

# General Information

## Welcome

Welcome to Cardington-Lincoln Intermediate School, a school that strives to make young people ready to make responsible decisions. We are very proud of our staff, services, students, and facilities! It is a special place that allows students to progress from the world of childhood to the world of adolescence. It is our hope that the three years your child spends at the Intermediate School will help them continue their intellectual, social, and personal growth. This handbook has been prepared so the students and their parents may be better informed concerning the school, its programs and procedures.

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

It is important that you and your child read this handbook carefully. **This year's handbook has been changed in format and content from last year.** Please also refer to grade level handbooks that will be distributed by homeroom teachers. These grade level handbooks address specific rules and procedures that are not discussed here. This handbook should be kept for your child to use throughout the school year. We hope you become an active and positive member of the Cardington-Lincoln Intermediate School. The staff and administration are here to help you in any way. Let's have a successful school year!

Yours in Education,

Ross Linscott - Principal

## School Information

Cardington-Lincoln Intermediate School  
3700 County Road 168  
Cardington, OH 43315

Phone: 419-864-3152  
Fax: 419-864-3143

## Administrative Staff and Board of Education

Ross Linscott - Principal  
Norma Spiegel - Guidance

Brian Petrie - Superintendent  
Aaron Butts - Treasurer

Board of Education:  
Chuck Jones - President  
Tim Brake - Vice President  
Pat Clark  
Jim Clinger  
Scott Crum

Board meetings are held the second Monday of the month at 7:00 p.m. Meetings are held at the Board Office located at 121 Nichols Street, Cardington, Ohio. Special meetings are held on an as needed basis.

Revised 05/11

Website:  
[http://www.cardington.k12.oh.us/inter\\_index.php?page=intermediate](http://www.cardington.k12.oh.us/inter_index.php?page=intermediate)

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# School Calendar

## August

- 16 Staff opening day/In-service Day
- 17 Staff In-service day
- 18 Option/flex work day 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

## November

- 7 K-12 grade cards issued
- 10 K-12 Parent Teacher Conferences  
4:00 – 7:30
- 15 K-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 2<sup>nd</sup> 9 weeks  
End of 1<sup>st</sup> semester
- 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
- 21 End of 3<sup>rd</sup> 9 weeks
- 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 for students  
1 hour early dismissal  
End of 4th 9 weeks  
End of second semester

## June

- 1 Teacher work day - 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

## General Information

### Admission

Parents/guardians wishing to enter their child in Cardington-Lincoln Schools must live within the school district, pay tuition or be accepted via open-enrollment, providing the following information:

1. Birth certificate.
2. Immunization Records - students will be excluded from school after 14 days if required immunizations are not completed or in progress.
3. Current emergency information forms - these should be updated if the address, telephone numbers, or place of employment changes.
4. Copies of court orders which may affect the student including custody papers, court orders, etc.
5. Proof of residence (utility bill, signed lease, etc.)

Students of parents not providing the above information will not be allowed to enroll in the Cardington-Lincoln Schools. If for some reason there is a question about a student's actual residence, the school may ask you to submit additional information before admitting a student.

### Arrival/Dismissal

**School Hours: 7:50 a.m. - 2:50 p.m.**

Children may begin arriving at the Intermediate School at 7:15 a.m. The drop-off location for students is the **North Parking Lot** (the first drive when turning from SR 529). Students **should not** be dropped off or picked up in the Main Lot between 7:25 a.m. to 7:50 a.m. and 2:40 p.m. to 3:05. All students arriving after 7:50 must report to the office for a tardy slip.

Students who walk or are being picked up by parents will be released at **2:50 p.m.** to avoid bus traffic. All students riding buses will be dismissed at **2:55 p.m.**

Pick-ups of children other than those listed on the emergency medical form must be approved by the office by providing a request in writing prior to the end of the school day.

Please notify the office in writing of any changes to your child's regular dismissal routine, such as a change in bus, as soon as possible. If the change occurs after the school day begins, please call the office prior to 2:00 p.m.

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 first period teacher who will forward this information to the office. The office staff will write an EARLY DISMISSAL EXCUSE for the student. The student must come to the office and be signed out by a parent/guardian before being excused to leave the school grounds. **No student is permitted to leave school without office clearance.**

### Breakfast/Lunch Program

Breakfast is offered in each morning starting at 7:20 a.m. The cost is \$1.00

Lunch Menus are available in the office or online at [www.cardington.k12.oh.us](http://www.cardington.k12.oh.us) The cost for lunch is \$2.00 Students may pack a lunch and purchase milk from the cafeteria. The Intermediate participates in the National School Lunch Program and makes a balanced lunch available to students. A la carte items are also available. Applications for the Free and Reduced Price Meal Program are distributed to all students at the beginning of each school year and at "Open House Night".

Students who must charge their lunch may do so on a limited basis. Unpaid charges will result in a "hold" on educational records. Students with over \$6.00 in charges will be given a basic sack lunch in lieu of regular student lunch until charges are paid below \$6.00

### Change of Address or Phone

Please notify the office as soon as possible when a change occurs to your address and/or telephone number. This will prevent an unnecessary delay in getting important information to you.

### Closings and Delays

The following media outlets will broadcast closings or delays for our district:

Marion Radio - WDIF -FM 94.3  
WMRN -AM 1490

Columbus Radio - WTVN -AM 610  
WCOL - FM 92.3  
WJFX -FM 105.7  
WFIL -AM 1230  
WNCI -FM 97.9  
WSNY -FM 94.7  
WBNS -AM 1460  
WBNS -FM 97.1

Columbus TV  
WBNS - 10 (CBS)  
WCMH - 4 (NBC)  
WSYX - 6 (ABC)  
WTTE - 28 (FOX)

Mt. Vernon Radio - WMVO - AM 1300

### Child Custody Documents

Ohio law requires a certified copy of any parenting order document affecting our students to be on file in our office. This is required to complete registration and must be updated if any changes occur. We will act only on the copy that we have on file. Parents must submit current documents within the time specified by the principal at the time of enrollment or the child will be excluded from school.

## Concern or Problem Resolution

From time to time concerns regarding the school will arise. The Intermediate School welcomes constructive criticism, believing it can improve the quality of the educational process for students.

**If a situation arises, students and parents should first discuss it with the teacher, advisor, or staff member most directly involved.** In the event that there is no resolution within a reasonable amount of time, the building principal should be consulted. Concerns about administrative actions should be directed first toward the building principal.

## Fees

School Fees will be issued for students at the beginning of the year or upon enrollment. Fees are to be paid by the end of the first nine-week grading period. Students enrolling after the first nine weeks will have school fees pro-rated on a nine-weeks basis. Payments can be made by cash or checks to Cardington-Lincoln Local Schools. Families that are unable to pay fees or needing special arrangements should contact the principal. Per Ohio law, students receiving "free lunch" are not required to pay school fees.

## Food, Drink, and Gum

Students are not permitted to consume food or drinks (excluding water) **anywhere in the building except the cafeteria without** prior approval or prescribed by a student's medical plan. **Gum is not permitted anywhere in the building.**

## Library/Media Center

The library staff encourages students to become familiar with the organization of materials and to make good use of them. Students are asked to do their part to maintain our library collection by following proper sign-out procedures.

**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. Periodicals and vertical file materials may circulate for one week. Any of these items may be renewed if there are no other requests for them and they are presented at the desk for renewal. During major class assignments and science fair time, circulation periods may be limited on certain books to allow more students access to books of high demand. Library materials other than books and magazines may not be checked out to students. If a teacher wants the student to use such materials such as digital cameras, laptops, In Focus projectors etc. the teacher may check out that material, with the understanding that the student will be supervised. Students may not take items such as cameras, computers, or other school technology items out of the school building.

Students accumulating excessive fines or overdues (3 or more books or fines over \$1.00) will 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 notices will be distributed to students once a week during homeroom with a complete list of overdues and fines posted on the library door. Fines and charges for lost items are as follows:

1. Books, magazines, and vertical file material are considered part of the general collection and may incur a fine of \$.05 per day per item.
2. There will be a 2 day grace period after the due date during which students may turn in books without paying fines. Books turned in after the grace period may be charged \$.05 a day fine including the grace period.
3. Overnight books (encyclopedias and other references) may be charged \$.25 a day fine with no grace period.
4. Charges on lost and damaged books or materials will be the cost of the item.

## Lockers

Student lockers are property of the school district and are subject to search by a school administrator. Lockers do not have locks, therefore **students should not store items of high value (ipod, cell phone) in them.**

## Lost and Found

Frequently, unmarked articles of clothing are turned into the office and are not claimed by the owner. Parents are requested to mark their children's coats, rainwear, sweaters, hats, gloves, boots, lunch boxes, and backpacks so that they may be easily identified. The office has a Lost and Found that students and parents should check for any lost items. Unclaimed items are given to charity on a regular basis.

## Non-Discrimination Policy

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:

For Title VI (Race, color, national origin)  
Brian Petrie, Superintendent  
121 Nichols Street  
Cardington, Ohio 43315  
419.864.3691

## Cardington–Lincoln Intermediate School Student Handbook 2011–2012

Special Education and 504  
Jeannine Tupps, Special Education Office  
349 Chesterville Ave.  
Cardington, Ohio 43315  
419.864.4528

Title IX  
Norma Spiegel, Guidance  
3700 County Road 168  
Cardington, Ohio 43315  
419.864.3152

### Notification of FERPA rights

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

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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

### Parent/Teacher Conferences and Communication

**Formal Conferences** - There are four scheduled Parent/Teacher Conference nights during the school year. Please refer to the school calendar on page 4 in this handbook for the exact dates. Both parents and teachers may request a conference during this time. Because of time limitations during the conference days, preference will be given to parents of students with more immediate academic concerns. Please call to schedule a conference.

**Informal Conference** - Parents are encouraged to meet with teachers to discuss a child's academic progress. Meetings should be prearranged by communicating in writing, by phone, or by email, giving the teacher at least 24 hours notice.

**Email** - Generally, the quickest method of getting feedback from teacher is through email. Parents can email teachers in one of two ways:

1. Direct email address. Please see the directory at the end of this handbook for specific teacher email addresses.

**Assignment Books** - Many teachers use the assignment book as the first line of communication for student conduct and academic concerns. Please review your child's assignment book nightly.

### Pets and other animals

Pets and other wild animals are not permitted in the building unless approved by the principal. In the event that a child brings an animal as part of a project or assignment, parents will be notified in case of potential allergic reactions.

## Technology Acceptable Use Policy

The district's Acceptable Use Policy provides guidelines for using computers and other technology including network and Internet usage. Parents and students are expected to read the policy each year and indicate that they agree to follow such policies by signing the agreement on the reverse of the Emergency Medical Form.

## Visitors

All visitors are required by law to check in to the main office upon entering the building. All visitors shall sign in and wear a visitor's badge or sticker through their entire visit. Before leaving the building, all visitors shall sign out and return the badge.

Parents are encouraged to enter the building and visit the classroom such that the visit is for the purpose of observation and the visit does not interfere with instruction. If parents wish to observe their child's classroom, they should contact the office in advance to arrange the visit.

## Vending Machines

Vending machines are available for student use after school only. Students who miss their bus as a result of buying items at the machine, will not be allowed to board their bus at the High School.

## Attendance

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.

## Absences

**When your child is absent** - Parents should make every attempt on the morning of the absence to contact the office (419.864.3152) when their child is absent. **When the child returns to school, the parents must send a note**

**stating the reason for the absence. Students with an excused absence will have the same number of days as absent to make up work. Unexcused absences will result in a "zero" for missing assignments. Parent excuses for absences should be turned in within 3 days of the student's return.** These notes provide us with an accurate record of excused and unexcused absences over the course of the school year. **If the school contacts the parents by phone due to an absence, the parent is still required to submit the excuse to the office.**

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 (in writing) by the parent to the Principal or to his designee to approve or disapprove past absences. Please submit this note immediately following the student's return.**

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/her 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.

## Attendance Requirements

**A. Attendance Requirements for the Intermediate School were developed in conjunction with the local court system of Morrow County. Students shall not be absent for more than 5 days in a nine week grading period or more than 6 days in a semester. If a student exceeds the said number of days and the absence is not excused under the four criteria below, the student will be referred to mediation through the Mid-Ohio Educational Service Center and the local courts. The student may also be considered for retention under the school's retention policy.**

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. Students who are absent from school as a result of out-of-school suspension will be given a "0" for all work missed. The days missed will not count towards the 5 day limit.

C. Definition - Half Day/Whole Day

1. A student must be in school 5 hours to be considered in attendance the whole day. A student in school less than 5 hours but more than 2 hours will be considered in attendance for a half day.

2. A student entering school prior to 9:50 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 9:50 AM will be considered in attendance for a half day.

3. 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.

4. A student leaving early will not interrupt classes that are in session to get home work assignments; this should be done before or immediately upon return.

E. Intervention - Upon accumulating 2 or more days of absence in a 9 weeks grading period, a principal-student conference may be held to discuss the student's absenteeism and to give warning of court mediation. A letter of concern will be sent to the parents explaining attendance requirements.

F. A student may not miss more than 6 days in a semester. Therefore, if 5 days are used in the first grading period of a semester, the student will have just one day to use in the second half of that semester (other than board approved absences).

## Tardiness

*The tardy bell rings at 7:50am.* 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 issued a Friday School for every 5th tardy that is not accompanied with a parent excuse. A parent excuse for tardiness must be presented the same day as the occurrence. Students will begin each semester with "0" tardies.

Students with repeated tardiness problems for the year are subject to more severe penalties than those listed above, including court mediation. Occurrences of tardiness to school with approval notes will not count toward a Friday School.

## Truancy

Truancy is defined as absence from school for a reason other than those listed above as State Regulations without the Principal's approval. Referral to the County Attendance Officer and/or the filing of truancy charges with the Juvenile Court may result from repeated truancy. State Attendance Regulations state that **if a student accumulates five consecutive unexcused absences, seven unexcused absences in one month, or twelve unexcused absences in one school year, that student has**

**violated state truancy laws and should be referred to juvenile court for disciplinary action. Excused absences are stated previously.**

**Medical Status:** Students who are absent for 12 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 immediate family or principal's approval will be accepted as an excused reason for the absence. In addition, documentation must be presented to the school within twenty-four hours of the student's return to school. Parents of students with chronic medical conditions should contact the principal and/or the attendance office.

After 12 absences, and being placed on medical status, those absences not covered by a doctor's excuse, or hospital record, court record, death in the immediate family or principal's approval will be processed as an unexcused absence.

## Family Vacations/Extended Absences

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 1 family vacation up to 5 school 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. Students and/or parents complete, sign, and return the Pre-excused absence form.
3. Assignments will be given to students upon return from vacation unless other arrangements are made.

## Curriculum, Instruction, and Assessment State Content Standards

The Cardington-Lincoln School District has adopted a curriculum that follows the Ohio Department of Education's Academic Content Standards. For an extensive list of Standards and Benchmarks please visit ODE's website at: [www.ode.state.oh.us](http://www.ode.state.oh.us)

## Standardized Assessments

A number of standardized assessments are given to the students of the Intermediate School in accordance with Federal and State Law. Please page 18 for the Assessment Calendar.

## Band (5th and 6th grade)

Students have the option of participating in band starting in 5th grade. Once enrolled, students may not drop-out

of band after the end of the first nine-week grading period.

## Homework Recovery

Homework Recovery is designed to allow students an added opportunity to finish assignments that are not completed by the appropriate date and time. Homework Recovery is assigned for the day following the expected completion day. Students who are assigned to HR will forfeit their recess for that day. A student who does not finish the assignment will be assigned to HR until that assignment is completed. Assignment to HR does not effect individual teacher's grading procedure, but the assignments must be completed.

## Grade Reporting

All subjects at the Intermediate School are given grades based on the following alpha-numeric system.

A = 92-100

B = 83-91

C = 74-82

D = 65-73

F = 0-64

Grades are issued through report cards approximately every nine weeks of school. Please refer to the school calendar for exact dates. Parents and students have up to 10 school days to appeal grades after report cards have been issued.

Student progress during each grading period can be monitored by parents through the Parent Portal of Power School online. At the beginning of each school year, both students and parents are issued a username and password to view student progress.

**If you would like to have paper copies of progress reports sent to you at the 4 ½ week point of the grading period, please notify the office.** If you do not have Internet access at home, the school is open from 7 a.m. to 4 p.m. for access to student progress.

## Academic Awards

Intermediate School awards will be given toward the end of the school year. Invitations as well as relevant information will be dispersed in the spring.

The Criteria for Intermediate School Academic Awards are as follows:

**English, Math, Reading, Science, and Social Studies** - the student must receive a 3.6 or higher (4 A's or 3 A's and 1 B).

**Most Improved Awards** - are awarded to students using individual teacher criteria.

**Citizenship Awards** - are given to students who are chosen by the 4th, 5th, and 6th grade teachers. Selected students who consistently demonstrate academic effort, honesty, and good behavior.

**Presidential Physical Fitness Awards** - are given by the physical education teacher based on predetermined criteria.

**Scholarship Awards** - are awarded to students that receive all A's in all subject areas for the entire year. who have received straight A's the entire year.

**Honor Roll Awards** - the student has been on the Honor Roll 4 out of 4 nine weeks or has been on the Honor Roll 3 out of 4 nine weeks and on the Merit Roll 1 nine weeks.

**Merit Roll Certificates** - the student has been on the Merit Roll 4 out of 4 nine weeks or 3 out of 4 nine weeks.

**Presidential Award** - a sixth grade student that has had a 3.6 grade point average for the past two years.

**Principal Awards** - are given to 1-3 students per grade demonstrating improved behavior, personal growth, or all around improvement. The principal will select these students (possibly with teacher input, as needed).

**Perfect Attendance Award** - if the student is neither absent nor tardy for any day in the school year.

## Honor Roll and Merit Roll

At the end of each nine week grading period, the Principal 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

All classes in which students receive a letter grade are used for the computation of honor and merit rolls.

## Movies and other educational media

Occasionally motion pictures or portions of motion pictures may be shown in a classroom to supplement a lesson or as a reward. It is the policy of the Intermediate School that parents be made aware of motion pictures that may contain material where the Motion Picture Association of America suggests parental guidance. Teachers will send home notice of any film that is rated PG or higher to give the parents the opportunity to "opt-out" of the material. The student will be given an activity to complete in place of the film with no effect on grading.

## Retention and Promotion

It is the policy of the Cardington-Lincoln Intermediate 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:

4th - 6th grades - A student must pass for the school year, four 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 3 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 2nd 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, D/F 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 child'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 programming or individual tutoring to a student failing two of the required academic classes (at parent cost and must be a pre-approved program). Students failing more than two academic classes may 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. **All appeals must be heard by the building principal no later than June 30.**

## Tutoring

Opportunities for one on one or small group tutoring may be available to at no cost to students. Specific schedules regarding times and locations of tutoring will be distributed at the beginning of the schools year. School sponsored tutoring typically lasts from 3:00 - 4:00 p.m. and a small snack is provided. **Preference for tutoring will be given to students with the greatest academic need, as determined by the teacher and administrator.**

Parents shall provide transportation to and from tutoring. In the event that a parent is late by over 15 minutes at the end of the tutoring session on two occasions, the student will not be allowed to participate in after school tutoring.

## Emergency Procedures

### Fire Drills/Tornado Drills

Fire drills at regular intervals (once a month during the school year) are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. Students are not permitted to talk during a fire drill and are to remain outside the building until a signal is given to return inside. Books and personal belongings are to be left in the room. Students are not permitted to go to their lockers during a fire drill.

Tornado drills are at frequent intervals as well. Each classroom has an area to occupy for such drills, and the same rules for personal behavior apply as for fire drills.

In any other emergency, follow the directions of your administrators or teachers.

## Lockdowns

Lockdown drills will take place at regular intervals in all schools and are an important safety precaution. When the announcement is made for a lockdown, students, teachers, visitors and all other people in the building are to report to the nearest classroom, shut and lock the door if possible, remain quiet and hidden from view until a law officer or administrator enters your room and escorts you to safety. As in any other emergency, follow the directions of the school officials.

## Services For Students Individuals with Disabilities

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

The Cardington Lincoln Local School District provides a variety of Special Education programs and related services to students identified as having a disability as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a special need exists. If a need is identified, the child can begin receiving the appropriate special education and related services.

What does a disability mean? For children ages 3 through 5 it means there is a documented deficit in one or more of the following developmental areas: communication, vision, hearing, motor skills, social/emotional/behavioral functioning, self-help skills and/or cognitive skills. For children ages 5 through 11 identification of one or more of the following conditions constitutes a disability: autism, deaf-blindness, hearing impairment including distress, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, emotional disturbance, specific learning disability, speech or language impairment, traumatic brain injury and/or visual impairment including blindness. A child may access Special Education services through a multi-factored evaluation and placement procedure. Parent involvement in all aspects of the process is essential. More importantly, the Cardington-Lincoln Local Schools wants the parent to be an active participant. To inquire about the procedures or programs you may contact your building principal.

# Health and Wellness

## Wellness Policy

The Board of Education recognizes that good nutrition and regular physical activity affect the health and well being of the district's students. Furthermore, research suggests that there is a positive correlation between a student's health and well being and her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

For more information about the district's wellness policy, please contact the board office.

## Hand Washing 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 Intermediate School 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, etc)
10. After recess
11. 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 parent 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.

## Illness and Injury at School

If a child has an accident or becomes ill at school, the parents will be notified to come and get the child after school personnel have determined if it is serious enough to warrant a phone call. Students are not permitted to call home on their own to report illness. They should go through the clinic.

At the beginning of each school year, parents are required by law to complete emergency medical cards designating a local person, doctor, dentist, and hospital to be contacted in case of emergency when parents cannot be reached. These cards are also necessary for any activity off school grounds, including field trips, spectator trips, and trips for athletic or other curricular activities.

Any student who has a fever of 100 or higher, vomiting, diarrhea, or signs and symptoms of a possible communicable disease will be sent home. Please keep students with a known or suspected communicable disease home until they are symptom-free or have had 24 hours of treatment. Students who are injured, ill, or seem to need extended observation for injury or illness will be sent home for possible medical evaluation. Only the names of parents/guardians or friends/family listed on the emergency card will be permitted to pick up or release a child from school because of illness or injury. Parents must come into the school to sign their child out.

If a child appears to have a life-threatening or serious illness/injury, the emergency squad will be called. Every effort will be made to notify parents/guardians of this necessity, so all phone numbers and health care information on the emergency card must be kept current. Parents are responsible for informing the school each year of their child's specific health problems, especially life-threatening bee sting or food allergies. If a child requires an epipen or benadryl for allergies, the parents are responsible for providing the school with the medication and a signed doctor's statement directing how and when the medication is to be administered.

## Immunization

In compliance with the Ohio Compulsory Immunization Law, no pupil shall be admitted to school unless he or she presents written evidence that he or she has received the required immunizations by such means as may be approved by the Department of Health, pursuant to the powers granted by 3313.671 of the Ohio Revised Code or unless such pupil presents a written statement of his

parents or guardian objecting to such immunization for reasons of conscience, including religious convictions. A physician may certify in writing that such immunization against any disease is medically contraindicated. Proof of immunization must be on file with the school clinic within 14 days of school enrollment or that student may be excluded from school until the appropriate records are provided. However, if there is an outbreak or evidence of illness for which your child has not been immunized, they will be excluded from school.

## Lice

Any student who is found to be infested with head lice or nits (pediculosis) will be sent home for treatment. The school does have a limited supply of OTC treatment for lice if a student is in need. The student will be re-admitted into school only when it is determined that he is nit free by a designated school staff member.

## Medication Policy

Students needing medication will be 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 medication be stored and made available to the student.
- B. Each person designated to store medication will receive 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 medication and the dosage to be administered;
  - 4) the times of intervals at which each dosage of the medication is to be administered;
  - 5) the date on which the administration of the medication is to begin;
  - 6) the date on which the administration of the medication 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 medication, including sterile conditions and storage.

**This information is required for inhalers as well.**

- C. The ultimate responsibility for taking medicine falls on the student.
- D. Student **should not** carry medication to or from school (see discipline policy).
- E. All remaining medication must be picked up by a parent/guardian in the school office no later than 3 weeks from the conclusion of school. After this time all remaining medication will be destroyed

## Over-the-Counter Medication

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. The note shall describe, in detail, specific circumstances for the use of medicine and frequency of dosage. Under no circumstances shall a student provide another student with a nonprescription medication.

## Transportation 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. Please be aware that there is no guarantee of a seat being available for your child if he is riding a different bus. Preference will be given to those students who are regularly scheduled to ride that bus. The administration reserves the right to deny a request to ride an alternate bus based on safety factors.
- C. Be absolutely quiet at railroad crossings and other places of danger as specified by the driver.
- D. Keep the noise on the bus to a minimum.
- E. The use of tobacco or abusive language on the bus is prohibited.
- F. Remain in the assigned seat while the bus is in motion.
- G. Refrain from hanging any object or part of the body out the bus window.
- H. Do not throw any object while on the bus.
- I. Use only the front door to enter and leave the bus.
- J. Students riding buses are subject to all other school rules and may receive additional penalties for violation of these rules.
- K. The driver is in charge of the bus and all driver requests should be obeyed promptly.
- L. Use of cell phones is prohibited.

**Disciplinary action** - The following are progressive discipline measures used as a result of bus violations. The principal may choose to supersede this order if the violation so warrants.

**First Violation** - A warning and a report to the parent describing the conduct which is in violation or up to 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 length of time determined by the Superintendent.

## Behavior and Conduct

### Conduct

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.

**The following rules and guidelines apply to all curricular and extra-curricular activities and to those students in attendance at any school sponsored event on or off school grounds or while being transported by the district.**

### Positive Behavior Supports

We at the Intermediate believe that a **reactive** approach to discipline is not a long term solution to behavior issues. Competencies in academic, lifestyle, and social skills cannot be forced upon children through a series of punishments, but must be grown by promoting good, positive behavior. Where consequences and punishments are a part of the school environment, we hope to foster a safe school environment through a system of positive behavior supports.

## Pirate Club

Pirate Club was created to celebrate students' positive behavior during the school day. To qualify for Pirate Club, a student must display a set number of positive behaviors in the areas of respect, responsibility, and safety during the course of a one month period. The behaviors may include but are not limited to: holding doors, complimenting peers, assisting teachers, lunch clean up, alerting adults to a safety issue, etc. At the end of each month, students in pirate club will be given a reward. They will also be entered in to a drawing for a monthly grand prize.

## Bullying

Harassment, intimidation, or bullying is defined as any intentional written, verbal, graphic, or physical act that a student or a group of students exhibits toward another particular student more than once and the behavior both causes mental or physical harm to the other student and is sufficiently severe, persistent, or pervasive that it created an intimidating, threatening, or abusive educational environment for the other student.

Harassment, intimidation, or bullying toward another student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Every student is encouraged and every staff member is required to report any situation that they believe to be aggressive behavior toward another student. Reports of aggressive behavior will be investigated by the building principal and parties involved will be notified of the findings.

## Cheating

Every student is expected to demonstrate sincere honesty in the completion of daily homework, assignments and classroom tests. Those students completing these tasks in a dishonest manner will be considered guilty of cheating. Examples of cheating include (but are not limited to): falsification of sources, plagiarism, copying, use of a "cheat sheet", assignments completed by others, etc. Students who are guilty of cheating will receive a "0" for the assignment and may receive additional discipline.

## Cell Phones

Cell phones are permitted in the building provided that they are turned off during the school day while the student is inside the building or participating in a school sanctioned event outside of the building. The school is not responsible for any loss or damage to cell phones or other electronic devices owned by students.

Ringing, vibrating, or beeping mobile phones are a distraction in the school environment and thus a violation of a minor rule.

Use of a cell phone during the school day will automatically result in consequences of a second violation (see below)

First Violation - Phone is confiscated and sent to the office. A verbal warning is issued. The student may pick

up the phone from the office at the end of the school day.

**Second Violation** - Phone is confiscated and sent to the office. Student is issued a lunch detention. Parent will be called to retrieve the phone from the office.

**Third Violation** - Phone is confiscated and sent to the office. Student is issued a Friday School. Parent will be called to retrieve the phone from the office.

Students who use mobile phone to call, text, or take pictures will be subject to the consequences of the second or third violation.

**\*Please note:** The Ohio Department of Education has prohibited students from possessing any electronic device during the administration of the Ohio Achievement Assessments unless approved as a result of state prescribed testing accommodations. Violation of this testing protocol may result in the student's test being invalidated.

## 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 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 community standards of common decency and good taste. The administration in each building will make the final decision in regards to dress and grooming. Any form of dress or grooming that attracts undue attention will be considered unacceptable.

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. Tops with "spaghetti straps" are inappropriate unless worn over an acceptable top. An acceptable top is approximately 2" wide in the shoulder area. Shorts and skirts should not be above one's fingertips when arms are extended at his/her side. Moreover, shirts should not raise and show skin in the stomach area when arms are extended to his/her side. Shirts must fit so that one's side is not exposed.
3. **Ripped, cut or torn shirts or pants are not permitted.** Spandex, boxer shorts resembling underwear, pajama pants, biker's wear (items made of tight stretch material) are not permitted. Hats, headbands, or bandannas are not to be worn in the school building during the school day.
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.

5. Shoes must be worn and remain on feet.
6. Other items regarding health issues will be enforced by principal.

Cleanliness and neatness 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. Repeated failure to comply with the above rules and regulations can be considered a major rules violation and result in further school penalties. Final decisions are made by the building principal.

## 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 will notify the parent(s) or guardian(s) in writing.
3. The Principal will attempt to notify the parent or guardian by phone to arrange a conference.
4. The Principal will notify the Juvenile Officer of Morrow County.
5. The Principal will notify the appropriate (school) counselor.
6. 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.
7. If the student does not receive assessment and any recommended treatment, the 10 day suspension stands with the recommendation of expulsion.

#### B. Second Offense

## Cardington–Lincoln Intermediate School Student Handbook 2011–2012

1. The Principal will follow the same procedures (1-5) 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 this 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.
2. The Principal will notify the parent(s) or guardian(s) in writing.
3. The Principal will notify the Morrow County Sheriff's Department and will recommend referral to the Juvenile Court by the Juvenile Officer in charge.

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

A. Supplying or selling of chemicals (drugs/alcohol) will result in a 10 suspension with a recommendation of expulsion to the Superintendent of Schools.

B. The Principal will notify the parent(s) or guardian(s) in writing.

C. The Principal will refer the case to the Morrow County Sheriff's Department for referral to the Juvenile Court.

## 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.

## Minor Infractions

A violation of any of the MINOR RULES listed below will result in a "Yellow Slip" and some form of disciplinary action including, but not limited to, a lunch

detention. Student will be asked to sign all yellow slips to acknowledge receipt of consequence.

**Rule 1:** A student shall not be disrespectful.

**Rule 2:** A student shall not have missing assignments.

**Rule 3:** A student shall be properly dressed.

**Rule 4:** 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 5:** A student shall come to class prepared.

**Rule 6:** A student shall refrain from pushing or tripping others, running in the halls or throwing any object in the halls or rooms of the school.

**Rule 7:** A student shall refrain from excessive talking/noise

**Rule 8:** A student shall not display or use a cell phone during school hours

**Rule 9:** A student shall not disrupt class

**Rule 10:** Other minor classroom or discipline problems.

**Repeated violations of the above Minor Violations will be considered a Major Violation as listed under Major Violation # 15.**

## Major Infractions

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

**Rule 1: Disruption of or Interference with Curricular or Extra Curricular Activities**

**Rule 2: Theft of or Damage to School Property**

**Rule 3: Theft of or Damage to Private Property**

**Rule 4: Fighting or Unauthorized Touching/Contact (physical and/or menacing)**

**Rule 5: Dangerous Weapons and/or Instruments**

**Rule 6: Use or Possession of Tobacco and/or Look-alike Products**

**Rule 7: Insubordinate Conduct Towards School Personnel**

**Rule 8: Failure to Comply with Reasonable Requests**

**Rule 9: Truancy**

**Rule 10: Threats, Intimidation, Bullying, Harassment, Hazing, etc. of others**

**Rule 11: Altered School Records (fraudulent signatures on doctor, dentist, parent notes, etc)**

**Rule 12: Deviant Social Behavior**

**Rule 13: Aiding and Abetting in the Commission of a Violation (ie. Lookouts)**

**Rule 14: Frightening, Degrading or Disgraceful Acts**

**Rule 15: Repeated Violation of Minor Misconduct Rules (Excessive Yellow Slips)**

**Rule 16: Refusal to Serve Discipline**

**Rule 17: Gambling**

**Rule 18: Sale or Distribution of Illegal or Inappropriate Material**

**Rule 19: Use or Possession of Drugs, Alcohol, and/or Look-Alike Products**

**Rule 20: Other Conduct (to be noted)**

## Disciplinary Actions

It is the policy of the Intermediate to use progressive discipline procedures for continued violations of minor and major rules. It is, however, possible that a violation of a rule may be such that a first, second, or third step of discipline is waived if deemed appropriate by the principal.

**Minor Violations** - The consequence for a minor violation may be assigned by the individual teacher or staff member writing the yellow slip. These consequences may include: warning/counseling and or lunch detention.

**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 (OSS)

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.

The building principal may at his/her discretion substitute Friday School suspension or In-School suspension for steps I, II, or III above (see below).

**If a student is suspended the principal will issue an notification of suspension to the parent or guardian within one day of the beginning of the suspension.**

**In School Suspension** - ISS is an alternative to an OSS. Students will be given classroom assignments for the day and will not suffer from loss of credit, but will be assigned to work in the ISS room.

**Friday School** - Friday School provides an opportunity for students who might otherwise be suspended to remain in school. Furthermore, students may be placed in Friday School for an accumulation of five tardies or five detentions, other repeated or blatant misbehavior, etc. The student 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 2:55 pm until 5:25 pm** in the Cardington Intermediate School Library or designated room. Tardy students will not be admitted

after 2:55 and will be required to attend an additional Friday School session.

2. Students will not be allowed to use the telephone (except in case of an emergency) or to go to 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 radios, cards, magazines or other recreational items will be allowed in the room.

6. No food or beverages may be consumed during Friday School.

7. There will be a five minute break at 4:00. Students may go to the restroom during this time.

8. Students are required to have class assignments with them and do school related work during the entire Friday School. Failure to comply will result in additional penalties.

9. Students may be assigned a work packet for repeated infractions, etc. The Friday School teacher will also give work to students who have not brought materials. If these packets are not completed, the students will face additional discipline (Friday School or suspension).

## Emergency Removal, Suspension and Expulsion

**All students have the right of due process of law (the right to a hearing) in regards to disciplinary actions which may involve suspension or expulsion.**

Any appeals to the following discipline measures should be voiced to the Superintendent of schools within two school days of the suspension. The superintendent will hold a formal hearing to address the appeal and a student may have legal council present.

A. **“Emergency removal”** shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an on-going threat of disrupting the educational process provided by the District.

B. **“Suspension”** shall be the temporary exclusion of a student by the school building administrator from the District’s program for a period not to exceed ten (10) school days. The student may not return to school until the days are served. Failure to follow this directive may result in additional days of suspension. All work missed as a result of a suspension will result in zero credit.

C. **“Expulsion”** shall be the exclusion of a student from the schools of this district for a period not to exceed eighty (80) school days unless the incident involves a firearm. If at the time of an expulsion there are fewer days remaining in the school year than the number of days of the expulsion, the superintendent may apply any

or all of the remaining periods to the following school year. If a student brings a firearm on school property in a school vehicle, or to any school sponsored activity, he/she shall be expelled for one (1) year unless the superintendent reduces the punishment for reasons related to the specific circumstances.

The superintendent may also expel a student for up to one (1) year if the student brings a knife onto school property in a school vehicle or to any school sponsored activity. A student may also be expelled for a year if he/she possesses a firearm or knife at school or any other property owned or controlled by the Board which a firearm or knife was initially brought onto district property by another person. In compliance with federal law, the superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the district.

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## Assessment Calendar

	4th	5th	6th
Aug	AIMSweb	AIMSweb	AIMSweb
Sept			
Oct			
Nov	Practice OAA	Practice OAA	Practice OAA
Dec			
Jan	AIMSweb	AIMSweb	AIMSweb
Feb			
Mar			
Apr	OAA- Reading OAA-Math	OAA- Reading OAA-Math OAA- Science	OAA- Reading OAA-Math
May	AIMSweb	AIMSweb	AIMSweb
Jun			

# School Map

