

PARENT - STUDENT HANDBOOK (Revised 6/11)
CARDINGTON - LINCOLN JUNIOR & SENIOR HIGH SCHOOL

This handbook has been prepared so the students and their parents may be better informed concerning the school, its programs and procedures.

Unfortunately, such a handbook rarely covers all questions or concerns; therefore, parents are encouraged to call the principal whenever a question arises. All concerns will be handled promptly and fairly.

It is the sincere hope that this handbook will provide a very necessary bridge between home and school and thus create a smoother operation and understanding for all.

Brian Petrie - Superintendent

Joseph Mills-- High School Principal

Board of Education

Tim Brake
Pat Clark
Jim Clinger
Scott Crum
Chuck Jones

**Cardington-Lincoln Local Schools
2011-2012 School Calendar
Board 6-11**

August

- 16 Staff opening day/In-service day
- 17 Staff In-service day
- 18 Option/flex workday by building
- 22 First day for students
- 29 No school - Fair
- 30 No school - Fair
- 31 No school - Fair

September

- 1 No school – Fair
- 2 No school – Fair
- 5 No school – Labor Day
- 6 School resumes

October

- 31 End of 1st 9 weeks
45 days due

November

- 7 K-12 grade cards issued
- 10 K-12 Parent Teacher Conferences
4:00 -7:30
- 15 Grades 7-12 Parent Teacher
Conferences 4:00-7:30
- 23 No School Comp. day for
conferences
- 24-25 Thanksgiving vacation
- 28 No school Teacher Professional
Development

December

- 21 1 hour early dismissal
- 22 Christmas vacation Dec. 22-Jan.2
(inclusive)

January

- 3 No school Teacher Professional
Development
- 4 School resumes
- 13 End of 2nd 9 weeks 45 days due
End of 1st semester 89 days due
- 16 No school: Martin Luther King Day
Option by building teacher work day
- 20 K-12 grade cards issued

February

- 6 No School – Teacher Professional
Development
- 20 No School – President’s Day

March

- 13 Grades 7-12 Parent teacher
Conferences 4:00 - 7:30
- 21 End of 3rd 9 weeks
46 days due
- 27 K-6 Parent Teacher Conferences
4:00 - 7:30
- 28 K-12 Grade cards issued
- 29 K-12 Parent Teacher Conferences
4:00 – 7:30

April

- 2-6 Spring Break
- 8 Easter

May

- 11 No school Comp. day for
conferences
- 28 No school - Memorial Day
- 31 Last day of school for students
1 hour early dismissal
End of 4th 9 weeks (45 Days)
End of 2nd semester: 91 days due

June

- 1 Teacher workday - last day for
teachers
- 2 Senior Night 7:00 p.m.
- 3 Graduation 1:30 p.m.

Calamity Day Make-Up Schedule

- Monday, February 20
- Friday, June 1
- Monday, June 4
- Tuesday, June 5
- Wednesday, June 6

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CARDINGTON-LINCOLN LOCAL SCHOOL DISTRICT STUDENT CODE OF CONDUCT

Just as the national, state and local governments are charged with the responsibility of adopting rules and regulations for all people to follow, the Board of Education is required by law to adopt rules and regulations for students to follow. The rules contained within the Student Code of Conduct have been adopted by the Board of Education to insure the orderly process of providing equal educational opportunities for all students enrolled in the school district.

Willful violation of these rules and regulations by any student may result in suspension or expulsion from school by the administrators employed by the Board of Education. There are times when lesser punishment might be used, depending on the severity of the infraction. There are also times when the school may pursue legal action against a student or parents through the court system.

These rules and regulations shall apply to all curricular and extracurricular activities and to those students in attendance at any school sponsored event on or off school grounds or while being transported by the school. These rules can also apply for student misconduct on the way to school or from school to the home.

In order to comply with provisions of Amended Substitute House Bill #421 and the Ohio Revised Code statutes 3313.66 and 3313.661, suspension and expulsion from the Cardington-Lincoln Schools shall be used as a means of discipline for serious offenses against the welfare of the school or for violation of the rules and regulations of the Board of Education and administrative policies of the individual school building. The administrators and Board of Education regard suspension or expulsion of a pupil from one of its schools to be a very serious disciplinary measure, and it will be utilized only when the administrators have determined that other disciplinary measures are not sufficiently effective.

Student Rights

Students attending the Cardington-Lincoln Local Schools shall enjoy the rights and freedoms that are guaranteed them under the Constitution of the United States of America and the State of Ohio. Specifically, this shall include the due process of law (the right to a hearing) involving all disciplinary action taken against a student. All students shall enjoy the right to reasonable treatment from the school and its employees.

Student Responsibility

The Board of Education, administrators, teachers and employees, (including custodians, cooks, secretaries, aides, etc.) have a right to expect reasonable behavior from all students. Freedom is a precious commodity, and it carries with it the heavy responsibility of accountability of the individual for all actions.

Video Surveillance

The High School and Junior High building will be under 24 hour video surveillance for the safety of students.

MAJOR RULES REGARDING STUDENT CONDUCT

A violation of any of the following rules will result in suspension (in school or out of school suspension) of up to ten (10) school days and/or recommendation for expulsion.

Rule 1.01: Disruption of or interference with curricular or extra curricular activities

A student shall not by use of violence, force, coercion, threat, demonstration, false alarm, (vulgar or obscene language, gestures, or printed material), possession of fireworks, ignition of fires, possession of or distribution of inflammatory or obscene printed material, or any other matter cause material disruption or interference with curricular or extracurricular activities.

Rule 1.02: Damage to school property

A student shall not cause damage, attempt to damage, steal or attempt to steal any school property. School property includes, but is not limited to, buildings, buses, supplies, lockers and equipment.

Rule 1.03: Damage to private property

A student shall not cause damage, attempt to damage, steal or attempt to steal private property on school premises or transportation vehicles during a school activity, function or event on or off school grounds.

Rule 1.04: Fighting or Assault (physical and/or menacing)

A student shall not cause physical injury or act or behave in such a way as could cause physical injury to another student, teacher, visitor or other employee of the school district. No student shall knowingly cause another student, teacher or school employee or visitor to believe that he/she (the offender) will cause serious physical harm to them. Fighting or the threat of offering to fight would come under this rule as well as horseplay or any physical altercation that has the potential to escalating to a fight. Students who are fighting may be removed by the police, and parents may have to pick up the child up at the appropriate police facility. If warranted, assault charges may be filed at the Morrow County Prosecutor's office.

Rule 1.05: Dangerous weapons and instruments

A. A student shall not possess, handle, transmit, or conceal any object which is designed for the purpose of inflicting bodily harm to others on school premises or while attending school events away from the school grounds.

B. A student shall not handle in a dangerous way any object capable of inflicting pain or bodily harm to others.

Rule 1.06: Use of tobacco

A student shall not possess or use tobacco in any form while attending or participating in any curricular or extra-curricular school activity on or off school grounds.

Rule 1.07: Conduct towards school personnel

A student shall not verbally abuse or threaten teachers, student teachers, substitute teachers, teacher aides, administrators, bus drivers, volunteers or other school personnel. (This includes rudeness to school staff.)

Rule 1.08: Failure to comply with reasonable requests

A student shall not fail to comply with reasonable directions of teachers, student teachers, substitute teachers, teacher aides, administrators, bus drivers or other authorized school personnel during any period of time when the student is properly under the authority of school personnel.

Rule 1.09: Truancy

A student shall not be absent from school for any inexcusable reason. Excusable reasons are the following: personal illness, serious illness in the family, quarantine of home, observance of religious holiday, death in family and any other authorized by the Principal prior to the days of absence. Nor shall a student, once present at school, be inexcusably absent from any class or classes, or leave school without receiving proper authorization.

Rule 1.10: Threats, intimidation, etc. of others

A student shall not attempt to or do the following: intimidate, bully, harass, or extort favors or property from any other student or any school personnel. This includes cyber bullying.

Rule 1.11: School records

No student shall remove or alter any school records belonging to the school or to school employees. Nor shall a student possess, transmit, or conceal without authorization any school records belonging to the school or to school employees.

Rule 1.12: Deviant social behavior

A student shall not expose any part of his/her anatomy in any socially deviant manner while under the jurisdiction of the school. Nor shall any student engage in any socially improper conduct with any other person while under the jurisdiction of the school.

Rule 1.13: Aiding and abetting in the commission of a violation

A student shall not aid or abet another student in the commission of a violation of any school rule or regulation.

Rule 1.14: Frightening, degrading or disgraceful acts

A student shall not engage in any act which frightens, degrades or disgraces or tends to frighten, degrade or disgrace fellow students, visitors, school personnel, volunteers, etc. by either verbal or nonverbal means. **This includes sexual harassment.**

Rule 1.15: Repeated violation of minor misconduct rules

A student shall not repeatedly violate the minor misconduct rules of the school or classroom.

Rule 1.16: Abidance with sanctions

A student shall not refuse to abide by any punishment assigned by the school administration or any teacher or any court order related to school activities. Common violations include skipped detention or Friday School.

Rule 1.17: Gambling

A student shall not engage in any form of gambling or game of chance while under the jurisdiction of the school.

Rule 1.18: Other conduct

A student shall not engage in any type of conduct not specifically set forth above which is harmful to the person or property of school personnel or other students or which conduct is not in compliance with socially accepted standards or behavior.

Rule 1.19: Sale or distribution of material

No student shall sell, offer for sale or distribute any materials or substance without first obtaining approval of the item to be sold or distributed from the Principal.

Rule 1.20: Narcotics, drugs, and alcoholic beverages

A student shall not possess, show evidence of use of, transfer, conceal or be under the influence of narcotics, drugs, or alcohol or in other manner engage in drug or alcohol abuse while on school grounds, transportation vehicles or attending any school related function on or off school grounds. No student shall possess, transfer or conceal a non-controlled substance which the person:

- a. represents to be a controlled substance, or
- b. represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

MINOR RULES REGARDING STUDENT CONDUCT

A violation of any of the MINOR RULES listed below will result in some form of disciplinary action including, but not limited to, detention, in-school suspension, Friday school, or removal from curricular or extracurricular activities.

- Rule 2.01:** All students must attend class with all necessary materials to complete work assigned to them and will complete the assigned work.
- Rule 2.02:** A student shall not be extremely or repeatedly rude.
- Rule 2.03:** A student shall not use profanity or obscene or inappropriate gestures at any time. This also includes the possession of obscene signs, pictures or publications.
- Rule 2.04:** A student shall avoid improper displays of affection and shall not sexually misbehave. (Students shall maintain appropriate relationships with other students. For further guidance, please see Administrative Guideline 5517). Embracing, kissing, and inappropriate touching will not be allowed.
- Rule 2.05:** A student shall not possess *on their person* mobile phones or any device or material that would be distracting to the educational process during school hours without prior approval of the building principal.
- Rule 2.06:** A student shall not use any other locker other than the one assigned without the permission of the office staff.
- Rule 2.07:** A student shall not forge the signature of parents, teachers, other students, etc.
- Rule 2.08:** A student shall not lie to an administrator, teacher, staff member, etc.
- Rule 2.09:** A student shall not loiter in the halls, restrooms or unsupervised area of school buildings or property during regular school hours. Students are not to be in the building prior to or after school hours unless involved in a school related activity. *Students involved in said activities shall remain in areas that are supervised by advisors and/or coaches at all times.*
- Rule 2.10:** A student shall refrain from running in the halls or throwing any object in the halls or rooms of the school.
- Rule 2.11:** A student shall wait his turn in the lunch line.
- Rule 2.12:** A student shall not carry food or drink from the lunchroom without permission of the Principal, Dean of Students, or the lunch duty attendant.
- Rule 2.13:** A student shall not throw food or silverware or otherwise misbehave in the school cafeteria.
- Rule 2.14:** A student shall not litter.
- Rule 2.15:** A student shall be properly dressed, as stated in the dress code.
- Rule 2.16:** A student shall not be in any unauthorized or OFF-LIMITS area without official permission; this includes all areas outside the building during the school day.
- Rule 2.17:** A student shall obey all posted classroom rules.
- Rule 2.18:** A student shall always have written permission from a staff member to be out of class during class time. This can be the agenda book or a signed note.
- Rule 2.19:** A student shall not engage in any type of conduct not specifically set forth above which is harmful to person or property of school personnel or other students or which is not in compliance with socially and educationally accepted standards of behavior. Repeated violations

of the above Minor Violations will be considered a Major Violation as listed under Major Violation #1.15.

Counterfeit Drugs

In compliance with Amended House Bill 535 of the State Legislature of Ohio, you are hereby notified that it is a violation of the laws of the State of Ohio for any person to:

- a. knowingly possess any counterfeit controlled substance.
- b. knowingly make, sell, offer for sale or deliver any substance that is known to be a counterfeit controlled substance.
- c. sell, offer for sale, give or deliver any counterfeit controlled substance to a person under the age of 18.
- d. falsely represent a counterfeit controlled substance as a controlled substance.

A controlled substance is any drug that has the potential for abuse and which may cause psychological or physical dependency. Drugs purchased by prescription would be of this type.

DRUG AND ALCOHOL POLICY

Alcoholic beverages, look-a-like drugs, and drugs of abuse: A student shall not possess, sell, show evidence of use of, transmit (give to another student or person), conceal or be under the influence of alcoholic beverages, drugs or mind altering substances such as glue, gasoline, etc. Also included in this rule is any look-a-like drug as covered by Amended HB 535, amended section 2929.01 and enacted section 2925.37, Ohio Revised Code to prohibit making, selling, and possessing counterfeit drugs and related tools.

The procedures and actions listed are in effect for the students entire school career.

I. Violation(s) of the above rule in the Student Handbook will result in:

A. First Offense

1. The Principal will suspend the student out-of-school for ten(10) days in compliance with the student due process procedures, with expulsion recommended.
2. The Principal or his designee will notify the parent(s) or guardian(s) in writing.
3. The Principal or his designee will attempt to notify the parent or guardian by phone to arrange a conference.
4. The Principal or his designee will notify the appropriate office or law enforcement agency.
5. If the student seeks assessment and agrees to follow through with any recommendations from the assessment center, the student will be suspended for only 5 days and the recommendation to expel will be withdrawn. If the student is admitted back to school due to contact with an assessment facility but discontinues follow-up procedures prior to release, the remainder of the 10 day suspension will be served and the recommendation to expel will be resubmitted. To discontinue follow-up procedures with the assessment facility a written release from the facility must be supplied to the school.
6. If the student does not receive assessment and any recommended treatment, the 10 day suspension starts with the recommendation of expulsion.

B. Second Offense

1. The Principal will follow the same procedures (1-4) as for the first offense. The 10 day suspension cannot be shortened.
2. If the student seeks assessment, agrees to any recommended treatment and follows through with the treatment until a written release from the assessment/ treatment facility is on file in the office, the recommendation for expulsion will be waived. If, after reentered into school, the follow-up procedures are not adhered to, the recommendation for expulsion will be resubmitted.
3. If the student does not seek assessment and treatment, the recommendation for expulsion

will stand.

C. Third and Subsequent Offenses

1. The Principal will suspend the student for 10 days and will recommend expulsion of the student to the Superintendent and follow procedures 2-4 for the 1st offense.

II. Supplying/Sale of Chemicals(Drugs/Alcohol)

- A. Supplying or selling of chemicals (drugs/alcohol) will result in a 10 day suspension with a recommendation of expulsion to the Superintendent of Schools.
- B. The Principal or his designee will notify the parent(s) or guardian(s) in writing.
- C. The Principal or his designee will refer the case to the Morrow County Sheriff's Department for referral to the Juvenile Court.

BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. In accordance with Ohio Revised Code 3313.666, the Board has adopted a policy in regards to bullying and other forms of aggressive behavior. In short, the board defines bullying, harassment, cyber bullying or intimidation as any intentional written, verbal, graphic, or physical act that a student or group exhibits toward another particular student or students **more than once** and the behavior causes mental or physical harm. The policy applies to all activities in the District (curricular or extra-curricular including transportation to and from school).

Bullying and other forms of aggressive behavior are prohibited and will not be tolerated. Students are encouraged, and every staff member is required to report any situation that they believe to be bullying or aggressive behavior towards any student. Reports may be made to adults in charge or the building principal. After investigation, students who are found in violation of the bullying policy will be subject to additional school sanctions as well as referral to law enforcement officials.

For more detailed information about the District's bullying policy, please refer to Cardington-Lincoln Board of Education Policy 5517.01.

EMERGENCY REMOVAL/SUSPENSION/EXPULSION PROCEDURES

A. SUSPENSION (Out of School, Bus)

1. The Principal or Superintendent may suspend a student from school for offenses which are detrimental to the discipline and operation of the school; or which acts of misbehavior are potentially hazardous to the well-being of the school, the student body, school personnel, or are grossly improper under the circumstances, or are in violation of the Student Code of Conduct. No suspensions are to exceed 10 school days. Such suspension shall occur only after a student has been notified of the incident and given a written notice of the specific charges. The written notice is called an Intent to Suspend Form. An Intent to Suspend notice does not mean the student is or will be suspended, but means the student is being considered for suspension depending on the outcome of an informal hearing. After the student has been issued the Intent to Suspend form, the informal hearing will be held. During the informal hearing, the student shall be advised of the charges against him/her and of possible disciplinary measures to be taken. This hearing may take place immediately and the parents or guardians need not be present. (It should be noted that at the informal hearing, the student has no right to legal counsel at this administrative level).

If, as a result of this hearing, the decision is made to suspend the student, within 24 hours a letter will be sent to the parent or guardian stating the specific reasons for the suspension and including notice of their right to appeal.

2. If a formal appeal of a suspension is requested, the Superintendent's office should be contacted to set up a time and place for this hearing. This hearing should be conducted in an impartial

manner. Students may be represented by legal counsel at the appeal hearing.

3. Students who are suspended out-of-school or are expelled or removed from class will not be allowed to participate in curricular or extracurricular activities and are not allowed on school grounds.
4. Students appealing a suspension to the Superintendent, will serve the suspension until the appeal is held. If the Principal's decision is reversed by the Superintendent, or in expulsion cases is reversed by the Board of Education, the student will be readmitted, the student's record of that particular suspension will be erased, all work missed may be made up and all days of absence will be erased.
5. Copies of all correspondence pertaining to a suspension shall be forwarded promptly to the Superintendent and the Treasurer of the Board of Education. Further, a copy of such correspondence will be placed in the student's permanent record.

B. EMERGENCY REMOVAL FROM A CLASS, ACTIVITY, OR SCHOOL

There are times when it is necessary to remove a pupil from curricular or extracurricular activities because the student's presence poses a continuing danger to persons or property or an ongoing threat to disrupting the academic process or atmosphere of the school. In these situations, a student need not be given an immediate hearing before removal. Removal may later lead to suspension or expulsion. The conditions under which a student may be removed are as follows:

1. Who May Remove a Student?
 - a. The superintendent, principal, or his designee may remove from the premises, curricular, or extra-curricular activity (or bus) without advance notice.
 - b. Teachers may remove a student from a curricular or extra-curricular activity under their supervision (advance notice is not required). During regular school hours, the pupil who has been removed must report to the principal's office and remain there until the matter has been properly resolved. After school hours, a student who remains on the premises after being removed from an activity would be in violation of Major Violation #8 of the Student Code of Conduct.
 - c. If a teacher makes an emergency removal, reasons must be submitted to the principal in writing as soon after the removal as practical.
 - d. Any school personnel may order a student to leave the premises after school hours when a student is not involved in a regularly scheduled activity and is loitering in a school building or on school grounds. This is not considered a formal removal from a curricular or extra-curricular activity and does not require a notice or hearing.
2. A due process hearing must be held within 72 hours after removal is ordered:
 - a. Written notice of the hearing and the reason for the removal and any intended disciplinary action must be given to the pupil as soon as practical prior to the hearing.
 - b. The person who ordered or requested the removal must be present at the hearing.
 - c. If a formal suspension or expulsion is ordered in a removal case, all of the rules that are applicable to a suspension must be used (i.e. 24 hours notice of suspension to the parent(s) or guardian(s), right to appeal, etc.)
3. If the superintendent or principal reinstates a pupil prior to the hearing for emergency removal, the teacher may demand and shall be given written reasons for the reinstatement.

The teacher cannot refuse to reinstate even though reasons are given.

4. In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than 24 hours and is not subject to further suspension or expulsion, due process (right to a hearing, etc.) does not apply.
5. In an emergency removal, a pupil can be kept from class until the matter of the misconduct is disposed of either by reinstatement, suspension, or expulsion.

C. EXPULSION

1. Only the Superintendent may expel a student from school and only for the same reasons as outlined in the Student Code of Conduct for suspension and expulsion.
2. The Superintendent must give the pupil and his parent or guardian written notice of the intended expulsion. The notice and subsequent hearing must contain the following provisions:
 - a. The notice will include reasons for the intended expulsion.
 - b. The pupil and parent or guardian have an opportunity to appear on request before the Superintendent or his designee to challenge the expulsion. The administrator cannot compel such a hearing in the event the pupil and parent choose not to attend the designated hearing.
 - c. The notice is to state the time and place to appear for the expulsion hearing, which must not be less than 3 days nor more than 5 days after the notice is given.
 - d. The Superintendent may grant an extension of time; if an extension is granted, notification to all parties of the new time and place must be issued.
3. Within 24 hours of the expulsion the Superintendent must notify the student's parent(s) or guardian(s) and the Treasurer of the Board of Education or its designee. The notice must include the reasons for the expulsion and explain the right to appeal the expulsion to the Board of Education with legal representation and in executive session. The Board of Education may, by a majority vote of its full membership, reinstate the student.

D. APPEAL TO THE BOARD OF EDUCATION

1. A student or the parent(s) or guardian(s) may appeal an expulsion by the Superintendent or suspension by the Principal or Superintendent to the Board of Education or its designee. (In suspension cases the designee would be the Superintendent.) The student may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee.
2. A verbatim, word for word, record is required. This may be a tape recording, etc.
3. No particular procedure for the hearing is required.
4. Formal action to affirm, vacate or modify the disciplinary action of the appeal may only be taken in public session.
5. The decision of the Board of Education or its designee is further appealable to the Court of the Common Pleas under Ohio Revised Code 2506.
6. There is no time limit regarding a request for an appeal to the Board of Education or its designee. It is assumed that the appeal will be set at the discretion of the Board of Education.

ADMINISTRATIVE PROCEDURES INVOLVING STUDENT MISCONDUCT

CRIMINAL ACTS

Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school or at school functions on or off school grounds. Appropriate action may be taken by the school authorities if the incident is school related regardless of whether or not criminal charges result. Students may be subject to suspension for a maximum of ten (10) school days and in some cases the superintendent of schools may expel a student for a period of time determined by

the superintendent.

MAJOR VIOLATIONS

Students violating the major rules and regulations of the Student Code of Conduct can be subject to the following disciplinary procedure:

- Step I - First Offense: Three (3) days out-of-school suspension
- Step II - Second Offense: Five (5) days out-of-school suspension
- Step III- Third Offense: Ten (10) days out-of-school suspension
- Step IV - Fourth Offense: Ten (10) days out-of-school suspension with recommendation to the superintendent of schools that the student be expelled from school.

The above steps do not necessarily refer only to repeated violation of the same major rule but may include accumulated violations of any of the major rules during a school year. In some cases, the nature of the violation may be such that the first step of the disciplinary procedure will be waived and the second step immediately imposed. In some cases, the nature of the violation may be so severe that the first, second, and third steps of the disciplinary procedure will be waived and the fourth step imposed immediately.

Any student found in violation of Rule #1.20 of the major rules of conduct faces an immediate 10 day suspension from school with a recommendation to the superintendent for expulsion.

The building principal may at his/her discretion substitute Friday School suspension or In-School suspension for steps I, II, or III above for the first violation. The second violation will result in Out of School Suspension.

ACCUMULATION OF PENALTIES FOR MINOR VIOLATIONS

Students repeatedly being penalized for rules violations will be considered repeat offenders. Minor violations or violation of classroom rules will generally be dealt with in the following manner:

- 1st offense - Teacher conference with student (notice to office)
- 2nd violation - Detention (written notice to parent)
- 3rd violation - Detention
- 4th violation - Friday school
- 5th violation - Friday school
- 6th violation - In school suspension or out of school suspension

The above is a general procedure for dealing with the few students who repeatedly violate minor school rules or classroom rules. The Principal/or his designee has the right to increase or decrease penalties based on individual circumstances.

EXPULSION

The student is removed from school for a period of time determined by the superintendent within the restrictions of Ohio law (currently 80 school days or to the end of the semester, whichever is longest). Students expelled receive no academic credit and are prohibited from being on school property at any time during the expulsion.

OUT-OF-SCHOOL SUSPENSION

The student is not allowed to attend school for a specified number of school days not to exceed ten. During this period of time the student is prohibited from being on school grounds for any reason including curricular or extracurricular activities.

Students who are absent from school as a result of suspension will be given a "0" for all academic work missed.

IN-SCHOOL SUSPENSION

The student is allowed to attend school and use school transportation but is isolated from the student body the entire school day. The student will be given all classroom assignments for the day and this work will count academically. The student will be allowed to leave the assigned area only for restroom use or emergency situations and if accompanied by an employee. Lunch will be eaten in the office. Students on In-School suspension are allowed to participate in extracurricular activities. Students without school work to do may be assigned materials on particular behaviors modification topics.

On some occasions, students on In-School suspension may be assigned to the custodian to do minor chores and cleanup. In-School suspension is assigned at the Principal's discretion and is not a mandatory alternative to Out-of School suspension. Students who do not comply with in-school suspension protocols will receive an out of school suspension.

FRIDAY SCHOOL

Friday School is to enable students who would otherwise be suspended out of school to remain at school and at the same time provide them with an opportunity to improve their academic standing. The student receives full academic credit during the suspension period and will be under the supervision of an employee.

In addition to the rules in the Student Code of Conduct, students will be expected to observe the following guidelines:

1. Friday School will meet from 3:05 until 5:30 pm in the designated room. Tardy students will not be admitted after 3:10 and will be required to attend two additional Friday Schools.
2. Students will not be allowed to use the telephone (except in case of an emergency) or to go student lockers.
3. Students may not leave their seats or talk to other students.
4. Students will not be allowed to put their heads down or sleep.
5. No electronics or games, cards, magazines or other recreational articles will be allowed in the room.
6. No food or beverages may be consumed.
7. Students are required to have class assignments with them and do school related work during the entire time. Failure to comply will result in removal.

Students are fortunate to have this alternative to suspension from school. It allows the student to continue his/her education without interruption while affording extra time to improve studies. Hopefully, this will be a learning experience and one in which a change in behavior may occur. Students removed for violating the above rules are subject to additional, more serious, penalties. Students who skip Friday school will receive an out of school suspension.

DETENTION

A common disciplinary tool will be Detention. A detention may be assigned by a teacher, administrator, or other employee with the Principal's approval. Students will be given a copy of the detention at least 24 hours before the detention is to be served. A text message or email will be sent to parents informing them of the detention. It is the student's responsibility to inform parents in time to make transportation arrangements. Teachers have the right to make students serve detentions with them in their rooms, etc.

Detention meets from 3:05 PM-3:45 PM on Tuesday and Thursday. (Detention will meet only two days a week to start the school year but may be expanded to nightly if necessary). Students must bring school work to detention - this may include text books or library books but not magazines or comic books. Students late to detention will be given a tardy. Students arriving late will not be admitted and will be considered as skipping that detention. **Failure to serve a detention will result in additional detentions or Friday School.** Repeated skipping of detention becomes a major offense (Major Rule # 1.16 - Abidance of Sanctions) with penalties as listed. Detentions will be moved to a date other than that assigned for emergency reasons only at the discretion of the Principal or the person who assigned the detention. *The request must be submitted to the Principal or Dean of Students prior to the time of the detention.*

In grades 7-8, students may be assigned a lunch detention for minor rule violations.

DRESS CODE

One important function of the school is to help students develop those habits of dress and behavior that are necessary for a

successful career in our modern society. In order to achieve this goal, the Board of Education exercises its legal right to establish criteria for proper dress and appearance. Cleanliness, neatness and simplicity are considered appropriate criteria for proper attire at school and by business institutions as well. To be considered proper for school wear, clothing must meet standards of common decency and good taste and not be an educational distraction. **The administration will make the final decision in regards to dress and grooming.**

Therefore, the following guidelines have been adopted by the Board of Education concerning dress and good grooming:

1. Students' hair must be neat and clean at all times.
2. Any garment will be considered inappropriate if it shows underwear, undergarments (this includes items worn under pants which hang below the waist), chest, cleavage, buttocks or belly when the student stands, sits, bends or raises the arms. If a top reveals cleavage at any time, it is not acceptable for a student to just "pull it up" or "zip a jacket" over it. If the student does not have other acceptable clothing to wear, the student will accept shirts from the office. Any time missed from class for a preventable clothing issue will be counted as unexcused and work will not be allowed to be made up. Tops with "spaghetti straps" are inappropriate unless worn over an acceptable top. An acceptable top is approximately 2" wide in the shoulder area. Acceptable shorts/skirts **will be no shorter than 3 inches above the top of the kneecap.**
3. **No holes or tears in clothing will be permitted.** Spandex, boxer shorts resembling underwear, pajama pants, biker's wear (items made of tight stretch material), or other skin-tight materials are not permitted. Hats or bandannas are not to be worn in the school building by male or female students. **All pants will be worn at the appropriate waist level. Sunglasses or other inappropriate eyewear are not to be worn in school unless with a doctor's excuse.**
4. T-shirts, belt buckles or any item of clothing advertising tobacco, alcoholic beverages, drugs, drug paraphernalia or having suggestive or profane language or symbols are not permitted at school. No chains are to be worn (**including chained wallets**).
5. **The hood on any clothing is not permitted to be worn up during the instructional school day. Coats and other apparel designed to be worn outside are also not permitted during the instructional day.**
6. **Clean t-shirts and sweat pants will be provided in the school office for students not abiding by dress code policies.**

Cleanliness, neatness and good grooming will be stressed at all times. A student in violation of the above rules will change the item in question immediately or be sent home to change. **All dress code violations will be penalized as a minor rules violation.** Repeated failure to comply with the above rules and regulations will be considered a major rules violation and can result in a suspension for Rule 1.08 – failure to comply with reasonable request.

HANDWASHING POLICY

Studies have shown that hand washing and personal hygiene are the most important measures a person can use to prevent illness and communicable disease. Many germs can live for long periods on tables, counters, and other hard surfaces. Hand washing with soap and warm water for a minimum of twenty seconds, paying close attention to the surfaces between the fingers and on the back of the hands, is best for removing dirt and germs. The proper use of hand sanitizers is also useful in controlling the spread of germs.

It is the policy of the Cardington-Lincoln Local Schools that students and staff will wash their hands with soap and water;

1. After using the rest room
2. Before and after eating
3. If their hands are visibly soiled
4. If the student or staff member has encountered chemicals or other items, such as soil, in a science lab, art room, or other educational venue that soils hands
5. If the student or staff member encountered chemicals during cleaning the school environment
6. After cleaning animal habitats or handling animals
7. Before and after each task when preparing food in any class such as family science.

8. After athletic practices and games
9. If the student or staff member has encountered bodily fluids (blood, nasal discharge, mucous)
10. After sneezing or coughing

When soap and water are not available and hands are not visibly soiled, the Centers for Disease Control suggest the use of alcohol-based, waterless disposable hand wipes or gel sanitizers. These items should only be used under adult supervision and shall be stored in a secure area in each room. Not all hand sanitizers are effective. Students and parents should alert teachers and administrators if they intend on the student using these items so that they can be properly stored in the classroom.

Hand washing signs will be posted at all sinks and restroom areas. All hand washing areas will provide warm water, soap and towels. The school will provide education in hand washing to all students at least once every school year.

BUS RULES

Bus transportation is a privilege that should not be abused. Students who decide not to obey bus rules will be denied riding privileges. Please see suspension procedures and Administrative Procedures involving student misconduct. Disciplinary responses may range from a warning to suspension of riding privileges.

Students have duties and responsibilities which contribute to their safe and orderly bus riding. The following rules shall be followed:

- a. Load and unload from the bus at the designated stop in an orderly manner.
- b. Ride the assigned bus and unload at the regular stop, unless written permission has been obtained from the parents and the administration to do otherwise. A student wishing to temporarily ride a bus different from the one assigned must have a note from the parents and the administration.
- c. No eating, drinking or littering on the bus.
- d. Be absolutely quiet at railroad crossings and other places of danger as specified by the driver.
- e. Keep the noise on the bus to a minimum.
- f. The use of tobacco or abusive language on the bus is prohibited.
- g. Remain in the assigned seat *at all times including when the bus is parked, unless otherwise given permission by the driver, entering/exiting the bus, or moving to allow another student to get in or out of the seat.*
- h. Refrain from hanging any object or part of the body out the bus window.
- i. Do not throw any object while on the bus.
- j. Use only the front door to enter and leave the bus.
- k. Students riding buses are subject to all other school rules and may receive additional penalties for violation of these rules.
- l. The driver is in charge of the bus and all driver requests should be obeyed promptly.

Disciplinary action - Violations of the rules governing the behavior of students riding school buses presently are:

First Violation - A warning and a report to the parent describing the conduct which is in violation or a 3 day suspension of the student's bus privileges may be issued.

Second Violation - After a student conference, a five (5) day suspension of the student's bus privileges may be issued.

Third Violation - After a student conference, a ten (10) day suspension of bus riding privileges may be issued.

Fourth Violation - After a student conference, a suspension of bus riding privileges for the a length of time determined by the Superintendent.

In some cases, the nature of the violation may be such that the first step of the disciplinary procedures will be waived, and the second step immediately imposed. In some cases, the nature of the violation may be so severe that the first and second steps of the disciplinary procedure will be waived, and the third step will be imposed immediately.

OTHER GENERAL INFORMATION

1. Agenda Book hall passes must be used when leaving any room during class. Students in the hall without a pass will receive a school penalty. It is the responsibility of the student to have a pass when out of a class.
2. Fire Drills and Tornado Drills will be conducted from time to time. These drills are to be conducted in a quiet and speedy, but safe manner.
3. **EMERGENCY LOCK-DOWN PROCEDURES: A. During emergency lock-down procedures, students ARE NOT allowed to use cell phones. B. Parents are not allowed to come to school and remove their child until the all clear signal is given by the proper authorities.**
4. Lockers are to be kept neat and clean. Students are not to allow other students to share a locker with them or to put materials in their locker. Lockers are the property of the school and may be inspected by the principal or staff if deemed necessary. Students not cleaning out their locker at the end of the year may be charged a \$5.00 fine.
5. *Lunches are available on a cash basis and are to be eaten only in the cafeteria. **During High School lunch, the north line will be for seniors; underclassmen will use the south line or follow the seniors in the north line. Students are not allowed to leave the building for lunch.***
6. If ill, students are to report to the office immediately. Students who are ill will be sent home. The clinic will be used only on an emergency basis. Students will only be permitted to go to the clinic with the permission of office personnel. **Students are not to go to the restroom when ill.** Staying in the restroom during class periods with the excuse of being ill will not be accepted as a valid excuse. If too ill to report to the office, another student should report the illness to the office.
7. Participants in extracurricular activities (athletics, band, choir and organizational functions) must be present at school from 12:40PM to the end of the school day in order to participate in any extracurricular activity held on school days. School sponsored field trips are considered to be part of the school day.
8. School sponsored activities require good grooming and respectful participation in every aspect.
9. Students are not permitted to use the office telephones except for emergencies. **Cell phone use/possession is prohibited during the school day (7:40-3:00). Parents are to call the office during the school day, not on the student's cell phone.**
Step Policy for Cell Phones:
 - a. **1st offense - phone is confiscated and placed in school office until end of school day.**
 - b. **2nd offense - Phone is confiscated and only the parent/guardian may retrieve phone from the school office.**
 - c. **3rd offense - Same as step 2, but student loses privilege and appropriate discipline will follow.**
10. Students are encouraged to go to their Guidance Counselor whenever they wish to discuss a problem relating to vocational, educational or personal matters. Appointments are necessary and should be made during the student's study hall. An appropriate pass from the counselor will be required. Students wishing to see the Guidance Counselor from a class must have a permission slip from the classroom teacher.
11. Vending machines are available to students only after school, and only as long as trash is deposited in the proper containers. Pop and food are not permitted in classrooms. Only water is permitted in the class.
12. **No personal electronic devices, laser pointers MP3 players, iPods, etc. are permitted during the school day, unless these items are being used for a specific school-related assignment, in which**

case they are only used in that specific classroom for an approved assignment. Permission for these activities is granted to the teacher from the building principal.

13. **Academic Letters** will be awarded to students earning a 3.85 GPA for any school year.
14. Use of book bags or similar items, **including purses**, is not permitted after the student arrives or before the student leaves the 7-12 building.

ANNOUNCEMENTS

Any person wishing to have an announcement read over the intercom must submit the written announcement to the office at least 30 minutes before being read. All announcements must be approved by the office. Only emergency announcements will be made during the day. Announcements concerning bus changes and other important events will be read at the end of the day.

Students are allowed in the building prior to 7:30am, but should report to and remain in the cafeteria. After 3:30 pm, students are not permitted in the building unless for an authorized reason which includes adult supervision. Students arriving on any early bus are to remain in the cafeteria until 7:40am. Students are not allowed in the hallways until 7:40am.

STUDENT ATTENDANCE POLICY

I. State Regulations

The State Board of Education has adopted regulations governing excuses from future school attendance and past absences from school attendance within the framework of the Ohio Revised Code. These rules and regulations are binding upon the authorities empowered to issue excuses from school attendance.

The following, taken from the Ohio Revised Code, indicate the regulations governing excuses for past absences from school:

- A. The explanation of each past absence shall be made by the parent to the Principal or to his designee to approve or disapprove past absences.
- B. An excuse for absence from school may be approved on the basis of any one or more of the following:
 1. Personal illness: The principal may require the certificate of a doctor if he deems it advisable.
 2. Illness in the family
 3. Quarantine to the home.
 4. Death of a relative in the immediate family: The absence arising from this condition is limited to a period of three (3) days unless a reasonable cause may be shown by the applicant for longer periods of absence.
 5. Work in the home due to the absence of parents or guardians.
 6. Observance of religious holiday: Any child of any religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with the child's creed or belief.
 7. Emergency circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.

II. Board Rationale

The Cardington-Lincoln Board of Education believes that good attendance is an absolute must for each individual student. Students must attend school regularly and be there on time to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Even though homework may be made up at a later date, a student who misses classes cannot receive benefit from educational activities such as lectures, special help in skill development, group discussions, spontaneous dialogue between teacher and students, films, etc.

Absences from classes disrupt the continuity of the learning process. In most situations the work missed cannot be made

up adequately. Students who have good attendance usually achieve higher grades, enjoy school more, and are more employable after leaving school.

All absences require a written note of explanation from the custodial parent.

III. Days Missed Without a Doctor's Note

A. For a student to receive credit for a 9 week grading period, he or she may not have been absent (unexcused) from school more than 5 days during any 9 week period and not more than **10 days total for the semester (see example below)**. Absences for the following reasons will not be counted towards the 10 day total:

1. An absence accompanied by a doctor's, dentist's, or optometrist's note or a court appearance.
 2. An absence resulting from a death in the family.
 3. An absence from class for school related field trips or sanctioned activities.
 4. Days approved under the vacation policy.
- B. A student who is absent from **any** class (excused or unexcused) more than 5 times as stated above will not receive academic credit **in each such class for that grading period**. The grade earned will still be used in calculating the course final grade - only the credits earned will be affected. **Example:** 1st 9 weeks = 5 days absence; 2nd 9 weeks = 5 days absence or any 10 day combination for the final semester grade.
- C. Students who are absent from school as a result of out-of-school suspension will be given a "0" for all work missed.

D. Definition - Half Day/Whole Day (for Ohio attendance recording purposes)

1. A student must be in school 4 hours, 45 minutes to be considered in attendance the whole day. A student in school less than 4 hours, 45 minutes but more than 2 hours will be considered in attendance for a half day.
2. A student entering school prior to 10:00 AM will be considered tardy (excused/unexcused depending on the reason for tardy) and will be considered in attendance for the whole day. Arrival after 10:00 AM will be considered in attendance for a half day.
3. A student leaving school after 12:45 pm (students must be excused by the office to leave early) will be considered in attendance the whole day. Students leaving before 12:45 PM will be considered in attendance for a half day.
4. A student leaving after school begins and returning is in attendance a whole day if out of school less than 2 hours or is in attendance a half day if out of school more than 2 hours.

E. Intervention - A letter of concern may be sent to the parents explaining attendance requirements. Every attempt will be made to keep parents and students informed but it is possible for a student to exceed attendance limits before notification is received - it is ultimately the student's and parent's responsibility to know attendance rules and not to exceed the limits of these rules.

IV. Excused/Unexcused Absences

When a student is absent, a note from a custodial parent explaining the reason for absence is necessary. This should be turned in to the office. Any absence is excused if accompanied by a note which complies with the State Regulations listed above. **Students with an excused absence have the same number of days as absent to make up all work missed (absent 2 days, 2 days to make up work)**. A student returning to school without a note will be considered unexcused unless a note is turned in **within 3 days**. After the 3 days, the student may be considered truant and one Friday School may be issued for each half day of truancy.

Truancy is defined as absence from school for a reason other than those listed above as State Regulations without the Principal's approval. A student who is absent from class or school as a result of truancy will be given a "0" for all work missed and will be assigned to Friday School Suspension.

Ohio truancy laws now require the filing of truancy charges in the Juvenile Court of residence when a student records unexcused absences 5 consecutive school days, 7 in a month or 12 in a school year.

Medical Status: Students who are absent for twelve days during the school year, excused or unexcused, will be placed on

"medical status". At this point, only a doctor's excuse or hospital record, court excuse, death in the family or principal's approval will be accepted as an excused reason for absence. All absences after the 12th day and not accompanied with the appropriate note, will be considered unexcused and accumulate towards truancy charges as listed above.

Students driving privileges may be revoked due to truancy.

V. Phoning In When Absent/Notes

The school is bound by two separate laws regarding attendance. First, as stated above, it is required by law that notes explaining an absence be returned to the school. These are kept on file in the office. Second, when a child is absent, the school needs to be notified the morning of the absence. This is to protect against possible kidnapping or truancy. For this reason, parents are asked to call in when their child will be absent; if no call is recorded, we make a reasonable effort to call the morning of the absence. **However, if phone contact is made, the school is still required to have a note explaining the absence on file.**

VI. Tardiness

Tardiness to school will be counted and reported on the grade card. Tardiness to class will be totaled but will not be recorded on the grade card. Students will be allowed two tardies per six weeks without penalty (this includes to school and to class). Penalties will be issued as follows:

- Tardy # 3 and 4 - one after school detention
- Tardy # 5 and 6 - one Friday School each
- Tardy over 6 - Out-of School Suspension

Students with repeated tardiness problems for the year are subject to more severe penalties than those listed above (*which may include court mediation*). Students repeatedly tardy to school may have their driving privileges revoked.

VII. Student/Family Vacations

The Cardington-Lincoln Board of Education recognizes that in some instances family vacations can be arranged only during the school year. Thus, students will be permitted **one family vacation** of up to **5 days in length** from school to **accompany parents** on family vacations, providing the following conditions are met:

1. A written request must be received by the principal 5 days prior to the vacation.
2. A student may not have missed more than 5 days of school in a given semester grading period or have missed an accumulated 10 days of school total.
3. All class assignments must have been completed and turned in to the teacher prior to the start of the vacation unless otherwise arranged with a teacher.
4. A student who does not comply with these requirements and is absent from school for more than five days in a 9 week grading period will not receive academic credit for that 9 weeks.

Brian Petrie 6/22/11 2:36 PM
Comment [1]: Reflects other buildings

IX. Perfect Attendance Certificate

Students who have no absences, tardies or early releases for the school year will be honored at the annual awards banquet or assembly and will receive a Perfect Attendance Certificate.

X. Field Trips

Field trips are an extension of the normal classroom curriculum or associated with extracurricular activities. We consider these to be a valuable part of the total school experience. Field trip attendance is a privilege! Students may be denied field trip attendance due to poor academic performance in any class or due to behavioral problems. It is the student's responsibility to arrange for any school work that would be missed **prior** to the field trip with each individual teacher.

XI. Credit Recovery due to Absences

In order to earn credit for a semester, a student can miss no more than 10 days each semester. Days missed because of a medical appointment, court appointment or funeral will not be counted as one of the ten days and will be considered excused

with proper documentation. Excuses will only be accepted for the time of the appointment (and travel to and from), not the entire day. Exceptions to this policy will require approval of the administration. Credit will be withheld when this policy is violated. To regain credit, arrangements must be made with the administration.

Steps of Notification

- A. A warning letter will be sent to the student's parents or legal guardians at the 4th day of absence.
- B. A letter will be sent at the 6th day of absence requesting a conversation and /or meeting with the parent.
- C. At 8 days absence from class or school per semester, the parents will be sent a letter stating their child will receive an "F" for the course or courses for that semester.

Options For Students

- A. Students will remain in the class and audit the course, but will receive a failing grade for that semester.
- B. Students may pay for a school approved tutor to make up the semester credit. It is the student's and/or their family's responsibility to pay for these services.
- C. The tutoring must have the prior approval of the principal.
- D. The tutoring must be done by a certified teacher, possessing a current valid teaching license/certificate in the academic content area of the coursework, or be highly qualified in that area. The license or certificate must be on file with the Board of Education.
- E. Work relevant to the course must be completed and turned into receive credit.
- F. A student who remains in a course and becomes a discipline problem in class will be withdrawn, failing (F), from the course and placed in study hall. Further disciplinary action will be taken as warranted.

SIGN-IN/SIGN-OUT PROCEDURES

When students arrive at school after the tardy bell, they must report to the principal's office, sign-in and receive a permit to enter class or homeroom.

If a student must leave school before the end of the school day, a note from home explaining the reason for early dismissal must be presented prior to the 7:50 bell in the office. The office staff will write an EARLY DISMISSAL EXCUSE for the student. The student must come to the office and sign out before being excused to leave the school grounds. **No student is permitted to leave school without office clearance.**

LUNCH OFF SCHOOL GROUNDS

Students are never allowed to leave school grounds for lunch unless with office permission and accompanied by their guardian or parent.

STUDENT VISITORS

Student visitors (friends from other schools, relatives, etc.) will not be allowed to attend school with Cardington students. With administrative permission, visitors may be allowed to eat lunch with students.

PARENTAL VISITATION

Parents are invited to visit their child's classroom at any time. However, please call to make arrangements. **By Ohio law, all visitors must report to the office when arriving in the building.**

STUDENT FEES

Unpaid fees and fines (library, lunch room, damaged school property, etc.) accumulate over the year and must be paid before receiving a schedule for the new school year or having records sent to another school if the student transfers from the Cardington-Lincoln Schools. Class dues are charged annually to offset the cost of prom and senior yearbooks (\$14 for freshman and sophomores/\$18 for juniors and seniors). Fees for individual classes are to offset the cost of consumable

materials and supplies that can become student property. **The following fees for these classes are in effect for the current school year:**

Art I - \$10; All Other Art - \$20
Industrial Tech - \$20
Life Skills - \$10
Foods (course #111 and #112) - \$10
Chemistry and Physics students will purchase goggles, which will become their property - \$3.00
All Science 7-12 - \$10.00 lab fee
Spanish workbook - \$22
French workbook - \$15
Junior High fees - \$15

All club dues will be paid directly to the club. Therefore, Vocational Agriculture students will pay a \$30-\$40 club dues to the FFA directly (not through the office). We will not withhold grade cards for club dues but the student will be denied the privilege of attending club activities as per club rules.

Failure to pay dues and fines will result in student being denied the option to participate in certain non-academic activities as determined by the administration.

STUDENT EVALUATION

High School

Report cards are distributed at the end of each **NINE**-week period. Interim reports are sent home halfway through each grading period to **all students**. The purpose of these reports is to inform parents of their child's progress. There will be two NINE-week grading period grades and one exam grade for a semester course. Each NINE-week grade will be 40% of the final grade, with the exam worth 20% of the final grade. If a student has an overall passing percentage and has passed two of the three semester grades, **with one of them being the final nine weeks**, (nine weeks, nine weeks, final exam), the student will then receive credit for the course and the final grade is based on the overall percentage. Classes that are for the full year will have four NINE-week grading period grades a semester exam and final exam. Each Nine- week grade will be 20% of the final grade and the exams will each be worth 10% of the final grade. If a student has an overall passing percentage and has passed four of the six grades available, **with one of those being the final NINE weeks**, the student will then receive credit for the course

Junior High School

RETENTION/PROMOTION POLICY

It is the policy of the Cardington-Lincoln Junior High School to retain students not successfully completing the academic program at a grade level. It is the school's belief that any student working to potential will display the necessary academic achievement to warrant promotion. The following guidelines will be used to determine promotion /retention:

7th - 8th grades - A student must pass for the school year, all five of the following academic classes: English, math, reading, social studies, and science. To pass each subject for the year, a student must attain at least 4 quality points. An A is worth 4 quality points; a B, 3; a C, 2; a D, 1; and an F, 0. A student must also pass at least one grading period the second semester to pass any given class.

Parental Notice - The Principal/Guidance office and teachers will keep parents informed of their student's academic progress through grade cards, mid-term progress reports, etc. Parents of students in jeopardy of being retained may be requested to set up a meeting with the Principal or Guidance Counselor. **After the third grading period, parents of students in jeopardy of retention will also receive a letter noting exact grades needed the last grading period to be promoted.** Parents should feel free to inquire about their children's academic progress at any time during the school year.

Options - The Principal may at times offer options to students retained in order to make up failed class work during the summer. Options include summer school or individual tutoring to a student failing two of the required academic classes. Students failing more than two academic classes will not be offered options to make up work; however, the Principal maintains the right to offer options on an individual basis. It will be the general policy to offer options equally and fairly to students of similar academic standing (those passing the same number of courses). Age, ability, test scores, etc. will be

points of consideration.

GRADING PROCEDURES

The standard grading scale for Cardington-Lincoln Schools has been established as follows:

92 - 100 = A
83 - 91 = B
74 - 82 = C
65 - 73 = D
64 or below = F

At the end of each semester letter grades are to be averaged according to the following scale:

A = 3.6 - 4.0
B = 2.6 - 3.59
C = 1.6 - 2.59
D = .67 - 1.59
F = 0.0 - .66

Students must pass with a 65% to receive credit for the entire course.

INCOMPLETE GRADES

As stated in the attendance policy and suspension policy, any work missed by a student due to an excused absence may be made up. It is the **student's responsibility** to arrange make-up work with the teacher.

A student who has not completed make-up work by the end of a grading period shall receive an "I" for incomplete on the grade card. A student has **10 school days following the end of a grading period** to make up incomplete work. At the end of the 10 day period, the "I" shall become an "F" for the grading period if incomplete work has not been completed satisfactorily.

GRADE CHANGES

A student wishing to challenge a letter grade on the report card must do so **within 10 school days** following the issue date of the report card. Any grade left standing and not challenged by the 10 day period shall be firm and unchangeable. All challenges must start with the teacher who recorded the grade.

CRITERIA FOR HONOR/MERIT ROLL/GPA (Grade Point Average)

At the end of each nine week grading period, the Guidance Department will release to the newspaper a list of those students achieving the specified grade point average required for Honor and Merit Roll recognition. Those grade point averages are:

Honor Roll - 3.6 - 4.0
Merit Roll - 3.0 - 3.59

When figuring a student's Grade Point Average (GPA), eligibility for Honor/Merit Roll and determining class rank, all grades will be used except physical education and the 1/4 credit for the Summer Vo Ag Project. Students receiving an F for the grading period in any course are ineligible for Honor Roll and Merit Roll.

EXTRACURRICULAR ELIGIBILITY

High School

A student must have been enrolled in and passing 5 credit courses the previous grading period to be eligible for extracurricular activities. Also, a student should have no more than one failing grade the previous grading period and a 1.00 GPA to participate in **any** extracurricular activity outside of school hours (or during school hours other than activity period). An F in a Tech Prep satellite class will count as three F's since these classes earn three credits. Incompletes (I) on the grade card will be considered F's until removed. The advisor and principal will determine if any activity in question is curricular or extracurricular (example - Marching Band is curricular and not subject to eligibility requirements since a grade is issued but Show Choir, Plays, Science Club, VAC, etc. are extracurricular).

Junior High School

A 7th or 8th grade student may not have more than one failing grade and must maintain at least a 1.0 grade point average the previous grading period to participate in **any** extracurricular activity outside of school hours (or during school hours other than activity period). Incompletes (I) on the grade card will be considered F's until removed. 8th grade students entering into the high school must meet the Junior High eligibility standards to participate in the first grading period of the 9th grade.

ATHLETIC POLICIES

PRIVILEGE TO PARTICIPATE

Athletic participation is a privilege which is earned through academic qualification and proper behavior while participating. Every student has the privilege of participation in as many sports as desired. Sports offered include Football, Volleyball, Golf, Cross Country, Basketball, Track, Baseball, Softball, Wrestling and Cheerleading. It is permissible to participate in more than one sport per season (Cheerleading/Volleyball and/or Basketball) as long as practice and game schedules will allow dual participation. In such instances, the coaches and athletes involved in both sports will resolve all practice and game conflicts. If the coaches involved and the Athletic Director cannot resolve game and practice conflicts, the athlete must designate in which sport he/she wishes to participate.

If an athlete is cut from a sport, that athlete has the right to try out for another sport during the same season. However, any athlete who quits a sport (except if in dual participation) **after the first interscholastic contest (defined as a game or scrimmage)**, or who is denied the privilege of participation for disciplinary reasons will not be permitted to use school facilities to practice or condition for another sport until the completion of the competitive season (last contest) of the sport the athlete quit.

Age Limitation

If a Senior High student attains the age of 19 prior to August 1 of a given school year, the student shall be ineligible to participate in the athletic program. Jr. High students turning 15 prior to August 1st, may participate on High School teams while attending Jr. High.

Residence Requirement

There are many complicated rules governing residence. Generally, an athlete's parents or legal custodian must live in the Cardington-Lincoln School District or the student must be accepted as an open enrollment student for the athlete to be eligible. If there are questions concerning residence requirements, check with the Principal or Athletic Director. Participating illegally can result in a team forfeiting all contests in which the illegal athlete performed. The student may also be declared ineligible for athletic participation for a period of time (usually one year) determined by the Commissioner of the Ohio High School Athletic Association.

Attendance

A student must be enrolled by the fifteenth calendar day of any grading period to be eligible to participate in athletics during that 9 weeks. A student not in attendance the first day of a semester or not obtaining an excused absence will be ineligible for a 15 day period. Students transferring into the district may be eligible under different guidelines.

An athlete must be in attendance from at least 12:40 PM to the end of the school day to be eligible to participate in any game or practice on that day. A student with a doctor's appointment or other office sanctioned appointment and missing after 12:30PM is eligible to participate. Students absent on Friday may participate on Saturday.

HOMEWORK

Students are required to do homework. The completion of homework helps develop positive study habits, reviews and reinforces daily lessons and extends the learning experience.

Students have the responsibility to complete and return the assignments to school when due. Parents are encouraged to review the completed assignments and help if needed. Parents should not do the work but should explain the process and provide guidance.

Since one of this school's educational goals is for all students to achieve academic success and not doing homework hinders academic success; students failing to do assigned homework may be subject to school disciplinary penalties.

STUDENT CHEATING

Every student is expected to demonstrate sincere honesty in the completion of daily homework, theme assignments and classroom tests. Those students completing these tasks in a dishonest manner will be considered guilty of cheating. Students who are guilty of cheating will receive a "0" for the assignment and may additionally be subject to disciplinary action. Parents will be notified as soon as possible.

Cheating is defined as:

- A. Falsification of sources on theme reports.
- B. Plagiarism
- C. Copying from another student in or out of class.
- D. Providing another student with access to homework papers, theme reports or test answers for the purpose of copying.
- E. Use of a "cheat sheet" on a test, quiz, etc

PARENT CONFERENCES

Conferences are scheduled in the fall and spring. Please check the school calendar for specific dates. If at any time you wish to confer with your child's teacher, please call the office to schedule an appointment.

COMPUTER USAGE & ACCEPTABLE USE POLICY

All students will have access to computers and the internet. To avoid problems with computer tampering, inappropriate use of the internet, etc., no student will have access to any computer in the building unless a Computer Usage Form is on file and signed by the student and parent.

Cardington-Lincoln Local School District

Throughout the year, numerous identified photos of Cardington students/staff are supplied to local public media. Photos of students identified by first name only may be used to illustrate new items, programs or projects on school or District web pages. School and District displays, bulletin boards, slide shows and videos, newsletters and newspapers, yearbooks, brochures, miscellaneous projects, and others as determined by the District will be exempt from withholding permission, as well as photos with six or more children.

The Cardington-Lincoln School District (the "School District") is pleased to make available to each student access to interconnected computer systems, computer equipment, computer programs, the Internet, and other new technologies within the School District (collectively, the "Network").

Access to the School District's Network is provided as a privilege and as an educational tool. In order to continue enjoying access to the Network, each student must take responsibility for appropriate and lawful use of this privilege. Students are responsible for their behavior on the Network just as they are in a classroom, school hallway or other School District

property. While the School District may make reasonable efforts to supervise student use of Network access, the ultimate responsibility for exercising and promoting responsible use of this access is that of the student, under the guidance of their parents.

This document shall constitute the School District's Computer Network and Internet Acceptable Use Policy for students ("Policy"), and applies to all students who use or otherwise access the Network either on-site or remotely. A copy of this Policy shall be provided to students and their parents.

Each student is responsible for reading and abiding by this Policy. If you (parent or student) have any questions about the provisions of these policies, you should contact the building principal or the principal's designee. Any use of your account that violates these policies may result in your access being withdrawn and/or additional disciplinary action. Violations of these policies are considered violations of the Student Code of Conduct and may result in disciplinary action up to and including suspension, expulsion, and/or referral to law enforcement if appropriate. The District reserves the right to seek reimbursement of expenses and/or damages arising from student violations of these policies.

Reporting Misuse of the Network

In addition to following the terms of this Policy, you must report any misuse of the Network to a teacher or to a building administrator. Misuse means any violation of this Policy, such as commercial use of these resources, criminal activity, inappropriate content of e-mail sent to you by someone, or any other use that is not included in this Policy but has the intent or effect of harming another or another's property or that constitutes inappropriate conduct.

Permitted Use

Access to the Network is a privilege, not a right, and as such it may be suspended or revoked by the School District at any time for any reason. The School District may also limit access, at any time, without warning, and for any period of time. By accepting network access, users waive any and all rights of privacy in connection with their communications over the network, or communications achieved through the use of District equipment, software or connectivity, including but not limited to protections provided by State and Federal law.

Access

Network resources are only for use by authorized users and access may not be shared or transferred. Students shall not share their passwords or otherwise allow anyone to gain unauthorized access to the Network or the Internet. If you think someone may know your password, tell a teacher or building administrator immediately. A student is subject to disciplinary action for any violations of this Policy committed by someone else who, with the student's express or implied permission or through the student's negligence, accesses the Network with the student's password.

Purpose and Use

The School District is providing you access to its Network primarily to support and enhance your educational experience. Uses that interfere with normal District business or violate District policies are strictly prohibited, as are uses for the purposes of engaging in or supporting any kind of business or other profit-making activity. If you have any doubt about whether a contemplated activity is permitted, you must consult with a teacher or building administrator to help decide if a use is appropriate.

Unacceptable Uses

Other prohibited uses and activities include, but are not limited to:

- A. Creating, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, pornographic, obscene, violent, threatening, or other materials that would offend community standards.

- B. Using inappropriate language, including swearing, vulgarities or other language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. This includes using the Network to make, distribute or redistribute jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation or other protected characteristics.
- C. Engaging in harassment, stalking, or other repetitive unwanted communication, or using the Internet in support of such activities.
- D. Offering for sale or use or soliciting the purchase or provision of any substance the possession or use of which is prohibited by law or District policy.
- E. Creating, copying, viewing, transmitting, downloading, or uploading any materials that include information for creating or obtaining an explosive device, dangerous ordinance, or any other materials useful in criminal activities or terrorist acts, or any other materials that violate or encourage others to violate the law or District policy.
- F. Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting and/or forwarding communications intended for others.
- G. Copying, downloading, uploading or transmitting student information or other confidential information.
- H. Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. The District intends to strictly abide by the Copyright Laws of the United States, as expressed in the District Copyright Policy [2531](#). Any materials used that are covered by Copyright shall be used by permission or through "fair use" or other allowable methods created by the Copyright Act.
- I. Soliciting political contributions through the Network from any person or entity or conducting any type of campaign business including creating or transmitting information in support of a school levy.
- J. Hacking, altering, harming, destroying or interfering with the normal operation of software, hardware, data of another user, other District Network resources, or the use of the District Network to do any of the same acts on the Internet or outside Networks. This includes any attempt to go around District filters and other protection devices.
- K. Degrading or disrupting the operation of the Network or engaging in other activities that waste limited computer, paper or telephone resources or that cause unnecessary traffic are prohibited. Even for non-commercial or apparently "harmless" purposes, they use up limited resources.
- L. Installing or downloading software or hardware without the prior consent of a District administrator. Students may not repair, reconfigure, or modify Network equipment, computers or systems. Students members shall not remove, alter or copy District software for their own personal use or for the use of others.
- M. Supporting any kind of business or other profit-making activity. You may not sell or buy anything over the Internet, and you may not solicit or advertise the sale of any goods or services.

- N. Engaging in general recreational web browsing unless it is during non-class time.
- O. Violating the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or maliciously hiding your true identity.
- P. Using cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Freedom of Speech

By giving users access to this system, the School District does not intend to create a limited or a public forum for the expression of opinion. The network exists as part of the function of the governmental mission of the District, and is operated solely in support of that mission. Neither the public, nor staff, nor students are invited to use the network in expression of their opinion. The District fully supports the right of all students, staff and the public to express their opinion through legitimately established public and limited forums dedicated to that use.

Privacy

Network access is provided as a tool for educational and administrative uses. The School District reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the Network and any and all materials, files, information, software, communications (including emails) and other content transmitted, received or stored in connection with this usage, and to use such content for any legal purpose. All such information, content and files shall be and remain the property of the School District and you do not have any expectation of privacy regarding those materials. Network administrators may review files and intercept communications for any reason, including but not limited to purposes of maintaining system integrity and ensuring that users are complying with this Policy.

Web Sites

Web sites created through the Network and/or linked with the School District's official web site must relate specifically to District-sanctioned activities, programs or events. Web sites created using the Network or the School District's equipment, or web sites created as part of a classroom or club assignment or activity are the sole and exclusive property of the School District. The School District reserves the right to require that all material and/or links with other sites found to be objectionable be altered or removed.

As above, the School District does not intend to open web pages for the expression of opinion, and specifically does NOT intend for its web pages to be a public or limited forum for students, staff or citizens. Web pages exist solely in support of the School District mission as determined by the administration.

Failure to Follow Policy

If you violate this Policy, you may be subject to disciplinary action. You may lose your access to the Network, which the School District may refuse to reinstate for the remainder of your time as a student at Cardington-Lincoln Local Schools. At the maximum, you may be suspended or expelled.

You breach this Policy not only by violating the above Policy yourself, but also by failing to report any violations by other users that come to your attention. A violation of this Policy may also be a violation of the law and subject the user to criminal or civil investigation and prosecution.

It is a violation of this policy to use any electronic technology, including but not limited to any software, hardware, or externally provided service, or to do any other act in an effort to disguise your network or internet activities.

Warranties and Indemnification

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to or use of its Network. It shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of the student's use of, or inability to use, the Network. Each student is responsible for backing up his or her files, and the School District shall not be responsible for any loss or deletion of data. The School District is not responsible for the accuracy of information obtained through electronic information resources, and this information should be used at the student's own risk.

By accessing the Network, you are agreeing to cooperate with the School District in the event of the School District's initiating an investigation of use or access to the Network through your account, whether that use is on a School District computer or on another computer outside of the Network. By accessing the Network, you are further agreeing to indemnify and hold the School District and the Data Acquisition Site and all of their administrators, teachers and staff harmless from any and all loss, costs, claims or damages (including attorneys' fees) resulting from access to and use of the Network through your account, including but not limited to any fees or charges incurred through purchases of goods or services by the user.

Updates

You may be asked from time to time to provide new or additional registration and account information to reflect developments in the law or technology, and you must provide this information in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of your information changes, you must notify the Director of Technology or other person designated by the School District to receive this information.

P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003) 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003) 18 U.S.C. 1460 18 U.S.C. 246 18 U.S.C. 2256 20 U.S.C. 6777, 9134 (2003)

Those parents/guardians who wish to withhold permission for either (or both) the use of the use of their child's image must register, in writing, with the building office by a date set by the building principal.

LIBRARY/MEDIA CENTER PROCEDURES

The mission of the school media center is to support and extend the curriculum as well as to provide materials for leisure reading. The staff strives to maintain an attractive, up-to-date collection of resources. Students do their part to maintain this collection by following proper sign-out procedures.

Students may not enter the library with food or drinks at any time. This applies to open or unopened juice, water or soft drinks.

Circulation Policy: Books in the general collection may be signed out for two weeks. Reference books may be signed out overnight only and must be returned by first period the following morning. Past issues of magazines circulate for one week. All of these items may be renewed if there are no other requests for them. Current magazines must be used in the library.

Library materials other than books and magazines, may not be checked out to students. If a teacher wants a student to use items such as digital cameras, laptops, "In Focus" projectors, etc., the teacher may check out that item with the understanding that student use will be supervised and the teacher is responsible for the equipment.

A student may check out a maximum of 3 items at a given time; however, a limit may be set on the number of items on one particular topic. Limits may also be set on materials on specific topics during periods of major class assignments which deal with that topic. Occasionally, teachers may put a group of books on a closed reserve shelf for students to use in the media center. Students who accumulate excessive fines or overdues (3 or more books or fines over \$1.00) may have borrowing privileges suspended until the record is cleared.

Overdues and Fines: Each student is responsible for materials checked out in his or her name. Individual overdue and fine notices will be distributed to students once a week. Fines and charges for lost items are as follows:

1. Books and magazines are considered part of the general collection and incur a fine of \$.05 per day

- per item if kept past the due date.
- 2. There is a 2 day grace period during which students may turn in materials and pay no fines. Materials turned in after the grace period, however, will have fines calculated from the original due date (including the grace period).
- 3. Overnight books (encyclopedias and other references) will be charged \$.25 per day with no grace period.
- 4. Charges on lost or damaged books or materials will be the cost of the item.

Access and Use: The library is open each day from 7:30 a.m. until 3:30 p.m. Students may use the facility during a study hall provided no classes are scheduled there. The study hall monitor will advise students when they may proceed to the library. The library is not simply an alternative to study hall. It is expected that students who choose to work there are using library or computer resources and plan to work individually.

Students coming to the media center from a study hall or in a small group from a class are expected to come directly - **with no stops along the way** - unless they have made a prior arrangement with a faculty member. All must sign the log book on the circulation desk upon entering and upon leaving, write the time of departure. No more than five students may leave study hall to visit the library at any given time. During **Academic Assist** or **Excel** a maximum of two students from each classroom will be permitted to come to the library. The academic assist/excel teacher will determine which two students may attend each day. Students must present passes to library staff.

STUDENT RECORDS

The school maintains the following information in our permanent student records:

- 1. Name and Address
- 2. Emergency medical information
- 3. Grades and Attendance
- 4. Copies of court orders, custody papers, etc.
- 5. Birth Certificate
- 6. Standardized test results
- 7. Individual Career Planner (ICP)
- 8. Other information pertinent to the student's progress.

The permanent records may be inspected by parents upon request. Records are confidential and only authorized persons will have access to student records.

Noncustodial natural parents, unless otherwise stated by a court order, are entitled to review school records and have conferences and copies of report cards. However, the parent is required to mail a written request to the school for such information including self addressed stamped envelopes. Noncustodial parents will not be permitted to visit their child at school.

MEDICAL POLICY

- 1. Students needing prescription medication are encouraged to receive the medication at home, if possible. The school shall provide storage of medication, provided:
 - A. The person or persons designated to store medication receive a written request, signed by the parent, guardian or other person having care or charge of the student, that the drug be stored and made available to the student.
 - B. Each person designated to store medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
 - 1) the name and address of the student;
 - 2) the school and class in which the student is enrolled;
 - 3) the name of the drug and the dosage to be administered;
 - 4) the times of intervals at which each dosage of the drug is to be administered;
 - 5) the date on which the administration of the drug is to begin
 - 6) the date on which the administration of the drug is to cease.
 - 7) any severe adverse reactions which should be reported to the physician and one or more

telephone numbers at which the person who prescribed medication can be reached in case of an emergency and

8) special instructions for administration of the drug, including sterile conditions and storage.

- C. The parent/guardian or other person(s) having care or charge of the student agrees to submit a revised statement signed by the physician who prescribed the drug to the person designated to store medication, if any of the information provided by the person licensed to prescribe medication as described above changes.
- D. The person authorized to store the drug receives a copy of the statement described above.
- E. The person authorized to store medication receives the drug in the prescribed container in which it was dispensed by the prescribing physician or other licensed professional.
- F. The person designated by the Board will establish a location in each school building for the storage of drugs. All such drugs shall be stored in that location in a locked storage place. Drugs which require refrigeration may be kept in a refrigerator in a place not commonly used by students.
- G. A person employed by the Board will not be required to administer a prescribed drug to a student unless Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.
- H. Board policy and regulations regarding storage of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.
- I. The school shall provide storage of nonprescription medication such as aspirin, provided that the medication is supplied from home, is in its original container and is accompanied by a signed note from the parent authorizing the student to have the nonprescription medication. Under no circumstances, shall a student provide another student with a nonprescription medication.
- J. The ultimate responsibility for taking medicine falls upon the student.

NONDISCRIMINATION

The school district affirms that no person shall, on the basis of sex, race, color, national origin or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted under its auspices. This shall extend to employees and to admission thereto.

Inquiries concerning the application of this policy may be referred to the superintendent or designated coordinator. This policy shall prevail in all Board policies concerning school employees and students.

Complaints should be referred to: Title VI (race, color, national origin), Section 504 (handicap), Title IX (gender)

Brian Petrie, Supt.
121 Nichols Annex
Cardington, Ohio
419-864-3691

PUBLIC/PARENT COMPLAINT PROCEDURE

A. All public complaints, including student complaints, about a teacher shall be followed, as soon as possible, by a personal conference with the complainant(s), the building administrator, and the teacher(s) involved with the alleged problem. The teacher shall have the right to Cardington-Lincoln Faculty Association representation at any such conference.

B. Attempts to resolve public complaints shall begin with the teacher, as soon as possible. All public complaints shall follow a process of teacher to principal to superintendent to the Board. Complaints received by school personnel, other than the

teacher(s) shall be referred immediately to said teacher(s) for resolution.

C. Public complaints will not be placed in a teacher's personnel file until the teacher has had an adequate opportunity to resolve the alleged problem and the complaint is proven to have merit. If a public complaint is placed in a teacher's personnel file, a written report will be attached to the complaint by each administrator who has held a conference with the complainant(s) and teacher(s) on the complaint. The teacher will have the right to respond to the public complaint and any administrative written report and such response shall be attached to the complaint and the administrative written report(s). Such administrative written report(s) shall not be construed as a written reprimand relative to the complaint and shall not be written nor placed in a personnel file unless a conference has been held with the complainant(s) and teacher(s).

D. The primary focus of all parties concerned with a public complaint shall be the prompt and equitable resolution of the concern(s).

WITHDRAWAL FROM SCHOOL

If a student will be moving to another school district, please let the office know as soon as possible. Any money owed for lost or damaged books or other obligations must be paid before records will be transferred. Parents must come to the office to sign withdrawal forms.

CLOSING OF SCHOOL

School closings and delays will be announced on the following radio stations:

WMVO - Mt. Vernon - 1300AM/93.7FM
WVNO - Mansfield - 1440AM/106.1 FM
WMRN - Marion - 1490AM WQLX - Galion - 102.3FM
WDIF - Marion - 94.3FM WTVN - Columbus - 610AM
WNCI - Columbus - 97.9FM

Bell Schedule: This section is intentionally left blank for bell schedule sticker.

HIGH SCHOOL SECTION (Grades 9-12)

REQUIREMENTS FOR GRADUATION

The following requirements for graduation have been established by the Cardington-Lincoln Local Board of Education. Each student must earn 22 credits (Tri-Rivers students must earn at 21 units). Those units must include the following:

| | <u>2012 and 2013</u> | <u>Starting in 2014</u> |
|-------------------------|-----------------------------------|-------------------------|
| Units of English | 4 | 4 |
| Units of Social Studies | 3 | 3 |
| Units of Math | 3 | 4 |
| Units of Science | 3 | 3 |
| Units of Health | .5 | .5 |
| Units of P.E. | .5 | .5 |
| Units of Electives | 8 (includes Employability Skills) | 8 |
| Total | 22 | 23 |

Required Courses: Each student must successfully complete English each year, Health and Physical Education (two semesters), American History, and American Government. **(Beginning with the class of 2007, Social Studies classes will include: American History, World History and Government)** All students must pass one credit of Physical Science (Science 9) and one credit of Biological Science. The three Math credits must include one credit of Algebra. Other required courses in each field will depend on the student's individual interests and/or career track.

Each sophomore attending the high school building, will be required to complete a research paper/project, with visual and oral requirements included, as part of their required sophomore Social Studies class. Each senior attending the high school building will be required to complete a research paper, with visual and oral requirements included, as part of their required senior English class. Completing these projects will have a great bearing on the students' ability to successfully pass these classes.

In addition, students are required to take Employability Skills in the sophomore year.

Students who cannot complete any semester of Physical Education class due to injury, illness or doctor's note will need to repeat the class. Individual cases will be assessed by the teacher, guidance counselor or principal based on the severity of the injury and the possible development of alternative activities in compliance with the accompanying doctor's instructions.

Students will choose one of three curricular avenues: Vocational, Technical or College. Vocational students will attend Tri-Rivers all day each year of attendance in their vocational program. Tech Prep students will be attending a junior and senior satellite program for up to 1/2 of the school day and will attend CLHS rest of the day. College Prep students will be at CLHS all day or part of the day with a combination of PSEO classes. College Prep seniors/juniors will take English, Government and at least two of the following: Science, Math and Foreign Language.

Physical Education Waiver

The Cardington Board of Education has adopted a policy to excuse from the high school physical education requirement each student who, during high school, has participated in interscholastic athletics, marching band, or cheerleading for at least two full seasons. In order to qualify for this waiver, the student must complete 90% of the season (practices, games or performances) in order to meet the requirement of the waiver.

The student transcript will show a P for passing the ½ credit required for graduation through this waiver process. However, the student shall be required to complete one-half unit, consisting of at least sixty hours of instruction, in another course of study to have the required number of credits for graduation.

An application with specific timelines is available for the Physical Education waiver option through the guidance office.

Credit Flexibility

Ohio's plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study possible for a particular subject, and allow tailoring of learning time and/or conditions. These are ways in which aspects of learning can be customized around more of students' interests and needs.

Students may earn credits by:

- Completing coursework

- Testing out of or demonstrating mastery of course content:

- Pursuing one or more "educational options" (e.g., distance learning, educational travel, independent study, an internship, music, arts, after-school/tutorial program, community service or other engagement projects and sports).

Credit flexibility is intended to motivate and increase student learning by allowing:

- Access to more learning resources, especially real-world experience

- Customization around individual student needs

- Use of multiple measures of learning, especially those where students demonstrate what they know and can do, apply the learning, or document performance

An application with specific timelines is available for the credit flexibility option through the guidance office.

Ohio Graduation Test: As mandated by state law, students are required to pass all components of the state directed Ohio Graduation Test (OGT) to receive a diploma. An Honors Diploma may be achieved with additional course work and by meeting other established criteria. Please consult the Course Guide for further information.

Deadline for completion of credits: Seniors must have all credits earned by the last official day of attendance (usually the fourth school day prior to the end of school for all underclassmen). For any course to be considered for class rank, valedictorian and salutatorian, the grade must be posted prior to the end of the last official day for seniors. Since the grades for spring PSEO classes are not posted until after graduation, these credits will be added to transcripts but will not alter class rank.

Receipt of Diploma: Upon fulfillment of graduation requirements a diploma will be issued. **Students do not have the option to "defer" their diploma and return to high school.** (Exception: Special needs students qualifying for the Job Training Program at Tri-Rivers may defer their diploma and participate in the graduation ceremony with their class.) Any student who fails to complete graduation requirements on time with their graduating class may: a) complete all graduation requirements by Sept. 15th and will be awarded their original diploma at that time or, b) may return to school on a part time basis to complete all requirements. The student who returns to high school may accept his/her diploma upon completion of requirements or participate in the next graduation ceremony. This student will receive a diploma dated the school year of which graduation requirements are met and is bound by any additional requirements of that school year.

VALEDICTORIAN, SALUTATORIAN & CLASS RANK

Class rank will be determined by total quality points (A=4 quality points, B=3, C=2, D=1 and F=0) earned for high school credit. The Valedictorian will be the student ranking first in quality points at the end of the senior year. The Salutatorian will be the individual with the second most quality points earned.

Speeches will be given during the commencement ceremony by the two students with the highest number of quality points.

One additional quality point may be earned by taking a "weighted" class. These include: Physics,

Anatomy, Trigonometry, Pre-Calculus, AP Calculus, AP Government, Foreign Language III & IV, all "Honors" and PSEO classes. Grades/quality points for the Summer Vo. Ag. Project will not count towards class rank.

Beginning with the Class of 2014, class rank will be determined by weighted GPA.

NATIONAL HONOR SOCIETY

HIGH SCHOOL HONOR SOCIETY

Any Cardington High School junior or senior student with a 3.2 weighted grade point average and who has attended Cardington High School for at least one semester is eligible for selection into the local chapter of the National Honor Society. Since Tri-Rivers Career Center students are eligible for induction into the Tri-Rivers Chapter of the National Vocational-Technical Honor Society, only students who attend Cardington High School their junior and/or senior year will be eligible for induction into the Cardington-Lincoln Chapter of the National Honor Society.

The Principal will assign five faculty members as the Faculty Council. It is with the Faculty Council that all final membership decisions rest. This committee will use the following guidelines when considering candidates for membership:

The selection process includes the following requirements, policies and guidelines. All procedures are consistent with the selection guidelines as stated in the National Honor Society Handbook. There are four equal criteria on which students are judged.

1. Scholarship - Students must have an overall weighted GPA of 3.2 or higher. This is calculated after the 5th semester for juniors and after the 6th semester for seniors. Juniors are inducted in the spring of their junior year and seniors (who were not selected as juniors) in the fall of their senior year.

If a student has met the GPA requirement, he/she will be notified by a representative of the Faculty Council or Chapter Advisor. This notification will include any further details of the selection procedures, instructions for notification by the student regarding interest in joining the chapter and deadline dates for the student to provide requested information.

2. Service - Students will be asked to provide information for the Faculty Council to consider for evaluation of service. An activity form is provided to assist in identifying all activities participated in during high school. This will include a parent signature for verification. Service credit may be earned for participation, committee work and/or holding office in clubs, plays, athletics, 4H, scouts, youth groups, etc. Service will be evaluated by the Faculty Council after receipt of this information. Students may be asked to provide verification signatures, as required, for activities outside of school.

Students who have met the Scholarship criteria will be included on a ballot given to all faculty members so the staff may give input to the Faculty Council in the areas of Leadership and Character. Each teacher will be asked to vote on all students. If teachers do not feel they know a student well enough to judge these two attributes, they should not vote on that student.

3. Leadership - a student leader demonstrates many or all of the following traits:

- *Is resourceful in proposing new problems, applying principles, and proposing solutions
- *Demonstrates initiative in promoting school activities
- *Exercises positive influence on peers in upholding school ideals
- *Contributes ideas that improve the civic life of the school
- *Is able to delegate responsibilities
- *Exemplifies positive attitudes
- *Inspires positive behavior in others
- *Demonstrates academic initiative
- *Successfully holds school offices or positions of responsibility; conducts business effectively and

- efficiently; demonstrates reliability and dependability.
- *Is a leader in the classroom, at work, and in other school or community activities
- *Is thoroughly dependable in any responsibility accepted
- *Is willing to uphold scholarship and maintain a loyal school attitude

4. Character - a student of character demonstrates many or all of the following traits:

- *Takes criticism willingly and accepts recommendations graciously
- *Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- *Upholds principles of morality and ethics
- *Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- *Demonstrates the highest standards of honesty and reliability
- *Regularly shows courtesy, concern, and respect for others
- *Observes instructions and rules, is punctual, and faithful both inside and outside of the classroom
- *Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- *Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- *Actively helps rid the school of bad influences or environment

The faculty rating for the standard of Leadership and Character shall be:

- 4 points - excellent
- 3 points - good
- 2 points - fair
- 1 point - poor

Teachers may give scores at increments of .1 (ex: 3.8, 2.6, 3.2 etc.) but may not give a score below a 2.5 or above a 3.8 without accompanying comments. The Faculty Council will then average votes in Leadership and Character and use this information to make a final determination as to which candidates will be selected for membership.

Any student receiving a 3.2 average in both Leadership and Character will qualify for membership. Students falling below 3.2 in either or both categories may be selected for membership if receiving a majority vote of the Faculty Council. Students selected for membership will be inducted into the Cardington-Lincoln Chapter of the National Honor Society at an induction ceremony to be organized by the chapter advisor and/or principal.

Appeals: Parents or students wishing to appeal the lack of selection into the National Honor Society shall do so by contacting the principal. The principal may share and clarify the selection process and may give information as to which of the four criteria for membership was/were deficient when the student was considered for induction. The principal's concern in an appeal will be limited to the application of the selection procedures for that particular student. Formal appeals should be in the form of a written letter stating the specific reasons for the appeal including which selection procedure(s) is/are in question. The principal will investigate to determine if the procedures were followed fairly and correctly and respond in writing within a reasonable time.

Ongoing Membership Standards - On going membership in the NHS is dependent upon the upholding of the standards of the National Honor Society and local standards. Should removal from the NHS become necessary, National Honor Society guidelines shall be followed. Local standards include:

1. A violation of a major misconduct (or minor misconduct) rule of the Student Handbook will result in a warning or removal from the NHS depending upon the circumstances involved. A second violation of rules will result in removal from the Honor Society.
2. Each semester during the selection process, members will be re-evaluated in the areas of Scholarship, Leadership and Character. If any area falls below the suggested minimum as set by the Faculty Council, that member will be placed on probation. If that area remains below standard the proceeding semester, that member may be dismissed from the NHS by the Faculty Council.

DROPPING A COURSE

It is extremely important that parents and students discuss course selections at the start of the scheduling process in January of each year. This will help to insure that desirable course selections meeting a selected program of studies are made. In the event that schedule changes are necessary, the following guidelines shall prevail:

1. Students will be allowed to discuss scheduling opportunities and options with the Guidance Counselor through June of the previous school year.
2. By August 1st of each year, students will be given notice of a final date in August (and in December for semester courses) to make any requests to change their schedule. Requests MUST be signed by a parent.
3. Since prior planning was done to develop the schedule, changes in the schedule are not guaranteed to be granted.

STUDENT VEHICLES

All vehicles must be registered with the high school office. Students are not permitted to drive or ride in any vehicle during the school day without a written parental request stating the reason or purpose for driving during the school day. Personal contact with the parent in certain cases may be honored.

The following rules and regulations will be enforced:

- A. An application for a parking permit outlining the driving regulations must be signed by the student and parent and be on file in the office. A fee of five dollars (\$5.00) is required to secure a parking permit for each vehicle, and is valid as long as the student drives that vehicle. The application is available in the office to licensed drivers.
- B. All vehicles must be covered by liability insurance.
- C. The speed limit on school property for all vehicles will be 5 mph. Driving across the front while buses are loading or unloading is strictly prohibited.
- D. Students are to park their cars only in the student parking area and within the lined parking spaces. They are not to park in the staff designated area on the far south of the lot, the Middle School staff area to the far north of the lot, the visitors row to the east of the lot or in front of the library.
- E. Students are not to remain seated in parked vehicles at any time during the school day.

Any noncompliance or non-adherence to these policies will invoke the following restrictions:

- A. Driver's permit to school will be withdrawn for a period of four (4) school weeks.
- B. Further nonconformance to the programmed policy may result in permanent loss of driving privileges.

Since bus transportation is provided to all students, tardiness due to car failure is unexcused.

Senior Open Campus Option

A modified "open campus" will be offered to seniors only. Seniors with a study hall at the beginning or at the end of the day would not be required to attend that study hall during the second semester if the following conditions are met during the first semester:

1. Obtained at least a C average during the first semester.
2. All sections of the OGT are passed.
3. No suspensions are earned first semester.
4. Parental permission is given.

*A student may not drop a class for a study hall once the semester has begun to obtain open campus.

*Open campus will be revoked if the above conditions are not maintained.

