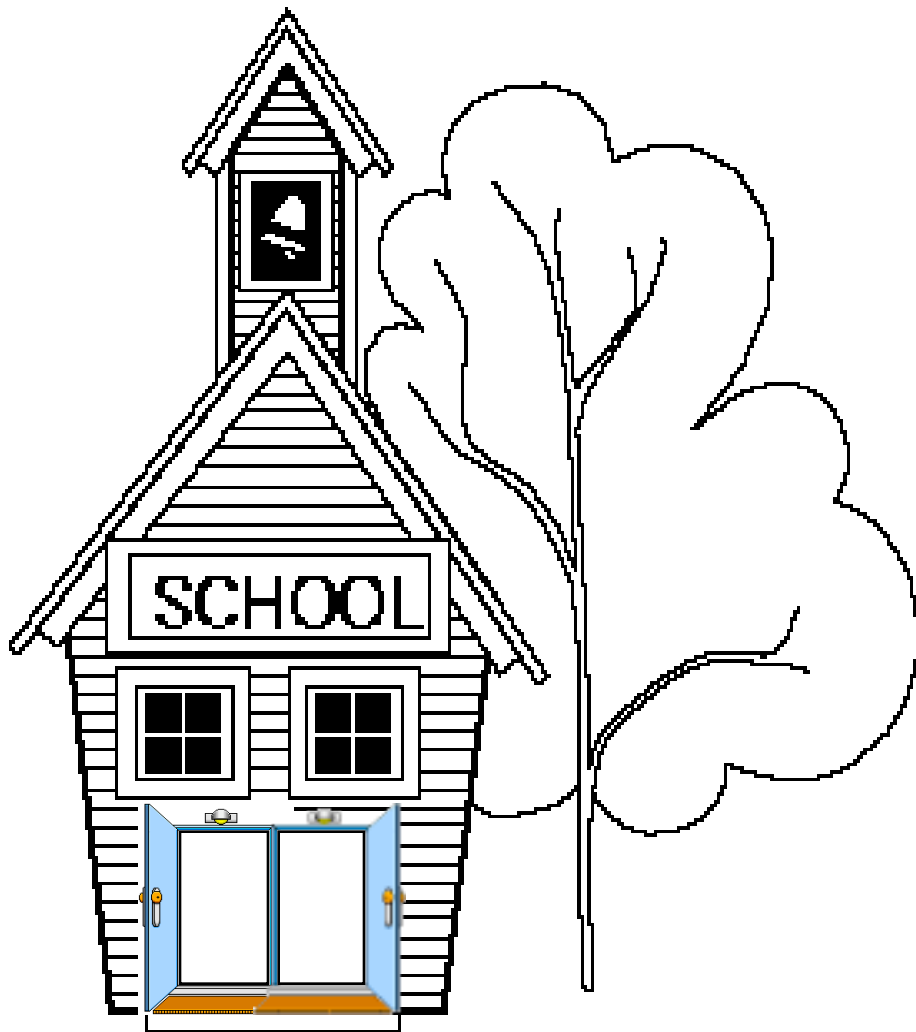


# Cardington - Lincoln Primary



## Handbook

Introduction.....	3
School Calendar.....	4
Mission Statement.....	5
Pirate Pledge.....	5
Telephone Numbers.....	6
Daily Schedule.....	6
Closing of School.....	6
Entrance Procedure.....	6
Withdrawal From School.....	7
Student Records.....	7
Parent Visitation.....	7
Class Parties.....	8
Homework.....	8
Parent Conferences.....	8
Students Leaving the Building.....	8
Sign-In Sign-Out Procedures.....	8
Lunch and Breakfast Tickets.....	8
Student Evaluation.....	9
Grading Procedures.....	9
Incomplete Grades.....	9
Grade Changes.....	9
Promotion/Retention Policy.....	9
Code of Student Conduct.....	10
Student Rights.....	10
Student Responsibilities.....	10
List of Major Rules Regarding Student Conduct.....	11
Dress.....	13
Recess.....	14
Consequences for Unacceptable Student Conduct.....	16
Criminal Acts.....	16
Bus.....	16
Suspension / Expulsion Procedures.....	17
Student Attendance Policy.....	20
Family Vacations, Intervention.....	21
Definition - Half Day/Whole Day.....	22
Excused/Unexcused Absences.....	22
Attendance Incentive Program.....	22
Drug Policy.....	23
Medical Policy.....	25
Special Services.....	25
Chaperone Guidelines.....	26
Student Program Guidelines.....	26
Library.....	27
Handwashing.....	27
Non Discrimination.....	28

Parent - Student Handbook

Cardington-Lincoln Primary School

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

Needless to say, such a handbook cannot anticipate or cover all questions or concerns therefore, parents are encouraged to call the Principal from whom you will receive prompt and courteous attention.

It is our 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

L. Scott Hardwick - Principal

Board of Education

Jim Clinger  
Chuck Jones  
Scott Crum  
Tim Brake  
Pat Clark

Revised -May 2011



**Mission Statement**

It is the goal of the Cardington-Lincoln faculty to aid in the development of the individual to the best of his abilities.

We believe that all students have the potential to learn and become responsible and productive citizens.

Education is preparation for citizenship and in our society, education is a district privilege. In America our most cherished goal is freedom. Progress toward freedom comes with the development of self-discipline and understanding, and the acceptance of the responsibilities that freedom entails.

Worthy of development are personal skills that promote a positive self concept and respect toward others. Education should teach the individual to use critical thinking in solving problems in the home, school and community.

**Pirate Pledge**

I am proud to be a  
Pirate.

I'll do my best today.

I'm ready to look,

listen and learn.

## Telephone Numbers

Superintendent of Schools	419 - 864 - 3691
Cardington-Lincoln Primary School	419 - 864 - 6692
Cardington-Lincoln Intermediate School	419 - 864 - 3152
Cardington-Lincoln Middle School	419 - 864 - 0609
Cardington-Lincoln High School	419 - 864 - 2691

## Daily Schedule

8:05	Tardy Bell
2:40	Bus Dismissal
2:50	Walker Dismissal

Students should not arrive at school earlier than 7:15.

## Closing of School

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

WVNO - Mansfield - 1440 AM / 106.1 FM	
WMRN - Marion - 1490 AM / 107 FM	WBNS-TV 10
WDIF - Marion - 94.3 FM	WCMH-TV 4
WNCI - Columbus - 97.9 FM	WSYX-TV 6
WTVN - Columbus - 610 AM	WTTE- FOX 28
WNCN-CO 101	The Fan 1460 AM
WCOL-Columbus-92.3	97.1 FM

## Entrance Procedure:

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

Birth certificate (not mothers certificate)

Immunization records - students will be excluded from school after 14 days if required immunizations are not completed or in progress.

Current emergency information forms - these should be updated if the addresses, telephone numbers, or place of employment change.

Completed registration form each year.

Copies of court orders which may affect the student. Students will only be released to custodial parents unless a signed note from the parent is sent into the school.

Parents not providing the above information may have their children denied the right to attend the Cardington-Lincoln Schools.

## **Kindergarten**

Children who are 5 years old on or by August 1st are eligible to enroll in our kindergarten program for that school year. Children whose birthday is after August 1 but on or before December 31, are eligible for early entrance testing upon parental request.

## **Withdrawal From School**

If a student will be moving to another school district, please call or send a note telling us as soon as possible. This allows the homeroom teacher to help the student make a smoother transition.

Any money owed for lost or damaged books or other obligations must be paid before records will be sent.

## **Student Records**

We maintain the following information in our permanent student records:

- Name
- Address
- Emergency medical information
- Grades
- Attendance
- Copies of court orders, if applicable
- Birth certificate
- Standardized test results.

The permanent records may be inspected by parents upon request.

Records are confidential and only authorized persons will have access to student records.

Noncustodial parents, unless otherwise stated by the courts, are entitled to review school records, to have conferences, and receive copies of report cards.

Copies of report cards will be sent to noncustodial parents upon receipt of self addressed envelope.

Non custodial parents will not be permitted to visit their children at school.

The parent who brings the student to school or puts the student on the bus in the morning, is the parent who decides where the student goes after school at dismissal.

## **Parent Visitation**

Parent visitation will be monitored by the building administrator. Please feel free to contact the building administrator to establish a building / classroom visit. If visits interrupt the educational process, the building administrator has full authority to ask you to leave in the interest of the students in the building.

## **Class Parties**

Class parties are scheduled around special events and the major holidays. Please see your child's teacher for information about the parties.

Please check with the teacher before sending treats, food or other items for birthday parties.

## **Homework**

Students are required to do reasonable amounts of 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 actually do the work but should explain the process and provide guidance.

Students in grades 2-3 will be given an assignment book. This book, even though used by the student, remains the property of the school.

## **Parent Conferences**

Conferences are scheduled for early Fall and Spring. Please check the school calendar for specific dates. A written notice will be sent to all parents at these times. If at any other time you wish to confer with your child's teacher, please contact the teacher or call the office to schedule an appointment.

## **Students Leaving the Building:**

During the day, students are not permitted to leave the building without permission from the Principal. Students should have a note from parents giving permission. The note should be given to the teacher. Students must sign out at the office. Parents should come to the office when picking up their child during the day.

## **Sign-In Sign-Out Procedures**

When students arrive at school after 8:05 a.m. they are to report to the Principal's office and sign-in.

If a student has to leave school before the end of the school day, he is to bring a note from home explaining his reason for having to leave school early. This note is to be presented to the teacher in the morning. The student must be signed out before he will be permitted to leave the school grounds. No student is permitted to leave school without office clearance.

After signing out their child, parents will receive a note from the office to give to their child's teacher, or a call will be placed to the classroom teacher. The teacher is not to allow a student to leave without receiving a note / call from the office.

If parent or parents stop by the room to pick up their child, they must give a note from the office before the teacher will release the student.

## **Lunch and Breakfast Tickets**

Lunch and Breakfast tickets will be on sale each week. We encourage students to purchase lunch tickets. This eliminates the need to bring money each day and speeds up the lunch lines.

## **Student Evaluation:**

Report cards are distributed at the end of each nine week period. Staff will send reports home in addition to grade reports. The purpose of these reports is to inform parents of their children's progress.

## **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

Final grades will be the average of the percent grades received during each of the grading periods.

## **School Work Missed During Absences**

In accordance with the attendance policy, any work missed by a student must be made up. The students will be given 1 day per every day missed to make up all missing work. It is the student's responsibility to arrange make-up work with the teacher.

## **Movie Viewing**

Movies viewed in the elementary building will not exceed the rating of G (General Audience). If a staff member chooses to show a movie that is beyond G (General Audience), said staff member will communicate, in writing, with parents to acquire permission before the movie is shown. If parents do not grant permission, the child / children will not be punished and will be permitted to participate in an alternative activity that will not negatively affect the child's grade.

## **Grade Changes**

A student who wishes to protest or challenge a letter grade on his or her report card must do so within ten school days following the issue date of the report card. Any grade left standing and not challenged by a student during this ten day period shall be firm and unchangeable.

## **Promotion/Retention Policy**

Last item on the page: A student in grade three must meet the minimum standard (385) on the Third Grade State Reading test in order to be assigned to the next grade level. A student not meeting the minimum standard will be retained.

The goal of our school is to have all students be successful. It is sometimes necessary to have a student repeat a grade level. This decision is difficult to make and involves many factors. The teacher, principal, and parents will be involved in the discussion before a decision is made. The Principal will make the final decision.

A student who receives passing grades ( D or better) in all subjects earns promotion.

A student not earning promotion may be assigned to the next grade level or retained in the present grade level.

A student who receives an "F" in two subjects or an "F" in one subject and is 1 year or more behind in Reading may be retained.

A student who receives passing grades ( D or better) for work that is not on grade level may be retained.

A student in grades K, 1 or 2 who is 1/2 year or more behind in Reading and/or Math may be retained.

### **Code of Student Conduct**

The purpose of a Code of Student Conduct is to inform the students and parents of what is expected of each and every child in grades Kindergarten through Third and to inform the students and parents of what the consequences may be if the codes are not followed.

Any student who violates this code will be disciplined. Discipline is necessary to aid in reinforcing the expectations that both the school and the parents have of our young people. All disciplinary actions will be handled privately and with due respect for the student involved.

This Code of Student Conduct will govern student behavior at all times on or near the school grounds and at all school-related functions or activities, including riding the bus for any purpose.

### **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. 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 Responsibilities**

The Board of Education, administrators, teachers, and employees (including custodians, cooks, secretaries, teachers 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 of his or her actions. We all realize the need to have certain rules and regulation in order to keep our school functioning in an orderly and safe manner.

The following rules and regulations are intended to:

Promote maximum safety.

Develop a positive climate for living with courtesy and respect.

Maintain a good atmosphere for learning.

Protect the rights and property of the school and others.

## **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, 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 may 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.

## **List of Major Rules Regarding Student Conduct**

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

Rule 1: Disruption of or interference with curricular or extracurricular 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 firecrackers, possession of smoke bombs, 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 2: 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 and equipment.

Rule 3: 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 4: 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.

Rule 5: Dangerous weapons and instruments:

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. A student shall not handle in a dangerous way any object capable of inflicting pain or bodily harm to others. Students shall not possess any item that could be perceived as a gun or a knife (play gun, play knife, etc...)

Rule 6: Use of tobacco:

A student shall not possess or use tobacco in any form while attending or participating in any curricular or extracurricular school activity.

Rule 7: Conduct towards school personnel:

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

Rule 8: Failure to Comply With Reasonable Requests:

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

Rule 9: Truancy:

A student shall not be absent from school for any unexcusable 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 reason 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 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.

Rule 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 12: Deviant Social Behavior:

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

Rule 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 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, law enforcement officials, etc., by either verbal or nonverbal means.

Rule 15: Repeated Violation of Minor Misconduct Rules:

A student shall not repeatedly violate the minor misconduct rules contained in the Student Conduct Code.

Rule 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.

Rule 17: Gambling:

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

#### Rule 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 of behavior.

#### Rule 19: Sale or Distribution of Material:

No student shall offer for sale or distribute, nor shall any student sell any materials or substance without first obtaining approval of the item to be sold from the principal.

#### Rule 20: Electronic Devices

Electronic equipment ( example: ipods, cell phones, electronic games, etc.) are not to be brought to school. If cell phone use is required by students, parents must notify the school and the phone must be turned off and left in the students backpack. The school is not responsible if electronic items are lost or stolen while on school grounds.

#### Rule 21: Classroom Treats

Students are not to have chewing gum or gum filled treats in the building. The teachers may arrange for special treats.

### **Dress**

The Cardington-Lincoln Schools endeavor to create an optimal learning climate. It is believed that there is a strong correlation between the clothing students wear and their attitudes. In order to create and maintain the most favorable learning conditions possible, proper dress by students is necessary.

The following statements are intended to provide minimal guidelines for a standard of student dress while in school.

Student's hair, body, and clothing should be neat and clean at all times.

Shoes should be comfortable. Students that wear other foot apparel that poses a safety concern may be asked not to wear such items at school.

Moderate and reasonable decorum should be exhibited in student dress.  
Reasonable length shorts will be permitted.

Halter tops and open midriff blouses will not be permitted during school time. Tops should be long enough to tuck into the top of the slacks.

Tank tops may not be worn to school by either boys or girls. Sleeveless shirts (to the edge of the shoulder) are permitted.

Cut off jeans or cut off sweat pants are not permitted. Sweat pants are allowed if neat and clean. Ripped, cut or torn clothing is not permitted (this includes cutoffs). Spandex, biker's wear or stretch pants are not permitted.

T-shirts, or any other item of clothing with inappropriate logos or lettering are not permitted. Tobacco, Alcohol or drug logos/advertising and profanity are not allowed.

Hats: No hats will be worn in the building at any time, except by administrative approval. Hats include any items that are worn on the head such as visors, hoods, bandanas, baseball / softball caps, etc... The teacher also holds the right and responsibility to remove hair accessories if they disrupt the educational process.

### **Recess**

Boys and girls need time daily for outdoor recess activities and free play. A classroom teacher or aide is on duty at all times during the recess period. Students are expected to go outside for recess unless a note from the doctor for illness or a note from home is brought to school. A note from home must be in connection with an illness/absence. Any request for extended excused from recess must be accompanied by a statement from a physician.

Parents are asked to have children wear appropriate seasonal clothing for playground activities. Children look forward to this daily activity. Your utmost cooperation is appreciated.

Recess is not held outside during inclement weather, nor when the temperature is 20 degrees (wind chill included) or below.

Staff reserves the right to keep students inside for recess if the students are not appropriately dressed for outside recess.

### **Recess Rules:**

Stay inside the fence.

Keep away from the bleachers.

No Toys are permitted on the playground.

No playing in the school drive, parking area, private property, or town street near the school.

Stay on the gravel area when the grass is wet and muddy.

Ball games should be played in the proper area. Any ball game of an overly physical nature (tackling, pushing, tripping, shoving, etc...) is not permitted on school grounds during school hours. Footballs brought to school must be of a nurf nature (soft exterior)

Hard baseballs are not allowed.

Throwing of stones, sticks, dirt, snow, or other dangerous objects is not permitted.

Horse play such as tripping, jumping on someone, bumping into someone, or knocking someone down is not permitted.

Only one person is permitted on each swing. Standing on the swings or twisting the chains is not permitted. Jumping off of the swings, or other inappropriate behavior (walking in front of the swings) is not permitted.

Students shall be seated feet first on the slides and go down one person at a time.

Wrestling or fighting is not permitted.

Games of tag or chase on the large slides and climbing equipment is not permitted. Each area of this equipment is to be used properly.

Students shall go to their lines quickly and stand quietly when the end-of-recess signal is given.

The parking lot and drive is to be crossed with care.

Each student shall come into the building in a single line in a quiet and orderly way. Students are to walk in a single line next to the railings while climbing the stairs.

### **Indoor Recess**

Play in your own grade level classroom.

Find a quiet sit-down activity.

No running.

Use inside voices.

Lights go off to indicate that recess is over and clean up is to begin.

All things are to be put away quickly and orderly.

Students are to be in their seats and quiet.

### **Lunchroom/Cafeteria Rules**

Students shall :

- enter in a single, orderly, and quiet line.

- sit in designated area.

- talk quietly.

- clean his/her own eating area.

- return to their tables after cleaning up.

eat only in the lunchroom unless special permission is given.

### **Restroom Rules**

Students shall:

enter and leave in an orderly and quiet manner.

flush the toilet after use.

put paper towels in the wastebasket.

not open the windows, hang out of windows, or throw anything out of the windows

not climb on doors or restroom partitions.

not make a mess with water, soap, paper towels, or toilet tissues.

not sitting / standing on the sinks nor toilets.

### **Consequences for Unacceptable Student Conduct**

The possible consequences for not following school rules in this handbook are not limited to the contents of this partial list since every circumstance cannot be predicted. The disciplinary actions taken will reflect the severity of the misconduct and the frequency with which it occurs.

Every effort will be made to work as a team with parents to help students.

Students may be denied participation in one or more recesses. The recess time may instead be spent along the playground fence, in a classroom, in the hallway, or in the office under the supervision of a teacher or other school personnel.

Students may be denied privileges.

Students may be given a writing assignment concerning the incident.

Students may verbally apologize and shake hands with other persons involved.

Student may perform a task or tasks appropriate to the misbehavior. ( i.e. throwing paper wads may require picking up papers off the floor.)

Parents will be contacted by the student or teacher through letter or telephone.

Student may be referred to the Principal.

In the case of major incidents or frequent misbehaviors, disciplinary referral forms will be sent to parents and entered in the student's permanent record .

Parent conferences may be scheduled necessary.

## **Criminal Acts**

Students involved in criminal acts are subject to prosecution whether these acts occur in the community, at school, or school functions. Appropriate action may be taken by 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 in accordance with state law.

## **Bus**

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 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:

**Remain in the assigned seat while the bus is in motion. Students who stand up or change seats will be taken off the bus.**

**The students may not receive a warning about standing from the driver.**

Load and unload from the bus at the designated stop in an orderly manner.

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 than the one assigned must have a note from the parents and the administration.

Refrain from eating and littering on the bus.

Be absolutely quiet at railroad crossings and other places of danger as specified by the driver.

Keep the noise on the bus to a minimum.

The use of tobacco or abusive language on the bus is prohibited.

Remain in the assigned seat while the bus is in motion.

Refrain from hanging any object or any part of your body out the bus window.

Do not throw any object while on the bus.

Use only the front door to enter and leave the bus.

Students riding buses are subject to all other school rules and may receive additional penalties for violation of these rules.

The driver is in charge of the bus and all driver requests should be obeyed promptly.

Disciplinary action for violations of the rules governing the behavior of students riding school buses presently are:

First Violation - A warning or up to a 3 day suspension and a report to the parent describing the conduct which is in violation.

Additional Violation (s) - After a student conference, up to a ten (10) day suspension of the student's bus privileges may be issued.

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 student receive a suspension of bus riding privileges for a length of time determined by the superintendent.

### **Suspension / Expulsion Procedures**

#### **Suspension:** (Out-Of-School, Bus)

The Principal or Superintendent may suspend a student from school for offenses which are detrimental to the discipline and operations of the school; or when 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 conduct code. 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 against him/her. After the student has been notified of the specific charges, he/she shall be allowed to have an informal hearing. During the hearing, the student shall also be advised of possible disciplinary measures to be taken. If it appears that the student may be suspended from school, he/she will be given a notice of intended suspension. (An intent to suspend does not necessarily mean that the student will be suspended, it means that he/she is being considered for suspension, pending the final outcome of the hearing.) This hearing may take place immediately and the parents or guardians do not have to be present.

If, as a result of this hearing the decision has been made to suspend the student, the parents or guardian and the treasurer of the Board of Education will be sent a letter within twenty-four (24) hours. This notification must include specific charges made against the student and an explanation of the right to request a formal hearing with the local Superintendent to appeal the Principal's decision.

If a formal appeal hearing on a student suspension is requested, the local 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. The student may be

represented at the appeal hearing. (It should be noted that the suspension hearing is NOT an adversary hearing and the student has no right to legal counsel at this administrative level.)

Students who are suspended or expelled or removed from class will not be allowed to participate in curricular or extracurricular activities.

If the Principal's decision is reversed by the Superintendent, or in expulsion cases by the Board of Education, the student's records shall be cleared (expunged) of this offense and he/she shall be allowed to make up all work missed and have all days of absence, during this suspension, erased from his record.

Copies of all correspondence pertaining to the in-school or out-of-school suspension of students shall be forwarded promptly to the Superintendent and the treasurer of the Board of Education. Further, a copy of such correspondence shall be placed in the student's permanent record.

### **Emergency Removal From A Class, An Activity, School**

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

#### **Who May Remove A Student?**

The Superintendent or Principal, may remove a student from the premises of a curricular or extracurricular activity without advance notice.

A teacher may remove a student from a curricular or extracurricular activity under his/her 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 the student conduct code.

If a teacher makes an emergency removal, his/her reasons must be submitted to the Principal in writing as soon after the removal as practical.

Any school personnel may order a student to leave the school 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 to be a formal removal from a curricular or extracurricular activity and does not require a notice or hearing. A due process hearing must be held within 72 hours after removal is ordered:

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. The person who ordered or requested the removal must be present at the hearing.

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 parents or guardian, right to appeal, etc.)

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.

In all cases of normal disciplinary procedures where a pupil is removed from a curricular or extracurricular activity for less than twenty-four (24) hours and is not subject to further suspension or expulsion the due process (rights to a hearing, etc.) do not apply.

In an emergency removal, a pupil can be kept from class until the matter of his misconduct is disposed of either by reinstatement, suspension or expulsion.

## **Expulsion**

Only the Superintendent may expel a student from school and only for the same reasons as outlined in the Student Conduct Code for suspension and expulsion.

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:

The notice is to include reasons for the intended expulsion.

The pupil and parent or representative have an opportunity to appear on request before the Superintendent or his designee to challenge his actions. The administrator cannot compel such a hearing in the event the pupil and parent choose not to have a hearing.

The notice is to state the time and place to appear, which must not be less than three (3) days nor more than five (5) days after the notice is given.

The Superintendent may grant an extension of time; if an extension of time is granted, he must notify all parties of the new time and place.

Within twenty-four (24) hours of the expulsion the Superintendent must notify the parent, guardian or custodian of the pupil and the treasurer of the Board of Education of the right to appeal his decision to the Board of Education or its designee. The notice must include the reasons for the expulsion and the right to be represented at the appeal and to request that the hearing be held in executive session. The Board of Education may, by a majority vote of its full membership, reinstate the student.

## **Appeal To The Board of Education**

A student or his parent or custodian may appeal his expulsion or suspension by a Superintendent or Principal to the Board of Education or its designee. (In suspension cases the designee would be the Superintendent.)

Such student or his parent, guardian or custodian may be represented in all such appeal proceedings and shall be granted a hearing before the Board of Education or its designee in order to be heard against such suspension or expulsion.

A verbatim, word for word, record is required. This may be a tape recording, etc. No particular procedure for the hearing is required.

Formal action to affirm, vacate or modify the disciplinary action on the appeal may only be taken in public session.

The decision of the Board of Education or its designee is further appealable to the Court of Common Pleas under Ohio Revised Code 2506.

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.

## **Student Attendance Policy**

Rationale:

The Cardington-Lincoln Board of Education, administration, and teachers believe that good attendance is an absolute must for each individual student. Help your child develop good attitudes about promptness and dependability by teaching him/her to be on time. It is believed that good attendance is closely related to school success. Students must attend school regularly and be there on time to receive maximum benefit from school and to develop habits of punctuality, self-discipline, and responsibility.

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 records, 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.

## State Regulation

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:

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.

A student who is absent must present a note bearing the reason for the absence, the date or dates of the absences, and the signature of the parent, guardian, or other person in charge of the student. Parents are encouraged to contact the school each day that the child is going to be absent.

An excused absence from school may be approved on the basis of any one or more of the following:

Health Care: Absence of a child to receive health care from an appropriately licensed health care provider will be excused. The Principal may require a written statement from the provider.

Personal illness: The Principal may require the certificate of a doctor if he deems it advisable.

Illness in the family.

Quarantine to the home.

Death of a relative:

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.

Observance of religious holiday: Any child of religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

Emergency or set of circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school.

## **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 up to 5 days absence from school to accompany parents on family vacations, providing the following conditions are met.

A written request must be received by the Principal 5 days prior to the vacation.

A student may not have missed more than 5 days of school in a given 9 weeks grading period or have missed an accumulated 10 days of school total.

Students are encouraged to complete all work prior to the beginning of the vacation. All outstanding work must be completed the day that the student returns to school or no credit may be given for outstanding work. The excused absence policy (one day make up time for every day missed) does not apply to vacation leave time.

## **Intervention**

Upon accumulating 5 days of absence, per semester( not counting those covered by a doctor's written note or family funeral), a Principal - student conference may be held to discuss the student's absenteeism. A letter of concern will be sent to the parents.

Upon accumulating 5 days of unexcused absences, the student will be referred to Morrow County Court Mediation Services.

Upon accumulation of 10 days of unexcused or truant absence, referral to the County Truant Officer will be made with a recommendation to file truancy charges against the student and parent/parents. If a student is repeatedly absent, the Principal has the right to demand a note from a doctor verifying the student's illness. Failure to comply with this request will result in absences being unexcused even if a note from home is presented in the office.

Excessive absences as determined by the principal (even with doctor notes) may result in truancy charges being filed with juvenile court.

A letter will be sent after 5 unexcused tardies per semester ( not counting those covered by a doctor's written note) .

More than 5 unexcused tardies per semester will result in a referral to Morrow County Court Mediation Service. In addition to Court referral, school discipline may take place on a case by case basis.

## **Definition - Half Day/Whole Day**

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.

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.

A student leaving school after 1:00 pm (students must be excused by the office to leave early) will be considered in attendance the whole day. Leaving before 1:00 PM will be considered in attendance for a half day. Students that excessively leave before the conclusion of the school day, unless otherwise required by a doctor, could be referred to Morrow County Mediation Services.

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.

## **Excused/Unexcused Absences**

When a student is absent, a note from a custodial parent explaining the reason for absence is necessary. Any absence is excused if accompanied by a note and complies with the State Regulations listed above. A student returning to school without a note will be considered unexcused unless a note is produced within 3 days.

Parents need to be involved. The primary responsibility for absences of students lies on the shoulders of the parents and guardians. Parents and guardians have a serious obligation to teach students to assume the responsibility of attending school on a regular basis. Cardington-Lincoln Local Schools will provide assistance to parents and guardians as they perform their legal responsibilities.

Because of recent trends toward more accountability and minimum competency for students, Cardington-Lincoln Local Schools are emphasizing the importance of pupil attendance.

Chronic absenteeism, skipping class, truancy, and excessive tardiness are frequently the cause of students failing subjects and not having the skills of reading, writing, etc. These causes will not be tolerated or overlooked.

## **Attendance Incentive Program**

To qualify for the Attendance Incentive Program, a student may miss no more than one half excused day of school and be tardy to school no more than two excused times

during a semester. As stated in previous sections, excused matters must fall under one of the below categories:

Health Care: Absence of a child to receive health care from an appropriately licensed health care provider will be excused. The Principal may require a written statement from the provider.

Personal illness: The Principal may require the certificate of a doctor if he deems it advisable.

Illness in the family.

Quarantine to the home.

Death of a relative:

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.

Observance of religious holiday: Any child of religious faith shall be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.

Emergency or set of circumstances which in the judgment of the Superintendent of schools constitutes a good and sufficient cause for absence from school.

Early dismissals from school for a doctor's visit, funerals, or other valid reasons are not counted if less than a half day is missed as defined above. Oversleeping, or automobile difficulties are not eligible items to be excused for the purpose of this section.

One attendance field trip will be planned for the end of each semester. To qualify, students can not miss more than one half excused day and two excused tardies per semester.

Students that have been suspended from school will not be permitted to attend the semester attendance incentive activity.

Students that have unexcused absences or tardies, will not be permitted to attend the semester attendance incentive activity.

### **Perfect Attendance Certificate**

Students who have no absences and no tardies for the school year will receive a Perfect Attendance Certificate.

## **Drug Policy:**

### 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 knowingly possess any counterfeit controlled substance.

To knowingly make, sell, offer to sell, or deliver any substance that is known to be a counterfeit controlled substance.

To sell, offer to sell, give, or deliver any counterfeit controlled substance to a person under the age of 18.

To 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 psychic or physical dependency. Drugs purchased by prescription would be of this type.

No student shall possess, transfer, or conceal a non-controlled substance which the person:

represents to be a controlled substance; or  
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.

## **Disciplinary Procedures and Action**

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

( THE FOLLOWING PROCEDURES AND ACTIONS ARE IN EFFECT FOR THE STUDENT'S **ENTIRE SCHOOL CAREER.**)

Violation(s) of the above rule in the Student's Handbook result in:

First Offense:

The Principal will suspend the student for ten days in compliance with the student due process procedures, with expulsion recommended.

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

The Principal will attempt to notify the parent or guardian(s) by phone to arrange a conference.

The Principal will notify the Juvenile Officer of the Morrow County Sheriff's Department. The Principal will notify the school nurse and the appropriate counselor.

If the student seeks assessment and treatment, a written document of the assessment and recommendations from the treatment center must be submitted to the school. Follow-up is required.

If the follow-up procedures are adhered to by the student, he/she will be suspended for only 5 days.

If the student does not receive assessment and treatment, the 10 day suspension stands, with possible expulsion.

Second Offense:

The Principal follows the same procedures (1-5) as for the first offense with the exception that the 10-day suspension stands, with recommendation for expulsion

The Principal may recommend to the Superintendent of Schools that the student be expelled in compliance with the student due process procedures.

If the student seeks assessment and treatment, a written document of the assessment and recommendations from the treatment center must be submitted to the school. Follow-up is required. If the follow-up procedures are adhered to by the student, he/she will not be recommended for expulsion. If the student does not seek assessment and treatment, he/she will be expelled.

Third Offense and Subsequent Offenses:

The Principal will suspend the student for 10 days and will recommend to the Superintendent of Schools that the student be expelled in compliance with the student due process procedures.

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

The Principal will notify the Morrow County Sheriff's Department Juvenile Court.

The Principal will recommend that the Juvenile Officer refer the student to Juvenile Court.

Supplying/Sale of Chemicals (Drugs/Alcohol)

Supplying or selling of chemicals will result in a ten (10) day suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with student due process procedures.

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

The Principal/Assistant Principal will refer the case to the Morrow County Sheriff's Department (Juvenile Officer) for court referral.

Medical Policy 471.4

## **Medical Policy**

### **Medication:**

Before any prescribed medication (i.e., a drug) or treatment may be administered to any student during school hours, the board of education shall require a written statement from a licensed health professional, authorized to prescribe drugs, accompanied by the written authorization of the parent (form 5330 f1) before any prescribed medication or treatment may be administered. The board of education shall require the prior written consent of the parent along with a waiver of any liability of the district for the administration of the medication (forms 5330 f1a and form 5330 f1b).

As it relates to drugs (medical or otherwise), the board prohibits the use, possession, concealment, or distribution of any drug or any drug related paraphernalia as the term is defined by law, or the misuse of a product containing a substance that can provide an intoxicating or mood altering effect on school grounds, on school vehicles and/ or at any school sponsored event.

Many students are able to attend school regularly only through effective use of medication for the treatment of disabilities or illness that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible students shall be permitted to bring such medicine to school, so that it may be taken at the proper time.:

An appropriate person appointed by the building principal will supervise the secure and proper storage of all medications within the building. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.

A written request must be received from the parent or guardian of the student, requesting that the District store the medication for dispensation by the student. The building principal must receive and retain a statement which complies with state law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication. The statement must include information on any possible side effects from the medication in order to permit the District to take proper action if a drug reaction does occur. A revised statement must be submitted if any of the information originally provided by the physician or licensed individual changes.

No person employed by the Board shall administer any medication to any student. 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. This privilege may change at any time with regard to state laws.

### **Special Services:**

Guidance:

The counselor assists students in the classroom, in group sessions, and in individual sessions. The program focuses on developing understanding of self and others, decision making skills, and a positive self concept. It also focuses on the prevention of drug / alcohol abuse. Some small group activities with a specific focus for selected children are made available when needed.

Speech / Language:

Our Speech and Language therapist works with students to help with articulation and language development. Individual and small group sessions as well as whole class sessions are conducted.

Students at all grade levels receive help as needed. The main focus of the program is the primary grades.

Title 1:

Our Title 1 Reading teachers help students reading below grade level.

Reading Recovery:

Our Reading Recovery Teachers work individually with first grade students to develop reading skills. The program is intensive and individual.

We welcome comments and suggestions about our special programs.

### **Chaperone Guidelines**

Chaperones are always welcomed to help with field trips. The following guidelines will help our students receive the most benefit from the trip.

1. The teacher is in charge of the trip.
2. Chaperones should report to the teacher before the beginning of the trip.

3. Chaperones are to supervise and stay with assigned group.
4. Chaperones should enforce and follow the same rules as students .
5. Chaperones should set a good example for students.
6. Smoking, and the use of alcohol or drugs is not permitted.
7. Students are to be accompanied to rest rooms.
8. Please notify your child's teacher if your plans change for the day and you cannot help with the trip.
9. Students are required to ride school transportation to the activity. Custodial parents may transport their children home from the trip as long as written permission is given to the classroom teacher.
10. Chaperones are not permitted to bring additional children on the day of the trip. The primary responsibility of the chaperone is to attend to the students that are part of the school activity.

### **Student Program Guidelines**

During the school year our students conduct several performances for other students, parents and the public. Our students work hard to present the best program they can. We encourage everyone to attend and enjoy the performances. In order for everyone to enjoy the program please use the following guidelines.

1. Please arrive before the start of the program. We strive to start on time.
2. Please remain in your seats and do not allow small children to run around during the performance.
3. Please stay for the entire program. It is very discouraging for our students to have part of the audience walk out as they are ready to perform. All of our students have worked hard and deserve a considerate audience.
4. Conversations are great but they are disruptive during the performance. Please help everyone enjoy the performances by waiting until after the program to talk.

### **Library**

The main objectives of the library are:

- \* To create an atmosphere through which the students will regard the library as a warm, inviting, friendly, interesting place to visit.
- \* To help the students develop listening and discussion skills.

- \* To teach the students the proper care of books.
- \* To help the students begin to develop an appreciation of literature.
- \* To introduce, review, and reinforce library terms and concepts.

Students may borrow two books at a time. The books must be returned before others can be taken out. Books are normally due in one (1) week unless other arrangements are made with the library. Please take good care of the books borrowed from the library.

Students must have their book with them to have it renewed.

If a library book is lost or damaged arrangements to pay for the book should be made with the librarian.

If there are any comments, suggestions, or questions concerning the library please contact the Librarian.

### **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 Cardington-Lincoln 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, 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 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.

### **Non-Discrimination**

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.

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)  
Brian Petrie, Supt.  
121 Nichols St.  
Cardington, Ohio

Section 504 (handicap)  
L. Scott Hardwick  
864- 6692

Title IX (sex)  
Norma Spiegel  
864-6692