may be revoked.

LOCKERS

Each student will be assigned a locker. Students 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. Items prohibited from school may not be stored in lockers, which 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.

MILITARY OBLIGATIONS

By federal law all males must register with the Selective Service office within 30 days of their 18th birthday. In addition, the 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.

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 Grade Point Average (GPA) of 3.3 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 students have reached this stage, they must fill out an application form detailing their community service, multiple leadership roles, character and scholarship. Applicants must have 30 hours of community service per year to be eligible. (Junior applicants need 60 hours and Senior applicants need 90 hours). Soon after the deadline, the application will be reviewed by a faculty council for selection into the National Honor Society.
The NHS is an active organization that participates in events throughout the school year. Examples of its involvement are a free tutoring program, community service projects (above the required 20 hours), and the Project Bread Walk for Hunger in May.

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 7:50 A.M. School ends at 2:29 P.M. All students should leave the building by 3:15 P.M. except those students who remain for extra-curricular activities, library use, teacher assistance, or detention. Students engaging in any extracurricular activity must be under the supervision of a teacher. Student

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athletes will obtain belongings from their lockers prior to practice since they are allowed only in the gym and locker room areas after 2:29 P.M.

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 by a staff member. Students assigned to a study hall who desire to visit another area must obtain a pass from the teacher in charge of said area and present it to their study hall teacher at the start of the study hall. Students will surrender their pass to the teacher in charge of the area to which they report.

STUDENT LEADERSHIP

Any student who holds a leadership position at Canton High School will be held to a high standard of behavior to maintain their position. If a student leader engages in a significant violation of the code of conduct or exhibits chronic behavioral problems, the principal or designee maintains the right to remove the leadership position from the student.

VALUABLES

Canton High School assumes no responsibility for items lost or stolen in school. Students should lock any valuable belongings in a locker.

VISITORS

Visitors may only shadow a student if they are thinking of transferring or if they are visiting from another country as part of a school-sponsored exchange. If a student wishes to bring a visitor to CHS for a day, the student must get permission from the administration at least one week in advance. 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.

ACADEMICS

2021-2022 CHS PROGRAM OF STUDIES

PROMOTIONAL REQUIREMENTS

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 42 credits per year.

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- In order to be considered a sophomore, a student must have earned a minimum of 27 credits.
- In order to be considered a junior, a student must have accumulated a minimum of 54 credits.
- In order to be considered a senior, a student must have accumulated a minimum of 81 credits
- During the senior year, a student must earn a minimum of 27 credits.

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

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.

Advanced Placement (AP) Program

Advanced Placement (AP) level classes, available to juniors and seniors, allow students to complete college equivalent coursework while in high school. Extremely demanding, rigorous and fast-paced, AP classes require extensive reading, writing and thinking. **Additionally, students who sign up for AP courses are required to complete any summer assignments/reading prior to the start of school.** Students should carefully consider taking these classes and should seek guidance from parents/guardians, counselors and current teachers before finalizing their decision. Please consult program requirements listed for each department. Course change requests 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. ***Students enrolled in AP courses are required to take the AP Exam. AP Exams will serve as the course final.***

Honors Level

Honors level classes are rigorous and move at an accelerated pace. Success requires solid past achievement, a strong work ethic, 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. Students should carefully consider taking these classes and should seek guidance from parents/guardians, teachers and guidance counselors before finalizing their decision. Students and parents/guardians are encouraged to review texts before deciding to take an Honors level class.

College Preparatory (CP)

College Preparatory classes challenge students with rigorous instruction, skill development and content knowledge. The courses are designed to help students continue their pursuit of mastery in the specific subject area and prepare them appropriately for post-secondary learning. Students will have comprehensive learning opportunities daily to “stretch” their knowledge base and skill set at an appropriate pace, while also receiving high-quality support from staff.

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Unleveled
Some courses are unleveled and this is done purposefully to encourage all students to take those courses based on their interests, talents and career goals. Although unleveled, these courses still feature an engaging, rigorous curriculum, high expectations, and comprehensive skill development.

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

COURSE CHANGES

(As posted in the 2021-2022 CHS PROGRAM OF STUDIES)

Add/Drop and Course Change Guidelines:
Course selection and course verification occurs in March. The master schedule is carefully constructed to match the requests of the greatest number of students each year. Therefore, it is imperative that students give time, thought, and ample consideration to their course selections. **Teacher recommendations for course levels should be strongly considered.**

Students should select courses and alternates 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.*** Not all course changes can be honored due to class size restrictions and scheduling conflicts. *To add/drop or change the level of a course the student must obtain and complete the add/drop course form from the department coordinator and consult with guidance.*

No course changes are permitted during the first seven day cycle of school, except when there are errors in the student's schedule or graduation requirements that need to be filled. Elective course request changes are not honored. After one seven day cycle, extenuating circumstances involving core courses and levels will be considered and require administrator approval.

ADD/DROP Period
The course Add/Drop Period begins the second cycle of school and ends a week after Term 1 Progress Reports. Course change requests may not be honored outside of the Add/Drop Period. Extenuating circumstances will be considered by the Principal.

1. If there is a concern that a student has been misplaced in their current course (AP, Honors, CP) the following steps should be followed within the Add/Drop Period.
    - Counselors will advise the student to conference with teacher and department coordinator
    - The teacher and/or department coordinator will contact parents/guardians
    a. If a change is warranted, the guidance counselor in collaboration with teacher, department coordinator, parent/guardian and student will determine appropriate placement and begin the schedule change process.
    b. 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 the signatures of a guidance counselor, teacher, department coordinator, assistant principal and parents/guardians.
    c. **If the student changes a level or a course, the student's grades from the dropped course will be applied to the new course.**

2. **Student requests for certain teachers cannot be honored.**

3. 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 full cycles (fourteen school days) of school.

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COURSES TAKEN OUTSIDE OF CHS

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.

SUMMER SCHOOL MAKE-UP AND CREDIT

A student may attend summer school for enrichment in a course **OR** a student may attend summer school to make up a failed course when the following criteria are met:

1. The student has not withdrawn from the course during the school year.
2. The student has received at least a 50 for a final grade.
3. The student obtains prior approval from the principal or designee before enrolling in summer courses at a different school system. The following conditions may apply: the student may be asked to submit a portfolio of work performed at summer school, including record of attendance, homework, tests, etc. The principal or designee reserves the right to administer a test which must be passed before students can receive credit for a course taken in summer school.

Summer school grades and credits appear on the Canton High School transcript, but are not included in calculating the Weighted or Unweighted GPA.

EARLY/DUAL ENROLLMENT IN COLLEGE

Early Enrollment is a specialized program available at some colleges that allows certain exceptional students to leave Canton High School at the end of their junior year to enroll as a full-time college student. Please note that not all colleges offer this option, and it is not the same as graduating from high school early. 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.

Students may apply coursework completed in college to the completion of their Canton High School diploma requirements and may be awarded their high school diploma upon successful completion of all requirements.

Dual Enrollment is a program that allows high school juniors and seniors to take college level courses at a local college while enrolled in high school. The Commonwealth of Massachusetts provides funding to public institutions of higher education to fund a limited number of students to take advantage of this option. Students who would like to pursue a Dual Enrollment course should meet with their counselor to discuss this option and are responsible for enrolling in the college course(s) directly with that college's registrar or Dual Enrollment coordinator.

ATTENDANCE POLICY

PHILOSOPHY

At Canton High School, we believe that learning is an ongoing process that requires daily interaction of students with their teachers and peers. Absences from class affect 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 due to an absence. Because learning is an interactive process among students, their peers, and teachers, absence affects individual students and the class as a whole.

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Students must 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 at school and to class on time. Parents/guardians should be aware of their students' absences and should call in those absences in advance when possible, or by 8:40 a.m. on the day of an absence. 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 minimal 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.

ATTENDANCE & TARDY INFORMATION

1. **Absence:** If students miss 15 minutes or more of any class, they will be marked as absent for that class. Teachers will record all absences and submit them to the main office. Parents/guardians are required to call in ALL absences to the office at 821-5050 ext. 4 or 2101 in advance and no later than the morning of the absence. However, this notification will NOT excuse an absence. It simply notifies the school that a parent/guardian is aware of the absence.

a. If students are absent from school, they are not allowed to participate in and/or attend any school-sponsored events or activities on that day.

b. A student must be in school for the final 5 periods of the day to be allowed to participate in or attend any athletic or extracurricular activities for that day. Any student dismissed during the day will not be eligible to participate in any athletic or extracurricular activities without prior consent from the principal or assistant principal.

2. **Excused Absence:** 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.

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

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Absence Reason	Required Documentation
Religious holidays	Parent/Guardian Note
Mandatory court visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School-Sponsored Events	None Required
Physician/Dentist/Practitioner visits	Physician/Dentist/Practitioner Note
Funerals	Parent/Guardian Note
College Visits (3 Maximum)	College Admissions Slip
Illness	Parent/Guardian Phone Call or Note

a. 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 an appointment must provide a note from the practitioner. **The expectation is that all parents/guardians will personally sign all notes verifying absences, tardiness and dismissals.**
b. In the event of extended or frequent absences due to reported illness, the school administration may require a doctor's note before absences are excused.
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 excused absences. Students will be required to make up all work missed during suspensions.

3. **Unexcused Absences:** Students who are marked absent unexcused (skipping, etc.) will not be allowed to make up work missed for any classes and will receive a zero for all class assignments including tests and quizzes.

4. **Truant:** A student will be considered truant for the day when the student is absent from school without parental verification. 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 8:00 bell will need to sign in at the attendance office and be marked tardy for the day.

6. Lateness to school because of extenuating circumstances can be excused only by the administration and requires documentation that includes the reason for the tardiness as listed below:

Tardiness Reason	Required Documentation
Religious holidays	Parent/Guardian Note

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Mandatory court visits	Court Documents
Testing (Special Education, etc.)	Evaluator Note
Field Trips/School-Sponsored Events	None Required
Physician/Dentist/Practitioner visits	Physician/Dentist/Practitioner Note
Funerals	Parent/Guardian Note
College Visits (3 Maximum)	College Admissions Slip
Illness	Parent/Guardian Phone Call or Note

7. Unexcused tardiness before 8:15 will follow the schedule listed below for each quarter of the school year.

Number of Tardies per Quarter	**Consequences**
3rd Tardy	Detention
5th Tardy	Detention with warning letter sent home
8th+ Tardy	Meeting with family to discuss further interventions

Students arriving unexcused tardy to school after 8:15 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 41 in the Student Handbook. Every subsequent class that a student misses by more than 15 minutes will also be considered a class skip.

8. **Tardy to Class:** Tardies to class in 2nd-6th periods will be addressed by the specific teacher. 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 of the Student Handbook. Chronic tardiness will be addressed by the assistant principal on an individual basis.

9. **Make Up of Missed Work:** Students are urged to make up missed work due to absences as promptly 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. **Excused 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 zero.

DISMISSAL

Students wishing to be dismissed MUST bring a note from home stating the student's full name, grade level, reason for dismissal, time of dismissal, and the parent/guardian signature. This note MUST be brought to the 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. **If a student is dismissed because of illness, they are not allowed to attend or participate in any**

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school-sponsored events or activities for that day without prior consent from the principal, or assistant principal.

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.

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.

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, students will pursue and expand on their 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 assists students in this process of self-discovery. The guidance staff encourages students to pursue the most appropriately challenging academic program they can handle with success.

Each student will meet in a guidance seminar once per seven day cycle for one quarter of the year. In guidance seminars, 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, students may sign up for appointments with their counselors during Directed Studies, before school, after school, or during lunch.

GRADING

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

GPA CALCULATIONS

1. AP and Honors course weights are split into different categories
2. Use CP as the baseline calculation (e.g. 4.00=A, 3.00=B, etc.)

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3. Adjust the weights of CP, Honors, and AP courses to align with the Massachusetts Department of Higher Education Grade Weight Table; (Sum of Weighted Grade x Credits for each course)/Total Credits
4. Use all graded courses in the calculation of the unweighted GPA.

Example- CHS Grade Weight Table

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

GPA Calculation Example Weight Table

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

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30 Credits 88.02 Points

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

CLASS RANK/GPA

Canton High School does not report an exact Rank in Class except for the valedictorian and salutatorian. 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 AND SALUTATORIAN

The student in the Canton High School graduating class with the highest cumulative weighted GPA at the end of seven semesters (following semester one 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.

INCOMPLETE GRADES

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, will receive no credit for the missing work and will be graded accordingly. Incomplete grades must be resolved within 10 school days. Additional time due to extenuating circumstances must be approved by the administration.

PROGRESS REPORTS & REPORT CARDS

CHS wants to maintain a clear dialogue with the parents)/guardians of all students. Midway through each marking period, students and their parent/guardian will receive a progress report in each subject. A teacher will report any substantial change in a student's performance, conduct, and/or effort. At the close of each marking period, a student's term grade in each course is reported on the quarterly report card.

GRADUATION

GRADUATION REQUIREMENTS

Graduation will be held on a date selected by the School Committee. Participation in the annual graduation ceremony is optional and a privilege. If a senior does choose to participate, the student must meet all expectations set forth by the school. Seniors must complete all senior obligations prior to the distribution of caps and gowns and meet all expectations with regard to academics, graduation requirements, attendance, financial obligations, and behavior in order to take part in the graduation ceremony.

Canton High School graduates will wear green gowns, green caps, green and white tassels, and white stoles. Members of the National Honor Society, senior class officers and senior class representatives, the valedictorian and salutatorian will wear gold stoles. National Honor Society members and Century Club members will wear gold tassels. Cords associated with other honor societies will be worn by those members. Graduates may

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decorate their caps. All cap decorations must be 2D and meet the expectations set forth by the administration and staff. Caps are reviewed and approved prior to graduation.

In fairness to other graduates, all seniors must be present at all graduation practices if they wish to take part in the ceremony.

In order to graduate from and to participate in the graduation exercises at Canton High School, a student must earn 120 credits. **Twenty-seven (27) of those 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.**

The 120 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)
- Two (2) years of World Language
- Four (4) years of Wellness/PE and Health Dynamics
- Six credits (6) from courses in the Visual or Performing Arts or Engineering Technology
- Three credits (3) in courses using computers/technology (*criteria for meeting this requirement is currently being reviewed)

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 post-secondary colleges and universities must **EXCEED** these requirements to prepare for admission. Students should contact their Guidance Counselor for further information.

EARLY GRADUATION

Any request for a student to graduate from Canton High School in fewer than four years must be presented in writing to the principal as early as possible, but no later than the spring of the student's second year of high school. The student will still be responsible for completing all graduation requirements and may require approved outside coursework to be completed. The written plan must be approved by the Principal, the Director of Curriculum & Instruction, and the Superintendent.

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. 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.

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MCAS & STANDARDIZED TESTING

Canton High School will follow all state regulations regarding MCAS tests. All students must earn a competency determination (CD) on the English Language Arts, Mathematics, and Science/Technology & Engineering exams. (see chart below for details regarding scores) Any student scoring below 220 (failing) will be given additional opportunities to retake the exam(s) during the times scheduled by the Department of Elementary and Secondary Education. Students who score in the Needs Improvement category on English Language Arts and Mathematics MCAS exams must also complete the requirements of an Educational Proficiency Plan (EPP) in order to receive their diploma.

MCAS Exam	Competency Determination	Requires Successful Completion of EPP	Failing
English Language Arts	472 and above	455-471 and fulfill requirements of an Educational Proficiency Plan	454 and below
Mathematics	486 and above	469-485 and fulfill requirements of an Educational Proficiency Plan	468 and below
Science/Technology & Engineering (Class of 2024 and 2025)	Earn a score of 220 or higher	220-238 and fulfill requirements of an Educational Proficiency Plan	218 and below

Canton High School also administers the following college admissions exams: PSAT, PLAN, SAT Reasoning Test, SAT Subject Tests. Canton High School is not an ACT test center, but students are encouraged to take the ACT.

Students considering special testing options including but not limited to the Test of English as a Foreign Language (TOEFL) and the Armed Services Vocational Aptitude Battery (ASVAB) should discuss these options with their guidance counselor.

TRANSFERS OR WITHDRAWAL FROM SCHOOL

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

1. Notify the Guidance Office regarding the date when the student expects to leave Canton High School.
2. Clean out gym and corridor lockers.
3. Obtain a withdrawal form from the Guidance Office. Return books to teachers and have the withdrawal form signed (initials). Take the completed form to the Guidance Office.
4. If a student is transferring to another school, the student must obtain a transfer card from the Guidance Office. Transcripts of grades will be forwarded directly to the new school.

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WELLNESS DEPARTMENT

Wellness education includes classes in Physical Education, Family and Consumer Sciences, and Health. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy habits. Our Wellness courses are aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Wellness courses include instruction in the areas of growth and development, physical activity and fitness, nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health. We encourage all parents to participate in the education of their children. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901. Parents choosing to exclude their son/daughter from the reproduction/sexuality units included in grade 9 and 10 Health Education and grade 11 and 12 Safety and Self Defense, Life After Canton, and Family and Child Studies must forward written notification to the Principal.

Excused Physical Activity

Students may be excused from participating in physical activity during Wellness 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 excuse. For any excused participation in physical activity during Wellness classes beyond one class period, 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.

Concussions

1. Students who are medically excused from participating in physical education due to a concussion will report directly to the nurse's office during the scheduled PE class periods.
2. Students with total course participation of less than 65% will receive a grade of X (exempt) on their transcript and will be counted towards the Wellness graduation requirement.
3. Students with total course participation of 65% or more will receive a grade based upon earned scores during the time they were medically able to participate.

Other medically excused students

Students who are medically excused from participating in physical education classes will be assigned alternative work to be completed in the library during their regular Wellness class period. The purpose of the alternative assignment is to help students continue to learn about physical fitness and wellness and earn credit for the course. Grades earned for the alternative assignments will be in place of grades earned while participating actively in physical education class.

1. ***Medically excused 1 to 10 class periods***: Students will report to their PE class to receive a library pass from their Wellness teacher. In the library, students will complete an article critique on current events. Students will do one critique for each period they are out of class. Specific directions for the assignment will be provided. Grades earned for the article assignments during these medically excused class periods will be counted towards their Wellness grades.
2. ***Medically excused more than 10 periods***: Students will report to their PE class to receive a library pass from their Wellness teacher. For every month a student is medically excused from physical education class, the student will complete a critical analysis of a book. Specific directions for completing the assignment will be provided. Grades earned from the critical analysis of the books will be counted toward the Wellness grade.

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ACADEMIC REQUIREMENTS
Required for Athletic and Extracurricular Activities

Canton High School's academic eligibility standards are designed to ensure that students are fully enrolled in school and actively engaged in their academic life on a consistent basis throughout the school year. These standards apply to all Athletic and Extracurricular Activities at CHS including but not limited to: athletics, drama, band, and clubs.

- A student cannot participate in Canton High School Extracurricular Activities unless that student is enrolled in at least 33 periods of academic courses in a 42 period cycle. Students should be aware that they can never carry more than 9 study halls at any time.
- **All students must be in school for the final five (5) periods of the day in order to participate in and/or attend an athletic, extracurricular or any school-sponsored event (on or off school grounds).**
- 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.
- Incomplete grades count as failing until such time as the grade has been officially completed. In some cases involving extenuating circumstances a student with incomplete grades will be deemed eligible. These cases must be approved by the Athletic Director/Principal.
- Students who are not academically eligible may not participate **with the team, band, or other activity in any way.**

Eligibility during 2nd, 3rd and 4th marking period

Students are not eligible to participate in Canton High School athletic and extracurricular activities if they receive 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.*

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

Eligibility during 1st marking period
Final Course grades from the previous academic year will be used to determine eligibility during the 1st quarter of a year. This is for students entering grades 10-12 or students repeating 9th grade.

- Students' final grades from the previous academic year, must meet the following requirements to make them eligible for 1st quarter participation. **The student must earn passing year-long grades in courses totaling at least 28 credits.**

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ATHLETIC DEPARTMENT

Canton Athletics Blog
Twitter: @CantonAthletics
Canton High School is a member of the Hockomock League and offers a proud history of athletic competition. The sports for the 2020-2021 school year include:

FALL SPORTS	WINTER SPORTS	SPRING SPORTS
Boys Cross-Country- Varsity	Boys Basketball- Varsity/JV/Freshman	Boys Baseball-Varsity/JV/Freshman
Girls Cross-Country- Varsity	Girls Basketball- Varsity/JV/Freshman	Girls Softball- Varsity/JV/Freshman
Girls Field Hockey- Varsity/JV	Girls Gymnastics- Varsity	Boys Lacrosse- Varsity/JV
Boys Football- Varsity/JV/Freshman	Boys Ice Hockey- Varsity/JV	Girls Lacrosse- Varsity/JV
Boys Golf- Varsity	Girls Ice Hockey- Varsity	Boys Tennis- Varsity
Boys Soccer- Varsity/JV	Boys Winter Track- Varsity	Girls Tennis- Varsity
Girls Soccer- Varsity/JV	Girls Winter Track- Varsity	Boys Spring Track- Varsity
Girls Volleyball- Varsity/JV/Freshman	Wrestling- Varsity	Girls Spring Track- Varsity
Cheerleading- Varsity/JV	Boys Swimming- Varsity	
	Girls Swimming- Varsity	

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. **The Canton High School Athletic Program is open to ALL students.**

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/support 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 parent(s)/guardians are encouraged to communicate directly with the coaches concerning academics or other problems. Should you experience difficulty reaching a coach, please contact the Athletic Office (781-821-5050 x 2111) or the main office.

The importance of enforcement of all regulations should be apparent. High standards for conduct and citizenship are essential in maintaining sound athletic programs. 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.

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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 parents are encouraged to consult with the coaching staff relative to the potential dangers of their chosen sport(s).

RULES AND REGULATIONS OF CANTON HIGH SCHOOL ARE FOR ALL STUDENTS REGARDLESS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER IDENTITY, SEX, SEXUAL ORIENTATION, AGE OR DISABILITY.

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.

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

1. Athletes who, in the opinion of their coach, the Athletic Director or the Principal, have acted in a way which violates the spirit of sportsmanship, teamwork, or the positive nature of competition, may be suspended or dismissed from a team. This is not limited to on field behavior.
2. Attendance is mandatory at both practices and games. All absences from practices or games must be approved in advance by the Head Coach. Unexcused absences may 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/suspension 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 one 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. Canton High School adheres to the MIAA's Good Citizen Rule- "Student athletes may not represent their school if they are on in-house or out-of-house disciplinary suspension. A suspended student is ineligible for practice or competition for at least the number of days (or partial days) of the suspension." Canton High School's policy is that a Good Citizen athletic suspension must be served whether or not there was a practice or game on the day of the suspension. If no team practice or game is scheduled on the day of the suspension, students will serve their athletic suspension on the day of the next practice or game.
5. **Student-athletes must be in school for the final five (5) periods of the day in order to participate in and/or attend an athletic event.** 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 a 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 "5-period Rule," coaches and administrators may deem them ineligible.

   EXCEPTION: Permission to participate on these days may be granted by the Athletic Director/Principal in some excused cases (funeral, verified college visit, court obligations, doctor's appointment, etc.) when requested and granted in advance.

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6. Courtesy and obedience must be shown to all staff members and officials. Insubordination or insolence will not be tolerated. Any such violations may result in suspension or dismissal, depending on the seriousness of the violation.
7. 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. students may only go or return with their own parents/guardians.
8. 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.
9. 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.
10. Appearance while representing the school shall be reasonable and neat at all times. Coaches may refuse to take players to an away game if their appearance would discredit the school.
11. Student-Athletes are expected to represent their teams and school in a positive, professional manner when attending other school contests as spectators. Athletes whose actions as spectators are embarrassing to their team or offensive may be suspended or dismissed from their team.
12. Hazing is illegal and will not be tolerated in any form. (See complete Hazing policy)
13. No student-athlete will be allowed to practice or play unless the athletic office has a copy of a recent physical exam report on file. (For purposes of this rule, the copy on file will expire 13 months from the date of the physical exam.)
14. Student-athletes are required to have on file in the athletic office a participation permission slip signed by their parent/guardian on file in the athletic office.
15. 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.
16. 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.
17. 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.
18. 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.
19. While transportation is provided to CHS activities outside of Canton, it is the responsibility of the parent/guardian of the student-athlete to provide transportation to and from events that occur within Canton.
20. 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.
21. All students are reminded that athletic practices/contests are extensions of the school day. All school rules apply as well.

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

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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, tobacco, or any controlled substance.* This policy includes products such as "non alcoholic (NA) or near beer", tobacco, vaping and vaping paraphernalia, and electronic cigarettes. 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 the student's 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. Students who become enrolled and participate fully, in a counseling program or substance abuse class approved by the school, may be allowed to continue to practice with their team while serving the game suspension.

If the student is captain/captain-elect of a ***current sport or 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 social media. 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.

RIGHTS AND RESPONSIBILITIES OF COACHES AND PLAYERS

A POLICY OF THE CANTON SCHOOL COMMITTEE

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

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2. 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.
3. 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.
4. 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.
5. The coach will emphasize the importance of academics. Each athlete shall have ample opportunity to attend extra help and/or make-up sessions.

STUDENT CLUBS AND ACTIVITIES

Student clubs and activities are driven by student interest and are open to ALL students. Clubs and activities must have a faculty advisor who is available to supervise and support club meetings and programs. Clubs that are interested in hanging flyers, running donation drives or fundraisers, and/or reserving school spaces for events must get the approval of an assistant principal. The following list shows clubs and activities from past years, and this list changes from year to year due to schedule demands and the level of student interest. Students wishing to start a new club should write a proposal and meet with the principal or designee.

A Cappella
Album Club
Anime Club
Art Club
Asian Cultural Society
ASL Club
Best Buddies
Book Club
Canton Character Crew
Canton Community Service Club
Canton Community Television
Chamber Orchestra
Chess Club
Comic Book Club
Canton Students Embracing Diversity (CSED)
Dance Club
Dungeons and Dragons Club
Drama Club
Environmental/Recycling Club
Eye in the Sky (video production)
Feminist Club
French Club
Friends on Fridays
Future Problem Solvers
Gaming Group
Garden Gate Project
Gay Straight Alliance (GSA)

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German Club
Human Rights Club
Jazz Band
Junior States of America (JSA)
Make A Wish Club
Math Team
Mock Trial Team
Mu Alpha Theta
Ocean Club
Outdoors Club
Photography Club
Poetry Club
Political Discussions Club
Prism (School Literary Magazine)
Quizbowl
Robotics (Gearhounds and Robodogs)
Science Olympiad
Spanish Club
Spectrum (School Newspaper)
Student Council/Officers
World Language Week Committee
UNICEF
Yearbook

CODE OF CONDUCT INFORMATION

CODE OF CONDUCT

A safe, inclusive and engaging learning environment is essential to the academic and social-emotional development of all students. The values and standards of CHS' Code of Conduct and behavioral expectations must be maintained:

- for students to maximize their academic and personal development
- for students to feel safe and engaged in their learning environment,
- if good relationships within the community are to be upheld
- if a high-quality, engaging, and enriching learning environment is to be maintained for all students.

Student behaviors and responses to those behaviors directly impact the quality of the educational environment for all members of the Canton High School community. The philosophy of this Code of Conduct is to ensure safety, well-being, and academic and personal advancement for all students. Responses to behaviors that are in contrast to the Code of Conduct may consist of appropriate disciplinary consequences as well as interventions and restorative practices. All students will be held accountable for their actions and high standards and expectations for positive behavior/choices will be upheld.

Canton High School's commitment to the Code of Conduct is with the goal of fostering a sense of community, enabling all students to achieve personal and academic growth, good citizenship, and positive skills/habits for success beyond graduation.

Process for Responding to Behavioral Infractions

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All staff members are responsible for upholding the Code of Conduct and our collective standards for behavior.

Incidences of misconduct will be reported to the appropriate Assistant Principal or other staff in the event that Assistant Principal is not available (Main Office staff, Principal, School Counselor, School Adjustment Counselor, Department Chair, etc).

All students will have the opportunity to discuss the incident with their Assistant Principal prior to any consequences being assigned.

Should disciplinary consequences be warranted according to the Code of Conduct, a progressive discipline model will be utilized. The referring staff member will be notified as to the outcome and additional interventions/supports may be implemented to assist the student in refraining from such behaviors in the future.

Either in lieu of or in conjunction with traditional disciplinary consequences, the school administration may recommend restorative approaches to accountability, especially when incidents arise as the result of conflict between Canton High School community members. Any restorative approach to an incident or conflict will be with the intent of restoring a sense of safety for a CHS community member and assisting a CHS community member(s) to accept accountability. These interventions may consist of but are not limited to:

- Restorative conferences
- School or community conferences
- Restorative community service
- Additional supports for community members in need
- Restitution
- Academic and social-emotional support upon reentry/return to school

Prior to facilitating a restorative response to an incident, the administration will confirm that all parties are willing participants, and have been oriented to the restorative response protocols.

In the event that the behavior warrants consideration for suspension the procedures of notification/due process contained in MA General Law ch 71, section 37H, 37H1/2, and 37H3/4 will be implemented.

ACADEMIC INTEGRITY

Canton High School expects all students to take responsibility for their own learning and act with the utmost integrity. Plagiarism and cheating of any kind are against our core values and will result in academic and/or disciplinary consequences. Academic integrity violations include, but are not limited to, submitting another's work as your own and collaborating on and/or sharing work that is intended to assess one's individual knowledge either in person, electronically, or through social media. Students are advised to take extreme precaution when sharing electronic documents with others. Documents should be shared only with approval from the teacher.

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EXAMPLES OF INFRACTIONS AND RELATED CONSEQUENCES

INFRACTION/OFFENSE	POSSIBLE CONSEQUENCES
Assembly misbehavior	*detention, suspension and/or loss of privilege to attend future assemblies/school events*
Being in an unauthorized area during the school day, specifically during lunch time or after school hours. Loitering in the bathroom.	*detention/suspension*
Being in lower student parking lot without permission (8:00 AM - 2:29 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.	*detention or suspension*
Class skipping	*1st offense – two detentions** *2nd offense – Administrative detention** *3rd offense – In-school Suspension** *Additional – up to three-day suspension** **No credit for missed academic work*
Ordering food and having it delivered to CHS during school hours/lunch time	*Administrative Detention/ISS*
Dangerous weapons	*see policy for Dangerous Weapons*
Detention skipping	*1st offense: two detentions* *2nd offense: Administrative Detention* *3rd offense: two Administrative Detentions & parent/guardian meeting* *4th offense: in-school 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 for Drug/Alcohol Abuse*
Excessive unexcused tardiness	*detention, parent meeting, and/or suspension*

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Electronic Devices -- Violation of Classroom/ School Expectations/Responsible Use Policy	*detention/suspension* **Unauthorized digital postings of any student, teacher or staff member may result in disciplinary action up to suspension or legal consequences, and the loss of CPS technology privileges
Failure to Follow Directions During Emergency Drills	*detention or suspension*
Failure to hand in Handbook Receipt	*detention or suspension*
Failure to have hall pass	*warning/detention*
Failure to produce pass to receiving teacher	*detention*
Failure to report to the office when directed	*up to a one day suspension*
Disrupting a school activity or the education / False Fire Alarm	*up to ten day suspension, payment for expenses, possible 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	*up to five days suspension*
Forgery related to school matters	*up to three days suspension*
Horseplay which endangers other students or staff	*up to three days suspension*
Illegal parking	*potential ticket from Canton police and administrative detention and/or loss of parking privileges for one month* *1st offense: 2 detentions and/or loss of senior privileges* *2nd offense: Admin. Detention and loss of parking privileges* *3rd* offense: possible suspension & loss of parking privileges for remainder of school year
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: Admin. Detention, 2nd offense: ISS* *3rd offense: 1-5 days OSS*

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Offensive language or obscene gesture to a student/staff member	*detention/suspension*
Plagiarism or cheating	*1st offense: grade of zero "0" and possible exclusion from all leadership roles, National Honor Society membership, leadership activities, organizations Additional Offenses: administrative detention/suspension*
Possession of obscene and offensive material	*Confiscation of the material and detention or suspension*
Smoking or possession of smoking materials and/or tobacco products, including electronic cigarettes and vaping devices.	*Suspension and/or attend a smoking/vaping cessation program. MIAA chemical health violation and consequences.*
Stealing	*up to a five day suspension*
Tardiness to class (unauthorized)	*teacher detention*
Threats, assaults or harassment directed at student, staff member, or the school community	*suspension up to ten days or exclusion*
Inciting other students to act with physical violence toward any other person	*detention to 10 day suspension*
Throwing snowballs or any other object that may injure others	*detention or suspension*
Truancy	*1st and 2nd: ISS; Subsequent offenses, OSS 1-5 days*
Unauthorized leaving school in automobile	*driver and/or student owner loss of parking 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 or inappropriate behavior that results in the disruption of the educational process or a school event/activity.	*detention to 10-day suspension*
Vandalism	*detention or suspension and full restitution*
Violation of the dress code policy	*detention/suspension*

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DETENTION

Teacher, office and administrative detention will come before any extracurricular activity, outside employment, etc.

Office detention will begin promptly at 2:35 P.M. and will end at 3:10 P.M. in SR261. Students tardy for office detention may be given an additional detention period. Students will report to the detention location with school work and are expected to be silent. Extra help sessions may not be attended in lieu of office detention.

Administrative Detention will begin promptly at 2:35 p.m. and will end at 4:00 p.m. in a room designated by the office. Administrative Detention will run one or two days a week as needed, and the student expectations are the same as office detention. If a student skips an Administrative Detention, the Assistant Principal may conduct a meeting with the student and parent/guardian.

Office and Administrative Detentions may, however, be postponed by the Principal or Assistant Principal/Dean of Students 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.

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2021-2022 Canton Public Schools Student/Family Handbook Appendix

School Committee

Chairperson	Kristian Merenda
Vice Chairperson	Nichola Gallagher
Secretary	Maureen Moran
Board Member	Kendall O'Halloran
Board Member	TBD

Central Office Administration

Interim Superintendent of Schools	Derek Folan
Interim Assistant Superintendent of Schools	Sarah Shannon
Director of Student Services	Dianna Mullen
Assistant Director of Student Services	Meghan Byrne
Director of Finance and Operations	Stephen Marshall
Director of Teaching and Learning	Deborah Rooney
Director of Technology and Digital Learning	Julianne Shore
Facilities Director	Brian Lynch
Food Service Director	Martha Lawless
Nurse Leader	Lauren Pushard
Technology Administrators	Mike Wentland
	Mike Barucci
PreK-5 Stem Coordinator	Sara Donovan
PreK-5 Humanities Coordinator	Jaclyn Abrams
PreK-2 Early Childhood Coordinator	Donna Kilday

*****Yellow highlights indicate changes from the prior year district appendix***

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Strategic Framework 2019 – 2024

Canton Public Schools

Our Vision	To develop students who are competent and creative thinkers, curious and confident learners, and compassionate citizens
Our Mission	Canton Public Schools is an educational community that seeks to blend academic growth with the social development of every child. Our goal for every child is to be a successful learner and to accept mistakes as a step in human growth.
Our Core Values	Academic Excellence and Rigor; Inclusive and Engaged Community; Respectful and Responsible Relationships; Continuous Reflection and Improvement

Long-term Strategic Objectives

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence
To attain educational excellence across all schools, in every classroom, every day, in support of consistently high growth and outcomes for every student	To create and sustain a school climate and culture that support a rich educational environment for all students and staff	To create rigorous, relevant, and contemporary learning experiences so that the PreK-12 journey supports student development and prepares students for their futures	To develop state-of-the-art operational systems that assure access to high-quality resources, including facilities, aligned to our educational vision, equitably distributed, and utilized efficiently

Rationale for Long-term Strategic Objectives

Our commitment to educational equity requires that we identify unconscious and implicit biases and the impact they have on our students, families, and staff. *Educational excellence is our expectation that every student will demonstrate high levels of growth and achievement.* *We foster educational excellence through high-quality teaching, strong systems of support and enrichment, and aligned, compelling curricula.*	*As student learning is inextricably linked to a school's social environment, adults have a collective responsibility to build a positive climate and culture in all of our schools.* *We must pay careful attention to, model, and provide explicit instruction in the social-emotional skills that contribute to a healthy climate and culture and support overall student well-being.*	*Public education exists not only within the context of our local Canton community but also within the larger context of our global society.* *As the world experiences rapid and dramatic changes in technology, the economy, and society, the traditional paradigm of teaching and learning is also changing.* *More than ever, we must teach our students to collaborate skillfully, to maintain a growth mindset, and to seek and make use of new knowledge.*	*The District serves as the overarching, mission-driven organization that creates the conditions necessary for educational excellence.* *As public servants, staff embody a professional culture that is notably responsive and respectful with the community and among each other.* *District staff oversee all system operations, including staffing, finances, and facilities. Effective management allows for a focus on our primary mission: teaching and learning.*

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Long-term Strategic Objectives

1 Achieving Educational Excellence & Ensuring Equity	2 Cultivating School Climate & Culture	3 Transforming Teaching & Learning	4 Achieving District Excellence

Strategic Areas of Focus

1.1 Educational Equity

Identify and eliminate obstacles and barriers (ideological, institutional, interpersonal, and internal) to student learning and growth

1.2 Educational Excellence & Continuous Improvement

Establish targeted outcomes; comprehensively monitor and analyze growth and achievement; identify effective strategies for teaching and learning, including systems of support and extension

1.3 Excellent Educators for Every Student, Every Day

Ensure all adults have the skills and knowledge necessary to meet the academic and social emotional needs of every student through ongoing, differentiated adult learning; recruit and retain high-quality staff reflective of student demographics; utilize an evaluation system that promotes growth and accountability

1.4 Equitable Access to High Quality Instruction

Ensure every student, every day, receives high-quality instruction and support in the least restrictive environment possible; promote inclusive classrooms and school that benefit all students

2.1 Social Emotional Learning

Develop PreK-12 SEL competencies and curricula as foundational support for student well-being in schools that are safe, welcoming, and inclusive

2.2 Behavioral Intervention

Develop PreK-12 behavioral intervention strategies that enrich school climate and culture; promote student self-management and self-awareness as a member of the school community

2.3 Professional Culture

Build adult professional communities committed to the district's vision and mission by fostering educator voice and agency and by creating the conditions necessary for educators to learn with and from each other

2.4 School Safety

Provide safe facilities and appropriate learning environments that support a sense of security and comfort for students and staff; employ emergency/crisis management plans and practices

3.1 Designing Student Learning & Growth

Design engaging and relevant instruction; integrate technology to create transformational learning experiences for every student

3.2 Student Agency, Voice, and Ownership of Learning

Implement organizational structures and processes that strengthen student agency, student voice, and student ownership of learning

3.3 Educators' Creativity & Innovation

Nurture educators' creativity, promote opportunities for innovation, and support the ongoing development of a growth mindset among educators; develop opportunities for teacher leaders to serve as catalysts for the advancement of teaching and learning

4.1 Indicators of Excellence

Create our CPS identity, targets for improvement, and criteria for accountability by developing Indicators of Excellence with metrics, benchmarks and strategies; share with the public annually

4.2 Facilities

Complete facilities master plan and educational visioning; develop facilities that inspire widespread transformation in student learning; determine the immediate and short-term decisions, timeline, and resources needed for our long-term plan

4.3 Financial Responsibilities

Develop and implement processes and tools that ensure transparent budgeting and a comprehensive budget document; link fiscal resources to student outcomes

4.4 Mission-Driven Organization & Operations

Develop efficient operational systems and organizational structures that nurture a coherent, mission-driven organization that creates the conditions necessary for excellence across all schools and programs

Indicators of Excellence: Criteria that measure success toward meeting Strategic Framework objectives

Student Learning Outcomes ***Student School Experience*** ***District Responsibilities***

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Letter from the Superintendent

September 1, 2021

Dear Canton Families and Students,

The District Appendix is a collection of procedures and practices that reflect policies, regulations and laws to which we are accountable. Along with the individual school handbooks, these shared agreements create the conditions for us to operate true to our Core Values.

As a community of learners, we are guided by our Strategic Framework, including our Core Values:

Academic Excellence & Rigor
Inclusive & Engage Community
Respectful & Responsible Relationships
Continuous Reflection & Improvement

These Core Values define how we operate in order to create the very best climate and culture within our schools to serve every child. Also, within the context of a school district, we are required to adhere to Federal and State laws and regulations, along with all Canton School Committee policies.

Every year, as policies, laws and regulations change, we adjust our District Appendix and School Handbooks. I strongly encourage you to carefully review these documents including the accompanying signature page to express your understanding of these expectations.

Please contact your school's Principal if you have any questions, comments or concerns so that we can improve our communications with you and better serve every student within the Canton Public Schools.

Respectfully,

Derek Folan
Interim Superintendent

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GENERAL INFORMATION

Residency and Registration Policy (School Committee File JF-E)

A. Residency Requirements

Only children of school age who actually reside in the Town of Canton are entitled to attend the Canton Public Schools (M.G.L., c. 76, s. 5). "Residence" is the primary place where a person dwells permanently, and is the place that is the center of his or her domestic, social, and civic life. Temporary residence in the Town of Canton for the purpose of enrolling in the Canton Public Schools, shall not be considered residency. (M.G.L. c. 76, s. 6). Persons who are found to temporarily reside in Canton for the special purpose of enrolling in the Canton Public Schools will be dismissed immediately from the Canton Public Schools and the parent(s), guardian(s), or others may be jointly and severally liable to the school district for tuition and other costs and fees.

Before any student is assigned to or attends any Canton public school, the student's parent or legal guardian must provide documents demonstrating proof of permanent residency in Canton. The student cannot be enrolled until residency is established. Residency can, and does, change for students and their families, therefore the Canton Public Schools reserves the right to request additional, updated information at any time, and to routinely verify the residency of students entering grades preschool, kindergarten, six and nine. The Canton Public Schools will implement administrative procedures consistent with this policy.

At the discretion of the Superintendent, exceptions to the residency requirements include:

(1) students whose families move out of town during their senior year of high school;

(2) students in any other grade whose families move out of town after April 1st, who would like to finish the current school year and who pay the daily per pupil cost to remain enrolled and any future costs the District incurs on student's behalf;

(3) students for whom another community or state agency may pay approved tuition rates; and

In addition, homeless students are permitted to attend the Canton Public Schools pursuant to and consistent with the McKinney-Vento Homeless Education Assistance Act and School Committee Policy.

B. Investigation

Once the student has enrolled, school principals are required to investigate situations in which there is reason to believe that the residency information does not appear to be accurate. The principals will report questionable situations to the Superintendent or his/her designee.

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The Canton Public Schools may conduct an investigation into the residency of any student at any time. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may authorize a home visit and/or utilize the Canton Police Department or private investigator to further investigate a residency concern.

C. Removal of Non-Resident Students

If it is discovered that a Canton student is a nonresident, the student's parent or legal guardian will be notified of the violation and instructed to enroll the student in the school district of the city or town where he or she actually lives. Failure to transfer the student out of the Canton Public Schools within five (5) school days will result in the student's immediate dismissal from the Canton Public Schools, unless there are fewer than ten (10) school days left in the marking period/school year; in which case, the student will be transferred at the end of the marking period/school year.

Subject to the Superintendent's approval, a student, who becomes a non-resident on or after April 1st, may elect to pay the daily per pupil tuition cost, plus any future costs the district incurs on student's behalf, and complete the rest of the school year in his/her present school.

D. Tuition

When a violation is determined, the Canton Public Schools will take action to recover tuition and other costs expended on behalf of the child during the period of non-residency. Parent(s), guardian(s), and other(s) may be jointly and severally liable to the Canton Public Schools for the student's tuition and other academic or related costs, as well as any investigation costs or legal fees incurred by the District as a result of any violations.

E. Elementary Neighborhood Schools

Students shall attend their neighborhood elementary school, space permitting, except as necessary unless there is a space issue, bullying issue, necessary for special education programming, or any Superintendent determined compelling reason.

Residency and Registration Procedures

a. The procedure for registering students is as follows:

Proof of residency is required to enroll and to remain in the Canton Public Schools. All applicants must submit at least one document from each Category. Students over 18 years of age not residing with a parent or guardian/proxy must provide proof of residency as required below. Separate provisions are provided for students covered under the Homelessness Act (MGL c.76S5).

b. All students new to the Canton Public Schools must register online at www.CantonMA.org/registration. Parents, guardians or state-agency appointed proxies are required to complete the online registration process. Building principals or an appointee will receive a copy of the registration form and verify home addresses and telephone numbers. Any parent/guardian experiencing difficulty registering online should contact the Superintendent's office.

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c. Any irregularities shall be reported to the Central Office for follow-up action. If any living arrangements change, it must be reported to the school department immediately.

d. If the school department suspects that a family of a current Canton Public School student lives outside Canton, an investigation and/or recertification will take place. If a case warrants closer inspection, the Superintendent may further investigate a residency concern.

Required Categories for Proof of Residency

Category 1	Category 2	Category 3
• Copy of most recent mortgage payment • If you no longer pay a mortgage on your home, you must submit a copy of the property deed or a copy of the discharge of mortgage. • Purchase and Sales Agreement • Property tax bill • Copy of Lease (including BHS and HUD leases, student name must be included on lease) <u>and</u> record of most recent rent payment.* * You must submit both of these documents.	Utility bill or work order within the past 60 days: • Gas bill • Oil bill • Electric bill • Cable bill If you live in a household where all utilities are in someone else's name, and if this is noted on your lease or affidavit, then you may submit a utility bill in the name of the homeowner.	• Copy of a valid government issued photo identification, e.g., Massachusetts driver's license or state issued ID card with a valid Canton, MA address on it. Dated within the past year: • W-2 form (private information may be blocked out) • Vehicle registration • Excise tax bill

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The Family Education and Privacy Act Massachusetts Student Records Regulations

The ***Family Educational Rights and Privacy Act (FERPA)*** is a federal law that provides two basic rights to parents in regards to student records:

1. The right to inspect and review their child's education records
2. The right to prevent unauthorized persons from seeing the same records

The Commonwealth's student record regulations (603 CMR 23.00) are designed to ensure parents and students of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in carrying out their responsibilities under state and federal law.

To request records, please send a written request to your child's school and/or to the district's Director of Student Services, 960 Washington Street, Canton, MA 02021.

Student Records: Description Student records consist of all information kept by the school and organized in a manner such that a student may be individually identified. Student records include both the Permanent Record (transcript) and a Temporary Record. The transcript shall contain the minimum data necessary to reflect a student's educational progress. This data shall be limited to the student's name, address and phone number; birth date; the name, address, and phone number of parent/guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed. A Temporary Record contains the majority of a student's information maintained by the school. This record may include information such as standardized test results, MCAS scores, extracurricular activities, and evaluations by teachers, counselors or other school staff.

Student Records: Destruction of Records Following a student's withdrawal, transfer, or graduation from high school, the only document that will be kept on file in the Guidance Office will be the Transcript/ Permanent Record, which must be kept by the school system for at least sixty (60) years after students leave the system. Upon withdrawal, transfer, or graduation from high school, students will be given notice at that time of their right to obtain their Temporary Record and that, should a student not obtain it, it will be destroyed by a specified date (which by law must be within seven (7) years of withdrawal, transfer, or graduation). Since there may be some information contained within the folder, such as a student's Health Record, which may be of value in the future, it is suggested that students obtain their Temporary Record and make and keep duplicate copies. If a student received any special education services while enrolled in school, he/she/they may obtain those parts of their Temporary Record from the special education office.

Student Records: Access by Parents and Students A parent with physical custody of a student under 18 years of age or a student who has entered the ninth grade or is at least 14 years old ("eligible student"), has the right to inspect and/or copy all portions of the student record upon request. The record must be made available to the parent or eligible student no later than ten days after the request, unless the parent or eligible student consents to a delay or unless the request is made by a non-custodial parent. A reasonable fee may be charged for the cost of copying the record. The parent and eligible student also have the right to amend the student record or to request

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deletion of certain information. Instruction on how to do this may be obtained from the Registrar's office. The parent and eligible student may also request to have parts of the record interpreted by qualified school personnel or may have the student record inspected or interpreted by a third party of their choice. Such third party shall present specific written consent of the eligible student or parent, prior to gaining access to the student record

Student Records: Access Procedures for Non-Custodial Parents State law mandates standard procedures for making student records available to a non-custodial parent. Under M.G.L., Chapter 71, Section 34H, a non-custodial parent is one who does not have physical custody of their child. Such parent must submit a written request to the school principal annually in order to obtain a copy and/or access to their child's record. For more information about making this type of request, contact the Director of Student Services, 960 Washington Street, Canton, MA 02021.

Student Records: Access by Third Parties With a few exceptions, information in a student's record will not be released to a third party without the written consent of the eligible student and/or a parent having physical custody of a student under 18 years of age. These exceptions are set forth in the federal statute "FERPA", 20 U.S.C., § 1232g and 34 CFR Part 99, and in the Massachusetts regulations, 603 CMR 23.00. In addition, the following information will be released as a routine matter unless a student or parent follows the objection process set forth at the end of this section.

i. Directory Information: A student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of athletic teams, class, participation in officially recognized activities and sports, degrees, honors and awards, and post high school plans.

ii. ii. Recruiting information for the Armed Forces and Post-Secondary Educational Institutions: Upon request from military recruiters and/or representatives of post-secondary educational institutions, the Canton Public Schools will provide the name, address and telephone listing for all secondary students. If an eligible student and/or parent does not want Directory Information or Recruiting Information released, he/she/they must notify the School Principal] in writing no later than September 15 of the year in which he/she/they first enroll in Canton Public Schools. Otherwise, said information will be released. A written objection received in accordance with this procedure shall be treated as continuing in effect during a student's enrollment at CPS until and unless the eligible student and/or parent notifies the School Principal in writing that the objection to release is removed.

Student Records: Amendment The eligible student and their parent, or either one, has the right to add information or other relevant material to the record. he/she/they also have the right to request the deletion or amendment of any information in the record. The school Principal or their designee is required to make a decision regarding such a request which may be appealed first to the Superintendent and then to the School Committee.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

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Protection of Pupil Rights Amendments

The Canton Public Schools adheres to the Protection of Pupil Rights Amendment (PPRA), a federal law that affords parents and eligible students (those who have reached the age of 18) certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. An overview of these rights follows:

a. Consent to federally funded surveys concerning "protected information." Schools must obtain written consent of the parent or eligible student prior to requiring the student to participate in a survey that is funded in whole or in part by a program of the United States Department of Education (USDOE) if the survey concerns one or more of the following protected areas of information ("protected information survey"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

b. Opt out of certain surveys and exams even if not federally funded. Parents and eligible students must receive notice of any of the following activities and have the right to opt out of them.

1. Any protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;[1]

[1/] Mass. Gen. Laws §71, §57 requires schools to conduct physical examinations of students "to ascertain defects in sight or hearing, postural or other physical defects tending to prevent his receiving the full benefits of his school work and to ascertain physical defects of the feet which might unfavorably influence the child's health or physical efficiency."

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3. Activities involving collection, disclosure, or use of personal information[2/] obtained from students for the purposes of marketing or selling or otherwise distributing the information to others.[3/]

c. Inspect certain materials. Upon request, parents and eligible students have the right to inspect the following before the school district administers or uses them:

1. Protected information surveys of students;

2. Surveys created by a third party.

3. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and

4. Instructional materials[4/] used as part of the educational curriculum

d. Receive notification of the district's policies on the PPRA. After consultation with parents, the Canton Public Schools has adopted the following policies to implement the PPRA:

Notice of Rights The Superintendent will arrange for direct notice to parents/eligible students of this policy at the beginning of each school year, either through the U.S. Mail or e-mail, and will provide updates within a reasonable time period after any substantive changes. The Superintendent may also include notice of this policy along with other routine legal notices in one or more local newspapers.

Notice of Activities The Superintendent will arrange for direct notice to parents/eligible students at least annually at the beginning of the school year of the activities or surveys identified in the PPRA that the Canton Public Schools anticipates conducting. The Superintendent will provide parents/eligible students with consent forms or the opportunity to opt a child out of activities, if applicable.

Inspection of Materials Parents or eligible students who wish to exercise their right to inspect surveys and instructional materials as identified in the PPRA may do so by sending written notice to the building principal. The building principal will respond to requests within ten calendar days. Opportunity for inspection of applicable materials will be provided at the school or district administrative offices.

[2/] Personal information is defined as individually identifiable information including a student or parent's first and last name; home address; telephone number; or social security number. 20 USC §1232h (c)(6)(E).

[3/] The requirements concerning activities involving the collection and disclosure of personal information from students for marketing purposes do not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: college or other postsecondary education recruitment, or military recruitment; book clubs, magazines, and programs providing access to low-cost literacy products; curriculum and instructional materials used by elementary schools and secondary schools; tests and assessments used by elementary schools and secondary schools to provide genitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student; the sale by students of products or services to raise funds for school-related or educational-related activities; student recognition programs.

[4/] The term "instructional materials" is defined as instructional material that is provided to the student, regardless of format, including printed or representational materials, audio visual materials (such as materials accessible through the internet.) The term does not include academic tests or academic assessments. USC §1232h(c)(6)(A).

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Protections of Student Privacy The Superintendent will insure that procedures are in place to protect student privacy in the administration of protected information surveys and in the collection, disclosure or use of personal information for marketing, selling or other distribution purposes.

Parents or eligible students who believe their rights under the PPRA have been violated may file a complaint within the district by contacting Stephanie Shapiro at shapiros@cantonma.org or 781-821-5060 ext 2107. Complaints may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

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ACADEMICS

Academic Freedom

The School Committee seeks to educate students in the democratic tradition, to foster recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights.

Fairness in procedures will be observed both to safeguard the legitimate interests of the schools and to exhibit by appropriate example the basic objectives of a democratic society as set forth in the Constitutions of the United States and the State Constitution of the Commonwealth of Massachusetts

Attendance- Pupil Absence Notification Program

MGL Chapter 76, Section 1

According to Chapter 76 section 1 of the Massachusetts General Laws, each school shall have a policy of notifying parents or guardians within 3 days of an absence if the school has not received notification of the absence. Additionally, parents or guardians will be notified of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year.

MGL Chapter 76, Section 2

Under Massachusetts State Law, Chapter 76, Section 2 provides for duties of parents as follows: Every person in control of a child shall cause him to attend school on a daily basis and, if he fails to do so for seven days sessions or fourteen half-day sessions within a period of six months, he shall, on compliant by a supervisor or attendance officer, be punished.

The principal, or designee, will make reasonable effort to meet with the parents of any child who has 5 or more unexcused absences. The purpose of this meeting will be to develop action steps to improve the student's attendance.

Philosophy

It is our expectation that students will be in attendance on a daily basis, unless they are ill. We firmly believe, and national educational data supports, that regular attendance and academic achievement go hand in hand. Students need to be in the classroom to benefit from instruction and from interaction and exchange of ideas with peers. The Canton Public Schools strive 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. Developing a positive attendance/school habit begins in Kindergarten.

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Along with regular attendance, students need to be on time and prepared for the day. It is the legal responsibility of parent/guardians to ensure good attendance. It is not possible for the student to make up or duplicate the classroom learning experiences missed during absences. Because learning is an interactive process among students, their peers, and teachers, absences affect individual students and the class as a whole. Parents or guardians of those students displaying irregular attendance or frequent tardiness will be notified of our concerns by phone, mail and/or email.

Notification by Parent/Guardian that their Child will be Absent

The parents/guardians will contact the school using the extension and time referenced in the procedure, to call in their student absent or late to school.

Notification by Parent/Guardian not Received (Daily Absences)

Step 1: If a message has not been left, school personnel will call parents/guardians and/or emergency contact person after the start of school. **This call does not replace the need for parents to call on the day of the absence. Additionally, at the elementary level, the child must bring in a signed written note the day the student returns to school.**

Step 2: If a message has been left for the parent/guardian and school personnel do not receive a call back from the parent/guardian or emergency contact person, the district reserves the right to contact Home/School Interventionist and/ or police to request a home well check visit. Typically, the school will contact the Home/School Interventionist or police within 90 minutes of the opening of school.

Step 3: School personnel will speak to and/or meet with family when contact is made to address need for better means of communication.

Notification to Parent/Guardian of Excessive Absences

Step 1: Each year, the school will email/ send letters to families after five absences.

Step 2: State Guidelines mandate that a school investigate when a student is absent for more than seven (7) school days or fourteen (14) half days within a six month period. Upon completion of an investigation, if the school determines the absences are not related to a child's health, a complaint may be filed with the Juvenile Division of the Dedham District Court. This court office is responsible for handling concerns regarding school attendance. Before any court is notified, a warning letter will be sent home and parents will be asked for documentation explaining the absences, followed by a request to come in for a meeting with guidance counselors and school administrators or designee.

Step 3*: (Specific to Canton High School Students): Attendance reports on all students at CHS will be run at each term for each class. Those students with 7 or more absences will meet with administrators to create an action plan. Failure to complete an action plan could result in loss of credit.*

Notification to Parent/Guardian of Excessive Tardies

Step 1: Student/Parent will be contacted by a school administrator regarding excessive tardies.

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Step 2: Administration will meet with student and parent/guardian and a correction plan will be put into place with required follow up.

Vacations and Absence Due to Non-Medical Reasons/Inclement Weather

It is important for children to receive continuous instruction on a daily basis while school is in session. Each day of instruction missed sets a child back and creates added pressure on the child and on the school. The school calendar is published far in advance of the school year to help parents plan family trips so that they can coincide with school vacations. Parents are urged to comply with the school calendar.

The district discourages families from planned absences/family vacations and reminds them that teachers are not required to provide advance homework when students and their families plan a vacation when school is in session. It is the student's responsibility to make up the missed work and he/she/they will have as many days as missed to make up work, plus one. Since assignments are based upon material which has been previously taught, work must be made up after a child returns as assignments cannot be sent home in advance.

English Language Learners

The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance.

The District shall identify students whose dominant language may not be English through home language surveys that identify a primary home language other than English (PHLOTE), observations, intake assessments, and recommendations of parents, teachers and other persons. Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to the Massachusetts Dept. of Elementary and Secondary Education each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by the Massachusetts Dept. of Elementary and Secondary Education to comply with state and federal law.

If there is a request for translation, please contact your school's Team Chair.

Electronic Devices

The technology mission of the Canton Public Schools is to ensure that technology is an integral component of our educational community, enhancing learning, instruction, communication and information management. To meet this mission, networked computers, wireless devices, non-networked computers, peripheral equipment, as well as other forms of technology are made available for student use. It is the goal of the district to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication for the purpose of encouraging educational excellence.

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Technology use that is integrated into school curriculum fosters information retrieval skills, encourages critical thinking skills, collaboration and provides educational opportunities. Technology access is a privilege, not a right. Along with this privilege, come certain responsibilities for all users. The school district provides access to all electronic devices for educational purposes only. All users must conform to the terms and conditions established by the district. Students and parents/guardians are responsible to read and sign the Responsible Use Policy each year with the understanding that no technology access will be provided to any students who fail to sign and return the policy.

Responsible Use Policy (RUP) for Students

The Canton Public Schools ("CPS" or "District") endeavors to provide technology tools for all aspects of learning, including collaboration, discovery, research, and communication, with the goal of encouraging educational excellence. Thus, the District seeks to ensure that technology is an integral component of our educational community. Equipment made available for student use includes networked computers and wireless devices with Internet/Intranet access, peripheral equipment, as well as other forms of technology. CPS technology access includes, but is not limited to, the CPS Network, the Internet, instructional database subscriptions, wireless devices, networked equipment and other technologies that may become available for student use over time.

Google GSuite for Education Student Accounts

Students in grades 1-12 are assigned a GSuite for Education (formerly Google Apps for Education) account. In addition, students in grades 6-12 are assigned a Canton Public Schools Gmail account for educational use only. GSuite is a suite of web-based software applications that allow for the creation and collaboration of documents, spreadsheets, presentations, websites, email and much more. The benefits for teachers and students include the ability to collaborate and communicate on projects and assignments in real time online. Students will also have access to their files in Google Apps anywhere they have internet access at any time on just about any type of device. Many secondary teachers use Google Classroom as a learning management platform that allows students to access class content and assessments, turn in completed work, and as a digital library for classroom resources.

Students will follow school policies for appropriate use when using any Internet based services like Gsuite Apps. These services are considered an extension of the school's network. Students have no expectation of privacy in their use as school and service administrators have the right and ability to monitor user accounts for policy and security enforcement. Students should never share personal information online in public spaces including their assigned GSuite account.

For more information on Google's privacy and security, please click here

Purpose of the Responsible Use Policy: The purpose of the District's Responsible Use Policy (RUP) is to promote positive digital citizenship for our students, a citizenship that involves accessing appropriate resources and using electronic devices safely and effectively. It also seeks to avoid unauthorized access or disclosure of sensitive, confidential and proprietary information and avoid unlawful activities. The RUP applies to student use of computers, Internet, wireless devices, instructional database subscriptions, electronic mail and all other forms of electronic equipment or communication provided by the District/network, regardless of the physical location of the user. Thus, the RUP applies even when a student uses District-provided equipment or accounts while not on school property and/or uses non-District devices to access the District network or databases.

CPS technology access for students in Canton is a privilege, not a right. With this privilege, come certain responsibilities for all users. All users must conform to the responsibilities established by this District policy.

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Student Responsibilities:

I am responsible for practicing positive digital citizenship.

- I understand that CPS Technology is provided only for the purpose of my participation in CPS educational programs.
- I will ensure that my interactive contributions to websites, social media, discussion boards, media sharing sites, and all other electronic communications, including new technologies are designed to maintain a productive and appropriate educational environment for other students and staff.
- I will be honest in all digital communication, including accurately identifying my own postings and contributions.
- I understand that what I do and post online must be consistent with maintaining a safe and secure school environment for all.
- I understand when given permission to access another individual's personal accounts, I am still responsible for my actions when accessing these accounts.
- I will use school appropriate language in all electronic communications, including email, social media, audio recordings, video conferencing, and artistic works.

I am responsible for keeping personal information private.

- I will not share personal information about myself or others including, but not limited to: name, home address, telephone numbers, birth dates, usernames, passwords or visuals such as pictures, videos, or drawings.
- I will not meet anyone in person that I have met only on the Internet.
- I will be aware of and adhere to privacy settings on websites that I visit.

I am responsible for my passwords and my actions on District accounts.

- I will not share any school or District usernames and passwords with anyone.
- I will not access the account information of others without permission.
- I will log out of my accounts and equipment to ensure my privacy and security.
- I will log out of unattended equipment and accounts if another student hasn't logged off in order to maintain their privacy and security.
- I understand that technology can be interrupted and unpredictable and will use multiple means to save and backup my information.

I am responsible for treating others with respect and dignity.

- I will not send and/or distribute hateful, discriminatory, harassing digital communication, or engage in inappropriate sharing of images.
- I understand that bullying and harassment in any form, including cyber bullying, is unacceptable.

I am responsible for accessing only educational content when using District technology.

- I will not seek out, display, or circulate material that is deemed hurtful, sexually explicit, or violent.
- I understand that any exceptions must be approved by a teacher or administrator as part of a school assignment.
- I understand that the use of the District network and equipment for illegal, political, or commercial purposes is strictly forbidden.
- I understand that the District has internet filters and will immediately notify District personnel if inappropriate content is accessed.

I am responsible for respecting and maintaining the security of the District electronic resources and networks.

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- I will not gain unauthorized access or violate District security settings and filters, including the use of proxy servers to access websites blocked by the District.
- I will not install or use illegal software or files, including copyright protected materials, unauthorized software, or applications on any District computers, tablets, chromebooks, smartphones, or other new technologies.
- I will not access my personal data plan on my own device during the school day to participate in classroom assignments or activities. Personal data plans do not have District filters.
- I will not use the District network or equipment to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

I am responsible for taking all reasonable care when handling District equipment.

- I understand that vandalism in any form is prohibited.
- I will report any known or suspected acts of vandalism to the appropriate authority.
- I will report any misuse of the CPS Network and all other technology. Misuse means any violations of this policy or any other use that is not included in the policy but has the effect of harming another or his/her property.
- I will take care of the physical condition of the District equipment.
- I will only make modifications to system or software settings with District equipment when instructed by school personnel.

I am responsible for respecting the works of others.

- I will follow all copyright (http://copyright.gov/title17/) guidelines, and properly cite all sources.
- I will not copy the work of another person and represent it as my own.
- I will not download illegally obtained music, software, applications, and other works.**I am responsible for personal technology when I bring in my own device (BYOD) to the school's buildings.**
- I understand that I am responsible to safeguard my own equipment.
- I will only use my equipment when the teacher has given me permission. At the elementary level, the use of cellphones is prohibited during the school day. Students who bring cellphones to school must keep them turned off, and cell phones must remain in their backpack at all times. Cell phones may be used for emergencies only under the direction of school personnel. When electronic devices are needed to access the curriculum, teachers will provide them. Elementary students do not need cell phones during the school day.
- I know that I am not to use any other student's equipment without permission of that specific student.
- I will only access the District wireless capabilities, not my personal data plan, when using my equipment because of the appropriate filtering for my educational research

Terms and Conditions of the CPS Technology Responsible Use Policy:

The signature for this Technology Responsible Use Policy is included on the Canton Public Schools Student/Family Handbook signature page. By signing the CPS Technology Responsible Use Policy (RUP) on the handbook signature page, I am acknowledging my understanding of my responsibilities outlined above. Failure to fulfill these responsibilities may result in loss of access privileges or disciplinary action according to the school or District handbooks. The school District cannot provide access to any student who fails to sign this policy.

Canton Public Schools School-Issued Device Procedures and Guidelines

The information provided in the Canton Public Schools School-Issued Device Guidelines are an extension of the Canton Public Schools Responsible Use Agreement that is signed by students and parents/guardians each school year. These guidelines do not supersede that agreement.

Canton Public Schools has provided each student with a School-Issued Device {iPads for students in grades K-2 and a School-Issued Device for each student in grades 3-10}. Canton Public Schools also provided School-Issued Devices as

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requested to any student in grades 11-12. The School-Issued Devices are the sole property of the Canton Public Schools and will be loaned to students for use both in school and at home throughout the school year.

School Issued Devices Distribution

1. School-Issued Devices are distributed to new students as they enroll in Canton Public Schools and students entering into Kindergarten. Students entering Grade 3 will transition to a Chromebook from an iPad.
2. School-Issued Devices are only available to students enrolled in the Canton Public Schools.

School Issued Device Return

1. Students in Grades K-2 will keep their iPad until the conclusion of their Grade 2 year. The iPad will be returned by the last day of school of their Grade 2 year. Any 12th grade students with a School-Issued Device must return their Device prior to graduation as part of their senior close out requirements. Students in Grade 3 will keep their Chromebook until they leave the District or the Device is collected by the District.

2. Any student who withdraws from the Canton Public Schools must return his/hers/their School-Issued Device and charger to the main office BEFORE their last scheduled school in the District. If the Device is damaged, the charger is not returned or if the Device is not returned, the Device will be reported as lost or stolen and the student will be responsible for the full cost of a replacement Device and/or a fee may be assessed to the student if the student did not participate in the Optional Repair and Loss Accidental Plan.

School-Issued Device Care and Maintenance

- Students are responsible for the care and maintenance of their School-Issued Device
- Students will not alter the School-Issued Device appearance in any way with the use of tape, glue, markers, etc
- Students may use stickers to personalize their Chromebook only
- Students issued an iPad must keep the iPad in the case issued by the District
- Students will keep their School Issued Device away from food and liquid as spills will damage the Device
- Students will not place heavy objects on top of the School Issued Device as pressure can damage the screen
- Students will not leave their School Issued Device on the floor while at home or at school
- Students with a School Issued Device will make sure nothing is on the keyboard before closing the School-Issued Device in order to prevent damage to the screen
- While the School-Issued Device is off, you may clean the keyboard, trackpad, and screen with a damp cloth
- Do not spray the School-Issued Device directly with cleaners. Only use cleaners that are designed to clean LCD computer screens
- Always transport your School-Issued Device in a safe bag or backpack
- All School-Issued Devices are outfitted with an asset tag for inventory purposes. If the asset tag on your School-Issued Device is removed or altered, a fee equal to the cost of the School-Issued Device may be assessed

School-Issued Device Usage Expectations in School

- While using the School-Issued Device all students will follow the Canton Public Schools Responsible Use Agreement. Violation of the Responsible Use Agreement may result in disciplinary action.
- School-Issued Devices are to be used solely by the student it is assigned to for educational purposes only
- School-Issued Devices are expected to come to school fully charged each day
- Students are expected to bring their School-Issued Device to each class unless otherwise instructed by their teacher or may remain in the classroom as instructed by their teacher
- The usage of School-Issued Devices in class is strictly at the teacher's discretion

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- Students should have the School-Issued Device sound muted during class unless they are using headphones with the teacher's permission. The student must provide their own headphones
- Printing from School-Issued Devices will not be available at the school. Students are encouraged to share their work electronically with teachers or print from home

School-Issued Device Usage Expectations Outside of School

- Students may use their School-Issued Devices outside of school for educational purposes
- Students are required to use only their Canton Public Schools account to log into the School-Issued Device
- Students may print from their School-Issued Devices at home or other location (i.e. Canton Public Library) using compatible printers
- School-Issued Devices need to be kept in a safe, secure place when not in use
- School-Issued Devices should not be left unattended when traveling outside of the home.
- School-Issued Devices should not be exposed to extreme temperatures such as extreme cold or heat as that can cause damage to the Device

Student Usage Safety and Expectations

- All School-Issued Devices are content filtered both inside and outside of school for student safety and CIPA compliance reasons. Please click on this link for more about the Children's Internet Protection Act
- Internet browsing and history are logged in the system and accessible by the school administration using a third party software called Securly.
- Students will not try to circumvent content filtering or try to alter the School Issued Device operating system in any way. Doing so will result in disciplinary consequences for the student
- All students agree to abide by the Canton Public Schools Responsible Use Agreement and as such will refrain from harmful or illegal activities using their School Issued Devices, their CPS school accounts or any Canton Public Schools technology resources. Failure to do this may result in disciplinary or legal consequences
- Students will protect their data and will not share any CPS school account credentials (i.e. usernames and passwords) with others for any reason
- Students have unlimited storage available in Google Drive; therefore, all content saved to the School-Issued Device should be saved to Google Drive and not to the School-Issued Device local drive. The Canton Public Schools are not responsible for lost data
- Students will use caution when connecting to an unsecured wireless network as unsecured networks can leave data unprotected
- Only approved School-Issued Device apps and extensions may be installed on the School Issued Devices. Students and teachers may request specific apps and extensions be made available for installation
- The School-Issued Devices will install all browser and security updates automatically. It is recommended that students properly shut down their School-Issued Device daily so updates are installed

School Issued Device Performance Issues

- Students experiencing a technical issue with their School-Issued Device must bring their School-Issued Device to the designated location in the school for troubleshooting and possible repair. Students and parents/guardians can email cpstechhelp@cantonma.org with any questions, concerns, or if you are having difficulty with your child's School-Issued Device

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- A loaner School-Issued Device will be provided to the student while their School-Issued Device is being diagnosed and repaired. Students are responsible for the same expectation of care of the loaner School-Issued Device as is outlined in these guidelines and the School Issued-Device loan agreement

Optional Repair and Loss Accidental Coverage Plan

- The District will be providing an Optional Repair and Loss Accidental Coverage plan. This plan is optional to families. The cost is $30 per student device per year. This fee is waived for students receiving free or reduced lunch. Families with 3 or more students will have a 50% reduction of the fee for the 3rd and each additional child enrolled in the Canton Public Schools. The Repair and Loss Accidental Coverage Plan will cover the School-Issued Device as described in the Plan.
- If the School-Issued Device has been stolen, the student must immediately contact the school administration.

OPTIONAL **Canton Public Schools Repair and Loss Coverage Accidental Plan**

The OPTIONAL **Canton Public Schools Repair and Loss Coverage Accidental Plan** is designed to offset costs associated with unintentional damage to School-Issued Devices for CPS students. To sign up for coverage, fill out this form which includes a link to pay at MySchoolBucks.

- This program does not cover intentional or malicious damage, as determined by the Director of Technology and Digital Learning
- Repetitive damage will be considered careless and not covered by this program
- Repetitive damage claims will be reviewed on a case-by-case basis to determine continued eligibility of coverage
- The fee schedule is as follows:
    - ***$30 per device per year***
        - ***Students of Free/Reduced Lunch will be enrolled and the fee waived***
        - ***Families with 3 or more children enrolled in the Canton Public Schools will receive a 50% fee reduction for the third and additional children enrolled in CPS***
- Fees are not prorated(other than those noted above) and non-refundable
- Students may also face disciplinary action for intentional damage or negligent care

Examples of unintentional (covered) damage include, but are not limited to:

- Liquid spill damage
- Accidental drops or falls
- Accidentally closing objects in laptop
- Lightning Strikes/Power Surges
- Theft (Will be verified with Canton Police Department)
- Fire
- Natural Disasters

The process to start a claim within this program is:

- Report the damage to the Technology Department via email to cpstechhelp@cantonma.org with a detailed explanation of the damage and how it occurred
- The Technology Department will assess the damage, repair options and costs
- The Technology Department will charge repair costs to the Program fund when applicable

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Should a family **decline coverage** they will be responsible for repair/warranty deductible cost for any needed repairs -- or if not repairable or lost, the full replacement cost as stated below.

Potential Fees Itemized, if Optional Coverage is declined

Chromebook Screen	$40	Full Chromebook Replacement cost	$250
Chromebook Keyboard	$30	Full iPad Replacement cost	$325
iPad Screen	$49	Replacement Charger	$25

Canton Public Schools School-Issued Device Agreement

Canton Public Schools implemented a School Issued Device 1:1 program in 2020 to include all students in Grades K through 12. All students will be issued a School-Issued Device, a charger, and a case. For K-2, students will receive an iPad, charger and case. Each School-Issued Device will be issued and registered to an individual student. Students are responsible for their device at all times.

Participation in the School-Issued Device 1:1 program is subject to the following terms and conditions:

- The student must be actively enrolled in the Canton Public Schools
- The School-Issued Device and its related items are on loan and remain the property of The Canton Public Schools
- Both the student and parent/guardian agree to adhere to the terms and conditions of the *Canton Public Schools School Issued Device Procedures and Guidelines*.
- For all technology use, the student will adhere to the terms and conditions of the Canton Public Schools Responsible Use Policy
- The student shall be the exclusive user of this device and shall not grant access to any other individual; however, we recognize that some students may require adult assistance to access and use
- The student must comply with all applicable software license agreements
- School-Issued Device and its related items must be returned to the Canton Public Schools Technology Department no later than the time of transfer, withdrawal or graduation from the Canton Public Schools
- School-Issued Device and its related items will be returned in good condition with reasonable wear and tear, please refer to the *Canton Public Schools School Issued Device Procedures and Guidelines* for information regarding keeping your School-Issued Device appropriately maintained
- Canton Public Schools may charge a late fee and/or take disciplinary measures if the School-Issued Device and related items are not returned on or before the return date
- The care and maintenance of the School-Issued Device and related items are the responsibility of the student and parent/guardian while in his/hers/their care. There will be a fee assessed if the School-Issued Device and related items are broken, lost or damaged in cases where the equipment is not covered by the Optional Canton Public Schools Repair and Loss Coverage Plan. Full replacement cost is $250 for a Chromebook, $325 for an iPad, $25 for the charger.
- An Optional Canton Public Schools Repair and Loss Coverage Plan is available for $30 per year through the Canton Public Schools and covers any broken, stolen, or damaged equipment. Otherwise, replacement costs will be the responsibility of the student and parent/guardian as stated in the *Canton Public Schools School Issued Device Procedures and Guidelines*.

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Field Trips

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 any money necessary to meet expenses.

1. 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 unless otherwise addressed with their teacher(s).
2. 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.
3. All school rules remain in effect during a field trip.
4. A list of students attending the field trip will be submitted to three weeks for day trips and 45 days to overnight trip prior to the trip to determine if medication or accommodations are needed. 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. The parents(s) of students with certain health care needs may be offered preferential attendance as a chaperone on a field trip.
5. 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. If appropriate documentation and medication are not on file he/she/they will not be allowed to attend the field trip. 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. The parent(s) of students with certain health care needs (diabetes, seizures, etc.) may be offered preferential attendance as a chaperone on a field trip.
6. Students going on a field trip must be in school at the start of the school day. Any student who is tardy to school may lose their opportunity to attend the field trip.

Home or Hospital Instruction link here

Upon receipt of a physician's written order (link) that a student must remain at home or in hospital on a day or overnight basis for medical reasons for a period of not less than fourteen school days during any school year the principal or designee will arrange for the provision of educational services in the home or hospital. The medical statement from the physician must include, at a minimum, the date the student was admitted to a hospital or confined to home, the medical reason and expected duration of the confinement, and what medical needs should be considered in planning the student's educational services.

The services will be provided with sufficient frequency to allow the student to continue progressing in his or her educational program, as long as such services do not interfere with the medical needs of the student. The principal will coordinate such services with the Special Education Administrator for students who are eligible for special education. Home/hospital services are not considered special education unless the student has been determined eligible for special education and the home/hospital services are included on the student's IEP.

If, in the opinion of the student's physician, a student eligible for special education services is likely to remain at home, in a hospital, or in a pediatric nursing home for medical reasons for more than 60 school days in any school year, the Special Education Administrator will without undue delay convene a Team to consider

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evaluation needs, and, if appropriate, to amend the existing IEP or develop a new IEP suited to the student's unique circumstances.

Homeschooling

The Massachusetts General Laws require the school district to determine that a Homeschooling program is equal to public schooling "in thoroughness and efficiency and the progress made therein" prior to approving such a program.

When a parent/guardian of a child between the ages of 6 and 16 wishes to establish a home-based educational program, the procedures set forth below must be followed. Prior to removing the child from public school, the parent/guardian must submit written notification of establishment of the home-based program to the Superintendent or Superindendent's designee at least 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment. The following must be included with the notice:

1. The name, age, place of residence, and number of hours of attendance of each child in the home program;
2. Information about the academic or other qualifications of the individuals who will be teaching the children;
3. The proposed curriculum and the number of hours of instruction in each of the proposed subjects;
4. Names and description of textbooks, workbooks and other instructional aides to be used by the children. The administrator may request access to such materials if necessary to assess the level of instruction in comparison to the curriculum of the public schools.
5. Proposed method of assessing each child's progress, to include periodic testing or, in the alternative, an agreed upon form of evaluation, and plans for providing the required portfolio of learning at the end of the school year.

A student being educated in a home-based program within the district may participate in after school athletics, clubs, and any other optional activities, subject to the same enrollment and behavioral criteria as other students. Any student who participates in athletics through the public schools is required to provide requested records of health and immunization and to purchase accident insurance.

Students in a home-based program are not able to participate in academic or enrichment activities scheduled to occur within the regular school day. (M.G.L. 69:1D; 76:1)

Pregnant Students

The Canton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Canton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

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Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.
(M.G.L. 71:84, Title IX: 20 U.S.C. § 1681, 34 CFR §106.40(b))

Promotion and Retention of Students

The School Committee is dedicated to the continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, portfolios of student work, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians.

In the K-5 and middle schools, the final decision with respect to promotion will rest with the building Principal. Policies for promotion in the high school will be printed in Student Handbooks, after approval by the School Committee.

Students Who Permanently Leave School

G.L. c. 76, § 18, sets forth the process for establishing that a student age 16 or older has permanently left school. The statute requires that the administrator of the school last attended by the student:

- Send notice within a prescribed timeline from the student's tenth consecutive absence to the student and parent or guardian in both the primary language of the home, to the extent practicable, and English, which contains information prescribed in the statute. Among other things, the notice must initially offer at least 2 dates and times for an exit interview.
- Convene an exit interview which may proceed without the parent or guardian if the superintendent or designee has made a good faith effort to include the parent or guardian.
- Include a team of school personnel in the exit interview such as the principal, guidance counselor, teachers and other relevant school staff, and give the student information about the benefits of earning a high school diploma, the detrimental effects of leaving school, and alternative education programs and services available to the student.
- For the first 2 years following the student's withdrawal from Canton High School, the district sends annual written notice by first class mail to the last known address of a former student who has not earned a competency determination and has not transferred to another school. The notice informs the student of the availability of publicly funded post-high school academic support programs and encourages the student to participate in those programs.

Transfers and Withdrawals

Students who are transferring to another school at any point throughout the school year must let the building administration know and submit a Release of Student Information Form and provide the contact information for which to send their records. Consistent with the 603 CMR 23.07 (4)(g), Canton Public School will forward the

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student's student record to the school the student seeks or intends to enroll. Students must clean out their personal spaces and return all of their textbooks to their respective teachers.

For students transferring to the Canton Public Schools, a request for a copy of the student's student record will be made to the student's former school at the time of registration. Incoming students and their families must submit a Release of Student Information Form to avoid any delay in Canton's receipt of these records.

Parents and Guardians: Please note that the school has the authority to release relevant student record information without your prior consent, or the consent of the eligible student, in certain circumstances including:

- To the Department of Children and Families: in cases of suspected child abuse or neglect (603 CMR 23.07(4)(c));
- To federal, state and local education officials: whose duties require access (603 CMR 23.07(4)(d);
- To appropriate parties in connection with a health or safety emergency: including weapons reports (Mass. Gen. Laws, Chapter 71, Section 37L; 603 CMR 23.07(4)(e)); or
- To a student's new school: consistent with FERPA and Massachusetts Records Regulations, schools have the authority to transfer a student's complete record to the new school, without prior consent, as long as notice is provided that the school the student is leaving forwards student records. (603 CMR 23.07(4)(g)).

This document is your notice that the Canton Public School District forwards student records to schools in which a current or former student seeks or intends to enroll.

Wellness Education

Wellness education includes classes in Physical Education, Health, and Family and Consumer Sciences. The Canton community recognizes that lifetime wellness, social/emotional skills, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. Our Wellness curriculum is aligned with the Massachusetts Comprehensive Health Curriculum Frameworks, National Health Education Standards and the National Physical Education Standards. Contact the K-12 Wellness Coordinator if you have any questions regarding our curriculum at 781-821-5050 ext. 2901.

Physical Education

All K-12 Canton Public School students are required to take Physical Education each year. The amount of time dedicated for PE varies at each level. Elementary students have PE for forty-five minutes each week. Middle school students have PE twice in their seven-day schedule for the entire school year. All 9-12 high school students are assigned PE three times in their seven-day schedule for one semester. Each PE teacher will inform students of the proper footwear and clothing required for their grade level. When weather permits, PE classes are held outside and students are expected to come to class prepared for the outdoors.

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Excused Physical Activity during Physical Education

Students may be excused from participating in physical activity during 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 excuse. Notes must not be submitted to the Physical Education teacher. For any excused participation in physical activity during Physical Education classes beyond one class period, 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. In grades 6-12, students who are medically excused from physical activity during Physical Education will be given appropriate alternative work to complete and will count towards their term grade.

Health

Students in grades K-10 are assigned Health Education each year. Elementary students have Health once each week, middle school students twice in their seven-day schedule for a full school year, and grades 9 & 10 students will have Health three times in their seven-day schedule for one semester. Grade 11 and 12 students may select Health courses as a part of their Wellness choice options. Health Education curriculum is skills-based and include instruction in the areas of growth and development,nutrition, reproduction/sexuality, mental health, family life, interpersonal relationships, disease prevention and control, safety and injury prevention, substance use/abuse prevention, violence prevention, consumer health and resource management, and community and public health.

Notification of Human Sexuality Education

Beginning in grade 4, age appropriate topics in human sexuality are taught in Health Education. Grades 4 and 5 health classes include units covering physical and emotional changes that occur during puberty. Parents of 4th and 5th grade students will be provided an opportunity to review the puberty units prior to implementation through an evening presentation conducted by Wellness staff. Grades 6-8 students have additional instruction in puberty, safe dating, and human reproduction. In grades 9 & 10, students will be instructed on the functions of the reproductive system, human reproduction, reducing the risk for an unintended pregnancy and sexually transmitted diseases and infections, and safe dating. Family and Child Studies, Safety and Self Defense, and Life After Canton are some of the grade 11 & 12 Wellness choice courses that may include units that specifically address human sexuality. We encourage all parents to participate in the education of their children. Parents may contact the K-12 Wellness Coordinator for information regarding the human sexuality units of instruction. It is strongly recommended that all students participate in the lessons scheduled for their grade level. Parents choosing to exempt their son/daughter from the health lessons that specifically address human sexuality must forward written notification to the Principal and Wellness Coordinator. Students who are exempted from the lessons will not be penalized and will be provided with alternative work.

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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.

Behavior Expectations

The Canton Public Schools have high expectations for student behavior as we strive to reach our goal of fostering an inclusive, reflective and engaged community. Our district emphasizes respectful relationships and uses an educational approach to discipline and asks students and families to use disciplinary action as opportunities to learn from student mistakes. *Disciplinary decisions are designed to correct or prevent undesirable behavior and to help students understand positive behavior and to take responsibility for their actions*. Student Handbooks at each level provide examples of conduct that is prohibited and school-sponsored events. However, not every type of prohibited conduct can be listed. Students are expected to recognize that any conduct that is inconsistent with maintaining an appropriate environment either at school or at a school-sponsored event could lead to discipline, including suspension and in some cases expulsion.

Individual teachers handle most corrective disciplinary action. This action can include a warning, a teacher/student conference, a parent/guardian conference or a lunch or after school detention. More serious infractions are reported to the administration for resolution. Procedures to be followed in the event of a suspension or expulsion are set forth below.

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Statutory Offenses: Conduct that May Lead to Expulsion Under MGL c. 71, §37H and 37H½

1. Weapons, Drugs and Assaults

Under M.G.L. c. 71, §37H, any student who is found on school premises or at a school-sponsored or school-related event, including an athletic game, in possession of a dangerous weapon, or in possession of a controlled substances as defined in Chapter 94C, including, but not limited to marijuana, cocaine, or heroin, may be subject to expulsion from school or the school district by the principal. Additionally any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related event, including athletic games, may be subject to expulsion from school.

Any student who is suspended or expelled from school under the provisions of M.G.L. c. 71, §37H shall have an opportunity to receive educational services and make academic progress during the period of removal as set forth below.

"Dangerous weapons" includes not only knives and guns, but explosive devices and other weapons carried and/or used in a manner to intimidate or with the intent to cause harm to another person. A "dangerous weapon" may also include ordinary items or objects when used in a dangerous or threatening manner. Such items include: pens and pencils, scissors, needles and pins, nails, baseball bats, matches/lighters, tools, etc. Illegal weapons will be turned over to the Canton Police Department.

NOTE: No toy or replica weapons of any kind, including guns and knives, will be permitted on school premises, school grounds, on the bus, or at school-sponsored or school-related events, including athletic games. These items will be confiscated and may result in suspension or expulsion if they are determined by the principal or designee to be in violation of this policy.

In addition, students who engage in conduct set forth in M.G.L. c. 71, §37H may be excluded from extracurricular, or non-academic activities at the Principal's discretion.

<u>M.G.L. c. 71, §37H</u>

(a) 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.

(b) Any student who assaults a 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.

(c) Any student who is charged with a violation of either paragraph (a) or (b) 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, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the

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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.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

2. Felony Complaints and Felony Convictions

Section 37H½ of Chapter 71 of the Massachusetts General Laws allows the principal of a school to suspend a student who has been charged with a felony or is the subject of a felony delinquency complaint, regardless of whether the alleged conduct occurred at school or in connection with a school-related activity, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. This section also allows a principal to expel a student who has been convicted of or who has admitted guilt with respect to a felony or felony delinquency if he or she determines that the student's continued presence in school would have a detrimental effect on the general welfare of the school.

M.G.L. c. 71, § 37H½

Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

3. Due Process Procedures Applicable To Statutory Offenses

When considering the exclusion of a student from school for possession of a dangerous weapon, possession of a controlled substance, or assault on school staff, an administrator may place a student on short term suspension (ten days or less) based upon an informal hearing with the student, to be followed by a formal hearing with the Principal within that period of suspension to determine whether to take additional disciplinary action, up to and including expulsion from school.

The informal hearing with the student will generally take place before the short-term suspension and will include the following:

(1) Oral and written notice of the charges to the student

(2) If student denies the charges, an oral or written explanation of the evidence against him/her/their

(3) An opportunity to present his or her side of the story and any relevant facts

In the case of danger or a substantial disruption, this process will occur soon after, rather than before, the suspension.

A letter will be mailed to the parent/guardian of the suspended student stating:
(1) The reason for the suspension
(2) A statement of the effective date and duration of the suspension
(3) A statement regarding whether the Principal will schedule a formal hearing to consider further discipline, up to and including expulsion from school in accordance with M.G.L. c. 71, §37H.

When considering the suspension/exclusion of a student charged with or convicted of a felony, the Principal will use the standards and procedures set forth in M.G.L. c. 71, §37H½. In addition, prior to initiating such procedures, the Principal may meet informally with the student and/or his or her parents/guardians to review the charge and the applicable standards if the Principal deems appropriate.

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Conduct Other Than Statutory Offenses (M.G.L. c. 71, §37H¾)

Conduct of concern in a school setting that is not covered by M.G.L. c. 71, §§37H and 37H½ may result in disciplinary action up to and including long term suspension (up to 90 days) from school. The administration will determine the consequences for serious infractions of the Code of Conduct and avoid using long-term suspension from school (i.e., more than ten days cumulative in a school year) as a consequence until alternatives have been tried as appropriate. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall notify the parent/guardian and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district member who can provide more detailed information.

Due Process Procedures That Apply To Discipline For Conduct Other than Statutory Offenses

A. In-School Suspension for Less than 10 Cumulative Days During a School Year

An in-school suspension is the removal of a student from regular classroom activities, but not from the school premises, for no more than ten consecutive days, or no more than ten school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, does not count as removal for purposes of calculating school days. In-school suspension may be used as an alternative to short-term suspension for disciplinary offenses.

The procedure for an in-school suspension of no more than ten (10) school days (consecutive or cumulatively for multiple infractions during the school year) is as follows:

1. The administrator will inform the student of the disciplinary offense charged and the basis for the charge, and provide the student an opportunity to respond. If the administrator determines that the student committed the disciplinary offense, he or she will inform the student of the length of the student's in-school suspension, which may not exceed 10 days, cumulatively or consecutively, in a school year.

2. On the same day as the in-school suspension decision, the administrator will make reasonable efforts to notify the student's parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The administrator will also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting will be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the administrator is unable to reach the parent/guardian after making and documenting at least two (2) attempts to do so, such attempts will constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

3. The administrator will send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian

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to a meeting with the administrator to discuss the student's academic performance and behavior, strategies for student engagement and possible response to the behavior, if such meeting has not already occurred (see above). The administrator shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or other method of delivery agreed to by the principal and the parent/guardian.

In-school suspension for 10 days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension under 603 CMR 53.00. If a student is placed in an in-school suspension for more than 10 days, consecutively or cumulatively during a school year, such suspension is deemed a long-term suspension, and subject to the procedures for long-term suspension found at page 33.

B. Short-Term Suspension

A short-term suspension is the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in his or her discretion, allow a student to serve a short term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a short-term suspension (10 days or less in a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will provide the student and his/her parent/guardian oral and written notice and an opportunity for a hearing on the charge.

1. Notice: Written notice of the offense shall be provided to the student and parent/guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice will include the following:
   a. the disciplinary offense;
   b. the basis for the charge;
   c. the potential consequences, including potential length of student's suspension;
   d. the opportunity for the student to have a hearing with the administrator concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing;
   e. the date, time, and location of the hearing; and
   f. the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

Written notice may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and parent/guardian.

2. Efforts to Involve Parent/Guardian: In addition to the written notice, the administrator will make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the administrator must be able to document reasonable efforts to include the parent/guardian. The administrator is presumed to have made reasonable efforts if the administrator has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

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3. Format of Hearing: The administrator will discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student will have an opportunity to present information, including mitigating facts, that the administrator should consider in determining whether other remedies and consequences may be appropriate. The administrator will provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

4. Decision: Based on the available information, including mitigating circumstances, the administrator shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The administrator will provide written notice to the student and parent/guardian of his/her determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The notice of determination may be in the form of an update to the original written notice of hearing.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

C. Long-Term Suspension

A long-term suspension is the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in his or her discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular or school-sponsored events, or both, shall not count as removal in calculating school days.

Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, §37H or M.G.L. c. 71, §37H½ no student may be placed on a long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Except in the case of an Emergency Removal as provided on page 34, prior to imposing a long-term suspension (more than 10 days of suspension, whether in-school or out-of-school, whether consecutive or cumulative for multiple offenses during a school year) for conduct not covered by M.G.L. c. 71, §37H AND 37H½, an administrator will follow the procedures for short-term suspension plus additional procedures as follows:

1. Notice: The notice will include all of the components for a short-term suspension in section B above, plus notice to the student and parent/guardian of the following additional rights:
   a. In advance of the hearing, the opportunity to review the student's record and the documents upon which the administrator may rely in making a determination to suspend the student or not;
   b. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's/guardian's expense;
   c. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so;
   d. the right to cross-examine witnesses presented by the school district; and
   e. the right to request that the hearing be recorded by the administrator, and to receive a copy of the audio recording upon request. If a request is made to record the hearing, the administrator shall

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inform all participants before the hearing that an audio record will be made and that a copy will be provided to the student and parent/guardian upon request.

f. The notice shall also include notice of the right to appeal the administrator's decision to the superintendent.

2. Format of Hearing: At the hearing, the student will be afforded all of the rights afforded a student in a short-term suspension hearing, plus the additional rights set forth in the Notice of Hearing (above). The administrator will also provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the administrator should consider in determining consequences for the student.

3. Decision: Based on the evidence, the administrator will determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to long-term suspension, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The administrator will send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the school and the parent/guardian.

If the administrator decides to suspend the student on a long-term basis, the written determination will:

a. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
b. Set out the key facts and conclusions reached;
c. Identify the length and effective date of the suspension, as well as a date of return to school;
d. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school (if more than 10 consecutive days);
e. Inform the student of the right to appeal the decision to the superintendent or designee, but only if the discipline imposed is a long-term suspension. Notice of the right of appeal will be in English and the primary language of the home if other than English, or other means of communication where appropriate, and will include the following information stated in plain language:

- the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that
- the long-term suspension will remain in effect unless and until the superintendent decides to reverse the administrator's determination on appeal.

If the student is in a preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

D. Emergency Removal

Notwithstanding the provisions for short or long-term suspensions set forth above, a student who is charged with a disciplinary offense may be removed temporarily from school if the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the administrator's judgment, there is no alternative available to alleviate the danger or disruption.

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The administrator will immediately notify the superintendent in writing of the removal and the reason for it, and describe the danger [or disruption] by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the administrator will:

- Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and other applicable matters;
- Provide written notice to the student and parent/guardian as provided in Section B or C above, as applicable;
- Provide the student an opportunity for a hearing with the administrator, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the administrator, student, and parent/guardian.
- Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Section B or C above, as applicable.

An administrator may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

E. Appeal to the Superintendent

A student who is placed on long-term suspension following a hearing with the administrator shall have the right to appeal the administrator's decision to the superintendent. A notice of appeal must be filed with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days. If the appeal is not filed within this time frame, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The superintendent must hold the hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days.

The following apply:

- The superintendent will make a good faith effort to include the parent/guardian in the hearing. The superintendent will be presumed to have made a good faith effort if he or she has made efforts to find a hearing day and time that would allow the parent/guardian to participate. The superintendent will send written notice to the parent/guardian of the date, time, and location of the hearing.
- The superintendent will conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence will be. The superintendent will arrange for an audio recording of the hearing, a copy of which will be provided to the student or parent/guardian upon request. The superintendent will inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.
- The student will have all the rights afforded the student at the administrator's hearing for long-term suspension as described in Section C above.
- The superintendent will issue a written decision within five (5) calendar days of the hearing which meets the requirements for a long-term suspension as described in Section C above. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the administrator, but will not impose a suspension greater than that

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imposed by the administrator's decision. The decision of the superintendent constitutes the final decision of the school district.

General Information Regarding Discipline

1. Parents and legal guardians are strongly urged to accompany their child upon returning to school following a suspension.
2. The Principal shall provide written notification to the Superintendent if the student does not return to school upon completion of his/her suspension.
3. As part of a school wide education plan, the Principal shall inform the student and the parents of opportunities the student will be given to continue their academic progress during the term of the suspension. The student shall be given access to class assignments and retain the ability to take quizzes and tests upon their return to school. The Principal shall also provide the student and the parents with a list of available alternative educational services which may be utilized during a suspension of more than 10 consecutive days.
4. The Principal shall ensure that all personnel assigned to his/her school report in writing to him/her/their an incident involving a student's possession or use of a dangerous weapon on school premises at any time. The Principal shall file a report concerning the weapon with the Superintendent. The Principal shall file copies of said weapon report with the local Chief of Police, the Department of Children and Families, and the Director of Student Services, who shall arrange an assessment of the student involved in said weapon report. The student shall be referred to a counseling program; provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the Department of Elementary and Secondary Education. Upon completion of a counseling session, a follow-up assessment may be made of the student by those involved in the initial assessment.
5. Where appropriate, school officials may work with parents to arrange for the assessment of a student who has engaged in misconduct.
6. A student transferring into the Canton Public Schools shall provide the building Principal with complete school records. Said records shall include, but not be limited to, any incidents involving suspension(s)/expulsion(s) or violation(s) of criminal acts or any incident reports in which such student was previously excluded from school.
7. The Principal shall notify the Canton Police Department whenever a student has committed an assault/assault and battery upon a school staff member, an assault/assault and battery by means of a dangerous weapon, is in possession of a dangerous weapon, distributes a controlled substance, including alcohol, or is in possession of a controlled substance, including alcohol, for the second/subsequent time.
8. The Principal may, at his/her discretion, notify the Canton Police Department whenever a student is in possession of a controlled substance, including alcohol, for the first time, or commits a delinquent/criminal act in violation of federal or Massachusetts law not specified in the above paragraph.

9. All discipline reports and records are confidential and cannot be disclosed to other parents.

Policies That Address Particular Conduct

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 alcohol**,** or possessing any type of drug paraphernalia, including vaping products, in school, on school

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grounds, or at a school-sponsored event, will be immediately turned over to the police and **will be subject to** suspension from school. **Students in possession of prescription or illegal drugs are subject to expulsion by the Principal.**

2. Any teacher who believes that a student may be using drugs, alcohol or vaping will report the matter immediately to the school administration. If, after an assessment by the school nurse, the administration believes that the student may be using drugs, alcohol or vaping, the student's parent(s) will be notified.
3. The referral, counseling, and re-entry policy for the high school will be as determined by the Principal or his/her designee.
4. The Principal will take appropriate actions against any student found to be in possession of, consuming, or under the influence of drugs, alcohol or vaping, 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.

Although the Principal has the authority to expel students for possession of prescription or illegal drugs, the Principal will consider taking steps in following the protocol in making his/her determination.

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/alcohol counseling program. 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 and any appropriate document in the event of any GMS sport being added.) If the student becomes a participant in an approved counseling program, and is successful in 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/they 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 drug and alcohol 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 drug and alcohol program.

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2. 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.

Searches

Students' personal belongings, desks, lockers, and vehicles may be subject to search by school personnel when school administrators have reasonable grounds to believe that a search will reveal evidence that a student has violated the law and/or the school rules. Ordinarily, searches will be conducted by a member of the school administration in the presence of another adult. As soon as is practicable after the conclusion of a search, the parents/guardians of the student will be notified. Similarly, if a search uncovers objects prohibited by school rules, or which may be otherwise disruptive to the educational environment, these objects may be retained by school officials and returned later to the student or his/her parents/guardians. Searches may include the use of canines.

Search Procedures

1. It is prohibited to store any illegal items/substances in violation of any school rule in a locker. Items/substances prohibited from being in lockers include: guns, knives, weapons (real or fake), illegal drugs, alcoholic beverages, fireworks, explosives, fire/smoke/odor producing products, and any other article not permitted in school.

2. At the discretion of a School Administrator, a student's locker, backpack, and personal belongings may be searched when there is reasonable grounds to believe that prohibited items/substances may be found and when the student is on school grounds, or at a school-sponsored or school-related event. Should prohibited items/substances be found, they will be seized.

3. A search of a student's belongings and/or vehicle will be performed and seizure of prohibited items/substances discovered in the course of such a search will occur only if there exist reasonable grounds for suspecting that the student has violated, or is violating, either the law or the rules of the school. The search will be conducted in a manner reasonably related to its objectives, and will not be excessively intrusive in light of the age and the gender of the student and the nature of the infraction.

4. When possible, within reason, a search of a student will be made in the presence of a School Administrator accompanied by another adult.

5. When possible, within reason, a search of a student's automobile parked on school grounds will be in the presence of the student(s) whose conduct is under scrutiny and in the presence of a school official.

6. Should a search reveal objects or substances, the possession of which may give rise to a crime, notice will be given to the police. In the event of the questioning, custody or arrest of students by law enforcement officials, the school Principal, or his/her designee, will be present when possible. The Principal will request that all procedural safeguards are observed and that parents are notified.

Discipline of Students with Disabilities

All students are expected to meet the requirements for behavior as set for the in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations required that additional provisions be made for:

- Students who have been found eligible for special education services.

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- Student who the school district knows or has reason to know might be eligible for special education services. The school is deemed to have knowledge that a student is a student with a disability if before the behavior that precipitated the disciplinary action occurred: (1) the student's parent expressed concern in writing to supervisory or administrative personnel, or the student's teacher, that the student is in need of special education and related services; (2) the student's parent requested an evaluation of the child; or (3) the student's teacher, or other school personnel, expressed specific concerns directly to the direct of special education or to other supervisory personnel about a pattern of behavior demonstrated by the student. The school is not deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, or (2) the child has been evaluated and determined not to be a child with a disability. If a request for an evaluation is made during the time period in which the student is subjected to disciplinary measures, the evaluation must be conducted in an expedited manner.
- Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act.

These students are generally entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceed ten (10) school days in a given year.

The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.
2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive days in a given school year or subjected to a pattern of removal constituting a "change of placement," building administrators, the parents/guardians and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). In most instances, during disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary to provide him/her/their with a free appropriate public education during the period of exclusion.
3. If building administrators, the parent/guardians and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or where appropriate, conduct a functional behavioral assessment.
4. If building administrators, the parents/guardians, and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current education program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parents/guardians consent

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to, a new placement, or unless the District obtains an order from a court of from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

5. If a student with a disability possesses or uses illegal drugs, sells or solicits a controlled substance, possesses a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an interim alternative educational setting (IAES) for up to forty-five (45) school days. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

Tobacco/Electronic Cigarette 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 (including chewing tobacco) 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. Electronic Cigarettes/Vape are covered under the Drug and Alcohol Policy. The policy can be found here.

Transportation/Bus/Van Behavior

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Students are to board the bus at their assigned bus stop, and students are not to be driven to alternate bus stops to board the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student's behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

1. First Offense	a warning or up to three days off the bus
2. Second Offense	up to one week off the bus
3. Third Offense	up to one month off the bus
4. Fourth Offense	up to one year off the bus

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

Hazing Policy

Definition of Hazing

The Canton Public Schools defines hazing as any conduct or method of initiation into any student group, whether on or off school premises, which willfully or recklessly produces mental or physical discomfort, embarrassment, harassment, or ridicule. (MGL Chapter 269; Section 17, 18, and 19.)

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Discipline Action

Anyone involved in any act of hazing may be subject to suspension or removal from the team or activity and may receive school suspension up to 90 days.

If during the investigation of a potential hazing case, it is determined that the actions are deemed to involve other violations, such as harassment, bullying or a lack of Title IX compliance, the CPS policies dealing with those areas will be followed as well. When necessary and allowed by MGL, police may be involved.

All students should be aware of the provisions of Massachusetts General Law Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing. A summary of this law is as follows: Hazing shall mean any conduct or method of initiation into any student organization, whether on public or private property, which
willfully or recklessly endangers the physical or mental health of any student or other person.

Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Anyone who is a principal organizer or participant in the crime of hazing shall be punished by a fine of not more than one thousand dollars or by imprisonment in a House of Correction for not more than one hundred days or by both a fine and imprisonment. Anyone who knows of another person being the victim of hazing and who has witness to, and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such to an appropriate law enforcement official as soon as reasonably practicable. Failure to do so shall be punished by a fine of not more than five hundred dollars.

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.

School Safety Concerns

If a student is asked to leave school for emotional or anger management reasons, where appropriate, the district will work with the parents to arrange for evaluation by a psychiatrist/psychologist to assess whether the student may be a danger to self or others.

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Bullying Prevention and Intervention

The School Committee is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or school staff members of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to themselves, or of damage to their property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or,
- materially and substantially disrupts the education process or the orderly operation of a school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a: wire; radio; electromagnetic; or, photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents/guardians and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs, whether on or off school grounds;
- At school bus stops;
- On school buses or other vehicles owned, leased, or used by the school district; or,
- Through the use of technology or an electronic device owned, leased, or used by the school district;

Bullying and cyber-bullying are prohibited at a location, activity, function, or program that is not school-related or through the use of technology or an electronic device that is not owned, leased, or used by the school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or.
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

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The Superintendent and/or their designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents, and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school. Reporting Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report. Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school Principal or a designee shall promptly investigate the report of bullying using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students, and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the school Principal or a designee determines that bullying has occurred, he/she/they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified. The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum, the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary policies.

Each school shall document any incident of bullying that is reported per this policy, and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under the law. Retaliation Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The school district shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

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Training and Assessment Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the school district website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission Title IX of the Education Amendments of 1972 603 CMR 26:00 M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan CROSS REFS.: AC, Nondiscrimination ACAB, Sexual Harassment JBA, Student-to-Student Harassment JIC, Student Discipline JICFA, Prohibition of Hazing SOURCE: MASC August 2013

On May 3, 2010 Governor Patrick signed an *Act Relative to Bullying in Schools*. This law prohibits bullying and retaliation in all public and private schools, and requires schools and school districts to take certain steps to address bullying. As part of this law, the District was required to create a Bullying Prevention and Intervention Plan (BPIP) with information about the policies and procedures the District will follow to prevent bullying and retaliation, or to respond to it when it occurs. The BPIP also includes information on staff development and training, resources for students and parents, and community involvement. A copy of the District's BPIP is available online, on the District's website. The parts of the law (M.G.L. 71, § 37O) that are important for students and parents/guardians to know are described below.

CPS is committed to providing a safe and encouraging learning environment for all of our students. Anyone with questions regarding bullying or the District's BPIP is encouraged to contact their building principal.

Prohibition Against Bullying

The CPS strictly enforces a prohibition against bullying, including without limitation, cyberbullying, of any of its students by anyone, including school staff, and also strictly enforces a prohibition against retaliation of any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Acts of bullying, which include cyberbullying, are prohibited:image

a) On school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school, and

b) At a location, activity, function, or program that is not school-related through the use of technology or an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile

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environment at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

CPS recognize that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

We will provide support to students whose vulnerability is brought to the attention of a teacher, guidance counselor or administrator through observation or direct report from a student, staff member or parent/guardian. This support may be in the form of counseling, education to support both the student's ability to report bullying and his/her skills, and/or knowledge and strategies to respond to bullying or harassment.

Definitions

Aggressor is a student or member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.
Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

i. Causes physical or emotional harm to the target or damage to the target's property;
ii. Places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
iii. Creates a hostile environment at school for the target;
iv. Infringes on the rights of the target at school; or
v. Materially and substantially disrupts the education process or the orderly operation of a school.

Bystander is a student(s) or staff member who participates in the bullying incident(s) via observation or spectatorship.
Cyberbullying, as defined in M.G.L. c. 71,§ 37O, is bullying through the use of technology or electronic devices, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include:

i. The creation of a web page or blog in which the creator assumes the identity of another person or
ii. The knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v) of the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more person, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.
Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.
Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.
Upstander is a student(s) or staff member who actively chooses to remove or support the target in some form during a bullying incident.

Reporting Bullying

Anyone, including a parent or guardian, student, or school staff member, can report bullying or retaliation. Reports can be made in writing or orally to the principal or another staff member, or reports may be made anonymously. **All school staff (including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities or paraprofessionals) are required to immediately report any instance of bullying or retaliation he/she/they witness or become aware of to their building principal using the CPS Suspicion of Bullying Reporting Form.** The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.

The District has made a variety of reporting resources available to the school community including a Suspicion of Bullying Reporting Form. This form is available on the District's website and at each school in the district. In addition, each building principal will identify and publicize to students, staff and parents/guardians, any additional reporting resources available in his or her building.

Use of the District's Suspicion of Bullying Reporting Form is NOT required as a condition of making a report. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents/guardians, and others may request assistance from any staff member to complete a written report. Students will be provided with practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

In the event of an allegation against the principal, the matter should be reported to the superintendent and if against the superintendent, to the chair of the school committee.

Pre-Investigation/Ensuring Student Safety

Before fully investigating the allegations of alleged bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the alleged aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

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The principal or designee will also take steps to implement appropriate strategies for protecting from bullying or retaliation, a student who has reported alleged bullying or retaliation, a student who provides information during an investigation of alleged bullying or retaliation, or a student who witnesses or has reliable information about a reported act of alleged bullying or retaliation.

Any student who reports suspicion of bullying from a member of the school staff will be extended protections during and after the investigation. This may include but is not limited to a safety plan, access to school counseling, schedule adjustments, and access to a safe space for support throughout the school day as needed.

Complaint Investigation

When the school principal or designee receives a complaint of bullying or retaliation, he or she shall promptly conduct an investigation. The investigation may include an interview with the student, parent/guardian, staff members or community member who filed the complaint, the student alleged to be a victim of bullying or retaliation, the student(s) or staff member(s) alleged to have committed the bullying or retaliation, witnesses to any alleged incidents or others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses of the importance of the investigation, their obligation to be truthful, and that retaliation is strictly prohibited and will result in disciplinary action. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will:

a) Determine what remedial action is required, if any, and
b) Determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the appropriate personnel, and the target's or aggressor's parents or guardians, if the aggressor is a student, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development. In addition, it will be determined if a referral needs to be made to the Title IX Compliance Officer.

Obligations to Notify Others

If the principal or designee determines that bullying or retaliation has occurred, he or she shall:

(1) notify the parents or guardians of the target, and to the extent consistent with state and federal law, notify them of the action taken to prevent any further acts of bullying or retaliation;
(2) notify the parents or guardians of the aggressor, if the aggressor is a student;
(3) notify another school or school district if the incident involves students from more than one school or school district; and
(4) notify the local law enforcement agency if the principal or designee believes that criminal charges may be pursued against the aggressor. This notice may be given at any point after receiving a report of bullying or retaliation, including after an investigation.

There may be circumstances in which the principal or designee contacts parents/guardians prior to any investigation. All notices will be consistent with state regulations at 603 CMR 49.00.

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Disciplinary Action and Response To Bullying

If it is determined that bullying or other inappropriate conduct has been committed, the principal or designee will take action that is appropriate under the circumstances. When a student is determined to have engaged in bullying or retaliation and the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline may include: requiring the aggressor to work with school personnel on improving behavior; a recommendation for counseling or other therapeutic interventions; disciplinary consequences up to and including court involvement; or disciplinary consequences consistent with the school's policies and code of conduct up to and including expulsion.

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

As part of the District's efforts to balance the need for accountability with the need to teach appropriate behavior, the principal or designee may consider the use of skill-building approaches with students who have been victims of bullying or in lieu of or in addition to discipline for student who are found to have engaged in bullying or retaliation. These approaches include:

- Offering individualized skill-building sessions based on the school's/district's anti-bullying curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills; and
- Making a referral for evaluation.

Promoting Safety for the Target and Others

Following an investigation, the principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement those supportive measures immediately.

False Accusations

If the principal or designee determines that a student or staff member knowingly made a false allegation of bullying or retaliation, that student or staff person may be subject to disciplinary action.

Problem Resolution System

Any parent/guardian wishing to file a claim/concern or seeking assistance outside of the District may do so with

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the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: http://www.doe.mass.edu/pqa, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

Harassment

Equal Opportunity and Nondiscrimination Notice

The Canton Public Schools is committed to equal education opportunity for all students. It is the goal of the Canton Public Schools to maintain a school environment free of harassment and/or discrimination based on race, color, religious creed, national origin, sex, sexual orientation, age, ancestry, disability, gender identity, veteran status, genetic information, homelessness or any other class protected by state or federal law. The Canton Public Schools will not tolerate discrimination or harassment in any of its schools, including any school programs, services or activities. The Canton Public Schools is committed to equal opportunity in school admission, admissions to courses, course content, guidance, and extracurricular and athletic activities. The Canton Public Schools does not discriminate in admission to its schools, access or treatment in its services, programs and activities for any student.

To file a complaint alleging discrimination or harassment by the Canton Public Schools on the basis of any protected class, please contact:

Dianna Mullen
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060
mullend@cantonma.org

NonDiscrimiation on the Basis of Sex

The Canton Public Schools, in accordance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex in the educational programs and activities in its schools. This policy extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities.

The Canton Public Schools will continue to ensure fair and equitable educational and employment opportunities, without regard to sex, to all of its students and employees.

The Canton Public Schools designates an individual to act as the school district's Title IX compliance officer. Accordingly, any inquiries and/or complaints regarding compliance with Title IX may be directed to:

Dianna Mullen
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021

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781-821-5060
mullend@cantonma.org

Discrimination/Harassment Complaint Procedures

I. Where to File a Complaint

Any Canton Public Schools student, employee, or third party who believes that a Canton Public School student, employee, or third party has discriminated against or harassed them because of their race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, or activities may file a complaint with:

Superintendent of Schools
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060

Dianna Mullen
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060 x1135
mullend@cantonma.org

The Superintendent, Superintendent's designee, or Civil Rights/Title IX Coordinator will serve as the grievance officer in such matters as appropriate.

II. Contents of Complaints and Timelines for Filing

Complaints under this procedure must be filed within twenty (20) days of the alleged discrimination or harassment. Complaints filed after this 20 day period will be accepted, however, the investigation may be impacted due to the passage of time. Complaints may be submitted orally or in writing. The complainant may select another person to help with the filing of the complaint. Any responsible employee who receives an oral complaint will memorialize the allegations in writing and forward the written allegations to the Office of the Superintendent or the Superintendent's designee by the following school day. The written complaint should include the following information:

1. The name and grade level (or address and telephone number if not a student or employee) of the complainant;

2. The name (and address and telephone number if not a student or employee) of the complainant's representative, if any;

3. The name(s) of the person(s) alleged to have committed or caused the discriminatory or harassing action, or event (respondent);

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4. A description, in as much detail as possible, of the alleged discrimination or harassment;

5. The date(s), time(s), and location(s) of the alleged discrimination or harassment;

6. The names of all persons who have knowledge about the alleged discrimination or harassment (witnesses) as can be reasonably determined; and

7. A description, in as much detail as possible, of how the complainant wishes to see the matter resolved.

III. Investigations and Resolution of the Complaint

Complaints will be investigated promptly and resolved as quickly as possible.

The Discrimination/Harassment Complaint Procedure applies to issues of disability discrimination and harassment. Due process procedures apply to issues of identification, evaluation, and placement under Section 504. Any person who alleges discrimination on the basis of a disability relative to the identification, evaluation, or educational placement of a person, who because of a disability is believed to need regular or special instruction and related aids or services, pursuant to Section 504 of the Rehabilitation Act of 1973, Massachusetts General Law chapter 71B, and/or the Individuals with Disabilities Education Act, may use the procedure outlined in the Massachusetts Department of Elementary and Secondary Education's Parents' Rights Brochure, rather than this procedure. Information on this alternative process may be obtained from the Director of Student Services for the Canton Public Schools.

Respondents will be informed of the charges as soon as the grievance officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated, and in no case later than fifteen (15) school days following receipt of the complaint. The grievance officer will interview witnesses who are deemed to be necessary and appropriate to determine the facts relevant to the complaint, and will gather other pertinent information. Interviews of students will be conducted in such a way as to reflect the age and emotional condition of the student. The complainant(s) and respondent(s) shall have an equal opportunity to present witnesses and other evidence. Such interviews and gathering of information will be completed within fifteen (15) school days of the receipt of the complaint.

Within twenty (20) school days of receiving the complaint, the grievance officer will meet with the complainant and/or his/her representative and the respondent and/or his/her representative to review information gathered and, if appropriate, to propose a resolution designed to stop the discrimination or harassment, prevent its recurrence and to correct its effect.

Within ten (10) school days of meeting with the complainant and/or his/her representative and the respondent and/or his/her representative, the grievance officer will provide written disposition of the complaint to the complainant and/or his/her representative and to the respondent(s) and/or his/her representative, including a statement regarding whether the complaint was found to be credible and whether discrimination was found to have occurred. Where the grievance officer finds that discrimination has occurred, Canton Public Schools will take steps that are reasonably calculated to end discrimination that has been found; prevent recurrence of any discrimination, and correct its discriminatory effects on the complainant and others, if appropriate. The grievance officer will contact the complainant within 10 school days following conclusion of the investigation to assess whether there has been on-going discrimination or retaliation, and to determine whether additional supportive measures are needed. If the grievance officer determines that additional supportive measures are needed, he or she shall offer such measures to the complainant within fifteen school days following conclusion of the investigation.

Notwithstanding the above, it is understood that in the event a resolution contemplated by the grievance officer involves disciplinary action against an individual, the complainant will not be informed of such disciplinary

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action, unless it directly involves the complainant (e.g., a directive to "stay away" from the complainant, as might occur as a result of a complaint of harassment). Any disciplinary action imposed upon an individual will be subject to applicable procedural requirements. All the timelines indicated above will be implemented as specified, unless the nature of the investigation or exigent circumstances prevent such implementation in which case the matter will be completed as quickly as practicable. If the timelines specified above are not met, the reason(s) for not meeting them must be clearly documented.

Confidentiality of complainants/respondents and witnesses will be maintained, to the extent consistent with the obligations of the Canton Public Schools relating to the investigation of complaints and the due process rights of individuals affected.

IV. Retaliation Prohibited

Retaliation against someone because he/she/they has filed a complaint under this procedure is strictly forbidden. Retaliation against someone who has participated in an investigation is strictly prohibited. Canton Public Schools will take appropriate steps as necessary to prevent retaliation. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/discharge.

Upon request, the grievance officer will provide the complainant with the names and addresses of those state and federal agencies which handle discrimination and harassment matters.

Title IX Notice and Procedures

Title IX of the Education Amendments of 1972 states:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. 20 USC §1681.

Sexual harassment, including sexual violence, is unlawful sex discrimination. As required by Title IX and in compliance with Title IX, the Canton Public Schools does not discriminate on the basis of sex in its education programs or activities including in its admission or employment practices. Inquiries regarding the application of Title IX to the Canton Public Schools' education program and activities are directed to the Title IX Coordinator.

The following conduct constitutes sexual harassment:

- A school employee conditioning an educational benefit or service upon a person's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

How to Report Sex Discrimination, including Sexual Harassment

Any person may report sex discrimination, including sexual harassment in person, by mail, by telephone, or by electronic mail, to the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Reports may be made at any time by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinators.

Dianna Mullen
Director of Student Services

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Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060 x1135

_____

Title IX Coordinator for Staff and Third Parties
Director of Human Resources
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060

How to File a Formal Complaint of Sexual Harassment

A complainant may file a formal complaint with the Title IX Coordinator by mail, email, telephone or in person. The Title IX Coordinator may also initiate a formal complaint.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that Canton Public Schools investigate the allegation.

How Canton Public Schools will respond:

The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures**.**

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive measures are offered whether or not the complainant files a formal complaint and are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or deter sexual harassment. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

The Title IX Coordinator will consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The Title IX Coordinator must treat complainants and respondents equitably and offer supportive measures to the complainant and respondent.

The Canton Public Schools may remove a respondent from school or an activity on an emergency basis, provided that the an individualized safety and risk analysis determines that there is an immediate threat to the physical health or safety of any student or other individual. Respondents removed on an emergency basis will receive notice and an opportunity to challenge the decision immediately following the removal. This provision may not modify any rights for students with disabilities.

Title IX Grievance Process

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In response to a formal complaint, Canton Public Schools will adhere to the following grievance process.

Written Notice**:**

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice to the parties who are known. The written notice shall include:

- Notice of the grievance process, including notice of informal resolution process;
- Notice of the allegations that includes sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice and may inspect and review evidence; and
- Notice that the Canton Public Schools code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If any new allegations arise during the grievance process, the Title IX Coordinator will provide written notice of the additional allegations to the parties whose identities are known.

Investigation:

The Canton Public Schools will investigate the allegations in the formal complaint. CPS will use trained personnel to objectively evaluate all relevant evidence without prejudgment of the facts at issue and free from conflicts of interest or bias for or against either party.

The CPS may dismiss the formal complaint if:

- The conduct alleged would not constitute sexual harassment even if proved, did not occur in a Canton Public Schools' education program or activity, or did not occur in the United States.
- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint of any of the allegations in the formal complaint, or if the respondent is no longer enrolled or employed by the CPS; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint.

Upon a dismissal, the Title IX Coordinator will promptly send written notice for the dismissal and reason(s) therefor simultaneously to the parties.

When investigating a formal complaint and throughout the grievance process, the CPS will:

- Apply a presumption of innocence, and ensure that the burden of proof and the burden of gathering evidence rests on the CPS and not on the parties;
- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Protect parties' privacy by requiring a party's written consent before using the party's medical, psychological or similar treatment records during the grievance process;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

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- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint;
- Prior to the completion of an investigative report, send to each party and the party's advisor, the evidence subject to inspection and review and provide the parties at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- Create an investigative report that fairly summarizes relevant evidence for their review and written response.

Determination regarding responsibility:

- The decision-maker, who shall not be the investigator or the Title IX Coordinator, will provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Complainants may not be asked inappropriate questions about prior sexual history. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
- The decision-maker must issue a written determination regarding responsibility. To reach this determination, the decision maker shall apply a preponderance of the evidence standard. A preponderance of the evidence means that it is more likely than not that the alleged conduct occurred.
- The decision maker shall review all of the evidence and issue a written determination within fifteen (15) school days of receipt of the matter from the investigator, absent extenuating circumstances.
- The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals:

Either party may appeal the determination regarding responsibility (or from a dismissal) on the following grounds:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against the complainant or respondents generally or the individually that affected the outcome of the matter.

Appeals must be submitted to the Title IX Coordinator within five (5) school days of receipt of the written determination and contain a written statement in support or challenge of the outcome. In the event of an appeal, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

Informal resolution:

An informal resolution process is available when a formal complaint is filed. Informal resolution process is available without a full investigation and nothing in the informal process shall preclude the parties from resuming a formal complaint process. Participation is voluntary and written consent is required. An informal resolution process is not permitted to resolve allegations that an employee sexually harassed a student.

Record Keeping

The Canton Public Schools will maintain records regarding sexual harassment reports and complaints for a period of seven years.

Retaliation Prohibited

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Retaliation is prohibited against any individual, including complainants, respondents, and witnesses for reporting sexual harassment, participating (or refusing to participate) in any investigation/grievance process. Individuals may report retaliation to the Title IX Coordinator who will investigate and take measures to protect individuals from retaliation.

Complaints of Discrimination and/or Harassment on the basis of sex may also be reported to:
The Office for Civil Rights, US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617-289-0111, FAX: 617-289-0150
Electronic Mail: OCR.Boston@ed.gov

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COMMUNICATION

It is the general goal of the District to foster relationships with parents that encourage cooperation between the home and school in establishing and achieving common educational goals for students. As appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

Blackboard Connect

Blackboard Connect is the telephone and email notification system that Canton Public Schools utilizes to reach our community for time-sensitive situations, outreach for events and daily attendance notifications. It is the most efficient way to keep our district and community more secure, informed, and involved. It is the parent/guardians responsibility to keep their child's information up-to-date in regards to telephone numbers, addresses and email address changes. Please contact your child's main office to update your information in the event that personal information changes at your household after the student demographic verifications are sent out at the beginning of each school year.

Chain of Communication

Students and their parents/guardians are encouraged to initiate communication with staff members regarding their own or their child's academic or behavioral progress as well as to address concerns. The procedure for discussing concerns is to contact the following in this order: Teacher; Counselor; Team Leader or Department Coordinator; Dean of Students, Student Services Coordinator or Assistant Principal; Principal; Assistant Superintendent; and lastly, the Superintendent.

Each staff member should acknowledge and respond to all parent/guardian communication, i.e., telephone calls, emails, etc., within approximately forty-eight hours of its receipt unless there is an emergency. If the staff member contacted does not respond within that time frame, please leave a reminder voicemail or send a reminder email. If a response is not received within approximately twenty-four hours of the reminder, please contact the next staff member in the order outlined above. If a parent or guardian wishes to proceed in a more formal manner in addressing the concern, the parent or guardian should first consult with the teacher (or other staff member) most directly involved whenever appropriate. If the problem is not resolved at the teacher/parent level, then an additional meeting can be arranged with the principal, parents, and the teacher (or other staff member), as appropriate. If needed, further concerns may be addressed to the central office administration.

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Campus Suite

Campus Suite is the current company that hosts our public websites that all of the Canton Public Schools use for posting information about the district and school on the internet. Campus Suite is designed to keep teachers, students, parents and the educational community informed about events occurring in the Canton Community.

District--Public Website Only*	https://www.cantonma.org
Early Childhood Program-Public Website Only*	https://www.cantonma.org/preschool
Hansen Elementary School--Public Website Only*	https://www.cantonma.org/hansen
JFK Elementary School--Public Website Only*	https://www.cantonma.org/kennedy
Luce Elementary School--Public Website Only*	https://www.cantonma.org/luce
Galvin Middle School--Public Website Only*	https://www.cantonma.org/gms
Canton High School--Public Website Only*	https://www.cantonma.org/chs

Rediker Portals

The Rediker (Student Management System) will host the GMS and CHS private portals (called PortalPlus) for the school year. Activation codes will be sent to parents, guardians and students AFTER school starts to allow our educators to post information for their new classes. The GMS and CHS portal login will allow access to private reports that include: Attendance, demographics, transcripts and schedules. If you need your access code, please contact the main office.

The preschool and elementary schools currently do not have a private portal for students. All reports are emailed individually to the parent/guardians.

Media Release/Directory Information

Throughout the course of the school year, opportunities often arise for placing student work, names and or photos/video/audio in newsletters, on local cable television in local newspapers such as the Canton Citizen and the Canton Journal, and on the Canton Public Schools' website, individual school websites, external websites (e.g., Kidblog) and other forms of social media (e.g., Twitter). If you do not respond, we will assume, a "Yes" reply - that you give permission to include your child in various media, including social media. The Media Release can be found on the Handbook Signature Page.

All Canton Public School students are included in Directory Information. If you do not want your child included, you may opt out. Please contact your school directly.

Relations with Parent Organizations

To foster relationships with parents that encourage the home and school to work together to establish and achieve common educational goals for students, the Superintendent and the professional staff will:

1. Consult with and encourage parents to share in school planning and in setting objectives and evaluating programs.

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2. Help parents understand the educational process and their role in promoting it.
3. Provide for parent understanding of school operations.
4. Provide opportunities for parents to be informed of their child's development and the criteria for its measurement.

To accomplish the above and to enhance communications between parents and school officials, the Committee encourages the maintenance of formal parent organizations at each school building. For this purpose the Committee will officially recognize a parent organization at each building. These procedures will be observed:

1. Organizations will be officially recognized upon request by the building Principal who will file a copy of the organizational papers with the Superintendent.
2. A vote, open to all parents of children enrolled, will designate the organization to be recognized if more than one organization makes the request.

School Cancellation, Delays, or Closing Due to Inclement Weather or Other Emergency

If weather conditions are severe, one of the following actions may be taken by the Superintendent or designee.

Cancellation

If school is canceled, you will receive an automated recorded message from the Superintendent, and notification will be posted on the website at www.cantonma.org. Additionally, the "no school," announcement will be carried, beginning at 6:30 a.m., by radio stations, WHDH, WBZ, and WEEI, on television channels 4, 5, 7, and on local Cable TV. When there is NO School all classes and school activities are canceled for the day, including scheduled adult evening classes, recreation programs, etc.

One Hour Delay, Ninety Minute Delay, and Two Hour Delay

Occasionally, weather conditions may make it necessary to delay the opening of school. Morning bus pickups and the start of classes will be postponed accordingly. All other school activities (meals, dismissals, etc.) will take place at their regularly scheduled times. The Superintendent will generate an automated telephone message, notification will be posted on the website, and the stations listed above will announce delayed openings for the Canton Schools beginning at 6:30 A.M.

Please do not telephone the Police Department, Fire Department or the Department of Public Works to ask about NO SCHOOL, or DELAYED OPENING announcements. Each of the foregoing must make and receive many important telephone calls of an emergency nature, and your telephone call only interferes with the performance of their duties at a critical time in the morning. Please wait for the phone call from the Superintendent, check the website, listen to the radio stations, or watch the morning news stations listed above.

Early Closing

Notification: If severe weather conditions develop during the school day and the decision is made by the Canton Schools' Administration to close the schools early, parents and guardians will receive an automated recorded message from the Superintendent. An announcement will be carried by the television and radio stations listed above. In the event of severe weather, please listen to your radio or watch your television for possible announcements. Do not call the school or the Administration offices during these critical times. The phone lines must be kept open for the purposes of contacting parents and placing emergency calls.

Your Child's Plans: Parents should develop a plan for their children to follow in the event that the school is closed early, without prior warning. No child should be anxious about where to go in the event of an early closing.

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Any **school cancellations due to COVID-19** or other public health related issues will be communicated in a similar fashion as stated above for inclement weather, *and* will also include a letter home to families describing the issue in greater detail and the duration of the school closing.

Student Complaints

The School Committee recognizes that there may be conditions in the school system that are in need of improvement and that students should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means, if well-conceived and understood in advance, can do much to maintain harmonious relationships among the schools and the students and community.

The traditional "open door" policy in the public school system will be continued. Every attempt will be made to seek a satisfactory solution to any legitimate grievance in a friendly and informal manner. In order to keep such discussions within a practical size, student representatives will be permitted to participate with the Principal, staff members, or School Committee members who may be involved. (M.G.L. 76:17)

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FACILITIES

A.H.E.R.A. NOTIFICATION (annual)
As a requirement of the A.H.E.R.A. (Asbestos Hazard Emergency Response Act) 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 at the Maintenance Department office.

For any questions, please contact:

Brian Lynch
Facilities Director
Canton Public Schools
lynchb@cantonma.org
781-821-5060 Ext: 1130

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FINANCIAL--FEES AND PAYMENTS

Building Rental

Information about renting space in a Canton Public School Building can be found on the website, or by clicking here. District Forms Webpage

Lunch Payments

See Food Services Section page 55 below.

Online Payments

The Canton Public Schools accepts payments and fees online, through an online payment vendor, MySchoolsBucks.com. Examples of payments include transportation fees, kindergarten and preschool tuition, lunch payments and athletic fees. Payments can be made by two methods:

- ACH (E-Check) Payments $0.25 now being accepted for all purchases except Food Services. The $0.25 program fee will be added to your total at the time of checkout and paid directly to myschoolbucks. The $0.25 program fee is per $500.00 in total transactions. If your transaction exceeds $500.00, you will be charged an additional $0.25 and your bank statement will show two transactions.
- Credit Card Payments: There will be a 3.95% program fee added to your total purchase at the time of checkout and paid directly to myschoolbucks.
- Food Services Payments Only: There will be a $2.75 program fee added to your purchase at the time of checkout and paid directly to myschoolbucks. Maximum addition to your student's meal account is $120.00 per transaction. ACH (E-Check) fee for payments is $2.49

More information can be found on the district and school websites.

Student Fees, Fines and Changes

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these school fees.

A school may exact a fee or charge only upon Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are indigent are exempt from paying fees. However, indigent students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

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Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school.

Student Fundraising Activities

The school committee fundraising policy will be reviewed in an upcoming school year.

Student Gifts and Solicitations

Students will be discouraged from giving gifts to classroom teachers and other school personnel. There will be no formal exchange of gifts between students in the classroom in accordance with the Massachusetts Ethics Commission Conflict of Interest advisory. Solicitation of funds for charitable purposes from students of the school system will be made only as approved by the building administrator or Superintendent of Schools.

Any organization desiring to distribute flyers or other materials to students may do so only with the approval of the Superintendent.

Transportation Fees

See Transportation Section.

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FOOD SERVICES

General Information

The Food Service Department of Canton Public Schools recognizes the importance of sound nutrition in academic achievement and is committed to offering a variety of healthy foods to children through the school breakfast and lunch program. Over 300,000 meals are served each year at the Canton Schools. We proudly participate in the National School Lunch Program. All meals served meet or exceed the nutritional guidelines set by the USDA.

All schools use the Nutrikids Point of Sale System and MySchoolBucks for student account funds. Cash is also acceptable at all registers.
Each student has an 8 digit student ID number and 4 digit PIN number.

- Breakfast Program: Breakfast is served every day at the following schools: Rodman Early Childhood Program, Canton High, William H. Galvin, Lt. Peter M. Hansen, J.F. Kennedy and Dean S. Luce School.
- Lunch Program: Lunch is served daily at the following schools: Rodman Early Childhood Program,

  Canton High, William H. Galvin, Lt, Peter Hansen, J.F.Kennedy and Dean S. Luce School.forge

Free and Reduced Price Meals Applications

Students may be eligible for free or reduced price meals. During the first week of school a Free and Reduced Meal Application is given to every student. Applications are available in the main office at all schools, the Food Service Department Office, 960 Washington St, Canton and on the district's website.

Purchasing School Meals

Free Meals until June 30, 2022

The USDA has extended Free Meals for all children through June 30, 2022. Each child may receive one free school breakfast and one free school lunch every day. Second meals may be purchased at the priced indicated in the chart below:

Current Menus available on the Food Service Department website.

School Meals may be purchased as follows:

- Pre Paying your child's account online using MySchoolBucks. The service fee is $2.49 or $2.75, depending on the method of payment. The link and instructions are available on the Food Service Department website.
- Pre paying your child's account by sending a check in to your child's school or to the Food Service Department at 960 Washington St. Canton, MA 02021
- Paying with cash to make a purchase.

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Schools	Breakfast-- Full Price	Breakfast--Reduced Price	Lunch Full Price	Lunch--Reduced Price
CHS	$2.00	$0.30	$3.30-$3.50	$0.40
GMS	$2.00	$0.30	$3.30	$0.40
Elementary	$2.00	$0.30	$3.00	$0.40
Rodman	$2.00	$0.30	$2.75	$0.40

Food Allergies and Medical Conditions

Please contact your child's School Nurse and the School Food Service Director, Martha Lawless at lawlessm@cantonma.org or 781-821-5060 extension 1246**.**

Charge Lunch Policy

If your child forgets their lunch, lunch money, or does not have money in their MySchoolBucks account we will provide your child with a breakfast or lunch. A maximum of four charged breakfasts or lunches will be provided. Charged meals will result in a negative balance. The parent/guardians are responsible for payment of the charged meals. Charging a-la-carte foods will not be allowed.

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HEALTH SERVICES

Confidental Health Information/Medical Services/Special Health Care Needs

Canton Public Schools' nursing staff work collaboratively with the District's Student Services department regarding students' individualized healthcare needs consistent with the requirement of state and federal law.

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, staff, the Student Services department, and Emergency Services only on a need-to-know basis 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 to meet the needs of your child, while in school.

Students with an acute injury (fracture, sprain or other condition) that requires the use of crutches, or a wheelchair, should notify the school nurse prior to the return to school. The school nurse will work with parents/guardians, and the Student Services department to develop and document appropriate accommodations and notify appropriate personnel.

Communicable Disease Guidelines

Any concern or diagnosis of a communicable disease, please notify the school nurse, immediately. The school nurse will assist with the procedures needed, regarding the return to school policies.

Disease	**Recommended Minimum Absence From School**
Chicken Pox	From first eruption until lesions are crusted over, child is fever free for 24 hours, and until doctor's note provided for re-entry
Streptococcal Infections ("Strep Throat", "Scarlet Fever")	From diagnosis until 24 - 48 hours after first dose of medicine, fever free for 24 hours, and until doctor's note provided, clearing for re-entry.
Pneumonia	From diagnosis until doctor's note provided for re-entry, and fever free for 24 hours
Impetigo	From diagnosis until 24 hours after medical treatment has begun, lesions must be covered in school, and until doctor's note provided, clearing for re-entry
Ringworm	From diagnosis until 24 - 48 hours after first treatment and until doctor's note provided, clearing for re-entry.
Scabies	From diagnosis until 24 - 48 hours after first treatment and doctor's note provided, clearing for re-entry

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Conjunctivitis	From diagnosis until 24 - 48 hours after first dose of medicine, no drainage, and doctor's note provided, clearing for re-entry
Pinworm	From diagnosis until 24 - 48 hours after treatment and doctor's note provided, clearing for re-entry
Head Lice	From diagnosis, until first treatment - student must be checked by school nurse and approved for re-entry

Concussion Policy

Canton Public Schools, in order to protect the health and safety of students and to comply with 105 CMR 201.000 enacted in June 2011, has developed a Concussion Management Policy to provide standardized procedures for persons involved in the prevention, training, management and return to academics, learning, and play decisions regarding students who incur head injuries. The intent of this policy is to assist a student, diagnosed with a concussion so he/she/they are identified, treated, referred appropriately and receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

Elevator

The elevator is available exclusively for students with a physical disability or injury. 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 Student Services staff to ensure that students with special health care needs or medications are able to attend field trips.

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 provided for consistency across all schools within the district. Please refer to the Health Services webpage to view the policy.

Forms

All health and medication forms are available from the school nurse or may be downloaded from the web at http://www.cantonma.org/pages/CantonPublicSchools/AboutCantonPublicSchools/DistrictForms

Healthy Decision Making

The Canton community recognizes that lifetime wellness, social/emotional well being, and daily physical activity are vitally important to the academic success and overall well-being of each and every child. The district has implemented, and continues to modify, a Pre K-12 Comprehensive School Wellness Program. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifetime habits. We will teach, encourage, and support healthy eating choices and daily physical activity for our students. With this in mind, **all foods made available on school campuses during school hours should offer**

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children nutritious choices. **Cupcakes, cakes and other food treats of this sort are strongly discouraged in order to comply with our Wellness Policy and concerns around food allergies.**

Illness/Injury at School

Students who become ill or injured during the school day are requested, when possible, to notify their teacher before going to the health office. Middle and high school students are requested, when possible, to obtain a written pass to see the school nurse. The exception would be in an emergency situation. All accidents that occur on school property must be reported to the teacher and the school nurse. Students with minor health concerns will be treated and sent back to class. The school nurse does not contact each and every parent when a student comes to the nurse. The school nurse will make the determination of parental contact based on his/her assessment as well as the need for observation and/or follow-up. More serious health conditions will be referred to a parent/guardian, physician or counselor. Parents/Guardians are responsible for the care and transportation of their child, who cannot stay in school.

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 requested to not call parents/guardians to be picked up from school without seeing the school nurse for health assessment.

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.

Illness Requiring Absence from School

Upon return from any absence, students must provide a note describing the reason for the absence. If your child is out of school for five days or more you should 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. Without medical documentation these are considered unexcused absences. When you call the absentee line of your school, please specify the nature of the illness. Here are some guidelines to follow:

Keep your child home if he/she/they:

- Has evidence of a newly developed cold (runny, stuffy nose, coughing, sneezing). The greatest period of contagion is the first 2-3 days after onset of symptoms.
- Has the flu or flu symptoms.
- Has an elevated temperature, over 100° (degrees) within the past 24 hours.
- Has a suspicious rash.
- Has pain or discharge from eye(s) or ear(s).
- Has had an upset stomach, vomiting or diarrhea within the past 24 hours.
- Has a contagious disease (i.e. strep throat, tonsillitis, bronchitis, conjunctivitis, etc.) until he/she/they has been seen and treated by a doctor with **at least 24 - 48 hours of treatment**, is fever free for 24 hours, and feels well enough to be able to participate in school activities.

If your child should develop any of these or other symptoms hindering the child's ability to learn during school hours, the school nurse will notify you and the child will be dismissed. It is essential to keep your telephone contact numbers and the emergency contacts updated as they will be needed for a dismissal if you are not available. ***The child is expected to be picked up in a timely manner to reduce the spread of illness to other students and/or staff.***

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Immunizations

No student will be allowed to attend school until health records have been reviewed and approved by the school nurse.

No student, as defined by the Department of Public Health in 105 CMR 220.400-500, is allowed to attend a preschool, or kindergarten through grade 12 without a certificate of immunizations documenting that the child has been immunized in accordance with current DPH recommended schedules for preschool, elementary, middle and high school students.
http://www.cantonma.org/pages/CantonPublicSchools/Departments/HealthServices/SchoolEntryRequirements

There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Insurance

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

Latex Products

The use of latex balloons and other latex products are not allowed in the school.

Medication Policy

Prescription Medication: Students requiring prescription medications, including inhalers, during the school day must have signed medical orders from a health care provider and permission from 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 and from school.**

Medications should be administered before and after school whenever possible.

All medication must be taken in the Health Office except for certain medications, which may be carried by the student, based on their health care needs with the authorization and planning of the health care provider, parent/guardian and school nurse. There is additional planning and paperwork required for a student to self-administer an inhaler. Please notify the nurse to assist with the planning process.

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. The Health Office also has a list of Standing Orders from the school physician for treatment of minor injuries and/or illnesses.

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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. Our goal is to encourage, educate, and motivate our students to make positive daily decisions and develop healthy lifestyle. We will teach, encourage, and support healthy eating choices for our students. Please notify the school nurse if you or your child need any assistance with nutritional needs.

With this in mind, **all foods made available on school campuses during school hours should offer children nutritious choices. Food is no longer encouraged at any of our celebrations.**

The "Act Relative to School Nutrition" was signed into law on July 30, 2010 and required that schools participating in the National School Lunch Program must comply with the nutrition standards as of August 1, 2012. The goal of the law was to establish standards for competitive foods and beverages sold or provided in public schools during the school day to ensure that schools offer students food and beverage choices that will enhance learning, contribute to their healthy growth and development, and cultivate life-long healthy eating behaviors.

Physical Activity Exclusion

Students may be excused from participating in physical education classes for an illness or injury, only if a physician note is provided to the school nurse.

Physical Examinations

All new students, and students entering grade 1, 4, 7, and 10, are required to submit a record of a complete physical exam before the start of school each year. Students participating in athletics must have a completed physical examination within 12 months of the start of their pre-season or try-outs.

Rest

All students should arrive at school well-rested and ready to learn. Depending on age, students generally require between 8-12 hours of sleep each night.

School Entry Requirements

All new students registering with the Canton Public School District are required to submit updated immunization records, consistent with MA state requirements and documentation of a complete physical exam 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. Immunization records must accompany the physical exam. A student transferred from another school system will be directed to the pre enrollment nurse for determination of medical clearance for enrollment. There are specific exceptions to the DPH immunization requirements which may be discussed with the school nurse as needed.

Students participating in athletics and those requesting a work permit must have a complete physical annually.

School Nursing Team

Members of the School Nursing Team are essential members of the school's multidisciplinary team in advocating for the student's health needs in relation to the entire school community. The school nurses teach individual students, parents and staff about health and wellness issues and strive to promote an understanding of student health needs. Members of the School Nursing Team may conduct or assist in teaching lessons on age appropriate health topics such as hand hygiene, nutrition, mental wellness, and growth and development. The

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team works in collaboration with the wellness and guidance staff to provide information and assist in presentations based on the needs of the student population.

Screenings

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

• Vision: K-5, 7 and 10	• Hearing: K-3, 7 and 10	• Height and Weight: K- 12
• BMI: 1, 4, 7 and 10	• Postural Screening: 5-9	• SBIRT Screening: 9

*If a parent wishes to waive the state mandated screening for BMI, postural or SBIRT screening, a request in writing must be submitted to the school nurse prior to the scheduled time for those screenings.

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

BMI: Body Mass Index is a measure of body fat based on height and weight.

SBIRT: Screening, Brief Intervention, and Referral to Treatment is an evidence-based practice used to identify, reduce, and prevent problematic use, abuse, and dependence on alcohol and illicit drugs.

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Evacuation/Fire Drills and Lockdowns

Evacuation or Fire drills are held periodically during the school year. During these drills students exit the building and stand in designated areas where they will be accounted for.

When the alarm sounds, students are to follow the exit directions posted in each room. Students are expected to pass quickly in an orderly manner, forming into double lines on each stairway. Talking is not allowed at any time during an evacuation. If it is necessary to receive vital directions or information during a real fire, it is of great importance that these can be heard by all. If a student is not with their class when an alarm sounds, he/she/they should leave by the nearest exit and not attempt to join their class in the building. Students must then rejoin their class outside the building. All classes and students must move away from the building and wait silently for the "all clear" announcement before returning to the building.

Enhanced lockdown procedures are in place and practiced in the event of an emergency situation. These include: Shelter in Place, Lockdown and Evacuation. All drills are conducted in collaboration with Canton safety officials. There may be times when safety requires students to remain in their classrooms or other locations in the school. Students will receive instructions about lockdown procedures and must take these directions seriously. There may be lockdown practice drills to insure that everyone understands the procedures of a lockdown. For the safety of all, it is important that students follow all directions of adults during lockdown drills or announcements. Students who do not follow the directions given by staff will be subject to disciplinary action.

Michael's Law

Canton Public Schools has developed a District-wide Medical Emergency Response Plan in consultation with members of the school community, including administrators, school nurses, athletic team trainer, coaches, local medical and other emergency responders, and other community providers. The purpose of the plan is to reduce the incidence of life-threatening emergencies and promote efficient responses to such emergencies.

Components of the Response Plan include, but are not limited to:

1. Safety Assessments on school property to prevent injuries and accidents.
2. Ongoing relationships of Canton School Administrators with fire and police chiefs as required under the Multi-Hazard Evacuation Plan.
3. Accessibility to 911 Emergency Response and associated protocols.
4. Contact information for each school's Crisis Team members and a Canton Crisis Phone Tree, each with telephone and extensions, and cell phone numbers for rapid accessibility.
5. Medical Emergency Protocols posted in all public areas on campus with instructions on how to activate the local emergency medical services (EMS).
6. Cardiopulmonary Resuscitation (CPR) and First Aid Training.
7. Medical Emergency Response Drills.
8. Presence of Automated External Defibrillators (AEDs) in all school buildings.

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Policy on Restraint of Students

The Canton Public Schools complies with the Department of Elementary and Secondary Education (hereinafter "DESE") regulations governing the use of restraint, which can be found at 603 CMR 46.00 et seq. (hereinafter "Regulations"). According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property. A brief overview of the Regulations is provided below.

Purpose

The purpose of this policy is to ensure that every student attending the Canton Public Schools is free from the unlawful use of physical restraint. Physical restraint shall be used only in emergency situations of last resort, after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution. School personnel shall use physical restraint with two goals in mind:

(a) To administer a physical restraint only when needed to protect a student and/or a member of the school community from assault or imminent, serious, physical harm; and

(b) To prevent or minimize any harm to the student as a result of the use of physical restraint.

Use of Restraint

Physical restraint[5] shall be considered an emergency procedure of last resort, and shall be prohibited in public education programs except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to self or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions and/or alternatives, or such interventions and/or alternatives are deemed to be inappropriate under the circumstances. Prone restraint[6] is prohibited except in limited circumstances set forth in the 603 CMR 46.03. All physical restraints, including prone restraints where permitted, shall be administered in compliance with 603 CMR 46.05.

Physical restraint shall not be used:

(a) as a means of discipline or punishment;

(b) when the student cannot be safely restrained because it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

(c) as a response to property destruction, disruption of school order, a student's refusal to comply with a policy or directive, or verbal threats when those actions do not constitute a threat of assault, or imminent, serious, physical harm;

(d) as a standard response for any individual student. No written individual behavior plan or individualized education program (IEP) may include the use of physical restraint as a standard response to any behavior. Physical restraint is an emergency procedure of last resort.

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[5] Physical restraint shall mean direct physical contact that prevents or significantly restricts a student's freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. 603 CMR 46.02.

[6] Prone restraint shall mean a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the face-down position. 603 CMR 46.02.

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Mechanical restraint[7], medication restraint[8], and seclusion[9] shall be prohibited in public education programs. Seclusion does not include a time-out, as defined within the Regulations.[10]

The Regulations do not limit the protection afforded publicly funded students under other state or federal laws, including those laws that provide for the rights of students who have been found eligible to receive special education services.

Proper Administration of Physical Restraint

Only Canton personnel who have received training pursuant to the Regulations shall administer physical restraint on students. Whenever possible, the administration of a restraint shall be witnessed by at least one adult who does not participate in the restraint. Nothing in this policy shall preclude a teacher, employee or agent of the Canton Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm. When administering a physical restraint, trained staff shall comply with the requirements regarding use of force, method, duration of the restraint, and safety, as set forth in the Regulations.

Staff Training

All school staff must receive training with respect to the district's restraint prevention and behavior support policy and requirements when restraint is used. Training shall include information on the role of various individuals in preventing restraint, the restraint prevention and behavior support policy and procedures, interventions that may preclude the need for restraint, types of permitted physical restraints and related safety considerations, and administering physical restraint in accordance with medical or psychological limitations, known or suspected trauma history, and/or behavioral intervention plans applicable to an individual student.

Additionally, the school must identify specific staff that are authorized to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training in the use of physical restraint and implementation of the Regulations.

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[7] Mechanical restraint shall mean the use of any device or equipment to restrict a student's freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed. 603 CMR 46.02.

[8] Medication restraint shall mean the administration of medication for the purpose of temporarily controlling behavior.

[9] Seclusion shall mean the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving. Seclusion does not include a time-out as defined in 603 CMR 46.02.

[10] Time-out means a behavioral support strategy developed in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed.

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Reporting Requirements

Program staff shall report the use of any physical restraint, as required by the Regulations. The staff member who administered the restraint shall notify the principal verbally as soon as possible and in writing no later than the next school working day. The report shall be maintained by the school and made available for review by the Parent(s) or the DESE upon request.

The principal or designee shall make reasonable efforts to inform the Parent(s) of the restraint within 24 hours of the event, and shall notify the Parent(s) by written report within three school working days of the restraint. The information in the report shall be in conformance with 603 CMR 46.06(4). The written restraint report must be provided to the Parent(s) in the language in which report cards and other necessary school-related information are customarily provided.

The Principal or designee shall review restraint data weekly to determine whether one or more students may have been restrained multiple times during the week. If so, the Principal shall convene one or more teams as deemed appropriate to assess the student's progress and needs, with the goal of reducing or eliminating the need for restraint. The Principal shall also conduct a monthly review of school-wide restraint data and take steps to reduce or eliminate the use of restraint within the school where appropriate.

All physical restraints that result in injury must be reported to DESE. In addition, the district will collect and annually report data relating to the district's use of restraints to DESE.

Prevention of Dangerous Behavior

As set forth in the Regulations, the Canton Public Schools shall develop methods for preventing student violence, self-injurious behavior, and suicide, including individual crisis planning, behavior intervention plans, and de-escalation of potentially dangerous behavior occurring among groups of students or with an individual student.

Parent Engagement

In accordance with the regulations, the Canton Public Schools shall engage Parents in discussions about restraint prevention and the use of restraint solely as an emergency procedure.

Complaint Procedures

A student or representative who has a complaint regarding the District's restraint practices may report the matter to the building principal. In the event the principal is alleged to have engaged in improper restraint practices, the report should be made to: Canton Public Schools Director of Student Services
960 Washington Street Canton, MA 02021 781-821-5060 Ext. 1135

Complaints must be filed in writing within 30 school days of the event giving rise to the complaint and must include (1) a description, in as much detail as possible, of the alleged events; (2) the date and location of occurrence; and (3) all persons who have knowledge of the events (witnesses), as can be reasonably determined.

District personnel will investigate the reported events, including interviewing witnesses deemed necessary and appropriate to determine the facts relevant to the complaint. Such investigation will

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generally be completed and a written disposition made within twenty school days of receiving the complaint. If this timeline is not met, the reason(s) for not meeting will be documented.
Employees should note that violation of this policy (i.e., the Regulations) may result in disciplinary action, subject to applicable procedural and contractual requirements. It is understood that in the event a resolution contemplated by the Canton Public Schools involves disciplinary action against an employee, the complainant will not be informed of such disciplinary action, unless it directly involves the complainant (i.e., a directive to cease specific conduct with respect to the complainant).

If the complaint is not satisfied with an initial disposition, the grievant may appeal to the Superintendent, who can be contacted as follows:

Canton Public Schools Superintendent of Schools
960 Washington Street Canton, MA 02021 781-821-5060 x 1125

Additional information, including a copy of the regulations, can be obtained from the Director of Student Services who can be reached at 781-821-5060 x1135. A copy of the regulations may also be obtained at www.doe.edu/lawsregs/603cmr46.html.

School Resource Officers

A School Resource Officer (SRO) is a law enforcement officer who works in a school system. The main goal of the SRO is to prevent juvenile delinquency by promoting positive relations between youth and law enforcement. he/she/they assist administration with concerns surrounding bus safety and behavior, discipline referrals and attendance, and participate in both regular education and special education meetings as necessary. In addition, school resource officers may conduct wellness checks at a student's place of residence if the school determines the child's safety is in jeopardy. The school resource officers also work with teachers and counselors to educate students in bullying and cyberbullying, drug and alcohol awareness, the transition to high school and other topics that involve the safety and well-being of our students.

Volunteers and Chaperones

To support student safety, all school volunteers, including field trip chaperones, must submit a CORI form and get fingerprinted. If you anticipate volunteering, you are strongly encouraged to complete these requirements early in the school year, as there may be delays. CORI forms must be updated every three years. Click here to access the District Forms.

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Student Services

Programs for Students with Disabilities

Students with disabilities must be provided with a free appropriate public education, regardless of the nature or severity of their disabilities. Students with disabilities must be educated with non-disabled students to the maximum extent appropriate to their needs. School districts must identify students who may be eligible for special education or related services under the Individuals with Disabilities Education Act. Evaluation procedures must avoid inappropriate education resulting from the misclassification of students. Procedural safeguards must be established to enable parents/guardians to participate in educational decision making regarding the evaluation and placement of students. School Districts must ensure that no otherwise qualified individual with a disability shall, solely by reason of his/her/their disability, be excluded from, participate in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The District is responsible for locating and identifying students who because of a disability, need or are believed to need special education and/or related services and/or accommodations.

20 USC 1400, et seq.
34 CFR Part 104
MGL c. 71B

A referral for an evaluation to determine eligibility for special education or under Section 504 may be made to the Student Services department.

Dianna Mullen
Director of Student Services
Civil Rights and Title IX Coordinator
Canton Public Schools
960 Washington Street
Canton, MA 02021
781-821-5060 x1135
mullend@cantonma.org

Observations of Special Education Programs

Parents' request to observe their child(ren), current program, or a potential placement must be made at least five days in advance with the Special Education Director or designee and/or Principal.

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1. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within approximately five (5) days of receipt of the parents' request.
2. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. The District shall provide timely access to the program and such approval may only be withheld for those reasons outlined within law and DESE regulation.
3. The Special Education Director or designee and/or Principal will work with the classroom teacher and the observer to set up the specifics of the observation (including, but not limited to, scheduling and placement of the observer in the classroom).The District will permit access that is of sufficient duration and extent to accomplish the purpose of the visit.
4. The number, frequency, and duration of observation periods will be determined on an individual student basis in accordance with law and regulation. The start and end time of observation periods and a schedule of observation periods will be stated in advance. In order to minimize classroom or student disruption.
5. If the observer is not the parent, the parent must sign a release for the individual to observe.
6. The number of observers at any one time may be limited.
7. The observer will be informed that he/she/they is not to interfere with the educational environment of the classroom. If his/her presence presents a problem, he/she/they will be asked to leave. This notice is particularly important, since the presence of parents can influence both the performance of their child(ren) and those of others.
8. The observer will be informed that he/she/they is there to evaluate the appropriateness of a specific educational program to meet the needs of an individual child. He/she/they is not there to evaluate a teacher's ability to perform his or her contractual job duties.
9. The observer will be instructed regarding the disclosure of confidential or personally identifiable information relating to other children. Staff must be mindful of removing materials which may be part of students' records from plain view. In the event that removal is not possible the observer may be asked to sign a non-disclosure agreement.
10. A school administrator, or designee, also will observe at the same time and may take notes as to what is observed, paying particular attention to note anything that is non-typical concerning the period.

(MGL 71B:3) Massachusetts Department of Elementary and Secondary Education Technical Assistance Advisory SPED 2009-2 dated January 8, 2009

Homeless Children and Youth

The McKinney-Vento Act is designed to remove barriers to enrollment and retention in schools of homeless children and youth. A homeless child is defined broadly as "any child or youth without a fixed, regular, and adequate residence." These students include those who are "doubled up" with friends or relatives (sharing the housing of others due to loss of housing, economic hardship), runaways, those awaiting placement by DCF, unaccompanied youths, as well as others.

Students who are homeless have the right to stay in the school district they attended prior to the loss of housing and the right to be transported to their school of origin from their temporary housing. In the alternative, the student may choose to attend school in the district where their temporary housing is located. In the event a homeless student does not have the documents usually required for enrollment, such as proof of residency, school records, or proof of immunizations, the district's Homeless Education Coordinator will assist students in

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obtaining these records and further provide for school attendance while doing so. Questions regarding our policy for homeless students can be directed to our Homeless Coordinator.

Children in Foster Care

Federal law, *Every Student Succeeds Act* (ESSA), ensures the educational stability of students in foster care and their equal access to the same free and appropriate public education through high school graduation as provided to other children and youth. Educational stability has a lasting impact on students' academic achievement and wellbeing, and the District is committed to supporting efforts to ensure that students in foster care have access to high-quality, stable educational experiences.

Students in Foster Care are defined as students placed by the Department of Children and Families (DCF) into 24-hour out-of-home care, away from his/her parents or guardians. These placements include, among others:

- foster family homes;
- foster homes of relatives;
- emergency shelters (including STARR programs and Transitional Care units);
- residential facilities;
- child care institutions;
- group homes; and
- pre-adoptive homes.

Foster care students may continue to attend their school of origin, unless after a collaborative decision-making process it is determined to be in the student's best interest to enroll in and attend school in the district in which a foster care provider or facility is located (if different). ESSA also requires that when it is not in the student's best interest to remain in the school of origin, the student is immediately enrolled and attending in a new school district, even if records normally required for enrollment cannot be quickly produced.

District Foster Care Point of Contact (POC)

The Superintendent shall designate an appropriate staff person to be the District's Point of Contact to help ensure the educational stability of students in foster care.

The POC is responsible for the following:

- Participating in the process for making best interest determinations in collaboration with DCF representatives, and documenting those determinations;
- Ensuring school enrollment and attendance of students in foster care and timely transfer of records, as needed;
- Developing and implementing procedures for providing and coordinating cost-effective transportation, as needed; and
- Facilitating professional development for district staff as needed to promote educational stability for students in foster care.

Additionally, the POC will help ensure that students in foster care:

- Are identified and supported through coordination between districts and DCF;
- Are enrolled in and regularly attending school; and
- Have full and equal opportunity to succeed in school and to meet the same challenging state academic standards as other students, and to receive educational services for which they are eligible.

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Decisions about whether a student in foster care should continue to attend the school of origin are made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (and if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when different) the local district where the student is placed, and these parties should have the opportunity to participate meaningfully in the decision-making process. Best interest determinations should focus on the needs of each individual student and take into account a variety of factors. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care. However, if there is disagreement regarding school placement for a student in foster care, DCF will finalize the best interest determination. When DCF and the involved district(s) cannot agree about whether it is in the student's best interest to remain in the school of origin or to enroll and attend locally, and DCF makes a final decision that the district cannot accept, the district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by ESE and DCF. Decisions made through this process are not subject to review. Under ESSA, to promote educational stability, students should continue to attend their schools of origin while best interest determinations are being made.

LEGAL REF.: Every Student Succeeds Act (ESSA).

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TRANSPORTATION

General

The Canton Schools will transport K-12 students on a daily basis according to the policy and guidelines listed below.

- The purpose of student busing is to provide safe transportation for those students who live beyond a reasonable walking distance from their schools. In fulfilling this purpose the School Department will try to ensure that student transportation is reasonably convenient. Parents and students should keep in mind, however, that buses are used to transport high school, middle school and elementary students in close succession, and that they must, therefore, be tightly scheduled. Plus, there are a limited number of buses at our disposal.
- Student handbooks for elementary, middle and high schools outline the responsibilities of the students with regard to their conduct on the bus. Violations of the rules or conduct outlined in the handbook may result in temporary or permanent suspension of the bus riding privileges. No refunds will be issued for students suspended from bus service.
- Transportation applications are sent out via email at the end of April each year. All forms must be returned whether or not your student requires transportation. All students must submit forms even if they are not required to pay the fee. Deadlines for payment are clearly delineated. If space is available, applications received after the deadline will be processed on approximately October 1st and/or placed on a waiting list.
- Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus.
- Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.
- Parents should not expect buses to operate over roads that are not properly maintained, on private lanes or driveways, or on dead ends or cul-du-sacs. School buses are not permitted to back up in order to make a turn around.
- Buses try to maintain a schedule but due to traffic considerations and weather conditions, times may vary.

Eligibility for Bus Transportation

The Canton Public Schools follow the State of Massachusetts requirements for transporting students, which is any student in grades kindergarten through sixth, who lives more than 2 miles from the school he/she/they are entitled to attend, shall be eligible for transportation at no cost. (MGL., c71, sec 68)

A. All special needs in-town preschool students may receive transportation at no cost to the family if required by IEP.
B. Grades K – 6: Students who live <u>over two miles</u> from their school OR must cross or walk along Route 138, receive transportation at no cost to the family.
C. Grades K – 6: Students who live <u>under two miles</u> have the option of receiving transportation for a fee.
D. All students grades 7 – 12, regardless of distance or location, have the option of receiving transportation for a fee.
E. By law, children who receive free or reduced lunch, do not have to pay for transportation but must still apply each year for <u>both</u> transportation and free or reduced lunch.

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Notes:

1. Mileage is determined by the "Transfinder Pro" transportation software system. This is a scheduling and routing package that contains a GPS (Global Positioning System) and the Town of Canton map provided by the assessor's office. Measurements are made from the end of the student's driveway to the beginning of the driveway at the school, not door-to-door.
2. Massachusetts General Law and the Department of Elementary & Secondary Education define the route to a school as a "commonly traveled route". The route between the residence and the school is a "walkable distance" not necessarily the route the bus may take.
3. Serious safety hazards: the Transportation Manager will investigate all requests for bus transportation because of safety hazards. Where necessary, school officials will consult with the Canton Police before making a judgment as to whether a particular situation warrants busing.

Routing of Busses

A. All kindergarten children will be picked up in the morning and dropped off in the afternoon at either their neighborhood bus stop or their homes, wherever is more feasible. There is no guarantee of door-to-door pick up or drop off. Kindergarten students will not be dropped off at a bus stop unless a parent, responsible adult or older student is there to escort them home. If no one is present to meet the students, they will be returned to their school.
B. The Transportation Manager will make every effort to ensure that no student has to walk more than one half (1/2) mile to the bus stop.
C. Maintaining the sidewalks and roadways is the responsibility of the Public Works Department, and they should be notified for repairs or maintenance.
D. For the purpose of busing, special needs students will be subject to the same policies as all students unless the Director of Student Services recommends special arrangements or the student's IEP specifically requires transportation modifications.
E. If a medical need arises, where a student may need temporary transportation, the parent needs to contact the child's school nurse.
F. Children on crutches, who can still ride the bus, should sit near the front of the bus for safety reasons.
G. Students are to be transported from their assigned bus stop. Students are not permitted to ride on any bus except the one to which they are assigned, unless prior approval has been granted.
H. If an elementary school child requires before or after school care from a different location than their home location, the request must be made, in writing, to the Transportation Manager. Locations will only be considered that are within Canton town limits and within the child's elementary school district.
I. Bus drivers do not determine stops, nor can they change stops. Drivers cannot, by law, drive a bus with student numbers greater than its capacity, except in a very specific case of emergency and then only at the direction of the School Department. Drivers cannot allow non-students (including parents) onto the buses.
J. Routes will be considered "full" when 47 secondary students or 65 elementary students are assigned to them. Applications that arrive after the buses have reached capacity will be put on a waitlist.

Regulations for School Bus Use for All Students

A. STUDENTS Loading and Unloading at the bus stop and at the school

1. Be on time at the designated bus stop – buses will not stop if a child is not waiting at the stop. Waiting inside the house until the bus arrives is not acceptable. Children should be waiting at their stop at least five minutes prior to the bus arrival.

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2. Bus riders should conduct themselves in a safe manner while waiting. This means staying off the road and away from other people's property.
3. Wait until the bus comes to a complete stop before moving toward the bus and attempting to board the bus.
4. Board or leave the bus by crossing the street in front of the bus at a distance of about ten feet and only cross the street upon the signal of the bus driver.
5. Bus riders will not crowd or push while boarding the bus.
6. Bus riders will sit on the bus according to grade i.e. fifth graders in the back to kindergarten in the front OR eighth graders in the back to sixth graders in the front. There is no seating plan for high school students.
7. Students cannot ride a bus without a bus pass. If a student loses or misplaces his/her bus pass, s/he must obtain a new pass from the Transportation Manager. Replacement passes are available from the Transportation Office for a fee.

B. STUDENTS – Riding the bus

1. All parts of the body i.e. hands, arms, head, feet, legs, etc must be kept inside the bus at all times. Permission from the driver should be given before any windows are opened or closed.
2. No eating or drinking is permitted on the bus, including candy and gum.
3. Children must keep the bus clean – remove all trash and belongings.
4. Talking shall be conducted in a low tone, i.e. no shouting, screaming, yelling or unnecessary distractions. Profane, derogatory or disturbing language shall not be used.
5. Cell phones, games and iPods can only be used with headphones. Video recording by students, parents, or guardians is not permitted on any bus. Canton schools and the bus company will not take responsibility for any item brought on or left on the bus.
6. Bus riders must remain seated at all times. For elementary students, there could be three students to a seat and for GMS and CHS, there should be two students to a seat.
7. No items can be in the aisle or blocking an exit. Instruments and projects can only go on the bus if the items can fit securely on the student's lap with room for another student in the seat.
8. School buses are an extension of the school day – all rules concerning discipline apply to the behaviors on the bus. The driver is responsible for the safety of the children and can enforce rules on the bus.
9. Student's misbehavior may be documented by the bus drivers who have discipline forms that should be completed and submitted to the Principals at each school. Children may be suspended from the bus for a period of time or completely removed from transportation. No refunds will be given.
10. If a student damages any part of the bus (e.g. tearing seats), the parent is responsible for paying for the damage.

Payments

A. Fees for the Pay and Ride program are set by the School Committee each year. Payment is due on or before a date determined by the School Committee.
B. Payments can be made by credit card or ACH - log onto www.myschoolbucks.com. If you already have an account in "My School Bucks" that you use to pay for your child's school lunches, you will automatically find the Transportation Program in your School Store. If you don't not have an account in "My School Bucks" you will need to register as a new user. You will be asked to create a username and password and will be given the opportunity to add any number of children to your account. When adding a child, you will be asked for his/her Student ID. Please reference your Pay and Ride Program

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Application for the unique identification number. *Please note that during checkout there will be a 3.95% transaction fee added to your total transportation credit card purchase or twenty-five cents ($0.25) for ACH transactions. This fee is paid directly to myschoolbucks.*

C. If you pay online, Pay and Ride applications must be completed and submitted in order for students to be assigned a bus.
D. If you are eligible for free or reduced lunch, you do not need to make a payment, but you are required to submit the Pay and Ride Application each year. You must fill out a new Free or Reduced Lunch form each year as soon as they become available in the summer. If you are no longer eligible for free or reduced lunch, you will be contacted by the Transportation Office to make full payment before your child will be assigned a bus. All transportation procedures apply even if you do not have to make a payment.
E. No payments will be refunded without approval from the Business Administrator.

Transportation Behavior (also found under Code of Conduct)

Parents/guardians are responsible for students at the bus stops until the time they enter the bus and again once the student exits the bus. Regular student transportation is a privilege, not a right, and is dependent upon the student's good behavior while on the bus.

The principal or his/her designee will determine the exact penalty to be allotted in a particular case, depending on the nature of the offense, how many times the student has previously been involved in misbehavior on the bus, and other circumstances. The following general guidelines, however, will be used by principals in determining penalties for disobedience or misbehavior.

1. First Offense	a warning or up to three days off the bus
2. Second Offense	up to one week off the bus
3. Third Offense	up to one month off the bus
4. Fourth Offense	up to one year off the bus

There are no refunds of bus fees for the situations described above. Other penalties, including suspension from school, may also apply.

Transportation

Transportation to alternate addresses, including daycare centers and afterschool programs for those students who are not regular riders of the bus in question, can be provided only if the daycare or afterschool provider is located in the same school district and those students have the same transportation schedule consistently every day of the week for the entire year without variations or deviations. For instance, students could be transported Monday, Wednesday, and Friday to daycare and Tuesday and Thursday to their home, but this would have to remain the same all year. Students can only ride the bus that has been assigned to them.

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