

Canton Intermediate School



2011-2012

Student Handbook

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Non Discrimination Notice

The Canton Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing education services. The Superintendent of Schools has been designated to coordinate compliance with the Nondiscrimination Requirements of Title IX. Prissy Sweat been designated to coordinate compliance with the Nondiscrimination Requirements of Section 504 of the Rehabilitation Act.

ADA Notice

The Canton Independent School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons shall contact Joe Nicks, 1110 West Hwy. 243, Canton, TX 75103

Asbestos Management Plan

I am pleased to let you know that CANTON ISD is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions, about the plan or this federally mandated program, please contact the Superintendent, Jay Tullos (Asbestos Coordinator) at (903) 567-4179.

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. (See the Student Code of Conduct and policy GKA)

Pest Management Plan

The district applies only pest control products that comply with state federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Maintenance Director at 903-567-5328.

INTRODUCTION

Principal's Message

It is my pleasure to welcome you to Canton Intermediate School. The faculty and staff join me in saying we're happy to have you as part of the Canton Intermediate family. We hope this will be a successful and satisfying year for you.

The pages of the handbook are filled with important information regarding school policy and procedures. I suggest that parents and students review the contents of our handbook. If you have any questions that remain after reading the handbook, please feel free to call the office. We feel that open and clear communication between school and home is important to the success of our educational program.

The Canton Intermediate handbook will serve as a helpful reference for parents as they seek to provide academic support at home. Canton Intermediate parents are our partners in the important job of educating the children of the community.

We welcome your participation and support during the school year and solicit your membership in the PTO. Working together, we will be able to reach our collective and individual goals. We look forward to celebrating with you the achievements of our students.

Sincerely,

Mrs. Sandra Dunlap
Principal

Canton Intermediate's Philosophy

Canton ISD's philosophy is based on the idea that all students can learn. It is our ultimate goal to supply each student with the basic facts and experiences to accomplish these goals. These goals will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so that they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed, and fulfilled individuals. To achieve these ideas, mutual respect and understanding must be present in the learning process on the part of all participants-the faculty, students, and community.

ADMINISTRATION

		<u>Phone</u>
Jay Tullos	Superintendent	(903) 567-4179
Mrs. Stacie Wilkerson	Secretary	(903) 567-4179
Mrs. Denise Stone	Business Manager	(903) 567-4179
Mrs. Nerissa Erickson	Grant Writer/Federal Programs	(903) 567-4179
Mr. Thomas Stewart	Maintenance Dir.	(903) 567-4179
Mrs. Christy McClelen	Food Service	(903) 567-5608
Mr. Robert Ivey	Athletic Director	(903) 567-6561
Mr. Roger Ward	Transportation Dir.	(903) 567-5328

Canton Campuses/Administrations

CANTON HIGH SCHOOL

(Grades 9-12)
1110 West Hwy. 243
Canton, Texas 75103
Joe Nicks, Principal
Jeff Russell, Assistant Principal
Leslie Corey, Secretary
Susie Dorman, Counselor
Prissy Sweat, Counselor (903) 567-6561

CANTON JUNIOR HIGH SCHOOL

(GRADES 6-8)
1115 S. Buffalo Street
Canton, Texas 75103
Amy Autry, Principal
Brenda Sanford, Assistant Principal
Kay Howard, Secretary
Stephanie Hanks-Wynne, Counselor (903) 567-4329

CANTON INTERMEDIATE SCHOOL

(GRADES 3-5)
1190 West Hwy 243
Canton, Texas 75103
Sandra Dunlap, Principal
Marsha Robison, Assistant Principal
Annette Barton, Secretary
Cristie Guy, Counselor (903) 567-6418

CANTON ELEMENTARY SCHOOL

(GRADES PK-2)

1163 S. Buffalo

Canton, Texas 75103

Kelly Lamar, Principal

Chase Thomas, Assistant Principal

Waynette Barker, Secretary

Kathy Day, Counselor (903) 567-6521

Absences/Attendance

Regular school attendance is essential for a student to make the most of his or her education- to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent shall make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below:

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when, kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

1. If absent from school on ten or more days or parts of days within a six-month period in the same school year, or

2. Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

1. All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. {See policies at FEB.}
2. A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
4. The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
5. The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG (LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or a full year.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absences from school. {See FEC(LOCAL).}

Bad Weather Notification

When inclement weather will not permit having school, the school will notify radio and TV stations that serve our area. There will be a list of these sent home each year.

Bullying

Parents have the right to request a transfer of their child to another classroom or campus if their child has been verified by the Board or Superintendent to have been a victim of bullying as defined by TEC 25.0341. Transportation is not provided for transfers.

Campus Behavior

Each campus has specific behavior that is not necessarily listed in the Student Code of Conduct and Discipline Management Plan. Specific rules for the Intermediate Campus that are not listed are as follows:

1. Do not come on the school Campus before 7:35 A.M. and do not remain or play on campus after school is dismissed.
2. Guns, Knives, or other dangerous instruments will not be allowed on campus.
3. Running or making loud noises inside the building is prohibited.
4. Running on the sidewalks is strictly prohibited.
5. Chewing gum will not be permitted.
6. Students are not allowed to go on top of the buildings.
7. Hardballs, cameras, cell phones, I pods, hand-held video games, and any other electronic device or similar devices are not to be brought to school.
8. Fighting will be discouraged.
9. Turn in all found items to the office for placement in the Lost and Found.
10. Do not track mud into the building - remove shoes for cleaning prior to entering the building.
11. Do not throw rocks, dirt, or other similar objects.
12. Do not stand in, twist, or jump out of swings.
13. No tackling in any recreational activity.

14. Do not cheat or copy the work of another student.
15. Do not use curse words or obscene gestures.
16. Do not steal someone else's property.
17. Do not engage in verbal abuse-name calling, ethnic, or racial slurs, or derogatory statements of fellow students.
18. Never leave the campus without obtaining permission from the Principal's Office.
19. Students shall not do anything which would draw attention to themselves in the classroom or on the campus such as writing on themselves with markers or ink pens, wearing stickers or stick on tattoos. These actions are distracting to the instructional atmosphere which is encouraged on campus.
20. Do not bring tobacco or imitation tobacco products to school.

NOTE: IF YOU VIOLATE THESE RULES, YOU MAY BE:

- A. Counseled by teachers and/or school personnel
- B. Asked to meet with your teacher and your Parent/Guardian
- C. Assigned school duties or extra work
- D. Lose your Privileges
- E. Required to stay after school
- F. Paddled
- G. Suspended from attending regular classroom instruction
- H. Saturday School

Closed Campus

The school campus shall be closed from the opening bell each morning until dismissal bell in the afternoon. The campus shall be interpreted as the school building and the adjacent school grounds.

- A. All visitors must check through the principal's office. Classrooms are not be interrupted without a permission form from the principal's office.
- B. Students are not allowed to bring visitors to school.
- C. Students are not to leave the campus unless they have been released by the principal. The principal may dismiss any pupil for school related causes, medical reasons, doctor and dental appointments, and other justifiable request by parents/guardians.
- D. Doctor and dentist appointments - we request that all appointments be mad as late in the afternoon as possible.

STUDENTS LEAVING the school grounds must be signed out in the principal's office by the person taking the student from the campus. Students leaving the campus without permission from the principal will be disciplined.

Communications

We will distribute to the students, when necessary, information sheets to share with parents on any data that we feel will be of interest to the parent.

Concerning Medications

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container. Parents cannot alter prescriptions.
- Non prescription, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor and when the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents shall discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

Credit by Examination Policy

I. Credit-by-Exam for Purposes of Acceleration

1. Students planning to take exam(s) must register in the counseling office at least one month prior to published examination dates.

2. Students in grades K-6 may be accelerated if the student meets the following criteria:
 - a. 90% mastery on each section of a nationally normed achievement test for the grade level that the student wishes to complete.
 - b. A school district representative recommends that the student be accelerated.
 - c. The student's parent/guardian gives written approval for the acceleration.
3. Students in grades 7-12 will receive course credit for each examination that is completed with 90% mastery. A maximum of ½ credit will be awarded for each examination.
4. Three testing days will be provided each half-year. The first three days will occur during the period from July 1st through December 31st. Second three days will occur during the period from January 1st through June 30th.
5. Students who fail to master the test (<90%) must wait until the next half-year administration dates to retest.
6. Mastery scores will be recorded on student transcripts as semester averages and will not be included in GPA/ranking calculations.
7. The district will use tests produced by Texas Tech University for grades 7-12. Students will not be charged a fee for testing.

II. Credit-by-Examination for Purposes of Remediation

1. Credit-by-examination for purposes of remediation will be offered to students in grades 9-12 who have at least 12 weeks prior instruction in the course being tested.
2. Students planning to take the exam(s) must register in the counseling office at least one month prior to announced testing dates
3. Students will receive course credit for each exam that is completed with 70% mastery. A maximum ½ credit will be awarded for each exam.
4. Mastery scores will be recorded on student transcripts and will not be used in GPA/ranking calculations.
5. Students who fail to master (<70%) must wait until the next half-year testing period to retest.
6. Testing dates will be the same as for credit-by exam for acceleration.
7. The district will use tests produced by Texas Tech University. A non-refundable \$28 fee will be assessed for each test taken, payable at the time of registration.

Daily Time Schedules

The school day for Intermediate students begins at 8:05 A.M. We try our best to go by the atomic clock. Please be advised to arrive early enough for time differences, as we will abide by our campus clock. Students shall assemble in the gym when they arrive at school. Supervision will not be provided for students who arrive before 7:30 or students who remain later than 3:30. Any student arriving after 8:05 A.M. will be subject to a detention with the third tardy of the six weeks.

School is dismissed at 3:15 for all students at Canton Intermediate School. All students are requested to leave the campus and not remain and play.

Anytime school is to be dismissed early, a note will be sent home to remind parents.

Damage To School Property

We attempt to instill pride among our students for the equipment and facilities of our school. It is the responsibility of each student to help maintain school facilities and to insure this source of pride for years to come.

Any willful damage or abuse of equipment or property will require the individual responsible to pay for the repair of the replacement.

Detention

Detention hall is a disciplinary strategy utilized after school from 3:05 - 4:00 P.M, except on Fridays. Students may be assigned to detention hall for early pick-ups and/or disciplinary reasons subject to severity. Students may be assigned by teachers or administrators to thirty-minute or one hour blocks of detention time depending on the severity of the infraction by the student. Students are given notice of their assignment the day before they are to serve their detention. Students are to report to detention hall on time with sufficient work to keep them busy. If a student reports without materials with which to work, assignments may be made by the administrator or teacher in charge. Students are responsible for their own transportation following the completion of the detention.

The student must serve detention on the day it is assigned. No detentions are served on Friday. If there is a reason the student cannot attend detention, the principal must be notified prior to the detention. The school will accept one justification for the detention to be served at another time. Absence from school will be an acceptable reason for absence from the detention. If a detention hall is missed and unexcused, the student will be assigned to In-school suspension the following school day.

Diabetic Students

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse for more information.

Drugs

Any student known to have any use of, possession of, or selling, or dissemination of any barbiturate, amphetamine, marijuana, alcoholic beverages, hallucinating, dangerous or narcotic drugs while, in school, or while participating in a school sponsored function, is to be considered in violation of the policy of the Canton Independent School District. Medical doctor's prescriptions are accepted. Any student found in violation of this policy shall be suspended from school for the balance of the semester and no credits be given to the student for the semester. The Board of Trustees shall have the right to amend the penalty set in this policy according to the gravity of the case.

Emergency Notification

Should there be any change in the Intermediate notification form (person notified, phone number, doctor, etc.), please notify the Intermediate Office so the form may be updated.

Fire, Tornado, and Bomb Threat Drills

Fire drills are conducted for two purposes: (1) to train students to leave the building orderly and quickly in case of emergency alarm, and (2) to teach self-control in times of emergency.

When the Fire Alarm is sounded, all students Shall immediately march out of the room and proceed to the designated area. There must be no stopping for wraps or books or valuables. Students shall march in an orderly manner, with no talking or pushing. When the students reach the safety zone designated by the teacher, they Shall be facing the building, but remain in line.

Disaster instruction will be given at the beginning of school. Signals used will be as follows:

FIRE	3 BELLS	March out in an orderly manner.
HALT	1 BELL	Stand at attention.
RETURN	2 BELLS	March back into room.
TORNADO	5 BELLS	March to designated areas
Bomb Threat	3 Bells	March out in an orderly manner
	5 Bells	March to designated cleared holding area

Immunization

Texas school law requires a personal immunization record showing the dates and kinds of immunization received to be kept on each student. All immunizations must be validated by a doctor or health clinic.

Required immunization for grades 3-5:

ORAL POLIO - At least three (3) doses of vaccine, provided one or two doses have been received since the fourth birthday.

DIPHTHERIA/TETANUS - Minimum of three (3) doses, one received since the fourth birthday and one dose within last 10 years.

MEASLES - Two (2) doses of vaccine or history of measles illness, verified by doctor statement. First dose given on or after 1st birthday and 2nd dose before 12th birthday.

7 years and older - Children born between September 1, 1978 and September 1, 1991 (inclusive) must show proof of two doses of measles vaccine within 30 days after their 12th birthday (this dose may be received as part of a second MMR). First dose given on or after 1st birthday and 2nd dose before 12th birthday.

RUBELLA - One dose of vaccine. not required past twelve (12) years of age.

MUMPS - One dose of vaccine, or history of mumps illness, verified by doctor's statement.

Lunches

Students are required to eat in the cafeteria either by bringing their lunch or buying the Class A lunch provided by the school. A student may pay for a lunch daily, by the week, month, or year.

Free/reduced lunches - forms will be supplied for application for Free or Reduced lunches. The application forms will list the economic requirements for participation in this program.

Breakfast - students may eat breakfast in the cafeteria daily between 7:30 - 8:00 A.M.

NO FOOD IS TO BE TAKEN FROM THE CAFETERIA AT ANY TIME.

Parent Access to Student Fitness Results

Canton ISD administers the FitnessGram to all K-12 students. Fitness results are sent to each parent after the FitnessGram is administered and scored.

Physical Activity Requirements for Public School Students

SB 530 requires students below the sixth grade to participate in moderate or vigorous physical activity for at least 30 minutes daily or 135 minutes per school week throughout the school year as a part of the district's physical education curriculum or through structured activity during recess. Canton Intermediate students attend physical education classes on a daily basis for 30 minutes each day.

Pupil Discipline and Conduct - See Discipline Management Program in Student Code of Conduct Book

RELEASE OF STUDENT RECORDS

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students shall submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They shall write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead or using its own employees or officials (such as

an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request).

(NOTE: CANTON ISD INTENDS TO FORWARD RECORDS ON REQUEST TO OFFICIALS OF ANOTHER SCHOOL DISTRICT IN WHICH A STUDENT INTENDS TO ENROLL.)

- (4) The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Canton I. S. D. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

School Calendars

School calendars will be distributed at the start of school. This calendar will list the six-week periods, in-service days for teachers, and holidays.

School Health Advisory Council

The Board of Trustees established a local school health advisory council (SHAC) to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction. A majority of the council must be parents of students enrolled in the district and who are not employed by the district. The Board may also appoint one or more public school teachers, school administrators, students, health care professionals, members of the business community, law enforcement representatives, senior citizens, clergy, representatives of nonprofit health organizations, or representatives of another group. The district must consider the recommendations of the local school health advisory council before changing the District's health education curriculum or instruction. The council meets four times each school year.

Special Services Reports

We screen, test, and assign students, with parental permission, to resource teachers for specialized instruction. No grades are to be recorded by the regular classroom teacher in the subject areas assigned to the student by the special services (ARD) committee. The report cards will indicate when the student is attending resource classes and the grade for this particular subject will be recorded by the resource teacher.

Canton Independent School District does not discriminate on the basis of disability by denying access to the benefits of district services, programs or activities. To request information about the applicability of Title II of the Americans With Disabilities Act, interested persons shall contact Joe Nicks, 1100 West Hwy. 243, Canton, Texas 75103.

Student Identification Badges

All students at Canton Intermediate School will receive one free ID badge. Each replacement badge will be \$5.00. Students must keep up with their ID to check out library books and to eat in the cafeteria. They will also not be allowed to take an AR test in the library without their ID. If a student does not have their ID badge in the cafeteria, they must go to the back of the line because it takes longer to key individuals if they do not have their card.

Student Illness

Students that become ill and cannot continue to attend class must report to the office. The principal will make every effort to see that the student is taken home when illness affects performance and attendance in the classroom. Parents will be notified when illness occurs. Therefore, it is important to have on file at the school the current residence and business telephone numbers, as well as the name of the child's physician, and any other numbers the parent feels might be helpful.

Tardy

After three tardies (without a doctor's excuse) per six weeks, the student will serve In-School suspension the day of the tardy during the remainder of the six weeks.

Teacher Conference

Each teacher has a conference period scheduled daily to allow parents to visit and discuss the student's conduct, progress, performance, and any other area that will benefit the student, teacher, and parent. Parents may contact the school for the scheduling of conferences.

Telephone

Students are not to use the office phone except for real emergencies or when instructed to

do so by their teacher. A student will not be called to the phone during any class period unless it is for the purpose of receiving an emergency message.

Textbooks

Students will be issued textbooks. Lost textbooks must be paid for by the student in accordance with the price list set forth by the Texas Education Agency. Damaged textbooks will be paid for in accordance with the extent or damage as long as the particular book may be used. Full price will be paid when the damage is to the extent the book cannot be used by a student.

Tutorial Program

Any student making below seventy (70) in any subject for the previous six-weeks reporting period will be scheduled to attend the Tutorial Program. The Tutorial Program is scheduled every day except Friday, during the students' recess. The purpose is to assist the student in removing academic deficiencies.

Vending Machine Policy

Canton Intermediate School does not have student vending machines.

Visitors

All visitors are required to check in at the office. Visitors will be given a visitor badge. Visitors will not be allowed to loiter in the building or on the campus. Visitors must have prior approval from the principal to visit in the classroom and/or playground. Students from other campuses are not allowed to visit in the classrooms during the school day. On TAKS testing days visitors are not allowed to visit with their student, including taking the student off campus for lunch or eating with them in the cafeteria.

CURRICULUM AND RELATED MATTERS

Failure Notices

At the end of the third (3rd) week of our six-week grading period, parents or guardians will be notified when a student's grade average in any subject is lower than 70.

Gifted/Talented Program

Canton ISD, in compliance with state laws, maintains a quality program for Gifted/Talented (G/T) students in grades K-12. The program includes Language Arts, Math, Science, and Social Studies, which incorporates enrichment skills that are designed to extend the higher order thinking and affective skills of students who qualify for the program. Policies and procedures are in compliance with state guidelines regarding assessment, placement, transfer, and exiting. Any interested person may contact the principal of each campus to obtain more information about the G/T program.

Grading System

Each semester is divided into three six-weeks grading periods. At the end of each six-weeks grading period, the average of classwork grades will be posted for each individual subject. At the end of each semester, the three six-weeks grades will be averaged to determine the semester grade for each particular subject.

The following grading system is used at Canton Intermediate School to indicate the student's progress:

A	90 to 100
B	80 to 89
C	70 to 79
D	60 to 69
F	59 and below - failing

Numerical grades will be posted on the report cards, rather than letter grades.

Issuing Report Cards

The report card will be issued to the students the next week following the conclusion of each six-week reporting period, most of the time this will be on the Thursday after the last day of the reporting period. A schedule will be set up each school year to indicate exact dates for students to receive cards. Please assist by signing and having the student return the card as soon as you have completed your review.

Lost report cards and duplicate copies of report cards will require a fee of .25 cents.

Promotion/Retention

Effective September 1, 1985, for students to be promoted from one grade level to the next, the students shall attain for the year an overall average of seventy (70) or above which is derived by averaging the final numerical grade for LANGUAGE ARTS, MATHEMATICS, SOCIAL STUDIES, SCIENCE, AND HEALTH. In addition, a student shall attain an average of seventy (70) or above in LANGUAGE ARTS, AND MATHEMATICS.

Note: Language Arts includes English, Reading, and Spelling.

Retention Notices

During the second (2nd) semester, as early as can be determined, parents/guardians will be notified by the teacher when the student is in jeopardy of being retained. Hopefully, with parental assistance, sufficient effort will result in successful attainment of required standards.

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a Special Education evaluation. Students having difficulty in the regular classroom shall be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for Special Education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of The Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for Special Education is:

Contact person: Sandra Dunlap
Phone number: (903)567-6418

**Opciones y requisitos para proporcionar ayuda a los estudiantes
que tienen dificultades en el aprendizaje o que necesitan o pueden
necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que de consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Sandra Dunlap

Número de teléfono: 903 567-6418

SCHOOL ACTIVITIES

Assemblies

Award assemblies will be held on Friday, at 9:00 a.m., the day after report cards are issued. All parents are invited to attend. Written notification from the office will be sent home if changes in date or time are necessary.

School Sponsored Trips

On school sponsored trips all students shall go and return on the bus except under special conditions that may arise. When it is necessary for a student to return in a private car, the parent, parents, or guardian must personally contact the sponsor concerned. Class field trips are a privilege that can be denied because of a student's disciplinary record.

CONCLUSION

Thank you for reading our student handbook to better acquaint you with our administrative procedures.

During the year we will send you copies of any major revision or additional data that will keep you informed on legislative, Texas Education Agency, State Board of Education, or Canton ISD Policies and Regulations as they relate to our school and students.

THANK YOU FOR YOUR SUPPORT,
SANDRA DUNLAP
INTERMEDIATE PRINCIPAL

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Approve by the Canton Board of Trustees, August 2011