

A.J. Jordak Elementary School

16000 E. High Street, P. O. Box 188
Middlefield, OH 44062
www.cardinalschools.org

2017-2018 Student/Parent Handbook



Mission Statement of Cardinal Local School District

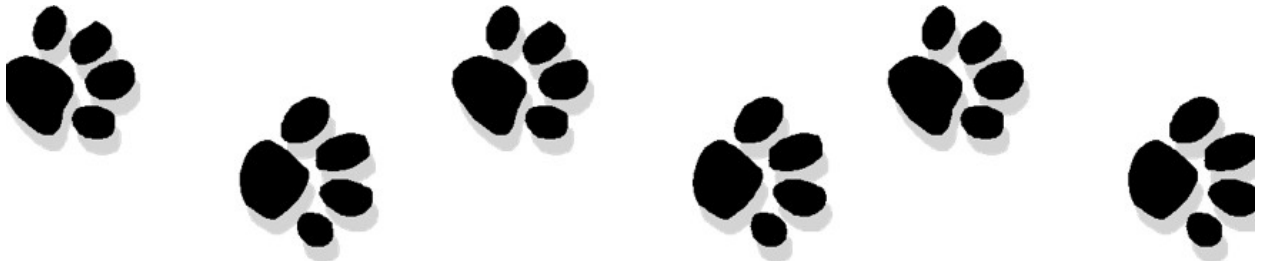
The mission of the Cardinal School Community is to provide an engaging, motivating, and safe environment for the development of all students to be successful, productive, life-long learners and responsible members of society.

Board Policies available at: <http://www.neola.com/cardinal-oh/>

What's Inside? **Huskie Pride!**



P roductive
R espectful
I nvolved
D etermined
E mpathetic



Important Contact Information

CLSD Main Line #440-632-0261

A.J. Jordak Elementary (Option #2)
 Board of Education (Option #1)
 Food Service (Option #2)
 Pupil Services (Option #1)
 Special Education (Option #1)
 Snow Line (Option #9)
 Transportation (Option #6)

FAX #440.632.5192
 FAX #440.632.5886
 FAX #440.632.5192
 FAX #440.632.5886
 FAX #440.632.5886
 N/A
 FAX #440.632.9022

Staff E-Mail

MS. BEARER	PRINCIPAL	kelly.bearer@cardinalschools.org
MRS. RETYCH	BUILDING SECRETARY – CIS	karen.retych@cardinalschools.org
MISS MAKOWSKI	HEAD SCHOOL NURSE	alysha.makowski@cardinalschools.org
MS. CUTUJIAN	SCHOOL PSYCHOLOGIST	paulette.cutujian@cardinalschools.org
MS. IAMMARINO	DIRECTOR OF PUPIL SERVICES	debra.iammarino@cardinalschools.org
MRS. PETERS	DIRECTOR OF SPECIAL EDUCATION	sherry.peters@cardinalschools.org
MS. SASS	TRANSPORTATION SUPERVISOR	kim.sass@newburyschools.org
MRS. BAUMGARTNER	TRANSPORTATION COORDINATOR/VAN DRIVER	diane.baumgartner@cardinalschools.org
MRS. BRATNICK	INFORMATION SERVICES DATA MANAGER	eva.bratnick@cardinalschools.org
MR. ALEGANT	TECHNOLOGY MANAGER	jordan.alegant@cardinalschools.org
MS. BENTON	FOOD SERVICE DIRECTOR	janis.benton@cardinalschools.org
MRS. DERECSKEY	KINDERGARTEN	ashley.derecskey@cardinalschools.org
MRS. DYER	KINDERGARTEN	courtney.dyer@cardinalschools.org
MS. ROSS	KINDERGARTEN	gail.ross@cardinalschools.org
MRS. SKOLNIK	KINDERGARTEN	rosa.skolnik@cardinalschools.org
MRS. HORVATH	1 ST GRADE	darcy.horvath@cardinalschools.org
MS. MAXWELL	1 ST GRADE	janice.maxwell@cardinalschools.org
MRS. WELLS	1 ST GRADE	kaylee.wells@cardinalschools.org
MRS. CALLAHAN	2 ND GRADE	sharron.callahan@cardinalschools.org
MRS. MURPHY	2 ND GRADE	laura.murphy@cardinalschools.org
MRS. SIMMS	2 ND GRADE	lisa.simms@cardinalschools.org
MRS. CARDINAL	3 RD GRADE ~ ELA	melissa.cardinal@cardinalschools.org
MR. TOPALIAN	3 RD GRADE ~ MATH	mike.topalian@cardinalschools.org
MISS TROPF	3 RD GRADE ~ SCIENCE/SOCIAL STUDIES	barb.tropf@cardinalschools.org
MRS. FARROW	4 TH GRADE ~ ELA	kris.farrow@cardinalschools.org
MRS. GATRELL	4 TH GRADE ~ MATH	katie.gatrell@cardinalschools.org
MRS. TORRE	4 TH GRADE ~ SCIENCE/SOCIAL STUDIES	charlotte.torre@cardinalschools.org
MRS. MISINEC	INTERVENTION SPECIALIST	tammara.misinec@cardinalschools.org
MRS. NAPPIER	INTERVENTION SPECIALIST	lila.nappier@cardinalschools.org
MRS. POLLOCK	INTERVENTION SPECIALIST & LEP	stacy.pollock@cardinalschools.org
MRS. PETERS	SPEECH LANGUAGE PATHOLOGIST	sarah.peters@cardinalschools.org
MRS. BARBER	GIFTED INTERVENTION SPECIALIST K-12	melody.barber@cardinalschools.org
MRS. BECKER	LIBRARY (& COMPUTER KEYBOARDING) K-4	sue.becker@cardinalschools.org
MRS. BRODNAN	PHYSICAL EDUCATION K-4	sara.brodnan@cardinalschools.org
MRS. EIGNER	ART K-4	mary.eigner@cardinalschools.org
MR. KITHCART	MUSIC K-4	joel.kithcart@cardinalschools.org



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SCHOOL REGISTRATION: Board Policy – 5113

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. (Exemption to State law: the student is enrolled under the district’s open enrollment policy. Board Policy- 5513) A child entering the Cardinal School system must be registered by an adult. Registration forms must be completed, proof of residency, and proof of attendance in a prior school (transfer form or report card) presented.

In the case of a child entering school for the first time, a birth certificate, social security card, a physical examination, record of immunization, and legal custody documentation (if appropriate) are required.

The Ohio State Immunization law requires that each child entering school must receive, or be in the process of receiving immunization against poliomyelitis, diphtheria, whooping cough, mumps and tetanus (DPT), regular measles (or have had the disease), 3-day (German) rubella measles, and varicella (chicken pox).

A child is eligible to enroll in kindergarten if he or she reaches the age of five before August 1.

The principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed directly with the principal.

SCHOOL SUPPLIES AND FEES: Board Policy – 6152, 6152.01 (fee waiver policy)

The Cardinal Board of Education supplies the use of textbooks (this does not include consumable materials/supplies) free of charge to all students. Your child is responsible for taking reasonable care of these books and other school property. Charges may be imposed for loss, damage, or destruction of school equipment, textbooks, musical instruments, library books, and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Each student is assessed a fee for consumable materials and supplies (e.g., workbooks, trade books, art supplies), payable by **October 1, 2017. The fee is \$50.** The **INFINITE CAMPUS Parent Portal** allows parents to make online payments for student fees. The “Payments” tab will provide an accounting and opportunity to make fee payments, as well as food services deposits. **Also, a monthly payment plan can be set up with the building secretary.** All other supplies (pencils, crayons, glue, etc.) are the responsibility of the student.

DAILY SCHEDULES

Monday ~ Friday

8:25 AM **[IF EATING BREAKFAST] OR** 8:30 AM **[IF NOT EATING BREAKFAST]** ~ Walkers/Car Riders Arrive
 8:25 AM – 8:35 AM ~ Busers Arrive
 8:45 AM – School Begins/Announcements, Attendance, Lunch Count (*students considered tardy after 8:45 AM*)
 3:25 PM – Walkers/Car Riders Dismissed
 3:30 PM – Busers Dismissed

Early Release Wednesdays ONLY

8:25 AM **[IF EATING BREAKFAST]** ~ 8:30 AM **[IF NOT EATING BREAKFAST]** ~ Walkers/Car Riders Arrive
 8:25 AM – 8:30 AM ~ Busers Arrive
 8:45 AM – School Begins/Announcements, Attendance, Lunch Count (*students considered tardy after 8:45 AM*)
 1:25 PM – Walkers/Car Riders Dismissed
 1:30 PM – Busers Dismissed

Children who are walkers and/or car riders should not arrive at school before 8:25 AM

***Adult supervision is not available until that time.
 Before school activities are the exception to this rule.***

CLASSROOM VISITS AND VISITORS: Board Policy – 9150

All parents are welcome to visit their child's classroom. However, unexpected mini-conferences and visitations with a teacher during class will disrupt the learning process of all children in a classroom. Former students of junior and senior high school age are NOT to visit their former teachers during school hours. They should arrange to visit after school hours.

Visitors, particularly parents, are welcome at A.J. Jordak. **Visitors must report to the office upon entering the school to sign in and obtain a visitor's pass.** Any visitor found in the building without a pass will immediately be sent/reported to the office. Students may not bring visitors to school without permission from the teacher and administration.

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE BEFORE PROCEEDING ANYWHERE IN THE BUILDING. A VISITOR IS CONSIDERED ANYONE OTHER THAN A CARDINAL SCHOOL EMPLOYEE OR A CURRENT STUDENT. THIS IS A SAFETY PRECAUTION; IN CASE OF AN EMERGENCY, THE OFFICE NEEDS TO KNOW ABOUT EVERY PERSON WHO IS PRESENT IN THE SCHOOL BUILDING.

Portions of the building have surveillance cameras for the safety and security of our staff and students and may be accessed by administration to assist in the investigation of violations of the code of conduct. Be advised that the contents captured on cameras is not available to the public and could result in disciplinary action by the school or law enforcement.

SCHOOL CLOSING:

All school closings (due to bad weather or other emergencies) will be announced on local radio and TV stations, or the Cardinal School "Snow Line" (632-0261, Option #9). Cardinal Local Schools has the Alert Now phone system. In the event of an emergency, cancellation of school or need to relay information, the Superintendent will send out an Alert Now message that will call your cell phone or home phone. Please check with the school secretary to make sure your phone numbers are up to date.

ATTENDANCE POLICY: Board Policy – 5200

Cardinal Schools Board Policy 5200 and Ohio law require regular attendance in school, pursuant to Ohio Revised Code section 3321.

If a student is absent from school, someone in the student's family must notify the school (440.632.0261 Option #2) before 10:00 AM (if we don't hear from you, you will hear from us).

All absences/tardies are considered unexcused unless a phone call or a written notification from the parent/guardian is received in the office. The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned. The Board of Education reserves the right to verify such statements and to investigate the cause of each single absence or prolonged absence.

Legitimate excuses for absences/tardies are defined by Board Policy 5200.

Habitual Truancy:

- Absent 30 or more consecutive hours without a legitimate excuse
- Absent 42 or more hours in one month without a legitimate excuse
- Absent 72 or more hours in one year without a legitimate excuse

Excessive Absences:

- Absent 38 or more hours in one month with or without a legitimate excuse
- Absent 65 or more hours in one year with or without a legitimate excuse

Chronic Absenteeism:

- Absent 10 percent of the school year for any reason

Triggering Absences

	CONSECUTIVE HOURS	HOURS PER MONTH	HOURS PER YEAR
HABITUAL TRUANCY	30 <i>without</i> legitimate excuse	42 <i>without</i> legitimate excuse	72 <i>without</i> legitimate excuse
EXCESSIVE ABSENCES	--	38 <i>with or without</i> legitimate excuse	65 <i>with or without</i> legitimate excuse
CHRONIC ABSENTEEISM	--	--	10% or 92 <i>with or without</i> legitimate excuse

IMMUNIZATIONS: Board Policy – 5320

Students ***must*** be current with all immunizations required by law or have an authorized exemption from state immunization requirements. Children are enrolled only when proof of these immunizations is presented to the school nurse. Any exception should be discussed by the child’s parent(s)/guardian(s) with the building principal and/or school nurse before registration. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting state requirements if a student does not have the necessary immunizations or authorized exemption. In the event of an epidemic, the superintendent may temporarily deny admission to a student otherwise exempted from immunization requirements. Any questions about immunizations and/or exemptions should be directed to the school nurse.

ALLERGEN FREE SCHOOL: Board Policy – 5335

Since 2015, JES has been and will continue to be an allergen free school. The most common food allergies are to nuts, dairy, and eggs. Our stance is that daily snacks for the classroom should be allergen free – no nuts, dairy, and/or eggs. Also, we no longer allow homemade or store bought baked goods for birthday or classroom party celebrations. Please see www.SnackSafely.com for up to date up-to-date Safe Snack Guides. The following rules and procedures have been put in effect in order to ensure the safety of all students:

- Allergy free tables have been established in the lunchroom and each classroom. The allergy free table will be monitored, and students’ lunch items will be checked for the top three allergens – nuts, dairy, and eggs.
- Students will be required to wipe their hands and mouth with a sanitary wipe after both breakfast and lunch.
- Absolutely no sharing or swapping of food is permitted.
- All school rules regarding food will apply during field trips – allergen free space, mandatory hand/mouth wiping.
- Party (and birthday) treats must be allergen free (no homemade or store bought baked goods are allowed).
- Goody bags may contain ONLY non-food items or items that are clearly allergen free.

MEDICATION ADMINISTERED AT SCHOOL: Board Policy – 5330

Every effort should be made for parents to administer medication at home. The school personnel will administer medication in accordance with these rules:

- A student *MEDICATION AUTHORIZATION* form must be completed by the parents and signed by a doctor.
- All medication must be kept in the office in the original pharmaceutical container. FOR THE SAFETY OF ALL CHILDREN, STUDENTS ARE NOT PERMITTED TO KEEP ASPIRIN OR OTHER MEDICATION IN DESKS, LUNCH BOXES, OR OTHER STORAGE AREAS. THE SCHOOL NURSE CONSIDERS COUGH DROPS IN THE SAME CATEGORY AS MEDICATION; THEREFORE, CHILDREN ARE NOT TO BRING THEM TO SCHOOL.
- The school nurse will maintain a log noting time, date, and personnel administering medication for each child that receives medication during the school day.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

ACCIDENTS/ILLNESS: Board Policy – 5340-A

Accidents requiring first aid will be documented by the supervising staff member and filed in the office. *If the injury or illness is minor, the student will be treated and may return to class.* Parents will be informed of all serious accidents, injuries or illness. If a child becomes ill and it is necessary for him/her to be sent home, the parent or guardian is

expected to come to school for the child. No student will be released from school without the proper parental permission if a parent or guardian is unable to pick up an injured or ill student.

An updated and *fully completed* Emergency Medical Form must be on file in the school office. SCHOOL PERSONNEL MUST BE KEPT INFORMED OF ANY CHANGE IN PARENT'S ADDRESS OR TELEPHONE NUMBER.

The deadline to complete and return the *Emergency Medical Form* is August 18, 2017 for Grades 1-4 and August 30, 2017 for Kindergarten students.

If a child is sent to the office due to illness:

- A temperature check will be made.
- If the only symptom is a stomachache or another non-visual symptom, the parent will usually not be notified and the child will return to class, unless they feel nauseous.
- If the child displays visible signs of illness (e.g., fever, paleness, vomiting, diarrhea, rash) the parent or designee will be notified.
- If going home, the child will be waiting in the office area and must be signed out.

Students with Disabilities: Board Policy – 2460 & Homeless Students: Board Policy – 5111.01

A student can access special education and related services through the proper procedures, guidelines, and evaluation processes as set forth in state and federal laws, rules, and regulations. Parent involvement in this procedure is important and required by federal (IDEIA, ADA Section 504) and state law. Parents may contact the Cardinal Local Schools special education department and the building principal to inquire about evaluation procedures, programs, and services.

Children who meet the federal definition of “homeless” will be provided a free appropriate public education (FAPE) in the same manner as all other students of the district. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The district shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

ACADEMIC REPORTING TO PARENTS: Board Policy – 5420, 5420-B, 5421

The pupil progress reporting procedures used at A.J. Jordak Elementary School are as follows:

Grades K – 4: individual parent teacher conferences are held at designated times during the school year. (*See the annual calendar of IMPORTANT DATES for specifics*). A report card, giving an evaluation of the child's progress, is posted to Infinite Campus at the end of the grading period; Interims are posted midway between grading periods.

Each child's ability to comprehend concepts varies; therefore, the instructional program for children may vary to reflect the differences, *but all students will have access to grade level curriculum*. The program for each child may be more extensive or less demanding than the normal program for their age group.

Students are encouraged to work and to progress according to their individual potential. Among the factors considered in evaluating children are their capabilities to learn, abilities to perform, and maturity.

QUARTERLY ACADEMIC AWARDS (Grades 3 & 4):

Straight A's Honor Roll:	4.0 GPA
Honor Roll:	3.5 – 3.99 GPA
Merit Roll:	3.0 – 3.49 GPA

PROMOTION, PLACEMENT, AND RETENTION: Board Policy – 5410

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

Definitions ~

Promotion: Occurs when a student is doing the caliber of work (grade level) that indicates the student has met the criteria established in Policy 5410 and restated below.

Placement: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade. However, the Intervention Assistance Team (IAT) recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

Retention: Occurs when a student is not doing the caliber of work that indicates the student should be promoted to the next grade, based on the recommendation of the Intervention Assistance Team with the concurrence of the building administrator.

SST1 (Student Support Team – Level 1) & SST2 (Student Support Team – Level 2): SST1 will be comprised of grade level teachers. SST2 members will be appointed by the principal each year to consider situations in which students may not be making progress or are at risk of retention. Such a team may include classroom teachers, psychologist and other support staff, building principal, and parents.

Final decisions on student promotion, placement, or retention rest with the building principal.

To implement Board policy, the following procedures and guidelines are to be utilized.

ELEMENTARY LEVEL**A. Criteria:**

- To be promoted the student must satisfactorily complete the majority of the academic subjects, and meet the requirements of the Third Grade Reading Guarantee (Ohio Revised Code §3313.608).
- Failure to complete the majority of the academic subjects or meet the requirements of the Third Grade Reading Guarantee will cause the principal to convene the SST2.
- When the SST2 is convened, the following criteria shall be considered: current level of achievement; potential for success at the next level; emotional, physical, and social maturity; and the requirements of the Third Grade Reading Guarantee (O.R.C. §3313.608).

B. Timeline for Elementary Grade Assignment Changes (i.e., Retention or Acceleration)

- Before Parent/Teacher Conferences: Principal will review grade placement procedures with teachers.
- November - February: Teacher should inform parents of student progress.
- Early March: Teacher will notify principal to request consideration of an alternative grade placement (acceleration) or retention. The SST2 may be convened by the principal.
- Early April: If alternative grade placement (acceleration) or retention is still being considered, parents should be notified by this time and commitment to the decision secured, if possible.
- May-June: Decision on alternative grade placement (acceleration) or retention is made, the student grade placement recommendation is completed, and the student's parents are notified of the decision.
- If the parent(s) have not previously agreed to the decision, they should also be advised of their right to appeal the decision to the Superintendent.

STUDENT DRESS CODE: Board Policy – 5511

Clothing worn by elementary school students is to be neat, clean, in good taste, and shall not jeopardize physical safety. If, for any reason, the mode of dress affects the child's performance in school (academically or socially) or is a disruption to the daily operation of the school, the parents will be notified.

All “dress code” decisions are at the discretion of the building principal.

1. **Bare midriffs, halter tops, strapless tops, tops with spaghetti straps, mesh shirts, and transparent shirts are not permitted.**
2. **Pants should not be so long that they touch the floor or create a safety concern of tripping. Sagging pants below waist level are not permitted and undergarments should not be visible at any time.**

3. Shorts are not permitted during the winter months or below 60 degrees. Dresses, shorts, and skirts should be no shorter than the student's fingertips when the student's arms are hanging relaxed at his or her sides. Dresses should also follow the guidelines stated in #1 above.
4. Shoes should be worn at all times and should not have heels over 1 ½ inches high. *For safety reasons, it is recommended that elementary/intermediate students bring tennis shoes for recess if they are wearing flip-flops to school in warmer weather, as running and playing on the blacktop and/or the mulch on the playground can cause injuries.*
5. Hats are not to be worn in the building during school hours (may be permitted by administration for a special event).
6. Hair color, style, and makeup that is considered distracting is not permitted.
7. Body piercing, with the exception of ears, is not permitted.
8. No offensive, sexually suggestive, or obscene designs, pictures, or slogans are to appear on any article of clothing. Drug, alcohol, or tobacco slogans on clothing are not to be worn.
9. The school retains the right to rule against specific items of clothing and general appearance for reasons of safety, health, or disruption of classroom procedures.
10. Pajama pants and slippers are not permitted (may be permitted by administration for a special event).

BREAKFAST AND LUNCH – MEAL SERVICE PROGRAM: Board Policy – 8550, 8531 (free and reduced meals)

Breakfast and hot lunches are served at the A.J. Jordak Elementary School building for the elementary students. The meals are prepared at A.J. Jordak Elementary by the food service staff. Students may also bring their own lunch to school to be eaten in the cafeteria. No student may leave the school premises during the lunch period without proper office approval. A lunch menu is sent home monthly and lunch prices are announced at the beginning of each school year.

Lunch/Breakfast Prices for 2017-2018 School Year:

- ✓ Full priced student LUNCH ~ \$2.65
- ✓ Reduced priced student LUNCH ~ 40¢
- ✓ Full priced student BREAKFAST ~ \$1.25
- ✓ Reduced priced student BREAKFAST ~ 30¢
- ✓ Milk ~ 50¢

Policy for Charging Meals in Cafeteria:

1. If there is more than one week of meal charges made and not repaid, the student will be receiving a lunch meat sandwich instead of the entrée on the menu until the charges are repaid. Weekly (5 days) meal charges are \$13.25 for full pay and \$2.00 for reduced pay.
2. If a student owes more than one week of meal charges, parent(s)/guardian(s) will receive a balance notification and a letter stating the student will be receiving a lunch meat sandwich until the outstanding balance is paid.
3. Charging is a courtesy extended because we understand there are times money may be forgotten at home or lost, but is not meant to be used as a credit account.

The ***INFINITE CAMPUS Parent Portal*** allows parents to make online payments for food services. The "Payments" tab will provide an accounting and opportunity to place money in a student's account. *This also allows payment of school fees.*

MOVING TO ANOTHER SCHOOL: Board Policy – 5130

Please notify the school if you are moving to another school or school district and obtain and complete a Withdraw Form from the school office. It is helpful to know your new address and the name and address of the child's new school. Your child's records will be transferred to the new school after you complete a Withdraw from here at CLSD and enroll in the new district and complete a Release of Records form.

K~4 PBIS Matrix (Positive Behavior Interventions & Supports)

One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. www.pbis.org/school

Where? School Setting	Behavior Expectations				
	<u>Productive</u> P	<u>Respectful</u> R	<u>Involved</u> I	<u>Determined</u> D	<u>Empathetic</u> E
Classroom	<ul style="list-style-type: none"> Do your work Use materials appropriately 	<ul style="list-style-type: none"> Raise your hand Follow classroom rules 	<ul style="list-style-type: none"> Participate 	<ul style="list-style-type: none"> Do your best 	<ul style="list-style-type: none"> Be kind
Cafeteria	<ul style="list-style-type: none"> Eat only <i>your</i> lunch 	<ul style="list-style-type: none"> Follow directions Use a quiet voice 	<ul style="list-style-type: none"> Clean up your area 	<ul style="list-style-type: none"> Line up quickly and quietly 	<ul style="list-style-type: none"> Use good manners
Playground	<ul style="list-style-type: none"> Play fairly 	<ul style="list-style-type: none"> Use equipment safely Keep hands and feet to yourself 	<ul style="list-style-type: none"> Use agreed upon rules Stay in assigned area 	<ul style="list-style-type: none"> Line up quickly and quietly 	<ul style="list-style-type: none"> Include others Use kind words
Bus	<ul style="list-style-type: none"> Back on back Seat on seat Feet on floor 	<ul style="list-style-type: none"> Keep hands and feet to yourself 	<ul style="list-style-type: none"> Report problems to bus drivers 	<ul style="list-style-type: none"> Be ready and on time 	<ul style="list-style-type: none"> Use a quiet voice Use kind words
Hallway	<ul style="list-style-type: none"> Walk in single file line on the right 	<ul style="list-style-type: none"> Be quiet Use stairs safely Respect personal space 	<ul style="list-style-type: none"> Face front and keep up with the line 	<ul style="list-style-type: none"> Go directly to destination 	<ul style="list-style-type: none"> Be kind Enjoy wall art with your eyes only
Bathroom	<ul style="list-style-type: none"> Flush and leave clean Wash hands 	<ul style="list-style-type: none"> Respect privacy Be quiet 	<ul style="list-style-type: none"> Report problems 	<ul style="list-style-type: none"> In and out quietly 	<ul style="list-style-type: none"> Be polite Wait patiently
Huskie Hut	<ul style="list-style-type: none"> Stay inside white line 	<ul style="list-style-type: none"> Be quiet Respect personal space 	<ul style="list-style-type: none"> Listen for your name 	<ul style="list-style-type: none"> Be alert 	<ul style="list-style-type: none"> Wait patiently



This is how we show **Huskie Pride!**

STUDENT CONDUCT EXPECTATIONS: Board Policy – 5500, 5600

To ensure an environment that is conducive to the education processes, students are expected to behave appropriately. The following policy specifies the expectations for students:

1. Failure to comply with rules and regulations of Cardinal Schools will result in disciplinary action. This may be in the form of time outs, reprimands, referrals, conferences, social restrictions, lunch restriction, loss of recess, community service, removal from class (not to exceed 24 hours), denial of participation, behavioral contracts, after school and Saturday detentions, emergency removal from school, out of school suspension, court referrals, and/or recommendations of expulsion to the superintendent.
2. In dealing with individual cases, the principal has the responsibility to apply disciplinary measures in a consistent and fair manner. Teachers will be notified in dealing with a student under an IEP (Individual Education Plan), the principal has the discretion to vary disciplinary measures in order to achieve appropriate consequences for behavior without violating the student's IEP.
3. A student may be required to return to school to complete a work program or participate in a community service program after the official school closing date due to violations of the Code of Conduct when such violations occur during the final week(s) of the school year. Saturday school detentions assigned near the end of the school year will be served during the following school year. The principal may substitute out of school suspensions for any other outcome near the end of the school year.
4. Notifications of assigned Saturday school detentions are to be sent home by mail to parents/guardians.
5. All discipline is cumulative during each semester.
6. The offenses listed in this handbook are not intended to include all possible scenarios. Other violations and outcomes consistent with the intent of all related regulations shall be determined by the building principal or superintendent.
7. When a student has three (3) Saturday school detentions, the principal will substitute an out of school suspension for all Saturday school offenses.
8. For the purpose of this discipline code, a "unruly child" is defined by O.R.C. 2151.01 through 2151.54 inclusive as "Any child who: does not subject himself/herself to the reasonable control of his/her parents, teachers, guardians, or custodian, by reason of being wayward or habitually disobedient; is a habitual truant from home or school; or so departs himself/herself as to injure or endanger the health or morals of himself/herself or others." At any time, the principal may review the attendance and/or disciplinary records of a student and conclude that a court complaint and/or recommendation for expulsion is warranted.

DISCIPLINARY OUTCOME: This code of conduct applies to ALL students as defined in Board Policy.

MINOR VIOLATION OFFENSES:

- Disruptive behavior,
- Failure to meet published or posted standards by a teacher,
- Use of radios, tape recorders, electronic games, pagers and playing cards,
- Second and subsequent violations of the dress code,
- Bus misconduct as determined minor by the principal,
- Inappropriate language and/or gesture not directed at a staff member and not delivered in a threatening manner, and/or
- Any other rules that may be established from time to time by the board of education, superintendent, or principal.

MAJOR VIOLATION OFFENSES:

- Falsification of any document given to school officials,
- Failure to attend any after school detention session,
- Acting in a manner that is inappropriately argumentative or disrespectful,
- Provoking a confrontation/threats made to students,
- Swearing and profanity that create a material disruption,
- Failure to have appropriate cafeteria behavior,
- Failure to comply, insubordination,
- Unauthorized use, or misuse, of computers or any other technology,

- Class truancy or unauthorized departure from school property. Upon arrival to school at any time prior to a scheduled school day or Saturday school, students may not leave school grounds except with permission of the principal,
- Plagiarism (using another person's ideas or expressions in your writing without acknowledging the source),
- Possession of a lighter or matches, and/or
- Any other rules that may be established from time to time by the board of education, superintendent, or principal.

SEVERE VIOLATION OFFENSES:

- Vandalism/destruction of school or private property,
- Theft/extortion,
- Any action that could, or does cause physical harm to property or another person,
- Possession or use of tobacco or imitation of such in any form,
- Inciting or participating in any unauthorized assembly which causes a disruption of the normal school day,
- Physical fighting,
- Unauthorized use, misuse, or abuse of computers or any other technology which results in: material disruption of school; a theft; harassment of another person; damage to property; obscenity; or any other negative impact on the school or other persons,
- Profane or abusive language used in reference to or directed at any school personnel,
- Hazing and/or activity that degrades or detracts from the dignity of any other persons including activities of a sexual, racial, ethnic, economic, and/or religious nature,
- Failure to appear for assigned Saturday school detention,
- Direct defiance of any reasonable direction given by any school staff member, and/or
- Any other rules that may be established from time to time by the board of education, superintendent, or principal.

SEVERE MAJOR OFFENSES:

- Any conduct which violates federal, state and/or local law and is considered felonious,
- Threat/assault on school personnel,
- Assault and battery which causes injury requiring medical treatment, and/or
- Possession on any weapon, potential weapon, knife, chemical spray, fireworks, explosive, etc.

SCOPE:

This policy shall apply to the following situations:

- On school property during and immediately before or after hours, in a school bus or other school district vehicle or at a school sponsored activity or function,
- On school property at any time when the property is being used by a school sponsored group,
- Off school property at any school sponsored activity or function, and on school buses and other vehicles provided by the Board for transportation of students or in private vehicles used for the same purpose. Complicity in any violation of this policy or of any law specific in this policy, regardless of whether the act of complicity was committed on school property or at a school sponsored function/activity.

STUDENT CONDUCT VIOLATIONS:

A student's violation of any section of this policy may result in disciplinary action such as: reprimands, detentions, fines, emergency removal from school, assignment to an alternative school, suspension, expulsion, permanent exclusion, denial of participation in extra-curricular activities, temporary instruction permit or eligibility to obtain either, participation in a community service work program, referral to law enforcement agencies and juvenile court, or other appropriate action. Each of the following sections includes examples, which are intended to be illustrative, but not exhaustive:

1. **Disruption in School:** A student will not disrupt, through physical or verbal acts, insubordination, or repeated or other acts of misbehavior, either while in school or at extra-curricular activities or other school sponsored functions.
2. **Harassment/Intimidation:** A student will not use violence, fear, hazing, forced coercion, threat, or other related behavior to intimidate or harass any other person or persons regardless of race, national origin, ancestry,

religion, citizenship status, sex, economic status, age, handicap, disability, or other human differences. This section applies to acts of sexual harassment either of another student or a school district employee.

3. **Destruction/Misuse of School or Private Property (Vandalism):** A student will not cause or attempt to cause willful destruction or defacement of school or private property. A student will not use any computer in an unauthorized manner. Software installations and modifications are not to be done by students.
4. **Fighting, Assault and/or Threat:** A student will not abuse verbally, threaten or physically attack any person.
5. **Firearm or Knife:** A student will not possess, handle, conceal, transmit or use a firearm or a knife on any school district property, in a school vehicle or at any school sponsored activity or function, without the express prior authorization by the administration (e.g., a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is considered to be a violation of this section.
6. **Dangerous Weapons, Instruments and Objects:** A student will not possess, handle, transmit or conceal any object, ordnance or other substance which is considered a dangerous weapon or instrument capable of harming another person, or material in support of such a weapon or instrument. Possession of cigarette lighters or counterfeit weapons is considered to be a violation of this section.
7. **Narcotics, Alcoholic Beverages and Drugs:** A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage, controlled substance, counterfeit drug, or any other substance that causes physical or mental change. Possession of drug paraphernalia is considered to be a violation on this section. This section shall not apply to a student who takes prescription drugs under the written authorization of a licensed physician and reports this prescription to the administration.
8. **Possession and/or Use of Tobacco:** A student will not possess, transmit, conceal or use tobacco in any form.
9. **Profanity and/or Obscenity:** A student will not annoy, embarrass or humiliate others, or disrupt the education process or other school sponsored activities or functions, through the use of written, verbal, gesture, or other means of profanity or obscenity.
10. **Truancy and Tardiness:** A student will comply with and be subject to the state's compulsory attendance laws. A student's absence from school without a legal excuse constitutes truancy or tardiness. This includes un-excused absences from class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.
11. **Insubordination:** A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. Forms of insubordination include repeatedly violating any school rule, directive or discipline procedure, and lying to school personnel.
12. **Inappropriate Dress:** A student will not dress or appear in a fashion that: (a) interferes with the health, safety or welfare of that student or of others or (b) causes un-due attention, disruption or otherwise interferes with the educational process of other students.
13. **Theft/Stealing Personal or School Property:** A Student will not take or attempt to take into possession either public property or equipment of the school district or the property of another person.
14. **Extortion:** A student will not obtain or attempt to obtain another person's property, or coerce or attempt to coerce another person to engage in an act, either by implied or express threat.
15. **False Identification:** A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of another person of the time, date, grades, address or any other data maintained by or correspondence directed to any school in the school district. Lying to school personnel is considered to be a violation of this section.
16. **Trespassing or Loitering:** A student will not be present in any school building or on school grounds at unauthorized times or when that student's presence may cause disruption of the educational process of a school activity, service, or function.
17. **Breaking and Entering:** A student will not break and enter, or attempt to break and enter, school or private property, either on school grounds or at any school activity, function or event off school grounds.
18. **Gambling:** A student will not engage in any act of gambling or games of chance for money or valuables.
19. **Electronic Devices:** A student will not possess, transmit, conceal, or use a radio, tape/CD player, or electronic game device, electronic communication device (including cell phones) or pocket pager, except that: (a) a radio, player or electronic game device may be used by students in the audience at school sponsored extracurricular activities, and (b) electronic communication devices (including cell phones) or pocket pagers may be used by students during instances of medical or family emergencies and only upon the express prior approval of the principal. Any such exceptions shall be communicated by the principal to the affected staff. A student will not enter, or attempt to enter any computer file not assigned to the respective student.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

STUDENT CONDUCT VIOLATIONS:

*Discipline is designed to teach students appropriate behavior. In most instances a child's first offense will result in a warning and the appropriate or desired behavior will be discussed and taught to the student. Consequences or punishments are progressive - each additional offense will result in increasing intensity. A serious incident that results in injury or damage to private or school property will result in more serious consequences. The primary responsibility of any school employee is to maintain a safe school. **The administration will use its discretion to maintain safety at all times.** Consequences for breaking a rule range from a warning to expulsion from school. Failure to accept a consequence will result in a more severe punishment.*

Key: * = Administrative/Teacher Discretion SR = Social Restriction (Lunch and/or Recess)
ER = Emergency Removal PC = Parent Conference
S = Suspension EX = Expulsion
C = Confiscate ~ *parent must pick up confiscated item from the school*

1). Disruption in School (*Disobedient/Disruptive Behavior): A student will not disrupt, through physical or verbal acts, insubordination, or repeated or other acts of misbehavior, either while in school or at extra-curricular activities or other school sponsored functions.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	*	OSS

2). Harassment (*Harassment/Intimidation ~ *Unwelcome Sexual Conduct): A student will not use violence, fear, hazing, forced coercion (extortion), threat, or other related behavior, intimidate or harass any other person or persons regardless of race, national origin, ancestry, religion, citizenship status, sex, economic status, age, handicap, disability, or other human differences. This section applies to acts of sexual harassment either of another student or a school district employee.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	SR	S
Grade 3-4	*	SR	S

3). Destruction/Misuse of School or Private Property (*Vandalism): A student will not cause or attempt to cause willful destruction or defacement of school or private property. A student will not use any computer in an unauthorized manner. Software installations and modifications are not to be done by students.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	S
Grade 3-4	*	*	S

4). Fighting, Assault and/or Threat (*Fighting/Violence): A student will not abuse verbally, threaten or physically attack any person.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	S (1-5 days)	S (2-10 days)
Grade 3-4	*	S (1-5 days)	S (2-10 days)

5). Fighting, Assault and/or Threat Directed at a School Employee (*Fighting/Violence): A student will not abuse verbally, threaten or physically attack any person.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	ER Possible S PC *	ER S (1-5 Days) PC *	ER S (2-10 Days) PC *
Grade 3-4	ER S (1-5 Days) PC *	ER S (2-10 Days) PC Possible EX *	ER S (2-10 Days) PC EX *

6). Firearm (*Use/Possession/Sale/Distribution of Firearm): A student will not possess, handle, conceal, transmit or use a firearm on any school district property, in a school vehicle or at any school sponsored activity or function without the express prior authorization by the administration (*e.g., a drama prop or antique as a part of a class presentation*). Possession of a counterfeit firearm or lighters is considered to be a violation of this section.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	S (1-5 Days) or *	S (2-10 Days) Possible EX	S (10 Days) EX
Grade 3-4	S (1-5 Days) or *	S (2-10 Days) Possible EX	S (10 Days) EX

7). Dangerous Weapons (Knife), Instruments and Objects (*Use/Possession/Sale/Distribution of Dangerous Weapon Other Than Firearm/Explosive/Incendiary/Poison): A student will not possess, handle, transmit or conceal a knife or any object, ordnance or other substance which is considered a dangerous weapon or instrument capable of harming another person, or material in support of such a weapon or instrument, on any school district property, in a school vehicle or at any school sponsored activity or function without the express prior authorization by the administration (*e.g., a drama prop or antique as a part of a class presentation*). Possession of a counterfeit or toy knife or other weapon is considered to be a violation of this section.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	S (1-5 Days) or *	S (2-10 Days) Possible EX	S (10 Days) EX
Grade 3-4	S (1-5 Days) or *	S (2-10 Days) Possible EX	S (10 Days) EX

8). Narcotics and Drugs (*Use/Possession/Sale/Distribution of Drugs – Not Tobacco/Alcohol): A student will not possess, use, transmit, conceal, or be under the influence of any controlled substance (narcotic), counterfeit drug, or any other substance that causes physical or mental change. *Possession of drug paraphernalia is considered to be a violation of this section.* This section shall not apply to a student who takes prescription drugs under the written authorization of a licensed physician and reports this prescription to the administration.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	S	S	S
Grade 3-4	S	S	10 S---EX

9). Alcoholic Beverages (*Use/Possession/Sale/Distribution of Intoxicating Alcoholic Beverages): A student will not possess, use, transmit, conceal, or be under the influence of any alcoholic beverage or any other substance that causes physical or mental change.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	S	S	S
Grade 3-4	S	S	10 S---EX

10). Possession and/or Use of Tobacco (*Use/Possession/Sale/Distribution of Tobacco Products): A student will not possess, transmit, conceal or use tobacco in any form.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	S or *	S	S
Grade 3-4	S or *	S	S

11). Profanity and/or Obscenity (*Disobedient/Disruptive Behavior): A student will not annoy, embarrass or humiliate others, or disrupt the education process or other school sponsored activities or functions, through the use of written, verbal, gesture, or other means of profanity or obscenity.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	S or *	S

12). Truancy and Tardiness (*Truancy): A student will comply with and be subject to the state's compulsory attendance laws. A student's absence from school without a legal excuse constitutes truancy or tardiness. This includes un-excused absences from class or any other properly assigned activity. Repeated tardiness is considered a form of insubordination.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	*	*

13). Insubordination (*Disobedient/Disruptive Behavior): A student will comply with directions of authorized school personnel during any period of time the student is properly under the authority of the school. Forms of insubordination include repeatedly violating any school rule, directive or discipline procedure, and lying to school personnel.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	S or *
Grade 3-4	*	*	S or *

14). Inappropriate Dress (*Disobedient/Disruptive Behavior): A student will not dress or appear in a fashion that: (a) interferes with the health, safety or welfare of that student or of others or (b) causes un-due attention, disruption or otherwise interferes with the educational process of other students.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	*	*

15). Theft (*Theft/Stealing Personal or School Property): A Student will not take or attempt to take into possession either public property or equipment of the school district or the property of another person.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	S or *
Grade 3-4	*	*	S or *

16). Extortion (*Harassment/Intimidation): A student will not obtain or attempt to obtain another person's property, or coerce or attempt to coerce another person to engage in an act, either by implied or express threat.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	S or *	S or * Possible EX

17). False Identification (*Disobedient/Disruptive Behavior): A student will not use or attempt to use false identification to mislead school personnel or to falsify the name of another person of the time, date, grades, address or any other data maintained by or correspondence directed to any school in the school district. Lying to school personnel is considered to be a violation of this section.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	*	*

18). Trespassing or Loitering (*Disobedient/Disruptive Behavior): A student will not be present in any school building or on school grounds at unauthorized times or when that student's presence may cause disruption of the educational process of a school activity, service, or function.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	*	*

19). Breaking and Entering (*Vandalism ~ *Disruptive/Disobedient Behavior): A student will not break and enter, or attempt to break and enter, school or private property, either on school grounds or at any school activity, function or event off school grounds. A student will not enter, or attempt to enter any computer file not assigned to the respective student.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	S (1-5 Days) or *	S (2-10 Days) or *	S Possible EX

20). Gambling (*Disobedient/Disruptive Behavior): A student will not engage in any act of gambling or games of chance for money or valuables.

Grades	First Offense	Second Offense	Third Offense
Grades K-2	*	*	*
Grade 3-4	*	SR	S or *

21). Electronic Devices (*Disobedient/Disruptive Behavior): A student will not use a radio, tape/CD player, or electronic game device, *cell phone* or pocket pager *during the instructional day*, except that: (a) A radio, player or electronic game device may be used by students in the audience at school sponsored extracurricular activities, and (b) *cell phones* or pocket pagers may be used by students during instances of medical or family emergencies and only upon the express prior approval of the principal. Any such exceptions shall be communicated by the principal to the affected staff. *A student will not enter, or attempt to enter any computer file not assigned to the respective student.*

Grades	First Offense	Second Offense	Third Offense
Grades K-2	C + *	C + *	C + *
Grade 3-4	C + *	C + *	C + *

HARASSMENT, INTIMIDATION, OR BULLYING: Board Policy – 5517.01

Harassment, intimidation, or bullying can include many different behaviors including over intent to ridicule, humiliate, or intimidate another student or school personnel. In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Examples of conduct that could constitute prohibited behaviors include:

- A. physical violence and/or attacks;
- B. threats, taunts, and intimidation through words and/or gestures;
- C. extortion, damage, or stealing of money and/or possessions;

- D. exclusion from the peer group or spreading of rumors; and
- E. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/on-line sites (also known as “cyber-bullying”), such as the following:
 1. posting slurs on web sites where students congregate or on web logs (personal on-line journals or diaries); using web sites to circulate gossip and rumors to other students,
 2. sending abusive or threatening instant messages;
 3. using camera phones to take embarrassing photographs of students and posting them on-line;

REASONABLE FORCE: Board Policy – 5630B

A student may be subject to an amount of force and restraint by a school district employee as is reasonable and necessary under the circumstances for any of the following reasons: (a) to quell a disturbance threatening physical injury to others, (b) to obtain possession of weapons or other dangerous objects upon the person or within control of that student, (c) to act in self-defense or (d) to protect other persons and their property.

SEARCH AND SEIZURE: Board Policy – 5771

Administrators may search a student or his/her property (including jackets, purses, backpacks, lockers, and/or any other space/area) with or without the student’s consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of the law or school rules.

CALENDAR YEAR EXPULSION: Board Policy – 5772

Any student that possesses handles, conceals, transmits or uses a firearm or a knife on any school district property, in a school vehicle or any school sponsored activity or function, without the prior authorization by the administration shall be subject to expulsion from school for a calendar year. Such an expulsion shall extend, as necessary, into the school year following the school year in which the incident given rise to the expulsion takes place unless otherwise modified by the superintendent in accordance with the policy of the Board of Education. Please review the Board Policy 5610 for the district expulsion procedure.

RECESS ~ INDOOR OR OUTDOOR: Administrative Guideline – 5360

Even in the cold winter months, outdoor recess is an important and valuable part of the student’s day, AND EVERY EFFORT WILL BE MADE TO GET STUDENTS OUTSIDE EACH DAY. Teachers will make a determination based on temperature (+ wind chill), condition of play surfaces, weather forecasts, and number of days students have already been inside. Students perform best at school when they have an opportunity for vigorous outdoor play and this will be a daily consideration.

A guideline to be followed, *but ultimately is at the discretion of the classroom teacher*, is that outdoor recess will be canceled or shortened when the temperature goes below 15° (including wind chill factor) and students will be kept inside for recess. This is for the safety of students and the supervising adults.

The office will consult [The Weather Channel - 44062](#) online each day during the winter to help with the decision to go forward with or cancel/shorten outdoor recess.

Parents/Guardians: Please make sure that your child comes to school ***each day*** during the winter months with the appropriate attire, *i.e.*, boots, warm coats, snow pants, hats, scarves, and mittens/gloves, so that they can play outside and get fresh air and sunshine!

STUDENT CONDUCT ON SCHOOL BUSES: Board Policy – 5600, 8605

In order to ensure the safety and security of our students, the District will not authorize daily changes for student transportation to and/or from school. A daily transportation change for dismissal may only be issued in the event of an emergency as approved by the building Principal.

STUDENT SUPERVISION (BUS):

Parents are expected to supervise their children until they board and after they depart the bus when attending either school or a school event. Only when students board the bus does their behavior become the responsibility of the

school district. Prior to their ride to and upon their return ride from school or a school event, students' behavior is the responsibility of their parents.

STUDENT CONDUCT EXPECTATIONS (BUS):

The Cardinal Local Board of Education intends to provide students with safe and efficient transportation to and from school and school activities. To this end, the Board finds that rules governing the conduct of students on school buses and other means of school district transportation to and from school and school activities are necessary. Observance of these rules will ensure safety, prompt arrivals and departures of buses, and proper attitudes on the part of students. Violations of these rules result in the suspension of bus riding privileges or other sanctions.

Student behavior on the school bus and the driver's management of that behavior are the two key elements to a safe and enjoyable bus ride. Students who are provided with transportation to and from school and school events are expected to meet all of the behavioral standards required of them while in school. Failure of students to meet those standards and the rules of student conduct on school buses may result in suspension of their riding privileges for a period not to exceed ten (10) school days.

BUS STOP RULES:

The Board's policies governing student conduct and expectations apply to bus stops. Behavior at the bus stop must not threaten life, limb or property of any individual. In order that the Board may provide safe and efficient transportation, students will:

1. Wait in their assigned location in an area that is clear of traffic.
2. Board and leave the bus at locations to which they have been assigned unless they have parental and administrative permission to do otherwise.
3. Arrive at pick-up points no more than 10 minutes prior to the scheduled time of the arrival of the school bus.
4. Exercise care in approaching the bus stop by: walking on the left side of the road to face any oncoming traffic, waiting for the bus driver's signal, and making sure that the road is clear both ways before crossing the road or boarding the bus.
5. Board and leave the bus on time so the time schedule can be maintained for others.
6. At the bus stop and in the vicinity of any bus, the student may not act in a manner which endangers themselves or others, or which provides a material disruption to transportation service.

Students may NOT:

1. Eat or drink on the bus, except as required for medical reasons.
2. Have alcohol, tobacco or drugs in their possession on the bus, except for required prescription medication.
3. Shout, whistle, use profane or abusive language or gestures, or engage in other destructive actions.
4. Fight, shove, wrestle or engage in other physically destructive actions.
5. Place any part of their body or that of another person's outside the window of the bus at any time.
6. Mark, write on, cut, and otherwise deface the interior or exterior of the bus. The cost of any damage or related repair will be charged to the student's parents.
7. Store any large articles under the seat or in the rear of the bus. All parcels or other objects shall be held in the student's laps. Aisles and exits must be kept clear at all times.
8. Bring any of the following on the bus at any time: animals, firearms, knives or weapons of any kind, pocket pagers, or radios.
9. Engage in any other behavior which violates the Board's policies governing conduct expectations and consequences, or which the bus driver determines is detrimental to the safe transportation of the students.

ENFORCEMENT OF DISCIPLINE (BUS):

The Board authorizes bus drivers to enforce the established rules for students' conduct on the bus. Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. **Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation services to any student once proper due process procedures have been fulfilled.** In order to fulfill their responsibility, bus drivers may:

1. Assign seats to all or some students at any time that is determined by the bus driver as appropriate;
2. Handle student misconduct directly. If the bus driver is unable to correct the student's behavior, the bus driver shall make a complete and thorough report of the student's misconduct to the appropriate principal for disciplinary action.

3. Request the assistance of teachers or coaches accompanying students on field trips or extra-curricular activity trips to maintain a safe and orderly environment on the bus.
4. Use an amount of force and restraint as is reasonable and necessary under the circumstances for any of the following reasons:
 - a. To quell a disturbance threatening physical injury to others.
 - b. To obtain possession of weapons or other dangerous objects upon the person or within control of that student.
 - c. To act in self-defense.
 - d. To protect other persons or their property.

If a student's misconduct on the bus persists, the driver shall make a report to the Transportation Coordinator, Diane Baumgartner. If necessary, the bus driver and the Transportation Coordinator will confer with the appropriate principal.

All disciplinary actions that result in the student's misconduct that is reported by bus drivers shall be taken by the principal or designee in a manner that is consistent with provisions of law and the Board's policies governing student's disciplinary outcomes for misbehavior, including the necessary removal of a student from the bus by local law enforcement officers, suspension of a student from bus riding privileges for a period not to exceed ten (10) school days, or expulsion from bus riding privileges for a period not to exceed eighty (80) school days. If necessary, the student may be referred to local law enforcement agencies for prosecution.

Level 1: MINOR INFRACTIONS

1st offense ~ Documented warning (driver to student)

2nd offense ~ Driver places a phone call home/issues a seat change to student

3rd offense ~ Driver places a phone call home/advises teacher (student will miss one recess)

4th offense ~ Driver places a phone call home/advises teacher (student will miss one recess and serve one lunch detention)

5th offense ~ Suspension ONE (1) DAY from the bus

6th + offense ~ Suspension from bus increases by one day for every additional infraction [e.g., 7th ~ TWO (2) DAYS]

Loud talking or talking at railroad crossings

Pushing/touching or disrupting others

Disrespect to other students/driver

Not following directions of driver [NO aerosols/perfumes]

Possession of match/lighter

Tampering with emergency equipment or doors

Moving around bus/out of seat

Repeated tardiness to bus (morning or afternoon)

Harassment of other students

Profanity

Eating (food/gum) or drinking on bus

Littering/throwing objects from bus

Level 2: MAJOR INFRACTIONS (Suspension from Bus)

1st offense ~ Suspension ONE (1) DAY

2nd offense ~ Suspension TWO (2) DAYS

3rd offense ~ Suspension THREE (3) DAYS

4th offense ~ Suspension FOUR (4) DAYS

5th offense ~ Suspension SIX (6) DAYS

6th + offense ~ Suspension from bus increases by one day for every additional infraction [e.g., 7th ~ TWO (2) DAYS]

Minimum of five repeated Level 1 Infractions

Igniting a match or lighter

Possession of a weapon

Possession of smoke bomb, fire cracker, or similar item

Threat of violence to driver or other school employees

False Identification/forgery

Profanity directed to driver

Fighting/assault

Theft

Vandalism/arson

Possession of tobacco, drugs, look-alikes

Littering/throwing objects off the bus

HOMEWORK POLICY: Board Policy – 2330

WHY HOMEWORK IS ASSIGNED: Homework is assigned because it is useful in reinforcing what has been learned in the classroom, prepares students for future lessons, develops responsibility, teaches self-reliance and time management, and helps students develop positive study habits.

WHEN HOMEWORK WILL BE ASSIGNED: Homework may be assigned Monday through Friday nights. Assignments should take students no more than one hour to complete each night, not including studying for tests and working on projects. Students will have the opportunity to finish as much work as possible within the confines of the school day and they are expected to complete the remainder at home.

TEACHER'S HOMEWORK RESPONSIBILITY: The teachers will check all homework. This is a means of positive support in motivating children to develop good study habits.

PARENT'S HOMEWORK RESPONSIBILITY: Parents are the keys to making homework a positive experience for their children. Therefore, parents are asked to make homework a top priority, provide necessary supplies and a quiet environment, set a daily homework time, provide praise and support, and not allow children to avoid homework. Parents are asked to speak with their child's teacher if there are any homework difficulties.

STUDENT'S HOMEWORK RESPONSIBILITIES: Students are expected to give their best effort in preparing their homework assignments. Homework is expected to be neat and completed on time.

IF STUDENTS DO NOT COMPLETE DAILY HOMEWORK: If there is a legitimate reason for an incomplete homework assignment, parents should contact teachers directly to explain and discuss. Student illness is considered a legitimate reason for incomplete homework, while a shopping trip or athletic practice is not considered as such. Students will have two days for every one-day of absence to make up homework.

Teachers may require incomplete homework assignments to be finished during student recess periods, but students will not be kept in for recess more than two days per week unless there is a documented agreement between the teacher and parent/guardian. Chronic incomplete homework may be reflected in a student's grade.

PROTECTION and PRIVACY of STUDENT RECORDS: Board Policy – 8330

Each year the superintendent shall provide public notice to students and their parents/guardians of the district's intent to make available, upon request, certain information known as "directory information". [Note: this section of the handbook serves as a notice to JES students/parents at the beginning of each school year when passed out, received electronically, or upon enrollment to JES.] The Board designates as student "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially-recognized activities and sports, height and weight (if member of an athletic team), dates of attendance, date of graduation, or awards received. Directory information shall not be provided to any organization for profit-making purposes.

Parents/guardians and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within thirty (30) days after receipt of the superintendent's annual public notice.

PARENT GROUPS: Parent –Teacher Association (PTA)

Promoting the education and welfare of **ALL** children is the goal of all Cardinal Schools' parent-teacher organizations. JES has an active organization that encourages all parents to participate in school-related programs and activities, as well as any skills or services behind the scenes. The success of these organizations is dependent upon the concern and interest of its members; members and non-members can participate by helping with small jobs at home or by volunteering for one event. Officers for each of the parent groups are selected in the spring for the coming year. Any notices that concern specific meeting times and programs will be posted on the PTA bulletin board at JES and included in various PTA notifications, including Alert Now calls.

CARDINAL LOCAL SCHOOL DISTRICT COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (STUDENTS)

This document constitutes the School District’s Computer Network and Internet Acceptable Use Policy (“Policy”), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access (“Users”).

1. Definitions. For purposes of this Policy:

- The term “Network” shall mean the District’s group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users.

The rules of appropriate use and conduct created by this Policy apply to all District-owned computers and devices, even when such computers or devices are not connected with the Network. Such rules of appropriate use and conduct also apply to the use of privately-owned computers and mobile devices which are connected to the Network, communicate with Network Users by means of other non-District networks, or which are used in any way which is illegal, violates the Student Code of Conduct, or may be reasonably anticipated by District administrators to disrupt or materially interfere with school activities.

- The term “Use” of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. Purpose and Use: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with their building administrator to be informed whether or not a use is appropriate.

3. Users Bound by Policy in Accepting Access: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. Personal Responsibility: Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments, which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform the building administrator immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. **Reporting Misuse of the Network:** Users must report any misuse of the Network to building administrator. “Misuse” means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person’s property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.
6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.
7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.
8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.
9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.
10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to the building administrator. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of the building administrator. You may be held financially responsible for the expense of any equipment repair or replacement.
11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

- **OFFENSIVE OR HARASSING ACTS:** Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content (“sexting”) in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District’s harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.
- **VIOLATIONS OF PRIVACY:** Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.
- **CREATING TECHNICAL PROBLEMS:** Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to “hack” into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, “repairing,” reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.
- **USE OF OUTSIDE SERVICES AND APPLICATIONS:** All e-mail, document storage, blogs, social media, or any and all other services and applications (“apps”) must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Yahoo) through the Network is prohibited.
- **VIOLATING LAW:** Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.
- **VIOLATING COPYRIGHT:** Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use.
- **PERSONAL USE:** Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.
- **POLITICAL USE:** Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting

any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

- **GENERAL MISCONDUCT:** Using the Network in a manner inconsistent with the expectations of the Cardinal Local School District for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

- **Expressing Opinion:** The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.
- **Large Group Mailings:** The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.
- **Electronic Signatures:** Users shall not legally verify documents or use "electronic signatures" in any way unless they have been trained in an approved verification or signature system approved by the Administration. Users asked to legally verify or electronically sign documents should report the situation to the building administrator.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

- a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and
- b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

- a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
- b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;
- c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
- d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and
- e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. Training Related to On-line Behavior: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. No Warranties Created: By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. Updates to Account Information: You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify the building administrator or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 05/25/2016





RECEIPT/RELEASE FORM



I acknowledge receipt of the “**CARDINAL LOCAL School District Computer Network and Acceptable Use Policy**” for students of the Cardinal Local School District (revised 04/07/2015).

I have received (electronically and/or via paper) and read our school’s **Student/Parent Handbook for 2017-2018**. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the school district.

Media Release

Photographs, voice recordings, and videos of students participating in activities at school may appear in media such as, but not exclusive to, the school calendar, newsletters, newspapers, the Cardinal Local Schools website, magazines, Twitter, brochures, or other publicity materials.

___ Permission Granted

___ Permission Denied

Student Signature

Parent/Guardian Signature

Printed Name: _____

Printed Name: _____

Date signed: _____

Date signed: _____



Huskie Pups leave Paw prints on one’s heart!



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