

**Canton Intermediate School
2018-2019
Student Handbook**



Vision Statement

**Canton ISD...Reaching for Excellence, Leading to
Great Accomplishment**

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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. He has also been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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 the superintendent of schools, 1045 South Buffalo, Canton, Texas 75103.

Asbestos Management Plan

Federal regulations concerning the inspection, re-inspection, periodic surveillance, response activities and management planning for our school district will be followed. 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 at the Canton ISD 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. This also includes any type of electronic cigarette or vapor device. (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 903-567-4179.

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. Angela McLeod
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.

Eagle Vision

Empower others.

Inspire others to dream more, learn more, do more and become more.

Accept responsibility.

Set goals and take responsibility for your future.

Give respect to gain respect.

Treat others as you would like to be treated.

Lead by example.

Do great work, remain positive, and lend a hand along the way.

Exhibit honesty.

Remain honest even when it means admitting to a mistake.

Strive for excellence.

Go above and beyond in all that you do.

Eagle Etiquette

1. Respond to an adult using “Yes Ma’am,” “No Ma’am,” “Yes Sir,” and “No Sir.”
2. Make eye contact, shake hands, and use the person’s name when greeting.
3. Use “Please,” “Thank you,” and “You’re Welcome” when appropriate.
4. Listen to others; talk don’t text.
5. If asked a friendly question, respond with a question.
6. Always encourage others. Never put anyone down.

Quotes of the Month

August - You miss 100% of the shots you don’t take.

September - Do unto others as you would have them do unto you. Matthew 7:12

October - Make the very best of everyday, regardless of your circumstances.

November - Today is the day you make your choices for tomorrow.

December - God has given us two hands, one to receive with and the other to give with.

January - Do what’s right even when nobody is looking.

February - Whatever you are, be a good one.

March - Be the one that brightens the room when you enter it...not when you leave it.

April - Wrong is wrong, even if everyone is doing it. Right is right, even if no one is doing it.

May - You haven’t failed until you quit trying.

Administration

Mr. Jay Tullos – Superintendent – (903) 567-4179
Mrs. Stacie Wilkerson – Secretary – (903) 567-4179
Mrs. Denise Stone – Business Manager – (903) 567-4179
Mrs. Brenda Sanford – Grant Writer/Federal Programs – (903) 567-4179
Mr. Thomas Stewart – Maintenance Director – (903) 567-4179
Mrs. Christy McClelen – Food Service Director – (903) 567-5608
Mr. Robert Ivey – Athletic Director – (903) 567-6561
Mrs. Dawn Loftin – Transportation Director – (903) 567-5328
Mrs. Daphne Thompson – Special Populations Director – (903) 567-4981

Canton ISD Campus Information

CANTON HIGH SCHOOL

(Grades 9-12)
1110 West Hwy 243
Canton, Texas 75103
Dusty Spencer, Principal
Ashlee Lawson, 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
Wes Rhoten, Principal
Dawn Boyd, Assistant Principal
Kay Howard, Secretary
Stephanie Hanks-Wynne, Counselor/District 504 Coordinator (903) 567-4329

CANTON INTERMEDIATE SCHOOL

(GRADES 3-5)
1190 West Hwy 243
Canton, Texas 75103
Angela McLeod, Principal
Allison French, Assistant Principal
Lorrie Culpepper, Secretary
Jennifer Gebert, Counselor (903) 567-6418

CANTON ELEMENTARY SCHOOL

(GRADES PK-2)

1163 S. Buffalo

Canton, Texas 75103

Kelly Lamar, Principal

Meredith Wiley, Assistant Principal

Waynette Barker, Secretary

Cristie Guy, Counselor (903) 567-6521

GENERAL INSTRUCTIONS, PROCEDURES, AND POLICIES

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. **Students must remain at school until 9:30 a.m. in order to be counted present.** If a student leaves school before 9:30 a.m. and returns to school on the same day with a doctor's note, they will be counted present. 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.

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 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. Is 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 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

The district may close schools because of bad weather or emergency conditions. When such conditions exist, the superintendent or designee will make the official decision concerning closing of the district's facilities. When it becomes necessary to open late or release students early, or to cancel school, district officials will post a notice on the district's web site and notify radio and television stations. The district will also utilize the school messenger system.

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.

Bus Conduct

Parents are advised to review appropriate bus conduct with their child. As soon as school is dismissed, bus riders go the designated area and wait to be sent on the bus. The bus students are supervised by staff members. To inquire about bus issues after 3:05, contact Dawn Loftin at 903-567-5328.

1. Enter the bus and immediately go to the assigned seat.
2. Talk in a normal tone of voice and keep activity at a level that does not distract the driver.
3. Remain in assigned seat until bus has completely stopped and it is time to exit the bus. Passengers will wait their turn to exit the bus.
4. Keep head, hands, feet inside the bus.
5. Use acceptable language. Obscene, profane, unacceptable language and/or gestures are prohibited.
6. Eating and/or drinking are not allowed on the bus.
7. Keep the bus clean.
8. Tobacco products and the following items (alcohol, drugs, weapons, pagers, radios) are prohibited.
9. Follow all rules outlined in the district's Student Code of Conduct, as well as safety rules established by their driver. Bus-riding privileges may be suspended.

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, unless it is given by the teacher.
6. Students are not allowed to go on top of the buildings.
7. Cameras, cell phones, iPods, hand-held video games, and any other electronic device or similar devices are not to be brought to school, unless it is designated as a Technology Day by the student's homeroom teacher.
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 front 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 in pens, wearing stickers or stick on tattoos. These actions are distracting to the instructional atmosphere which is encouraged on campus. Nine week A & AB Honor roll temporary tattoos are allowed to be worn on the student's cheek throughout assembly days.
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 privileges
- E. Assigned detention
- F. Paddled
- G. Suspended from attending regular classroom instruction

Check Acceptance Policy

Canton ISD has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

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 in through the front office. Classrooms are not to be interrupted without a permission form from front office personnel or an administrator.
- B. Students are not allowed to bring visitors to school.
- C. Students are not to leave the campus unless they have been signed out by a parent/guardian and released by their homeroom teacher (example: class party days) and/or front office personnel. CIS personnel 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 made as late in the afternoon as possible.

Students leaving school grounds must be signed out in the front office by the person taking the student from the campus. Students leaving the campus without permission from the principal or front desk staff 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 (without prior instruction)

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 (with prior instruction)

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 the 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 after school detention for each fourth tardy of the nine weeks.

School is dismissed at 3:12 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 ensure 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 3:12 - 4:00 P.M, except on Fridays. Students may be assigned to detention hall for tardies, 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.

Dress Code and Grooming Policy

See *Dress Code and Grooming Policy* in Student Code of Conduct.

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 Canton Independent School District's Student Code of Conduct. Medical doctor's prescriptions are accepted.

Electronic Devices

Personal Technology Use and Electronic Communication

Canton Intermediate will allow the use of personal technology devices by students on days that have been designated as a Technology Day by the student's home room teacher. Personal technology devices include, but are not limited to, the following: cell phones, smart phones, mp3 players, iPod Touches, iPads and eReaders.

It is not mandatory for students to bring their own mobile learning devices. Students who choose to bring their personal devices must use the Canton ISD filtered wireless network during the school day.

NOTE: Students bring electronic communication devices to school at their own risk. The District will not be held responsible if a phone or other item is lost, stolen, or misplaced, including those that have been confiscated.

Guidelines

Students must comply with staff directives, including but not limited to, using appropriate device volume. When in use, devices must be on vibrate or silent mode so that no audible tone is heard. Using functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to using the device to cheat, violate school conduct rules, harass or bully staff or students or use their device for unlawful purposes will be subject to disciplinary action, up to and including suspension, expulsion and will be reported to the local authorities.

Cell Phone Rule

The purpose of the bringing a device to school is to provide for instructional opportunities. The program is not intended for cell phone conversations. **Any audio or video recording without teacher or administrator approval is prohibited.** Using any device to record the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited. Also, using any device to record the voice or image of another to take, disseminate, transfer or share audio, images, video or photographs that reveal private parts of the body that are ordinarily covered by clothing is prohibited. The possession of pornographic images or video on any electronic device is prohibited.

Misuse of Computers, Electronic Devices and the Internet

The following are prohibited and may result in loss of privilege or disciplinary action.

- Violating policies, rules, or guidelines.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.
- Using email or Web sites at school to encourage illegal behavior or threaten school safety.
- **Students should not send or read text messages at school.**

THE FOLLOWING POLICY IS IN EFFECT IF TEACHERS HAVE NOT GIVEN PERMISSION TO USE THEM AS AN INSTRUCTIONAL TOOL:

Cell Phone Policy

Canton Intermediate permits students to possess cell phones on designated Technology Days; however, cell phones must remain turned off and put away during the instructional day, including during testing. A cell phone that is in silent mode is not off. "Turned-off" means the phone is powered off. It cannot make or receive calls, text messages, or alerts. Students in violation will be subject to disciplinary action under the discretion of the campus principal.

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, Disaster, and Lock Down Procedures

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 walk out of the room and proceed to the designated area. Students will not stop for jackets, books or valuables. Students shall walk 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.

Emergency Procedures are discussed and practiced at various times throughout the school year. CIS Emergency Procedures are as follows:

Fire Procedure

Sirens and Lights – Public Announcement Over the Intercom
Exit to Teacher Parking Lot

Tornado Procedure

Public Announcement Over the Intercom

Disaster Procedure (Bomb Threat/Gas Leak)

Public Announcement Over the Intercom
Exit to Teacher Parking Lot

Lock Down Procedure

Public Announcement Over the Intercom

Immunizations

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.

For an updated list of Texas Minimum State Vaccine Requirements for Students Grades K-12, please visit: <http://www.dshs.state.tx.us/immunize/school/>

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.

Parental Involvement Policy

Canton Intermediate School's Parental Involvement Policy is available from the campus principal upon request.

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 45 minutes each day.

Pupil Discipline and Conduct

See *Discipline Management Techniques* in Student Code of Conduct

Questioning Students at School

As school officials, we have the right to question your child about his or her own conduct at school and, in the investigation of alleged misconduct by other students, to question him or her about the conduct of others. We expect students to cooperate in this process, and the refusal to cooperate will be treated as insubordination and disciplined accordingly. We will not ordinarily contact you before questioning your child about his or her conduct or about the conduct of other students, but certainly will contact you as provided in the Student Code of Conduct if our investigation shows that your child has violated school conduct rules. The Code of Conduct provides a complete explanation of the discipline processes and when you will be contacted. Our investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as "taking the Fifth" or a student's right not to incriminate himself or herself in a school discipline investigation.

Sometimes law enforcement officials or investigators from Child Protective Services (CPS) ask to interview students at school. In the case of an investigator from Child Protective Services conducting a child abuse or neglect investigation, we are required by state law to permit the investigator to talk to the child at school. We will also make every effort to cooperate with law enforcement officials conducting an investigation that requires talking to students.

Ordinarily, we will attempt to contact you before the interview by an outside person takes place. However, if the CPS investigator or the law enforcement official asks or tells us not to contact you, we will comply.

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 of 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 20202-5920

School Calendars

School calendars will be distributed at the start of school. This calendar will list the nine-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.

School / Parent / Student Compact

The School / Parent / Student Compact is distributed each school year in each student's beginning of the year parent packet. Additional copies are available from the campus principal upon request.

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 our Director of Special Services, Daphne Thompson at 1073 South Buffalo, Canton, Texas 75103.

Standards for Student Conduct

See *Standards for Student Conduct* in the Student Code of Conduct.

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 in individual codes if they do not have their card.

Student Illness

Students that become ill and cannot continue to attend class must report to the front 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.

Tardies / Leaving Early Policy

- * The tardy bell rings at 8:05 A.M.
- * On both the 4th and 8th unexcused tardy (without a doctor's note) during the nine week period a forty-five minute detention will be assigned.
- * On the 9th tardy and for each additional tardy during the nine week period, the student will serve one day of in school suspension.
- * On both the 4th and 8th unexcused early pick-up during the nine week period a forty-five minute detention will be assigned. Excused early pick-ups are under the discretion of campus administrators.
- * On the 9th unexcused early pick-up and for each additional unexcused early pick-up during the nine week period, the student will serve one day of in school suspension.
- * Designated party days (3), field trips, assembly days, and early release days do not count as leaving early.
- * **The student must remain at school until 9:30 A.M. in order to be counted present.**
- * Please send all doctors' notes to school with the student promptly to ensure they are documented accordingly.

- * If the assigned after school detention is not served, and is unexcused, the student will be placed in in-school suspension the next school day. Excused absences from the assigned after school detention are under the discretion of campus administrators.

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 Usage

The telephone in the main office is placed there for business use. Students shall never ask to use it except in cases of emergency. A student will not be called to the phone during any class period unless it is for the purpose of receiving an emergency message. These restrictions are necessary because of the tremendous amount of essential business that must be transacted over the telephone. Also, students can help the office personnel by asking their parents not to call them at school unless it is absolutely necessary. If permission is granted, the student shall always use proper telephone manners.

If you see a missed call from the school and no message has been left, please do not call the front desk and ask if someone from the school tried to call. There are many phones in use throughout the building; therefore, the office has no way of knowing who has placed the call.

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.

Toilet Training

Students must be toilet trained before entering CIS. If there is a medical concern, you must bring a doctor's note to the nurse explaining the situation and the management plan. CIS understands an occasional accident. If a student continuously has accidents, parents will be called to come and pick up their child. If you have questions concerning the toilet training of your child, contact John Norrell, CIS nurse.

Tutorial Program

Any student making below a seventy (70) on any nine week exam or in any content area for the previous nine week reporting period will be subject to being assigned to the Tutorial Program. The purpose is to assist the student in improving academic success.

Vending Machine Policy

Canton Intermediate School does not have student vending machines.

Visitors

All visitors are required to check in at the front 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 a campus administrator in order 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 STAAR 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

Every three weeks of our nine-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 effective 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 two nine-weeks grading periods. At the end of each nine-weeks grading period, the average of classwork grades will be posted for each individual subject. At the end of each semester, the two nine 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
F	69 and below – failing

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

Issuing Report Cards

Report cards will be issued to the students the week following the conclusion of each nine-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 student to receive report cards. Please assist by signing and having the student return the card as soon as you have completed your review.

Make-Up Work

Students who have been absent for illness or any other reason have the responsibility to contact their teacher about any make-up work. Ordinarily, students have the number of days they have been absent to complete and turn in make-up work. That is, a student who misses two days has two days after returning to class to complete the make-up assignment. Make-up assignments should be the same or essentially equal to the assignment or work assigned for students who were present.

If a student is absent during the week, but has been made aware of an assignment or test that is due on a day when they return, they will be held responsible, as long as no new material has been presented.

Students that attend school for any part of the school day will be responsible for turning in all assignments that are due later that day. These assignments may be given to the teacher or the receptionist before the student checks out of school or leaves for an extracurricular event.

Make-up work for students attending G.T. fieldtrips must be approved and is under the discretion of campus administrators.

Parent Portal

Parents are able to access their student's grades through the Employee/Parent Connect link found on the CISD website. For more information contact the CIS front office at (903)-567-6418.

Promotion/Retention

According to CISD Policy EIE (Local), in grades 1-5 promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and grade of 70 percent 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.

Student Success Initiative

Enacted by the 76th Texas Legislature in 1999 and modified by the 81st Texas Legislature in 2009, the Student Success Initiative (SSI) grade advancement requirements apply to enrolled grades 5 and 8 students who take the State of Texas Assessment of Academic Readiness (STAAR™) reading and math tests at grades 5 and 8.

As specified by these requirements, a student may advance to the next grade level only by passing these tests or by unanimous decision of his or her grade placement committee that the student is likely to perform at grade level after additional instruction.

The goal of the SSI is to ensure that all students receive the instruction and support they need to be academically successful in reading and mathematics. This effort depends greatly on schools, parents, and community members working in partnership to meet individual student needs.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Angela McLeod

Phone Number: 903-567-6418

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Meredith Wiley

Phone Number: 903-567-6418

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Ayudando a estudiantes que tienen dificultades de aprendizaje o que necesitan educación especial o servicios de la Sección 504

Para aquellos estudiantes que tienen dificultades en el aula regular, todos los distritos escolares y las escuelas chárter de inscripción abierta deben considerar tutoriales, compensatorios y otros servicios académicos o de apoyo conductual disponibles para todos los estudiantes, incluido un proceso basado en la Respuesta a la intervención (RtI). La implementación de RtI tiene el potencial de tener un impacto positivo en la capacidad de los distritos y las escuelas chárter para satisfacer las necesidades de todos los estudiantes con dificultades.

Si un estudiante tiene dificultades de aprendizaje, su padre o madre puede contactar a la persona (s) enumerada a continuación para obtener información sobre la referencia general de educación general de la escuela o el sistema de evaluación para servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, que incluyen una referencia para una evaluación de educación especial o una evaluación de la Sección 504 para determinar si el estudiante necesita ayudas, adaptaciones o servicios específicos. Un padre puede solicitar una evaluación para servicios de educación especial o Sección 504 en cualquier momento.

Referencias de educación especial:

Si un padre hace una solicitud por escrito para una evaluación inicial de servicios de educación especial al director de servicios de educación especial o un empleado administrativo del distrito escolar o escuela chárter de inscripción abierta, el distrito o escuela chárter debe responder a más tardar 15 días escolares después recibiendo la solicitud. En ese momento, el distrito o la escuela chárter debe notificar por escrito al padre si acepta o se niega a evaluar al alumno, junto con una copia del Aviso de garantías procesales. Si el distrito escolar o la escuela autónoma acuerda evaluar al estudiante, también debe darle la oportunidad a los padres de dar su consentimiento por escrito para la evaluación.

Tenga en cuenta que una solicitud para una evaluación de educación especial se puede hacer verbalmente y no necesita ser por escrito. Los distritos y las escuelas chárter aún deben cumplir con todos los avisos federales previos y los requisitos de salvaguardas procesales y los requisitos para identificar, localizar y evaluar a los niños que se sospecha que son niños con discapacidad y que necesitan educación especial. Sin embargo, una solicitud verbal no requiere que el distrito o la escuela chárter responda dentro del plazo de 15 días escolares.

Si el distrito o la escuela autónoma decide evaluar al alumno, debe completar la evaluación inicial y el informe de evaluación del alumno a más tardar 45 días escolares a partir del día en que recibe el consentimiento por escrito de un padre para evaluar al alumno. Sin embargo, si el estudiante está ausente de la escuela durante el período de evaluación por tres o más días escolares, el período de evaluación se extenderá por el número de días escolares igual a la cantidad de días escolares que el estudiante está ausente.

Hay una excepción a la línea de tiempo de 45 días escolares. Si un distrito o escuela autónoma recibe el consentimiento de un padre para la evaluación inicial al menos 35 pero menos de 45 días escolares antes del último día de instrucción del año escolar, debe completar el informe escrito y proporcionar una copia del informe al padre por 30 de junio de ese año. Sin embargo, si el estudiante está ausente de la escuela por tres o más días durante el período de evaluación, la fecha de vencimiento del 30 de junio ya no se aplica. En su lugar, se aplicará la línea de tiempo general de 45 días escolares más las extensiones por ausencias de tres o más días.

Después de completar la evaluación, el distrito o la escuela chárter debe proporcionarle al padre una copia del informe de evaluación sin costo.

Información adicional sobre educación especial está disponible en el distrito o en la escuela autónoma en un documento complementario titulado Guía para padres sobre el proceso de admisión, revisión y despido.

Persona de contacto para referencias de educación especial:

La persona designada para contactar con respecto a las opciones para un estudiante que experimenta dificultades de aprendizaje o con respecto a una referencia para la evaluación de servicios de educación especial es:

Persona de contacto: Angela McLeod
Número de teléfono: 903-567-6418

Referencias de la Sección 504:

Cada distrito escolar o escuela autónoma debe tener normas y procedimientos establecidos para la evaluación y ubicación de los estudiantes en el programa de la Sección 504 del distrito o de la escuela autónoma. Los distritos y las escuelas chárter también deben implementar un sistema de garantías procesales que incluya un aviso, una oportunidad para que un padre o tutor examine registros relevantes, una audiencia imparcial con la oportunidad de participación del padre o tutor y la representación del abogado, y un procedimiento de revisión.

Persona de contacto para las referencias de la Sección 504:

La persona designada para contactar con respecto a las opciones para un estudiante que experimenta dificultades de aprendizaje o con respecto a una referencia para la evaluación de los servicios de la Sección 504 es:

Persona de contacto: Meredith Wiley
Número de teléfono: 903-567-6418

Información Adicional:

Los siguientes sitios web brindan información y recursos para estudiantes con discapacidades y sus familias.

- Marco legal para el proceso de educación especial centrado en el niño
- Red de recursos de socios
- Centro de información de educación especial
- Texas Project First

SCHOOL ACTIVITIES

Assemblies

Award assemblies will be held on Friday, 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,

Angela McLeod
Intermediate Principal

Approve by the Canton Board of Trustees, July 2018